



**Muskegon Community College**

221 S. Quarterline Road • Muskegon, Michigan 49442

**BOARD OF TRUSTEES  
SPECIAL BOARD MEETING MINUTES  
September 29, 2010 – 5:30 PM  
Conference Room 400Z**

**Attendees:** Nancy Frye, Bob Jacobs, Ann Oakes, Roy Portenga & Larry Wright

**Absent:** Dorothy Lester & Don Crandall

The meeting was called to order at 5:34 p.m. by Trustee Wright.

1. Public Comments –

None given.

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

Dr. Nesbary indicated that some modifications were made to the current job description, one of which was removing Human Resources from the position.

The permission to post this position was read by Joe Doyle.

Trustee Portenga moved approval; second.

Discussion ensued. The question was raised whether 12 business days to reply is long enough for this key position? Dr. Nesbary responded that the preference is to have a recommendation for the December Board meeting and to do that we planned backward from that date.

A friendly amendment was made to change the date of the application deadline from October 18, 2010 to October 25, 2010. Trustee Portenga accepted the friendly amendment.

The Job Description form reads “40 hours per week” and will be revised to something such as “40 hours plus per week”. Also the reference to the RRR fund will be spelled out to read: “Renovation, Repair and Replacement (RRR) Fund.

Vote unanimous; motion carried.

3. Permission to Appoint Daniel Moore, Accountant –

The appointment was read by Aaron Hilliard.

Trustee Frye moved approval; second.

The question was raised as to why Daniel Moore had several jobs in a relatively short amount of time? Aaron did discuss this with the candidate and shared his details of that discussion.

Vote unanimous; motion carried.

4. Other Items –

Dr. Nesbary distributed information on the Michigan Breakfast being held at the ACCT Conference in Toronto and the schedule for the Higher Learning Commission (HLC) Site Visit team. Information on the HLC team members will be forwarded to the Trustees.

Regarding the House Capital Outlay bill, Dr. Nesbary reported discussion today shows the Senate and House are planning to move these bills through. Dr. Nesbary indicated it would be helpful for the Trustees to make calls to a list of legislators, but only after he visits Lansing next Wednesday. Dr. Nesbary will provide specific instructions concerning legislative contacts thereafter.

5. Motion to adjourn by Trustee Portenga; second. Vote unanimous; meeting adjourned at 5:56 p.m.

Minutes submitted by Trustee Portenga.

/csd