



Muskegon Community College

BOARD OF TRUSTEES BOARD MEETING MINUTES November 20, 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 1:04 p.m., following a Closed Session.

1. Trustee Crandall moved to approve the Agenda; second. Vote unanimous; motion carried.
2. Minutes
 - Trustee Mullally moved approval of the Board Meeting Minutes of October 23, 2019; second. Vote unanimous; motion carried.
 - Trustee Portenga moved approval of the Board of Trustees and FMCC Board Meeting Minutes of October 28, 2019; second. Vote unanimous; motion carried.
3. Public Comments and Presentations
 - Eric Van Dop of Brickley DeLong reported on the 2018-19 Audited Financial Statements. MCC received the highest possible rating.
 - Dr. Ed Breitenbach and Hollie Benson presented HLC Updates. The Board's role is to be familiar with MCC's Assurance Argument, which is a work in process going through different versions, and the team will provide this information to the Board as soon as it is ready. Criterion 2 specifically focuses on the Board's role in many ways. The team plans to have a workshop with the Board in September 2020, a month before the team visit, to prepare for what to expect during the accreditation visit. The visiting accrediting team usually schedules a lunch meeting with the Board and there may be an open forum that the Board could attend.
 - Bill Lievense provided legislative updates.
4. Trustee Crandall moved approval of the Consent Agenda (*Board Action Required - Vote*); second. Vote unanimous; motion carried.
 - A. Budget/Finance
 - I. Financial Reports – *Ken Long*
 - B. Required Approvals – *Chair Osborn*
5. Administrative Reports
 - A. Student Success Report – *Kelley Conrad*

1. Enrollment – For Winter semester, we are at 75% of goal for contact hours and 69.5% of goal for headcount.
 2. Student Success Completion Agenda – Kelley Conrad gave updates on the newly remodeled Center for Teaching and Learning.
- B. Personnel Report – *Kristine Anderson*
- Kristine reported on “Take Time Thursdays”, events designed to bring faculty and staff together through the holidays for an activity.
 - Just over 3,300 students completed the online sexual assault prevention training. Kristine will share the online training link with the BOT.
6. Business Non Operational
- A. MCCA Report – *Trustee Crandall*
 - B. Foundation Update – Amy Swope thanked everyone for making the time to attend a joint meeting between the Board of Trustees and the Foundation for Muskegon Community College Board. It was a very good event and the result of an Academy several FMCC Board members attended at the MCCA.
7. Old Business
- A. Updates – *Dr. John Selmon*
 - I. Capital Outlay
8. New Business
- A. Permission to Contract to Upgrade the Sturris Technology Center Welding Lab Exhaust System – Trustee Mullally moved approval; second. Vote unanimous; motion carried.
 - B. Lakeshore Fitness Center – Replacement of Pool Chemical Feed Controller and Chemical Feed Pumps – David Sturgeon reported on this item, which was presented for information only.
 - C. FARM project lease of land – Going forward, the Board would like to vote on leasing of the land so this project may get underway. Several details were discussed today including: 1) location of the property; 2) lessee paying for incidental costs for lessors, attempting to accommodate location construction in taking care of lessors existing needs such as obligations to the CDL training group, motorcycle safety training, parking, etc.; 3) the Community Foundation (CFMMC) mentioned they would be willing to give money up front towards the ultimate purchase price for these incidentals. MCC needs some guarantee to cover costs should clean-up be needed if this project does not work out. CFMMC offered \$25,000 up front to apply toward the \$50,000 purchase price.

Trustee Portenga moved that Muskegon Community College (MCC) enter the lease/purchase agreement referred to in “FARM document I to upload”, located on the Board portal, with the caveat that the specific location is to be determined and approved by the Board on December 18, 2019, with the understanding it will be along Stebbins Road and approximately 2.5 acres. Caveat #2, lessee will pay for incidental costs that arise for MCC in accommodating their location, costs that may be necessary to accommodate the CDL, motorcycle training, appropriate exits, and parking not to exceed \$5,000. Caveat #3, the lease portion of this lease/purchase agreement will be \$100 per year for five years. The all-in purchase price of

\$50,000 will include a payment of \$20,000 at execution, with the understanding that the remaining balance of \$30,000 will be paid over the term of the five-year lease. Vote unanimous, motion carried.

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

A. [Policy Updates](#)

B. Future Agenda Items

- Muskegon Promise Updates – Dr. Crandall reported we were approached by one of the founding members and discussed defining the role of MCC going forward. We have been discussing scheduling a work session devoted specifically to the Muskegon Promise. It might impact tuition levels going forward, and it will be important to do this work prior to completion of next year's budget. The MAISD can give the history, current situation of the Muskegon Promise, and future direction. MCC will then have ideas of what they are looking for us to do in support of the program. A work session will be scheduled over the next few months.
- Vice Chair Mullally recently read a few articles in the Bay Window, one talking about MCC being one of ten colleges in a free textbook program and another discussing the high expense related to online textbook access codes. He inquired about a brief overview in the future on these items and where we are with that. Recently he sat in on a presentation from Cengage at an ACCT Conference and wondered if this is something MCC has explored. Dr. Nesbary responded that we examine this issue on a regular basis and our faculty are constantly researching ways to reduce costs for our students. VP Kelley Conrad reported that our goal is to do as many of these Online Educational Resources (OERs) as appropriate. Some of our students have used the Cengage model. It is a fast moving terrain. We offer a whole range of options at MCC for our students and are trying to build up as many of the OERs as possible. An update was requested for the December Board meeting.
- Tuition – In-district, Out-of-District, Promise Students

10. Announcements

A. President's Report – *Dr. Nesbary*

B. Board Comments

- Chair Osborn reported Dr. Nesbary approved a settlement agreement earlier this month related to issues with the Sturris Technology Center and C2AE. She also shared a thank you note received from Peter and Carolyn Sturris for a basket sent to them following an accident. Vice Chair Mullally was recognized for recently being elected to the Whitehall City Commission. She wished everyone a Happy Thanksgiving.
- Vice Chair Mullally sat in on a recent Friends of the LFC meeting where they discussed the possibility of receiving some help from the Senior Millage and sounded very optimistic. Dr. Nesbary responded that MCC staff and LFC staff are taking the lead on applying for this.

- Dr. Crandall conveyed that at a national Health Training professionals meeting in Orlando, our team from the LFC won first prize for the most innovative health program for the Next Steps program.

With no further business, the meeting was adjourned at 2:20 p.m.

Minutes submitted by Secretary Nancy Frye.

/csd

UPCOMING ANNUAL BOARD CALENDAR ITEMS

January	<ol style="list-style-type: none"> 1. 11 or 11:30 AM Board Meeting due to 12:30 Service Award Luncheon 2. Approve current year Board Meeting Calendar
	<ol style="list-style-type: none"> 3. Sign Annual Code of Conduct Acknowledgement of Agreement. 4. Members will annually disclose their involvements with other organizations, with vendors, or any associations that might be or might reasonably be seen as a conflict.
<i>Quarterly Financial Review</i>	
<i>Service Award Luncheon</i>	

NOTES

DECEMBER	<p style="color: red; margin: 0;">Annual Retirees Punch and Holiday Luncheon – Friday, December 6</p> <p style="color: red; margin: 0;">11:00 AM – Retiree Punch Reception in Blue & Gold</p> <p style="color: red; margin: 0;">12:00 PM – Holiday Luncheon in Collegiate Hall</p>
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