



# Muskegon Community College

## BOARD OF TRUSTEES BOARD RETREAT MINUTES

September 16, 2021 9:00 a.m.

### Shoreline Inn Conference Center Marina View Room

**Present:** Chair Osborn, Vice Chair Mullally, Trustee Frye, Trustee Moore, Trustee Cook, Trustee Crandall, Trustee Portenga and Kristine Anderson

1. Agenda – The agenda and information for the Board meetings need to be reviewed. Language and information for a Diversity, Equity and Inclusion statement would be helpful.
2. Review of Board [Policy Governance Manual](#)
  - Review of Old Board [Policy Manual for Incorporating into Policy Governance Manual](#)
    - [Open Meetings Act](#)
    - Public Comments – 2.14.4
      - ✓ Speaker must address the Board in general and not specific members.
      - ✓ Chairman may determine if both sides have been adequately addressed in Robert's Rule of Order. (Robert's Rule of Order is not our Open meetings Act.)
      - ✓ At two minutes the speaker is just starting. Three minutes would be given to speakers. The time limit should be published on the agenda.
      - ✓ To get on the agenda the public must contact the President's Office.
      - ✓ For the Board to be prepared, more than 24 hours' notice needs to be given if a speaker requests more than 3 minutes.
      - ✓ If a Trustee has been approached by an individual regarding an item, that Trustee may place the item on the agenda if another Trustee agrees.
      - ✓ General comments at the end of the meeting have to be related to the mission of the College.
      - ✓ Trustee Portenga will work on section 2.14. Trustee Cook and Vice Chair Mullally will also be on the committee to review 2.14.
    - President's Evaluation
      - ✓ The last evaluation was last year, and the next evaluation is in 2023.
      - ✓ The timing of the evaluation needs to match the annual calendar.
      - ✓ Dr. Nesbary will not have a formal evaluation in May 2022.
    - Review/Revise [Annual Calendar](#)
      - ✓ The Board meetings have been held at 12:30 p.m. This works for most people, but late afternoon may be easier for some.
      - ✓ Work sessions could be considered for later in the day.
      - ✓ Quarterly meetings could be held with Finance staff and the Foundation committees. An advantage of having the Board meet with the Finance staff prior to a Board meeting would be that they would be made aware of specific issues before they are shared at the public meeting. An annual meeting could be scheduled for an in depth

review of the current status of the College. Trustee Crandall, Trustee Moore, Beth Dick, and Teresa Newmarch would be part of the committee.

- ✓ Review the calendar.

3. 3.04 Delegation to the President

- ✓ Organizational Chart – The Trustees want to see the flow of the organization and photos added to the Organizational Chart.
- ✓ Over 60% of the College budget is staffing. At the September Board Meeting, 12 new positions were discussed. The Board requested additional information from Administration. Kristine Anderson will provide the percent of budget for each group.
- ✓ Each position should have a job description.
- ✓ We will put the Organizational Chart on the agenda.
- ✓ We need to talk about things we do well “as good as you think you are, you are probably better.” We have a history of attending CCSSE and AtD; we’re the lowest staffed administration of Group 2 colleges in the State; we have added programs that have helped our faculty to access what they are doing in the classroom to be successful; we’ve been ranked number one this year, and three times in the past six years, and 19<sup>th</sup> in the country recently.

4. No cost for community college students on the National level

- ✓ There is positive momentum. The U.S. House supports the State having a program such as Michigan Reconnect, and the Senate is a couple of votes away. Will have to continue to monitor this.

5. Presidential Search – Kristine Anderson

- ✓ Search Process – Chair Osborn reviewed the previous Presidential Search. An RFP for a search firm is generally used and the firm typically charges around \$35,000, which is paid out of the operating budget. ACCT was used for the last search. The Board sets the criteria, and the firm advertises. Gold Hill Associates with Preston Pulliams is another firm for the Board to consider. This is the Board’s decision.
- ✓ A committee was used in the past that included Board members, employees, and community members.
- ✓ The first round of interviews are done off-site and could be virtual. The second round of interviews are on campus with the Board.
- ✓ Estimated RFP timeline
  - October 20: Request for RFP
  - October 21: Post RFP
  - November 1: Bids Due
  - November 8-12: Firm interviews
  - November 10: Request to hire at Board of Trustees meeting (*this will be too tight of a timeline*)
  - November 29 – December 3: Define profile and publicize search
  - December – January: Recruitment
  - February: Search Committee reviews applications
  - Late February: Search Committee interviews
  - March: finalists are selected

- Mid-March: finalists are interviewed by the Board
- April: New President is selected
- ✓ ACCT Competencies: Organizational Culture, Governance, Institutional Policy and Legislation, Student Success, Institutional Leadership, Institutional Infrastructure, Information & Analytics, Advocacy & Mobilizing, Fundraising & Relationship Cultivation, Communications, Collaboration, Personal Traits and Abilities.
- ✓ Draft Presidential Profile Vision for New Leadership
  - An established reputation of high integrity, honesty, and trust
  - Demonstrated ability to provide visionary leadership, ability to engage the College community in planning, assessment and building a vibrant future
  - Skilled in building effective working relationships with students, faculty, staff and community, strong interpersonal communication skills
  - Commitment to MCC and the Muskegon community
  - Strong advocate for diversity, equity, and inclusion in all aspects of college life, leadership experience in a multi-cultural environment.
  - Fiscal responsibility and successful experience in fund development from private, State and Federal sources
  - A track record of successful leadership experience in increasingly responsible positions from teaching through senior administration, preferably in a community college setting
  - Earned doctorate preferred but not required
  - An understanding of, and commitment to, the comprehensive community college philosophy
  - Knowledge/experience in annexation issues pro and con/alternatives
- ✓ Suggestions for the committee to look at relationships with industry, Foundations, Labor and K-12
- ✓ Trustee Crandall, Trustee Moore and Chair Osborn will serve on the search committee
- ✓ GRCC had 52 presidential candidates, deemed 32 qualified, interviewed 15 and moved 5 forward to the Board
- ✓ Kristine will research whether candidates need to be revealed per the Open Meetings Act. She will send the scope of Executive research to the Trustees and will be the liaison with the Board
- ✓ The RFP will be approved at the Board meeting

6. Other

- ✓ There are no major capital projects on the horizon. The Board may need to look at a campaign for an operational millage.
- ✓ When a new Board member joins the Board, offer a tour, a booklet, and the Organizational structure.
- ✓ HR is working through an assessment with Talent 2025 and Hire Reach for new hiring processes and recommends doing this with the candidates.
- ✓ Employees are working hybrid – on-site and at home. Student Services has all staff on site all the time.

- ✓ A new group photo of the Board is needed, possibly before the October Board meeting. Photos of the Board and Foundation should be included in the Reflection magazine. Photos could be taken in the main lobby of the College.

With no further business, the meeting was adjourned: at 1:03 p.m.

Minutes submitted by Secretary Nancy Frye

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