



# Muskegon Community College

## **BOARD OF TRUSTEES STUDY SESSION MINUTES January 20, 2015 – 4:00 p.m. 400Z – Board Room**

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

### 1. Agenda

Item 8.B. Sole Source Purchase Request for the Purchase of Two Amatrol Mechanical Drive Learning Systems was added to the agenda.

### 2. Minutes

- Board Study Session Minutes – December 15, 2014
- Board Meeting Minutes – December 17, 2014

There were no changes to the minutes.

### 3. Public Comments

There were no public comments.

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

#### A. Budget/Finance

##### 1. Finance Committee Report – *Trustee Oakes*

Trustee Oakes deferred to Beth Dick who gave a quick overview of the financial reports.

- Tuition at December 31<sup>st</sup> was at 96% of the fiscal Y-T-D budget for tuition and fees and enrollment has improved a bit more since that time.
- As presented last month, MCC is looking at a potential budget deficit of about \$265k in the Operating Millage budget (with a lot of assumptions built in) and a surplus in the Debt Millage budget of \$389k. Assumptions will be updated for the February Board meeting. Beth will be meeting with departments to determine where there expenses are and will also meet with Department Chairs tomorrow to present this information and ask that they watch expenses and implement savings where possible.
- With Sean Mullally as the newly elected Treasurer, signatures need to be updated on bank account's following this meeting.

##### 2. Treasurer and Financial Reports – *Trustee Oakes*

#### B. Personnel

##### 1. Personnel Committee Report – *Trustee Mullally.*

The Board has decided to use the Board Study Session time usually dedicated to the committees, to work on policy governance. The Board will not be meeting as a Finance Committee or a Personnel Committee, but will be meeting as a Committee of the Whole. If

issues arise they will be discussed with the Committee of the Whole. The Board will be dedicated to policy governance discussions during this time period, and it appears the Finance and Personnel committees will be eliminated moving forward.

5. Administrative Reports

- A. Academic Affairs – *Teresa Sturrus*
- B. Student Success Report – *Dr. John Selmon*
  - a. Enrollment – Work on enrollment continues, working with over 50 students on the payment process. New student count is up and high school guests, dual enrolled and early college students are doing well. Next month a team will give updates and present on student success.
  - b. Student Success Completion Agenda
- C. Personnel Report – *Kristine Anderson*

There was nothing additional to report and no questions from the Board.

6. Business Non Operational

- A. MCCA Report – *Trustee Oakes*

There was nothing to report. At the Wednesday Board meeting, there will be an official action by the Board to make Trustee Oakes the MCCA delegate and appoint an alternate.
- B. Foundation Update – *Vice-Chair Osborn*

The number of year-end gifts was up over 50% this year. The size of the gifts were a little bit smaller. Of those gifts, about 62% of the money raised is for scholarships. Next month the campus will be invited to apply for a grant from the Foundation, the John G. Johnson College and Community Fund. 2015 Jayhawk Scramble will be in early June. The next Foundation meeting is scheduled for February 26<sup>th</sup>.

7. Old Business

- A. Construction Project Committees – *Dr. John Selmon*
  - a. Steering Committee
    - i. Science Center is moving along, on time, and under budget.
    - ii. Health Center – document and presentation will be prepared for the February meeting.
    - iii. Arts Center
    - iv. Downtown Center – at the Chronicle Building/Muskegon Downtown Center – on Friday, there was a mandatory meeting and walk-through with about 20 architectural firms. Proposals are expected by 2:00 p.m. on January 30<sup>th</sup>, followed by interviews the next week, and a recommendation to the Board in February.
  - The Building at a Glance Report is available on the portal, which breaks down each project in detail.
  - Trustee Oakes asked for a report on the number of minorities working on these projects.
- B. Audit Services Proposal – *Teresa Sturrus/Beth Dick*

There were no further questions.
- C. Policy Governance – *Chair Crandall*

Policy Governance is underway. The Board will have updates each month, for the next several months, as they work to implement policy governance by July 1<sup>st</sup>.

8. New Business

A. Resolution for Dorothy Lester – *Dr. Crandall*

It was noted that Dorothy Lester was appointed to the Board in July of 1996 and she also served on the Harbor Hospice Board. Updates will be made for Wednesday's Board meeting.

B. Sole Source Purchase Request for the Purchase of Two Amatrol Mechanical Drive Learning Systems – *Teresa Sturris and Val Shelby*

Val Shelby reported the reason for the sole source request is because this company has been in business for 25 years, specializing in this type of technology and MCC currently uses this company for other equipment. Many other companies have not been in business as long and do not have the same type of warranty. A couple of businesses have come forward and would like MCC to use this type of equipment and there are additional businesses interested. The money that would be utilized to pay for this equipment is additional grant funding that Val asked for and it was graciously granted, moving the TAA grant up to almost \$600k.

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

10. Announcements

A. President's Report – *President Nesbary*

B. Departmental Updates – *President Nesbary*

C. Board Comments

- Several trustees visited Dorothy Lester and presented her with a Christmas basket. She is coming along and making good progress.
- Chair Crandall stated that following the retreat, the attendees had an opportunity to talk about the makeup of the Board and the talents that each individual brings. All members are a vital part of this Board, and no one individual has any authority outside of the action of the Board. We are in the midst of a lot of exciting and great things as a college. He thanked the Board for all the time and effort each brings to make up the Board.

With no further business, the meeting adjourned at 4:52 p.m.

Minutes submitted by Secretary, Nancy Frye.

/csd