



## Muskegon Community College

### BOARD OF TRUSTEES BOARD MEETING MINUTES May 15, 2024, 12:30 p.m. Room 2109E – Main Campus

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

Absent: Trustee Cook

I. Agenda – Chair Osborn called the meeting to order at 12:30 p.m. We will go into closed session at the end of the meeting for labor contract negotiations. Trustee Moore moved approval of the agenda. Second. Vote unanimous; motion carried.

II. Public Agenda – Related Comments

III. Presentations

Enrollment Management Plan – 2023-2026 - Dr. Patti D’Avignon

Our goals are – Recruit, Retain, and Regain

We are streamlining the onboarding student experience, promoting state scholarships, raising MCC’s profile outside of Muskegon County, and promoting the value of higher education.

Year one accomplishments –

- revamped acceptance letter with information packet for new students
- creation of new MCC website
- Reconnect Campaign and Coaching
- MCC Build Back enrollment data shared with high schools
- 39 of 52 College Kickoff students enrolled for Fall 2023
- cultivated partnerships for student success
- branding and promotion at NCRESA and Ottawa County
- defined stop out student cohorts
- balance due communication plan and execution
- 4 instructors enrolled in ACUE training

IV. Trustee Mullally moved approval of the Consent Agenda; Second. Vote unanimous; motion carried.

A. Minutes

- Board Meeting Minutes for April 17, 2024
- Closed Session Board Meeting Minutes for April 17, 2024

B. Budget/Finance –

I. Financial Reports

Beth Dick and the Finance Committee met last week.

The end of the 3<sup>rd</sup> quarter report:

- Statement of Net Position increased by \$5.4M from the previous year 3<sup>rd</sup> quarter.
- Statement of Revenues and Expenses Highlights All Funds – Net Income favorable to budget \$3.3M.
- Statement of Revenues and Expenses Highlights Operating Fund Projection – Unrestricted Net Position % of expenditures projected to be 28.4%. We will continue monitoring revenues for final summer enrollment and property taxes and operating expenses as the year progresses.
- The Foundation generated \$389,001 in revenues through March with expenses of \$267,729 for a net income of \$121,272.
- Endowment Funds as of March 31, 2024, total \$1,181,014.
- The FY2024-2025 budget assumptions were reviewed.
- The Facilities Plan and ITEMS project statuses were reviewed.

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 several key takeaways:

- Capitol Day – 2 students and Jay (MCC Mascot) attended with President Selmon. They spent the day talking to legislators about community college priorities. About 120 participants were there.
- Open Meetings Act Legislation Discussion – House Bill 5686 is being discussed in Lansing that would allow some members of community college boards to attend remotely. The Bill has been referred to the House Committee on Oversight and Ethics. More to come.
- Provost Search Update – top candidate is pursuing other interests, so the search committee plans reconvene, repost and open another search
- Distinguished Alumni – Ryan Wheeler had a powerful story that he shared.
- ADN to BSN – still working on getting an agreement signed with the intent on enrolling students starting this Fall.
- Commencement – Great job by all, including the "highlights video" by Jon Mills
- May Strategic Plan Goal in Focus – Meet Enrollment Goals including addressing underrepresented groups.
- An Evening with MCC – We have several sponsors. Our goal is 150 people for the event in the Large Ensemble room. This will be our "Signature" event going forward.
- STEAM Along the Lakeshore – 650 children attended, up from 600 last year.
- Quickstart Grant – application has been submitted to MiLEAP. The focus of the grant is on assessing student success best practices for adult students.

- B. Student Success Report
  - 1. Enrollment
  - 2. Student Success Completion Agenda
- VI. Business Non – Operational
  - A. Michigan Community College Association Report – *Trustee Crandall*  
Upcoming meeting on Thursday, May 16 and Friday, May 17
  - B. Foundation Update
- VII. Old Business
- VIII. New Business
  - A. It is the recommendation of the President that the Board of Trustees approve the resolution and authorize the Secretary to sign the resolution allowing staff to execute a final agreement authorizing new jobs training with Global Life Sciences Solutions USA, LLC.  
Trustee Portenga moved approval. Second Trustee Mullally. Vote unanimous; motion carried.
  - B. It is the recommendation of the President that the Board of Trustees approves a RFP posting for Commercial Driver’s License (CDL) training services, with proposals due in June 2024.  
Trustee Mullally moved approval. Second. Vote unanimous; motion carried.
  - C. Closed Session – Labor Contract Negotiations
- IX. Board of Trustees Policy Governance
  - A. Policy Updates
  - B. Future Agenda Items
- X. Public General Comments
- XI. Board Comments/Announcements
  - At 1:33 p.m. Trustee Crandall moved going into closed session to discuss labor contract negotiations. Second. A roll call vote was taken.

Trustee Cook	Absent	Trustee Mullally	Yes
Trustee Crandall	Yes	Chair Osborn	Yes
Trustee Frye	Yes	Trustee Portenga	Yes
Trustee Moore	Yes		
  - At 1:53 p.m. Trustee Mullally made a motion to come out of closed session. Second. A roll call vote was taken.

Trustee Cook	Absent	Trustee Mullally	Yes
Trustee Crandall	Yes	Chair Osborn	Yes
Trustee Frye	Yes	Trustee Portenga	Yes
Trustee Moore	Yes		
  - Trustee Frye said she has seen a lot of good press for MCC lately. Rotary brings in lots of students who are going to attend MCC.
- XII. With no further business, the meeting was adjourned at 1:54 p.m.  
Minutes submitted by Secretary Nancy Frye.  
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