



# Muskegon Community College

## BOARD OF TRUSTEES BOARD MEETING MINUTES August 19, 2020 – 12:30 p.m. **Zoom Meeting**

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

Chair Osborn called the meeting to order at 12:30 p.m.

1. Trustee Mullally moved approval of the Agenda; second. Vote unanimous; motion carried.
2. Minutes
  - Trustee Frye moved approval of the Board Meeting Minutes of July 15, 2020; second. A roll call vote was taken:

Chair Osborn – Yes	Vice Chair Mullally – Yes
Trustee Frye – Yes	Trustee Moore – Yes
Trustee Crandall – Yes	Trustee Oakes – Yes
Trustee Portenga – Yes	
  - Trustee Portenga moved approval of the Board Closed Session Minutes of July 15, 2020; second. A roll call vote was taken:

Chair Osborn – Yes	Vice Chair Mullally – Yes
Trustee Frye – Yes	Trustee Moore – Yes
Trustee Crandall – Yes	Trustee Oakes – Yes
Trustee Portenga – Yes	
3. There were no public comments or presentations.
4. Trustee Mullally moved approval of the Consent Agenda; second. Vote unanimous; motion carried.
  - A. Budget/Finance
    - I. Ken Long presented the Quarterly Financials.
      - Preliminary financial results for FY 2019-2020 were shared and there will be some small entries throughout the audit process, but Ken feels good about the preliminary results.
      - State appropriations for 2019-20 were reduced 11% or about \$1M, and the state replaced that with Federal CARES Act dollars. Because the bill passed in the new fiscal year, revenue for 2019-20 will be short and that \$1M will be recognized in 2020-21. The FY 2020-21 outlook was also discussed.
      - The net pension liability has not been posted. This will be added during the audit due to actuarial data needed from the state retirement system.

- The Foundation Financial results for FY 2019-20 were presented.
  - There was a decrease in endowment gifts. This was attributed to a very large endowment last year of \$120,000 and less Capital gifts this year. Last year Capital gifts were received for both the Health and Wellness Center and were still coming in for the Sturris Technology Center. This year Capital gifts were received for one building, the Art & Music Center. Additionally, trying to navigate the COVID environment has been challenging.
  - Investments with the Foundation for MCC as well as the Community Foundation for Muskegon County were reviewed. The FMCC is now managing eight endowment funds totaling \$440,000.
- Key budget assumptions for 2020-21 were reviewed.
  - We are still waiting on the state budget, which is expected to be out sometime before October 1<sup>st</sup>.
  - We are currently in month two of the fiscal year and expect to meet budget.
  - The two biggest challenges that will impact the budget are declining enrollment and state appropriations, which continue to be monitored. To respond to these challenges the College is executing its Strategic Enrollment Management Plan, monitoring the budget and adjusting as necessary, exploring opportunities to reduce expenses, exploring opportunities for increased revenue, and we continue to focus on long term planning and cash flow going forward. They cycle of cash and cash balances will continue to be monitored.
- The remote audit for FY 2019-20 will begin on September 21 and the audited financial results will be shared with the Board at the November Board meeting.
- The next quarterly report will be available at the October 21 Board meeting and will include first quarter results. At that time, we will have a much better idea of where we stand from an enrollment perspective; we should have state aid information, and will have a much better idea of where we are heading for FY 2020-21.
- Investment strategy questions on performance and increased fees for investments at the CFFMC were answered for the Board. The Foundation plans to have a discussion with the CFFMC regarding fee increases and possibly discuss getting some of our funds back to be managed by the FMCC.

B. Required Approvals – *Chair Osborn*

5. Administrative Reports

A. President's Report – Dr. Nesbary highlighted a few items.

- He is reviewing Inside Higher Ed and other journals about how other colleges are maneuvering the pandemic. Since Monday, many universities have moved to virtual.
- We have had a number of events around the state and country regarding racism and DEI activities. The MCCA President's had a training session/webinar last Friday with Dr. David Williams from the University of Wisconsin Madison that was very informative and the presidents learned that everyone has a lot of work to do. MCC has been pushing these issues in our community for five to six years with our *And Justice for All* series, which has focused on these issues in a real meaningful manner.

- Dr. Nesbary discussed his upcoming Evaluation, to take place during the Board retreat. The college's evaluative criteria tracking includes the Strategic Plan, HLC and Policy Governance, which are all tracking similar and reflect his performance.

B. Student Success Report – *Dr. John Selmon*

1. Enrollment – The College is all set and ready to reopen next week with limited staff, increased security and a focus on enhanced safety measures. We are also reviewing and planning for the states Futures for Frontlines program and McDonald's Archways for Opportunities program.

Aaron Richman presented a detailed Enrollment Summary.

- Overall MCC is down 12.5 percent in credit hours, 12.8 percent in contact hours and 13.7 percent in student headcount. Of the 26 Community Colleges reporting fall enrollment, 24 have decreases of 10 percent or more.
  - MCC's payment deadline was extended from July 22 to August 12 this year due to the financial difficulty students are experiencing related to COVID. Of the students dropped last week, 61 percent have already taken steps to re-register and make payment arrangements for fall.
  - The new live Web Chat feature on MCC's website has received excellent feedback from students. This feature allows students to speak with Student Services staff in real time and get questions answered quickly.
  - With the fall enrollment calling campaign, over 5,000 students have been called.
  - Marketing for MCC fall classes is happening in almost every medium – print, social media, radio ads, tv and billboards.
  - Enrollment services staff have been meeting with students via Zoom, doing daily Zoom walk-in sessions and converting all the typical pre-semester enrollment events to a virtual setting.
  - Student Town Hall meetings have been taking place and Counseling is doing all day, every day virtual walk-in meetings with students.
2. Student Success Strategy Team member JB Meeuwenberg introduced and detailed the teams three goals for 2020-21 (1) guided pathways, (2) professional development related to online, (3) closing achievement gaps for TIP and PELL eligible students.
  3. The Personnel Report was presented by Kristine Anderson
    - Everyone was thanked for their willingness to pitch in and assist with budget shortfalls. Over 125 staff were on furlough or layoff, totaling nearly 300 weeks this calendar year.
    - There were two more early retirements since the last Board meeting – Donna Warner who has over 20 years of service and Joyce Piggee who will retire at the end of October.
    - Two critical faculty positions were filled – Rebecca Sytsema and Kim Mason joined MCC as nursing faculty. They are starting this fall, as two nursing faculty will retire at the end of this semester.
    - Denise Brown is filling the Upward Bound grant position.

