



Muskegon Community College

BOARD OF TRUSTEES BOARD MEETING MINUTES July 20, 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

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

2. Minutes

- Board Meeting Minutes – June 15, 2016

Trustee Mullally moved approval of the Board Meeting Minutes of June 15, 2016; second. Vote unanimous; motion carried

3. Public Comments and Presentations

- Arts & Humanities Presentation/Status Update

- Dr. Selmon introduced Craig Nicely and Ned Baxter of Progressive ae who gave updates on the Arts & Humanities (A&H) project here on campus.
- Ned Baxter indicated the process they have gone through so far with A&H faculty and staff is called **Frame, Aspire and Create**. **Frame** is about understanding the existing conditions; **Aspire** is going onto the next stage and visioning the future; **Create** is looking toward the design concepts. Craig presented the plans to build and renovate current tech center and A&H space. Relocation of Shipping & Receiving was discussed, reconfiguring the current Art Building pole barn for Automotive, as well as relocating the Business Technology Lab elsewhere on campus to use that current space for A&H.
- The Board asked about handicap accessibility, changes to the current theater, changes to the courtyard area outside the current tech center, not disturbing trees that have been planted as memorials, and clarified that Automotive approves of moving to the current Art building. All questions were addressed by Progressive ae and MCC faculty.

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 – *Teresa Sturris & Dan Moore*

The Board requested a quarterly report of MCC's investments, where they are, how they are performing, and maturity dates. Dan Moore indicated all funds are currently in CDARS, roll over monthly or quarterly, and have very small returns.

- B. Required Approvals – *Dr. Crandall*

5. Administrative Reports

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

1. The enrollment report compares registration year to year. MCC's enrollment strategies have changed, resulting in more students coming to campus and causing a spike in numbers. Students are getting through the process earlier, our staff are working hard and the new approach is working well.
2. Student Success Completion Agenda – Dr. Selmon reported 37 staff are in training today for intervention strategies, how to work with students, and how to help them start, stay and succeed. Additional updates on the Student Success Completion Agenda will be presented to the Board in August.
3. Personnel Report – *Kristine Anderson*
Kristine reported that Greg Miller will be retiring at the end of December 2016.

6. Business Non Operational

A. MCCA Report – *Trustee Oakes*

B. Foundation Update – *Vice-Chair Osborn*

- The next FMCC meeting is scheduled for August 18th, when they will be meeting with a consultant and looking at planning for campaigns.
- Everyone was reminded to think about silent auction donations for Founder's day, as well as purchasing tickets to attend. This year's event will celebrate MCC's 90th birthday. Pick your decade and dress to the 9's.

7. Old Business

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

- Steering Committee
 1. Science Center – The project needs to be closed out with the Department of Technology, Management and Budget, with some final reporting information needed and then the second half of the loan process. Final loan paperwork is being completed.
 2. Health & Wellness Center
 - The \$5.6M capital outlay award is being finalized, with a letter expected any day. Once the award letter is received, MCC must seek permission to make any changes. A letter will be submitted to request a standalone building. In the original paperwork submitted, the project was for the buildings to be connected. Following further analysis, plans for a separate building are recommended due to the additional weight an addition would place on the existing roof.
 - With the \$6.1M millage and the \$5.6M capital outlay, the project has about a \$2.4M shortfall. A bond may be sought for this shortfall.
 - Work continues on finalizing lease details with Mercy Health for a primary care facility located in the new Health & Wellness Center.
 - Lakeshore Fitness Center (LFC) – \$2M in renovations is proposed to the front entrance lobby, the classrooms/multi-purpose rooms, reconfiguring some offices, opening up some room upstairs to expand the exercise area and open it up to a lake view. There is additional work that needs to be evaluated as well with mechanical, electrical, and pool restoration (grout work), parking lot and exterior lighting.
 3. Arts & Humanities Center

4. Downtown Center – the EDA required low bid, which was Clark Construction, who has been secured as the general contractor. Once final approvals are received from the EDA, Clark Construction will start the project.
5. Harvey Street property – survey work is expected to be completed by the end of the week.

The board and cabinet will schedule a retreat to discuss in detail the \$2.4M shortfall for the Health & Wellness Center and the \$2M shortfall for the Lakeshore Fitness Center. The board would like significant discussion and approval prior to issuing any bonds. The agenda will include board updates on the deficits, what the fundraising goal or potential is, what the need for the bond would be, where the cash flow is coming from to service any bonds, and operating costs for added space and buildings. The Board will need to feel comfortable with these items prior to approving any bond.

8. New Business

- A. General Contractor Services for Renovations of MCC's Downtown Center – *Dr. John Selmon*
Trustee Portenga moved approval; second. Vote unanimous; motion carried.

