



# Muskegon Community College

## **BOARD OF TRUSTEES BOARD STUDY SESSION MINUTES February 17, 2014 – 4:00 p.m.**

**Room 1100 – Lecture Hall Stevenson Center for Higher Education**

**Present:** Chair Crandall, Vice-Chair Osborn, Trustee Lester, Trustee Mullally, Trustee Oakes and Trustee Portenga

**Absent:** Trustee Frye

Chair Crandall called the meeting to order at 3:54 p.m.

1. Agenda

There were no changes to the agenda.

2. Minutes

- Board Retreat Minutes – January 8, 2014
- Board Study Session Minutes – January 13, 2014
- Board Meeting Minutes – January 15, 2014

There were no changes to the minutes.

3. Public Comments

There were no public comments.

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

A. Budget/Finance

1. Finance Committee Report – *Trustee Lester*
2. Treasurer and Financial Reports – *Trustee Lester*
  - Beth Dick distributed a revised Statement of Revenues and Expenses All Funds FY to date January 2014 - page 21, and an explanation of Financial Statement Variance. It was discovered two line items - Tuition and Fees, as well as Bad Debt, Financial Aid and Scholarships were miscalculated. As of January 31<sup>st</sup>, Tuition and Fees is \$809k under budget, with an additional \$86k in waivers for Bad Debt, Financial Aid and Scholarships. Based on lower than expected enrollments (fall -4% and Winter -6%), Summer enrollment will be adjusted to -5%, adding an additional \$119k to the budget shortfall for a total projected shortfall of \$853.6k. Finance will continue to monitor and look for areas where

savings may be realized. Trustee Lester thanked Finance for all of their hard work.

- A Certificate of Deposit comes due March 7th, which is still under review.
- Preparations are beginning for the 2014-15 budget.

B. Personnel

I. Personnel Committee Report – *Trustee Mullally*

- The Personnel Committee met today with Interim Director, Jerry Conrad, and were briefed on a few issues. The search is underway for a permanent HR Director; 29 applications were received and are currently being reviewed.
- The Orientation Manual is also being reviewed and updated as needed.

5. Administrative Reports

A. Academic Affairs – *Teresa Sturrus*

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

a. Enrollment

b. Student Success Completion Agenda

- Student Success – Dr. Selmon stated MCC is looking at matching information to state information from the Governor’s dashboard, and how we can improve. Retention strategies around the country are also being studied.
- Data is being collected to determine why students aren’t returning to MCC and solutions/improvements are being developed.
- The impact of the Board policy mandating PE credits on completion was briefly discussed and Vice President Sturrus will bring a proposal/recommendation to the March board meeting.

C. Personnel Report – *Jerry Conrad*

- Jerry Conrad summarized the Personnel Report. Two positions listed under Resignations, Retirements, Terminations are due to retirements. Searches will begin soon to replace these two key positions.

6. Business Non Operational

A. MCCA Report – *Trustee Lester*

- Governor Snyder unveiled his FY 2014-15 budget recommendations for Community Colleges, which include a proposed 3.0% increase in base operations funding.
- Senator Debbie Stabenow introduced the New Skills for New Jobs Act, which would create a federal credit to match the Michigan New Jobs Training Program and similar programs in other states. Matching the state contribution, the bill could double the number of eligible companies and workers who can participate in the MNJTP.

B. Foundation Update – Vice-Chair Osborn

Vice Chair Osborn was excited to report that five new Foundation Board members are being endorsed and the Foundation believes they will help recruit additional board members. The Foundation is at 91% of their fundraising goal for this year and expects to meet their goal.

7. Old Business

A. Construction Project Committees

a. Steering Committee

i. Science Center

ii. Health Center

iii. Arts Center

iv. Downtown Center

- The Health Center Committee met once and committee members are beginning to visit facilities. Future meetings are scheduled for March and April, with additional site visits being scheduled. Meetings with third party vendors will be scheduled, to discuss how they operate their health centers. The goal is to make a recommendation to the Oversight Committee, who will make a recommendation to the President, who will make a recommendation to the Board by May.
- The science project is currently prioritizing equipment needs from all areas and working with the architects to move ahead in phases.
- The Downtown Committee held three meetings and gave their recommendations to the Oversight Committee, who will forward recommendations to the President, who will forward a recommendation to the Board in the near future.
- The Arts Committee kick-off meeting is scheduled for March 28<sup>th</sup> at 3:00 p.m. in room 1228.
- President Nesbary will be testifying in Lansing on Wednesday regarding the \$4.6M joint capital outlay state match for MCC's science project.
- Three different architectural firms were invited to walk through downtown buildings. A report was received from David Mayville and Kingscott and came back higher than expected. Information will be assessed with a recommendation forwarded to the Board.

B. Golf Course Additional Year-End Information Requested by the Board – *John Selmon*

- The Board stated it is not clear what was paid from revenues generated by the golf course or how much was paid by the college to support the course. They would like Beth Smith to attend a board meeting once she's back from Florida, to further clarify the report.
- In the renewal RFP for the golf course contract, the Board stated it would be helpful to have very specific financial reporting as part of the RFP. Current information is not adequate and not clear. The RFP process should be started soon, so a decision may be made by this fall for the 2015 season.

8. New Business

A. Permission to Appoint Adjunct Instructors – 2014 Winter Semester – *Jerry Conrad*

There were no additional questions.

B. Approval of Extra Contractual Assignments – 2014 Winter Semester – *Jerry Conrad*

There were no additional questions.

- C. Approval of Department Chairperson/ Coordinator Stipends 2014 Winter Semester – *Jerry Conrad*

There were no additional questions.

- D. New Michigan New Jobs Training Program (MNJTP) Funding for Muskegon Community College (\$500,000) – *Dale Nesbary*

This initiative is ongoing. MCC is in its third round of funding. This year MCC has the potential to receive \$500k in funding. Discussions are currently underway with companies to determine who may be interested.

- E. Permission to Sell NC Plasma Cutter – *Teresa Sturuss*

There were no additional questions.

- F. Permission to Offer a Contract for Copier/Printer Management Services - *John Selmon*

Three vendors responded. Cannon was ruled out, as they did not meet the specs.

- G. Endorsement of New FMCC Board Members – *Tina Dee*

Vice Chair Osborn briefly discussed the five members being recommended for appointment to the FMCC Board. She stated there are also a number of employees who are interested in serving. The Foundation is working on auxiliary groups to help on special events such as alumni events, the annual golf event, and Founder's Day.

9. Board of Trustees Policy Manual Updates – *Chair Crandall*

There were no updates.

10. Announcements

- ▶▶ MCC Health Center Committee Meeting, Thursday, March 6, 3:00 – 5:00 PM 400z
- ▶▶ MCCA BOD Spring Meeting – Reception Dinner, Thursday, March 13 6 PM and Friday, March 14 8:00 – 3:00 PM at Southwestern Michigan College in Dowagiac, MI

- A. President's Report – *President Nesbary*

President Nesbary and Mike Hansen, President of the MCCA, will meet Wednesday morning with legislators in Lansing representing community colleges around the state. Dr. Nesbary will also attend a bill signing tomorrow in Lansing, for a revised promise zone authority along with Rep. Marcia Hovey-Wright, Sen. Hansen, and Rep. Collene Lamonte.

- B. Departmental Updates – *President Nesbary*

Eduardo Bedoya answered questions from the Board related to gainful employment disclosure. There is concern that state financial aid in the future may be tied to completion rates.

- C. Board Comments

There were no comments given.

With no further business the meeting was adjourned at 5:08 p.m.

Minutes submitted by Chair Crandall.

/csd