



## Muskegon Community College

BOARD OF TRUSTEES  
BOARD MEETING MINUTES  
June 19, 2024, 12:30 p.m.  
Room 2109E – Main Campus

Present: Chair Osborn, Trustee Mullally, Trustee Frye, Trustee Crandall, Trustee Moore, Trustee Portenga

Absent: Trustee Cook

I. Agenda – Chair Osborn called the meeting to order at 12:30 p.m. Trustee Crandall moved approval of the agenda. Second. Vote unanimous; motion carried.

II. Public Agenda – Related Comments

III. Presentations

IV. Trustee Moore moved approval of the Consent Agenda as amended with the addition of May Closed session minutes; Second. Vote unanimous; motion carried.

A. Minutes

- Board Meeting Minutes for May 15, 2024
- Closed Session Board Meeting Minutes for May 15, 2024

B. Budget/Finance –

1. Financial Reports – *Beth Dick*
2. Project(s) at a Glance

C. Required Approvals – *Chair Osborn*

D. Personnel Report

V. Administrative Reports

A. President John Selmon highlighted several initiatives in his report and key takeaways:

The State Budget should be finalized and approved by the end of the month. Right now, we are just in a holding pattern.

The ADN to BSN Completion Letter of Intent was approved by the State. Now details need to be worked out with GVSU and classes will start in the fall.

Provost Search – Fall posting of the position. In the meanwhile, the Provost's work will be covered by other senior level staff during the transition.

750 students attended the Middle School Manufacturing Days at the Sturuss Technology Center. Other younger groups of students are being targeted to expose them to college as early as possible.

Governor Whitmer hosted a virtual Michigan Reconnect graduation with approximately 7000 graduates across the State, which included 132 from MCC.

MCC is taking advantage of the various grants offered by the State, which includes the QuickStart Grant (\$69K) and the Reconnect Age expansion Grant (\$65K). Our June Goal In Focus - #9 is "Provide Exceptional Environments for Effective Teaching and Learning."

MCC staff, faculty, and students were involved in Pride and Juneteenth celebrations.

Phishing attacks – Dr. Wilson shared some of the ways Phishing attacks occur and ways to prevent such attacks. On the Board page we will remove the Board phone numbers and emails and all contact will go through [paula.halloran@muskegoncc.edu](mailto:paula.halloran@muskegoncc.edu). Trustee Portenga moved to remove personal contact information of individual trustees. Second. Vote unanimous; Motion carried.

"An Evening with MCC" – Thank you to our sponsors. Our goal was \$50,000, and we are going to net between \$45,000 - \$46,000. Sue Samaniego shared Trinity Health's video, one of our signature sponsors. In the future we would like greater participation from the college community. Next year our event will be on Saturday June 21, 2025. We will add it to the Board calendar.

Past Presidents – We are revamping the website and the photos in the Board room to reflect interim MCC presidents' involvement in the college leadership during transition periods.

The Board will meet on July 8, 2024, at the STC from noon to 4:00 p.m. for the Board Retreat. The agenda will include: MCC Strategic Plan, Advancement/Foundation, Facility Planning discussion, 5-year Budget Stabilization Plan and Policy Governance. Lansing Community College's current president Dr. Steve Robinson and Board Trustee Bob Proctor will present policy governance best practices at the retreat.

- B. Student Success Report – *President John Selmon*
  - 1. Enrollment
  - 2. Student Success Completion Agenda

VI. Business Non – Operational

- A. Michigan Community College Association Report – *Trustee Crandall*

Trustee Crandall shared information about the many grant opportunities at the federal, state, and local. His question is where does the college need to make investments to help students and the institution to take advantage of these grant programs? Grants are rapidly becoming one of the main sources of funding for higher education institutions. MCC needs to develop a sophisticated grant seeking

operation for the college and the Board needs to support the administration. The State budget should be done by the end of June, at which time we will know more.

Trustee Crandall talked about some of the ebbs and flows of Promise Zones and the role of the Promise Zone going forward. Legislators need to say what the Promise Zone is paying for so if the State is picking up tuition, we could use Promise Zone money to support student needs, we can't do certain things right now because of legislation.

Trustee Crandall confirmed that Open Meeting Act conversations last month at the MCCA meeting was related to community college boards. A lot of discussion on having zoom meetings. The board has to pass a resolution and they can do so on a monthly basis. They don't want people to use it extensively.

There was some conversation around annexation and its role in the college's 5YR Budget Stabilization Plan. There are leaders in Ottawa County who are supportive of annexation and helping make it a reality.

- VII. B. Foundation Update
- Old Business
- VIII. New Business

- A. MCCA 2024 – 2025 Board of Directors Certification  
Trustee Moore motioned to nominate Trustee Crandall and Trustee Frye. Second. Vote unanimous. Motion approved.
- B. Public Hearing and Adoption of the 2024-2025 Budget  
Trustee Portenga moved to open the Public hearing on the 2024-2025 budget; Second. Vote unanimous; motion carried.

Trustee Cook	absent	Trustee Crandall	yes	Trustee Frye	yes
Trustee Moore	yes	Trustee Mullally	yes	Trustee Portenga	yes
Chair Osborn	yes				

The 5-Year Budget Stabilization Plan (BSP) was used to guide the development of the FY2024-2025 budget.

BSP provided many strategies to stabilize the budget moving forward and to eliminate the utilization of fund balance in the future.

The FY2024-2025 budget included several strategies however others will take longer to implement (i.e. annexation, Headlee override, evaluate academic program mix, lease more space etc.)

Although the Budget includes the utilization of fund balance it is within the Board minimum threshold of 20% of expenses.

The plan is to pursue the other long-term strategies for stabilizing future budgets.

The budget was presented, and questions were answered by Beth Dick.

Trustee Frye moved going out of the Public hearing; Second. Vote unanimous.  
Motion carried.

Trustee Cook	absent	Trustee Crandall	yes	Trustee Frye	yes
Trustee Moore	yes	Trustee Mullally	yes	Trustee Portenga	yes
Chair Osborn	yes				

Pursuant to the Uniform Budgeting and Accounting Act it is the recommendation of the President that the 2024-2025 Budget, as presented and attached, be adopted, and that the 2024 tax levy for the College's operating millage be established at 2.1515 mills and the 2024 tax levy for the College's capital/debt millage be established at .225 mills on the taxable value and that the Secretary of the Board be authorized to certify the tax levies to township supervisors and city assessors.

In addition to this approval, the Administration will update the 5 Year Budget Stabilization Plan at the August Board meeting with preliminary updated FY2023-2024 results as well any State budget information that would impact the FY 2024-2025 Budget.

Trustee Moore moved approval of the budget; Second. Vote unanimous; motion carried.

- IX. Board of Trustees Policy Governance
  - A. Policy Updates
  - B. Future Agenda Items

- X. Public General Comments

At the July 8<sup>th</sup> Board Retreat, we will be discussing the Facilities Plan, and the Board will decide if they would like more information before the final presentation at the October Board meeting.

The MCC Staff Retirement Party is today at 3:00 p.m. in Student Union.

- XI. Board Comments/Announcements

- XII. Adjournment 1:50 p.m.