



Muskegon Community College

BOARD OF TRUSTEES BOARD MEETING MINUTES

March 15, 2023, 3:30 p.m.
Room 2109E – Main Campus

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

Chair Osborn called the meeting to order at 3:31 p.m.

- I. Trustee Frye moved approval of the Agenda; second. Vote unanimous; motion carried.
- II. Public Agenda – Related Comments – change to Public Comments
- III. Presentations
 - Ken James, Chief Diversity Officer
Ken James shared a Diversity, Equity, Inclusion and Belonging (DEIB) PowerPoint with the Board which included a brief description of DEIB, MCC's four Pillars and DEIB key talking points.
Brief description of DEIB:
 - ❖ Actions speak louder than words. Create a safe place. The differences that make each of us unique.
 - ❖ Equity seeks to ensure fair treatment, equality of opportunity, and fairness in access to information and resources for all. We believe this is only possible in an environment built on respect and dignity.
 - ❖ Inclusion builds a culture of belonging by actively inviting the contribution and participation of all people.
 - ❖ Belonging, the positive output of doing our diversity, inclusion, and equity work. We are connected across our communities, organizations, and globally.MCC's four pillars:
 - ❖ cultural awareness
 - ❖ workforce/organization strategy
 - ❖ Cultural Competency and
 - ❖ Community Outreach.MCC's four stakeholder groups:
 - ❖ Students
 - ❖ faculty/staff
 - ❖ community
 - ❖ and business.

Ken also shared internal/external training from his office as well as future training opportunities and dates.
- IV. Trustee Moore approval of the Consent Agenda; Trustee Crandall asked to have two financial items moved off the Consent Agenda; second. Vote unanimous; motion carried.

A. Minutes

- Board Meeting Minutes of February 15, 2023
- Board Retreat Minutes of February 28, 2023

B. Budget/Finance –

1. Financial Reports – On the checks over \$10,000 Trustee Crandall asked about the payment to American Chemical Solutions and TSA Consulting. Beth Dick explained that American Chemical Solutions is a company that participates in the New Jobs Training Program created by the state whereby companies can partner with community colleges to provide training to their new employees. The company sends state income taxes associated with the employees wages to MCC and we hold those funds on their behalf to provide the training or if the company obtains training elsewhere they provide documentation of that training and we reimburse the company out of those funds. The payment represented a reimbursement to American Chemical Solutions for training provided outside of the college. The payment to TSA Consulting represented a bi-weekly payment of employer contributions to the College's optional retirement plan with TIAA-CREF. TSA handles the processing of those contributions. Trustee Crandall moved approval of the Financial Reports; second. Vote unanimous; motion carried.
2. Project(s) at a Glance

C. Required Approvals

V. Administrative Reports

A. President's Report –

This year our Distinguished Alumni is Trustee Kathy Moore. Congratulations.

President Selmon attended "The Enrollment Crisis at Michigan Community College's Webinar. The webinar discussed how to attract new students, how to keep the students we have, and get back the students that we have lost over the past few years. It was hosted by the Michigan Community College Association (MCCA).

United States Congresswoman Hillary Scholten was here and chose us for her first Town Hall meeting.

The pass rate for first-time test takers for the Associate Degree in Nursing (ADN) was below the established benchmark of 80%. We are looking at what we can do to improve. The National Council Licensure Examination – RN (NCLEX-RN) will get harder next year. Multiple choice questions will be going away. We usually are 95% or above. We are not alone; scores are down nationwide. We should look at the entire institution and how COVID-19 affected scores in other areas.

Dr. Wilson commented on the Colleague system moving to the Cloud. We have worked on the Software as a Service (SaaS) project for the last year and a half. Colleague holds all our records. We gain increased protection from cyber threats and better usability for our students.

Muskegon Heights Economic/Education Balance via Debt Forgiveness Committee Development met. The purpose of the committee is to get the State department to have a conversation with the about the Heights debt issues.

We are interviewing for the Chief Advancement Officer. The Retreat was helpful for discussion on the Foundation.

B. Student Success Report

1. Enrollment
2. Student Success Completion Agenda

Ten staff members attended the DREAM conference last month. We were honored as a Leader College. The next level is a Distinguished Leader College. The Achieving the Dream (ATD) coaches worked with us for our goals. The staff came back with many ideas.

President Selmon and the leadership team met with Kevin Stott from TalentFirst. TalentFirst has dollars through the State for adult student success. They could be a system of support for the Jayhawk Hub with their opportunities for grants. The MCCA has shown support for what we do at the Hub.

C. Personnel Report

Kristin McKenzie is our Interim Registrar.

Becky Smith – Accounts Payable Specialist will retire the end of June.

Dan Oteney – Custodian has resigned.

VI. Business Non-Operational

A. Michigan Community College Association (MCCA) Report

Dr. Crandall stated the next MCCA Board meeting is in May. We submitted five 2023 Legislative Issues of concern to MCC.

B. Foundation Update

VII. Old Business

VIII. New Business

A. Permission to Issue a Request for Proposal (RFP) for Machining Lab Lathes – Trustee Portenga motioned; second. Vote unanimous; motion carried.

B. Permission to purchase additional classroom technology – Trustee Moore motioned; second. Vote unanimous; motion carried.

C. FY 2023-2024 Estimate of Property Taxes and State Appropriation – informational item. No action needed. Property tax preliminary 10% increase in taxable values. State appropriation based on the governor's budget proposal.

IX. Board of Trustees Policy Governance – Chair Osborn

A. Policy Updates

II. Governance Process

- ✓ 2.14.3.I Approval of agenda/modifications as necessary – The next Board meetings

will begin at 12:30 p.m. with lunch served at 11:30 a.m. We will vote in April on the amendment to 2.14.3.1. Advance notice from a Trustee who would like the order of the agenda changed could be sent to the Board Chair.

B. Future Agenda Items

We can look at scheduling more Board retreats.

The Board is interested in looking at standards for student success and graduation rates. We have benchmarks in the Strategic Plan and can report quarterly reports on objectives. Annual data points from COVID-19 could be looked at.

X. Public General Comments

“Bring it to the Table” film will be shown tonight.

“A Conversation about an American Problem- Mass Shootings” will take place Monday at 3:00 p.m.

Congratulations to Trustee Moore on being selected for the Distinguished Alumni.

XI. Board Comments/Announcements

XII. Adjourned: 4:39 p.m.

Minutes submitted by Secretary Nancy Frye.

/ph