



Muskegon Community College

BOARD OF TRUSTEES BOARD MEETING MINUTES November 18, 2020 – 12:30 p.m. Zoom Meeting

Chair Osborn called the meeting to order at 12:36 p.m.

Present: Chair Osborn is participating remotely from Muskegon Township, MI
Vice Chair Mullally is participating remotely from Whitehall, MI
Trustee Crandall is participating remotely from Norton Shores, MI
Trustee Frye is participating remotely from Holton, MI
Trustee Moore is participating remotely from the City of Muskegon, MI
Trustee Oakes is participating remotely from Muskegon Twp., MI
Trustee Portenga is participating remotely from North Muskegon, MI

President Nesbary is participating remotely from Muskegon, MI
Cindy DeBoef is participating remotely from Holton, MI

1. Trustee Frye moved approval of the Agenda; second. Vote unanimous; motion carried.
2. Trustee Portenga moved approval of the Board Meeting Minutes of October 21, 2020; second.
A roll call vote was taken:

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

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

3. Public Comments and Presentations

- Eric Van Dop of Brickley DeLong, presented the 2019-20 Audited Financial Statements. Muskegon Community College received the highest opinion given, an unmodified opinion. Trustee Portenga asked about the pension liability and whether MCC is required to have a certain percentage on hand. Eric replied that MCC is obligated to make its required payments under state law, but is not required to have reserves for the pension liability. They are reflective of the amount MCC can expect to pay over the next several years as MPSERS adjusts their required contributions to get better funded.

MCC also has an annual Single Audit (Federal Compliance Audit). There was one recommendation this year that had to be reported. There was an issue with some scholarship money being awarded, a minor glitch in the spreadsheet calculating amounts, which has since been rectified. That was the only issue.

Eric noted the audit was different this year with Covid, conducting the audit remotely. He stated that Ken Long, Dan Moore, and others involved in the audit did a great job and they were able to complete the audit even under these unusual circumstances. He thanked staff and the entire Board.

- Public Comments in support of the Lakeshore Fitness Center were given by Luke Seward, Pamela Riley-Barbier, Marykay Vanlente and Marcia Hovey-Wright

4. Trustee Portenga moved approval of the Consent Agenda; second. A roll call vote was taken:

Trustee Crandall – Yes	Trustee Frye – Yes
Trustee Moore – Yes	Vice Chair Mullally – Yes
Trustee Portenga – Yes	Trustee Oakes – Yes
Chair Osborn – Yes	

A. Budget/Finance

I. Financial Reports – *Ken Long*

B. Required Approvals – *Chair Osborn*

5. Administrative Reports

A. President’s Report – *Dr. Nesbary*

- The College moved back to Phase 2, with only limited identified critical infrastructure/services employees allowed on campus.
- A new entrepreneurial management program/training partnership, The Seven Directions program, was recently signed with MCC alum, Chief Larry Romanelli, for employees of the Little River Casino Resort.
- “What are we doing while COVID-19 is happening”, a number of employees are working on advanced degrees, improving their skill and talent levels. Dr. Nesbary thanked and recognized the following individuals currently working on doctoral programs: Stephanie Briggs, JB Meeuwenberg, Kelley Conrad, Patti D’Avignon, Dan Rinsema-Sybenga and others.

