



# Muskegon Community College

## **BOARD OF TRUSTEES BOARD MEETING MINUTES August 17, 2016 – 10:30 a.m. 400Z – Board Room**

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

Chair Crandall called the meeting to order at 10:30 a.m.

### 1. Agenda

Trustee Portenga moved approval of the agenda; second. Vote unanimous; motion carried

### 2. Minutes

#### • Board Meeting Minutes – July 20, 2016

Trustee Frye moved approval of the Board minutes of July 20, 2016; second. Vote unanimous; motion carried.

#### • Closed Session Minutes – July 20, 2016

Trustee Moore moved approval of the Closed Session minutes of July 20, 2016; second. Vote unanimous; motion carried.

### 3. Public Comments and Presentations

#### • [MCC's Student Success Story Presentation](#) – Kelley Conrad

Kelley Conrad, Jenny Klingenberg, JB Meeuwenberg, Teresa Sturrus, John Selmon, Mike Alstrom and Tina Dee attended the AtD relaunch with four other colleges. Kelley presented a PowerPoint that tells MCC's success story since joining AtD in 2010. She highlighted the changes in culture as well as changes in local and national attitudes, the use of valuable data to inform decisions, effective strategies MCC uses to remove barriers and help students to succeed, the adoption of high impact practices, and MCC's approach to making student success strategies inescapable. The Board thanked everyone for their efforts, stating this is a great success story.

### 4. Consent Agenda (*Board Action Required - Vote*)

Trustee Mullally moved approval of the consent agenda; second. Vote unanimous; motion carried.

#### A. Budget/Finance

##### I. Financial Reports – Teresa Sturrus & Ken Long

#### B. Required Approvals – Dr. Crandall

### 5. Administrative Reports

#### A. Student Success Report – Dr. John Selmon

- I. Enrollment staff are working hard to get students enrolled for Fall. Dr. Nesbary compared another community college and MCC who were at the same enrollment levels five years ago – MCC expects enrollment of around 4,700 and the other college expects enrollment around 3,400. The enrollment and retention strategies that MCC has implemented are definitely making an impact, placing MCC within the top enrollment numbers for Michigan Community Colleges.

2. Student Success Completion Agenda
3. Personnel Report – *Kristine Anderson*
  - Of the nine searches in process, five positions have been filled. Three of the new positions are: 1) English faculty, Theresa Kanoza; 2) Assistant Director of HR, Kim Salinas; 3) Course & Extension Center Coordinator – Patti Raider from Finance is moving into this role.
  - The United Way Planning Committee has set a bold goal of \$30k for the upcoming campaign and Kristine asked for support as the campaign rolls out.
6. Business Non Operational
  - A. MCCA Report – *Trustee Oakes*
    - Trustees Oakes, Frye, Moore and President Nesbary enjoyed a great MCCA Summer Conference on Mackinac Island. Trustee Oakes commented that MCC is right on target with what some of the sessions shared at the conference. A highlight was learning about where technology is actually going and how quickly it's moving. One of the marketing presenters shared that the focus is not so much about what we have, but rather how do we give outsiders what we have, focusing on the outside first and tailoring what we offer to meet outside needs. In one breakout session with trustees from other colleges, they were really excited about what MCC has done with the YMCA/Lakeshore Fitness Center and one board chair spoke personally with Dr. Nesbary to learn how they could do something similar. Trustee Oakes stated this is a really good conference and she hopes Trustees can free their schedules to attend next year. Trustee Frye added that the presenters were great, the conference was well thought out and the information was valuable. Trustee Moore appreciated meeting trustees from other institutions and brainstorming with them.
    - Trustees acknowledged for their years of service included five year pins for Trustee Mullally and Vice Chair Osborn and a 20 year pin for Trustee Oakes.
    - The Board of Trustees Expense chart shows \$3,500 annually per trustee, but it should be corrected to \$4,000, which was approved by the Board as they worked through the new Board of Trustees Policy Governance Manual.
    - Trustee Oakes reminded Trustees attending the ACCT Conference in October that someone needs to be designated as the voting delegate.
  - B. Foundation Update – *Vice-Chair Osborn*
    - The Donor Appreciation lunch was held outside last week at the Lakeshore Fitness Center with beautiful views and an enjoyable time was had by all.
    - Founder's Day – September 15, still looking for silent auction items and ticket purchases.
    - The Foundation Board meeting is scheduled for tomorrow with consultant, Matt Spencer, who will help the FMCC Board look at capital campaigns.
7. Old Business
  - A. Construction Project Committees – *Dr. John Selmon*
    - Steering Committee
      1. Science Center
      2. Health & Wellness Center – schematic design work is due to the state November 1, with permission to move into the construction planning expected by February 1. Groundbreaking is slated for Spring 2017. This is a two-step process and construction still requires legislative approval. Approval was received for a standalone facility with a simulation lab. Marty McDermott was thanked for his hard work on this initiative.

