



# Muskegon Community College

## **BOARD OF TRUSTEES STUDY SESSION MINUTES May 16, 2016 – 4:00 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 4:01 p.m.

1. Agenda

There were no changes to the agenda.

2. Minutes – there were no changes to the minutes.

- Board Meeting Minutes – April 20, 2016
- Board Closed Meeting Minutes – April 20, 2016

3. Public Comments and Presentations

- A Day for Me at MCC Presentations will be given at the Board meeting on Wednesday.

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

A. Budget/Finance

1. Financial Reports – *Teresa Sturris & Ken Long* – There were no additional questions.

B. Required Approvals – *Dr. Crandall*

5. Administrative Reports

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

1. Enrollment

Today is the first day of Summer classes. Enrollment will be finalized in the next week or so. We are in the early stages of Fall registration, which is just beginning.

2. Student Success Completion Agenda

There is no report this month. There are plans to do some realignment to put additional resources and additional focus behind student success.

3. Personnel Report – *Kristine Anderson*

Barb Goudie, Nursing faculty, will retire at the end of December and Cindy Reuss, Enrollment Services, will retire at the end of July.

6. Business Non Operational

A. MCCA Report – *Trustee Oakes*

- Trustee Oakes emailed the updated report from Mike Hansen, MCCA, to trustees today. Regarding appropriations, the house and senate have approved their budget and it will go to the Governor next.
- The gag order related to millages will not be enforced.
- The deadline for regional nominations for national recognition is June 13<sup>th</sup>.
- Received a note about a conference in Portland, OR June 13 and 14 from Mary Kay Thayer, who is very active with the MCCA and the ACCT, regarding safeguarding our college campuses. The registration deadline is May 27<sup>th</sup>.
- Dr. Nesbary reported on an upcoming hearing regarding legislation that prohibits using local millage if you have a bachelor's degree program. While there is not a tremendous amount of support for the legislation, it is getting a hearing, and our lobbyist plans to attend.

B. Foundation Update – *Vice-Chair Osborn*

- The next Foundation meeting is scheduled for May 26<sup>th</sup>.
- Had a very good meeting with Matt Spencer, a consultant, who is going to help look at the role of the foundation board, the capital campaign, and setting a blue print for going forward and raising monies for projects.
- Anyone not golfing at the Jayhawk Scramble on June 10<sup>th</sup>, is invited to attend lunch. The cost for the lunch is only \$20 and helps fund scholarships.

7. Old Business

A. Construction Project Committees – *Dr. John Selmon*

- Steering Committee
  1. Science Center – to receive the official LEED Gold Certificate in a few days, which will be installed and displayed in the Science Center.
  2. Health Center – redesign plans for the Lakeshore Fitness Center are in process. The latest thought for the Campus Health & Wellness Center is to separate the buildings, as the addition would create load issues on the current gymnasium roof, costing several million dollars. Savings will instead be used for new construction of a separate facility out toward Quarterline. New architectural plans are expected to be ready within a month or so. A question for the architects is whether a covered, freestanding walkway between the two facilities could be built, or if that would mean the current gymnasium would need to be brought up to current code. Dr. Nesbary noted the existing building is safe per existing code, it's a fiscal issue of \$2.3M to connect both buildings, as well as ADA issues.
  3. Arts & Humanities is going through the design development.
  4. Downtown Center – Dan Rinsema-Sybenga stated the EDA is waiting for a concurrence from the State Historic Preservation Office. Dan received a call from the State Historic Preservation Office on Friday, saying their architect was

going to review it and send a concurrence letter to Chicago, which should be the last item to complete the approval process.

8. New Business

A. Proposed Hearing and Adoption of Budget

- This is a balanced, All Funds budget versus an Operating Budget. Vice President Sturrus and Finance Director Ken Long reviewed and summarized the proposed budget.

B. Request for Proposal (RFP) for mechanical upgrades for the HVAC heating and cooling, pool heating and general ventilation systems at the Lakeshore Fitness Center (LFC).

It's been estimated that heating and cooling costs are 4x higher than if a new system was installed. The current system is at the end of its life and continues to have multiple issues.

C. Property Acquisition –714 South Harvey Street (7.6 acres)

The seller has asked for an additional \$1,000 to help cover legal paperwork, increasing the price from \$32,000 to \$33,000. MCC will order a site survey and has about 90-days to complete due diligence, with everything subject to Board approval.

