



**BOARD OF TRUSTEES
BOARD MEETING MINUTES
SEPTEMBER 16, 2009**

Present: Donald Crandall, Nancy Frye, Dorothy Lester, Roy Portenga and Larry Wright

Absent: Ann Oakes

I. Agenda –

Motion by Trustee Frye, second, to accept the agenda as presented. Vote unanimous, motion carried.

II. Minutes –

Motion by Trustee Portenga, second, to accept the minutes as amended. Vote unanimous, motion carried.

III. Public Comments – There were no public comments.

IV. Consent Agenda (*Board Action Required*)

A. Budget/Finance

1. Treasurer's and Financial Reports –
2. Enrollment Report –

B. Personnel

1. Personnel Report –
2. Retirements
 - a. William Loxterman –
 - b. Peggy Jacobks –
 - c. Paul Oakes –

Motion by Trustee Crandall, second, to accept the Consent Agenda as presented. Vote unanimous, motion carried.

V. Non Operational

- A. Finance Committee Report – Nothing additional from Monday.
- B. Personnel Committee Report – Nothing additional from Monday.
- C. MCCA Report – Chair Lester will contact Mike Hansen to let him know MCC supports MCCA's bylaws changes.
- D. Resolution: Hispanic Heritage Month – Motion by Trustee Wright, second, to celebrate Hispanic Heritage Month. The names of trustees voting in favor will be added to the resolution. Vote unanimous, motion carried.

E. Siemen's Report – Motion by Trustee Frye, second, to accept Option #1 of the Siemens recommendations to be spread out over the fifteen (15) year schedule; \$660,705 to come from the RRR Fund, \$660,705 from the Fund Balance. There was a friendly amendment to take \$660,705 from the "General" Fund Balance. Vote unanimous, motion carried.

G. Annual Surplus Sale – Motion by Trustee Portenga, second, that permission be granted to conduct the annual surplus auction. Muskegon Township also puts in their equipment. Vote unanimous, motion carried.

H. Permission to Post Director of Information – Motion by Trustee Wright, second, to post this position. Vote unanimous, motion carried.

I. Permission to Post Associate Director of Financial Aid – Motion by Trustee Wright, second, to post this position. Vote unanimous, motion carried.

J. Permission to Post Maintenance Supervisor – Motion by Trustee Wright, second, to post this position. Vote unanimous, motion carried.

VI. Old Business – Motion by Trustee Wright, second, to act upon the resignation letter of Trustee Saint Denis and advertise for a new trustee. Friendly amendment by Trustee Crandall to send a letter of appreciation to Trustee Saint Denis. Bill Loxterman will write this letter. Bill asked for clarification on the press release and the clippings ad asking for applications for the position. There will be two questions posed for this volunteer position, why does the applicant want the position and what are their qualifications. This will also be posted on Facebook and Twitter.

VII. New Business – The selection of a new trustee for the October meeting.

VIII. Board of Trustees Policy Manual –

IX. Announcements

A. President's Report – Dr. Nesbary stated he would have the audited fund balance by this Friday, and no later than 7/31 of each fiscal year. This figure may change with the final audit, but it is important to have a ball park figure.

Discussion ensued regarding review of the Board Policy Manual as well as the APS Personnel Policy Manual to make sure they are consistent. The APS Policy Manual was approved at the July Board Meeting. It was suggested this policy needs to be reviewed and modified before the contract renewals. Special attention should be given to the evaluation language, the "rollover" language and to the possible addition of a probation period.

Motion by Trustee Wright, second, to adjourn at 1:00 p.m. Vote unanimous, motion carried.

Minutes submitted by Roy Portenga/kb