



Muskegon Community College

BOARD OF TRUSTEES STUDY SESSION MINUTES January 13, 2014 – 4:00 p.m.

Room 1100 – Lecture Hall Stevenson Center for Higher Education

Present: Chair Crandall, Vice-Chair Osborn, Trustee Frye, Trustee Lester, Trustee Mullally, Trustee Oakes and Trustee Portenga

Chair Crandall called the meeting to order at 4:04 p.m.

I. Agenda

The agenda was approved with the addition of standing agenda item

7. A. Construction Project Committees

a. Steering Committee

- i. Science Center
- ii. Health Center
- iii. Arts Center
- iv. Downtown Center

2. Minutes

- Board Study Session Minutes – December 16, 2013

There were no changes requested.

- Board Meeting Minutes – December 18, 2013

- Page 3, Item 8. A. “friendly amendment” will be changed to “amendment”.
- Page 4, Under Board Comments, second bullet, second sub-bullet will be removed.

3. Public Comments

There were no public comments.

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

A. Budget/Finance

I. Finance Committee Report – *Trustee Lester*

- Pg. 20-23 – Gives a detailed explanation of all funds, which is very helpful.

- Discussed bonding and the bonds. Beth Dick distributed and summarized additional information and answered questions for the Board.
 - Beth will create a new line item on the statement of revenues and expenses for bond issuance and election costs, which will also be placed on the website.
- Following recent Board approval, credit card fees are now charged back to the student. Normally during a payment due date month such as December the bill has averaged \$20,000-\$25,000; the current bill totaled only \$1,500.

2. Treasurer and Financial Reports – *Trustee Lester*

B. Personnel

1. Personnel Committee Report – *Trustee Mullally*

- The Personnel Committee received a report from administration, who is putting together a team for APS policy manual review. Suggestions will be brought back to the Board at the March meeting.
- Postings were presented for custodial, math instructor, and a part time orientation clerk. Administration is working on an interim replacement for Aaron Hilliard.
- Administration is also conducting a wage analysis, comparing five positions at MCC with comparable institutions from group II schools, as well as GRCC and West Shore. They anticipate having this information, along with some suggested changes to job classifications, for the full Board to review at the February meeting.

5. Administrative Reports

A. Academic Affairs – *Teresa Sturrus*

There were no reports from Academic Affairs.

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

a. Enrollment – *to be provided at Study Session*

b. Student Success Completion Agenda

- Enrollment is -3% in contact hours related to budget. There is a lot of activity still pending with some late starts, direct credit and dual enrollment students. Due to two snow days last week, a team worked Saturday to help get students enrolled.
- As part of continuous improvement related to student persistence, retention, and completion, Jenny Shanker from the MCCA presented at Faculty Seminar Days. She discussed strategies around the state and nation as it relates to faculty and student retention. Jenny's expertise will be used to help guide the next Strategic Enrollment Management Plan and to help involve faculty more in retention.
- Dr. Selmon, Teresa Sturrus, Toby Moleski and Eduardo Bedoya are attending a conference in March that will continue to focus on student success and

completion. The conference will focus on 13 high impact practices, 6 of which MCC will focus on.

C. Personnel Report – *Aaron Hilliard*

- Aaron summarized the personnel report. Active searches are underway for custodial, math, and a part time orientation clerk position will be posted.
- Chair Crandall questioned the process of when a position becomes vacant and Cabinet decides not to fill it. He asked whether there is a process for deciding to leave a position vacant and whether it should drop from the position vacancy list. Chair Crandall also inquired when the Board is informed the position drops from vacant to eliminated. Dr. Nesbary stated they are removed from the list in the budget process and also at the beginning of the Fiscal Year, and the Board is informed during that process.

6. Business Non Operational

A. MCCA Report – *Trustee Lester*

Trustee Lester reminded the Board of the MCCA Michigan Legislative Summit January 30, 2014 in Lansing. She also noted the MCCA office recently experienced some weather related flooding.

B. Foundation Update – *Vice-Chair Osborn*

- The Foundation was scheduled to meet on January 9th, but cancelled due to weather and is working on rescheduling the meeting.
- They received applications for directors, which will be reviewed at the rescheduled meeting, with a recommendation to the Board.
- Tina Dee spoke with Andy Busard who is very enthused with having the donation from his father's trust applied to the science center.

7. Old Business

B. Construction Project Committees

a. Steering Committee

- i. Science Center
- ii. Health Center
- iii. Arts Center
- iv. Downtown Center

Golf Course Additional Yearend Information Requested by the Board – *When available*

The Board indicated it would be worthwhile to take a broader view when this contract is up for renewal to determine whether there are alternatives to consider.

8. New Business

- A. ~~Permission to Appointment – Full Time Manager of Student Success and Veteran’s Affairs~~
– Aaron Hilliard

The position title will be corrected to read Full-Time Enrollment Services Representative for the agenda, the Subject line of item of 8. A. and in the Summary Statement. The Board also requested the salary offer, in addition to the salary range, for this and all future offers.

- B. Recommendation for MCC Website Redesign and Development – Trynette Lottie-Harps

- There were 12 responses received and the committee (Trynette Lottie-Harps, Dr. Nesbary, Pete Koryzno, Julie Weller and Chris VanOosterhout) reviewed all information. The top three candidates were interviewed – RC Productions, Ellucian and In10sity. Of the top three, the committee looked at who would give the widest range of services, did a very thorough vetting of the vendors, and conducted reference checks and Ellucian was determined to be the best candidate.
- As a standard, the Board wants each firm listed along with their bid amount and to also include the amount in the recommendation to the Board.

9. Board of Trustees Policy Manual Updates – Chair Crandall

10. Announcements

- A. President’s Report – President Nesbary

- Dr. Nesbary highlighted the upcoming Administrative Development Day scheduled for this Thursday. It is a day designated for administrative staff and modeled after Faculty Seminar Days.

- B. Departmental Updates – President Nesbary

- Chair Crandall noted Eduardo’s report discussed student retention analysis included in the AtD reports from 2007-2012. Eduardo is currently working on data analysis inconsistencies and will forward a copy to the Board when complete.
- Related to Project Justice referenced in Trynette Lottie-Harp’s Monthly Report, Chair Crandall indicated Rotary has grant monies available and suggested putting together a coalition to potentially tap into some funding and grant monies. It is too late for this year’s program, but he could meet with Trynette and Dr. Selmon to put together a grant request for next year. The potential exists to get funding from the local rotary club, as well as Rotary International.

- C. Board Comments

With no further business the meeting was adjourned at 4:56 p.m.

Minutes submitted by Secretary, Nancy Frye.

/csd