



# Muskegon Community College

## **BOARD OF TRUSTEES BOARD MEETING MINUTES January 17, 2018 – 11:30 a.m. 400Z – Board Room**

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

Chair Crandall called the meeting to order at 11:33 a.m.

1. Agenda

Trustee Mullally moved approval of the agenda; second. Vote unanimous; motion carried.

2. Minutes

- Board Meeting Minutes – December 20, 2017 – Trustee Frye moved approval; second. Vote unanimous; motion carried.

3. Public Comments and Presentations

4. Consent Agenda (*Board Action Required - Vote*)

A. Budget/Finance

1. Financial Reports, Quarterly Update – *Ken Long*

- Ken Long reported on the quarter ended December 31, 2017, marking the halfway point for this fiscal year.
- By March 1<sup>st</sup>, a decision will need to be made on whether to stay with Power Wellness. Power Wellness has been notified that their contract is coming to an end and an RFP will be issued for management services. A possible restructure of the Lakeshore Fitness Center was also suggested.
- Budgeting for FY 2018-19 has begun. Proposed tuition and fee structure will be presented to the board in April, with a full budget presentation in May.
- The next financial quarterly report will be presented to the Board of Trustees in April.

B. Required Approvals – *Chair Crandall*

5. Administrative Reports

A. Student Success Report – *Dr. John Selmon*

1. Enrollment as of today is at 98%. A large meeting is scheduled on September 8<sup>th</sup> to meet across the college and discuss ideas for getting better at enrollment – what's working, what isn't working, what aren't we doing that we should be doing?
2. Student Success Completion Agenda – Kelley Conrad presented the latest edition of Useful Data: Pathway to Graduation. The Board stated they appreciate receiving this information each month, which is easy to understand and very helpful.

3. Personnel Report – *Kristine Anderson*
  - Last week a new Weight Watchers session kicked off and several people are participating. HR has also held some mindfulness and stress reduction sessions for employees, along with sessions on elder care.
  - HR and Finance are working on the PA75 refunds.

6. Business Non Operational

- A. MCCA Report – *Trustee Oakes & Trustee Frye*

- B. Foundation Update – *Trustee Osborn*

- The Sturris Technology Center Grand Opening was fantastic; 109 pictures have been posted to facebook. A number of people gave very inspiring speeches. Everyone who attended was thanked, noting 100% participation by the Board of Trustees.
- The Health & Wellness and Arts & Humanities projects are coming up and the Foundation needs to see what they can do with that going forward.
- The Foundation Board has a really good balance of board members but could still use a few additions. Any nominations or suggestions are encouraged.

7. Old Business

- A. Construction Project Committees – *Dr. John Selmon*

- Steering Committee

1. Health & Wellness Center – The walls are going up, and the roof should be going up in the next few days. In follow up to Ryan Bennett’s comments at the December Board meeting, Dr. Nesbary reported that hiring the local vendor would have cost 15-30% more compared to the bids received; and the local vendor mentioned did not submit a bid. Dr. Crandall added that in our investigation, we are abiding by all the prevailing rules.
2. The Arts & Humanities Center Committee is meeting and planning. They plan to come back to the Board in February, and are looking at mid-May to begin construction. The Committees are working with Amy Swope on fundraising strategies and initiatives for the remaining projects. The Board requested that as projects move forward, the Board is kept informed of any changes. Dr. Selmon indicated the concept drawings should be available in about two weeks and he will make sure the Board continues to receive detailed updates.
3. The STC Grand Opening far exceeded that the expected number of attendees and the testimonials were powerful. Work continues at the STC to complete the remaining odds and ends.

8. New Business

9. Board of Trustees Policy Governance Manual Updates – *Chair Crandall*

- A. [Policy Updates](#)

- B. Monitoring Reports

- C. Ends Policy Review and Approval

- Financial Stability
- Community engagement survey outcomes

- Health and Wellness
- Educational Level of the Community

D. Future Agenda Items

10. Announcements

❖ [Service Award Luncheon – January 17, 2018 @ 12:30 PM - Room 1200](#)

A. President's Report – *Dr. Nesbary*

- Dr. Crandall referenced John Essex's interest in student housing – the Board needs to be aware as this moves forward as they will need to make a decision on whether or not they want to participate and to what degree.
- Dr. Crandall also noted the meeting he and Dr. Nesbary had with Ottawa County officials. They met with four of five municipalities, two of the school boards, and the county. They understand MCC is not going to invest a lot of capital dollars until they are in our tax-base. They are going to take it back to community leaders and municipalities for discussion and determine whether this is something they want to move forward with. They will let MCC know if they are interested in annexation and the Board would investigate annexation at that time. The Grand Haven Chamber and the Grand Haven Foundation have agreed to pay for an in-depth study of the communities to decide what portions of Ottawa County should be in an annexation and the level of taxation. A similar meeting is being planned in Newaygo County.
- Dan Rinsema-Sybenga and all faculty and staff were thanked for the great job they have done managing the Sturuss Technology Center project.

B. Board Comments

- The Board thanked those who served on the committee for the Martin Luther King Jr. Unity Breakfast, stating it was a great event with a great speaker.

With no further business, the meeting was adjourned at 12:29 p.m.

Minutes submitted by Secretary Nancy Frye.

/csd