



Muskegon Community College

221 S. Quarterline Road • Muskegon, Michigan 49442

BOARD OF TRUSTEES MEETING

May 19, 2010

12:30 P.M. in Conference Room 1100

MINUTES

Present: Dorothy Lester-Chair, Don Crandall, Nancy Frye, Ann Oakes, Roy Portenga and Larry Wright.

Absent: Bob Jacobs

Meeting called to order at 12:32 p.m.

I. Agenda –

Motion by Trustee Portenga to edit the agenda as follows:

Item V. B. – APS Manual (*Board Action Required*) be removed from the agenda, as the Board is not ready to approve this at today's meeting.

Items IX. C. and D. – Vote on proposed meeting date changes for July and October 2010 were added.

Motion seconded. Vote unanimous; motion carried.

II. Minutes –

Motion by Trustee Portenga to accept the minutes as presented; second. Vote unanimous; motion carried.

III. Public Comments –

There were no public comments.

IV. Consent Agenda (*Board Action Required*)–

Motion by Trustee Crandall to accept the consent agenda as presented; second. Vote unanimous; motion carried.

A. Budget/Finance –

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

B. Personnel –

1. Personnel Report –
2. Appointments –
 - Chemistry Faculty (One-year Contract)
 - Appointment – Enrollment Services Representative – Elizabeth Fox, Enrollment Services Representative was present at today's meeting and welcomed by the Board.
 - Appointment – Enrollment Services Representative
 - Appointment – Computer Information Systems Faculty

V. Non Operational –

A. Finance Committee Report –

The Committee had requested additional details on the budget. The Board received additional reports for the following:

- The Renovation, Remodeling and Replacement (RRR) Fund and the projected expenditures for 2010-2011.
- The equipment that has been approved for non-computing and computing.
- The 2003 and 2005 Bond issue and the current principal and interest balance.

B. Personnel Committee Report –

There were no additions to this report.

C. MCCA Report –

The MCCA Report dated May 10, 2010, was included in the Board packet for informational purposes.

D. "A Day for Me at MCC" Student Presentations –

- Students from the third grade at Twin Lake and Reeths Puffer Elementary Schools presented essays and posters pertaining to their visit to MCC and awards were presented.

E. Hobsons Presentation –

The Hobsons presentation was given at the Board Study Session on Monday, May 17, 2010.

F. Gymnasium Fire Alarm System Replacement –

It is the recommendation of the President that permission be granted to authorize Simplex Grinnell to provide parts, labor and software to upgrade

the Bartels Rode Gymnasium fire alarm system at a cost of \$42,883, with funds budgeted in the RRR account for this upgrade.

Discussion followed.

Motion by Trustee Oakes; second. Vote unanimous; motion carried.

G. Public Hearing and Adoption of the 2010-2011 Budget –

It is the recommendation of the President that the Public hearing on the 2010-2011 proposed budget be held.

Motion by Trustee Portenga; second. Vote unanimous; motion carried.

Discussion followed.

- Dr. Nesbary explained and highlighted the budget development process and items affecting the budget.
- Finance Committee Chairperson Crandall acknowledged that the preparation time and lead time in preparing this budget has been significantly better than in the past. The Finance Committee and the Board appreciates the early start on the budget process. The time spent on debating, clarifying and coming to agreement on some of the assumptions to be used going forward are items that were put off until the last minute in previous cycles. The other difference in this budget compared to past budgets is really looking at the a three to five year budget, trying to anticipate issues and problems, and trying to position the college so that it will be able to react. Issues that are anticipated in the 2011-2012 budget are already being addressed in addition to trying to resolve known issues that are anticipated in that budget. Dr. Nesbary and the entire staff were thanked for working very hard on this budget for a very long time and for giving the Board a chance to have input.
- The Finance Committee was also thanked for doing a fabulous job.

Motion by Trustee Oaks to come out of the public hearing; second. Vote unanimous; motion carried.

It is the recommendation of the President that the 2010-2011 Budget as presented be adopted and that the tax levy be established at 2.2037 mills on taxable value and that the Secretary of the Board be authorized to certify the tax levy to township supervisors and city assessors, as presented.

Motion by Trustee Wright to accept the 2010-2011 Budget as presented; second. Vote unanimous; motion carried.

H. Approval of Foundation Board Member, Jay Wallace –

John VanWyk, President of the Foundation for Muskegon Community College Board of Directors, recommends that Jay Wallace be approved to join the Foundation Board. Jay Wallace's application was previously provided to the Trustees.

Motion by Trustee Crandall to approve the appointment of Jay Wallace to the Foundation Board; second. Vote unanimous; motion carried.

Jay Wallace was in attendance at the meeting and was welcomed.

VI. Old Business – None.

VII. New Business –

The Administration will answer the Board of Trustee Scholarship questions that were presented at the study session.

VIII. Board of Trustees Policy Manual Update – None.

IX. Announcements –

A. President Nesbary highlighted a dashboard report from the Office of Community Relations in response to questions asked earlier and thanked Tina Dee for this information. The report includes information by division and by office, discusses relationships with the media including information about contacts with media in various forms, and outlines this information. It also includes advertising information and how much has been spent this year, plus fundraising information. The report was given to the Trustees for informational purposes.

B. Tina Dee added that the report came out of the departments' continuous quality improvement planning. Tina noted that if anyone had questions, information, feedback or suggestions they are encouraged to share that information.

C. Reschedule of July 2010 Board Meeting –
*Proposing Monday, July 12, 2010 and
Wednesday, July 14, 2010 due to AACC and
MCCA Conferences week of July 17-23, 2010*

D. Reschedule of October 2010 Board Meetings due to
ACCT Leadership Congress in Toronto, Ontario –
*Proposing Monday, October 11, 2010 and
Wednesday, October 13, 2010 due to HLC Site Visits
October 25-27, 2010*

Motion by Trustee Crandall to change the July and October Board meetings to the recommended dates, as listed; second. Vote unanimous; motion carried.

Motion to adjourn at 1:31 p.m. by Trustee Crandall; second. Vote unanimous; meeting adjourned.

Minutes submitted by Trustee Portenga

/csd