



# Muskegon Community College

## **BOARD OF TRUSTEES BOARD MEETING MINUTES October 23, 2019 – 12:30 p.m. 2109E – Board Room**

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

Chair Osborn called the meeting to order at 12:28 p.m.

1. Trustee Mullally moved approval of the Agenda; second. Vote unanimous; motion carried.
2. Minutes
  - Trustee Mullally moved approval of the revised Board Meeting Minutes of August 21, 2019; second. Vote unanimous; motion carried.
  - Trustee Frye moved approval of the Board Meeting Minutes of September 18, 2019; second. Vote unanimous; motion carried.
3. Public Comments and Presentations
  - Chris Patterson gave a presentation on the Certified Nurse Assistant Program, a partnership between MCC and MiWorks.
  - Tina Dee presented the annual [progress report](#) on the 2017-2022 Strategic Plan.
4. Trustee Portenga moved approval of the Consent Agenda; second. Vote unanimous; motion carried.
  - A. Budget/Finance
    1. Ken Long presented the Quarterly Financial Reports.
  - B. Required Approvals – *Chair Osborn*
5. Administrative Reports
  - A. Student Success Report – *Dr. John Selmon*
    1. Enrollment – the team is working on a number of items they believe will positively impact enrollment. Dr. Selmon also reported on the debt forgiveness program.
    2. Student Success Completion Agenda – Dr. Selmon highlighted the “Teacher Talks” professional development piece and the list of upcoming topics.

Dr. Selmon praised Chris Patterson and her team who did incredible work preparing and going through the accreditation process, noting that when the ACEN accreditors were on campus recently for the nursing program accreditation, it was impressive. From Standard 1 – 6 Muskegon Community College was in compliance with each standard, which lets us know we have a top-notch program and some good people leading the effort.

- B. Kristine Anderson presented the Personnel Report.
- We are in the middle of Open Enrollment. Three of the same plans as last year are being offered and one plan was dropped due to being too expensive.
  - Aaron Richman will start on November 11 as Registrar; David Anys has started as a utility maintenance tech at the Ottawa Center; and Michele Hansen has started in Accounts Receivable. Theresa VanVeelen, biology faculty, will be retiring at the end of the academic year.
  - We are in the middle of the United Way campaign, at about 60 percent of goal, and this wraps up November 1<sup>st</sup>.
6. Business Non Operational
- A. Trustee Crandall reported the MCCA Autumn Board meeting was held in Petoskey a few weeks ago. Colleges are still waiting for the legislature to work through line item vetoes. Trustees Crandall, Frye and Mullally attended the ACCT meeting in San Francisco last week. There was a lot of focus on student involvement, particularly in the area of governance. Some enrollment information from the conference was passed along to Dr. Selmon. Trustee Frye represented us in voting for the new leadership for the ACCT. It was a very good conference.
- B. Amy Swope presented the Foundation Update.
7. Old Business
- A. Updates
1. Sturrus Technology Center
  2. Lakeshore Fitness Center Committee Update
    - Trustees Crandall and Portenga, and President Nesbary have been meeting extensively over the last month with a number of groups including the Friends of the LFC.
    - The LFC has some programs that are very unique, and one just won a national award. The Next Steps program has been recognized and adopted by Blue Cross Blue Shield and starting January 1<sup>st</sup> they will promote the program. BC/BS is requiring participants to go through a diabetic evaluation and those who are pre-diabetic or in phase 3, 4 or 5 will be encouraged to enroll in the Next Step program, which is expected to expand.
    - LFC has had a grant from the Senior Millage to fund a certain number of memberships. MCC is having conversations with the senior millage Board about a more permanent relationship and will be applying for a grant to help fund additional LFC programs.
    - Conversations were held with the Community Foundation and Mercy Health, and the Committee has also been approached by the Chamber, looking at the wellness component of the community and determining what roles we should play. The idea is that we have developed some really outstanding health and wellness programs at the LFC, so how do we put that together with a large coalition of the community and have it spread throughout the community.

- The National President of Walmart Drugs has become interested in Muskegon, the Fitness Center and how it's impacting health and wellness. He came to the community to have a conversation. We don't know the outcome of that conversation, but it is another lead we are pursuing to have more support for our community wellness programs going forward.
  - We are monitoring the financial aspects of the LFC and monitoring the bottom line diligently. We continue marketing and developing programs we believe are going to benefit the community.
3. Capital Outlay will be submitted tomorrow for completion of the Art & Music Center and renovations to the theater.

8. New Business

- A. Permission to Contract for Printing & Multifunction Copying Services - *Ken Long*  
Trustee Moore moved approval; second. Vote unanimous; motion carried.
- B. Permission to Seek Bids for the Facilities Condition Assessment, Master Plan & ADA Survey – *David Sturgeon*  
Trustee Crandall moved approval; second. Vote unanimous; motion carried.
- C. New Foundation for MCC Board Member Renee Johnson  
Trustee Moore moved approval; second. Vote unanimous; motion carried.
- D. New Foundation for MCC Board Member Michael Verstraete  
Trustee Mullally moved approval; second. Vote unanimous; motion carried.
- E. New Foundation for MCC Board Member Brennen Gorman  
Trustee Oakes moved approval; second. Vote unanimous; motion carried.

9. Board of Trustees Policy Governance – *Chair Osborn*

- A. [Policy Updates](#)
- B. Future Agenda Items
  - Muskegon Promise Updates
  - Tuition – In-district, Out-of-District, Promise Students
  - New tool for Board Evaluation – Dr. Crandall attended a session at the ACCT Conference last week about policy governance. They have reduced end goals to two simple goals: community involvement and student success. They developed a tool for Board self-evaluation of policy governance. Dr. Crandall will continue to research this and obtain a copy for the Board for review and discussion.

10. Announcements

- A. President's Report – Dr. Nesbary reported that at the ACCT there were a number of sessions on governance and on infrastructure development. He secured a book titled: [Leadership in Higher Education](#) by Jim Kouzes and Barry Posner. These are two of the leading thinkers on governance and infrastructure and much of what they say we should be doing, MCC is doing.

Also, we do a really good job at Strategic Planning. What we see in our process is cross walking the strategic planning process with the ends policy, policy governance process, and the HLC process. We are bringing everything together to simplify matters.

**B. Board Comments**

- ❖ *Board of Trustees & FMCC Board Meeting - Monday, October 28, 2019 4-6PM*  
*Room 127 – Health & Wellness Center – ADD NEW MEMBERS*

## ANNUAL BOARD CALENDAR

**MONTH**

**ITEM**

<b>November</b>	Auditors’ presentation of audited financial statements for the previous year.
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### NOTES

Fall	Donor Appreciation Day ( <i>usually the Tuesday after Thanksgiving</i> ) – looking at another time, maybe closer to Spring this year as it conflicts with other campus events.
December	Annual Retirees Punch and Holiday Luncheon

Chair Osborn noted the Donor Appreciation Day would be moved to spring due to conflicts with other events happening on campus.

With no further business, Trustee Portenga moved to adjourn the meeting; second. The meeting was adjourned at 1:46 p.m.

Minutes submitted by Secretary, Nancy Frye.

/csd