



Muskegon Community College

BOARD OF TRUSTEES BOARD MEETING MINUTES September 19, 2018 – 12:30 p.m. 400Z – Board Room

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

1. Agenda – Trustee Moore moved approval of the agenda; second. Vote unanimous; motion carried.
2. Minutes
 - Board Meeting Minutes – August 15, 2018 – Trustee Frye moved approval of the minutes; second. Vote unanimous; motion carried.
 - Board Meeting Closed Session Minutes – August 15, 2018 – Trustee Moore moved approval of the minutes; second. Vote unanimous; motion carried.
 - Board Retreat Minutes – August 20, 2018 – Trustee Portenga moved approval of the minutes; second. The fifth bullet under item 1. will be amended to read: *Dr. Nesbary responded that new Promise Zone students outside the district are expected to be very small and those students may appeal to the Promise Zone Board to cover their tuition.* Vote unanimous; motion carried.
3. Public Comments and Presentations
 - ah fest 2018! – Sheila Wahamaki highlighted all the upcoming events. Cindy Beth Davis-Dykema, a MCC alum was introduced, she is joining MCC part-time as the coordinator of ah fest 2018! and shared her background with the Board.
4. Consent Agenda (*Board Action Required - Vote*) The Board of Trustees Expense Analysis was extracted from the Consent Agenda. Trustee Osborn moved approval of the remainder of the consent agenda; second. Vote unanimous; motion carried.

Any meeting that is part of the MCCA Board and not open to all Trustees is charged to the MCCA account; whereas, any meeting open to all Trustees is charged to the individual Trustee account. Dan Moore will revise the Board of Trustees Expense Analysis report accordingly.

 - A. Budget/Finance
 1. Financial Reports – *Ken Long*
 - B. Required Approvals – *Chair Crandall*
5. Administrative Reports
 - A. Student Success Report – *Dr. John Selmon*
 1. Enrollment – Staff are refocusing efforts with a completely new enrollment plan the entire campus helped develop, which was discussed. Work is underway to finish the Jayhawk Hub.
 2. The Student Success and Completion Agenda focused on faculty development this past month. Cia Verschelden, the author of the book [Bandwidth Recovery Helping Students Reclaim Cognitive Resources Lost to Poverty, Racism, and Social Marginalization](#), was a Faculty Seminar

Day guest speaker at MCC and shared some excellent information. The other initiative focused on was Wildly Important Goals (WIGS).

B. Personnel Report – Kristine Anderson

1. A tentative agreement has been reached with faculty.
2. MCC is a United Way pacesetter and our campaign is going well.
3. A 30-day fitness challenge in conjunction with the Lakeshore Fitness Center is underway.
4. David Sturgeon, the new Director of Physical Plant, was introduced. Gerald Nyland is working on finishing out some building projects before his retirement at the end of the year.
5. Val Shelby was promoted from Mentor to Dean of Early College Muskegon.
6. Pauline Keith has moved into the position of Department Support for the College Success Center.
7. Jen Cross, Office of Community Outreach, has resigned to pursue other interests.
8. The HR department has been working with some funding and legislation, which they will discuss further next month.

6. Business Non Operational

A. MCCA Report

1. Trustee Oakes referred to Bill Lievens's report sent to the Board by President Nesbary.
2. President Nesbary and Trustee Oakes will be attending the MCCA Autumn Conference at Gogebic Community College in early October.
3. MCCA President Mike Hansen has made some staff changes. Adriana Phelan, who was the Vice President, has decided to move to part-time. Erin Schorr has been promoted to Vice President and will also continue in her legislative duties.

B. Foundation Update – *Trustee Osborn*

1. In follow-up to researching and reviewing best practices within community college foundations, the FMCC found that they want to pull community people who have served on the FMCC board into more active leadership roles, broadening access to individuals in the community.
2. Bylaws were updated.
3. The following new FMCC officers were elected: Arn Boezaart, President; Edgar Watson, Vice President; Tom Dake, Treasurer; and Dr. Frank Marczak, Secretary. The MCCA is hosting an Academy for Foundations and a group from MCC will be attending and receiving ongoing training.
4. Work continues to raise money and friends. The Founder's Day Dueling Pianos event is October 12.
5. A retiree connection to the Foundation has been worked on for years. A shout out was given to Rachel Stewart, who did a very nice newsletter to retirees, with a couple of people who have already contacted the Foundation who are interested in giving.

