



Muskegon Community College

221 S. Quarterline Road • Muskegon, Michigan 49442

**BOARD OF TRUSTEES
BOARD MEETING MINUTES
July 13, 2011
4:00 p.m. – Board Room 400Z**

Attendees: Larry Wright, Don Crandall, Nancy Frye, Dorothy Lester, Sean Mullally, Ann Oakes & Diana Osborn

The meeting was called to order at 12:31 p.m.

1. Agenda

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

Trustee Lester requested that items 4, 5, and 6 be removed from the consent agenda.

With the above items withdrawn, vote unanimous; motion carried.

2. Minutes

- Board Study Session Minutes – June 13, 2011
Trustee Oakes moved approval; second. Vote unanimous; motion carried.
- Board Meeting Minutes – June 15, 2011
Trustee Mullally moved approval; second. Vote unanimous; motion carried.
- Board Retreat & Presidential Contract Review Minutes – June 15, 2011
Trustee Lester moved approval; second. Vote unanimous; motion carried.

3. Public Comments

President Nesbary introduced guests attending today's meeting:

- Dr. Susan Stapleton, Professor of Chemistry and Biological Sciences Associate Dean, College of Arts and Sciences, Western Michigan University and 2010-2011 American Council on Education (ACE) Fellow, is attending to observe the Board, actions as Administration, and specifically how community colleges function
- Silvia Lichnerowicz and Kate Van Ness from Michigan Alternative and Renewable Energy Center (MAREC) are observing for their class assignment for their Community College class.

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

4. Permission to Purchase 170 Computers – *Mike Alstrom*
(removed from the consent agenda, as noted in item 1. above)

Mike presented updated information including a table listing vendor, location and amount and additional language was added to the recommendation section.

Trustee Crandall made a motion to waive the sealed bid requirement for items 4, A number 4 and 5; second.

Board comments and questions:

- Comment that in future planning this needs to go through the Board policy process and that delays be avoided. Mike indicated that with the knowledge of life cycle replacements due in the next fiscal year, it would make sense to present those numbers to the Board at an earlier time and requesting permission to seek bids pending approval of the budget.
- It was questioned whether there were any local responses. Mike responded that while he is mindful of local vendors, he's also mindful that when reaching out to local vendors they have not been able to compete as they are not purchasing at the same volume that the technology vendors are. When engaging for services it's easier to bid for local providers.

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

5. Permission to Purchase Adobe Creative Suite 5.5 Software for Labs and Classrooms
(removed from the consent agenda as noted in item 1. above) – *Mike Alstrom*

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

6. Permission to Seek Proposals for a Business Intelligence and Reporting Solution – *Mike Alstrom*
(removed from the consent agenda, as noted in item 1. above)

Mike provided a revised document with updated delivery dates, as requested by the Board.

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

B. Personnel

- 1. Personnel Committee Report – *Trustee Osborn*
- 2. Personnel Report – *Ron Bush*
- 3. Permission to Appoint – Director, Lakeshore Business & Industry
Dan Rinsema-Sybenga
- 4. Permission to Appoint – Reading Faculty *Hollie Benson*
- 5. Permission to Appointment – Business Communications Faculty *Irene Church*
- 6. Permission to Appointment CAD Faculty *Jeff Johnston*
- 7. Permission to Appoint Financial Aid Manager *Alexia Alexander*
- 8. Permission to Appoint Summer Adjunct Instructors
- 9. Permission to Post Director of Institutional Research & Grants Position

5. Business Non Operational

A. MCCA Report – *Trustee Lester*

Nothing additional to report.

B. Resolution for Financial Aid and Support of Pell Grant – *Chair Wright & John Selmon*

The resolution was read by Secretary Frye.

Trustee Mullally made a motion for approval; second.

Trustee Crandall made a friendly amendment to the resolution as follows:

- Second paragraph, third sentence, the House of Representatives approved the budget resolution on April 15th; and third sentence, the GOP budget resolution should read the U.S. House of Representatives resolution and amend by deleting GOP; second.

Vote unanimous; motion carried.

- The sample letters will be amended as well and forwarded to the Trustees via email, along with letters from students, so they may be modified as desired.

6. Old Business

A. Student One Card RFP – *Rosemary Zink*

Rosemary presented additional details to the Board, adding that GRCC has instituted this program and is receiving favorable feedback from their students.

Trustee Crandall moved approval; second. Six votes in favor, Trustee Lester opposed; motion carried.

The program will have a 12 week implementation period, with a go live date of November 1, 2011, with students educated during this time.

B. Ethics/Whistle Blower Policy – *Chair Wright, Trustee Osborn*

Trustee Osborn presented updated information to the Board.

- The Whistleblower policy was reviewed by legal council, but the Ethics policy was not.
- The Board requested removal of the investigations section from the Whistleblower policy.

Trustee Osborn made a motion to accept the Ethics Policy; second.

A detailed discussion ensued.

Trustee Crandall moved to table; second. It was recommended that the Personnel Committee make the changes discussed and circulate those out to the Board for review, then a final determination can be made. There is a general idea of the concepts, but language changes are still needed. Language from the Whistleblower Policy needs to be incorporated into the Ethics Policy and other language eliminated. A legal review of both policies was also suggested, prior to the August Board meeting.

Six votes in favor of postponing this item until the August Board meeting, Trustee Osborn opposed; motion carried.

C. Board Self Evaluation – *Chair Wright*

- Chair Wright reviewed the final report, reporting there were 7 categories and 40 items evaluated.

- Chair Wright asked for Board input on the self evaluation:
 - It gave an opportunity to review the entire Board and see a consistency in how they view different areas. As they approach improving, it will be an easier task because of the evaluation process.
 - When compared to the last evaluation from December 2008, even with a different Board make up, there are recurring themes that need improvement.
 - Under Old Business Board Self Evaluation will be a standing item on the agenda, beginning with Category 1 in August, Category 2 in September, etc.

7. New Business

A. Community College Baccalaureate – *Dr. Dale Nesbary*

Nothing new to report.

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

9. Announcements

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

- ❖ MCC Student – Michael Flowers was recognized for performing CPR and saving the life of a man who nearly drown in Wolf Lake.
- ❖ President Nesbary presented gifts from Phi Theta Kappa to Kelley Conrad and Jenny Klingenberg in recognition of five years of service as advisors of the Beta Xi Xi Chapter.
- ❖ Student Success – Fall Semester
- ❖ Planning for the MCCA Fall 2011 Meeting at MCC
- ❖ Exit Interview Process

Other Announcements

- ❖ A Board request was made for the August Board Agenda, under New Business, the Board had some questions about the HR Benefits after reviewing the HR Report from Ron Bush. President Nesbary distributed a document outlining the methodology for placement of new employees for Board review and an analysis of notification of ratification of faculty appointments. HR Benefits Questions/Updates will be added to the August Board agenda.
- ❖ An RFP is being developed to locate a company or individual to conduct job evaluations.
- ❖ Trustee Oakes invited the MCC community and Board to the 23rd Annual Reeths-Puffer Neighborhood Improvement Association Family & Friends Day August 12, 13 & 14 and will leave a flyer.
- ❖ Cindy DeBoef was welcomed back from medical leave.

B. President's Message, July 2011

C. Departmental Updates

With no further business the meeting was adjourned at 1:45 p.m.

Minutes submitted by Secretary, Nancy Frye.

/cd