



# Muskegon Community College

## BOARD OF TRUSTEES BOARD STUDY SESSION MINUTES July 14, 2014 – 4:00 p.m. Board Room – 400z

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

**Absent:** Trustee Lester

Chair Crandall called the meeting to order at 4:00 p.m.

### 1. Agenda

There were no changes to the agenda.

### 2. Minutes

- Board Study Session Minutes – June 16, 2014
  - The Personnel Committee report is quite detailed and will be revised to include less detail (to include actions taken and remove information that credit's specific people).
  - Page 2, the second line that discusses being down 7.6% from this year's budget doesn't read well and will be revised.
  - Closed session information – the information in between voting to go into closed session and voting to come out of closed session will be removed.
- Board Closed Session Minutes – June 16, 2014 – there were no changes.
- Board Meeting Minutes – June 18, 2014
  - Trustee Oakes made a motion to remove an agenda item - there should be a motion, a second, a discussion, and a vote.
  - When Trustee Oakes made a motion to remove item 8. P. it will be revised to read: "failed for lack of a second".
  - Page 3, item B. the motion needs to be listed as seconded.
  - The vote either passes or fails unless there is a roll call vote.

### 3. Public Comments

There were no public comments given.

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

#### A. Budget/Finance

##### I. Finance Committee Report – *Trustee Oakes*

- An updated statement of revenues and expenses was distributed and currently reflects a deficit of \$808k. Beth Dick is still closing out the year, so this is not the final report. It was also noted that \$455,863 are expenses from the bond.

- Two investments are maturing – Talmer Bank on 7/12/14, which will likely be rolled over and \$1.5M at Flagstar on 7/24/14 Beth is researching the best investment options.
- \$9M from the millage – It is unclear at this point how the invoices for building will progress; this investment information will be shared at a later date.
- Met with auditors Paul Gilbert and Eric Van Dop from Brickley DeLong to review the audit and timeline (additional copies of information distributed to the committee by the auditor's will be requested and forwarded to the entire Board). Fieldwork is complete and the audit should conclude by October, with a presentation to the Board in November.

2. Treasurer and Financial Reports – *Trustee Oakes*

B. Personnel

1. Personnel Committee Report – *Trustee Mullally*

- A HR report was given and the new compensation plan for APS was distributed, comparing MCC's pay rates with comparable institutions regionally. The committee will receive more detail next month related to where specific job functions will fall and also with some comparison to other organizations locally. The president's contract issues will be discussed at the Board retreat tomorrow.

5. Administrative Reports

A. Academic Affairs – *Teresa Sturris* – There was nothing additional to report.

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

- a. Enrollment – info in packet.
- b. Student Success Completion Agenda – work continues on this initiative. Additional information will be available for the August Board meeting.

C. Personnel Report – *Kristine Anderson* – There was nothing additional to report.

6. Business Non Operational

A. MCCA Report – *Trustee Oakes*

Trustee Oakes will attend the summer conference in place of Trustee Lester.

B. Foundation Update – *Vice-Chair Osborn*

- The next meeting is August 28<sup>th</sup>, which is the last day to submit silent auction items for the September Founder's Day auction.
- The Board noted there has been significant improvement in the performance of the Foundation over the last few years, as noted in Tina Dee's monthly report.

7. Old Business

A. Construction Project Committees

The summary table included in the board packet gives updates/information and is also available on the MCC website.

- a. Steering Committee
  - i. Science Center
  - ii. Health Center
  - iii. Arts Center
  - iv. Downtown Center

8. New Business

A. Request for Renewal of the Barnes and Noble Booksellers, LLC Contract

Dr. Selmon reported that after looking at the history with Barnes & Noble and the revenue generated, a renewal of this contract is recommended.

B. Permission to Purchase Core and Wireless Network Systems – *Mike Alstrom*

IT is looking to replace two large capital assets that have aged out over time; they have been held back in previous years and it's at the point where they need to be replaced. Purchasing them in combination and purchasing them scalable for the construction projects is allowing IT to achieve 46.5% from list price.

C. Permission to Purchase Lab and Classroom Computers – *Mike Alstrom*

This is a standard budget item to life cycle computers.

9. Board of Trustees Policy Manual Updates – *Dr. Nesbary*

Ed Simmons asked if there is anything in the Board policy manual that prevents a current employee from running for the Board. Per policy number 2.01.15 *No Board member may be eligible for employment at the college, either concurrent with his/her or until 12 months after the member's term expires or the member resigns from office.*

10. Announcements

A. President's Report – *President Nesbary*

B. Departmental Updates – *President Nesbary*

C. Board Comments

- Dr. Crandall stated in speaking with the auditors about the golf course RFP for management, a concern of the Board over the last couple of years has been adequate financial reporting that gives a full picture of operations. As part of their audit, the auditors are willing to review the RFP and make suggestions of what needs to be done when collecting financial reports, to gain a full understanding of cost going forward. This will be made a condition of the contract with the vendor. Beth Dick will contact the auditors to confirm MCC is interested in their audit as discussed above.
- Trustee Frye read a thank you note from one of the Board of Trustees \$500 scholarship recipients.

With no further business, the meeting was adjourned at 4:33 p.m.

Minutes submitted by Secretary, Nancy Frye.

/csd