B. Student Success Report

1. Aaron Richman gave a current snapshot of Winter 2021 enrollment at 3.5 weeks into our current enrollment cycle, 2,410 students have registered (72 new students, double what it was at this same time last year). MCC is doing better than the state average of -18.4% for colleges who are reporting, with a current headcount of -12.6%. MCC is slightly over 70% to its winter goal of 3,412 students.
2. Student Success Completion Agenda – J. B. Meeuwenberg serves on the Student Success Strategy Team along with Irene Church, Business Faculty; Lisa Ribbe, Counselor; and Sally Birkam, Dean of Student Services. The team strategizes ways to ensure student success and is currently working on three goals.
 - Goal #1 – mapping academic pathways (improving communications with faculty and students, making them aware of the pathways). The virtual town hall events are an excellent way to focus on these specific pathways. Two town halls were held, one on Business and Information Technology and another for Arts, Humanities and Communications. At these events, students are informed about employment opportunities in those pathways, compensation, courses required, etc., giving them a sense of what to expect and to see if it is something they are really interested in. Faculty and staff also participate to answer questions and inform students. Four more town hall meetings are scheduled over the next few weeks for Engineering, Manufacturing and Industrial Technology; Health and Human Services; then Math and Sciences.

- Goal #2 for this year is improving teaching and learning – JB gave kudos to our faculty and staff and the Center for Teaching and Learning – to Linda Hood, Barbara Landes, and Kathy Pollock for the amazing training they have done over the past 6-7 months. This team continues to work on professional development opportunities and faculty sharing best practices with other faculty. Much of the training lately has been focused on technology, insuring best teaching practices and how to continue to engage students. Additionally, Faculty Seminar Days in January will be focused primarily on this. With virtual All Campus meetings held each Friday, the team has been able to shift many of the announcements and general communications to those meetings, helping Faculty Seminar Days to focus on professional development, which really helps focus on Goal #2.
- Goal #3 is closing equity gaps/achievement gaps. One of the things the team has done is reimagining a mentorship program. It is a more holistic approach, identifying some students who may need some mentorship and one-on-one support with other students helping guide them through. Additionally, our Dream Scholars program, which we did last year for the first time, and one of our Dream Scholars was selected to attend the national Achieving the Dream Conference. This month, nine students were selected to be our MCC Dream Scholars. These are students who have overcome things and have persevered through challenges. They have incredible passions and, as a group, epitomize what it means to be a community college student. Two of these students have been nominated to apply to the national AtD conference. Several months ago, MCC received a grant for a completion coach, which will help in the Student Success area. Within the last few weeks, MCC was notified they liked our structure so much that they awarded MCC a second completion coach. One will be dedicated specifically to the Futures for Frontliners group, a primary contact who can connect them with resources and check in on their schedules. The second coach will work directly with first generation students and other students who have some challenges. They will work up to 120 students each that they are mentoring and working with, insuring that those students are successful.

C. Personnel Report – Kristine Anderson

- Open Enrollment, which was virtual for the first time this year, is complete and was a pretty smooth process.
- The performance evaluation system was launched in October for the APS, ESS and Custodial groups. APS is nearly complete with great feedback received that it has gone relatively smoothly.
- The United Way campaign is underway. Online pledge forms are available for employees and the Board. Paper forms are available upon request. We are midway, with \$16,500 in pledges to date and a goal of \$28,000. Trustee Frye, Crandall and Oakes requested a paper form.

6. Business Non Operational

A. MCCA Report – Trustee Crandall

- The MCCA Fall meeting was held October 23. MCCA president Mike Hansen announced he is retiring July 1, 2021. Mike spent 15 years with the MCCA and 34 years working with the state legislature, so this will be a big loss to the MCCA. The

search for a replacement is headed by the MCCA Executive Committee, chaired by Dr. Nesbary. There will be a two-phase approach, first a survey of all the MCCA community college board members to look at the priorities and needs of the community college from the MCCA and also the qualities and skills needed for the new replacement. The Executive Committee will then select a company to conduct a nationwide search and expect to have that underway the first part of the year. Final candidate interviews are expected in May and June, anticipating hiring someone to start the first of July or August.

- There is currently an ongoing review of the dues structure for community colleges paying into the association. No decision was made, but they are attempting to make that more equitable going forward. Other items discussed are included in the MCCA weekly updates received by the trustees.

