



Muskegon Community College

BOARD OF TRUSTEES BOARD STUDY SESSION MINUTES

March 14, 2016 – 4:00 p.m.

400Z – Board Room

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

Absent: Trustee Oakes

Chair Crandall called the meeting to order at 4:01 p.m.

1. Agenda

The Board will go into closed session following the study session to discuss property acquisition.

2. Minutes

- Board Study Session Minutes – February 15, 2016
Trynette's last name will be added under Item 10, Announcements.
- Board Meeting Minutes – February 17, 2016
There were no changes to the Board Meeting Minutes.
- Board Meeting Minutes Closed Session – February 17, 2016
There were no changes to the Closed Session Minutes.

3. Public Comments and Presentations

- Presentation – Medical Assisting Program and Future Health Programs
– *Denise Passage & Chris Patterson*
 - Chris Patterson reported MCC's Nursing and Respiratory Therapy programs are very successful, and MCC is looking to tap into some additional needs in the community.
 - Between 2014 and 2024 the healthcare field expects to add more jobs than any of the other occupations.
 - MCC is working with Trinity Senior Living Centers who is interested in financing our student's education in the Home Health Aide and Nurse Aide programs. Trinity is looking to conduct onsite interviews with MCC students in clinicals in their facilities, so those students will have a job when they graduate.
 - Trinity has indicated they prefer MCC students, as they are better trained with our 7.5 week program than those who train in 3 week programs.

- MCC's Health Care Support Assistant one-year program was highlighted by Denise Passage who stated Trinity approached MCC a few years ago requesting this program.
- Six healthcare organizations, three community colleges, Michigan Works, and the U.S. Dept. of Labor met and developed an apprenticeship program, the first of its kind nationally, and the first of its kind in Michigan. There are currently 16 students in the program – 8 are Trinity apprenticeship students, 1 is Spectrum, and 7 are non-apprenticeship students. These students were hired and are paid by Trinity or Spectrum, work three days a week, and are sponsored by these organizations. The students' college is paid for, and when they are finished with the program they have a job at the site.
- Mercy is also interested in taking in MCC's non-apprenticeship students, giving them a place to do their practicum, and then interviewing them for potential hires.
- The next cohort will begin Winter 2017, hopefully with more students. This is a one year certificate program, it is a credit program and flows into an Associate's Degree. Students are hired in after one year and their Associates programs are paid for by their employer.
- MCC and Mercy are working together to develop additional programs.

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

A. Budget/Finance – Finance is gathering information and meeting with departments to develop the budget. Administration expects to have a recommendation on tuition and budget assumptions for the April meeting, with a full budget in May.

1. Financial Reports – *Teresa Sturris & Ken Long*

B. Required Approvals – *Dr. Crandall*

5. Administrative Reports

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

1. Enrollment is just beginning for Summer; Fall enrollment will begin soon. A report will be provided next month.

2. Student Success Completion Agenda

- MCC was recognized as a leader college at the Achieving the Dream conference in early March. As a leader college, part of our role is to share what we know and learn with other colleges. MCC had its first leader training institution visit a week ago with Delta Community College, where MCC shared information regarding what we have learned related to student success.
- High impact practices continue to be implemented. MCC has gone from four to six high impact practices. With a total of 13 high impact practices, MCC is just under half way through implementation.
- The MCC golf course is targeted to open April 15th. MCC will be taking over management of the course. Administration has touched base on partnering with the Muskegon Country Club and Dr. Crandall will follow up on this.

3. Personnel Report – *Kristine Anderson*

- New hires include: Darrin Spoon, Grounds 2/22; Stephanie Briggs, Enrollment Services 2/22, and Bonita Jackson, Foundation. A couple of additional searches are in process.
- HR got the ACA 1095-C forms out to all employees.

6. Business Non Operational

A. MCCA Report – *Trustee Oakes*

- Dr. Nesbary shared a report from the MCCA Board of Director's meeting he and Trustee Oakes attended on March 10th and 11th. The group had a long conversation about transfer between community colleges to four-year institutions. Over the next couple of years it is expected that there will be a much smoother transfer process.

