



Muskegon Community College

**BOARD OF TRUSTEES
BOARD MEETING MINUTES
November 14, 2018 – 12:30 p.m.
Student Center Room 122 – Sturris Technology Center**

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

1. Agenda – Trustee Frye moved approval; second. Vote unanimous; motion carried.
2. Minutes
 - Board Meeting Minutes of October 17, 2018 – Trustee Mullally moved approval; second. Vote unanimous; motion carried.
 - Board Meeting Minutes Closed Session of October 17, 2018 – Trustee Moore moved approval; second. Vote unanimous; motion carried.
3. Public Comments and Presentations
 - Report on 2017-18 Audited Financial Statements – Eric Van Dop & Jenny Wheeler of Brickley DeLong presented the audited financials. Hard copies were distributed and electronic copies are available on the Board portal. Trustee Mullally moved to accept the audit as presented; second. Vote unanimous; motion carried.
4. Consent Agenda (*Board Action Required - Vote*) Trustee Mullally moved to accept the consent agenda; second. Vote unanimous; motion carried.
 - A. Budget/Finance
 1. Financial Reports – *Ken Long*
 - B. Required Approvals – *Chair Crandall*
5. Administrative Reports
 - A. Student Success Report
 1. Enrollment was discussed.
 2. Student Success Completion Agenda – Dr. Selmon directed the Board to page 9 of their Board packet, which discusses two prestigious awards Muskegon Community College is applying for, The Leah Meyer Austin Award, and Achieving the Dream's Leader College of Distinction recognition.
 - B. Personnel Report – Kristine Anderson
 - Human Resources is wrapping up open enrollment. A new online system was used for the first time this year.
 - New employees include Nicole Decker, Enrollment Services Rep; Kyle Schaeffer, Compensation and Benefits Manager; Navi Cortez has taken a new position as Department Support in the Counseling Office; and Denise Brown, Muskegon Early College Mentor.
 - The Weight Watchers group is having a 1000 lb. loss celebration party tomorrow.

6. Business Non Operational

A. MCCA Report – Trustee Oakes referenced Bill Lievens’s report on PA 328, and recommended reviewing this information. She also discussed the New Jobs Training program regarding changing the sunset date, and suggested this be reviewed as well.

B. Foundation Update – *Vice Chair Osborn*

- The FMCC Board meets tomorrow. Further reports will be presented to the Board of Trustees next month.
- The Donor Appreciation Brunch and Grand Opening of the Health & Wellness Center are scheduled for November 27.
- Amy Swope reported there will be a major kick off for Arts & Humanities with the first event being a VIP presentation of A Christmas Carol by Tom Harryman.

7. Old Business

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

• Steering Committee

1. The Health & Wellness Center received a certificate of occupancy last Thursday. Continuing Education classes will be offered beginning January 3, 2019. Mercy plans to open their clinic in January.
2. Arts & Humanities Center everything is on task to have work completed next year.

- Lakeshore Fitness Center – Gerald Nyland reported there have been a recent number of issues with the heating system – the boiler is down and they are working to make the facility as usable as possible. Gerry presented the following options for the Board to consider: 1) A basic emergency repair of the steam system would cost \$24,000 with an 85% chance it will work; Converting from the hot water system would cost \$190,000; 2) Replacing the main pool filter and pump, the filters and the surge tank would cost \$30,000; 3) Install a high efficiency (HE) boiler below the pool and add a second HE boiler for the whirlpool.

– Dr. Nesbary recommended that at a minimum the board make a motion to complete the emergency repair.

– Options were discussed such as how much longer MCC is going to attempt to run the facility, as well as if the pool went away how it would impact the operating budget. Over the next few months, a decision needs to be made about what to do with this property.

Trustee Oakes made a motion to pay \$190,000 to fix the issues; second.

Trustee Portenga indicated a need to start moving ahead with some transition at the Lakeshore Fitness Center (LFC), as it isn’t working as planned. We need to put this on the front burner and make a plan. Regular monthly updates will be placed on the Board agenda as a standing item.

