



# Muskegon Community College

## BOARD OF TRUSTEES DRAFT BOARD MEETING MINUTES September 18, 2019 – 12:30 p.m. 2109E – Board Room

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

**Absent:** Trustee Crandall

Chair Osborn called the meeting to order at 12:26 p.m.

1. Agenda – Trustee Moore moved approval; second. Vote unanimous; motion carried.
2. Minutes
  - Board Meeting Minutes – August 21, 2019 – Trustee Mullally moved approval; second. The Board requested the additional attendees referenced in the closed session be removed from the minutes. Trustee Mullally moved approval of the minutes as amended; second. Vote unanimous; motion carried.
  - Board Meeting Closed Session Minutes – August 21, 2019 – Trustee Portenga moved approval; second. Vote unanimous; motion carried.
3. Public Comments and Presentations
  - Muskegon Food Processer Initiative
    - Todd Jacobs, President & CEO and Janelle Mair, Vice President for the Community Foundation for Muskegon County (CFFMC); along with Marty Gerencer, Executive Director and member Gene Ford from West MI Shoreline Food Processing Initiative, presented on the Muskegon Food Processer initiative.
    - CFFMC is seeking a collaboration with Muskegon Community College, exploring locating the food processor here on campus. CFFMC has \$2M in funding for the building of this facility. CFFMC would own the facility and then ultimately the goal is that Michigan State would own and operate this facility. The facility would become self-sustaining and they are not asking for any subsidy from the College. Education and incubation are most important for this site, working hands-on with the food processing certificate program and the local ISD's. Dr. Nesbary shared that one advantage of this initiative would be the tremendous amount of expertise coming to us.
    - Trustee Portenga clarified that Step 1 is space/location to build on campus. Todd Jacobs confirmed they are looking to build, as the appropriation from the state is to build the facility and not for a renovation. At least initially, they are seeing this as leasing property that could evolve into purchasing eventually. Todd indicated they would entertain whatever would work out best for the College. Step 2: This is a 2-year degree program. In connection with this, is there some type of training available for MCC students? Gene

Ford stated this program has just begun this year. It is a Food Processing and Safety program approved by MCC and Michigan State.

- Chair Osborn inquired as to whether there are certain locations on campus already being considered. Dr. Selmon responded that they looked at a site back by the old Art Building, as well as the Harvey Street property.
  - Herman Miller Summer Internship Student Presentations – Valarie Shelby, Dean of Early College Muskegon (ECMC) and Denise Brown mentor (ECMC); Ann Marie Harmen, Herman Miller HR Consultant, and two 13<sup>th</sup> year students - Mitchell Hoeker and Josh Vanderwoude talked about their experience at Herman Miller. Herman Miller and MCC have had a partnership for over a year now and have spent two summers identifying the students that would benefit from learning about engineering and the skilled trades. The students plan to transfer to a 4-year university and were able to have a 6-week internship at Herman Miller. Ten students total have been part of this program over the last year, making \$12/hr. and working 20 hours a week and Mitchell Hoeker is the only student who has done both years. Josh Vanderwoude went into the program to see what engineers do, not knowing if engineering was something he wanted to do. Both students enjoyed the internship and learned a great deal. Herman Miller also benefits from these student internships.
  - ah fest and the Theater Season – Sheila Wahamaki presented information to the Trustees. This is the 18<sup>th</sup> year for the ah fest, which started here at MCC.
  - 7-Week Courses at MCC – JB Meeuwenberg presented on behalf of the Student Success Strategy team, which also includes Jenny Klingenberg and Sally Birkam. The team heard about this first in 2013, and again at the AtD Conference this past year, learning a number of colleges have had some good movement with this structure. This is also a way to recapture the adult population. The idea being two classes for seven weeks, a week off, and then two classes for seven more weeks. The Student Success Strategy team has had 54 faculty show interest and have met with counselling to build courses that work with this framework. The plan is to build an entire ASA degree available in this format, which will begin next Fall, starting out small and growing from there.
  - Chair Osborn thanked everyone for their presentations and stated it is such a good thing for the Board to hear about things going on in the College that they may not have known about.
4. Consent Agenda (*Board Action Required - Vote*) Trustee Portenga moved approval; second. Vote unanimous; motion carried.
- A. Budget/Finance
    - I. Financial Reports – *Ken Long*
  - B. Required Approvals – *Chair Osborn*
5. Administrative Reports
- A. Student Success Report – Dr. John Selmon highlighted three other initiatives that are part of the success and completion agenda. A goal has been set to strengthen teaching this year. The Center for teaching and learning, the advisory group and the teacher talks (teaching each other) are all about how we strengthen teaching here at MCC. Work also continues on the Minority Male program.

