



# Muskegon Community College

## BOARD OF TRUSTEES BOARD MEETING MINUTES January 15, 2020 – 11:15 a.m. 2109E – Board Room

**Present:** Chair Osborn, Vice Chair Mullally, Trustee Frye, Trustee Moore, Trustee Oakes and Trustee Portenga

**Absent:** Trustee Crandall

Chair Osborn called the meeting to order at 11:15 a.m.

1. Trustee Mullally moved approval of the Agenda; second. Vote unanimous; motion carried.
2. Trustee Frye moved approval of the Board Meeting Minutes of December 18, 2019; second. Under New Business, item 8. A. the sentence that reads “and if they purchase the building . . .” needs improvement. Also, item 8. C. should read “5-year plan”, not 5-year commitment. With the edits noted, vote unanimous; motion carried.
3. Public Comments and Presentations
  - Cyndi Langlois gave a presentation on the First Robotics event held at the Sturuss Technology Center on January 4, 2020. This is a global competition fostering teamwork, STEM related ideas, and marketing for the teams. This year was MCC’s first year as an official kick-off site, with 250 students from 19 schools.
4. Trustee Mullally moved approval of the Consent Agenda; second. Vote unanimous; motion carried. (*Board Action Required - Vote*)
  - A. Budget/Finance
    1. Ken Long presented the Quarterly Financial Reports through December 31, 2019. The 2019-2020 financial results are expected to be balanced with the budget. Third quarter results will be presented to the Board in April.
  - B. Required Approvals – *Chair Osborn*
5. Administrative Reports
  - A. Student Success Report – *Dr. John Selmon*
    1. Enrollment – A new enrollment report was uploaded to the Board MyMCC page this morning. As of today, contact hours are at 99.2% of budget and new student count is up 6% from a year ago. In February, work will start on the new Strategic Enrollment Management Plan for next year.
    2. Student Success Completion Agenda

- B. Personnel Report – Kristine Anderson reported the “Take Time Thursdays” held on campus over the holidays were very successful. Faculty and staff bring their lunch and join their colleagues for activities and events to build the MCC community. Plans are in the works to bring this back once the semester is underway.

The payroll and benefits group have been very hard at work for the beginning of this year with increases to minimum wage for all of the student employees, getting the benefit changes in place, and significant changes to W-4's and tax tables which created a lot of system changes to implement, test and retest.

The Annual Service Award Luncheon is scheduled for 12:30 today in Room 2323.

6. Business Non Operational

- A. MCCA Report – *Trustee Crandall*  
B. Foundation Update – *Ken Long*

7. Old Business

- A. Project Updates – Dr. John Selmon directed the Board to the FARM project general information update on page 15 and noted if they would like any additional information to let him know. The proposed groundbreaking is scheduled for April 24, 2020.

8. New Business

- A. Trustee Portenga moved approval of the Board of Trustees Meeting Schedule for 2020; second. Vote unanimous; motion carried.  
B. All Trustees received the Annual Code of Conduct Policy Acknowledgement for signature  
C. Trustee Moore moved approval of the proposed changes to the Foundation for Muskegon Community College Bylaws; second. Vote unanimous; motion carried.

Ken Long summarized the changes, stating most came about due to changes in staffing. The Alumni Relations Manager was removed from the FMCC Board, as there is not a need to have three staff people as non-voting members of that Board. The Executive committee changed from Dr. Nesbary to Ken Long, as there is no need to have both. The Foundation Board is working to be efficient with people's time and to have the proper representation.

9. Board of Trustees Policy Governance – *Chair Osborn*

- A. [Policy Updates](#)  
B. Future Agenda Items
- Muskegon Promise Updates
  - Tuition – In-district, Out-of-District, Promise Students

10. Announcements

- A. President's Report – Dr. Nesbary took a slightly different approach this month, providing a sense of where we were and where we are now over the past 10 years, noting MCC's graduation rate is up from 14% to 20% in that timeframe.

B. Board Comments

- Chair Osborn noted the Dr. Martin Luther King Jr. Unity Breakfast is this Friday at 7:30 a.m. in Collegiate Hall. This is the 23<sup>rd</sup> year.
- Trustee Frye thanked everyone who acknowledged Hugh Frye’s recent surgery. He is doing very well and it is nice to know people care.

❖ Board Retreat to Discuss & Strategize re: the Muskegon Promise and tuition Monday, March 2, 2020 from 9:00 AM to 1PM – Delta Marriott Muskegon

## UPCOMING ANNUAL BOARD CALENDAR ITEMS

January	Approve current year Board Meeting Calendar	
	<ol style="list-style-type: none"> <li>1. Sign Annual Code of Conduct Acknowledgement of Agreement.</li> <li>2. Members will annually disclose their involvements with other organizations, with vendors, or any associations that might be or might reasonably be seen as a conflict.</li> </ol>	
<i>Quarterly Financial Review</i>		
<i>Service Award Luncheon</i>		
March	Estimate of Property Taxes and State Appropriation	Does not require Board action but document needs to be provided and reflected in the meeting minutes.
April	Tuition & Fee Proposal	
<i>Quarterly Financial Review</i>		
	Develop Annual Board Agenda	<b>Policy 2.04 – 2.</b> April 1st of current year to March 31st of the following year.
	Establish Board cost of governance budget for the next fiscal year.	<b>Policy 2.13 – 3.</b> The Board will establish its cost of governance budget for the next fiscal year during the month of April.

With no further business, the meeting was adjourned at 12:05 p.m.

Minutes submitted by Secretary Nancy Frye.

/csd