



# Muskegon Community College

## BOARD OF TRUSTEES BOARD RETREAT MINUTES

July 21, 2022 – 9:30 a.m.

*Room 226 at the  
Sturris Technology Center  
388 W. Clay  
Muskegon, MI 49440*

**Present:** Chair Osborn, Vice Chair Mullally, Trustee Frye, Trustee Moore, Trustee Cook, Trustee Crandall, Trustee Portenga, President Selmon, Kristine Anderson, Dr. Kelley Conrad, Beth Dick, and Susan Foley

I. Agenda

2. Policy Governance Review

II. Governance Process

- ✓ 2.10.1 **Board Vacancies** – the office of a member of the Board shall become vacant immediately without declaration of any officer or any acceptance of the Board or its members, upon the death of the incumbent, ~~being adjudicated insane~~ or being found to be mentally incompetent....

IV. Executive Limitations

- ✓ 4.07.4 **Asset Protection** – Make any purchase or commit the organization to any expenditure greater than ~~\$35,000~~ \$49,999 without prior Board authorization.
- ✓ 407.5 **Asset Protection** – Unless a sole source item or exceptional circumstances, make any purchases over ~~\$35,000~~ \$49,999 without soliciting formal quotations (sealed bids) nor make purchases between \$10,000 to ~~\$35,000~~ \$49,999 without evaluating at least three quotations. A summary report on transactions from \$10,000 and above will be presented to the Board monthly.
- Communication
- ✓ Establish the Finance Committee with Treasurer Moore, Trustee Crandall, Beth Dick and the Foundation Director. The committee will meet once every quarter.

- ✓ Starting in August, the Board will meet at 3:00 p.m. on Board meeting days in a private room for socialization.
- ✓ The Board will work on an onboarding/orientation manual for new Board members.
- President's Evaluation
- ✓ Generally, the President's evaluation is in May. Dr. Crandall will forward President Selmon the Board evaluation and performance forms.

### 3. Going Forward

- President's Priorities – President Selmon shared his vision for Muskegon Community College, “A Pathway to a Better Life!”
- Reorganization – The Organizational chart was shared and will be posted on the Board Portal.

### 4. Foundation Report/Updates – Interim Chief Advancement Officer, Susan Foley shared the Foundation's “Focus on the Future.”

### 5. Other

- ✓ The Board would like quarterly updates to the Strategic Plan.
- ✓ The President sits on the Board for the Foundation for Muskegon Community College (FMCC). The Community Foundation for Muskegon County has asked the President to serve on their Board. President Selmon will be representing the College on the Community Foundation for Muskegon County Board.

### 6. Adjourned: 1:42 p.m.