



Muskegon Community College

**BOARD OF TRUSTEES
BOARD MEETING MINUTES
May 21, 2014 – 12:30 p.m.**

Room 1100 – Stevenson Center Lecture Hall

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

Absent: Trustee Oakes

Chair Crandall called the meeting to order at 12:30 p.m.

1. Agenda

Trustee Mullally moved approval of the agenda; second. Vote unanimous; motion carried.

2. Minutes

- Board Retreat Minutes – April 9, 2014

Trustee Frye moved approval; second. Vote unanimous; motion carried.

- Board Study Session Minutes – April 14, 2014

Trustee Lester moved approval; second. Vote unanimous; motion carried.

- Board Closed Session Minutes – April 14, 2014

Trustee Mullally moved approval; second. Vote unanimous; motion carried.

- Board Meeting Minutes – April 16, 2014

Trustee Portenga moved approval; second. Vote unanimous; motion carried.

3. Public Comments

- “A Day for Me at MCC Presentations” – Reeths-Puffer & Twin Lake Elementary – Third Grade Presentations

President Nesbary welcomed teachers Kevin Richards and Doug Clark and their students. Mr. Richards and Mr. Clark thanked MCC for the day and introduced the student winners, who shared their winning posters and winning essays. All winners were applauded, with the top two each receiving a \$50 check.

- Dr. Wible addressed the board, stating today some big decisions need to be made on tuition and fees and it's important we raise it because: 1) MCC has the lowest level of full-time faculty since he's been here, but we are not at the lowest enrollment; the list of recent vacancies isn't the full list; 2) adjunct pay was raised a little last year, for the first time since

2006, and it needs to be raised even more; 3) with the approved millage we are building and it's exciting - we need to take care of these buildings and fund those costs.

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

Trustee Lester moved approval of the consent agenda with removal of the Budget and Finance for further clarification of the APS 5% increase. The Personnel Committee Report was also removed from the consent agenda and the Personnel Committee would like to go into closed session for personal evaluation.

A. Budget/Finance

Beth Dick distributed the support staff wage rate table for the 14 current APS hourly employees. There have been no wage adjustments to this table since 2003, other than the board approved increases for the APS group each year. There are 2 levels for SSI and SSII and it is proposed that the lower level SSII table be eliminated. With the remaining SSI table, the low end base would drop off with column A becoming the new low end base and a new column L would be added (the top of the scale), with a 2% increase recommended. Each employee would move to the step closest to their current wage on the new table. Many are at the top of the current step scale. The average overall step increase for this group has been 4%.

1. Finance Committee Report – *Trustee Lester*
2. Treasurer and Financial Reports – *Trustee Lester*

B. Personnel

1. Personnel Committee Report – *Trustee Mullally*
 - The Personnel Committee proposed approaching the policy governance model, stating it would be a good thing for the board to get back to. A retreat will be scheduled to discuss in detail the difference between what the Board is doing now vs. policy governance, requesting a presenter who is already involved in policy governance here in Michigan. The Board would like the presenter to discuss how it works, what to look out for, etc. Dr. Nesbary will contact Grand Rapids Community College to identify presenters for the retreat and a half day retreat will be scheduled sometime in the next couple months.

5. Administrative Reports

- A. Academic Affairs – *Teresa Sturris*
- B. Student Success Report – *Dr. John Selmon*
 - a. Enrollment
 - b. Student Success Completion Agenda
- C. Personnel Report – *Jerry Conrad*

6. Business Non Operational
 - A. MCCA Report – *Trustee Lester*
 - B. Foundation Update – *Vice-Chair Osborn*

Vice-Chair Osborn extended an invitation to the Jayhawk Scramble lunch.
7. Old Business
 - A. Construction Project Committees
 - a. Steering Committee
 - i. Science Center
 - ii. Health Center – Recommendation from Committees – *Dr. Nesbary*

An RFP will be developed to secure a third party vendor to review demographics and gather appropriate data.

Vice-Chair Osborn made a motion to approve the recommendation; second.
 - iii. Arts Center
 - iv. Downtown Center
8. New Business
 - A. Request for Sabbatical Leave – Tom Harryman

Trustee Portenga moved approval; second. Vote unanimous; motion carried.
 - B. Permission to Seek Quotes for Network Equipment

Trustee Lester moved approval; second. Vote unanimous; motion carried.
 - C. Permission to Appoint Administrative Director of Human Resources

Vice-Chair Osborn made a motion to appoint Kristine Anderson; second. Vote unanimous; motion carried.

Kristine’s starting salary of \$81,000 was clarified for the Board.
 - D. MCCA Certification of appointments to the 2014-2015 MCCA Board of Directors

Vice-Chair Osborn made a motion to nominate Trustee Lester as the Trustee Director and Trustee Oakes as the Alternate Trustee Director for the MCCA; second. Vote unanimous; motion carried.
9. Board of Trustees Policy Manual Updates – *Dr. Nesbary*
 - A. Amendment to Board Policy 2.04.00

Trustee Mullally moved approval; second.

The Board requested edits be included in the Recommendation and read at the next meeting for approval.

10. Announcements

▶▶ Jayhawk Scramble Scholarship Lunch – Friday, June 13th 1:30 PM

▶▶ Parties in the Park Meet & Greet Alumni Event – Friday, June 13th,
Hackley Park (*see flyer at back of May Board packet*)

A. President's Report – *President Nesbary*

Dr. Nesbary discussed the excellent Lakeshore Diversity Alliance meeting and conference he attended this morning.

B. Departmental Updates – *President Nesbary*

C. Board Comments

- Trustee Portenga highlighted an obituary for Paul Wistrom published this past week. Paul was Roy's English instructor here at MCC; a wonderful teacher and a great guy.
- Trustee Frye encouraged everyone to attend a Memorial Day service to remember those who fought for our country and continue to fight today.
- Trustee Lester requested that the 3 board vacancies be posted in the Chronicle for community representation.

Trustee Portenga moved going into closed session for personnel evaluation and to discuss real estate purchase; second.

Roll call vote:

Trustee Frye – Yes

Trustee Lester – Yes

Chair Crandall – Yes

Vice-Chair Osborn – Yes

Trustee Portenga – Yes

Trustee Mullally – Yes

Personnel evaluation and real estate purchase options were discussed in detail.

Trustee Portenga moved coming out of closed session; second.

Roll call vote:

Trustee Frye – Yes

Trustee Lester – Yes

Chair Crandall – Yes

Vice-Chair Osborn – Yes

Trustee Portenga – Yes

Trustee Mullally – Yes

With no further business the meeting was adjourned at 2:29 p.m.

Minutes submitted by Trustee Frye.

/csd