



Muskegon Community College

BOARD OF TRUSTEES BOARD MEETING MINUTES June 15, 2016 – 12:30 p.m. 400Z – Board Room

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

Absent: Trustee Oakes

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

1. Agenda

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

2. Minutes

- Board Study Session Minutes – May 16, 2016

Trustee Portenga moved approval of the Board Study Session Minutes of May 16, 2016; second. Vote unanimous; motion carried.

- Board Meeting Minutes – May 18, 2016

Vice-Chair Osborn moved approval of the Board Meeting Minutes of May 18, 2016; second.

The vote to open the public hearing, as well as the “second” and vote to close the public hearing will be added to the Board Minutes of May 18, 2016.

The minutes were approved with the corrections as stated; vote unanimous; motion carried.

3. Public Comments and Presentations

- Undergraduate Research Presentation – *Darren Mattone*

A presentation and summary of Undergraduate Research was given by Darren Mattone, primarily highlighting the past year, as well as future plans.

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

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

A. Budget/Finance

- I. Financial Reports – *Teresa Sturris & Ken Long*

B. Required Approvals – *Dr. Crandall*

5. Administrative Reports

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

1. Enrollment – enrollment reports for Summer and Fall along with the enrollment report for all Michigan community colleges was included in the Board packet.
2. Student Success Completion Agenda – Kelley Conrad discussed high impact practices and where MCC is in the process. A detailed copy of the report is available on the Board portal.
3. Personnel Report – *Kristine Anderson*
 - Vicki Henderson, Administrative Assistant for Allied Health & Respiratory Therapy will be retiring at the end of June; and Bill Tokarz, Electronics instructor, will be retiring at the end of December.
 - Tom Summerix was hired as MCC's new Welding instructor; Ruben Cortez was hired for third shift custodial; and Natalie Crane was hired as the new Welcome Center Generalist.

6. Business Non Operational

A. MCCA Report – *Trustee Oakes – Dr. Nesbary will forward updates from the MCCA.*

B. Foundation Update – *Vice-Chair Osborn*

- The Foundation Board met on May 26th and had a preliminary report from a consultant, who also plans to attend their next meeting in August.
- The Jayhawk Scramble last Friday was a success. Amy Swope indicated around \$13,000 was raised, slightly below last year. Overall the comments were that the event was smooth, well organized, and participants were impressed with the condition of the course. Everyone who participated was thanked with kudos to the staff.
- Vice Chair Osborn thanked Ken for the regular, great reports on the Foundation, showing where money is and how it's being used. Reports may be forwarded to the Board or placed on the portal if the Board desires.
- The next big event will be Founder's Day in September and the Foundation hopes to schedule a donor's appreciation lunch this summer, likely in August.
- The Muskegon High School Class of 1946 is having their 70th reunion, July 19th at the Lake House and the Board of Trustees was formally invited by Amy Swope, Foundation Director.

7. Old Business

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

Dr. Nesbary reported the Capital Outlay appropriation requested in November has finally been added to the appropriations process, \$5.6M for MCC's Health Center is awaiting the governor's signature. With MCC matching funds of just over \$2M, effectively the Health Center is now taken care of.

- Steering Committee
 1. Science Center – Dr. Selmon reported MCC received its LEED Gold certification. A large copy was framed and matted and will be hung in the

Science Center. Additional copies will also be framed and placed throughout the college.

2. Health Center plans need to be revised. What was submitted for Capital Outlay was what we had at the time and we were awarded based on that, which was one building. Once signed by the governor, we will need to research whether a separate building could be approved. The plan is to ask for permissions to modify the plans based on new information.
3. Arts & Humanities Center – Arts & Humanities plans to present renderings at the July Board meeting.
4. Downtown Center – yesterday there were 80 construction/sub-contractors/trades onsite downtown to review the work that needs to be done and the bidding process is underway.

8. New Business

A. Certification of Appointments to the 2016-2017 MCCA Board of Directors – *Chair Crandall*

Trustee Ann Oakes was nominated by Vice Chair Osborn as Trustee Director; second. Vote unanimous; motion carried.

Trustee Nancy Frye was nominated as the Alternate Trustee Director by Trustee Roy Portenga; second. Vote unanimous; motion carried.

B. Permission to Purchase Computers for Labs & Classrooms in FY 2016-2017 – This was approved as part of the budget approved at the May Board meeting. Results of the bidding process came in less than the allotted amount approved and budgeted.

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

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

A. [Policy Updates](#)

B. Monitoring Reports

C. Ends Policy Review and Approval

- Financial Stability – the Board will receive the first report in July and will receive quarterly reports thereafter.
- Student Success – This information is available on the Board portal for Board review.
- Community Impact – a preliminary emsi report was presented to the Board several months ago. An updated report from an additional study will be done in the near future and presented to the Board.
- Health and Wellness – allied health programs, additions, and the Mercy Clinic collaborative process will be reported to the Board in the near future.
- Educational Level of the Community – Early College attendees and Muskegon Promise participant reports will be made to the Board in the near future.

D. Future Agenda Items

E. Board Evaluation – *Chair Crandall*

Chair Crandall distributed a summary of the Board evaluation to all trustees, along with a 4-year comparison dating back to 2008, to give an idea of where the Board has been and where they are going. The Board plans to look at the 6-8 specific things where the score was below 2.5 (the highest score was 3) and the Board will discuss these items; some did not apply, but others will be important levels of discussion for the Board. The Board will place an item for discussion on the agenda going forward to spend some time in deciding how these items should be addressed, beginning in July.

10. Announcements

- ❖ Saturday, August 6, 2016 MCC | [Reunion Fest](#) – Summer Deck Party aboard the USS LST 393 Veterans Museum
- ❖ Thursday, September 15, 2016 | [Founder's Day](#) – Join us for MCC's 90th Birthday Celebration!

A. President's Report – *President Nesbary*

A copy of the President's Report was emailed to the Board and will be incorporated into the June Board packet on the Board portal.

B. Board Comments

- The engagement letter from Brickley DeLong was presented to the Board for signature, approving the upcoming college audit. The letter was signed and will be returned to Brickley DeLong.
- Certification letters to township supervisors for the tax-levy for operating millage and debt millage were presented to the Board for signature. The letters were signed and notarized and will be mailed out to the individual township supervisors in the next few days.

Trustee Mullally moved to adjourn the meeting; second. Vote unanimous; motion carried. The Study Session is not needed and will be cancelled for July. All Study Sessions will be pulled from the annual master calendar and scheduled if needed, a week before the meeting, and posted with the monthly meeting posting. With no further business, the meeting was adjourned at 1:42 p.m.

Minutes submitted by Secretary, Nancy Frye.

/csd