



## Muskegon Community College

### BOARD OF TRUSTEES BOARD MEETING MINUTES November 8, 2023, 12:30 p.m. Room 2109E – Main Campus

- Present: Chair Osborn, Trustee Cook, Trustee Crandall, Trustee Frye, Trustee Moore, Trustee Mullally, Trustee Portenga
- I. Agenda – Chair Osborn called the meeting to order at 12:30 p.m. Trustee Frye moved approval of the agenda with the Report on the 2022-2023 Audit moved after the Consent Agenda; Second. Vote unanimous. Motion carried.
  - II. Public Agenda – Related Comments
  - III. Presentations
    - Jason Cooper, Director of Compliance & Title IX Coordinator, Title IX  
Jason Cooper presented Title IX Essentials. Faculty/staff/students and the Board will receive training next semester.
  - IV. Trustee Moore moved approval of the Consent Agenda; Second. Vote unanimous; motion carried.
    - Report on 2022-2023 Audited Financial Statements  
Paul Gilbert and Jenni Wheeler from Brickley DeLong presented on the 2022-2023 Audit. Thank you to MCC staff who helped with the audit. Great policies and people in place. Very clean audit.  
Trustee Moore moved approval to accept the report as presented; Second by Trustee Crandall. Vote unanimous; motion carried.
  - A. Minutes
    - Board Meeting Minutes of October 18, 2023
  - B. Budget/Finance –
    1. Financial Reports
    2. Project(s) at a Glance
  - C. Required Approvals
  - D. Personnel Report
  - V. Administrative Reports
    - A. President's Report  
President Selmon received news from the Muskegon Heights Economic Balance Committee that the State of Michigan has approved the Muskegon Heights Public Schools debt forgiveness. The committee's work is done, and the group has been disbanded.

Tennis and pickleball courts renovations will be managed in-house, we will no longer be working with the community group.

President Selmon reported he did a presentation to Muskegon Area Labor and Management Committee. Over 100 labor and management members attended. He shared information about internships, apprenticeships, and customized training opportunities at MCC for employers and employees. He answered questions related to the Reconnect Age Expansion and the Promise Scholarship.

The Howmet Robotics Grant Celebration was a success and President Selmon thanked the Board members who attended the event. Amy Heisser from Howmet, Carolyn Sturuss and Senator Jon Bumstead attended the celebration and shared some remarks.

MCC's Hollie Benson was featured in the Association of Community College Trustees (ACCT) national publication, *Around The Regions* for the College Kick Off program. She was featured in the Michigan Community College Association (MCCA) monthly updates several months ago for the same program.

MCC hosted the TRENDS Conference for the first time. This conference is made up of occupational deans from community colleges around the state. Several MCC faculty were presenters during the conference.

Friday, December 1<sup>st</sup> is the Board Retreat date which will focus on the development of a 5-Year Financial Stability Plan.

New employees were introduced by President Selmon: Daniel Boothe, Communications Manager and Rachel Quick, Admissions Specialist.

B. Student Success Report -

1. Enrollment

Dr. Patti D'Avignon reported that the current Winter Enrollment stands at 2,122, 59% to the end of term goal.

2. Student Success Completion Agenda

Dr. Kelley Conrad reported that coaches Dr. Trudy Bers and Dr. Mary Fifield from Achieving the Dream were here. They worked on assessing our onboarding processes to help improve the student experience. They shared some observations and recommendations with the staff. Our next step will be to look at the recommendations.

VI. Business Non – Operational

A. Michigan Community College Association Report

B. Foundation Update

VII. Old Business

VIII. New Business

A. Authorization to enter into a contract with PFM Asset Management LLC for Investment Advisor Services

Trustee Mullally moved approval to authorize staff to negotiate a 3-year contract with two optional one (1) year renewals with PFM Asset Management LLC for

the purpose of providing Investment Advisor Services. Second. Vote unanimous; motion carried.

- B. Authorization to issue Requests for Proposals for a Facility Condition Assessment, Master Plan Update and ADA Survey  
Trustee Portenga moved approval to authorize the issuance of Requests for Proposals for a Facility Condition Assessment, Master Plan Update and an ADA Survey. Second. Vote unanimous; motion carried.
- C. Permission to Contract with Coursedog for Catalog and Curriculum Software  
Trustee Mullally moved approval that Academic Affairs be granted permission to negotiate and enter into a contract with Coursedog, Inc., to provide Catalog and Curriculum Software, with implementation and annual service fees not to exceed \$220,000 for a five-year contract. This contract would be within the budgeted amount planned for this project. Second. Vote unanimous; motion carried.  
Trustee Crandall motioned to amend the wording to remove the word “annual”.  
Second. Vote unanimous; motion carried.

IX. Board of Trustees Policy Governance

- A. Policy Updates
- B. Future Agenda Items

X. Public General Comments

- A. Veterans Salute – August 9<sup>th</sup> at 2:30 in the Health and Wellness Center.
- B. Holiday Brunch – December 7<sup>th</sup> at 10:30.

XI. Board Comments/Announcements

Thank you for the meeting change for November, per Trustee Portenga.

XII. Adjournment: 1:51 p.m.

Minutes submitted by Nancy Frye, Secretary

/ph