1. Enrollment
  2. Student Success Completion Agenda
- B. Personnel Report – Kristine Anderson
- A new utility maintenance technician, David Colson, started the beginning of September.
  - Two weeks ago Friday, HR held a paper plate gala. This was a celebration for our Orientation presenters, rewarding those that have been helping with orientation and was a way to celebrate some really great presentations.
  - We have started to launch the United Way campaign and are almost at the halfway point with nearly \$14,000 of the \$33,000 goal. Kristine reminded everyone that they may designate the Foundation as the recipient of their United Way contributions. A corn hole tournament and tailgating event is planned for October 17, as a United Way fundraiser.
  - The new EverFi Title IX training for our students was launched, with over 800 students completing training the first week.
6. Business Non Operational
- A. MCCA Report – *Trustee Crandall*
  - B. Foundation Update – *Amy Swope*
    - The new FMCC Case Statement brochure was distributed to each Trustee.
    - Founder’s Day is on September 28<sup>th</sup> and a Jayhawk 5K is scheduled for October 11<sup>th</sup>.
7. Old Business
- A. Updates – *Dr. John Selmon*
    1. Sturrus Technology Center
    2. Lakeshore Fitness Center
    3. Capital Outlay is submitted at the end of October each year. MCC is looking to complete work in the Art and Music Center and the Overbrook Theater.
8. New Business
- A. Approval of a Resolution for a New Jobs Training Agreement with American Chemical Solutions – *Dan Rinsema-Sybenga*

Trustee Moore moved approval; second. Discussion ensued. Vote unanimous; motion carried.
  - B. Permission to Seek Bids to Renew the Stevenson Center Air-Conditioning Chiller Compressor – *David Sturgeon*

Trustee Oakes moved approval; second. Vote unanimous; motion carried.
  - C. Permission to Seek Bids to Replace the Multi-Stack Chiller that Serves the Main Building – *David Sturgeon*

Trustee Moore moved approval; second. Vote unanimous; motion carried.

D. Approval of Local Strategic Values – *Ken Long*

Trustee Portenga moved approval; second. Vote unanimous; motion carried.

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

A. [Policy Updates](#)

B. Future Agenda Items

- Muskegon Promise Updates
- Tuition – In-district, Out-of-District, Promise Students

C. Review [Annual Board Calendar](#) – The calendar was reviewed and a few additional items were added.

10. Announcements

A. President's Report – *Dr. Nesbary*

B. Board Comments

- The Board will have some language at the next meeting on the food processing initiative.
- At the July retreat, the Board asked for information on the Lakeshore Fitness Center (LFC) being brought in-house. Now that the Board has this information, we need to do something with the information received – keep, not keep, can we improve, etc. An ad hoc committee of the Board – Trustees Portenga and Crandall, was formed to explore options. They have one more meeting scheduled on October 14<sup>th</sup> and will meet with Dr. Nesbary following that meeting and will plan to bring LFC recommendations to the October 23 Board meeting.

❖ [Annual Community Summit](#) – Wednesday, September 25, 3:45 – 5PM Collegiate Hall

❖ [Founder's Day](#) – Saturday, September 28, 6-9 p.m. Large Ensemble Room, Art and Music Building

❖ *Next month the Board meeting is scheduled for the 4th Wednesday, on October 23, due to the ACCT Leadership Congress October 16-19*

With no further business, the meeting was adjourned at 2:05 p.m.

Minutes submitted by Nancy Frye, Secretary

/csd