



# Muskegon Community College

## **BOARD OF TRUSTEES BOARD MEETING MINUTES March 15, 2017 – 12:30 p.m. 400Z – Board Room**

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

Chair Crandall called the meeting to order at 12:32 p.m.

1. Trustee Oakes moved approval of the agenda; second. Vote unanimous; motion carried.
2. Trustee Frye moved approval of the Board Meeting Minutes of February 8, 2017; second. Vote unanimous; motion carried.
3. Public Comments and Presentations
  - Presentations on Diversity, Equity and Inclusion (DEI)
    - Trynette Lottie-Harps shared a presentation on what MCC has done in the area of Diversity, Equity and Inclusion, and Brianna T. Scott, Chair of the Muskegon Rotary Diversity and Inclusion Committee, shared the highlights of their program. The thought is for the three major institutes in Muskegon – MCC, Rotary, and the Community Foundation, to combine and complement one another, bringing their programs together to significantly impact the community.
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 – *Dr. John Selmon & Ken Long*
  - B. Required Approvals – *Dr. Crandall*
5. Administrative Reports
  - A. Student Success Report – Dr. John Selmon directed the Board to the “Useful Data” related to Early College at MCC, which is highlighted on page 27. Each month a different “useful data” item will be shared with the Board.
    1. Enrollment for summer has just begun – an enrollment report will be provided next month.
    2. Student Success Completion Agenda
    3. Personnel Report – *Kristine Anderson*
      - The following new faculty and staff were introduced: Amy Herrington, Nursing Faculty; Joan Jolman, Auditor; Shawanda Gardner new generalist; and Jennifer Cross, Office of Community Outreach.
      - There were two internal transfers: Heidi Romero has accepted the position of Career Services and Transfer Coordinator; Heidi Feldpausch has accepted the position of Department Secretary for Life Sciences.

6. Business Non Operational
  - A. MCCA Report – Dr. Nesbary discussed information regarding marketing across district boundaries, which the MCCA shared among the 28 Michigan community college presidents.
  - B. Foundation Update – Vice Chair Osborn reported the FMCC Board met February 23<sup>rd</sup>. In order to look at expanding endowments, non-restricted funds, and bringing in money, sub-committees of the Foundation are looking at a new investment policy, and also reviewing the bylaws, which will be brought to the board of trustees at a later date. In this process they are looking at a lot of affinity groups such as athletics, nursing, alumni, retirees and employees for contributions. It's important to have everyone on board with a goal of 100% participation. They are also hoping to do some marketing to become more visible. The FMCC Board still has room for additional board members and any recommendations are appreciated and encouraged.
7. Old Business
  - A. Construction Project Committees – Dr. John Selmon and Ken Long gave a presentation on all of the construction projects including the Lakeshore Fitness Center that included costs, how each project will be funded, and where each project stands currently. Updated projected operating costs of the new facilities through 2022 were reviewed and discussed including projected revenues, other funding options, current debt, recommendations and timelines.
    - Steering Committee
      1. Health & Wellness Center
      2. Arts & Humanities Center
      3. Downtown Center
8. New Business
  - A. Construction Management Firm RFP for the Arts and Humanities Building Project  
Trustee Portenga moved approval; second. Vote unanimous; motion carried.
  - B. Lakeshore Fitness Center Chiller Replacement  
Trustee Oakes moved approval; second. Vote unanimous; motion carried.
  - C. Permission to Issue a Request for Proposal (RFP) for Catering/Food Services  
Trustee Moore moved approval; second. Vote unanimous; motion carried.
  - D. Permission to Issue a Request for Proposal (RFP) for Vending Machine Products and Services  
Trustee Mullally moved approval; second. Vote unanimous; motion carried.
  - E. Estimated state aid and property taxes were presented by Ken Long. The early information estimates taxable value to be up 2%, which is the best conservative estimate for the 2017-18 year; personal property tax reimbursement is estimated at \$193,000, but could be more if there are excess monies; state appropriation remains the same based on the Governor's recommendation. At this time it's too early to know for sure, so these are conservative early estimates. Early assumptions propose a 3% tuition increase from \$102 to \$105 and a \$2 increase in the infrastructure fee. Further details on these recommendations will be presented to the Board in April for approval, with the entire budget presented in detail for approval in May.
9. Board of Trustees Policy Governance Manual Updates – *Dr. Crandall*
  - A. [Policy Updates](#)

