



Muskegon Community College

BOARD OF TRUSTEES BOARD MEETING MINUTES December 17, 2014 – 12:30 p.m.

Room 1100 – Stevenson Center Lecture Hall

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

Absent: Trustee Lester

Chair Crandall called the meeting to order at 12:30 p.m.

1. Agenda

Under New Business, the following item was added: Audit Firm Discussion.

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

2. Minutes

- Board Study Session Minutes – November 17, 2014

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

- Board Meeting Minutes – November 19, 2014

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

- Board Closed Session Minutes – November 19, 2014

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

3. Public Comments

There were no public comments.

4. Consent Agenda (Board Action Required - Vote)

Vice-Chair Osborn moved approval of the consent agenda; second. Vote unanimous; motion carried.

A. Budget/Finance

- I. Finance Committee Report – *Trustee Oakes*

B. Treasurer and Financial Reports – *Trustee Oakes*

C. Personnel

- I. Personnel Committee Report – *Trustee Mullally*

5. Administrative Reports

- A. Academic Affairs – *Teresa Sturris*

- B. Student Success Report – *Dr. John Selmon*
 - a. Enrollment
 - b. Student Success Completion Agenda
 - c. Personnel Report – *Kristine Anderson*

6. Business Non Operational

- A. MCCA Report – *Trustee Oakes*
- B. Foundation Update – *Vice-Chair Osborn*

Vice-Chair Osborn thanked everyone who has contributed to the Foundation. The Board congratulated the Foundation for the progress they have made over the last year with securing a really solid Board membership, successful fundraising, etc.

7. Old Business

- A. Construction Project Committees – *Dr. John Selmon*
 - a. Steering Committee
 - i. Science Center
 - ii. Health Center
 - iii. Arts Center
 - iv. Downtown Center – the “for sale sign” will be removed and an MCC flag will be developed and placed at MCC’s new downtown campus.

A copy of LEED Certification category requirements for the new addition was uploaded to the Board portal under Millage/Construction for review.

- B. Policy Governance – *Chair Crandall*

8. New Business

- A. Permission to Issue an RFP for Architectural Services for the Downtown Center – *Dr. John Selmon*
Trustee Mullally moved approval; second. Vote unanimous; motion carried.
- B. Audit Firm Discussion – *Dr. Crandall & Dr. Nesbary*

- Brickley DeLong’s current contract has expired. The recommendation of Administration is to return Brickley DeLong to campus as our auditor. If the same company is chosen, Board policy requires the lead auditor be rotated every five years.
- The Board requested two quotes from Brickley DeLong, one to extend the contract for 1-year, and a quote for a 5-year contract renewal.
- Trustee Portenga made a motion to table the audit firm discussion until the January Board meeting; second. Vote unanimous; motion carried.

Vice-Chair Osborn moved that the Board nominate Char Parker for the ACCT Faculty Award; second. Vote unanimous; motion carried.

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

The Board Chair requested a review of the Board of Trustees Orientation Manual, which is located on the Board Portal under Manuals.

10. Announcements

- Campus closes at 3:30 p.m. on December 23, 2014, for Christmas Break and Re-Opens on Monday, January 5, 2015.
 - Monday, January 5, 2015, 8:30 a.m. – Board Retreat @ The Shoreline Inn Marina View Room.
 - 2015 Board Meetings will be held in the 400 Suite
- A. President's Report – *President Nesbary*
Dr. Nesbary met with the Muskegon Covenant Academy this morning. The academy addresses students who have dropped out of high school and aren't attending school or college. They are set to have 118 students graduate. A model is being developed for these students to attend MCC.
- B. Departmental Updates – *President Nesbary*
- C. Board Comments
- The Board requested a gift basket be put together for Trustee Lester. Chair Crandall will write a letter and Cindy DeBoef will put together a Christmas basket. A resolution was emailed to the Board for review for the January Board meeting.
 - Trustee Frye wished everyone a Merry Christmas. She stated it's been good working with the staff and Board over the past six-years. She's looking forward to welcoming Kathy Moore as a new trustee, stating it is so good to be able to help the students the way we do as the Board of Trustees.

With no further business the meeting was adjourned at 1:03 p.m.

Minutes submitted by Secretary, Nancy Frye.

/csd