



Muskegon Community College

BOARD OF TRUSTEES BOARD MEETING MINUTES December 20, 2017 – 12:30 p.m. 400Z – Board Room

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

Absent: Trustee Moore

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

1. Agenda

Trustee Mullally moved approval of the agenda; second. Vote unanimous; motion carried.

2. Minutes

- Board Meeting Minutes – November 15, 2017 – Trustee Frye moved approval; second. Vote unanimous; motion carried.

3. Public Comments and Presentations

Ryan Bennett shared his concerns regarding the contractors hired by Clarke Construction for the new MCC Health & Wellness Center. Ryan discussed the value of having a local work force and wages going back into the Muskegon economy. The majority of contractors hired by Clarke are Grand Rapids workers, with a very small minority of Muskegon workers. He brought to the Board's attention his concerns regarding the lack of experience of the Plumbing and Mechanical contractor and the HVAC contractor and asked for oversight of prevailing wage for these workers. The Board thanked Ryan for his comments and stated Clarke Construction needs to know we are monitoring this. Dr. Selmon will follow-up.

4. Consent Agenda (*Board Action Required - Vote*) – Vice Chair Osborn moved approval of 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 – *Dr. John Selmon*

1. Enrollment is flat with four weeks left until Winter classes begin. An updated report is available on the Board portal.
2. Student Success Completion Agenda – Dr. Selmon highlighted the continuation of work, moving from survey work to focus group work.

3. Personnel Report – *Kristine Anderson*

- Rachel Cotton, Math Faculty, was welcomed.
- Christopher Kaminsky has been hired as the Fab Lab Manager and Michael Smith has been hired as a custodian.
- Julie Solowy, Arts & Humanities secretary is retiring this month.
- The new Leadership Institute was highlighted. MCC Cabinet, Deans and other leaders are going through this program to help develop leadership competencies, to grow in their knowledge of community college leadership and for continued development.

6. Business Non Operational

A. MCCA Report – *Trustee Oakes*

Trustee Oakes shared an idea of community colleges offering a “semester exchange”. Seeing Alpena Community College’s NOAA project, marine sanctuary, drone class, and the only cement technology course at a recent conference, Trustee Oakes thought it would be great for students to have the opportunity to experience the uniqueness of our 28 community colleges in Michigan through a “semester exchange”.

B. Foundation Update – *Vice Chair Osborn*

- The Foundation Board met on November 16th. They continue to organize the board and move forward, and have made great strides over the last year.
- A very nice, well-attended donor appreciation luncheon was held recently.
- Everyone was encouraged to support the Foundation.
- The FMCC Board is working to bring more diversity and would like to add two alumni members to their board. They are seeking additional members and encouraged recommendations.
- 1. Janie Brooks-Davis, Alumni Committee Representative to the Foundation for Muskegon Community College Board, was presented as an alumni candidate to the FMCC board. Janie comes highly recommended and has great experience.

Trustee Portenga moved that Janie be permitted to serve on the FMCC board; second. Vote unanimous; motion carried.

7. Old Business

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

- Steering Committee

1. Health & Wellness Center – steel beams are being erected and the schedule is on track. Details of the Mercy Health agreement are being finalized.

Dr. Selmon noted that sometimes a local bidder is so much higher than another bidder that we run into that dynamic and need to do what is best for the college. He will review the bidding details for the Health & Wellness Center and prevailing wage will be monitored.

2. Arts & Humanities Center – Targeting February 1-15 to have bid documents ready, which is a prime bid time. Construction is expected to begin around May 1, 2018.
3. Downtown Center –There are some issues that continue to be worked through. The Grand Opening is scheduled for January 11th.

8. New Business

A. Permission to Seek Bids and Purchase for Laptop Life Cycle Replacements – *Mike Alstrom*

Trustee Portenga moved approval; second.

The board asked for an estimate of the number of laptops to be replaced. Mike Alstrom will provide that information to the Board.

Vote unanimous; motion carried.

B. Permission to Seek Bids and Purchase for Projector Replacements – *Mike Alstrom*

Trustee Mullally moved approval; second.

