



# Muskegon Community College

## BOARD OF TRUSTEES BOARD MEETING MINUTES June 20, 2018 – 12:30 p.m. 400Z – Board Room

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

**Absent:** Chair Crandall and Trustee Oakes

Vice Chair Osborn called the meeting to order at 12:29 p.m.

1. Agenda – Trustee Mullally moved approval of the agenda; second. Vote unanimous; motion carried.
2. Minutes
  - Board Meeting Minutes of May 16, 2018. Trustee Portenga moved approval; second. Vote unanimous; motion carried.
3. Public Comments and Presentations
  - Montague Area Public Schools - *Jeffrey Johnson, Superintendent*
    - Discussed the exciting opportunities the Muskegon Promise has brought to Muskegon.
    - The Board was asked to consider waiving the out-of-county fees charged to Promise students for schools in Muskegon County (specifically mentioning superintendent support from Montague, Fruitport and Holton Public Schools). This would be similar to the options offered for early college and dual enrolled students, where these fees are waived for students outside of Muskegon County.
    - Dr. John Severson also addressed the Board in support of Superintendent Johnson's request. When the Muskegon Promise was designed, it was structured on making Muskegon County strong, creating jobs, building talent and great futures for our kids and it keeps them in county. The 2018 cohort of Promise students is record-breaking: 353 students are enrolled in college for this fall (an increase of 53 students at this point); of these 353 students, 94% are headed to MCC; the retention rate for locally enrolled promise students is 67% (20% higher than what was expected based on progression trends through NCS). In Muskegon County, 30% of the population have a certificate, Associate's degree, or Bachelor's degree; by 2025 it needs to be near 65% and MCC can lead this.
  - Tonia Lans, MCC Counselor, presented a summary of her 2017-2018 school year sabbatical and expressed thanks for the opportunity. Tonia took a year off to become a full-time Western Michigan University student, where she started on her Ph.D. in Counseling Education and Supervision.
  - HLC Renewal of Accreditation Updates – Dr. Ed Breitenbach, Hollie Benson, and Dr. John Selmon discussed the HLC re-accreditation process. Dr. Breitenbach (a HLC Peer Reviewer) and Hollie Benson are co-chairs for MCC's HLC accreditation renewal. Additional reference documents have been added to the Board portal for review and further training will be upcoming for the Board.

4. Consent Agenda (*Board Action Required - Vote*) Trustee Mullally moved to accept the consent agenda; second. Vote unanimous; motion carried.
  - A. Budget/Finance
    1. Financial Reports – *Ken Long*
  - B. Required Approvals – *Chair Crandall*
5. Administrative Reports
  - A. Student Success Report – *Dr. John Selmon*
    1. Fall enrollment is currently at 60% of contact hours and 56% of credit hours. Dr. Selmon reported staff are working on getting all the Promise students into the system.
    2. Student Success Completion Agenda. Supplemental Instruction, a high impact practice, is highlighted in this month's useful data report.
    3. Personnel Report – *Kristine Anderson*
      - New staff hired: Troy Jones fills a Utility Maintenance position and Sarah Landis was hired for Orientation Enrollment.
      - This year HR has been distributing information to employees on training and wellbeing, sharing compliance training and other offerings, and added a summer walking program.
6. Business Non Operational
  - A. MCCA Report – *Trustee Oakes & Trustee Frye*
  - B. Foundation Update – *Trustee Osborn*
    - The recent annual Jayhawk Scramble grossed just under \$10,000, which is similar to last year. Everyone who participated was thanked. This was the first year with alcohol sales, which was well received. Amy was thanked for her part in the planning and hosting of the Jayhawk Scramble. The student speaker was very good and her speech was very eye opening.
    - The next big event is Founder's Day on October 12<sup>th</sup>
7. Old Business
  - A. Construction Project Committees – *Dr. John Selmon*
    - Steering Committee
      1. Health & Wellness Center – construction will be complete at the end of August, a few months ahead of schedule and currently under budget.
      2. Arts & Humanities Center – construction began a month ago with the auto portion, music and art will begin in the next month. A fundraising team has been assembled and expects to share information soon.
      3. Downtown Center – the recent Fab Lab Grand Opening hosted approximately 100 attendees. Roughly 300 people who have toured the Sturris Technology Center. As of today, the Fab Lab has around 12 members, including volunteers and book revenues of \$2,700 with another \$1,500 expected by the end of June. The Fab Lab was open during Taste of Muskegon; they will be open for Art Fest and are open for every Parties in the Park event. Dr. Nesbary gave an update on the architect issues, stating they are working with MCC.

8. New Business

A. MCCA Certification of Appointment 2018-2019 Board of Directors – *Vice Chair Osborn*

Trustee Moore nominated Trustee Oakes as MCCA Trustee Director; second.

Trustee Moore nominated Trustee Frye as the MCCA Alternate Trustee Director; second.

Vote unanimous; motion carried.

B. Permission to Seek Bids and Purchase for Computer Life-Cycle – *Mike Alstrom*

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

C. Renewal of Ellucian Technology Management Contract – *Mike Alstrom*

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

D. Benefits Brokerage Firms Recommendation – *Kristine Anderson*

Trustee Portenga moved approval; second.

The Board asked to hear more about the process of selection.

Kristine Anderson indicated that because it's a service offering, each organization offered a little bit different package. Reviewing the proposals, they saw many new and innovative strategies coming from other organizations and are confident they will be able to fulfill what they are sharing with us. There are some other higher educational institutions in the area that this broker is servicing (CMU, GVSU, Ferris, as well as the City of Grand Rapids, the City of Holland and Herman Miller). When references were checked in comparison with other brokers, they had very good reviews.

Vote unanimous; motion carried.

E. Permission to Issue a Request for Proposal (RFP) for Marketing Services Vendor

– *Trynette Lottie-Harps*

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

F. New Foundation for Muskegon Community College Board Member Recommendation for Nicholas Strait – *Amy Swope*

Nicholas is an alumni of MCC, he was a student in our Nursing program, and is now a nurse in the health field and he brings a lot of knowledge and expertise to the FMCC Board.

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

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

A. [Policy Updates](#)

B. Monitoring Reports

C. Ends Policy Review and Approval

- Financial Stability
- Community engagement survey outcomes
- Health and Wellness
- Educational Level of the Community

D. Future Agenda Items

- Policy Governance Evaluation
- President Evaluation
- Board Evaluation
- Consideration of the presentation and request of Jeffrey Johnson, Superintendent of Montague Public Schools and Dr. John Severson, MAISD Superintendent with an analysis and recommendation from administration.

10. Announcements

A. President's Report – *Dr. Nesbary*

B. Board Comments

Vice Chair Osborn congratulated Sean Mullally on his upcoming marriage.

With no further business, the meeting was adjourned at 1:23 p.m.

Minutes submitted by Trustee Nancy Frye, Secretary

/csd