



# Muskegon Community College

## BOARD OF TRUSTEES BOARD MEETING MINUTES March 20, 2019 – 12:30 p.m. 400Z – Board Room

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

**Absent:** Trustee Oakes

Chair Osborn called the meeting to order at 12:29 p.m.

1. Agenda – Trustee Crandall moved approval of the agenda; second. Vote unanimous; motion carried.
2. Minutes
  - Board Meeting Minutes of February 20, 2019. Trustee Frye moved approval; second. Vote unanimous; motion carried.
3. Public Comments and Presentations
  - Sabbatical Presentation – Erin Hoffman had sabbatical during the fall semester and thanked the Board for a really amazing experience. Erin did an artist residency for a month in Greece and one in Port Townsend, Washington. She did an Art Curriculum workshop at the University of Delaware, spent some time in Washington D.C., and had a few days in New York City to go to the Met, the Beaumont, the Guggenheim and the Whitney. Erin was hired in December to adjudicate artist grants for the Ohio Arts Council in Columbus, OH. Erin has gotten a lot of new course content from her travels that she is adding to her printmaking classes and the Art History classes here at MCC.
  - Ellen Beal, Chair, Friends of the Lakeshore Fitness Center, thanked the Board and administration stating she appreciated the dialogue at the Board retreat. Ellen spoke in favor of the resolution, giving Friends of the LFC enough time to help and partner with MCC to keep their fitness center on the lakeshore.
4. Consent Agenda (*Board Action Required - Vote*) Trustee Crandall moved approval; second. Vote unanimous; motion carried.
  - A. Budget/Finance
    - I. Financial Reports – *Ken Long*
  - B. Required Approvals – *Chair Osborn*

5. Administrative Reports

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

1. Enrollment will be provided next month as Summer enrollment is just beginning.
2. Student Success Completion Agenda – Dr. Selmon highlighted a team who attended the AtD conference for work at the national level, which is summarized in the report.

Trustee Crandall thought the idea of a 7-week semester was interesting and wondered where MCC is in the process of thinking about that. Kelley Conrad reported MCC has most of our PE classes running 7.5 weeks, as well as some computer networking and automotive classes, so we've dabbled in it. Jenny Klingenberg and JB Meeuwenberg are exploring where we can go with increasing this model, as it seems to be a trend. A meeting will be scheduled with those departments it would effect.

Dr. Nesbary spoke to relationships with other colleges and businesses. Colleges across the board made their curricular offerings consistent, making transfers much easier. Businesses would like MCC to offer coursework that is valuable to the business community or the broader community. MCC offers more Workforce Training, talent development and specialized programs the businesses request and have changed our business model to offer what they need when they need it.

Trustee Crandall stated another item discussed at national meetings is remedial courses for incoming students and whether they are designed on content needs rather than a specific time. He asked whether MCC is doing something to speed up the remedial course effort? Kelley Conrad reported MCC hasn't gone to the modular approach some colleges have, but has gone to two different models:

1) Developmental Math – the lowest level students take one course the first half of the semester and one the second half, immersing them in math. It has been really successful in moving them up through those grades faster.

2) With English, two classes are spread over 15 weeks, with the same instructor. For those at a lower level, classes are capped at 10 students and then they are rolled into regular college level English. This has been really successful too.

Developmental reading is being looked at for alternate ways to place students, looking at multiple measures and other ways to help students who may not even need to take these classes, so they don't have to take them.

B. Personnel Report – *Kristine Anderson*

- The Great Colleges to Work For survey went out to employees a few weeks ago. This employee engagement survey measures how we are doing and how our employees feel we are doing.
- Our benefits brokers, AGB, was in to share ideas to help control medical costs. A couple of things we are focusing on are making sure employees are taking care of their preventative appointments, encouraging online visits, and choosing the right location for a procedure or issue.

6. Business Non Operational

A. MCCA Report – Trustee Oakes and Dr. Nesbary will be attending the MCCA Spring Board of Directors meeting this Thursday and Friday, hosted by Schoolcraft College.