3. Arts & Humanities Center – a series of planning meetings are scheduled for this Fall.
4. Downtown Center construction began Monday. Dan Rinsema-Sybenga was recognized for working closely and leading this project between the EDA and construction. Dr. Selmon requested monthly pictures and construction updates for the Board to follow the monthly progress. Lakeshore Fitness Center construction has been put on hold until after the September 16 Board and Cabinet retreat.

8. New Business

A. Permission to Seek Proposals for an Online Catalog Management System

Trustee Portenga moved approval; second. Vote unanimous; motion carried.

B. Request to Ratify Custodial Master Agreement

Trustee Mullally moved to ratify the 2016-2020 Master agreement; second.

Kristine Anderson thanked the negotiation committee – Duane Rainbolt, Jim Royce, Jim Witham, John Leonard, Dennis Stinson, Christine Stressman, Teresa Sturrus, John Selmon and Kristine – it was great conversation and great to work closely together to ratify the agreement.

Vote unanimous; motion carried.

9. Board of Trustees Policy Governance Manual Updates – *Dr. Crandall*

A. [Policy Updates](#)

B. Monitoring Reports

C. Ends Policy Review and Approval – Dr. Nesbary will email the Ends Policies that were discussed earlier in the week at the Board Packet Review Meeting with the Chair and Vice Chair for review and discussion in September.

- Financial Stability
- Community Impact
- Health and Wellness
- Educational Level of the Community

D. Future Agenda Items

E. Board Evaluation – *Chair Crandall*

**Board Evaluation 2016**

	T1	T2	T3	T4	T5	T6	T7	Average
<b>Category 4: The board monitors and evaluates</b>								
4a) The board spends time to study and understand the annual budget before the budget is approve.	3	3	3	3	2	3	3	2.8
4b) The board spends time to study and understand financial reports before they are approved by the board.	3	3	3	3	3	2	3	2.8
4c) The board annually has an outside source review the organization's finances.	3	3	3	3	3	3	3	3.0
4d) The board reviews the mission and long-range plan annually.	3	2	3	1	1	3	3	2.2
<i>Discussion: The mission statement under policy governance is the responsibility of the Board to decide what we're going to do, for whom, and at what cost – that is a primary function of the Board. The Board will receive recommendations from the Strategic Planning and it's important to have the Board's input into that going forward. The Board will need to develop a process to review the Strategic Plan and mission statement on an</i>								



7j) We follow a businesslike system of parliamentary rules.	3	3	3	3	3	3	3	3.0
7k) Only board members and the executive director sit at the board table. <i>Discussion: For this Board, this is not applicable and will be removed from the evaluation going forward.</i>	3	3	3	3	1	1	3	2.4
7l) We have an annual board meeting calendar.	2	3	3	3	3	3	3	2.9
7m) Board members arrive on time for meetings.	3	3	3	3	3	3	3	3.0
7n) Minutes of the meeting include only the important actions taken by the board, and not lengthy dialogue.	3	3	3	3	3	3	3	3.0
7o) Attendance at all board meetings is nearly 100 percent.	3	3	3	3	3	3	3	3.0
7p) All board members attempt to include all other board members in deliberations.	3	3	3	3	3	3	3	3.0
7r) Final decisions of the board are accepted and supported by all board members.	3	3	3	3	3	3	3	3.0
<b>Average</b>	<b>2.76</b>	<b>2.88</b>	<b>2.94</b>	<b>3.00</b>	<b>2.65</b>	<b>2.76</b>	<b>3.00</b>	<b>2.86</b>
<b>Category 8: Committees of the board</b>								
8a) The need for committees is reviewed every year, and unnecessary or non-functioning committees are eliminated. <i>Discussion: For this Board, this is not needed and will be removed from the evaluation going forward.</i>	3	2	3	3	1	n/a	3	2.5
8b) Committee members are chosen for high interest or expertise in the committee's area of responsibility.	3	3	2	3			3	2.8
8c) The executive or staff member appointed by the executive is a part of every committee.	3	3	3	3			3	3.0
8d) The board holds every committee accountable for reports/recommendations.	3	3	2	3			3	2.8
8e) Committee meetings are conducted in the same orderly fashion as board meetings.	3	2	3	3			3	2.8
8f) Committees come to board meetings prepared to recommend actions to the board.	3	3	2	3			3	2.8
8g) Our board does not redo the committee's work when the committee reports to the board. <i>Discussion: For this Board, this is done when the Board reorganizes.</i>	3	3		1			3	2.5
<b>Average</b>	<b>3.00</b>	<b>2.71</b>	<b>2.50</b>	<b>2.71</b>	<b>1.00</b>		<b>3.00</b>	<b>2.78</b>