- B. Permission to Sole Source Purchase Budgeted Network Edge Equipment – *Mike Alstrom*
Mike Alstrom gave a brief overview of this request. The average life cycle of networking equipment is typically around 7 years and our current equipment is 9-10 years old. IT worked with the equipment manufacturer to secure a three year 0% agreement to defer the cost over three years. Additional items negotiated were that the manufacturer is taking all of the old switches for \$60,000, which is significantly more than the after-market value. Training dollars were also obtained, in addition to the manufacturer replacing a wireless controller that is not compatible with future technology, at no additional cost.

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 requested narrative from the president, in addition to the usual financials, explaining how he believes Financial End policies have been met, which will also allow the Board to determine if the End policies are specific enough.
 - Community Impact
 - Health and Wellness
 - Educational Level of the Community
- D. Future Agenda Items – the Board would like to hear what is being done with scholarships here at MCC, who awards scholarships, how it fits into the promise, foundation scholarships and review the Board scholarship process.

E. [Board Evaluation](#) – Chair Crandall

The board began reviewing areas where they scored a 2.5 or less out of 3

| Board Evaluation 2012-13 | T1 | T2 | T3 | T4 | T5 | T6 | T7 | Average |
|---|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Category 1: Our board prepares to do its job better | | | | | | | | |
| a) We conduct a thorough orientation for all new board members. | 1 | 2 | 2 | 3 | 1 | 2 | 3 | 2.0 |
| b) All new board members are given copies of the mission statement, long-range plan, bylaws. Board policies and other important documents | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3.0 |
| c) We provide regular board development activities for all board members. | 3 | 2 | 3 | 3 | 2 | 3 | 3 | 2.7 |
| d) Our board members regularly attend state and national meetings for our type of organization. | 3 | 2 | 3 | 3 | 2 | 2 | 3 | 2.6 |
| e) Our board budgets money for board development. | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3.0 |
| Average | 2.60 | 2.40 | 2.80 | 3.00 | 2.20 | 2.60 | 3.00 | 2.66 |

1a was discussed and the following recommendations were made:

- The Board needs to update the [Board of Trustees](#) Orientation Manual.
- A “key point’s review checklist” that will also serve as documentation that select key items have been reviewed.
- A document outlining duties and responsibilities for anyone interested in becoming a board member to outline what it involves. This should also be placed on the website.
- References to where information is available for review.
- The MCCA New Board orientation is excellent. Even after being on the board for a while it’s a good practice to go through it again, it is broader and helps to understand the community college better.
- A mentor who has been on the Board who can help answer any questions.
- Policy governance training/orientation.

Category 2: Our board membership

| | | | | | | | | |
|--|-------------|-------------|------------|-------------|-------------|-------------|-------------|-------------|
| 2a) We have a plan for recruiting or encouraging quality people to run for the board. | 2 | 3 | 2 | 1 | 1 | 1 | 3 | 1.9 |
| 2b) Our board represents a wide variety of perspectives. | 2 | 3 | 3 | 3 | 2 | 3 | 3 | 2.7 |
| 2c) Our board utilizes non-board people, in areas such as committee work, to cultivate them for future board positions. | 2 | 2 | 2 | 1 | 1 | 1 | 2 | 1.6 |
| 2d) Board members understand and demonstrate that they represent all the people the organization serves, not just a special segment. | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3.0 |
| Average | 2.25 | 2.75 | 2.5 | 2.00 | 1.75 | 2.00 | 2.75 | 2.29 |

2a was discussed:

- This is not a board function. Individual efforts to identify deficiencies and identify candidates that would be helpful to the board, and to individually recruit is how this board functions.

2c was discussed:

- The board doesn’t use committees, but does obtain input from other constituencies to develop building and renovation plans, for Strategic Planning, and for other planning on campus.

10. Announcements

- ❖ The August Board meeting will be scheduled for 10:30 a.m., followed by the Board joining the Faculty Seminar Days lunch on campus.
- ❖ 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*

President Nesbary has been using his President's Report to report ends based on criteria set by the board. The Board would like a report during the year that specifically addresses end policies and how the President believes these ends policies are being met. The Chair suggested the Board review the information previously covered on Ends Policies to refresh their knowledge of how these work.

B. Board Comments

Vice Chair Osborn moved going into closed session to discuss contract negotiations.

Roll call vote:

Trustee Frye – Yes

Trustee Moore – Yes

Trustee Mullally – Yes

Chair Crandall – Yes

Vice Chair Osborn – Yes

Trustee Portenga – Yes

A summary review of contract negotiations with custodial was given by Kristine Anderson.

Trustee Portenga moved coming out of closed session; second.

Roll call vote:

Trustee Frye – Yes

Trustee Moore – Yes

Trustee Mullally – Yes

Chair Crandall – Yes

Vice Chair Osborn – Yes

Trustee Portenga – Yes

With no further business, Trustee Mullally moved to adjourn the meeting, second. The meeting was adjourned at 2:11 p.m.

Minutes submitted by Secretary, Nancy Frye.

/csd