B. Foundation Update – *Chair Osborn*

- February 6 we had hard hat tours of the new Arts & Humanities Center with a couple of donations received.
- The Executive Committee meets odd months and the full Foundation Board meets even months, meeting much more often than in the past to help move things forward.
- The Foundation Board voted to support a grant request to the “Help save Jay” committee, putting them at 70% of the \$7,000 goal of funds raised.
- There is one more session of the Academy for Fundraising Excellence in April, which the executive committee will attend. Chair Osborn stated the industry standard for community college Foundations is changing and they want to get everyone involved. FMCC is now up and running and ready to go, having established endowments and to think about our long term plan. Everyone is working really hard working with retirees and alumni, and now want to get faculty, staff and everyone else involved now.

7. Old Business

A. Construction Project Committees – *Dan Rinsema-Sybenga*

- Steering Committee

1. Health & Wellness Center

2. Arts & Humanities Center – Music and Art should be complete by mid-April and we will have a host of activities and events. We are still working through theater details, determining how much money will be left to cover projects there and what work can be completed.

Some large ensemble rooms will not be completed and have been white-boxed for completion at a later date. We had a \$9M budget, we built and designed to that budget, and we came in at that budget. We did not “run out of money” as was stated in a recent article. There are opportunities for the community to contribute to finish out the projects. The Board thanked Administration and everyone in charge for working within the budget and keeping an eye on these things. We had the same thing with the downtown center; very late in the process we received additional community contributions.

Remodeling is starting at the Grand Haven location, with a target opening date of August.

B. Lakeshore Fitness Center Updates (standing item)

8. New Business

A. Permission to Contract with ASI Signage Innovations for Removal and Installation of Campus Signage. Trustee Portenga moved approval; second. Vote unanimous; motion carried.

The Board noted they received two recommendations that were not for the lowest or most local bids and thanked staff for the additional explanation in both cases.

Stacey DeBrot shared a sample of the new room numbering sign. Renumbering documents were also uploaded to the Board portal in November.

- B. Arts and Humanities General Furniture Contract Award –Trustee Crandall moved approval; second. Vote unanimous; motion carried.
- C. Permission to Seek Bids and Purchase Replacement Air Conditioning System for the MCC Data Center. Trustee Moore moved approval; second. Vote unanimous; motion carried.
- D. FY 2019-2020 Estimate of Property Taxes and State Appropriation – Ken Long stated this item is strictly informational and requires no vote. There have been some small changes in this document that will be reflected in the budget. The Governor’s increase and property taxes are not reflected. Property taxes are projected at a 4% increase, we budgeted 2% and will adjust that some.
- E. Resolution – Lakeshore Fitness Center – Trustee Portenga moved approval; second.

A Roll Call vote was taken:

Trustee Frye – Yes

Trustee Crandall – Yes

Trustee Moore – Yes

Vice Chair Mullally – Yes

Chair Osborn – Yes

Trustee Portenga – Yes

9. Board of Trustees Policy Governance – *Chair Osborn*

- A. [Policy Updates](#)
- B. Monitoring Reports
- C. Ends Policy Review and Approval
  - Financial Stability
  - Community engagement survey outcomes
  - Health and Wellness
  - Educational Level of the Community
- D. Future Agenda Items

10. Announcements

- A. President’s Report
  - Dr. Nesbary noted Ryan Bennett is once again the UA Local 174 Business Manager and is interested in partnering with MCC. They will schedule a group tour of the Sturrs Technology Center.
  - Several college and university presidents met with Governor Whitmer yesterday, where she gave updates on the budget process. She is attempting to have the budget complete by mid-June. She also discussed strategy and focusing on talent development.
- B. Board Comments
  - Trustee Crandall commented on the robotics competition at OV this past week. It is pretty amazing what these students are doing.

- Trustee Portenga thanked the Friends of the LFC, stating they have presented their case very professionally and have obviously had an impact. He stated we need you as much as you need us and it's been a very good dialogue.
- Trustee Frye remembered Barbara Saint Denis, a previous Board member who recently passed. There will be a gathering in June. She asked that we keep Barbara's family in prayer.
- A memorial service will be held at MCC on Saturday for John Walson, a former Art instructor who passed away.
- The Board of Trustees are invited to tour the John Bartley Museum with Amber Kumpf following today's meeting. Last year with the Museum pilot, they had over 1,700 visitors. They have new exhibits and have heard many positive comments. They are moving forward, looking long term and applying for grant monies to offset operating costs and to expand and develop some museum study courses.

With no further business, the meeting was adjourned at 1:17 p.m.

Minutes submitted by Nancy Frye, Secretary.

/csd