



Muskegon Community College

BOARD OF TRUSTEES BOARD MEETING MINUTES October 18, 2017 – 12:30 p.m. 400Z – Board Room

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

Absent: Trustee Oakes

Chair Crandall called the meeting to order at 1:00 p.m.

1. Agenda – Trustee Moore moved approval of the agenda; second. Vote unanimous; motion carried.
2. Minutes
 - Board Meeting Minutes – September 20, 2017 – Trustee Portenga moved approval; second. Vote unanimous; motion carried.
3. Public Comments and Presentations
 - Presentation and Discussion on the Waterfront Erosion Affecting the Lakeshore Fitness Center with Kathy Evans of WMSRDC will be moved to the November or December Board meeting.
 - Center for Holocaust and Genocide Studies Updates – *Anna Alpert*
 - Seven students participated in a program called “Bash out Bullying” as part of the WINGS Program at MCC. The students created a proclamation and presented it to the Norton Shores City Council. The proclamation will be passed on to all the Mona Shores School buildings declaring October 25th as anti-bullying day.
 - November 4th the Center is sponsoring two performances of “I Never Saw Another Butterfly” at MCC’s Overbrook Theatre.
 - Kudos to Golf Course Staff and Ideas to Consider – *Don Bogema*
 - Don Bogema shared his thoughts on the many benefits of MCC’s University Park Golf Course (UPGC):
 - The improved course conditions since MCC took over management were highlighted and Don commended the quality staff for their work over the past couple of years;
 - UPGC regularly hosts home tournaments and is the home course for the Orchard View High School and Muskegon Heights Academy golf teams;
 - Friday, October 13th UPGC was transformed into a cross country course, hosting over 1,000 people where colleges and universities from all over the state competed, as well as the county schools at high school, middle school and elementary school levels;
 - Educational courses include the First Tee program, a national program that meets three times a week and UPGC is one of two courses in the area that host this program; the Environmental Science class is meeting currently on the course to study plant life; MCC Phys Ed and Golf classes meet at the course; and the Grounds Maintenance certificate program placed its first intern on the course this summer

- Next season marks the 50th year of continuous operation of UPGC, which Don hopes will be celebrated.

The Board stated they are very pleased with the job the college faculty and staff have done in improving the course and managing it for the last couple of years.

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

A. Budget/Finance

I. Quarterly Financial Reports – *Ken Long*

Ken presented the first quarter financial results for the 2017-18 FY, FMCC first quarter financials, and gave a quick outlook for the rest of the year. Information presented included:

- Fall semester enrollment was at 94% of budget; actions have been taken to reduce expenses.
- Lakeshore Fitness Center lost \$117k in the first quarter. A meeting is scheduled for tomorrow to discuss financials with Marty McDermott and determine next steps.
- Overall, all operating expenses are under budget.
- The Foundation received a \$1.5M gift for naming of the Sturris Technology Center (STC). To date cash gifts to the STC total \$2,197,000; adding in grants received, the STC has received \$9,057,000 in grants and individual donations to date.
- Performance of our 24 funds held at the Community Foundation is showing nearly a 12% return over the past 9-months.
- Unexpected and unbudgeted TIFA revenues from Norton Shores of \$180k will be coming in soon.
- Karrol McKay, MCC budget analyst, is meeting quarterly with each budget manager. All travel budgets and non-essential expenses are being reviewed. Everyone is aware that enrollment is down and is doing what they can to cut expenses in their area.
- Winter and summer semesters offerings will be streamlined.
- Summer Pell will have a positive financial impact; some upside to state personal property tax reimbursement is expected, which was budgeted conservatively; first quarter BC/BS expenses are currently trending less than budgeted; and hiring of positions is being delayed to assist with reducing expenses.

B. Required Approvals – *Chair Crandall*

5. Administrative Reports

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

1. Enrollment

2. Student Success Completion Agenda

- MCC is part of the MCCA Michigan Student Success Summit. Two MCC teams presented at the MI Student Success Summit – Kelley Conrad and Christopher VanOosterhout, as well as Mike Alstrom, JB Meeuwenberg, and Eduardo Bedoya. The Board thanked everyone for their efforts.
- Page 21 of the Board packet highlights MCC efforts to remain affordable.

3. Personnel Report – *Kristine Anderson*

- Mark Verhoeven, new Networking and IT Security faculty, was introduced.
- We are in the middle of our United Way campaign. If we meet the \$33k goal by 10/31/17, VP's Conrad and Selmon will dress up as super heroes.
- Open enrollment is coming up.
- Allison Cooper is joining MCC as the Printing Services Specialist, and Ashley Battle has been promoted to an Enrollment Services Rep. Robert VanderLaan will retire from MCC in December after 50 years of service.

6. Business Non Operational

A. MCCA Report – *Trustee Oakes*

B. Foundation Update – *Trustee Osborn*

The Founder's Day event is tomorrow. Amy Swope thanked the Board of Trustees for 100% participation in this event and the Foundation Board for putting together a basket for the Founder's Day auction. Proceeds will go to the student pantry.

7. Old Business

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

- Steering Committee
 1. Health & Wellness Center – foundation work is underway and masonry work will begin soon.
 2. Arts & Humanities Center – the bridge and sidewalk are being repaired. The majority of the work will be done next year.
 3. Downtown Center – some final cleanup work is being completed. Barnes & Noble and Best Financial will be up and operational shortly.

B. Annexation Discussion – Attorney Rob Dubault discussed regulations and changes to community college annexation. The Board needs to decide whether or not they are interested in moving forward with annexation and if so, in what areas. In district tuition for Ottawa and Newaygo counties also needs to be reviewed.

8. New Business

- A. Resolution Authorizing New Jobs Training Amendment LaColombe Project – *Dan Rinsema-Sybenga*
Vice Chair Osborn moved approval; second. Vote unanimous; motion carried.

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

ENDS POLICY: COMMUNITY IMPACT/ENGAGEMENT (*edits noted in red below will be brought back to the Board for review and approval in November*)

The College will be a visible and recognized leader in enhancing the profile of the local and regional community. Indicators may include:

- Community engagement survey outcomes
 - The number of business and industry trainings **delivered** to the local community
 - Increasing participation **of** underrepresented groups, **underrepresented** students, **underrepresented** faculty and staff and underserved segments of the community
 - **Explore opportunities of annexation and contiguous communities**
- Health and Wellness
 - Educational Level of the Community

D. Future Agenda Items

10. Announcements

- **Founder's Day – Thursday, October 19, 2017 6-9:30 PM @ the Ballroom of the Frauenthal Center, 425 West Western Avenue, Downtown Muskegon**

A. President's Report – *Dr. Nesbary*

B. Board Comments

- November 11th is Veteran's Day. In the past a ceremony has been held at MCC, which we are not able to do this year. Everyone was encouraged to attend a ceremony where it is convenient for them. Veteran's Day is for all who have served past and present.
- November 8th there will be a Veteran's Salute Celebration here on campus.
- Dr. Crandall distributed his ACCT Report from the conference he, Dr. Nesbary, Trustee Frye and Trustee Oakes attended in September.
- Dr. Selmon discussed the recent active shooter rumor and what MCC learned from the situation.

With no further business, the meeting was adjourned at 1:46 PM.

Minutes submitted by Secretary Nancy Frye.

/csd