B. Foundation Update – Ken Long highlighted a few updates since his report to the Board.

- The annual appeal, expected to go out in early November, is about a week late and should be mailed today. While they hoped to get it out sooner, it is still a week earlier than previously. It has a little different look and is going out to more individuals this year.
- Work continues on Reflections, which will go out in the next couple of weeks and the Annual Report, which will go out by year-end.
- The Foundation Board met last week. Amy Swope and some of the FMCC Board members are working on a Donor Appreciation-Outreach virtual event, which will occur on Giving Tuesday, December 1st. This will be a new type of event, with donor cultivation via Zoom.
- The FMCC Board continues to discuss building our endowments. As of today, MCC managed endowments are at \$525,000, which has grown a lot in the last two years. This is made up of eight different endowment funds, with a ninth one to be added taking us to \$550,000, and potentially a tenth fund. This is a long way from one fund just two years ago. This is in addition to the \$2M in endowed funds held at the Community Foundation; so all in, over \$2.5M in endowed funds benefit MCC and our students. A gift of \$10K in stock was received last week towards one of our endowed funds. Ken reminded everyone the Foundation has the capability to receive stock donations. When stock is transferred, there are no capital gains paid like there are if the stock is sold, because the College bears that responsibility.

Trustee Kathy Moore stated she is appreciative of the continued meetings and updates despite Covid, the management of those dollars, and the amazing helpful donors and continuous donations, even though we haven't been able to have the type of outreach touch-base events we have had historically. Chair Osborn added we are thankful for all of our donors and for the very engaged Board members we have now, stating, "We really have some wheels going under us." At the December Board meeting, we are planning and hoping to have the FMCC Board members join the Board of Trustees to give a presentation and for a chance to meet one another.

7. Old Business

- A. Project Updates – Dan Rinsema-Sybenga reported progress continues with another month of FARM construction. A report and pictures are included in the Board Packet. All landscaping and paving are done and they are still on schedule to wrap up construction on December 15. Two of the three bays will be open starting January 15 and ready for

tenants. Dr. Nesbary and Dan serve on the Advisory Board for the FARM and they have some prospects for tenants and are also getting closer to hiring a FARM Director. The project will be done shortly and we will soon be into the operations.

8. New Business

- A. Chair Osborn reviewed the 2021 Board Meeting Calendar. The July meeting date conflicts with the MCCA Summer Conference, so the Board will need to look at changing that date to possibly July 14 or July 28. Because the MCCA Summer Conference will be held via Zoom, it may give additional Trustees the opportunity to attend. Trustee Portenga requested moving the November 17 meeting date to November 10. Trustees will consider the calendar for edits and approval at an upcoming meeting.

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

- B. [Policy Updates](#)
C. Future Agenda Items

10. Announcements

A. Board Comments

- Chair Osborn noted per the annual calendar, in December the Board is scheduled to develop the annual Board agenda and in January, at the biennial organizational meeting new Trustee Shon Cook will be sworn in.
- Trustee Portenga congratulated Trustees Nancy Frye, Kathy Moore and Shon Cook. He is delighted to be able to work with them. Shon Cook stated she is excited to join the Board in 2021.
- Trustee Crandall thanked Trustee Ann Oakes for her 24 years of service, noting we have her for one more month. Dr. Crandall also recommended [Apollo's Arrow](#), a new book that looks at the history of pandemics dating back to 500 B.C., their impact, and how communities and civilizations have reacted. It's a good review of where we are currently in the pandemic and what the future is going to look like.
- Trustee Frye wished everyone a Happy Thanksgiving. She wished those with Covid well and stated those struggling with it need to be in our prayers.
- Chair Osborn agreed with Trustee Frye and also wished everyone a Happy Thanksgiving stating, "We need to be thankful for so many things, for the people working in our community, thank you Kathy Moore for all that you are doing, this is a time you must be thankful for your family and your friends" and wished everyone well.

With no further business, the meeting was adjourned at 1:54 p.m.

Minutes submitted by Secretary Nancy Frye.

/csd