10. Announcements

- ❖ For lunch today the Board will join the Faculty Seminar Days Picnic located in the courtyard outside Collegiate Hall and the Student Union
- ❖ Thursday, September 15, 2016 | [Founder's Day](#) – Join us for MCC's 90<sup>th</sup> Birthday Celebration!

A. President's Report – *President Nesbary*

- Related to the Emsi follow up study referenced in the President's Report, we had a study completed last fall assessing MCC's impact on the region, but that was just the operating budget. The capital projects that MCC has ongoing now will be the second study that to be conducted and it should be complete by late October. This study will respond to a number of requests for information and the Board's Ends Policy on community impact. This study will also give information on the actual dollar, social and economic impact of the college's investment of between \$40-\$50M that MCC will be doing, or has already completed, in the community.

- Dr. Selmon reported the deputy, assistant deputy, and another staff person from the Michigan Civil Rights Office came to campus about 10 days ago to discuss MCC's "And Justice for All" series. They were impressed with the series, thought it was well put together, and liked the topics. They asked some questions about the program and whether it could be scaled to the entire community. They also invited MCC to present at their Hate Crime Conference in Lansing, to share how MCC developed the program. They believe more communities could rollout similar initiatives at the local level. The Board suggested getting MCC, Rotary, and the Community Foundation together to look at rolling this out to a much broader audience across the community. A few years ago the Board discussed developing the Institute of Diversity and Inclusion at the college. The MCC Foundation has supported pieces of this including the "And Justice for All" series, and now the FMCC has expanded the initiative, bringing together and starting the process of an institute that would cover diversity and inclusion, ethics, etc. Trynette has already starting working on this. There has also been work through Rotary with the Diversity and Inclusion Committee, pulling in the Institute for Healing Racism, so work has begun.
- Dr. Nesbary sent information to the Board regarding refinancing of debt MCC issued in 2003 and 2005, in support of the Library and Career Tech Center. This information is on the Board Portal under "Board Packet Additional Information – [2016 Refunding Bonds](#). Refinancing from the current 4% to 2% will realize a net savings of \$570k over the next 9 years.
- Dr. Selmon reported the Scholarship Committee is putting together a presentation for the Board in September that is based on some of the concerns and comments the Board shared in July. Dr. Selmon asked if there were specific questions they would like answered from this group.
  - Whether the Board of Trustee Scholarships continue or are restructured given what's coming up with "free tuition", etc.
  - Discuss GPA requirements.
  - Look at other scholarships and how they interact (Foundation, Performance based scholarships, etc.)
  - What are the restrictions around the Muskegon Promise? What ways can the Board help?

B. Board Comments

- Custodial Master Agreement contract negotiations – the Board applauded the union and administrative staff who worked on these negotiations. Feedback they've heard is that there were good working relationships and good professional interaction and the Board appreciates that very much. Jim Royce added this is the fourth contract he has been involved in and stated the communication was better than it has ever been, less confrontational, less animosity, with very cohesive movement back and forth and both sides were very reasonable in their goals, so it is much appreciated on their side.

With no further business, Trustee Mullally moved to adjourn; second. The meeting was adjourned at 12:00 p.m.

Minutes submitted by Secretary Frye.

/csd