



Muskegon Community College

BOARD OF TRUSTEES BOARD MEETING MINUTES May 20, 2020 – 12:30 p.m. Zoom Meeting

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

Chair Osborn called the meeting to order at 12:31 p.m.

1. Vice Chair Mullally moved approval of the Agenda; second. A roll call vote was taken:

Chair Osborn – Yes	Vice Chair Mullally – Yes
Trustee Frye – Yes	Trustee Moore – Yes
Trustee Crandall – Yes	Trustee Oakes – Yes
Trustee Portenga – Yes	

Motion carried.

2. Minutes

Trustee Portenga moved approval of the Board Meeting Minutes of April 15, 2020; second. A roll call vote was taken:

Chair Osborn – Yes	Vice Chair Mullally – Yes
Trustee Frye – Yes	Trustee Moore – Yes
Trustee Crandall – Yes	Trustee Oakes – Yes
Trustee Portenga – Yes	

Motion carried.

Trustee Frye moved approval of the Special Board Meeting Minutes of May 1, 2020; second. A roll call vote was taken:

Chair Osborn – Yes	Vice Chair Mullally – Yes
Trustee Frye – Yes	Trustee Moore – Yes
Trustee Crandall – Yes	Trustee Oakes – Yes
Trustee Portenga – Yes	

Motion carried.

3. Public Comments and Presentations

- Marcia Hovey-Wright, Roger Rapoport, Ellen Beal, Karla Murphy, Diana Secor-Pennington and Gary Neal made public comments related to the future of the Lakeshore Fitness Center (LFC). David Medendorp and Michael Kordecki made public comments regarding their interest in purchasing the LFC. Chair Osborn thanked everyone for participating and sending in their notes, letters and plans for consideration.

4. Trustee Portenga moved approval of the Consent Agenda; second. A roll call vote was taken:

Chair Osborn – Yes

Vice Chair Mullally – Yes

Trustee Frye – Yes

Trustee Moore – Yes

Trustee Crandall – Yes

Trustee Oakes – Yes

Trustee Portenga – Yes

Motion carried.

A. Budget/Finance

I. Financial Reports – *Ken Long*

- Corona Virus Aid, Relief and Economic Security Act (CARES) Distribution of Funds – \$1.1M is intended to provide emergency relief grants to students whose lives have been disrupted by COVID-19 or the coronavirus. As of May 15, MCC began awarding funds to approximately 1,400 students, totaling \$640,000, an average of \$450 a student. Students did not need to apply for this first phase of funding, which was awarded to Winter 2020 students who met the eligibility requirements. Later on Friday, MCC opened up an application process for all students who did not meet Phase I criteria for both the Winter semester and now the Summer semester. Phase II is a maximum \$1,000 grant, with the exception of extenuating circumstances, and MCC has received nearly 400 applications in the first five days. Ken recognized Patti D'Avignon, Jody Zerlaut and George Sharp, the committee who is working through these applications. He also thanked Bruce Wierda and Financial Aid, who were instrumental in standing this up and helping to get funds out to students.
- The Board asked the following questions:
 - How has this been communicated? Since this pandemic started, the MCC Care Team has had regular communications going out to students by email a couple times a week. Information is also on the MCC website and social media. If staff are aware of anyone needing assistance, they are also encouraged to direct them to the application.
 - Do we have any information on when the second installment that goes to the College will be available? Ken responded we have received an additional \$1.1M, but it is not in an MCC account. We have a Federal account where grant dollars are awarded and placed in a holding account, and we can draw them down as we need to use them. They are currently sitting in this account and we are still trying to figure out how those monies can be spent.
 - What is the process for the College determining how to spend that money? Ken indicated we do not have a process yet, as we do not yet have clear guidance, but our understanding right now is that this money cannot be used for lost state appropriations. Similar to the student portion, there has not been a lot of guidance provided, but the money is available once that is determined. The Board stated it would be important to have the Board involved in those decisions and to get clarification on the requirements and guidelines. They would like Administration to get input from the Board before deciding how to use these funds. Ken stated he is planning to have some information related to that for the June Budget hearing. Expecting \$4.5M in lost revenue, it is the Colleges hope that at least some of that

