



**BOARD OF TRUSTEES
BOARD MEETING MINUTES
August 17, 2011
12:30 p.m. – Board Room 400Z**

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

The meeting was called to order by Vice-Chair Oakes at 12:32 p.m.

1. Agenda

Trustee Mullally made a motion to accept the agenda; second. Vote unanimous; motion carried.

2. Minutes

- Board Study Session Minutes – July 11, 2011
- Board Meeting Minutes – July 13, 2011

Trustee Crandall made a motion to accept the minutes as corrected; second. Vote unanimous; motion carried.

3. Public Comments

- Alberta Brown was introduced and presented an overview of the career and accomplishments of her brother, retired faculty member, Harry Brown.
- Harry Brown was introduced and presented additional information about his career at MCC and issues he has with Administration and the handling of his job.
- Chad Brown, Harry Brown's son, addressed the Board regarding issues he has with Administration's handling of his father's job at MCC.
- Leona Adams addressed issues surrounding the use of temp agencies and work studies, some of which she believes are against federal regulations for using work study money and dissatisfaction with how positions are being filled. The Personnel Committee Chair will follow-up with Administration.
- Shawn Tate requested information regarding the policy for filling a Board vacancy. Vice-Chair Oakes will explain the process to Ms. Tate following the meeting.
- Cheri Wright, Educational Staff, had questions surrounding the ethics policy, which were answered by the Board and the President..
- President Nesbary stated part of his job is to listen, consider and make the best decisions possible. He has some comments that may correct the record with respect to what was said regarding technology.

The Board will follow-up with all comments and information requests made today.

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/Retention
 - b. Achieving the Dream
- B. Personnel
1. Personnel Committee Report – *Trustee Osborn*
 2. Personnel Report – *Ron Bush*
 3. Permission to Appointment Coaching Staff for the 2011-2012 Academic Year

Trustee Osborn made a motion to accept the consent agenda; second. Vote unanimous; motion carried.

5. Business Non Operational

A. MCCA Report – *Trustee Lester*

An update was given on information received today from the MCCA and an upcoming conference call to address this information.

6. Old Business

A. Community Perceptions Survey Presentation – *Dr. Dale Nesbary & Dr. Alex Nesterenko (Informational)*

A presentation was given at Monday's Study Session.

B. Board Resolution on Community College Baccalaureate – *Vice-Chair Oakes (Board Action Required)*

The resolution was read by Secretary Frye, and will be signed by the Trustees today.

Trustee Crandall moved approval of the Board Resolution on Community College Baccalaureate; second. Vote unanimous; motion carried.

C. Master Plan Metrics – *Dr. Dale Nesbary (Informational)*

Information was distributed at the work session on Monday.

D. HR Benefits Questions/Updates from July Report – *Ron Bush (Board Action Required)*

Trustee Crandall moved that this be referred to the Personnel Committee to report back at the September Board meeting; second. Vote unanimous; motion carried.

E. Ethics Policy – *Vice-Chair Oakes, Trustee Osborn (Board Action Required)*

Trustee Frye moved approval of the ethics policy; second.

This is an overarching policy and a number of other policies and practices will become part of it. Procedures will be reviewed, so everything goes through the same reporting process and a more definitive process with clear reporting will be outlined.

Vote unanimous; motion carried.

F. Whistle Blower Policy – *Vice-Chair Oakes, Trustee Osborn (Board Action Required)*

Trustee Osborn made a motion to accept the Whistle Blower Policy; second. Vote unanimous; motion carried.

G. Board Retreat – August 31, 2011 – *Vice-Chair Oakes*

The following agenda items were requested for the retreat:

- Review of all of the wage information received.
- Process of the Board in general - agenda, committee structure, definitive roles and meeting schedule.
- How and if a 360 evaluation of the college could be done.

The elected Chair will develop an agenda and distribute to the Board prior to the retreat.

H. Board Self Evaluation, Category I – *Vice-Chair Oakes*

This was addressed at Monday's Study Session.

I. Appointment of Dean of Enrollment Services Position – *Cindy Russe*.

The request was read by Secretary Frye.

Trustee Lester made a motion to approve; second. Vote unanimous; motion carried.

7. New Business

A. Fuel System Improvements Request For Proposal (RFP) – *Rosemary Zink*
(*Board Action Required*)

The request was read by Secretary Frye.

