



**BOARD OF TRUSTEES  
MEETING MINUTES  
October 13, 2010  
Conference Room 400Z**

**Attendees:** Dorothy Lester, Donald Crandall, Nancy Frye, Robert Jacobs, Ann Oakes, Roy Portenga and Larry Wright

The meeting was called to order at 12:34 p.m.

1. Agenda

Trustee Wright moved approval of the agenda, moving item 6B to the November Board of Trustees meeting agenda; second. Vote unanimous; motion carried.

2. Minutes

Trustee Portenga moved the minutes be adopted as written; second. Vote unanimous; motion carried.

3. Public Comments –

No public comments were given.

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

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

A. Budget/Finance –

1. Treasurer and Financial Reports –

2. Student Success Report –

a. Enrollment/Retention –

b. Achieving the Dream Roll-Out Days – *Kelley Conrad* –

Presentation given at the Monday, October 11, 2010 Board of Trustees Study Session. Nothing additional to report.

B. Personnel –

1. Personnel Report –

2. Permission to Post Vice President of Student Services Position –

5. Business Non Operational –
  - A. Finance Committee Report –  
Nothing additional to report.
  - B. Personnel Committee Report –  
A copy of the annual performance evaluation is included in the packet and Trustees were encouraged to review the evaluation form in preparation for completing as a group at the November Board meeting.
  - C. MCCA Report –
  - D. Permission to Seek Bids and Publish a Request for Proposal (RFP) for a Document Imaging Solution –  
The request was read by Tina Dee.  
Trustee Oakes moved approval; second.  
Discussion: It was noted that this will have a short pay off time and will be positive for the college.  
Vote unanimous; motion carried.
  - E. Resolution – 2009-2010 Jayhawks National Championship Softball Team –  
Several team members and their coaches were in attendance. The resolution was read by Tina Dee. Trustee Portenga moved approval; second. Vote unanimous; motion carried.  
The team and coaches received a standing ovation. The resolution was presented by Chair Lester to the coaches and the Board shook hands with each of the team members and coaches, congratulating them for their achievement. It was also noted that during the softball season, the team maintained an average 3.1 GPA.
6. Old Business –
  - A. Open Meetings Act (OMA)–  
For informational purposes, handouts of the Michigan OMA were distributed at the Study Session.
  - B. Joint Use and Maintenance Agreement – Stevenson Center for Higher Education –  
This was removed from the agenda and will be added to November’s meeting agenda.
7. New Business –
  - A. President’s Evaluation –  
President Nesbary’s evaluation is now scheduled for November 17, 2010, immediately following the Board of Trustees meeting and will be an open meeting.

8. Board of Trustees Policy Manual Update –

The policy manual changes that have occurred over the past 10 years, since the last HLC accreditation, will be summarized and made available to the HLC team in their resource room. The process for updating the policy manual was also discussed and highlighted. It was noted that previously there was not a formal process, and approximately four years ago the Trustees went through the policy manual noting deficiencies and inaccuracies and updates were made. Legal review is utilized only if necessary and the Board then adopts the final language.

9. Announcements –

There were no additional announcements.

A. President's Report –

B. President's Message, October 2010 –

C. Departmental Updates –

D. Resolution from Governor Granholm for Hispanic Heritage Month –

A formal resolution was received from Governor Granholm and will be on display in the Blue and Gold room in the very near future.

10. Prioritization of Facilities Master Plan –

Specific information was requested at Monday's Study Session, which will be forwarded to the Board as soon as it's available and the prioritization process will continue. It's also important for the Board to understand the funding mechanisms that might be used, which need to be part of the prioritization process. Information was requested on the impact of programs on the student body. This is to be forwarded to the Board as soon as it is available.

For informational purposes, data on the number of minorities employed in various areas by the college was requested. It was decided it would be appropriate to obtain a legal opinion on what can and cannot be reported and the appropriate form for reporting this information. Aaron Hilliard noted that the EE06 is filed each year and he can provide that information to the Board.

The possibility of using key indicators and creating a dashboard report (scorecard) was discussed at Monday's Study Session, and it was requested that this be kept on the agenda as "Old Business" for November or December.

Trustee Crandall made a motion to adjourn; second. Vote unanimous; motion carried.

With no further business the meeting was adjourned at 12:59 p.m.

Minutes submitted by Trustee Portenga.

/csd