



# Muskegon Community College

## **BOARD OF TRUSTEES BOARD MEETING MINUTES August 21, 2019 – 12:30 p.m. 2109E – Board Room**

**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 12:30 p.m.

1. Agenda – Chair Osborn announced the Board would have a closed session at the end of the meeting today. Following the Board meeting, the auditors will conduct a governance interview with Trustee Moore and Chair Osborn, and one additional trustee may join the meeting if they wish to. Trustee Mullally moved approval of the agenda; second. Vote unanimous; motion carried.
2. Minutes
  - Trustee Frye moved approval of the Board Meeting Minutes of July 17, 2019; second. Vote unanimous; motion carried.
  - Trustee Portenga moved approval of the Board Retreat Minutes of July 22, 2019; second. Vote unanimous; motion carried.
3. Public Comments and Presentations
  - Mike Alstrom gave an Information Security Awareness presentation and shared tips on how to stay safe at work and at home.
4. Consent Agenda (*Board Action Required - Vote*) Trustee Mullally moved to accept the consent agenda; second. Vote unanimous; motion carried.
  - A. Budget/Finance
    - I. Ken Long presented the quarterly financial update for Fiscal Year 2018-2019.
      - The preliminary financial results from FY 2018-19 for the College and the Foundation for MCC were presented and discussed. The net position at year-end for the College is \$1.2M to the positive, which is a \$3.8M increase year-over-year. The Foundation for MCC had another good year with \$355K in revenues and endowment funds have tripled over the past year.
      - The outlook for 2019-2020 was reviewed. Finance is awaiting fall enrollment numbers and monitoring contact hours closely. Finance continues to look at cost saving measures for now and into the future and is prepared to implement measures if fall enrollment numbers do not meet budget.
      - Finance continues to monitor cash flow and plan to work on more of a cash basis budget going forward, developing some solutions to increase our cash balances.

- In summary:
  - We ended FY 2018-19 on a positive note. The audit for 2018-19 will begin on September 23, with audited financials presented at the November 20<sup>th</sup> Board meeting.
  - Declining enrollment and increasing costs continue to be a challenge. We are responding by executing the strategic enrollment plan, adjusting the annual budget as necessary, exploring future expense reductions and opportunities for increased revenue, doing more long term planning and focusing on cash flow.

B. Required Approvals – *Chair Osborn*

5. Administrative Reports

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

1. The Enrollment Report was reviewed and discussed.
2. Student Success Completion Agenda – Dr. Selmon highlighted the new minority male mentoring program and Trynette Lottie-Harps shared information on this new mentoring program.

B. Personnel Report – *Kristine Anderson*

- Chris Patterson was promoted to the Director of Nursing and Health Programs; Lori Wisniewski was hired as the Course and Extension Coordinator for the Fremont campus; and Mike Meyers resigned.
- ABG presented their quarterly benefits update yesterday. Our numbers are looking better and we are doing much better than anticipated. We have been focusing on healthy behaviors.
- HR also held a canvas painting for a cause event for the United Way. The campus will be kicking off the United Way Campaign in mid-September.

6. Business Non Operational

A. MCCA Report – Trustee Crandall, Trustee Frye and President Nesbary attended the MCCA Summer Conference a few weeks ago. They had an entire day session on understanding and supporting student economic stability and discussed four strategies for student support: 1. Understand who the students are (understanding the ALICE report); 2. Organize and connect students to available resources; 3. Connect partner supports to students using a single point of contact (the 211 model where one call connects you to countywide programs); 4. Insure student access to the support (working with the community, industry, etc.) MCC is doing a lot of this already, but there is so much more to be done.

