



Muskegon Community College

**BOARD OF TRUSTEES  
POLICY GOVERNANCE  
COMMITTEE OF THE WHOLE  
MEETING MINUTES  
January 20, 2015 – 2:30 p.m.  
400Z – Board Room**

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

**1. Review retreat activities**

- The [report](#) from Dr. Pat Keir, facilitator of the January 5<sup>th</sup> Board retreat, is available on the Board portal.
- The Trustees will use the GRCC policies to start, adjusting them to meet MCC's needs. Cindy DeBoef will locate policy governance policies from other Michigan community colleges and forward those to the Trustees for their use in revising MCC's policy manual.

**2. Review bylaws and legislative restrictions or requirements**

Trustee Portenga reviewed the bylaws and legislative restrictions/requirements and nothing needs to be changed for MCC to move forward with policy governance. Vice-Chair Osborn noted the Board will want to review the Foundation bylaws as well.

**3. Review current board policies**

- Contracts with employees must not conflict with the policies established under policy governance. This must also be taken into consideration when negotiating future contracts,
- The Board of Trustees will review the policy manual chapter by chapter, converting it to policy governance. Chapters 1 and 2 of the current policy manual will be reviewed and suggestions for converting those chapters to the policy governance model will be brought back to the February meeting.

**4. Develop a timeline**

- The Board will continue to meet monthly at 2:30, prior to the Study Session, to work through policy governance.

**5. Planning next steps established by Dr. Pat Keir during the retreat:**

- *The Board decided they could use a block of time, currently dedicated to board committee work, to begin the work and implementation of policy governance.*
- *The board bylaws will be reviewed to determine what needs to be retained and to determine what needs to be done officially, according to the bylaws, in order to move to policy governance. This had been completed by Trustee Portenga, who suggested adding one additional article that reads something like: "The Board may adopt a manual to follow in conducting its business." Trustee Portenga will prepare language for review and approval by the Trustees.*
- *The Board Chair and Vice-Chair will review the current Board policies to see which need to be retained and which can be transformed into ENDS or Limitations. They will note parts of the policies which define means and should be assigned to administration.*
- *All Board members will read two additional booklets on policy governance. In addition, the Board will review sample policy governance materials from other community colleges, etc. Cindy DeBoef will forward additional sample policies to the Trustees.*
- *The Board will write the Board Governance and Relationships with the CEO sections prior to beginning work on ENDS, Limitations, and Monitoring Procedures in detail.*
- *The Board agreed that they would like to move to policy governance officially by July 1, 2015, but they also agreed that they could start to address higher level goals and planning at this point and start to back away from discussing means.*

The Board of Trustees will also need to adopt a specific resolution stating they are moving to policy governance.

With no further business, the meeting was adjourned at 3:25 p.m.

Minutes submitted by Secretary, Nancy Frye.

/csd