B. Foundation Update – *Vice-Chair Osborn*

- The FMCC quarterly meeting was held on February 18th. It was a very good meeting with large attendance. Ken Long and Amy Swope were thanked for their work on the new financial reports developed for the Foundation. Vice Chair Osborn would like to begin presenting the FMCC financial reports to the Board of Trustees quarterly or bi-annually going forward.
- FMCC will be reviewing their bylaws and is looking forward to reviewing how the Board of Trustees and the FMCC will function and interact.
- June 10th is the Jayhawk Scramble. The Foundation is beginning to get sponsors and working on some changes for lunch.

7. Old Business

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

- Steering Committee
 1. Science Center – still waiting to hear how MCC scored on the Gold LEED status.
 2. Health and Wellness Center – A presentation will be given next month for the Health & Wellness Center and the Lakeshore Fitness Center.
 3. Arts & Humanities Center – Update to be presented in May.
 4. Downtown Center – Update Next Month. Still waiting on the EDA.

8. New Business

A. Sabbatical Application – Theresa VanVeelen – *Dr. Nesbary*

Under Policy Governance, the Board will not be voting on this request, but appreciates being informed and requested that administration ensure MCC is consistent with contract language related to sabbatical.

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

- A. [Policy Updates](#) – Trustee Portenga walked through all suggested edits following review of the Board of Trustees Policy Governance Manual. The Treasurer's Role needs to be defined and the following language was suggested: Prepare budget, sign checks, review president's expenses, arrange for the audit and other duties as assigned by the Board.
- B. Monitoring Reports – Chair Crandall and Dr. Nesbary discussed monitoring reports earlier today. The Board will finish the Ends Policies over the next month or two, then before the President's evaluation a schedule for monitoring reports will be set up (possibly quarterly).

- C. Ends Policy Review and Approval – The Board likes LCC’s policy, page 26. They will review all policies and decide at the Board meeting if they will adopt any.
- Community Partnership and Enrichment Policy – *for review*
 - Community Impact Policy – *for review*
 - Executive Limitations Policy – *for review*
- Financial Stability
 - Community Impact
 - Health and Wellness
 - Educational Level of the Community
- D. Future Agenda Items – Develop Monitoring Reports.
- E. Board Evaluation – the Board will review the evaluation tool they have used in the past for edits related to policy governance.

10. Announcements

- ❖ German Exchange Farewell Dinner, Wednesday, March 23, 6 PM at the Grand River Sailing Club, 219 N. Harbor, Grand Haven. *RSVP to Mary Schutt by March 17 at 777-0380*
- ❖ [Taste of Tomorrow](#), Saturday, March 19, 11:30 a.m. – 1:30 p.m., Bartels-Rode Gymnasium
- ❖ [Community Family Fest](#) – Saturday, June 4, 11 a.m. – 2 p.m. at MCC

A. President’s Report – *President Nesbary*

B. Board Comments

- In April most of the staff will be out of town on Monday, April 18th for a Higher Learning Commission meeting. The Board Study Session will be cancelled and the Board will only meet on Wednesday to go through the agenda to handle work session and action items.
- A thank you note from Charlotte Griffith for the Years of Session celebration was read.
- Trustee Portenga noted that the Board closed session minutes need to include a bit more detail, such as what property is being discussed and maybe the price.
- Trustee Mullally asked for some information or a description of the student wellness event held on February 11th on MCC’s campus and whether it was a college sponsored event. He has heard criticism from the public about the group Best Options, who put together a crisis pregnancy center that is a bit controversial in the community. Dr. Selmon will obtain additional information.

Trustee Portenga made a motion to go into closed session to discuss acquisition of real estate; second.

A roll call vote was taken:

Trustee Frye – Yes
Trustee Mullally – Yes
Vice Chair Osborn – Yes

Trustee Moore – Yes
Chair Crandall – Yes
Trustee Portenga – Yes

Trustee Mullally made a motion to come out of closed session; second.

A roll call vote was taken:

Trustee Frye – Yes

Trustee Mullally – Yes

Vice Chair Osborn – Yes

Trustee Moore – Yes

Chair Crandall – Yes

Trustee Portenga – Yes

With no further business, the meeting was adjourned at 5:53 p.m.

Minutes submitted by Secretary, Nancy Frye.

/csd