



Muskegon Community College

BOARD OF TRUSTEES BOARD MEETING MINUTES January 18, 2017 – 11:30 a.m. 400Z – Board Room

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

1. Agenda - the date on the agenda was corrected from December 21, 2016 to January 18, 2017 and the past meeting minutes were corrected from November 16, 2016 to December 21, 2016.
Trustee Crandall moved approval of the agenda with the amendments; second. Vote unanimous; motion carried.
2. Board Meeting Minutes – December 21, 2016
Trustee Frye moved approval of the board meeting minutes of December 21, 2016; second. Vote unanimous; motion carried.
3. Public Comments and Presentations
 - Bruce Wierda gave a demonstration of the self-service financial aid software, which has been up and running for about a week. Bruce started with a soft opening, to work out any issues and it is being added to orientation. Staff expect to see a decrease in phone calls and walk in traffic, especially for forms, as this software is very easy to use and is available 24/7. It is also expected that students will complete their financial aid and it will be awarded earlier, because they will know what forms are missing, with better turnaround, and less students being dropped for incomplete financial aid forms.
 - [University Park Golf Course Report 2016](#) – Marty McDermott stated this report is a quick snapshot of the financials and some of the improvements made to the course in 2016, and some things planned for 2017. Stacey DeBrot stated that for taking the course back in house rather quickly and getting the course ready for spring, they did well. A \$75,000 loss was budgeted and they ended the year with a \$38,000 loss. This spring, our course will be one of eight courses in the state with GolfBoards, and the only college in the state with GolfBoards. When visiting [GolfBoards](#) website and clicking on “Where to Ride” University Park Golf Course is advertised. The idea behind these GolfBoards is they will speed up play, with the ability to get more players on the course. They are currently parked near Stacey’s office and are generating a lot of buzz from students and visitors. It’s a marketing piece that will attract the younger generation.
 - The golf course is an educational facility as well. In 2016, 130 members of the First Tee program used the course and we continue to hold golf classes with high school and college teams practicing at the course. In 2016, the course reached 75 members versus 4 members in 2015. From this year forward, a software package will be used to detail use of the driving

range to the exact dollar amount, green fees, how many balls are sold, golf carts, who books t-times, etc. and this information will enhance projections and marketing going forward.

- The Board stated management of the golf course has been an issue for them over the past several years, and administration taking management of the course over last year, by the results, was a really great move. Everyone was congratulated for the work done.

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

Vice Chair Osborn moved approval of the consent agenda; second. Vote unanimous; motion carried.

A. Budget/Finance

1. Financial Reports – *Teresa Sturris & Ken Long*

- Chair Crandall indicated one of the things he wants the board to consider is preparing board members for managing the finances and building board knowledge on some of the finer points of the financial budget. He asked the Board to consider reinstating the Finance Committee, maybe on a quarterly basis, to go over the finances in detail and better understand them. Another option suggested was for the board to schedule dedicated time with the full board, to go over and understand the finances in further detail. Some of the greater detail has been lost since the Finance Committee stopped meeting and it's important to recapture some of that detail.
- Another option could be to take finances off the consent agenda to spend more time on them, or for items needing clarification.
- The Board decided to add a quarterly financial review to the agenda, with Ken Long presenting a more detailed formal presentation of the budget and finances along with Foundation finances.

B. Required Approvals – *Dr. Crandall*

5. Administrative Reports

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

1. Enrollment – headcount is down 1.5% from goal today and 3.8% down overall.
2. Student Success Completion Agenda
3. Personnel Report – Kristine Anderson reported Karrol McKay, a new budget analyst has been hired, and George Sharp has been hired as a new enrollment rep. Three new faculty members started this semester as well. The Board asked if new hires may attend the board meeting, to be introduced, so they can put a face with a name. Kristine will follow up and invite new hires.

6. Business Non Operational

A. MCCA Report – *Trustee Oakes*

Trustee Oakes asked the board to consider whether there is something specific in the updates the board would like additional information on. It was noted the updates are

good, it's probably the legislation that's important. Mike Hansen, MCCA President, will be scheduled to give updates at an upcoming Board meeting.

B. Foundation Update

- Trustee Osborn reported the Board of Trustees and Foundation Board retreat was very successful. A quick evaluation was done and everyone stated they gained a better understanding of the roles of each board, administrative staff, etc., and the FMCC board is prepared to move forward. A smaller subcommittee of the Foundation will be working with the Community Foundation to understand their role, to do an "ask" and a capital campaign. Funneling all monies through the Foundation was also discussed.
- Amy Swope gave an overview of the campaign to name the wrestling facility at the new Health & Wellness Center after Coach Ron Gaffner. 2017 will be the 50th anniversary of the MCC wrestling program and Coach has been involved with the program 42 of the 50 years. A steering committee is fundraising to name the room in coach's honor. A roast is also being planned for Coach Gaffner at the White Lake Eagles on May 20th.

7. Old Business

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

- Steering Committee
 1. Health & Wellness Center is in a holding pattern for capital outlay.
 2. Arts & Humanities Center met last Friday, everyone is agreeing and things are moving forward.
 3. Downtown Center building continues.

8. New Business

A. Proposed New Mission Statements for Selection – *Dr. Nesbary & Tina Dee*

Trustee Moore moved that option D be adopted; second. Vote unanimous; motion carried. The new mission statement adopted reads as follows:

*Muskegon Community College, dedicated to equity and excellences,
prepares students, builds communities and improves lives*

B. Purchase of Water Heating Boiler for the Lakeshore Fitness Center – *Dr. John Selmon*

Dr. Selmon explained the boiler has been patched a couple of times and can no longer be patched. If the boiler goes, the facility will shut down, as there would be no hot water.

Trustee Portenga moved approval; second. Vote unanimous; motion carried.

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

A. [Policy Updates](#)

B. Monitoring Reports

C. Ends Policy Review and Approval

- Financial Stability – Chair Crandall would like to look at end policies over the next year and start talking about financial stability. If the Finance Committee were reinitiated that is something they could address and bring recommendations forward.
- Community Impact
- Health and Wellness
- Educational Level of the Community

D. Future Agenda Items

10. Announcements

➤ **MCC Strategic Planning Listening Tours – 6 PM**

- January 19, 2017 @ Lakeshore Fitness Center (*back area, first floor*)
- January 23, 2017 @ MCC Room 1100
- January 25, 2017 @ Grand Haven Community Center - *Escanaba A/B Room*
- February 7, 2017 @ NCRESA Multi-Media A/B Room

➤ January 25, 2017 from 8:30 AM-1 PM – **MCCA Legislative Summit** *Anderson Building-Mackinac Room - Lansing, MI*

A. President's Report – *Dr. Nesbary*

- Dr. Selmon has been promoted to Executive Vice President and Provost and Vice President Sturrus is taking a leave of absence for 3-1/2 months. Kelley Conrad will fill in as Interim Vice President for Academic Affairs. There are several other changes outlined in the president's report.

Dr. Selmon was congratulated for his promotion by the Board. He thanked Dr. Nesbary publically for believing in him. He indicated we have an incredible team at the college and it's an honor and privilege for him to serve at the college. Every day he comes to work, he gets the opportunity to work with some of the best and brightest minds in Michigan's education.

B. Board Comments

- The Board indicated they will miss Teresa, wished her the best, and look forward to her return.
- Everyone was congratulated and the board stated we have a great administrative team.

With no further business, the meeting was adjourned at 12:36 p.m.

Minutes submitted by Secretary Nancy Frye.

/csd