



Muskegon Community College

BOARD OF TRUSTEES BOARD STUDY SESSION MINUTES December 14, 2015 – 3:00 p.m. 400Z – Board Room

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

Chair Crandall called the meeting to order at 4:04 p.m.

1. Agenda

There were no changes to the agenda.

2. Minutes

- Board Study Session Minutes – November 16, 2015

There were no changes to the Board Study Session Minutes of November 16, 2015.

- Board Closed Session Meeting Minutes – November 16, 2015

The Board Closed Session Meeting Minutes of November 16, 2015 will be circulated at the Board meeting on Wednesday for review.

- Board Meeting Minutes – November 18, 2015

There were no changes to the Board Meeting Minutes of November 18, 2015.

3. Public Comments and Presentations

- CAD 240 Presentation – *Jeff Johnston and Tom Martin*

– Jeff Johnston gave a presentation highlighting the Applied Technology Department CAD 240 class. He reviewed what students learn in the CAD 240 class and shared some of the student's 3-D print concepts.

– Jeff also reported that the American Founder's Society (AFS) really helps promote our MCC students here in the foundry. MCC students attended the AFS Regional Meeting the past two years and competed against four-year schools in a casting competition. MCC was the only two-year school, and both years MCC placed 2nd.

– The Board was challenged by Jeff Johnston to recruit the best – possibly by offering full ride scholarships.

– Jeff also discussed the direct credit partnership with Grant Public Schools and the possibility of exploring other innovative ideas. The job opportunities available range from starting pay of \$15 to \$27 an hour, with experienced tool and die makers earning \$100,000 annually.

- Review Institutional and Single Audit Reports – *Brickley DeLong 30 min.*
 - Eric Van Dop of Brickley DeLong presented the results of this year’s annual audit. MCC received an unmodified opinion, which is the highest opinion available.
 - According to the former Board policy manual, the auditor lead is rotated every five years. It was suggested it may be helpful to retain the lead auditor, Paul Gilbert, for an additional year with the transition of MCC’s new Finance Manager, Ken Long. A recommendation will be added under new business for the Wednesday Board meeting.
 - [Economic Impact Study Report](#) – *Eduardo Bedoya*

EMSI conducted a study to measure the economic value of MCC to the region. Sam Paul, Client Manager for EMSI, presented MCC’s Economic Impact & Return on Investment of Education study results. There were two components to the study: 1) economic impact analysis and 2) an investment analysis. The return to students and tax payers was also reviewed. The goal is to get the word out regarding this study.
 - Safety and Security on Campus – [Boot](#) Presentation will be given Wednesday, December 16th at the Board meeting.
4. Consent Agenda (*Board Action Required - Vote*)
- A. Budget/Finance – moving forward, the Board would expect to see some of the assumptions going into planning for next year’s budget, with periodic updates before they see the final budget. The Board asked about the net operational performance, which is a \$140,000 increase in cash position.
 - 1. Financial Reports – *Teresa Sturuss*
 - B. Required Approvals – *Dr. Crandall*
5. Administrative Reports
- A. Student Success Report – *Dr. John Selmon*
 - 1. Enrollment – Winter enrollment was discussed. It was suggested the “non-gender” category on the report be reviewed for a possible change to “non-specified” or something similar.
 - 2. Student Success Completion Agenda
 - 3. Personnel Report – Kristine Anderson reported a new 3rd shift utility person will start on January 4th. She also thanked everyone for their donations to the United Way campaign, which raised \$28,500 exceeding MCC’s goal of \$26,000
6. Business Non Operational
- A. MCCA Report – *Trustee Oakes*
 - B. Foundation Update – *Vice-Chair Osborn*
 - 1. Endorsement of New FMCC Board Member – *Dr. Frank Marczak.*
 - The FMCC Board is excited about the endorsement of Dr. Frank Marczak.
 - The FMCC Board meets quarterly, with its next meeting in February. They hope to start reporting on finances and the status of the Foundation at that time.
 - An ad hoc committee of the Board of Trustees, FMCC Board members, staff and community members met and reviewed a capital campaign and how to get an overarching view of the money needed to help provide for ongoing projects. The

committee decided to find a fundraiser consultant to help outline the process and to help with restructuring, reorganizing and training, as the foundation moves forward to the next level.

7. Old Business

A. Construction Project Committees – Dr. Selmon referred the Board to pages 16-17 for narrative updates related to the various ongoing projects.

- Steering Committee
 1. Science Center
 2. Health Center
 3. Arts Center – November 30 the Arts & Humanities kick-off meeting was held and they are planning to go out for bid in the January/February timeframe.
 4. Downtown Center – pages 18 and 19 include a detailed breakdown of proposed costs for the Downtown Center, which were briefly reviewed.

8. New Business

A. Sole Source Purchase Request of “The Boot” – *Dr. John Selmon*

A presentation is scheduled for Wednesday at the Board meeting.

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

A. Policy Updates

B. Monitoring Reports

C. Ends Policy Review – Ends policies are defined as

- Student Success – develop Ends policies around Student Success – *Dr. Donald Crandall*
 - Dr. Crandall reviewed the definition of Ends Policies, as well as Ends Policies developed by Grand Rapids Community College.
 - Persistence, Retention and Transfer are the three current values of Student Success.
 - The following Ends Policies were suggested:
 - Prepare students for successful transfer to four-year colleges and universities.
 - Enable students to pursue higher-level degree opportunities
 - Develop skills necessary to enter and/or advance in the technologically sophisticated local and global workplace.
 - Meet the unique educational, cultural, and societal needs in the community.
 - The students will learn the skills necessary to achieve their educational goals.

– The Board also suggested it would be helpful to number items in the new policy governance manual, fix incomplete sentences, use consistent capitalization, etc. Trustee Portenga will work with Cindy DeBoef on editorial/formatting changes.

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

- D. Future Agenda Items – develop Ends policies around fiscal performance/expectations in January 2016. Trustees were asked to forward any topics they would like covered to the Board Chair.
- E. Board Evaluation

10. Announcements

A. President's Report – *President Nesbary*

- Dr. Nesbary briefly highlighted how the economic impact study may be used.
- Dr. Nesbary announced that Tina Dee is back from her leave and will be heading up the Strategic Planning and Master Planning processes, coordinating much of the upcoming planning including Federal, State and Regulatory requirements. Amy Swope will be leading the Foundation in the interim and likely long term.

B. Board Comments

- Chair Crandall reported the Muskegon Promise Zone has been funded for the first \$900,000. There was discussion about rethinking our MCC scholarships for those students who fall in the 2.5 to 3.49, as the Promise Zone has students with a 3.5 GPA covered.
- Newaygo County has also been granted a Promise Zone and VP Sturrus has been working with them and the Fremont Community Foundation on this.

With no further business, the meeting was adjourned at 5:48 p.m.

Minutes submitted by Secretary, Nancy Frye.

/csd