Vote unanimous; motion carried.

8. New Business

A. Contract for Sound Lock Music Practice Rooms – *Dan Rinsema-Sybenga*

Trustee Osborn moved approval; second. Vote unanimous; motion carried.

- B. Permission to seek bids and purchase signage for renumbering of the main campus buildings
– *Dr. John Selmon*

Trustee Frye moved approval; second. Vote unanimous; motion carried.

This is in the current budget for \$80,000. Concept drawings will be shared with the Board.

- C. Invocation – *Dr. Dale Nesbary*

- A complaint was received about the graduation invocation, which was referred to the College attorney. The memo received from the College attorney was presented by Rob Dubault. Case law related to colleges was surveyed and it is not a violation of the law. The College will need to decide whether to continue.
- Trustee Portenga would like to continue the invocation, so long as it is within the parameters of separation of church and state law as it exists.
- If clergy is invited, they must follow the law as well. Rob Dubault indicated the College could establish parameters that state we are inviting you to do this within these parameters.
- Criteria should be brief, non-sectarian, celebrate the event, and not overly entangle the institution.

Trustee Portenga moved Muskegon Community College continue the tradition of having an invocation at Commencement, to the extent permitted by the separation of church and state law; second.

Further discussion ensued.

Vote unanimous; motion carried.

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

- A. [Policy Updates](#)

- B. Monitoring Reports

- C. Ends Policy Review and Approval

- Financial Stability
- Community engagement survey outcomes
- Health and Wellness
- Educational Level of the Community

- D. Future Agenda Items

- Policy Governance Evaluation surveys were distributed and will be emailed by Chair Crandall this afternoon.
- Board Evaluation

10. Announcements

- B. President's Report – Dr. Nesbary had Mike Alstrom discuss the recent phishing attacks on the college.

- C. Board Comments

- [Tuesday, November 27 – 10:30 AM Donor Appreciation Event followed by 12 PM Grand Opening of the Health & Wellness Center](#)
- [Friday, December 7 - Retirees Punch Reception 11:00 AM Blue & Gold Room followed by the Holiday Luncheon at 11:45 Collegiate Hall](#)

– Tour of the New Exhibits in the John Bartley Science Museum
Rescheduled to follow the January 16, 2019 meeting – Amber Kumpf

- Someone reported to Trustee Portenga and a few others that the foundry equipment has all been delivered, but it is not hooked up. Gerald Nyland reported the induction furnace is the only thing not operational. They were awaiting the start of the new foundry instructor whose input is needed. The new instructor started with MCC two weeks ago and they are now working with him to get this working. Dan Rinsema-Sybenga clarified that a foundry class was not run this fall because there were not enough students.

Trustee Oakes moved that the Board go into closed session for discussion of a legal issue; second.

A roll call vote was taken:

Trustee Frye – Yes
Trustee Mullally – Yes
Vice Chair Osborn – Yes
Trustee Oakes – Yes

Trustee Moore – Yes
Chair Crandall – Yes
Trustee Portenga – Yes

At 2:19 p.m., Chair Crandall called the Closed Session to order. Brian Lang presented information on a legal issue.

Trustee Portenga moved that the Board come out of closed session; second.

A roll call vote was taken:

Trustee Frye – Yes
Trustee Mullally – Yes
Vice Chair Osborn – Yes
Trustee Oakes – Yes

Trustee Moore – Yes
Chair Crandall – Yes
Trustee Portenga – Yes

Trustee Portenga made a motion to engage the services of Warner Norcross & Judd to file a complaint against Capital Consultants Inc. dba C2AE under the terms of the contingent fee agreement proposed by Warner Norcross & Judd; second. Vote unanimous; motion carried.

With no further business, the meeting was adjourned at 2:34 p.m.

Minutes submitted by Secretary Nancy Frye.

/csd