B. Monitoring Reports – President’s Evaluation – *Dr. Crandall*

Dr. Nesbary will present his report to the Board in April on how ends policies or delegation policies have been met, which will be followed up with his evaluation in May. Under policy governance the ends policies are the specific criteria required to be used for the president’s evaluation. The Board’s obligation is to determine whether or not the president met the guidelines established a year ago. The board then decides if criteria developed under policy governance was specific enough to evaluate the performance, which will not affect this performance review, but gives the board an opportunity to fine tune the delegated authorities and ends policies, if needed, to impact next year’s evaluation.

C. Ends Policy Review and Approval

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

D. Future Agenda Items – Annexation, non-contiguous annexation, and the state law that was just passed. As information is shared with the community, there are a lot of questions the Board needs to understand if MCC were to expand to other districts. What is the requirement for Board representation? Is it county-wide or community college district-wide? The same will need to be known about taxing: is it equal across the board, is it equal in dollar amount, or is it equal in percent of mills charged? There are a lot of legal and organizational issues that would actively occur if MCC approached another community about annexing into our district. It’s important the Board understands these topics so they may speak intelligently and from a position of knowledge to the community. As there are other community colleges that span more than one county, Dr. Nesbary will gather information and a half day Board retreat will be scheduled to review, discuss, and better understand the information. This will equip the board to address these issues and gather more background on legal and structure on annexation, which MCC may need to address.

10. Announcements

A. President’s Report – *Dr. Nesbary*

B. Board Comments

- March is national reading month – be sure to read a book to a child, someone who cannot read, or to yourself.
- Trustee Oakes voiced an interest in a report on the number of minorities employed to work on the Science Center and the Downtown Center projects. Trustee Moore noted we should take precautions and tell the contractors in advance what our expectations are, as it may be difficult to go back and create a report for which they may not have captured the data. While Trustee Moore would be interested in seeing this data, if we are going to want this information in the future as part of the contract, we would need to let them know that we do expect a report on minority participation.
- Dr. Selmon shared that the next “And Justice for All” is scheduled for Monday, April 10<sup>th</sup> from 10 AM to noon – The police chiefs from Muskegon and Muskegon Heights will be discussing what to do when being stopped by police. Charles Ayers, a public defender, will also participate and share his thoughts.
- Trynette Lottie-Harps announced the Taste of Tomorrow event is being held this Saturday, March 18<sup>th</sup> from 11:30 to 1:30. On Monday, March 20<sup>th</sup> from 1-3PM and 6-8 PM there will be an event through the Center for Holocaust and Genocide Studies, a film and documentary the 2016 film “Salam Neighbor” will be shown in Muskegon Community College’s Stevenson Center Room 1200, with each showing followed by a brief question-and-answer session via

Skype with filmmaker Chris Temple. The film documents the experiences of American filmmakers Zach Ingrasci and Chris Temple when they lived among 85,000 Syrians in Jordan's Za'atari refugee camp, which lies seven miles from the Syrian border. The filmmakers, who were the first allowed by the UN to register and set-up a tent inside a refugee camp, spent a month in Za'atari to cover what the UN Refugee Agency calls the world's most pressing humanitarian crisis.

- The Men's Basketball team was congratulated for a very good season, as was the girls' basketball team who took third place. The Foundry students were also recognized for winning a competition.

With no further business, Trustee Mullally moved to adjourn the meeting. The meeting was adjourned at 1:58 p.m.

Minutes submitted by Secretary Nancy Frye.

/csd