The Board asked what happened with faculty furloughs. Kristine responded that they negotiated some concessions with faculty and instead of furloughs, they agreed to do a 5% increase in teaching load for the year, as well as a delay to their overload

payments. Additionally, they accepted a pay freeze on their annual pay scale. Those are the big concessions with faculty.

Dr. Nesbary added that Senator Aric Nisbett and Senate Majority Leader Mike Shirkey are now supporting Nursing BSN degree offerings at community colleges. The MCCA is following this closely and staying in contact with them, so that community colleges can be prepared by the end of the year if this is approved.

6. Business Non Operational

- A. MCCA Report – Trustee Crandall attended the MCCA board meeting last week. Primary issues were the impact of COVID 19 and a lot of which was covered in Ken Long and Dr Nesbary’s reports. There is still much uncertainty with the restrictions on COVID money, when it is going to be available, what it can be used for, and how the state budget is going to fill the gap of decreased monies for community colleges. This will continue to be monitored and Administration is keeping up with those changes. He also noted that Dr. Nesbary has been sworn in and taken over as the new Chair of the MCCA Board.
- B. Foundation Update – Ken Long noted they have a Foundation board meeting before the next Board of Trustees meeting. Chair Osborn noted that some of the money from the Foundation went towards the pathways initiative, working hard to support the college.

7. Old Business

- A. Dr. John Selmon gave project updates.
  - The FARM project is underway and as Dr. Nesbary’s photo shows, exterior walls are up. The project completion is still on target for the end of December.
  - An update was given on the 1825 Stebbins Road property discussed last month. MCC’s offer of \$60,000 was accepted. Mike Schubert, attorney with Warner Norcross & Judd, has reviewed the agreement and Dr. Nesbary now has it for signature. It is complete and we are ready to move forward on this purchase.

8. New Business

- A. Permission to Seek Bids and Purchase Laptops – *Dr. Steven Wilson*  
Trustee Frye moved approval; second. Trustee Oakes questioned how many laptops would be purchased. Dr. Steven Wilson responded that the target is 90 for staff and department use. A roll call vote was taken.

Chair Osborn – Yes  
Trustee Frye – Yes  
Trustee Oakes – Yes

Vice Chair Mullally – Yes  
Trustee Crandall – Yes  
Trustee Portenga – Yes

NOTE: Trustee Moore lost her connection to the meeting due to a computer issue.

- B. A Board Retreat will be scheduled for August 27<sup>th</sup> at 9:30 a.m. The Board will conduct the President’s evaluation, discuss the HLC visit, and possibly a few additional items.

9. Board of Trustees Policy Governance – Chair Osborn

- A. President Nesbary’s Annual Evaluation will be held at the Board Retreat on August 27
- B. [Policy Updates](#) – Updated language to policy 2.04 – This is the first reading of the recommended edits highlighted below. No action was taken today. The recommended revisions will be added and brought back to the Board in September. Trustee Portenga

asked whether the bylaws state when the President's evaluation is due. If so, we need to make sure the bylaws and proposed policy language changes match.

#### 2.04 Agenda Planning

To accomplish its job products with a governance style consistent with Board policies, the Board will follow an annual agenda that (a) completes a re-exploration of Ends policies annually and (b) continually improves Board performance through Board education, enriched input, and deliberation.

1. The cycle will conclude each year on the last day of **March** **December** so that administrative planning and budgeting can be based on accomplishing a one-year segment of the Board's most recent statement of long-term Ends.
2. The cycle will start with the Board's development of its agenda for the next year.
  - a. Consultations with selected groups in the ownership, or other methods of gaining ownership input, will be determined and arranged in the first quarter of the fiscal year, to be held during the balance of the year.
  - b. Governance education and education related to Ends determination (presentations by futurists, demographers, advocacy groups, staff, and so on) will be arranged in the first quarter of the fiscal year, to be held during the balance of the year.
3. Throughout the year, the Board will attend to consent agenda items as expeditiously as possible.
4. Presidential monitoring will be on the agenda if reports have been received since the previous meeting, if plans must be made for direct inspection monitoring, or if arrangements for third party monitoring must be prepared.
5. The President's remuneration will be decided during the month **of May** **in which the President's evaluation is completed**, after a review of monitoring reports received in the last year.

#### C. Future Agenda Items

### 10. Announcements

#### A. Board Comments

- The approaching October 5 & 6 HLC audit dates were noted. The Board will review additional information at the August 27 retreat.
- Kathy Moore was commended on the great work she is doing as the Director of the County Health Department during this pandemic.
- Chair Osborn stated that as we listen to the budget information, it is going to take everybody to work on this together.
- Vice Chair Mullally thanked all staff for managing this unprecedented information. The detailed information on the budget today was very helpful and took a lot of hard work.

With no further business, the meeting was adjourned at 2:23 p.m.

Minutes submitted by Secretary Nancy Frye.

/csd