



Muskegon Community College

BOARD OF TRUSTEES POLICY GOVERNANCE WORKSESSION MINUTES March 16, 2015 – 2:30 p.m. 400Z – Board Room

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

Chair Crandall called the meeting to order at 2:35 p.m.

Moving ahead with policy governance, last month the Board agreed to begin with a review of Governance Process, following John and Miriam Carver's Book Reinventing Your Board, A Step-by-Step guide to Implementing Policy Governance. Dr. Crandall emailed a policy governance worksheet to the Board for review and input, which he developed by pulling pertinent information from Carver's book. This worksheet was reviewed and discussed with edits made.

Vice Chair Osborn reviewed the Grand Rapids Community Colleges policy language and incorporated some of that language, which is tailored more to a community college, with the language developed by Dr. Crandall.

- Page 6 of the workbook – the cycle ends in March, April through June are spent on the budget and then the agenda is developed for the next fiscal year. By March the President's performance for the previous fiscal year has been nearly completed, therefore the policy will be changed so the President will be evaluated in May, with any remuneration going into effect in July.
- Chief Governance Officer (CGO) will be changed to "Chairperson" – representing the Board of Trustees Chairperson.
- Vice Chair Osborn and Trustee Portenga will write up the policy on Board meetings and bring it back to the Board for review.
- The Board will review the Selection and Duties of Board Officers and add a section on Board Vacancies of the policy worksheet for any needed additions/edits.
- Trustee Portenga will write up conflict of interest language to be added to the policy governance worksheet.

With no further business, the meeting was adjourned at 3:52 p.m.

Minutes submitted by Secretary, Nancy Frye.

/csd