



**BOARD OF TRUSTEES
BOARD MEETING MINUTES
September 21, 2011
12:30 p.m. – Board Room 400Z**

Present: Don Crandall, Nancy Frye, Sean Mullally, Ann Oakes, Diana Osborn & Roy Portenga

Absent: Dorothy Lester

The meeting was called to order at 12:28 p.m. by Chair Crandall.

1. Agenda

Trustee Frye made a motion to approve the agenda; second. Vote unanimous; motion carried.

2. Minutes

- Board Study Session Minutes – August 15, 2011 – Trustee Osborn made a motion to approve the amended minutes; second. Vote unanimous; motion carried.
- Board Meeting Minutes – August 17, 2011 – Trustee Portenga made a motion to approve the amended minutes; second. Vote unanimous; motion carried.
- Board Retreat Minutes – August 31, 2011 – Trustee Mullally made a motion to approve the modified minutes; second. Vote unanimous; motion carried.
- Board Retreat Closed Sessions Minutes – August 31, 2011 – Trustee Osborn made a motion to approve the closed sessions minutes as amended; second. Vote unanimous; motion carried.

3. Public Comments

- The political science students were welcomed to the Board meeting.
- Dave Frederick, a resident of White River Township and representative of Reviving our American Democracy, a non-partisan civic action group based in the White Lake area, presented a Resolution to the Board, a referendum to repeal Public Act 4.
- Paul Billings, General Manager of 103.7 the Beat radio station, urged the Board to make a public statement of their decision, following up on some strong accusations made last month against President Nesbary by Harry Brown and his family.
- Kim Vanderlinde spoke on behalf of the president of the clerical association in reference to agenda item 4B of the Personnel Report, noting two positions were left off the report:
1) The Student Services specialist has been vacant since August 2010 and filled with work studies and temporary staff; 2) The receptionist position in room 400, vacated by Tammisha

Morris who moved into a different position in the college, has been filled with work studies since the beginning of summer.

4. Consent Agenda (*Board Action Required - Vote*)

A. Budget/Finance

1. Finance Committee Report – *Trustee Crandall*
2. Treasurer and Financial Reports – *Trustee Lester*
3. Student Success Report – *Dr. John Selmon*
 - a. Enrollment
 - b. Student Success Completion Agenda
 - i. AtD Initiatives
 - ii. College Readiness Initiatives
 - iii. Early Intervention Initiatives

Trustee Frye moved approval of the consent agenda 4. A. items 1, 2 and 3; second. Vote unanimous; motion carried.

B. Personnel

1. Personnel Committee Report – *Trustee Osborn*
 - The committee met today and received an update on outstanding grievances.
 - Awaiting requested information on hiring procedures, salary on all employees, and the impact to MCC related to the 80/20 insurance.
 - Exit interview information will be reviewed at the next Personnel Committee meeting.
 - The committee plans to meet at 3:00 p.m. on the Monday of the study session and will try to do so consistently.
 - APS dental, the APS personnel policy manual, process and benefits within the manual were discussed. APS dental was changed from a reimbursing plan to a self-funded plan with a co-pay and a percentage paid. Because the policy manual will be reviewed again next year, it is being verified with the provider, BC/BS, whether employees could be given the option to choose to continue with the new plan or revert back to the old plan. The committee plans to review the entire policy manual spectrum going forward.
2. Personnel Report – *Ron Bush*
 - Additional information requested at Monday's study session regarding position vacancies was received and reviewed today.
 - There was a request that the open positions listed on the Personnel Report reflect whether they are replacements or new positions.
 - When a position name changes, it is confusing how it fits into the organizational chart. It was requested that when a position name changes that be noted, along with whether it is a new, added or current position.

5. Business Non Operational

A. MCCA Report – *Trustee Lester*

The report was received at Monday's Study Session.

6. Old Business

- Honoring Larry Wright

The Board is planning a formal presentation to the family at a later date.

- APS Dental Coverage Plan Approval – (*Board Action Required*) - *Chair Crandall*

The Personnel Committee is not recommending approving one plan or the other, but leaving that decision up to the employee if BC/BS approves a dual plan.

Trustee Portenga moved that the Board withdraw item 6. B. from the agenda until additional information is received; second. Vote unanimous.

