



## Muskegon Community College

BOARD OF TRUSTEES  
BOARD MEETING MINUTES  
January 17, 2024, 12:30 p.m.  
Room 2109E – Main Campus

- Present: Chair Osborn, Trustee Frye, Trustee Moore, Trustee Mullally  
Absent: Trustee Cook, Trustee Crandall, Trustee Portenga  
Attended On Zoom: Trustee Portenga
- I. Agenda – Chair Osborn called the meeting to order at 12:30. Trustee Frye moved approval of the agenda. We will go into closed session at the end of the meeting for purchasing property and legal opinion. Second. Vote unanimous; motion carried.
- II. Public Agenda – Related Comments
- III. Presentations
- Val Shelby, Dean of Early College and Jamar Ragland, Mentor of Early College presented on the Early College program –  
MCC Early College is an opportunity for high school students to take college classes and earn up to an associate degree – for free. The program is a three-year commitment. Students in Muskegon, Newaygo and Ottawa counties can apply to attend. We have almost 300 students that attend now with a 90% retention rate.
- IV. Trustee Moore moved approval of the Consent Agenda; Second. Vote unanimous; motion carried.
- A. Minutes
- Board Meeting Minutes for December 20, 2023  
Board Meeting Closed Minutes for December 20, 2023
- B. Budget/Finance –
1. Financial Reports
  2. Project(s) at a Glance
- C. Required Approvals – *Chair Osborn*
- D. Personnel Report
- V. Administrative Reports
- A. President's Report
- President Selmon introduced Shauna Hayes, English Instructor. She introduced Kevin Kyser (MCC Graphic Design Department) who won the LAND Institutional Excellence Award. The LAND Institutional Excellence Award was established to spotlight, honor, and provide public recognition to a team or group that demonstrates exemplary collaboration and teamwork in the design, implementation, assessment, or advocacy of an innovative course/project/program. Shauna Hayes and Sean Colcleasure, both MCC instructors, nominated Kevin for the award.

President Selmon shared the following:

- The president's PowerPoint and audio message to Faculty at Faculty Seminar Days is on the Board Portal.
- The Foundation report is detailed in the President's Report. Donations continue to come in. The next MCC Foundation meeting is in February.
- The January Goal in Focus #3 is to Increase Community Engagement. Details are in the report.
- Winter enrollment headcount is approximately 4% above our Census date goals, which occurs on January 23, 2024.
- Limited Student Success data and analysis is in the Board report. A full report on the student success goals will be presented at the March Board of Trustees meeting.
- Governor Whitmer will deliver her State of the State Address on Wednesday, January 24<sup>th</sup>.
- The 27<sup>th</sup> Annual Dr. Martin Luther King, Jr. Unity Breakfast was a success. There were 650 seats sold for this year's event, which is a sell out for the second straight year.
- The other reports in the Board Packet stand as submitted.

B. Student Success Report

1. Enrollment -
2. Student Success Completion Agenda

VI. Business Non – Operational

A. Michigan Community College Association Report

President Selmon reported out on the MCCA Winter Board of Directors meeting:

- ACCT update was provided by Jee Hang Lee, CEO of ACCT
- Update from the new MiLEAP Acting Director, Michelle Richard, regarding her priorities and focus on access. She has just been on the job for five weeks.
- The Legislative Committee Report was provided by Katie Witkowski, MCCA Director of Government & External Affairs. She recapped the 2023 Legislative Priorities and asked for a PAC Increase which was approved from \$1200 to \$1500.
- Kathy Taskey, Director of Finance discussed a recent audit. Overall, MCCA as an organization is in good financial standing.
- Student Success Committee leads, Erica Orians, Mike Gavin and Precious Miller discussed the 2023 Center Year in Review, Definitions of Equitable Student Success, and a Data Minute.
- Brandy Johnson, MCCA President welcomed New Presidents, reviewed 2023 Goals Recap/2024 Team Goals, the updated Calendar for 2024 and we heard remarks from the Executive Committee.

B. Foundation Update - stand as submitted in the Board report

- VII. Old Business
- VIII. New Business
  - A. Authorization to Select Tower Pinkster Titus Associates, Inc. for Facility Condition Assessment, Master Plan Update and ADA Survey, Trustee Mullally moved approval to enter into a contract with Tower Pinkster Titus Associates, Inc. to complete a Facility Condition Assessment, Master Plan Update and ADA Survey for a cost not to exceed \$201,500. Second. Vote unanimous; motion carried.
  - B. Authorization to spend State Infrastructure, Technology, Equipment, Maintenance and Safety (ITEMS) Funding. Trustee Moore moved approval for the ITEMS funding and to further authorize the issuance of RFP's or bids for those amounts \$50,000 and over. Second. Vote unanimous; motion carried.
  - C. Permission to seek bids to purchase software for applications for admission. Trustee Mullally moved approval for the Student Services Division to seek bids to purchase software for applications for admission. Second. Vote unanimous; motion carried.
- IX. Board of Trustees Policy Governance – *Chair Osborn*
  - A. Policy Updates
  - B. Future Agenda Items
- X. Public General Comments
- XI. Board Comments/Announcements

Without 2/3 members present, we will reschedule the closed session.
- XII. With no further business, the meeting was adjourned at 1:16 p.m.

Minutes submitted by Secretary Nancy Frye.  
/ph