



# Muskegon Community College

## BOARD OF TRUSTEES BOARD MEETING MINUTES August 15, 2018 – 12:30 p.m. 400Z – Board Room

**Present:** Chair Crandall, Vice Chair Osborn, Trustee Frye, Trustee Moore, Trustee Oakes and Trustee Portenga

**Absent:** Trustee Mullally

Chair Crandall called the meeting to order at 12:33 p.m.

1. Agenda – Trustee Frye moved to approve the agenda; second. Vote unanimous; motion carried.
2. Minutes
  - Board Meeting Minutes – July 18, 2018 – Trustee Moore moved to approve; second.  
Chair Crandall requested two edits to the July 18, 2018 minutes of the Board. 1) Item 9. B. the conversation about the alcohol policy needs the specific language that was approved added to the minutes so it is clear what was approved. 2) On the last page, president's evaluation, change the motion that follows the bullet points to include the paragraph above it, clarifying what was approved.  
The minutes were approved as amended; second. Vote unanimous; motion carried.
3. Public Comments and Presentations
  - Stratford Trip Presentation – Sheila Wahamaki and Mary Tyler summarized the most recent trip and thanked the Board and Administrators for allowing them to take this trip every summer for over 40 years.
  - 2018 Experiential Learning Summer Research Excursion – Kurt Troutman had the opportunity this summer for some Faculty Development, which he summarized for the Board.
4. Consent Agenda (*Board Action Required - Vote*)
  - A. Budget/Finance
    - I. Quarterly Financial Reports – Ken Long presented the quarterly reports, which included preliminary financial results for MCC for the 2017-2018 fiscal year, Foundation for MCC financial results for the 2017-2018 fiscal year, and an outlook for 2018-2019. To summarize: 2017-18 is complete, but the financials are still preliminary. The audit will begin September 24<sup>th</sup> with auditors onsite for two weeks. The audited financial reports will be presented to the Board at the November 21, 2018 board meeting.
  - B. Required Approvals – *Chair Crandall* – there were no required approvals this month.
5. Administrative Reports
  - A. Student Success Report – Dr. John Selmon discussed the new Jayhawk Hub, which will be a physical location on the main campus where more services and support will be provided for

students such as mental health services, the food bank, etc. The Department of Health and Human Services will also offer services, and everything will be centrally located on MCC's main campus. The Jayhawk Hub will begin with the Winter semester.

1. Enrollment is down 3.6% as of yesterday.
2. Student Success Completion Agenda

B. Personnel Report – *Kristine Anderson*

- Reported on the Summer walking program. As an organization, we walked a little over 3,600 miles in two months.
- Kicking off our United Way campaign this Friday and MCC is going to be a Pacesetter for Muskegon County this year, with Dr. Nesbary chairing the educational committee.
- Nicholas Palmer was hired for Arts & Humanities and Evin Rodkey was hired for Anthropology.
- A tentative agreement will be presented to the Board today for the ESS group and faculty information will be presented to the Board next month.

6. Business Non Operational

A. MCCA Report – Trustee Oakes reported that during the business session of the Summer Conference a vote was passed to increase each colleges Political Action Committee amount from \$1,000 to \$1,200. The Summer Conference offered dynamic speakers and awesome sessions. Kelley Conrad was congratulated for her completion of the MCCA Leadership Academy.

B. Foundation Update – *Trustee Osborn*

- A Foundation Board meeting is scheduled for next Thursday, August 23. They will look at setting up some processes within the Foundation, setting goals, establishing calendars, and look at building endowments, to have a broad range of what happens in the Foundation.
- Founder's Day, October 12, will be a fundraiser for the MCC food pantry.
- The Foundation is also looking at a donor appreciation and opening of the Health & Wellness Center in November, as well as discussing other fundraising plans for the year.

7. Old Business

A. Construction Project Committees – *Dr. John Selmon*

- Steering Committee
  1. Health & Wellness Center – the center is expected to be complete by September 14 and a tour will be planned for the Board following the September Board meeting. The State Budget Office will be touring the new facility on September 4. Mercy Health was onsite yesterday to look at the facility.

The Board requested a summary of the new Health and Wellness facility, what we will offer the college and the public, and thoughts on membership, community education, etc., to help the Board make a decision on where we are and to assist in the decision regarding the Lakeshore Fitness Center at the Board retreat on Monday.

2. Arts & Humanities Center – The newly renovated Automotive area should be ready for classes next week and a tour will be planned for the Board following the October Board meeting. Music and Art will begin their renovation, demo is well underway, and expected to be complete by May 2019. Some theater work is going on now and more work will be done in May 2019. Gerald Nyland, Dan Rinsema-Sybenga and Marty McDermott have been doing a phenomenal job on all of these projects.

8. New Business

- A. Request to Purchase SimMan 3G Manikin – *Marty McDermott*  
Trustee Osborn moved approval; second. Vote unanimous; motion carried.
- B. Request to Purchase Gaumard S3201 Simulation Torso – *Marty McDermott*  
Trustee Oakes moved approval; second. Vote unanimous; motion carried.
- C. ESS Contract Approval – *Kristine Anderson*  
Trustee Moore moved approval. Trustee Moore moved to table the motion until the Board goes in to Closed Session to have the contract presented to them and for further discussion. The motion was tabled.

Following a closed session discussion and upon coming out of closed session, Trustee Moore moved approval; second. Vote unanimous; motion carried.

9. Board of Trustees Policy Governance – *Chair Crandall*

- A. Policy Updates
- B. Monitoring Reports
- C. Ends Policy Review and Approval
  - Financial Stability – Policy 5.02 in the Board of Trustees Policy Governance Manual will be reviewed and discussed at the retreat on Monday, August 20, 2018. The Board will discuss a modification to address significant changes in the Operating Budget.
  - Community engagement survey outcomes
  - Health and Wellness
  - Educational Level of the Community
- D. Future Agenda Items
  - Policy Governance Evaluation
  - Board Evaluation

10. Announcements

- A. President's Report – *Dr. Nesbary*
- B. Board Comments
  - Administration is pleased to hear about when the Board attends conferences and are exposed to state, regional and national initiatives and they return so excited about the work we are doing here at the college. The Board is pleased to hear about what faculty and staff are doing at a statewide and national level as well, and the impact that it is having.

Trustee Osborn moved going into closed session to discuss contract negotiations; second:

A roll call vote was taken:

Trustee Frye – Yes

Trustee Moore – Yes

Chair Crandall – Yes

Vice Chair Osborn – Yes

Trustee Oakes – Yes

Contract negotiations were summarized and discussed.

Trustee Oakes moved coming out of closed session; second.

A roll call vote was taken:

Trustee Frye – Yes  
Chair Crandall – Yes  
Trustee Oakes – Yes

Trustee Moore – Yes  
Vice Chair Osborn – Yes

With no further business, Trustee Oakes moved to adjourn the meeting; second. The meeting was adjourned at 2:09 p.m.

Minutes submitted by Trustee Nancy Frye, Secretary

/csd