



Muskegon Community College

BOARD OF TRUSTEES BOARD STUDY SESSION MINUTES August 17, 2015 – 4:00 p.m. 400Z – Board Room

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

Absent: Trustee Oakes.

Chair Crandall called the meeting to order at 4:02 pm.

1. Agenda

There were no changes to the agenda.

2. Minutes

- Board Work Session Minutes – July 13, 2015
- Board Study Session Minutes – July 13, 2015
- Board Meeting Minutes – July 15, 2015
- Special Board Meeting Minutes – July 27, 2015

There were no changes to the minutes.

3. Public Comments

Trustee Frye attended the MCCA Summer Conference and noted that Trustee Portenga was recognized in the MCCA program for 15 years of service.

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

A. Budget/Finance

I. Financial Reports – *Teresa Sturrus*

Baseline financials will be presented each month, with quarterly summary. This process will continue through the next year, as long as it meets the Board's needs.

B. Required Approvals – *Dr. Crandall*

There were no required approvals.

5. Administrative Reports

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

- a. Enrollment – headcount and contact hours are currently down 2% and work continues on enrollment.
- b. Student Success Completion Agenda
 - Work continues on the High Impact Educational Practices (HIEPs) and quantitative metrics are now available and included in the Board packet.
 - The Pilot software was highlighted, which is a tool to help identify where students need help, and additional information is included in today's Board packet. The Board asked if run charts by semester could be provided to identify trends over time and ensure the programs put in place are having a positive impact. This information is available.
- c. Personnel Report – *Kristine Anderson*
 - Kristine reported there have been four new hires and one internal transfer – 1) a graphics faculty member; 2) a coordinator for the Center for Teaching and Learning and Instructional Designer; 3) a third shift custodian; 4) a Financial Aid office part time position; 5) Amy Swope transferred internally to the Counseling Office.
 - All budgeted faculty positions are filled. Director of Nursing interviews are underway, likely an internal candidate will be hired to work with Pam Brown prior to her retirement in December. There are two outstanding internal candidates.

6. Business Non Operational

A. MCCA Report – *Trustee Oakes*

B. Foundation Update – *Vice-Chair Osborn*

- The Foundation board met last week. They discussed moving to a quarterly financial reporting and the auditors were in for a preliminary meeting.
- September 17th Founder's Day – silent auction items and ticket sales were solicited.

7. Old Business

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

- Steering Committee
 - i. Science Center – the new addition is complete and faculty and staff are moving in. The remodeled area, which will house Physics, Chemistry and Respiratory Therapy, will be ready for tours for this Friday's open house.
 - ii. Health and Wellness Center – Power Wellness is on board to manage the facility and The Collaborative will provide architectural services. An RFP request for Health and Wellness Center construction is in today's packet.
 - iii. Arts Center – Reviewing RFPs that have been submitted. The due date is this Thursday.
Downtown Center – the architects are still in the design and development phase.

8. New Business

A. MEDC Equipment Purchase/RFQ – *Teresa Sturris*

A certain amount of the MEDC Grant received needs to be spent now, and this is a list of items over \$35,000 to be purchased with the grant. This Request for Quotes (RFQ) will purchase the first third of the \$1.4M.

B. Permission to Seek Quotes for CAD Computers – *Mike Alstrom*

Earlier this month Alcoa provided a \$70,000 grant for purchase of 27 high-end CAD computers and this is a request for permission to seek bids on those computers. IT is also asking to purchase the computers at the end of the bid process, to expedite the receipt and installation of those computers prior to the start of the Fall term. The Board requested editing the recommendation by adding “and permission is granted to purchase the low bid so long as it is under \$70,000”.

C. Construction Management Services RFP for the MCC Health and Wellness Center – *Dr. John Selmon*

This is the next logical step in the process for the Health and Wellness Center. Power Wellness and The Collaborative will assist in the selection process for the construction company, using our best thinking in the decision making process going forward.

D. Appointment of MCCA Board of Directors Representatives 2015-2016

Chair Crandall stated he believes the current representatives, Trustee Oakes is interested in continuing in her role, and Trustee Frye as is the alternate. He asked anyone else interested to acknowledge their interest to the Board by Wednesday.

E. ESSU Negotiations Update – *Kristine Anderson*

Kristine reported a tentative agreement has been reached. There is a meeting tomorrow afternoon to discuss the tentative agreement and vote. If approved, there will be a motion to ratify the contract for Wednesday’s Board meeting.

