



Muskegon Community College

BOARD OF TRUSTEES BOARD STUDY SESSION MINUTES October 19, 2015 – 4:00 p.m. 400Z – Board Room

Present: Vice Chair Osborn, Trustee Mullally, Trustee Moore, Trustee Oakes and Trustee Portenga.

Absent: Chair Crandall and Trustee Frye

Guests: Jeff Fortenbacher, Access Health; Bill Lievens, Capitol Group; Jenny Klingenberg, Kelley Conrad and JB Meeuwenberg, Faculty and AtD Team Members

Vice Chair Osborn called the meeting to order at 4:03 p.m.

1. Agenda – there were no changes to the agenda.
2. Minutes
 - Board Study Session Minutes – September 14, 2015
There were no changes to the September 14, 2015 Board Study Session minutes.
 - Board Closed Session Minutes – September 14, 2015
There were no changes to the September 14, 2015 Closed Session minutes.
 - Board Meeting Minutes – September 16, 2015
There were no changes to the September 16, 2015 Board Meeting minutes.
 - Board Special Meeting Minutes – October 7, 2015
There were no changes to the October 7, 2015 Special Meeting minutes.
3. Public Comments and Presentations
 - Lansing Updates – Bill Lievens presented updates on the following:
 - Summarized the status of the baccalaureate legislation – Senate Bill 98.
 - Discussed the Community College Annexation Bill – House Bill 4265. Dr. Nesbary and Bill Lievens have been very aggressive in promoting MCC as a good resource, attending legislative breakfasts in Holland, networking with the Holland superintendents, Lakeshore Advantage and Dr. Nesbary has met a number of times with Rep. Amanda Price and area employers. Community College Districts were also discussed.
 - Holland has stopped focusing on attracting business and is focused on training only – looking at healthcare bringing nurses 75%-85% up to nursing. Universities are pushing very hard against community college baccalaureate degrees.
 - Dr. Nesbary discussed the Promise Zone legislation in Newaygo County and Vice President Sturris reported on MCC's discussions with Newaygo.

- Access Health Presentation – *Jeff Fortenbacher (Oct. 19)*
 - Jeff Fortenbacher gave a detailed overview of Access Health and partnerships they offer in the community.
- Review of the MCC [Master Plan](#) – *Dr. Dale Nesbary*

Dr. Nesbary reported administration has discussed “where do we go from here with the Master and Strategic planning” and discussions will continue through July. The Master Plan and Strategic Plan will likely be conducted in the same way it was in 2010 – with faculty, staff, administrators, community, and board members.

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

A. Budget/Finance

I. Financial Reports – *Ken Long*

Ken Long reported the financial results for the first quarter look good. Staff have been working with auditors on the audit of the 2014-2015 financials and are hopeful to have an audit report at the November board meeting, but it may be delayed to December.

B. Required Approvals – *Dr. Crandall*

5. Administrative Reports

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

a. Enrollment

b. Student Success Completion Agenda – Success Metrics/Student Success Data Summary was presented by Kelley Conrad, Jenny Klingenberg and JB Meeuwenberg and questions from the board were answered.

c. Personnel Report – *Kristine Anderson*

- Rich Brimmer, MCC grounds crew, will be retiring at the end of the year.
- Extensive Title IX training for faculty and staff has been done over the past several weeks.

6. Business Non Operational

A. MCCA Report – *Trustee Oakes*

B. Foundation Update – *Vice-Chair Osborn*

- The Foundation (FMCC) has been working with a subcommittee to set up some more relevant reporting, based upon recommendations from the auditors.
- FMCC met with the Community Foundation to better understand the relationship with them, how our funds inter-mix, and how the FMCC will go forward with that.
- Founder’s Day did as well as last year and there’s been really good feedback about the venue, auction items, etc.
- Vice-Chair Osborn talked about the Board looking at the Foundation going forward and putting together a retreat, or time at the study session, to look at some of the FMCC projects, how to present the cause, and various project needs.

7. Old Business

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

Dr. Selmon plans to have a written report on Wednesday. He is awaiting some approvals related to architects and construction.

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

8. New Business

A. Permission to Sole Source Purchase Budgeted Toolcat 5600G – *Dr. Selmon*

Gerald Nyland reported MCC has been using a Toolcat for about five years. Last year when MCC acquired the Chronicle Building, the grounds crew drove it back and forth for snow removal, which isn't a good idea, as it's a slow moving vehicle and isn't designed for road operations. The old machine would be moved downtown for use at the downtown campus and the Lakeshore Fitness Center, and the new one would remain at the main campus. This is budgeted and Gerry explained the reasons for the sole source request.

B. Approval of Architectural Services for the Arts and Humanities Project

Dr. Selmon summarized this request and answered the question of why the lowest bidder was not chosen. He explained the selection process, where each vendor is asked a series of questions and rated for their understanding of the project. The difference was in the presentation of the proposal. Progressive a&e has a great understanding of the scope of the project, did well with the question and answer session, and has a local presence. Other vendors lacked a local connection, had missing information, one called in rather than presenting in person, and there were some unknown costs beyond what was presented.

C. Approval of Construction Management Services for the Health and Wellness Center

Dr. Selmon summarized this request. He explained that Clifford Buck Construction's cost is incomplete, as the insurance cost is passed on to subcontractors and is unknown. A statement will be added to this request for the Wednesday Board meeting, noting insurance was not included.

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

A. Policy Updates

B. Monitoring Reports

C. End Policy Review

- Student Success
- Financial Stability
- Community Impact
- Health and Wellness
- Educational Level of the Community

- D. Future Agenda Items
- E. Board Evaluation

10. Announcements

- A. President's Report – *President Nesbary*
 - A draft copy was distributed to the Trustees.
- B. Board Comments
 - Trustee Moore will be unable to attend the Board meeting on Wednesday due to an out-of-state work commitment.
 - Pam Brown reported that MCC and Walgreens administered 75 flu shots today for students and community and additional flu shots will be given tomorrow. 70 additional flu shots were given earlier in the month.

With no further business, the meeting was adjourned at 5:41 p.m.

Minutes submitted by Secretary, Nancy Frye

/csd