The board asked for an estimate of the number of projectors to be replaced. Mike Alstrom will provide that information to the Board.

Vote unanimous; motion carried.

C. Permission to Issue a RFQ for all Furniture, Fixtures and Equipment to Complete the Health and Wellness Center Project – *Marty McDermott*

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

D. Permission to Issue a RFQ for all Audio Visual/Information Technology Equipment to Complete the Health and Wellness Center Project – *Marty McDermott*

Vice Chair Osborn moved approval; second. Vote unanimous; motion carried.

E. Permission to Issue a RFQ for all Simulation Equipment needed to Complete the Health and Wellness Center Project – *Marty McDermott*

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

F. Permission to Issue a RFQ for all Fitness Equipment Needed to Complete the Health and Wellness Center Project – *Marty McDermott*

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

G. Permission to Contract with Interkal for Bartels-Rode Gymnasium Bleacher Replacement – *Marty McDermott*

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

9. Board of Trustees Policy Governance Manual Updates – *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

ENDS POLICY: COMMUNITY IMPACT/ENGAGEMENT (*as edited at the November Board meeting*)

The College will be a visible and recognized leader in enhancing the profile of the local and regional community. Indicators ~~may~~ include:

- Community engagement survey outcomes

- The number of business and industry trainings delivered to the local community
- Increasing participation of underrepresented groups, underrepresented students, underrepresented faculty and staff, and underserved segments of the community
- Explore opportunities for annexation

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

ENDS POLICY: HIGHLY EDUCATED COMMUNITY – *edits noted in red text.*

The College will prepare students for the workforce in our community and the world.

Indicators ~~may~~ include:

1. ~~Stable or increasing~~ Appropriate advancement of levels of gainfully employed degree and certificate earners
2. ~~Stable or increasing~~ Appropriate advancement of earnings levels for degree and certificate earners

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

ENDS POLICY: RESOURCE DEVELOPMENT

The College will enhance institutional development capacity. Indicators ~~may~~ include:

1. Continued long term upward trending in private donations to the college
2. Strategically enhanced Foundation for Muskegon Community College board membership

Trustee Portenga moved approval as amended, as well as removing the word “may” from the previous motion for Ends Policy Highly Educated Community; second. Vote unanimous; motion carried.

D. Future Agenda Items

10. Announcements

- ❖ [Thursday, January 11, 2018 4:30 – 6:30 PM Grand Opening – Sturrus Technology Center](#)
- ❖ [Friday, January 12, 2018 - Collegiate Hall
22nd Annual Dr. Martin Luther King, Jr. Unity Breakfast](#)

A. President’s Report – *Dr. Nesbary*

Dr. Nesbary was invited to and attended a meeting yesterday at the DeVos Foundation. The purpose of the meeting was to help colleges and universities understand how they would better engage with their communities through technology and infrastructure development. Dr. Nesbary shared information on MCC’s new Sturrus Technology Center and extended an invitation to tour the facility.

B. Board Comments

- Chair Crandall noted the Board was going to meet and discuss annexation at a Study Session on Monday, anticipating the meeting with the Grand Haven leaders would be completed. That meeting is scheduled for January, which is the reason the Study Session was postponed. If any trustee has specific questions or anything needed to make a decision on annexation, they are asked to email Chair Crandall who will work to gather that information prior to the rescheduled Study Session.
- Mike confirmed that 40 computers and 89 projectors will be replaced (see agenda items 8.A. and 8. B. above).

- Trustee Frye wished everyone a Happy New Year, good health and safety on the roads this holiday season.
- Trustee Mullally recognized Jennifer Cross (MCC Community Outreach staff) as the newest member of the Norton Shores City Council. Jennifer was congratulated
- Trustee Portenga asked about International student enrollment increasing from 12 students to 35 students last year. Dr. Selmon responded that it is through word of mouth. Housing is an issue in this area. The Board asked if there might be new opportunities with shared housing under Baker Colleges new leadership.

With no further business, the meeting was adjourned at 1:20 p.m.

Minutes submitted by Secretary Nancy Frye.

/csd