



Muskegon Community College

BOARD OF TRUSTEES BOARD MEETING MINUTES July 18, 2018 – 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 12:33 p.m.

1. Agenda – Trustee Frye moved approval of the agenda; second. Vote unanimous; motion carried.
2. Board Meeting Minutes of June 20, 2018. Trustee Mullally moved approval; second. Vote unanimous; motion carried.
3. Public Comments and Presentations – there were no public comments or presentations.
4. Consent Agenda (*Board Action Required - Vote*) – Vice Chair Osborn moved approval of 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. Enrollment – Fall is currently around -4%. Staff are working the strategic enrollment management plan, which has three areas of focus: 1) promotion/marketing; 2) retention; 3) improvement; all of which are being fully implemented with a positive outcome expected.
 2. Student Success Completion Agenda
 - Muskegon Promise has 397 eligible students, with 206 registered for fall at MCC and 46 outstanding who staff are following up with. The Newaygo Promise has 74 students registered and 64 outstanding. This group is being monitored and worked daily.
 - In follow-up to the presentation given last month by superintendent's Johnson and Severson and the Board's question about the number of out-of-county students still within the boundaries of the MAISD, two Muskegon Promise students this past year were out of county and one of those students was covered by Pell. There are four school districts out of the county, but within the Promise boundaries – Montague, Holton, Ravenna and Fruitport. The tuition difference is \$98.50 with 42 contact hours each year, or \$4,100 annually for the current out-of-district students.
 3. Personnel Report – *Kristine Anderson*
6. Business Non Operational
 - A. MCCA Report – *Trustee Oakes & Trustee Frye*. President Nesbary and several Trustees will be attending the MCCA Summer Conference in Traverse City next week.

- B. Foundation Update – *Trustee Osborn*. A foundation meeting is scheduled in August. Founder’s Day is the next big event, which is scheduled for Friday, October 12 at the Holiday Inn Muskegon from 6-9 p.m., with a Dueling Piano Show.

7. Old Business

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

- Steering Committee
 1. The new Health & Wellness Center is wrapping up next month, with a Grand Opening in January.
 2. Arts & Humanities Center – Automotive will be finished in late August and Music and Art will begin renovation. In the Overbrook Theater area some bridgework has been completed, there is going to be some lighting, signage and landscaping done, and the doors have been installed with handicap accessible buttons.

8. New Business

- A. Permission to Purchase Furniture and Equipment for the Health and Wellness Center – Trustee Portenga moved approval; second. Discussion ensued. Vote unanimous; motion carried.

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

- A. [Policy Updates](#) – Review and discuss [old policy](#) 4.02.01 regarding serving alcohol at special events and determine how that fits into Executive Limitations/presidential restrictions. Attorney Gary Britton and Trustee Portenga discussed the policy, proposed language, and clarified some items.

- State law allows 12 special use permits for events during the course of a year, which can be for two or three days at a time. The licenses may be used for beer, wine and spirits. The option of obtaining a Class C license was also presented.
- There are training materials available to cover the laws and rules of serving alcohol that would be helpful for employees serving at special events.

- B. Trustee Portenga moved the first option for proposed language be adopted with the exception that beer and wine be changed to “beer, wine and spirits”; second.

Discussion ensued.

Trustee Portenga made a friendly amendment to allow 12 events annually; second. Allowing 12 events corresponds to what the Liquor Control Commission allows.

Trustee Portenga moved to adopt the second option of the proposed language, with the exception that beer and wine be changed to “beer, wine and spirits”; second.

The newly adopted language reads as follows: The President may not approve alcohol on campus with the following exceptions. The College Administration may occasionally organize and conduct events that complement fund-raising initiatives or other endeavors considered important to the institution. If deemed appropriate by the President, beer, wine and spirits may be served at these specific events only. It is implicit in this policy that all laws governing the consumption of alcoholic beverages shall be observed at all times and that events be limited to attendance by those of legal drinking age only. No special events serving alcohol shall in any way negatively impact the academic environment.

Trustees voiced their beliefs in favor of and opposing serving alcohol on campus.

A roll call vote was taken:

Trustee Frye – No

Trustee Moore – Yes

Trustee Mullally – Yes

Chair Crandall – Yes

Vice Chair Osborn – Yes

Trustee Portenga – Yes

Trustee Oakes – No

Motion carried.

C. Monitoring Reports

D. Ends Policy Review and Approval

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

E. Future Agenda Items

- Policy Governance Evaluation
- President Nesbary's Evaluation – *Dr. Don Crandall*
 1. Chair Crandall stated according to policy governance, a president's evaluation is done on an annual basis; the President is required to complete a self-evaluation and address the specific Ends policies and how the President's activity has supported those Ends policies, which is presented in the July Board packet.
 2. Trustees Oakes is in support of President Nesbary and the job he has done. She asked to be excused for an election training. Trustee Oakes was excused.
 3. Trustees are in support of President Nesbary and the job he is doing, highlighting the following:
 - He has done a great job of being a good steward of MCC.
 - Looking at all of the Ends policies, his response and clarification, they are in agreement with him stating: "MCC is in a really good position, due in large part to our President, and we are in a position to continue to grow and improve. It is a reflection of the good job that his staff does in moving these projects through, all this happens because of good people helping."

Actions requested for next year:

- Updated information covering the year being evaluated, including updated persistence and retention.
- Trending analysis from year-to-year tracking how MCC is doing. MCC has invested a lot of money in facilities with anticipated increased enrollment, which needs to be tracked year-to-year.
- Lakeshore Business and Industrial – how are we doing year-to-year? Are we improving? Are we training more or less businesses? Are we increasing the number enrolled in specific classes?
- Financial Stability – *Governance Policy 5.02* – *the College will present to the Board of Trustees any significant change in the scope, cost or timeline of capital projects.* It would be important for the Board to be notified if there were significant deviations from the operational budget, such as unusual operational expenses that come up during the year. The Board needs to review that End policy to see if that should be included for notification.

- Going forward the Board would like information related to the Higher Ed Center – where are we, what is changing, what are the expectations, etc.

Trustee Portenga moved approval that the board has received the President's 2018 self-evaluation, agrees that he has met or exceeded the End policy criteria outlined in the Board's Policy Governance manual, and commend him for the job that he and his staff have done over the past year; second. Vote unanimous; motion carried.

- Board Evaluation – the Board needs to decide whether they want to do an evaluation.
- A Board Retreat will be scheduled in the next few months to discuss:
 1. The Lakeshore Fitness Center.
 2. Tuition and out-of-district fees.
 - Currently MCC offers in-district rates for Early College and Dual Enrollment – change to in-district and out-of-district fees or have special fees for these students?
 - Annexation
 - Ottawa County – tuition & fee review.
 - Promise Students out of county but within the Muskegon Promise boundaries – tuition & fee review.

10. Announcements

- A. President's Report – *Dr. Nesbary*
- B. Board Comments

With no further business, the meeting was adjourned at 2:02 p.m.

Minutes submitted by Trustee Nancy Frye, Secretary

/csd