



## Muskegon Community College

### **BOARD OF TRUSTEES BOARD STUDY SESSION MINUTES April 14, 2014 – 4:00 p.m.**

#### Room 1100 – Lecture Hall Stevenson Center for Higher Education

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

1. Agenda

There were no changes to the agenda.

2. Minutes

- Board Study Session Minutes – March 17, 2014
- Board Meeting Minutes – March 19, 2014

There were no changes to the minutes.

3. Public Comments

There were no public comments.

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

A. Budget/Finance

1. Finance Committee Report – *Trustee Lester*

2. Treasurer and Financial Reports – *Trustee Lester*

- A \$2.5M investment was renewed 3/6/14 at .35%, a better rate than previously.
- Last month the committee discussed obtaining a schedule to help with investments. Beth Dick received a spend-down schedule, which will assist her in determining when money is available and help in scheduling future investments.
- The first, preliminary pass through budget assumptions were reviewed and discussed. All course fees are being reviewed, modified, and input is being gathered at the department level. Any suggestions or concerns related to the budget may be forwarded to the Finance Department. A list of assumptions, an update, and hopefully a tuition recommendation and fee increases will be presented to the Board at the Open Finance Committee in May.

B. Personnel

I. Personnel Committee Report – *Trustee Mullally*

- The Personnel Committee did not meet today. They did, however, receive some information from Jerry Conrad. Jerry reported they are down to three finalists to interview for the HR Director position.
- Some feedback was received on APS Policy Manual changes. The draft and a redlined version, which highlights changes from the previous version of the APS Manual, are on the Board portal, but there were problems opening the redlined version on the Board ipads. Cindy DeBoef will work with IT to resolve this issue

5. Administrative Reports

A. Academic Affairs – *Teresa Sturru*

Updates will be given during the construction project committee reports.

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

a. Enrollment

b. Student Success Completion Agenda

- Dr. Selmon distributed and summarized two documents for the Board: 1) total enrollment projections for the next year and; 2) retention goals.
- VPs Sturru and Selmon, Toby Moleski, and Eduardo Bedoya shared highlights of the High Impact Practices Conference attended at the beginning of April.
- Dr. Selmon shared a PowerPoint on Student Success and Completion Agenda High Impact Practices and discussed how this information is being implemented at MCC.

C. Personnel Report – *Jerry Conrad*

- HR is actively reviewing five postings. A costumer was hired for the theater department and an enrollment specialist for enrollment services.
- Regarding the open HR position, if President Nesbary accepts the position he is interviewing for in Minnesota, the board believes it would be wise to delay extending an offer for the HR position. A new president may want to select the final candidate for this key position.

6. Business Non Operational

A. MCCA Report – *Trustee Lester*

There was nothing to report.

B. Foundation Update – *Vice-Chair Osborn*

Vice-Chair Osborn distributed and summarized the minutes from the March 27<sup>th</sup> FMCC meeting. Almost all of the new board members were present at the meeting.

7. Old Business

A. Construction Project Committees

a. Steering Committee

- i. Science Center
- ii. Health Center
- iii. Arts Center
- iv. Downtown Center

Vice President Sturrus presented a PowerPoint summarizing the status of each building committee.

B. Approval of APS Manual Changes – *Trustee Mullally*

Trustees will review the edits as soon as the portal issue is resolved.

C. Golf Course Additional Year-End Information Requested by the Board

- Information provided by Beth Dick answered the Board's questions.
- Approval or edits for the Golf Course RFP, which was placed on the board portal on April 7<sup>th</sup>, are due to Dr. Selmon by Wednesday, April 16<sup>th</sup>.

8. New Business

A. Approval of FY 2014-2015 Estimate of Property Taxes and State Appropriation  
– *Beth Dick*

- Per the MCCA Business Officers meeting, Beth Dick indicated to comply with Section 141 of the Community College Act of 1966 an estimate of property tax revenues and state aid appropriations must be approved by the Board and it must be completed by the third Monday in April annually.

B. FMCC Naming Policy

Naming opportunities will be offered only in cases of substantial contributions to the institution and anything of a sensitive nature must come to the MCC Board of Trustees for approval. Investment donation opportunities are recommended by the President of the Foundation Board and all opportunities must be aligned with the mission of MCC. Donations greater than \$25,000 must have Board of Trustees approval. The board also requested that they periodically be notified of all donations.

9. Board of Trustees Policy Manual Updates – *Dr. Nesbary*

10. Announcements

- ▶▶ Wednesday, April 16, 12:15 PM – Nelson Mandela Portrait Dedication Celebration  
MCC Gerber Lounge
- ▶▶ Thursday, April 17, 3-5 PM Arts Center Committee Meeting – Room 1228
- ▶▶ Wednesday, April 30, 3-5PM Arts Center Committee Final Meeting – Room 1228
- ▶▶ Thursday, May 1, 6:00 PM– Blue & Gold Room [Distinguished Alumni](#) Dinner — *RSVP by 4/18*
- ▶▶ Saturday, May 3, 7PM [MCC Commencement](#) – L.C. Walker Arena

- ▶▶ Wednesday, May 7, 11 AM - MSU Concurrent Enrollment Nursing Agreement Signing Ceremony – Blue & Gold Room
- ▶▶ Thursday, May 8, 5:30 – 7:45 p.m. [Muskegon County School Boards](#) Alliance Annual Spring Dinner Meeting – Above & Beyond *RSVP by Noon 4/18*
- ▶▶ Wednesday, July 23, 2014 9AM-3:30 PM [MCCA Trustees Summer Institute](#) – Grand Traverse Resort
- ▶▶ Thursday & Friday July 24-25, 2014 [MCCA Summer Conference](#) – Grand Traverse Resort Michigan Ballroom (off the Main Lobby)

- A. President’s Report – *President Nesbary*
- B. Departmental Updates – *President Nesbary*
- C. Board Comments

## II. Board Closed Session

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

Roll call vote:

Trustee Frye – Yes	Trustee Oakes – Yes
Trustee Lester – Yes	Chair Crandall – Yes
Vice-Chair Osborn – Yes	Trustee Portenga – Yes
Trustee Mullally – Yes	

Real estate purchase options were reviewed and discussed.

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

Roll call vote:

Trustee Frye – Yes	Trustee Oakes – Yes
Trustee Lester – Yes	Chair Crandall – Yes
Vice-Chair Osborn – Yes	Trustee Portenga – Yes
Trustee Mullally – Yes	

President Nesbary was absent from today’s meetings due to being out of state.

With no further business, the meeting was adjourned 6:19 p.m.

Minutes submitted by Secretary Frye.

/csd