9. Board of Trustees Policy Governance Manual Updates – *Dr. Crandall*

A. Policy Updates

B. Monitoring Reports

C. End Policy Review – *Chair Crandall*

- Chair Crandall indicated there have been conversations about End policy review.
- Student Success – Dr. Selmon will be presenting the Board with what will be measured and tracked related to Student Success End policies.
- Financial Stability
- Community Impact
- Health and Wellness
- Educational Level of the Community

D. Future Agenda Items

- Develop Board agenda (next 1-2 years) including annual calendar of items for Board approval (budget, tuition increases, etc.)
- President's report, page 26, Dr. Nesbary outlines a draft of the Board Agenda items going forward, which were reviewed and discussed.
- In designing the Health and Wellness Center, many key partners were discussed. There have been conversations with Mercy Health, who is interested in renting space for an Urgent Care Center and a training facility for physician's assistants. Mercy is excited about the new MCC healthcare programs and the possibility of using some of our students in training, especially with medical assistants, home health aide/CNA programs starting this winter.
- There have been discussions with Grand Valley, who is interested in a Primary Care facility run by nurse practitioners under a physician's guidance. Grand Valley could place nurse practitioners in this facility for their clinical training. It would be run by Mercy Health with Grand Valley as a partner. It could also be used as a student health facility, and by the community. GVSU is also interested in a Region 6 SIM lab, which has outgrown its space, and it could be a part of this facility as well.
- Dr. Crandall discussed the annual Board Agenda. Jeff Fortenbacher of Access Health is interested in working with MCC to provide a very unique opportunity to provide affordable health insurance for those who may not be able to afford it. This model was discussed in detail. Dr. Crandall suggested having Jeff Fortenbacher attend the September Board meeting to give a presentation and discuss how MCC's new Health and Wellness Center fits in with his new healthcare delivery model. Teresa Sturrs added they have already put together the curriculum and spoke with Jeff and things are in motion. Dr. Selmon added that Power Wellness, Mercy and Grand Valley have all met and Mercy Health and Grand Valley have shared their visions with the architects. The Board would also like a Promise Zone update in September.
- In October he would like to have an update to the Board from Lansing (Bill Lievens and/or Mike Hansen), with the primary focus on the community college baccalaureate programs, where do they stand, where will they be in the future, what's the probability of it happening and what areas is MCC interested in pursuing if this legislation passes.
- Also for review at the October Board meeting would be non-contiguous district and related legislation. MCC has had an outreach program in Ottawa and Newaygo and we need to review how things are working at these locations, what's our expense, what's our success, should the programs be expanded or contracted. These districts have been offered in-county tuition, and we need to begin discussions about what it means to be part of the district. As these counties look at annexation, MCC needs to decide if they would like to annex, what parts of the county would MCC be interested in, what's involved in that, and what's our strategy moving forward?
- Promise Zone update – The Board would like an update at the September BOT Meeting) to help them understand the state legislation, finances, fundraising, timeline, etc.
- The Board will continue their regular schedule of meeting on the third Wednesday of each month, with a study session on the Monday before.

- Trustee Portenga is interested in the agricultural part of the county – what are we doing, what some of the larger farms are looking for, etc. Vice President Sturrus reported two people are attending an agriculture collaborative meeting at MSU tomorrow. MCC is looking at setting up its first program, which is fruit and vegetable production, in conjunction with MSU, which is part of the NCRESA equipment MCC is purchasing. MCC has also met with all of the Future Farmers of America (FFA) teachers in the high schools. This summer, MCC had a large meeting with teachers and industry on how we can collaborate. Next year, MCC is looking at sharing an employee with MSU who would be the recruiter and liaison with the agricultural community. As these programs develop further, the Board requested updates.
- The Board would like monthly updates featuring MCC programs – what’s happening, what’s new, etc.

E. Board Evaluation

10. Announcements

A. President’s Report – *President Nesbary*

B. Board Comments

Trustee Portenga moved going into Closed Session to discuss property acquisition and examining a contract; second.

Roll Call Vote:

Trustee Frye – Yes

Trustee Moore – Yes

Trustee Mullally – Yes

Trustee Crandall – Yes

Trustee Osborn – Yes

Trustee Portenga – Yes

Chair Crandall moved coming out of closed session; second.

Roll Call Vote:

Frye – Yes

Moore – Yes

Mullally – Yes

Crandall – Yes

Osborn – Yes

Portenga – Yes

With no further business, the meeting was adjourned at 5:56 p.m.

Minutes submitted by Secretary, Nancy Frye

/csd