\$1.1M could be used to replace some of the lost revenue. Dr. Nesbary added that one of the ways we are devising a plan is through ongoing conversations with the Federal government including the U.S. Department of Education, our U.S. Senators, and our U.S. Representatives. This afternoon the MCCA Presidents have a call scheduled with State Senator Kim LaSata, the Chair of the Senate Appropriations Committee, and they will be discussing their perspective on how these dollars are spendable. The Presidents are also seeking guidance from Senator Stabenow, Senator Peters and others. Dr. Nesbary stated, "We will keep the Board informed and put the plan in front of the Board once it is devised, hopefully by the June Board meeting."

B. Required Approvals – *Chair Osborn*

5. Administrative Reports

A. President's Report – Dr. Nesbary highlighted a few items from his report,

- Conveying to the community what MCC is doing as an institution to navigate the COVID-19 pandemic. When Dr. Nesbary speaks with different groups, he always shares that MCC continues to deliver courses and will continue to deliver courses in the upcoming semesters either directly/synchronously (professors having conversations with students directly using technology) or asynchronously (the technology is there, students can go online to pull information down, and have conversations directly or indirectly with their faculty members.) That is happening now on campus and will continue for the foreseeable future.
- Student support services are in place, working with home phones, cell phones, and devices provided by the college. The safety of our community is paramount and that is what we are focusing on right now and will continue to focus on throughout the pandemic.
- For the budget presentation next month, we are working down what started as a \$4.5M budget gap. State funding reductions of \$3.1B out of a general fund and school aid fund budget started that – 12%-13% of all the revenues expected to come to the state of Michigan in state aid and general fund dollars is gone).

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

1. Enrollment – an updated enrollment summary has been posted on the Board MyMCC page. Dr. Selmon highlighted what is being done in marketing, recruitment, retention, and workforce development.
2. Student Success Completion Agenda

C. Dr. John Selmon and Kristine Anderson shared the MCC Planning for Opening Campus and Fall Semester. Dr. Nesbary thanked everyone who developed this excellent document and noted it is being used by other colleges around the state.

D. Kristine Anderson presented the Personnel Report. She recognized the dedicated team lead by Kim Salinas that included Melissa Linton, Patricia Werly, Kelli Loughrige, Lori Haggerty, Becky Evans, Ed Breitenbach and Kelley Conrad who helped modify and move the load sheet process online. We are working through this first pilot with Summer semester and believe it will be a great new process for us going forward.

A new performance evaluation online system is being rolled out and is currently being used with Custodial and ESS.

6. Business Non Operational

- A. MCCA Report – Trustee Crandall indicated the primary activities at the statewide and national level are determining the rules and regulations around the Federal aid coming to the colleges and how we move forward.
- B. Foundation Update – Ken Long referred to the Presidents Report and had nothing additional to add.

