



# Muskegon Community College

## **BOARD OF TRUSTEES BOARD MEETING MINUTES April 17, 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 12:31 p.m.

1. Agenda – Trustee Frye moved approval; second. Vote unanimous; motion carried.
2. Minutes
  - Board Retreat Minutes of March 11, 2019 – Trustee Portenga moved approval; second. Vote unanimous; motion carried.
  - Board Meeting Minutes of March 20, 2019 – Trustee Portenga moved approval; second. Vote unanimous; motion carried.
3. Public Comments and Presentations
  - *NEW!* English Honors Society Sigma Kappa Delta – Shauna Hayes introduced two MCC students, Brianna White (President) and Taylor Depouw (Vice President) of Sigma Kappa Delta who discussed the new program. This year's community project is the River Voices Release Party (MCC's literary and visual arts magazine), Tuesday, April 23, from 2:00 to 4:00 p.m. in Gerber Lounge, and all are invited to attend. Copies of the River Voices Spring 2019 edition were distributed to the Board and president.
4. Consent Agenda (*Board Action Required - Vote*)
  - A. Budget/Finance
    - I. Ken Long presented the quarterly financials. A major item affecting this year's budget is the large outflow of money for Blue Cross Blue Shield claims. The Public Hearing and Adoption of the 2019-2020 budget will be held at the May Board meeting.
  - B. Required Approvals – *Chair Osborn*
5. Administrative Reports
  - A. Student Success Report – Dr. John Selmon gave updates on MCC's Student Success Strategy. The intake process is being reviewed to see if improvements may be needed. He highlighted the High Impact Educational Practices, and a more detailed report will be presented in the coming months. Seven-week courses are being explored further. A Useful Data informational handout was distributed to the board with further information on 7-week courses. MCC will continue to explore this further.

1. Enrollment for summer and summer Pell was discussed, as well as capturing the adult population. Cyndi Langlois, Associate Dean of Workforce and Talent Development, shared updates in this area. They are doing a lot of work around apprenticeships, internships, and customized training.
  2. Student Success Completion Agenda
- B. Kristine Anderson presented the personnel updates. Scotty Townsend, a third-shift custodian was hired, and Donielle Routt, HR Employment Manager. HR has updated their orientation program to a 2-day program that has received rave reviews. They are working on a couple of new initiatives – Jay Walkers will be a new walking group launched later this week, in conjunction with the Health & Wellness Center and a regional walking program. The next quarterly Benefits Meeting is scheduled for May 19<sup>th</sup> with a focus on getting employees to complete their preventative appointments (catch and treat issues early); encouraging employees to take advantage of online visits, selecting the right kind of care, and shopping for services.
6. Business Non Operational
- A. MCCA Report – Dr. Nesbary reported on the MCCA Spring meeting where they received briefings on state and federal issues. The meeting was held at Schoolcraft College, who is collaborating with Mercy to build a Health & Wellness Center on their campus that looks a lot like MCC's.
  - B. Amy Swope presented the Foundation Update – The Help Save Jay campaign has reached 82% of its fundraising goal. Dr. Nesbary, Amy and the FMCC Executive Committee will be attending the last Academy of Fundraising Excellence next week. Rachel Stewart, Alumni Relations Manager, is heavily active with commencement and helping with transfer student college trips. Working on the Arts & Humanities Grand Opening and the Automotive Department will have an Open House on May 9<sup>th</sup>.
7. Old Business
- A. Dr. John Selmon gave project updates on the Arts & Humanities Center and noted the Grand Haven location has been added to the report for monitoring and tracking. The punch list for the Arts & Humanities project is being completed and construction is anticipated to be complete by May 1<sup>st</sup>, ahead of schedule. Theater work is pending fundraising to complete needed work in that area. Grand Haven Center construction will begin by May 15 and is expected to be complete by August 4. Dan Rinsema-Sybenga, Dave Sturgeon and Kelley Conrad were recognized for their hard work on the many construction projects.
8. New Business
- A. Permission to Contract with AVI SPL to Update the Audio/Video Equipment in Room 1100 – Trustee Portenga moved approval; second. Vote unanimous; motion carried.
  - B. Proposed Tuition and Fee Increases were summarized by Ken Long – Trustee Portenga moved approval; second. There was a question from the Board about whether these fees will help create a balanced budget next year. Ken Long confirmed as of right now we do have a balanced budget within these parameters. Vote unanimous; motion carried.

David Sturgeon gave an update on an agenda item previously approved for purchase of an air conditioner for the server room. They are creating the RFP's shortly and may be able

to go through the manufacturer to do a national bid process, streamlining the process and realizing savings.

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

- A. [Policy Updates](#) – the Board members Code of Conduct, Policy 2.11 was discussed, as well as having the President and Board of Trustees sign an annual understanding of the Board member Code of Conduct. Trustee Portenga suggested editing language in paragraph 9 to read: *Members will sign an acknowledgement of agreement with this Code of Conduct on or before the February Board of Trustees public meeting each calendar year.* Trustee Crandall seconded the motion to amend the policy. Language will be updated and brought back for approval at the May Board meeting. Trustee Moore requested the form have a date that the document was signed. Once finalized, trustees will sign the form for this year.
- B. Future Agenda Items – continued follow-up on the exploration of 7-week courses at MCC.

10. Announcements

- ❖ Thursday, May 2, MCSBA Annual Spring Dinner – RSVP to Cindy DeBoef today if you plan to attend
  - ❖ Tuesday, May 7, 2019 Alumni Awards Dinner – RSVP to Rachel Stewart or Cindy DeBoef today if you plan to attend
  - ❖ Wednesday, May 8 – Rehearsal for Commencement 11 AM, Arrive for Commencement @ 6PM, Commencement begins at 7PM – Platform party will march in at 6:45 PM – RSVP to Cindy DeBoef today if reserved seating is needed for any special guests
  - ❖ May 15<sup>th</sup> Board Luncheon in the Stevenson Center Room 1228, Board Meeting in the Stevenson Center Lecture Hall Room 1100 with A Day for Me at MCC Presentations & Public Hearing and Adoption of the 2019-2020 Budget
- A. President’s Report – *Dr. Nesbary* – Dr. Selmon was selected as an Aspen Presidential Fellow for Community College President’s, a program that develops future college presidents. Ken Long and Cyndi Langlois are board members for Read Muskegon, which has dramatically increased their service with over 1,000 clients. Several other faculty and staff serve on other community boards.
- B. Board Comments
- Chair Osborn stated the Board appreciates the presentations from departments, students and employees, which give the Board and the community an idea of the variety of programs and activities offered here at the college. She stated hopefully we could always have a presentation of some department or some activity that is going on. She also congratulated Dr. Selmon on being selected as an Aspen Presidential Fellow, stating is a very prestigious program. Everyone was wished a Happy Easter.
  - Trustee Moore inquired whether the recent building additions are expected to attract additional students. Dr. Nesbary indicated that is what we are expecting. It is making a difference in some ways that we can identify right now, such as all that the Sturris Technology Center has attracted. The new Arts & Humanities Center is expected to attract additional students, as well as state initiatives.

With no further business, the meeting was adjourned at 1:36 p.m.

Minutes submitted by Nancy Frye, Secretary

/csd