



**BOARD OF TRUSTEES  
MEETING MINUTES  
December 15, 2010  
Conference Room 400Z**

**Attendees:** Dorothy Lester, Don Crandall, Nancy Frye, Ann Oakes, Larry Wright & Roy Portenga

**Absent:** Bob Jacobs

The meeting was called to order 12:32 p.m.

1. Agenda –

A motion was made by Trustee Frye to accept the agenda; second. Vote unanimous; motion carried.

2. Minutes –

Trustee Crandall moved approval of the minutes as corrected; second. Vote unanimous; motion carried.

3. Public Comments –

Diana Osborn requested permission to comment when Trustee Portenga's Resolution is read.

4. Consent Agenda (*Board Action Required*)

Trustee Crandall made a motion to remove item 4. B. 2. d., appointment of Donald Studt, Respiratory Faculty, from the consent agenda. Trustee Crandall moved approval of the consent agenda with the removal of item 4.B. 2. d.; second. Vote unanimous; motion carried.

A. Budget/Finance

1. Treasurer and Financial Reports –

2. Student Success Report –

a. Enrollment/Retention –

B. Personnel –

1. Personnel Report –

2. Appointments –

a. Rosemary Zink – Vice President for Administration –

b. Susan Frazier – Nursing Instructor –

Susan attended today's meeting and was welcomed by the Board of Trustees.

c. Barbara Goudie – Nursing Instructor –

d. Donald Studt – Respiratory Faculty –

The personnel appointment was read and presented by Aaron Hilliard. Trustee Crandall moved approval; second. Vote unanimous; motion carried.

5. Business Non Operational –

A. Finance Committee Report –

A detailed report was presented at Monday's Study Session. No additional information was given. Trustee Crandall stated that if the Board members are interested in receiving copies of the Finance Committee minutes, they are available.

B. Personnel Committee Report –

C. MCCA Report –

D. Permission to Purchase Classroom Computers (*Board Action Required*) –

The request was read by Tina Dee. Trustee Wright moved approval; second. Vote unanimous; motion carried.

E. Permission to Purchase SIM Man –

The request was read by Tina Dee. Trustee Oakes moved approval; second. Vote unanimous; motion carried.

F. Resolution – Bob Jacobs –

The resolution was read by Tina Dee. Trustee Wright moved approval; second. Vote unanimous; motion carried. The Board commented that Bob's time on the Board was very valuable and appreciated.

G. Resolution – Roy Portenga –

The resolution was read by Tina Dee. Trustee Crandall moved approval; second. Vote unanimous; motion carried.

Diana Osborn thanked Roy for his years of service and shared a few memories. Each Trustee shared their memories and extended their thank yous and appreciation for Roy's service on the Board and to MCC in many acts of service over the years.

Roy extended his appreciation to the Board and the MCC Community for allowing him to serve in so many areas over the years.

6. Old Business –

A. Board of Trustees Retreat, January 4, 2011, at the Hartshorn Centre Board Room – Prioritization of Facilities Master Plan –

The retreat is scheduled to start at 9:00 a.m.

B. Institutional Dashboard Report – Anne Meilof

The report was received by the Board prior to today's meeting for informational purposes.

7. New Business –

Trustee Oakes reported that a small subcommittee is working on the language for the Trustee Orientation Manual.

8. Board of Trustees Policy Manual Updates –

- A. Review Summary of Changes Made Since Last HLC Reaccreditation 2000 – 2010 and Update Language as Needed –

Trustee Oakes reported that the review is in process.

9. Announcements –

- B. President's Report –

Was sent by email and distributed for informational purposes prior to today's meeting.

- C. President's Message, December 2010 –

- D. Departmental Updates –

- Chair Lester reminded the Board and administration that the golf course contract renewal should be available for the Board to review in January or February.
- Regarding Anne Meilof's report, Trustee Crandall requested that once the grants are in place, the Board receive an outcomes report at the conclusion of the grant process. Regarding Academic Affairs, Trustee Crandall indicated that the Board is still looking for metrics. The concern is with 84 new sections added and struggles to keep up with student demands, the Board has periodically requested metrics regarding how many students are denied a class for the first time, what is being done to get them into class, and at the end how many are still unable to be placed? The Board would like this information to help them follow more closely how student's needs are being met.
- Trustee Wright stated that Janie Brooks has done a good job kicking off AtD. Janie stated that she is support, the lead people are Anne Meilof, Jenny Klingenberg and Kelley Conrad. Trustee Wright added they are doing a great job.

- E. Planetarium Presentation – Jon Truax –

- F. Silver Creek Energy Project Presentation: A Collaboration Between Muskegon Community College and Erdman Holdings Corporation (Scott Erdman and Greg Marczak) –

- G. Janie Brooks – Retirement Party – Thursday, December 16, 2010  
2 – 4 p.m. in the Blue & Gold Room –

- H. Years of Service Banquet – Wednesday, January 12, 2011 at 12:30 p.m.

**Board of Trustees Meeting at 11:00 a.m.**

- I. President Nesbary reported that the Initial HLC Site Visit Report was added to the Board packets for Board review.

- J. Chair Lester asked the Trustees to review the schedule of meetings for 2011 for any conflicts. The schedule for 2011, organizational meeting, and swearing in of new trustees will occur at the January 12, 2011 Board of Trustees meeting.

- K. Trustee Oakes added in closing, this has been a wonderful year for her and the Board and commended everyone for all of their hard work and dedication.

With no further business, Trustee Portenga moved to adjourn; second. Vote unanimous; motion carried. The meeting was adjourned at 12:56 p.m.

Minutes submitted by Trustee Portenga.

/csd