



Muskegon Community College

**BOARD OF TRUSTEES
BOARD RETREAT MINUTES
July 22, 2019 – 9:00 A.M.**
*Bear Lake Room
The Delta Marriott Muskegon
939 Third St.
Muskegon, MI 49440*

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

Chair Osborn called the meeting to order at 9:05 a.m.

1. Agenda – the agenda was reviewed and accepted.
2. [Lakeshore Fitness Center](#) – Discuss where we are and future plans for the LFC.
 - An ad hoc committee of Trustee Crandall and Trustee Portenga was formed to monitor and review opportunities/options for the Lakeshore Fitness Center.
 - Ken Long shared updates that included an overall rating of the LFC, which has steadily increased. Financial updates were given, as well as additional expenses expected over the next year.
 - One idea presented was to ask the Silver Sneakers members to contribute an additional amount each month to help offset the cost of running the facility, which LFC staff have done, but to what extent is unknown. Ellen Beal, Friends of Lakeshore Fitness Center, indicated that just \$25 per month, per member, could generate an additional \$240,000 annually and stated they are willing to support this initiative.

Follow-Up

- Look at an alternative management structure that will continue to support the facility and outline an option for bringing services in-house. What would it look like to bring management of the LFC in-house with the same staffing level – doing the same thing but doing it ourselves? How do we structure it to make it effective and make it a health education component?
 - Determine how the request for additional fees for Silver Sneakers members is being communicated.
 - Break out programs available through Silver Sneakers - review the contracts and determine what the options are and whether we can improve the contract language and negotiate those contracts.
3. Review of [Policy Governance](#)
 - 2.04 – *Agenda planning* – there are some very specific set dates for varying items to be addressed by the Board of Trustees. Cindy DeBoef will create a summary page/calendar outlining these agenda item due dates

- 2.11 – *members will be supportive of activities of the college and its foundation.* This was discussed and strategies were shared from the MCCA Academy for Fundraising Excellence that several from the FMCC Board and the President attended.
 - 2.13 – *review cost of governance budget in April (review tuition, review taxes) – this will be added to the summary calendar.*
 - 4.01 – *treatment of people* – Regarding the APS personnel policy, how does the Board evaluate the president on this group? Cindy DeBoef requested that IT add a link to the Board MyMCC page directing them to all contracts and agreements.
 - 4.06 – *Vision/Future/Succession Policy* 4.05, item 3. states: The President may not employ administrators under a contract for longer than one year’s duration without Board approval. For Emergency planning, two individuals were identified who could step in for the president, they are the Provost and Vice President for Academic Affairs. The Board questioned whether these two individuals might need a multi-year contract. Dr. Nesbary indicated that we do not have a formal succession planning policy, but are looking to add this policy to the Administrative Policy Manual.
 - 5.05 – *Resource Development*, item 2. Strategically enhanced Foundation for MCC Board membership was discussed.
4. Review of [Bylaws](#) – the Note at the top of the bylaws and the footnote will be deleted and the Bylaws will stand on their own – no longer a part of the policy manual.
5. Bringing the Board of Trustees and FMCC Board together was discussed. Several members of the FMCC Board and President Nesbary attended the MCCA Academy for Fundraising Excellence where one of the key messages was that we need to instill the Foundation into the entire College, everyone should be in tune to the Foundation. How do we get endowments and keep things going? FMCC would like to share with the Board of Trustees what they learned at the academy and bring both Boards together to strategize and look at where we’re going. As part of this, FMCC wants to roll out an employee portion. Arn Boezaart, president of the FMCC Board, will present at Faculty Seminar Days in August and would like those available to attend and support him.
- Chair Osborn would like to have a social meeting to bring both boards together. The FMCC is going to try to do some marketing and develop a statement that can be sent out with pictures.
 - Ken Long will give an update on FMCC assets, including those at the Community Foundation for Muskegon County, at the August Board meeting.

In summary, the Board noted future plans for the Lakeshore Fitness Center have to include an increase in fees for regular members, development of a plan for the Silver Sneakers, a change in the plan or termination of the contract with Power Wellness, and possibly a reduction in services, stating we need to tighten our belts across the entire institution.

With no further business, the meeting was adjourned at 11:48 a.m.

Minutes submitted by Secretary, Nancy Frye.

/csd