7. Old Business

- A. Project Updates – Dan Rinsema-Sybenga reported the FARM Project is moving forward with construction, hopefully by June 1. There are a couple of key township approvals they still need and are hoping to complete soon.
- B. Moving Forward on Future Planning for the Lakeshore Fitness Center
 - Chair Osborn stated, “Today we heard many comments, ideas, and plans that could be all phased together. We need to now look at how we are going to move forward with this and would like to start a conversation with the Board, to review and discuss ideas and schedule a study session to discuss this more in-depth” and she opened it up for Board comments.
 - Dr. Crandall – The Board expressed the desire to have the Board more fully involved and a work session would be helpful and relatively soon, in the next couple of weeks. At that session the Board will need to accomplish the following:
 - 1. Define the role of MCC going forward. Are we going to be an active partner, a passive partner, or no partner at all in what happens with the fitness center?
 - 2. Need to address what the role of the steering committee is. Dr. Nesbary, Dr. Crandall and Trustee Portenga have been working with some local organizations including MCC, Mercy Health, Arconic, Muskegon Chamber, Muskegon Foundation, along with the LFC in these conversations. We have to decide if that is the base and foundation for moving forward, or what role they might play, if any, going forward.
 - 3. At the work session, it would be helpful to receive formal presentations by The Friends of LFC; have preliminary ideas from Roger Rapoport and Gary Neal; we’ve had conversations with Dave Alexander of Downtown Muskegon Now, and he has some ideas on how to incorporate community input in determining what’s best for the community; and the Board could hear other presentations as well. Dr. Crandall and Dr. Nesbary have had conversations in the past with John Essex, we’ve heard from Dave Medendorp today, and hearing a little bit more about Mike Kordecki’s proposal to buy the facility. Once these presentations are made, the Administration and the Board can develop a plan and hopefully this can be done in the next 2-3 weeks. Chair Osborn agreed with Dr. Crandall’s suggestions.
 - Vice Chair Mullally agrees. It was good to hear a few different perspectives today and thanked those who submitted their material in writing.

- Trustee Portenga agrees. We need a work session and need to get down to more details. He would like to hear the details of the proposals.
- Trustee Frye would like information on how many people use the facility in the winter months versus the summer months. The Board would like this information prior to their Study Session.
- The last information Marty McDermott received on membership was 2600 billable members and about 3700 total members.
- Trustee Moore agrees with Dr. Crandall. She stated, “If we are asking for presentations should they be reviewed for specific questions and information prior to the Study Session, because we need to make a determination in a short amount of time, even in the next 90-days.”
- Trustee Portenga indicated Administration should be reviewing proposals and asking for additional information, so that information will be included in the presentation at the Board Study Session. The Administration should be steering where we’re going in terms of procedure and getting information. With that, the presentations can be more full and informative. The Board can then deal more with the policy part of it and the bigger picture part of it, which is really where they should be.
- Trustee Crandall indicated the agenda should be developed by the Board Chair, under policy governance, and what she feels is necessary to bring to that meeting and the Board should have control over the meeting. Trustee Portenga agreed.
- Chair Osborn stated the Board will address this as a whole and will certainly take in all of the suggestions and ideas and gather the information before the Study Session and can also give some information to who the Board wants making presentations so that they will understand what we’re looking for. We will try to do this as quickly as we can in order to get this meeting under way in a few weeks.
- Trustee Moore indicated since an ad hoc committee existed and made contact with community stakeholders that there could be some information that needs to be shared or clarified as a result of the previous work that the ad hoc committee did. Chair Osborn agrees and stated that could be added into what we have at this point and how that might fit with the other processes.
- Trustee Oakes agrees and at this time would like more total Board involvement because it will be some major decisions being made.
- Cindy DeBoef will find a date to schedule a Study Session prior to the June Board meeting.

8. New Business

A. Sole Purchase Request Health Occupations Simulation – *Kelley Conrad* Trustee Moore moved approval; second. Discussion ensued.

- Trustee Crandall inquired about the price and urgency. One of the manikins is a neonatal simulator and we don’t have a neonatal service in Muskegon, it’s all in Grand Rapids and is curious why we believe that is necessary at this time. Trustee Crandall has the same question with the pediatric advanced simulator. Chris Patterson addressed the inquiry stating that while we don’t have neonatal in Muskegon, the students still need to be trained and do not have access to those patients. Respiratory

students go to Grand Rapids, but our nursing and medical assistant programs do not have access to those patients in Grand Rapids and we can't even get into their consortiums, it is very difficult and very tight. The same is true with pediatrics; we have very few pediatric patients in Muskegon. For the most part, they are sent to Grand Rapids and we run into the same problem where we don't have access. We still have to train our students in how to take care of pediatric problems as some of them will not work in Muskegon but will go to other parts of the state or other parts of the country. Nursing is now looking at becoming one of the compact states so that our graduates would be able to practice using their Michigan license in 26 other states. We also have problems with OB patients because Muskegon is limited in the number of OB patients. Part of the reason we are looking at these particular manikins is because of respiratory therapy. These manikins can be put on a mechanical ventilator and that is important for those students to be able to do that. Other manikins can but they usually require a supplemental package, which increases the cost. A roll call vote was taken:

Chair Osborn – Yes
Trustee Frye – Yes
Trustee Crandall – Yes
Trustee Portenga – Yes

Vice Chair Mullally – Yes
Trustee Moore – Yes
Trustee Oakes – Yes

Motion carried.