B. Foundation Update – Amy Swope reported the Foundation for MCC has been focusing on building and growing endowment funds and doing a great job. Tomorrow during Faculty Seminar Days (FSD), the FMCC is kicking off an employee endowment fund. The new case statement brochure that introduces the FMCC and what they do will be handed out tomorrow at FSD. September 28<sup>th</sup> is Founder’s Day. This year will be a murder mystery dinner theater show, “Murder at the Gallery”, written by Sheila Wahamaki and Tom Harryman and those previously involved with the MCC Theater Department. We are also

celebrating 50 years of theater at MCC with a 1960's theme. People will be encouraged to wear 1960's apparel and tickets are \$40 with a full plated dinner this year. Chair Osborn added that employee payroll deduction for the Foundation will be rolled out and asked everybody to take a look at that. The FMCC went through an Academy with other foundations and we need everybody to be on the team.

7. Old Business

- A. Construction Project Updates – Dr. Selmon recognized and thanked Dan Rinsema-Sybenga and David Sturgeon for taking the lead on these projects and thanked the contractors, faculty and staff for their valuable input and hard work on all of the building projects.
  1. Art and Music Center
  2. MCC Ottawa Center – received the final occupancy permit yesterday, faculty and staff are moving in and will be ready for students on Monday. The transformation is impressive.

8. New Business

- A. Permission to Seek Bids to Update the Welding Lab Exhaust System at the Sturuss Technology Center – Vice-Chair Mullally moved approval; second. Vote unanimous; motion carried.
- B. Lakeshore Fitness Center - Whirlpool / Therapeutic Spa Piping Repairs and Pool Tunnel Concrete Ceiling Spalling Repair – Trustee Mullally moved approval; second. Vote unanimous; motion carried.
- C. Request for Endorsement of New Vision Statement – Trustee Portenga moved approval; second. Vote unanimous; motion carried.

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

- A. [Policy Updates](#)
- B. Future Agenda Items – Dr. Crandall had a conversation with the individual raising support for the Muskegon Promise. They are two years into the program now and the results are more encouraging than expected with greater expenses. He is interested in engaging with the College to help review the financial stability. Dr. Nesbary and Dr. Crandall thought it might be helpful to have a Board update of the current status of the Muskegon Promise. Dr. Crandall indicated he believes it is also important for the Board to consider reviewing tuition. We continue to offer discounts to Ottawa County and Newaygo County and need to review rates - would there be opportunities to possibly freeze tuition for the Muskegon Promise for two to three years? In addition, to explore in-district/out-of-district rates and what rates and guarantees we could offer the Muskegon Promise.

10. Announcements

- ❖ [Art and Music Building Grand Opening – August 23, 2019 11 AM to 1:30 PM \(Program begins at 11:15\)](#)
- ❖ [MCC Ottawa Center Grand Opening – September 11, 2019 11 AM to 1 PM](#)
- ❖ [MCC Annual Community Summit – September 25, 2019 4-5PM – Collegiate Hall](#)
- ❖ [Founder's Day – September 28, 2019 6-9 PM at the New Arts & Humanities Center](#)

D. President's Report – *Dr. Nesbary*

E. Board Comments

- Trustee Frye thanked Pete Koryzno and others for all the publicity appearing in print and on television for MCC, stating it is wonderful to see. She also congratulated Dr. Nesbary on his new leadership role with the MCCA and indicated we are very proud of him. Dr. Nesbary thanked the Board and noted that former president Dr. Frank Marczak also served as the Chair of the MCCA in 2003 to the end of his term as president.
- Cindy DeBoef will email the annual calendar to the Board for review and add to the September Board agenda.

Trustee Crandall moved going into closed session for the purpose of pending litigation; second.

A roll call vote was taken:

Trustee Frye – Yes

Trustee Moore – Yes

Trustee Crandall – Yes

Vice Chair Mullally – Yes

Chair Osborn – Yes

Trustee Portenga – Yes

Trustee Oakes – Yes

Updates were given on pending litigation.

Trustee Crandall moved coming out of closed session; second.

A roll call vote was taken:

Trustee Frye – Yes

Trustee Moore – Yes

Trustee Crandall – Yes

Vice Chair Mullally – Yes

Chair Osborn – Yes

Trustee Portenga – Yes

Trustee Oakes – Yes

With no further business, the meeting was adjourned at 2:19 p.m.

Minutes submitted by Nancy Frye, Secretary

/csd