



Muskegon Community College

BOARD OF TRUSTEES BOARD MEETING MINUTES

January 18, 2023, 3:30 p.m.
Room 2109E – Main Campus

Present: Chair Osborn, Vice Chair Mullally, Trustee Cook, Trustee Frye, and Trustee Moore

Absent: Attending via Zoom with no votes or motions: Trustee Crandall and Trustee Portenga

Chair Osborn called the meeting to order at 3:36 p.m.

1. Trustee Moore moved approval of the Agenda; second. Vote unanimous; motion carried
2. Public Comments and Presentations
 - Sean Colcleasure, English Faculty – International Studies
We are part of the Illinois Consortium for International Studies and Programs. We renew annually at \$750. Students have access to ten countries. The program is 13-15 weeks for the Fall and Winter semesters and 4 weeks for the Summer semester. Students are earning credits that will transfer into MCC but paying the host country. There are scholarships available. The benefits to the student are the experience of new places and cultures. The benefits to Faculty and Staff are visiting opportunities.
3. Trustee Mullally moved approval of the Consent Agenda; second. Vote unanimous; motion carried.
 - A. Minutes
 - Board Meeting Minutes – December 21, 2022
 - Closed Session Meeting Minutes – December 21, 2022
 - B. Budget/Finance
 1. Financial Reports
 2. Project(s) at a Glance
 - C. Required Approvals – *Chair*
4. Administrative Reports
 - A. President's Report
The MLK Unity Day Breakfast was sold out with 600 tickets. Ken James introduced Dr. Vananthy McMullan, Director of Diversity, Equity, and Inclusion. Muskegon Community College has been a sponsor of the MLK Unity Day Breakfast for 26 years.

The Michigan Department of Treasury, Student Scholarships, Grants and Outreach division conducted a review of the Futures for Frontliners Scholarship at MCC and determined we were compliant.

Trustee Osborn and Trustee Portenga were sworn into Office for the Board of Trustees on Thursday, January 5, 2023.

We are working with Going Pro Talent with seventeen employers for training funds in West Michigan.

We have received nine proposals for the ADN/BSN degree. A team will be reviewing the proposals. The date to start the program is in the Fall.

B. Student Success Report

1. Enrollment – Stephanie Briggs reported at Fall 2022 census date we had 3,437 students enrolled, and at the end of Fall 2022 enrollment was 3,668. Current Winter 2023 enrollment is 3,411 students, which is 92% to the enrollment goal. Compared to last year enrollment is down 6.1% for new, continuing and returning students. Winter 2023 Direct Credit registration is still being processed, which will increase headcount. Michigan Achievement Scholarship should help boost enrollment in 2023-24 and the age for Reconnect eligibility may be lowered, which will make many more students eligible for free college.

2. Student Success Completion Agenda – Dr. Conrad reported that we are doing two surveys. The ATD ICAT survey was sent to all employees. It measures where we need to build out in seven areas. On February 7, the ATD coaches will be back to debrief this information. The second survey is for students (students not in their first semester) to take to measure their engagement. The Student Enrollment Management Plan (SEMP) should be done in the next few weeks.

C. Personnel Report

Kristine Anderson reported on new employees: Stephanie Allen who is teaching through the MCCA Surgical Tech program, new Custodians Timothy Chaffee and Daniel Oteney, and Desiree Tennison, Life Science Department Support.

Best wishes to Shundrice Brown, Human Resources Generalist and Chayada Higgins, Budget Coordinator as they have resigned.

The MCC United Way Campaign raised \$19,827, 17% over our 2021 amount.

5. Business Non-Operational

A. Michigan Community College Association (MCCA) Report –

Trustee Crandall reported that MCCA approved Brandy Johnson's 3-year contract for president. They have finished their strategic plan. They are focused on an increased effort on student success. Legislative committees have been formed and Senator Bumstead serves on the Appropriations Committee.

B. Foundation Update

Interim Chief Advancement Officer Susan Foley will be attending the MCCA Foundation Executive Director summit. MCC's Chief Advancement Officer position is posted. Amy Swope's position is now Annual Giving & Donor Relations Manager. We will be having a retreat to discuss the Advancement office.

C. Finance Committee

The Finance Committee met in December and a summary is in the Board packet. Beth Dick will be coordinating the next meeting.

6. Old Business

7. New Business

A. Approval of the 2023 Board of Trustees Meeting Schedule – Trustee Moore motioned to table the meeting times until the February meeting; second. Vote unanimous; motion carried. We will keep the time at 3:30 for February and March.

B. Signing Annual Code of Conduct Acknowledgement of Agreement – Policy 2.11 – Trustees signed the Annual Code of Conduct Acknowledgement Agreement.

C. Institutional Research Request for Proposal (RFP) – Trustee Mullally motioned to authorize the RFP; second. Vote unanimous; motion carried.

8. Board of Trustees Policy Governance –

A. Review [Policy Updates](#)

II. Governance Process

B. Future Agenda Items

The Board will schedule a Retreat for January or February.

9. Announcements

A. Public Comments

Another monitor will be added to the Board room.

B. Board Comments

Congratulations to the Board Officers.

Thank you to Candy Pickard for the Zoom link.

Discussion on moving action items up on the agenda. Trustee Portenga will work on the Policy Governance.

With no further business, the meeting was adjourned at 4:56 p.m.

Motion to adjourn: Trustee Mullally.

Minutes submitted by Secretary Nancy Frye.

/ph