- B. Request for a One-Year Extension to the Custodial/Maintenance Agreement
Trustee Portenga moved approval; second. Discussion ensued. Trustee Portenga asked whether the SEIU has approved this. Kristine responded, yes. She stated they approached us with this, to postpone their negotiations until next year knowing that we are all going through the pandemic situation. Trustee Portenga complimented both sides on that. A roll call vote was taken:

Chair Osborn – Yes
Trustee Frye – Yes
Trustee Crandall – Yes
Trustee Portenga – Yes

Vice Chair Mullally – Yes
Trustee Moore – Yes
Trustee Oakes – Yes

Motion carried.

- C. Certification of Appointments to the 2020-21 MCCA Board of Directors
Trustee Mullally moved to certify Trustee Crandall as the Trustee Director and Trustee Frye as the Alternate Trustee Director; second. A roll call vote was taken:

Chair Osborn – Yes
Trustee Frye – Yes
Trustee Crandall – Yes
Trustee Portenga – Yes

Vice Chair Mullally – Yes
Trustee Moore – Yes
Trustee Oakes – Yes

Motion carried.

D. Capitol Group Letter of Agreement – *Dr. Nesbary*

Trustee Frye commented that Bill Lievens does such a great job of keeping us informed and he does the type of job we would like to see done. Trustee Crandall supports what Trustee Frye said and indicated Bill’s reports are very informative and helpful.

Trustee Portenga moved renewal of the one-year contract with Capitol Group; second.

Trustee Portenga asked if the contract also includes such things as advice and services related to, for example, a millage and that type of service. Dr. Nesbary replied it could. He stated that one of the things that Bill does is to provide information with respect to how colleges relate to the State of Michigan on public policy issues, as well as some of the businesses that are related to some of the work that we do. He includes information in the K-12 domain, manufacturers, foundries and so forth in the longer report he provides that is sent to the Board. For us, he is a single client lobbyist. We are the only college that he has. Some of the other lobbyists may represent four or five different colleges or universities. A roll call vote was taken:

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

Motion carried.

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

- A. [Policy Updates](#)
- B. Future Agenda Items

10. Announcements

- A. Board Comments

Chair Osborn thanked everybody who attended, for all of the presentations of community members and staff. She stated it was great input and she appreciates everyone’s engagement.

With no further business, the meeting was adjourned at 2:17 p.m.

Minutes submitted by Secretary Nancy Frye.

/csd

UPCOMING ANNUAL BOARD CALENDAR ITEMS		
May	MCCA Certification of Appointments to Board of Directors.	Effective July 1 st annually
June	Public Hearing and Adoption of Budget	Public notice must be placed in the Muskegon Chronicle 6 days prior to the Board meeting Board Secretary signing of Tax Levy Documents

	Permission to Seek Bids and Purchase for Computer Life-Cycle	Prior to Fall term annually.
Ist Quarter of the Fiscal Year	<p>Policy 2.04 - Agenda Planning</p> <p>2. The cycle will start with the Board's development of its agenda for the next year.</p> <p style="padding-left: 20px;">a. Consultations with selected groups in the ownership, or other methods of gaining ownership input, will be determined and arranged in the first quarter of the fiscal year, to be held during the balance of the year.</p> <p>Governance education and education related to Ends determination (presentations by futurists, demographers, advocacy groups, staff, and so on) will be arranged in the first quarter of the fiscal year, to be held during the balance of the year.</p>	Policy 2.04, 2, a. & b.