



Muskegon Community College

BOARD OF TRUSTEES BOARD MEETING MINUTES

May 17, 2023, 12:30 p.m.
Room 1300 – Stevenson Center

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

II. Public Agenda –Trustee Crandall moved approval of the agenda. Second. Vote unanimous. Motion carried.

III. Presentations

Robin Bazzett, Education Paraprofessional coordinated the visit on March 22 for the 3rd and 4th grade students from Reeths-Puffer schools. Dr. Kelley Conrad welcomed the students in the morning. The students had sessions in movie production with Jon Mills, graphic design with Kevin Kyser, a medical session with Alyssa Dilley, and an education session with Jennifer Jones. First place winner in the essay contest from Mrs. Boes' Reeths-Puffer Elementary classroom was Haley Pruitt. First place winner in the essay contest from Mrs. Kolbe's Twin Lake Elementary classroom was Bradly Palmer. Both students received a \$50.00 check from MCC.

IV. Trustee Frye moved approval of the Consent Agenda with Agenda items VIII.A and VIII.B moved; second. Vote unanimous; motion carried.

- Board Meeting Minutes of April 19, 2023

A. Budget/Finance –

I. Financial Reports

Beth Dick presented the Quarterly Financial Results and Projection FY2022-2023. For the quarter ending 3/31/23, All Funds Net Position increased \$9.1M. Operating revenues are unfavorable to budget by \$109K. Operating expenses are unfavorable to budget by \$124K. Nonoperating revenues are \$1.1M favorable to budget. Net income is favorable to budget by \$787K. The Operating Fund projection for the year anticipates operating revenues to be \$1.0M under budget due to lower contact hour enrollment than was budgeted. Contact hours for the Summer 2023 semester is trending at 96.5% of budget while the total fiscal year as of now is 94.6% of budget. Operating expenses are projected to be \$915K under budget. Salaries and fringe benefits are favorable primarily due to several position vacancies, reorganization and medical claims coming in lower than anticipated. Nonoperating revenues are projected to come in \$256K under budget. Overall, the annual projection is anticipated to result in a deficit of \$180K which will reduce the projected year-end Unrestricted Net Position to 26.9% of expenses which is above the recommended range of 16.7% to 25%. HEERF grants end June 30th. All student awards funds have been disbursed. Institutional spending of \$1,765,673 has occurred through the 3rd

quarter which includes \$276,434 to cover bad debt. Some bad debt is from students with Reconnect and Frontliners which doesn't cover books, course fees, or out of district tuition. The remaining HEERF institutional grant of approximately \$923K will be spent in the 4th quarter. Trustee Moore moved approval; second. Vote unanimous; motion carried.

2. Project(s) at-a-Glance

B. Required Approvals

V. Administrative Reports

A. President's Report -

President Selmon had the abbreviated two-minute version of the 2023 Commencement Ceremony video shown.

Congratulations to Distinguished Alumnus Trustee Moore and Trustee Portenga.

President Selmon has been appointed to the United Way of the Lakeshore Board of Directors. The plan is to connect to the community to build our support system for students.

President Selmon attended the MCCA Legislative Committee to discuss concerning language in the Higher Education Coordinating Council.

He visited Grand Rapids to be a part of the Food Club Tour. We can see how the food concept works and how we can bring it to Muskegon.

Marketing and Communication are looking at the Hispanic population as a translation of key enrollment materials.

President Selmon will be one of four panelists speaking about education and workforce development at the Lakeshore Chamber May Breakfast on Friday morning, May 19th.

Academics and Workforce Development – The STEAM event had 600 students and over 1,200 total visitors to the Sturris Technology Center. U.S. Representative Hillary Scholten visited the Health and Wellness Center to learn about the health program partnerships with MCC, West Michigan Works! and Trinity Health.

The Men's Golf Team won the 2023 Michigan Community College Golf Championship. They are in 2nd in Regionals as of today. Marty McDermott is the coach.

The Care Team has resolved 327 concerns in the Winter 2023 semester. Ninety – one Care Reports were submitted for failing/poor grades, and 72 reports were submitted for Technology Loaners. These are just the reports that are resolved. Dr. D'Avignon stated that there are five members on the team.

Ken James was the keynote speaker for TalentFirst at the Ada Business Association luncheon.

Sue Samaniego has joined us from Colorado Northwestern Community College. She is our Chief Advancement Officer (CAO).

New hires are, Jamie Barmes Human Resources Employment Coordinator, Sue Samaniego Chief Advancement Officer, and Sarah Luker Director of Admissions. Internal promotions are Ashley Battle Association Director of Admissions, Sheila Cunningham Records Technician Specialist and Juwan Smith Upward Bound Project Advisor.

B. Student Success Report

1. Enrollment

Dr. D'Avignon reported on Summer 2023 enrollment. We are 95% to goal, with 1,555 students enrolled. Headcount is 95% to goal. Compared to last year the Headcount is down 5%. New students are up 7%. We have 12 late start classes that haven't started. The College Kick-Off program is a state grant for recent high school graduates. It is a five-week program beginning June 19th. There are 96 spots available, and currently we have 49 students eligible. Next month we will share the Enrollment Management Plan for next year.

2. Student Success Completion Agenda

C. Personnel Report

VI. Business Non-Operational

A. Michigan Community College Association (MCCA) Report

Trustee Crandall shared information from the MCCA about the budget for post-secondary schools and the proposed creation of a Higher Education Coordinating Council to better manage state and financial programs, improve customer service, and increase marketing. Presidents of community colleges are concerned that the budget will influence on how colleges are to be self-governed. Dr. Crandall is going to the MCCA conference in Escanaba this week.

B. Foundation Update

C. Finance Committee

VII. Old Business

VIII. New Business

A. Permission to approve the resolution to execute a final agreement with fairlife, LLC. Trustee Portenga moved approval; second Trustee Mullally. Vote unanimous; motion carried.

B. Permission to purchase four FANUC fenceless robots from IST for a total of \$184,920. Trustee Cook moved approval; second. Vote unanimous; motion carried.

IX. Board of Trustees Policy Governance – Chair Osborn

A. Policy Updates

II. Governance Process

- ✓ 2.14.3.V.C. Approval of moving the Personnel Report to Consent Agenda,
- 2.14.3.IV.D. Trustee Mullally moved approval; second. Vote unanimous; motion carried.

B. Future Agenda Items

X. Public General Comments

Nicholas Budimir president of Muskegon Community College Faculty Association appreciates what the college administration is doing in reorganization. The Biology faculty position will be replaced, the search is in place for the Theater faculty and the Center for Teaching and Learning Instructional Designer. There is a concern about full – time educational department support staff and not replacing the recently retired Librarian’s position. The Association is disappointed that the important Librarian position will not be filled.

Commencement was nice this year!

XI. Board Comments/Announcements

Terrific Commencement and congratulations to Trustee Moore and Trustee Portenga for the Distinguished Alumni awards.

The Board will look at the Governance Policy Annual Board Calendar at a retreat.

XII. Adjourned: 2:10 p.m.

Minutes submitted by Secretary Nancy Frye.

/ph