



# Muskegon Community College

## **BOARD OF TRUSTEES BOARD MEETING MINUTES February 8, 2017 – 12:30 p.m. 400Z – Board Room**

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

**Absent:** Chair Crandall

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

### 1. Agenda

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

### 2. Minutes

- Board of Trustees & FMCC Board Retreat Minutes – January 9, 2017

Trustee Frye moved approval of the Board of Trustees & FMCC Board Retreat Minutes of January 9, 2017; second. Vote unanimous; motion carried.

- Board Meeting Organizational Minutes – January 18, 2017

Trustee Mullally moved approval of the Board Meeting Organizational Minutes of January 18, 2017; second. Vote unanimous; motion carried.

- Board Meeting Minutes – January 18, 2017

Trustee Mullally moved approval of the Board Meeting Minutes of January 18, 2017; second. Vote unanimous; motion carried.

### 3. Public Comments and Presentations

- Bartley Science Exploration Center Exhibit Awards Presentation – *Toby Moleski*

- Ashley Morrow and FaithAnn Harp were each recognized and presented with a \$50 award check. Madison Trautner, Spencer Palsrok, and Trevor Fowler were all in class and will be presented with their award check of \$33.00 each.

- Phase I conceptual floor plans for the Bartley Science Exploration Center were handed out and discussed by Toby Moleski.

- The Faculty Association Dinner is scheduled for March 10, 2017 at Bella Maria's and tickets are available for purchase.

- Theresa VanVeelen presented her [sabbatical report](#), which was also uploaded to the Board portal.

- New Hire Introductions – Kristine Anderson introduced the following newly hired faculty and staff: Christy Fogg, Associate Registrar; Karrol McKay, Budget Analyst; Jon Larson, Electronics Faculty; George Sharp; Enrollment Representative; and Kevin Kyser, Graphic Design instructor.
- Trynette Lottie-Harps highlighted the [Black History Month calendar of events](#) and invited the Board to attend.

4. Consent Agenda (*Board Action Required - Vote*)

Trustee Moore moved to approve the consent agenda; second. Vote unanimous; motion carried.

A. Budget/Finance

1. Financial Reports – *Dr. John Selmon & Ken Long*

B. Required Approvals – *Dr. Crandall*

5. Administrative Reports

A. Student Success Report – *Dr. John Selmon*

1. Enrollment is slightly less than budgeted and adjustments are being made to balance the budget. The Newaygo Promise and Muskegon Promise will change full time student enrollment, with several hundred incoming students.
2. Student Success Completion Agenda – *Kelley Conrad*
  - Kelley discussed the ICAT survey results, which will be used in the Strategic Planning process going forward.
3. Personnel Report – *Kristine Anderson*
  - Two additional positions have been filled: Hillari Thompson is transferring from the Life Science Department to the Testing Center and Joan Jolman has been hired as a Senior Clerk in the Records Department.
  - The new Silk Road applicant software program implemented in late November has been very helpful, has made the process easier, and has increased the pool of candidates.

6. Business Non Operational

A. MCCA Report – *Trustee Oakes*

Mike Hansen prepared a report on the MCCA Legislative Summit recently held in Lansing that was forwarded to the trustees by Dr. Nesbary.

B. Foundation Update – *Trustee Osborn*

- Amy Swope reported fundraising efforts continue for the Gaffner Wrestling room and the Bartley Science Exploration Center.
- Per the family's wishes, donations collected in memory of Peggy Jackobs will go to the Student Emergency Fund.
- The next FMCC Board meeting is scheduled for February 23 and will address some of the issues identified during the January retreat.
- The Jayhawk Scramble Golf Outing is being planned for June 16.

7. Old Business

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

- Steering Committee
  1. Health & Wellness Center – On February 13<sup>th</sup> MCC expects to hear from Ryan Fink at the state department regarding Capital Outlay.
  2. Arts & Humanities Center – groups are currently meeting and going through design work and plan to present an RFP to the board in March.
  3. Downtown Center
    - Dr. Selmon reported this is one of the toughest projects MCC has faced so far, with many EDA delays, as well as numerous problems causing budget issues which were discussed. Many unknowns have surfaced, but at this point the project is still on budget and hopeful to have gotten through most of the surprises. Some of the issues were architectural in nature and were not done to our standards
    - Tours are being provided at the Downtown Center next Friday, 2/17 at noon – Gerald Nyland will send an email to confirm.
    - The plan is to open the first half of the building in Fall 2017 and fully open in Winter 2017
    - The Lakeshore Fitness Center had 300 new members in January for a total of 4,600 members.
    - Everyone involved with the Downtown Center was thanked by the board for all their hard work.

8. New Business

A. Sole Source Purchase MEDC Equipment – *Dan Rinsema-Sybenga*

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

B. Sole Purchase Request MEDC Equipment – *Dan Rinsema-Sybenga*

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

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

A. [Policy Updates](#)

B. Monitoring Reports

C. Ends Policy Review and Approval

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

D. Future Agenda Items

- Diversity and Inclusion activities report
- Looking into student trustees as a board

10. Announcements

➤ **February 27 – March 3 – Mid-Semester Break – No Classes**

A. President's Report – *Dr. Nesbary*

- Dr. Nesbary continues to meet with legislators. There are two meetings set in Ottawa County regarding non-contiguous legislation, where MCC will present information about what we offer and perhaps have additional discussions on this legislation with Holland and Grand Haven.
- Next month there will be a board presentation on how MCC's financing will come together.

B. Board Comments

- All new employees were welcomed.
- With the cost of student textbooks increasing, a bill is pending in legislature to exempt college textbooks from sales tax and everyone was asked to encourage our elected officials to support that bill. Dr. Selmon added that open educational resources is looking at how some of the digital systems could make it easier and more affordable for students. GRCC saved their students \$500k last year and MCC is looking at that model.

With no further business, Trustee Frye moved to adjourn the meeting. The meeting was adjourned at 1:22 p.m.

Minutes submitted by Secretary Nancy Frye.

/csd