Trustee Crandall moved approval; second.

Additional clarification was given on the project, which is anticipated to exceed \$25k, which requires an RFP.

Vote unanimous; motion carried.

B. Master Resolution and Authorization for Depository Accounts and Treasury Management Services for MCC – *Rosemary Zink* (*Board Action Required*)

The request was read by Secretary Frye.

Trustee Crandall recommended approval as amended; second. Vote unanimous; motion carried.

C. Master Resolution and Authorization for Depository Accounts and Treasury Management Services for The Foundation for MCC – *Rosemary Zink* (*Board Action Required*)

The resolution was read by Secretary Frye.

Trustee Crandall moved approval of the Resolution; second. Vote unanimous; motion carried.

D. Honoring Larry Wright – Gavel, Tree, Resolution, Other

Several suggestions will be followed up on by the newly elected Chair. Jane Wright will be invited to the Board meeting when Larry is honored.

The resolution was read by Secretary Frye.

Trustee Crandall moved approval of the resolution; second. Vote unanimous; motion carried.

E. Appoint 2011-2012 MCCA Delegate (*Board Action Required*)

Trustee Crandall moved approval of Trustee Lester as the MCCA delegate and Trustee Frye as the alternate delegate; second. Vote unanimous; motion carried.

F. Appointment for Board of Trustees Member Vacancy (*Board Action Required*)

Trustee Crandall nominated Roy Portenga to fill the Board vacancy; second. Vote unanimous; motion carried.

Vice-Chair Oakes, conducted the swearing in of Roy Portenga.

G. Election of Officer(s) (*Board Action Required*)

The election was opened by Vice-Chair Oakes asking for a motion for the Board Chair.

Trustee Osborn made a motion to nominate Dr. Don Crandall for the Board Chair position; second.

There were no additional nominations.

Vote unanimous; motion carried.

8. Board of Trustees Policy Manual Updates

A. College's Standards of Academic Progress (SAP) Policy 4.11.00 Updates – *Bruce Wierda*

Trustee Lester made a motion to accept policy 4.11.00 updates as presented; second. Vote unanimous; motion carried.

9. Announcements

- President Nesbary thanked Leona Adams, Nancy Slater and Ed Simmons for sitting through the entire meeting and sharing their comments.
- A. President's Report – *Dr. Dale Nesbary*
 - ❖ Planning for the MCCA Fall 2011 Meeting at MCC – the MCCA delegate and alternate will work with President Nesbary and his staff to finalize plans.
- B. President's Message, August 2011
- C. Departmental Updates
 - Vice-Chair Oakes announced that Larry Wright had made reservations for the ACCT Annual Congress in October, which is transferrable. Anyone interested in attending may contact Cindy DeBoef by Friday, to transfer the registration and hotel.
 - Trustee Osborn, addressed an item on the consent agenda that she missed and wanted to share regarding additional Personnel Committee information.
 - A report listing pending grievances was distributed to the full Board and the Personnel Committee requested employment procedures for hiring processes.
 - Rosemary Zink will provide information on how much money was raised from the surplus sale at the September Board meeting.
 - Thank you letters from Board of Trustee scholarship recipients Onica Endres of Whitehall High School and Christian Fulljames of Montague High School were read.

- President Nesbary and the staff who attended the Reeths-Puffer Neighborhood Association parade were thanked for their participation
- MCC's Adult Boot Camp/Dr. John Selmon received kudos and very positive feedback.
- Two important MCCA meetings were announced: 1) 2011 Student Success Summit September 8 & 9 in Lansing and 2) The Michigan Trustees Institute for Student Success September 27, 28 & 29 in Grand Rapids. Chair Crandall would like the Board to discuss and determine who is interested in attending, as Student Success Summits will be very important as MCC moves forward with its student success program.
- Trustee Frye stated that she and is impressed with the work, effort and information that went into the strategic plan measurements. President Nesbary added that this document will be used for each departments dashboards and input is appreciated.

With no further business, Trustee Lester made a motion to adjourn the meeting; second. Vote unanimous; motion carried.

With no further business, the meeting was adjourned at 1:59 p.m.

Minutes submitted by Secretary, Nancy Frye.

/cd