



# Muskegon Community College

## **BOARD OF TRUSTEES BOARD MEETING MINUTES June 21, 2017 – 12:30 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 12:36 p.m.

1. Agenda

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

2. Minutes

- Board Meeting Minutes – May 17, 2017

Vice Chair Osborn moved approval of the May 17, 2017 minutes; second. Vote unanimous; motion carried.

3. Public Comments and Presentations

- MCCA Updates – *Mike Hansen, CEO, MCCA*

Mike Hansen gave updates from the MCCA, discussing current legislative activity in Lansing, MPERS and Capital Outlay.

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

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

A. Budget/Finance

- I. Financial Reports – Ken Long indicated a quarterly report and packet would be presented to the Board in August.

B. Required Approvals – *Chair Crandall*

5. Administrative Reports

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

I. Enrollment

- New student enrollment is up 25%.
- Promise Zone information was shared. Of the 200 committed to colleges for Muskegon County, 176 have committed to MCC; Newaygo has 225 eligible Promise students, with 144 committed to a college and 116 committed to MCC.
- Lee Coggin, Baker College president, issued a letter to the Fremont community stating within a year Baker will no longer offer onsite classes in Fremont, classes will

only be offered online for Fremont. With this announcement, additional students are coming to MCC's Fremont location and classes are filling up.

- MCC will have Summer Pell grants available to our students next summer, which hasn't occurred since 2010, and 300-500 students are expected to take advantage of Summer Pell totaling \$486,000.

2. Student Success Completion Agenda

- Useful Data – Achieving the Dream Summer Summary data was presented and discussed.
- MCC's TRIO Upward Bound grant was approved. Four institutions in Michigan have lost their grants, and 50-60 programs around the country were wiped out due to losing their grants.

3. Personnel Report – *Kristine Anderson*

- New hires include: Darryl Greene, accounting faculty; Michael Veltman; Enrollment Services; internal custodial transfers – Judy Stonex has moved downtown, Cynthia Hines has moved to first shift, and John Frazier has transferred back to main campus on second shift; Rachel Stewart, Alumni and Donor Relations Manager; and Mark VerHoeven, networking faculty.
- Two retirements for the end of December – Karen Wilson, chemistry faculty and Christina Donley, Director of Nursing.

6. Business Non Operational

A. MCCA Report – *Trustee Oakes*

B. Foundation Update – *Trustee Osborn*

- The Foundation has been working on their bylaws and would like to get those to the Board for review in July.
- The FMCC is moving forward on a number of new initiatives and needs to get some consistency on their Board. With a couple of people who have left, they are always looking for new members who will bring expertise to the Foundation Board.
- Hosted a successful Jayhawk Scramble with a preliminary number of \$12,616.50 and last month the Gaffner event raised approximately \$20,000.

7. Old Business

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

- Steering Committee
  1. Health & Wellness Center – Capital Outlay is in the state budget. We need to submit our 400 level construction document and should be able to break ground in the near future.
  2. Arts & Humanities Center – Some preliminary work will be done out front with the bridge, lighting and signage while awaiting the start of the entire project.
  3. The Downtown Center is expected to be finished a little earlier than December. This fall the Downtown Center will be ready to offer CAD, Engineering, Materials Welding and Experiential Learning. The remaining programs will be up and functional for winter term. A soft opening is being planned for Friday, August 25th before fall classes begin on Monday, August 28<sup>th</sup>.

8. New Business

- A. Food Service and Vending Machine Operations RFP Recommendation – *Dr. John Selmon*  
Trustee Portenga moved approval of ADI Food Systems Inc.; second. Vote unanimous; motion carried.
- B. RFP for New Gymnasium Bleachers – *Marty McDermott (seating for 700-750 at \$75,000)*  
Vice Chair Osborn moved approval; second. Vote unanimous; motion carried.
- C. Sole Source Purchase Request MEDC Equipment – *Dan Rinsema-Sybenga*  
Trustee Mullally moved approval; second. Vote unanimous; motion carried.
- D. Endorsement of 2017-2022 Strategic Plan Priorities and Goals – *Tina Dee*  
Trustee Moore moved approval; second.

The Board noted, as this becomes an operational document measurable outcomes will be needed to insure strategic goals are being met.

Vote unanimous; motion carried.

- E. Bill Lievens, Capitol Group, Contract Approval – *President Nesbary*  
Trustee Mullally moved approval; second. Vote unanimous; motion carried.
- F. Foundation Investment Policy Approval – *Vice Chair Osborn*  
Trustee Portenga moved approval; second. Vote unanimous; motion carried.
- G. President Nesbary's Annual Evaluation – *Chair Crandall*
- The Board indicated Dr. Nesbary's self-eval was very good and very helpful.
  - Dr. Nesbary met all of the End Goals that were set and took the time to explore four other areas where specific goals have not been set.
  - Going forward the Board asked to see some areas that show room for improvement and a little more dialogue addressing how gaps will be met and goals set for moving forward and completing the building projects.
  - Terms, salary, base pay and annuities, sabbatical, whether the college or the president owns the president's vehicle, vacation days, and vacation payout were all discussed.

Trustee Portenga moved that President Nesbary's contract be renewed for a period of three years; second. Vote unanimous; motion carried.

Trustee Oakes offered a motion to accept the [proposal](#) as presented by Dr. Nesbary; second. Trustee Oakes made a friendly amendment that the \$10,000 community support account be approved with the restriction that funds may not be used for partisan/political contributions, if this restriction language is allowed legally, which will be confirmed. Dr. Nesbary stated publicly that he will not use this account for political campaigns and will confirm with Varnum whether or not this restriction is allowed in his contract.

The contract auto renewal was discussed and removed from the proposal for further discussion.

Trustee Oakes made a friendly amendment to eliminate the auto contract renewal language and revisit this language at a later time; second.

The Board voted to adopt the changes requested by President Nesbary, minus the contract auto renewal language; second. Vote unanimous; motion carried.

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

A. [Policy Updates](#)

B. Monitoring Reports

C. Ends Policy Review and Approval

- The Board will review the specific guidelines for Ends Policies as outlined in Dr. Nesbary's self-evaluation and determine whether additional End Policies need to be developed.
- Financial – review gap funding for capital projects, define expectations for capital expenditures, discuss operational funding to insure operation of the new buildings, review financial End Policies and define expectations.
- Community Impact
- Health and Wellness
- Educational Level of the Community

D. Future Agenda Items

- July – auto renewal components of Dr. Nesbary's contract. Kristine Anderson will draft a new contract for Board review.
- The Board indicated one or two individuals need to be identified to step in and take over should the president be off campus for a period of time. It was also suggested that those individuals have multi-year contracts for consistency. Kristine Anderson is collecting data on how other institutions are addressing this and will share that information with the Board once it's finalized.
- The Board also requested a Cabinet org chart that includes term, current pay and pay ranges, which Kristine will also provide.

10. Announcements

A. President's Report – *Dr. Nesbary*

B. Board Comments

Dan Knue, Respiratory Therapy faculty, has a retirement celebration tomorrow. Dan is retiring after 38 years with MCC. Dr. Selmon will send information to the Board.

With no further business, the meeting was adjourned at 2:12 p.m.

Minutes submitted by Secretary, Nancy Frye.

/csd