



# Muskegon Community College

## **BOARD OF TRUSTEES BOARD MEETING MINUTES August 16, 2017 – 12:30 p.m. 400Z – Board Room**

### 1. Agenda

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

### 2. Minutes

- Board Meeting Minutes – July 19, 2017

Vice Chair Osborn moved approval of the Board Meeting Minutes of July 19, 2017; second. Vote unanimous; motion carried.

### 3. Public Comments and Presentations

- Presentation of Resolution to Teresa Sturrus – *Vice Chair Osborn*

Vice Chair Osborn read and presented a resolution to Teresa Sturrus who was recognized and thanked for her years of service and many contributions to MCC.

Trustee Portenga moved approval of the resolution; second. Vote unanimous; motion carried.

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

#### A. Budget/Finance

##### I. Financial Reports - Presentation of Quarterly Reports – *Ken Long*

- Ken Long presented quarterly financials, which included year-end preliminary results for Fiscal Year 2016-2017 for both Muskegon Community College and the Foundation for Muskegon Community College, along with a quick look at Fiscal Year 2017-2018.
- The audit of 2016-2017 financials is scheduled in two weeks. The auditors presentation of the audited financials to the Board of Trustees will take place at the November 15<sup>th</sup> Board meeting.
- The next quarterly update in October will review first quarter results for 2017-2018.
- The Board Chair stated that with all the new building projects over the last few years and yet to come, the Board will need to discuss possibly reinstating the RRR fund (replacement, repair and renovation), setting aside reserves to address unbudgeted future repairs.
- Dr. Selmon thanked Ken Long for his good fiscal leadership.
- Dr. Selmon also recognized Teresa Sturrus and stated it was an honor to work with her.

B. Required Approvals – *Chair Crandall*

5. Administrative Reports

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

1. Enrollment – Enrollment is working very hard to get students enrolled with classes beginning in two weeks.
2. Student Success Completion Agenda – work continues with student success and completion. A data session was held recently with a cross functional team of faculty, staff and administrators talking about data.
3. Personnel Report – *Kristine Anderson*
  - HR has assumed the student employment process. Nearly 50 student employee supervisors were trained recently, making sure they understand how important their role is to our student success. Retention and success rates of MCC student employees are the second highest, after PTK students.
  - George Sharp was recognized for his promotion to counselor; other new positions filled include: Joshua Summerville, Nursing Faculty; Keegan Knue, Respiratory Therapy Faculty; Jason Shaughnessy, HPER; James Allen, Technical Director for the Overbrook Theater; and Leona Adams transferred to secretary of the College Success Center.
  - Paula McClurg and Mary Ann Williams are both retiring 12/31/17.

6. Business Non Operational

A. MCCA Report – *Trustee Oakes*

- President Nesbary, Trustee Oakes and Trustee Portenga attended the MCCA Summer Conference on Mackinac Island. Trustee Portenga stated the keynote speakers were phenomenal and inspirational. Both speakers stated when it comes to student success, data shows caring means more than anything else - they'll care about how much you know once they know how much you care.
- Trustee Oakes agreed the conference and networking were excellent. She shared mixed feelings surrounding how diversity, inclusion and equity have been addressed over the years.
- Chair Crandall congratulated Dr. Nesbary who was elected to the Executive Committee of the President's Committee of the MCCA, was designated to serve as Chair of the President's Committee in 2019, Vice Chair of the MCCA in 2019, and Chair of the MCCA in 2020.

B. Foundation Update – *Trustee Osborn*

- Ken Long was thanked for his presentation of the Financial Report on the Foundation.
- At the last FMCC Board Meeting, the Investment Policy was put into place, allowing money to now be received and invested by the Foundation for MCC.
- The revised bylaws will go before the FMCC Board on August 24 for approval and will be brought to the Board of Trustees at their September meeting for final approval.

- Founder's Day and Donor Appreciation Day are coming up.

7. Old Business

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

- Steering Committee
  1. Health & Wellness Center – the \$5.6M Capital Outlay Management Agreement with the state has been signed. Groundbreaking will be happening soon.
  2. Arts & Humanities Center
  3. Downtown Center – MCC has been working with Muskegon County on a transportation schedule. A pilot program is targeted to begin in September, running through December. Busses will run every 30 minutes between downtown and the main campus. The program will cost \$28,000 and MCC has been asked to contribute \$6,000. The request is going to the County Board this week. Furniture is arriving daily and there's a lot of activity with classes targeted to start in just over two weeks.

8. New Business

A. Certification of Appointment to the 2017-18 MCCA Board of Directors – *Chair Crandall*

Trustee Portenga made a motion to appoint Ann Oakes as Director and Nancy Frye as Alternate Director; second. Vote unanimous; motion carried.

B. Information Item – Appointment of Beth Smith to Distinguished Faculty Status  
Kelley Conrad shared that Beth Smith has been nominated and approved by the Faculty Association and supported by Academic Affairs. Beth taught physical education and contributed so much more for MCC over her 33 year career.

C. Information Item – Appointment of Blair Morrissey to Distinguished Faculty Status  
Kelley Conrad shared that Blair Morrissey has also been nominated and approved by the Faculty Association and supported by Academic Affairs. Blair taught Philosophy at MCC for 35 years, helped with the College Success Course, and was the colleges conscious for many years. The Board was invited to attend Faculty Seminar Days events next week and an agenda will be forwarded.

D. Request to Purchase 3-D Scanner – *Dan Rinsema-Sybenga*

Trustee Oakes moved approval; 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

- Financial Stability
- Community Impact
- Health and Wellness
- Educational Level of the Community

10. Future Agenda Items

11. Announcements

- Donor Event – Soft Opening of Downtown Center  
Thursday, August 24, 2017 – 4 - 6 p.m.
- Teresa Sturris Retirement Celebration – Downtown Center Lobby  
Friday, August 25, 2017 – 10 - 11 a.m.
- Soft Opening of the Downtown Center  
Friday, August 25, 2017 11 a.m. - 1 p.m.
- Board of Trustees Retreat – Shoreline Inn Marina View Room  
Wednesday, September 6, 2017 9 a.m. - 3 p.m.

A. President's Report – *Dr. Nesbary*

- MCC 2017 Distinguished Alumnus Terry Tchorzynski was selected as the MCCA Alumna of the year at the MCCA Summer Conference. Terry was also recognized nationally on January 6, 2017 in Washington, D.C., as the recipient of the 2017 School Counselor of the Year award from the American School Counselor Association.
- Marty McDermott, Dean of College Services and Athletic Director, was also recognized at the MCCA Summer Conference for completing the MCCA Leadership Academy. Kelley Conrad, Vice President for Academic Affairs, will be completing the Academy over the next year.
- Bill Bowerman and Ben Gielczyk toured MCC's Downtown Center last week and they noted this is like no other center they have ever toured in the state. MCC has the latest and greatest in terms of the technology.

B. Board Comments

- Agenda items for the Board Retreat on September 6<sup>th</sup> may be forwarded to Chair Crandall.

With no further business, the meeting was adjourned at 1:40 p.m.

Minutes submitted by Secretary, Nancy Frye.

/csd