



## Muskegon Community College

### BOARD OF TRUSTEES BOARD MEETING MINUTES December 18, 2024, 12:30 p.m. Room 2109E – Main Campus

- Present: Chair Osborn, Trustee Cook, Trustee Crandall, Trustee Frye, Trustee Moore, Trustee Mullally, Trustee Portenga
- I. Agenda – Chair Osborn called the meeting to order at 12:27 p.m. Trustee Frye moved approval of the agenda. Second. Vote unanimous; motion carried. Re-elected Trustee Donald Crandall and newly elected Trustee Asaline Scott were sworn into office by Paula Halloran, Notary, and Executive Assistant to the President.
  - II. Public Agenda – Related Comments  
Christine Nowak, MCC Educational Support Staff President, Nicholas Budimir MCC Faculty Association President, and Ruben Cortez MCC Custodial/Maintenance President each spoke for about 2 minutes in support of agenda item 8.F. Economic Support Stipend. They each spoke about what the stipend means to their respective units and asked the Board to vote “yes” to approve it.
  - III. Presentations  
Capitol Group Consultants LLC – Bill Lievense spoke about the “Lame Duck” issues where he saw bi-partisan support (Reconnect and Community College Guarantee) and some of the areas of uncertainties that lie ahead in Lansing given the recent November election and the change in the democratic to republican control, effective January 2025. He talked about issues around sick pay, minimum wage, Capital Outlay 50% match for community colleges versus the 25% requirement for universities. He stressed how important it is to keep Will Snyder and Jon Bumstead informed about MCC issues.
  - IV. Trustee Mullally moved approval of the Consent Agenda. Second. Vote unanimous; motion carried.
    - A. Minutes
      - Board Meeting Facility Plan Work Session Minutes for November 20, 2024
      - Board Meeting Minutes for November 20, 2024
      - Board Meeting Closed Session Minutes for November 20, 2024
    - B. Budget/Finance –
      - I. Financial Reports –  
Beth Dick presented on the first quarter results and the projection for the fiscal year.  
Tuition is trending over budget due to fall enrollment being 4.9% over budget. State aid is coming in on target with the budget. Property taxes

were levied on December 1<sup>st</sup> therefore projecting it to be on budget until more information is available.

Federal, state and local grants are all trending over budget due to higher student awards than anticipated. Wages and fringes are trending under budget due to vacancies. Most other operating expenses are projected to be on budget with the exception of bad debt which is trending over budget. The Operating Fund projection indicates a fund balance percentage of expenses of 26.5% based on current information available and 1<sup>st</sup> quarter results.

2. Project(s) at a Glance
- C. Required Approvals – *Chair Osborn*
- D. Personnel Report
- V. Administrative Reports
  - A. President’s Report –

President Selmon provided updates on Muskegon Area Promise new eligibility of \$500/semester for books and material which is effective winter 2025, reviewed the narrowed list of the MCCA Legislative Committee 2025 Legislative Priorities, suicide prevention resources and support for MCC staff and students, Provost & Chief Student Services Officer finalists will be invited to campus in January for a full day of interviews, securing of the College Success Grant, ACCT Governance Leadership Training with “trustee-elect” Asaline Scott, grads from the Respiratory Therapy and Inclusive Leadership Academy Programs, Grand Haven Area Foundation Large Ensemble Room \$30,000, and MCC Employee Diversity & Cultural Engagement Survey.
  - B. Student Success Report – *President John Selmon*
    1. Enrollment – President Selmon reviewed enrollment: headcount at 7.7% and highlighted the positive trends of the adult learners especially in the Reconnect and Reconnect Expansion Programs. Other aspects of the Enrollment Summary for winter semester were reviewed.
    2. Student Success Completion Agenda  
Reviewed the new College Success Grant, its purpose of improving outcomes for adult learners and the funding source.
- VI. Business Non – Operational
  - A. Michigan Community College Association Report – *Trustee Crandall*

A brief history lesson around the Promise and the Development Plan requirement in State law which had prohibited Promise from paying anything other than tuition. With the change in the law, the Muskegon Area Promise can pay for more than tuition and be the last dollar in the order of pay. Starting winter semester, Muskegon Promise can give Promise students more money. Other changes are coming as a revised Development Plan has been submitted to the State for future change considerations. More to come.
  - B. Foundation Update
- VII. Old Business
- VIII. New Business

- A. It is the recommendation of the President for the Board to approve entering into a 3-year contract with Konica Minolta for print management services for an annual estimated cost of \$18,000/year.  
Trustee Moore moved approval. Second. Vote unanimous; motion carried.
- B. It is the recommendation of the President that the Board approve the purchase and installation of lighting equipment upgrades for the Overbrook Theater from Fantasee Integration at a cost not to exceed \$164,203.25.  
Trustee Portenga moved approval. Second. Vote unanimous; motion carried.
- C. It is the recommendation of the President that the Board approve the purchase and installation of sound system equipment upgrades for the Overbrook Theater from Pro Audio Inc. at a cost not to exceed \$129,354.90.  
Trustee Moore moved approval. Second. Vote unanimous; motion carried.
- D. It is the recommendation of the President that the Board approve the sole source selection of Control Resources to complete phase II of the control system upgrade project for a cost not to exceed \$384,000.  
Trustee Mullally moved approval. Second. Vote unanimous; motion carried.
- E. It is the recommendation of the President that the Board approve to issue a Request for Proposal for architectural and engineering services for a period of 3-5 years.  
Trustee Portenga moved approval. Second. Vote passed; motion carried.
- F. It is the recommendation of the President that the Board of Trustees approves this one-time \$1200 stipend for our dedicated MCC regular faculty/staff, and up to \$600 for other employees exclusive of student employees distributed partially out of the current and next year's budget (in two installments), not to exceed a total of \$390,000.  
Trustee Moore moved approval. Second. Vote passed; motion carried.
- G. MCC Board of Trustees Annual Board Calendar  
The Board of Trustees will meet the third Wednesday of the month, except January 2025 will be the fourth Wednesday of the month.  
The Organizational meeting will be January 22, 2025.  
Trustee Moore moved approval. Second. Vote unanimous; motion carried.
- H. Resolution  
Secretary Frye read the Resolution for Trustee Mullally who resigned from the Board of Trustees. President Selmon presented Trustee Mullally with some gifts from the college, a coffee mug, sweatshirt and a golf hat.

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

- A. Policy Updates
- B. Future Agenda Items

- X. Public General Comments  
Nicholas thanked the Board for supporting the stipend. All three labor unions have been dedicated to the well-being of the college. Outstanding working relationship with the Executive Leadership Team and President Selmon.
- XI. Board Comments/Announcements  
The Board members made comments about having a good holiday break and the economic stipend proposal.
- XII. With no further business, the meeting was adjourned at 2:19 p.m.  
Respectfully submitted by Secretary Nancy Frye. /ph

---

**Board of Trustees**

Diana Osborn, Chair • Sean Mullally, Vice-Chair • Nancy Frye, Secretary • Kathy Moore, Treasurer  
Shon Cook, Trustee • Donald Crandall, MD, Trustee • Roy J. Portenga, Trustee  
221 South Quarterline Road, Muskegon MI 49442 • (231) 777-0266 • [muskegoncc.edu](http://muskegoncc.edu)

DRAFT