- Board Self Evaluation, Category 2: Our Board's Membership – *Vice-Chair Oakes*

Vice-Chair Oakes asked for comments from the Board on how to improve Board Membership. The average score was 1.83.

- 2a) We have a plan for recruiting or encouraging quality people to run for the board.
 - Not sure the general public understands what the Board is and what they do. An education process would help, along with the Board looking at what types of people or expertise they would like represented.
 - The Board agreed to update the orientation manual and make it available online, which would be a good place to start. Also those interested should be encouraged to attend Board meetings. Vice Chair Oakes, Trustee Mullally and Trustee Osborn will work on getting the Orientation Manual in place and on the web
 - This position is an elected position and this item and item 2e doesn't apply to elected Boards.
 - A cross section of people are needed, who understand all parts of our society, understand students, and the variety of issues students and the college face.
 - The Board can serve a function by speaking out about our institution and getting people interested.
 - When a Board member is approached by someone with an interest in serving on the Board, they are encouraged to share that interest with the entire Board.
 - Every time the Board changes it's a shift and the Board needs time to learn to work together, making sure the Board is not divided. Would like something in place for identifying behavior issues and how to work those issues out.
 - Make more of an awareness to anyone that desires to be on the Board.
 - 2c) – The Board utilizes non-Board people in areas such as committee work to cultivate them for future Board positions. Address other issues for community work identifying opportunities to gain community input.

- President's Evaluation Criteria – (*Board Action Required*) - *Chair Crandall*
Vice Chair Oakes moved approval of the annual performance evaluation worksheet; second. Vote unanimous; motion carried.

7. New Business

A. Barnes & Noble Presentation – *Kim Oakes, Bookstore Manager*

A presentation was given at Monday's study session.

B. Resolution Hispanic Heritage Month – *Chair Crandall*

Trustee Mullally made a motion to approve the resolution for Hispanic Heritage Month; second. Vote unanimous; motion carried.

C. Permission to Sell Two Vehicles – *Rosemary Zink*

Revised Item 7. C. was read by Secretary Frye.

Trustee Portenga made a motion to approve the recommendation; second. Vote unanimous; motion carried.

D. Permission to Seek Bids on a New Salt Truck – *Rosemary Zink*

Revised item 7.D. recommendation was read by Secretary Frye.

Vice Chair Oakes made a motion to approve the recommendation; second. Vote unanimous; motion carried.

E. Fuel Tank System Bid Award – *Rosemary Zink*

Secretary Frye read the recommendation.

Trustee Portenga made a motion to approve the Fuel Tank System Bid Award; second. Vote unanimous; motion carried.

F. Request for Proposal for Telephone Service Provider – *Mike Alstrom*

Secretary Frye read the recommendation.

Trustee Osborn made a motion to approve the recommendation; second. Vote unanimous; motion carried.

G. Permission to Post Communications Manager Position – *Ron Bush*

Secretary Frye read the recommendation.

Trustee Mullally made a motion to approve the recommendation; second.

Tina Dee and President Nesbary further clarified this revised position, the Community Relations organizational structure, vision and direction, and how this position fits within that structure. An updated organizational chart was requested by the Board.

Vote unanimous; motion carried.

8. Board of Trustees Policy Manual Updates – *No Report*

9. Announcements

President Nesbary welcomed the political science students who attended today's Board meeting.

A. President's Report – *Dr. Dale Nesbary*

- ❖ Planning for the MCCA Fall 2011 Meeting at MCC

B. President's Message, September 2011

C. Departmental Updates

D. Board member comments:

- Vice-Chair Oakes extended an invitation to support the Lady Jayhawks annual spaghetti dinner scheduled for October 6th.
- Chair Crandall announced that there are still two openings for trustees interested in the Michigan Trustee Institute for Student Success next week.
- Trustee Frye thanked the political science students for attending today's meeting and Dave Frederick for the information he presented.
- Chair Crandall thanked Paul Billings for his comments.
- Trustee Mullally – thanked all who attended and particularly Dave Frederick and Paul Billings, who took the opportunity to speak, stating input like this really helps.
- Trustee Osborn stated that with Board awareness, an orientation would help immensely for new Board members and finding people who are interested in Boards.

Trustee Portenga made a motion to adjourn; second.

With no further business, the meeting was adjourned at 1:26 p.m.

Minutes submitted by Secretary, Nancy Frye.

/cd