



**BOARD OF TRUSTEES  
BOARD MEETING MINUTES  
April 20, 2011  
Conference Room 400Z**

**Attendees:** Larry Wright, Don Crandall, Nancy Frye, Dorothy Lester, Ann Oakes, Diana Osborn and Sean Mullally

The meeting was called to order at 12:31 p.m.

1. Agenda –  
Trustee Frye made a motion to approve the agenda; second. Vote unanimous; motion carried.
2. Minutes –  
Trustee Osborn made a motion to approve the minutes as amended; second. Vote unanimous; motion carried.
3. Public Comments –  
No public comments were given.
4. Consent Agenda (*Board Action Required*) –  
Trustee Mullally made a motion to accept the modified consent agenda as presented; second. Vote unanimous, motion carried.
  - A. Budget/Finance
    1. Treasurer and Financial Reports –
    2. Student Success Report –
      - a. Enrollment/Retention –
      - b. Achieving the Dream –
  - B. Personnel –
    1. Personnel Report –  
Ron Bush reported that Administration and the Clerical Union negotiated a contract earlier in the year, but HR is unable to locate the signature page of this agreement. A request was made to re-sign the signature page, so a completed contract can be posted to the web.
    2. Permission to Appoint Director of Finance –

3. Permission to Appoint VP for Student Services –
  4. Permission to Appoint Dean of Instruction and Assessment –
  5. Permission to Post Director Business & Industrial Training –
  6. Permission to Post CAD MT Instructor –
  7. Permission to Post Manager of Financial Aid –
  8. Permission to Appoint Full-Time Math Instructor - Karin Burrell –
  9. Permission to Seek Bids on Lab Computers –
5. Business Non Operational –
- A. Finance Committee Report –  
Nothing new to report.
  - B. Personnel Committee Report –
    - It was requested that an outline of the hiring process including consistency in how jobs are posted, where they are posted, and outlining the process to be addressed by the Personnel Committee be provided and brought back to the Board if needed.
    - An Ethics or Whistle Blower policy is in process, with the expectation that a policy will be available for review next month.
  - C. MCCA Report –  
An update of current legislation was given by President Nesbary.
  - D. Approval of Foundation Board Member, Ron Gaffner –  
Mr. Gaffner was introduced by Tina Dee.  
Trustee Crandall made a motion to approve Ron Gaffner to the Foundation Board; second. Vote unanimous; motion carried.  
Mr. Gaffner addressed the Board and is looking forward to serving in this capacity.
6. Old Business –
- A. Board Retreat
    - Board Governance and Evaluation Process for Self-Evaluation of the Board
    - Presidential Evaluation Criteria 2011

A retreat was held last week with an outstanding ACCT Trainer. It was a very positive meeting that will help the Board to move forward.
7. New Business –
- A. Request for Proposal – Public Golf Course Concessionaire –  
Based upon discussion and requests for changes from the Board at Monday's Study Session, edits were made. Rosemary Zink presented the changes to page I, the fourth paragraph that reads: The proposal must qualify as a concession agreement. As discussed

on Monday, Administration is working with the attorney to file an exemption for personal property taxes. The second change was to page 2, under the scope of services, the sixth bullet where additional wording was added per the Board's request.

Trustee Crandall moved approval of the amended RFP; second.

The Board noted that the change to page 2 is important, as it gives MCC oversight of all of the operation so the necessary oversights and reporting requirements can be built in, and puts vendors on notice that MCC will want a course management plan.

Vote unanimous; motion carried.

B. Request for Proposal – Student One Card –

Trustee Crandall moved acceptance of the amended proposal; second.

The change noted was to item 1.6, adding “and/or” between vendor and college so both parties have the option to terminate the agreement.

Vote unanimous; motion carried.

C. Request for Information (RFI) – Workers' Compensation Insurance Carrier –

Trustee Crandall moved approval of the RFI; second. Vote unanimous; motion carried.

8. Theresa VanVeelen Sabbatical Request –

The Board received a presentation from Theresa at the Study Session on Monday, April 18<sup>th</sup>.

Trustee Crandall moved approval of this request; second. Vote unanimous; motion carried.

9. Board of Trustees Policy Manual Updates –

A. Review Summary of Changes Made Since Last HLC Reaccreditation  
2000 – 2010 and Update Language as Needed –

10. Announcements –

A. President's Report –

Coach Larry Haughn and Athletic Director Marty McDermott introduced the wrestling team, whose team Motto is “Those who stay will be champions”. The team placed 9<sup>th</sup> in the country athletically, 8<sup>th</sup> in the country academically, with four All American wrestler's and seven academic All Americans! They were recognized by the Board and applauded.

B. President's Message, April 2011 –

Nothing new to report.

C. Departmental Updates –

- It was noted by the Board that Sally Birkam's report discussed Veteran services and that MCC is recognized as a military friendly school by GI Jobs magazine, an honor only bestowed on 15% of the top colleges, universities and trade schools nationwide. The number of veteran's attending MCC is growing and will continue to grow with all those who are returning from active military service. Nancy Maycroft, who is currently in charge of this program, is retiring and it will be very important to fill that position and continue working with our veteran's.

- When the HLC report was received, the trustees were surprised to see 245 dual enrolled students. Teresa Sturrus indicated that number is higher now and continued growth is expected. Trustee Oakes requested a report that indicates which schools the dual enrolled students are coming from.
- MCC TV is going to be expanding coverage into Ottawa and Newaygo, fitting very well with MCC expanding its presence in those areas, which was budgeted for this year. MCC is waiting on some fiber to be connected, allowing MCC to tie into Charter Cable in Newaygo with a population of 40,000 to 50,000 and Ottawa County with a population of 260,000.

A request was made to go into closed session at 1:07 p.m.

Trustee Oakes made a motion to go into closed session to discuss a personnel issue.

A roll-call vote was taken:

|                        |                        |
|------------------------|------------------------|
| Trustee Frye – yes     | Trustee Crandall – yes |
| Trustee Lester – yes   | Trustee Wright – yes   |
| Trustee Oakes – yes    | Trustee Osborn – yes   |
| Trustee Mullally – yes |                        |

Trustee Oakes made a motion to move out of closed session. A roll call vote was taken:

|                        |                        |
|------------------------|------------------------|
| Trustee Frye – yes     | Trustee Crandall – yes |
| Trustee Lester – yes   | Trustee Wright – yes   |
| Trustee Oakes – yes    | Trustee Osborn – yes   |
| Trustee Mullally – yes |                        |

Minutes from the March closed session were distributed to the Board for review and approval. Going forward Closed Session Minutes will be added to the agenda for Board approval.

Trustee Oakes made a motion to adjourn the meeting. With no further business, the meeting was adjourned at 1:39 p.m.

Minutes submitted by Secretary Frye.

/csd