7. Old Business

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

- Steering Committee
 1. The Health & Wellness Center is getting real close to completion, anticipate being finished in about three weeks.
 2. Arts & Humanities Center – work continues. Music and artwork will continue through May and Theater work will be done from May to October of 2019.

8. New Business

- A. Approval of Local Strategic Values – Trustee Portenga moved approval; second. Vote unanimous; motion carried. Trustees indicated they appreciate this report, which highlights bits and pieces of what has been done during the year, making it easy to see all the progress made. It is a great summary of what MCC does. It was also mentioned that this would be a great piece to share widely with the community, as a summary of what has happened throughout the year at MCC.
- B. Recommendation for Marketing Vendor – Grey Matter Group. Trustee Osborn moved approval; second. Vote unanimous; motion carried. The Board stated that generally they get information on everyone who bid on the RFP, along with additional information on the vendor selected such as where they are from, who they are, and so forth. Scott Heagle, Chief Strategy Officer from Grey Matter Group was introduced by Trynette Lottie-Harps and shared information on their organization. Trynette stated that eight agencies responded and she will share those names and quotes with the Board.
- C. Faculty Contract Approval – Trustee Oakes moved approval; second. The motion was tabled until closed session, so the Board has an opportunity to review the contract.

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

- A. Policy Updates - In the Board of Trustees Policy Governance Manual, Policy 5.02 Financial Stability, item 3, it was suggested this be amended to read: *The College will present to the Board of Trustees **any significant change to operational expense or the scope, cost, or timeline of capital projects.*** Trustee Portenga moved approval; second. Vote unanimous; motion carried.
- B. Monitoring Reports - Page 52, Key Performance Indicators (KPI's), Dr. Crandall indicated we have been working on these for quite some time now and he congratulated the administration and staff for getting this to where it needs to be, stating this is where we have been trying to move. The next step will be to track these over time in a run graph. Dr. Nesbary thanked Tina Dee and JB Meeuwenberg who designed this dashboard style report.
- C. Ends Policy Review and Approval
 - Financial Stability
 - Community engagement survey outcomes
 - Health and Wellness
 - Educational Level of the Community
- D. Future Agenda Items
 - Policy Governance Evaluation
 - Board Evaluation – Dr. Crandall and Trustee Moore continue to review this process.

10. Announcements

- A. President's Report – *Dr. Nesbary* - the Automotive project is moving forward with approximately \$1M spent to date. The Board will tour the new facility next month.
- B. Board Comments

Trustee Frye moved going into closed session to consider a contract and discuss litigation.

A roll call vote was taken:

Trustee Frye – Yes	Trustee Moore – Yes
Trustee Mullally – Yes	Chair Crandall – Yes
Vice Chair Osborn – Yes	Trustee Portenga – Yes
Trustee Oakes – Yes	

A contract and litigation were discussed.

Trustee Moore moved going out of closed session; second

A roll call vote was taken:

Trustee Frye – Yes	Trustee Moore – Yes
Trustee Mullally – Yes	Chair Crandall – Yes
Vice Chair Osborn – Yes	Trustee Portenga – Yes
Trustee Oakes – Yes	

The Board came out of closed session.

Trustee Portenga moved that Item 8.C. be moved off the table; second. A unanimous vote was made to approve the faculty contract, Item 8. C. above; motion carried. All involved in negotiations were thanked for all of their hard work.

Trustee Portenga made a motion to go back into closed session to discuss real estate:

A roll call vote was taken:

Trustee Frye – Yes	Trustee Moore – Yes
Trustee Mullally – Yes	Chair Crandall – Yes
Vice Chair Osborn – Yes	Trustee Portenga – Yes
Trustee Oakes – Yes	

Real estate was discussed.

Trustee Frye moved to come out of closed session; second.

A roll call vote was taken:

Trustee Frye – Yes	Trustee Moore – Yes
Trustee Mullally – Yes	Chair Crandall – Yes
Vice Chair Osborn – Yes	Trustee Portenga – Yes
Trustee Oakes – Yes	

Trustees came out of closed session.

Trustee Portenga read a recommendation authorizing the President to sign a real estate offer for the purchase of property to locate MCC's Grand Haven classes. Trustee Moore moved approval; second. Vote unanimous; motion carried.

With no further business, the meeting was adjourned at 2:09 p.m.

Minutes submitted by Trustee Nancy Frye, Secretary

/csd