D. Charter Motor-Coach Services

Three companies were considered and their information is on the Board portal for review. Our annual travel was reviewed for the best rate across the college. Compass, the company chosen, also offered the college a vehicle for motor coach driver's training that they would own, purchase, insure and wrap with the MCC logo/branding, which was a key piece in choosing this company. The owner of Compass saw that MCC offers CDL training and offered to provide a vehicle for the program so students could get a motor coach license, as well as their CDL. Compass is short staffed, and creation of this program would allow them to train and hire our students. Dan Rinsema-Sybenga is following up with Compass regarding this program.

E. Sole Source Purchase MEDC Equipment – *Dan Rinsema-Sybenga*

Dan indicated they have been working on the CSTEP grant and have purchased a number of pieces of equipment. This is to purchase some agriculture related equipment for the MCC and MSU program. The equipment will be stored in Fremont and will be a partnership with NC RESA who can use it in their career tech classes for agriculture and MSU who will use it for classes they offer in Fremont.

9. Board of Trustees Policy Governance Manual Updates – *Dr. Crandall*

A. [Policy Updates](#)

B. Monitoring Reports

C. Ends Policy Review and Approval – to begin in July with a financial review.

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

- D. Future Agenda Items – In July or August the Board will review the BOT Scholarship process, related to the addition of area Promise zones and the expansion of the Muskegon Promise to all school districts in Muskegon County in Fall 2017.
- E. Board Evaluation – Chair Crandall asked Trustees to bring their Board evaluations on Wednesday or complete and email them. He will prepare a report for presentation in June.

10. Announcements

- ❖ Wednesday, May 18, 2016 – Lunch will be in the [Stevenson Center Room 1222](#) and the Board Meeting will be in the [Stevenson Center Lecture Hall Room 1100](#) with “A Day for Me at MCC” Presentations.
- ❖ Saturday, June 4<sup>th</sup> 11 a.m. – 2 p.m. | [Community Family Fest](#) – This is MCC’s way of saying “Thank You” to the community. This will be held mainly out in the front of the college. There will be renderings of the building and renovation projects and the Board was asked if they could be around to discuss and share with the community the plans for these projects.
- ❖ Friday, June 10<sup>th</sup> 8 a.m. – 2 p.m. | [Jayhawk Scramble](#) – University Park Golf Course
- ❖ Thursday, September 15, 2016 | [Founder’s Day](#) - Join us for MCC’s 90<sup>th</sup> Birthday Celebration!

A. President’s Report – *President Nesbary*

- President Nesbary highlighted a couple of items. MCC received the MichiganWorks Impact Award for the medical assistant program that Denise Passage and Chris Patterson worked hard to develop. He also noted that MCC and GVSU recently signed a concurrent enrollment agreement for the nursing program.
- As part of our crisis prevention training, a lockdown drill will be held on campus on Wednesday from 10:30 – 11:00 a.m. There will be 30 police officers (Sheriff, State Police, Township, etc.) in 15 different sections of the college. It is expected to take about 30 minutes. In October, there will be a full blown active shooter program on campus. Dr. Selmon also indicated with our newly renovated respiratory therapy area, we are equipped to provide critical care on campus, by setting up a critical care unit for an emergency/disaster situation and MCC is now part of the community EMS system. The next phase of work with the crisis prevention team will review how we would set up a critical care unit, working with our respiratory and nursing staff, and looking at how MCC would work with the external community to provide a service to our campus and/or community.
- Dr. Selmon also reported that a Security Intern program is being developed on campus with our students and our Security company.

B. Board Comments

- Governor Snyder visited the main campus last week. He is very knowledgeable about the machines in the tech center and was very engaging. The governor was also interested in hearing more about our agricultural program.
- Muskegon Convention Center – if the convention center is built, MCC may have an opportunity for a hotel and conference management program. Speaking with the

individual who will likely manage the center, they are also very interested in partnering with the MCC on this type of program.

- The Board was asked to consider whether they want to continue with work sessions every month or only when there are significant items to address? This will be discussed further at the Wednesday Board meeting.

With no further business the meeting s adjourned at 5:22 pm.

Minutes submitted by Secretary, Nancy Frye.

/csd