



# Muskegon Community College

## **BOARD OF TRUSTEES STUDY SESSION MINUTES March 18, 2013 4:00 p.m. – Board Room 400Z**

**Present:** Vice-Chair Osborn, Trustee Frye, Trustee Lester, Trustee Mullally, Trustee Oakes and Trustee Portenga

**Absent:** Chair Crandall

Vice Chair Osborn called the meeting to order at 4:01 p.m. President Nesbary noted several students were attending the meeting from Kurt Troutman's American National Government class.

### 1. Agenda

Vice Chair Osborn stated agenda items 1, 2 and 3 will be addressed, we will then move to item 8.A. for the HVAC Systems Study Presentation from GMB, and then move back to item 4 and resume with the normal agenda.

### 2. Minutes

- Board Study Session Minutes – February 18, 2013  
There were no changes given.
- Board Meeting Minutes – February 20, 2013  
There were no changes given.
- Board Retreat Minutes – February 25, 2013  
There were no changes given.

### 3. Public Comments

To be taken at the Wednesday Board meeting.

### 4. Consent Agenda (*Board Action Required - Vote*)

#### A. Budget/Finance

##### I. Finance Committee Report – *Trustee Lester*

- Page 16 has the wrong date at the top, which will be corrected for the Board meeting.

2. Treasurer and Financial Reports – *Trustee Lester*

B. Personnel

1. Personnel Committee Report – *Trustee Mullally*

The Personnel Committee did not meet, as they participated in the open finance committee meeting.

2. Personnel Report – *Aaron Hilliard*

- Aaron Hilliard noted that there was one additional resignation in the ESSU; LaTonya Beene from Upward Bound.

5. Administrative Reports

A. Academic Affairs – *Teresa Sturrus*

B. Student Success Report – *Dr. John Selmon*

a. Enrollment

b. Student Success Completion Agenda

- Vice President Selmon reported scamming is being watched closely and a default management system has been put in place. The Enrollment Summary Report and summer enrollment plans were discussed. Enrollment for the upcoming year is being projected flat.
- Vice President Sturrus discussed Early College programs, Dual Enrollment and Enhanced Dual Enrollment.

6. Business Non Operational

A. MCCA Report – *Trustee Lester*

- Trustee Lester and Dr. Nesbary attended the MCCA Spring Board of Director's meeting on March 14 & 15, 2013. Items that stood out included:
  - There were a lot of presentations on the state's concern with the skills gap.
  - The MI Talent System with Pure MI reported their goals to help colleges prepare students to cover the skills gap. A lot is organized around skilled trades and skilled labor.
  - They are looking at revamping and rebranding the online education. MCCA is looking at how they can enhance virtual learning.
  - MCCA is watching several bills. The baccalaureate degree authorization with a couple of bills to include nursing and other trades; a bill related to concealed weapons on campus; and a bill concerned with Veteran's tuition and how it will impact colleges – looking at a potential loss in Veteran's tuition of \$4M to community colleges.
  - In terms of four-year degrees MCC may be able to offer, Vice President Sturrus is gathering information from the campus, which will be summarized for the Board in May.

B. Foundation Update – *Vice-Chair Osborn*

- The Foundation did not meet this month. The next meeting is April 11th.
- Work continues on board policies surrounding giving and naming and should be forthcoming in the next month or so.
- The Foundation did very well with fundraising and had the best January and February in FMCC history.

7. Old Business

8. New Business

A. MCC's HVAC Systems Study Presentation from GMB – *Dr. Nesbary*

*Located on the Board Portal:*

<https://board.muskegoncc.edu/Shared%20Documents/MCC%20HVAC%20Systems%20Study%203.08.2013.pdf>

Jim Merlino and Bob Botting presented the HVAC system analysis, recommendations, and costs. Some items identified with the central heating system were as follows:

- Inability to supply water at 180° to sufficiently heat the buildings.
- Insufficient boiler capacity – boiler pumps aren't sized to handle enough flow. The fix would be to add a boiler, replace boiler pumps with larger pumps and upsize some of the piping, which would balance the water flow and enable the system to deliver water at 180° throughout the campus, which is what's needed.
- Insufficient flow capacity. In the technology wing there are some air handling units that don't have control valves, creating problems with flow.
- System cannot be balanced properly.
- Controllability issue, inherent in the way the system was laid out – from the technology wing there is 850 ft. of piping with friction losses and pressure drops of anywhere from 10 lbs. to 50 lbs.
- The Board asked, if this were approached in phases, which is most important? – Heating System Upgrades were recommended as the first project to address. The heating system has been added to and added to over time and has gone from marginal to not so good.
- Distribution pumps serving the main building and fine arts center are undersized, in addition to some undersized piping.
- Air handling systems in many areas have insufficient capacity. Adding new equipment would help take the load off the current system.

Some items identified with the cooling system were as follows:

- Chillers providing cooling don't run in early spring or late fall – with the exception of the Nursing Wing, they could be served by mechanical cooling, bringing in more of the outside air when the chillers don't run. The Nursing Wing has no means of cooling when the chillers aren't running. A possible solution would be to use some of the available ground water to provide year round cooling.

- In the Math and Biology Departments, Social Sciences, and education areas – there is very uncomfortable space. Temperatures taken in the floor area ranged from the mid 40's to low 50's and there have been some issues with pipes freezing. Closing the soffit, adding new insulation (spray foam) was recommended as a solution.

The recommendations would also accommodate a proposed Science addition.

- The Board asked which item GMB would recommend first if MCC were to partially address the issues. The biggest item is the heating system, but only addressing part of the issues would not be recommended, as items are interrelated and a good portion would need to be addressed to notice a difference.

B. Permission to seek Bids for Computer Life Cycle – *Mike Alstrom*

- Pending approval of 2013-14 budget; these computers are primarily for the CAD and Graphics labs with a few additional for Automotive and Student Life.

C. Permission to Re-Appoint 2013-2014 Administrative, Professional, Support Staff  
– *Aaron Hilliard*

- Probationary employees to be broken out on the report for Wednesday's Board meeting.

D. Request for Endorsement of Faculty Association Agreement – *Aaron Hilliard*

- This is normally done in April; however, the contract requires that it is signed at the April Board meeting or upon ratification of the contract, whichever is latest. Therefore, in April another page will be presented for signature by the Board for the current year.

E. Presentation of Full-Time Faculty Contracts – *Aaron Hilliard*

F. Board Evaluation – (*Board Action Required*) - *Chair Crandall*

- Nothing additional to report. Dr. Crandall will follow-up next month.

9. Board of Trustees Policy Manual Updates – *Chair Crandall*

- Updates will be required following reorganization.

10. Announcements

A. President's Report – *President Nesbary*

The president's evaluation will be presented to the Board in April and will include a 360 evaluation this year. This is the test case for the 360 and if it works well, follow-up will include 360 evaluations campus wide.

B. President's Message, March 2013 – *President Nesbary*

C. Departmental Updates – *President Nesbary*

D. Board Comments

With no further business, the meeting was adjourned at 5:22 p.m.

Minutes submitted by Secretary, Nancy Frye.

/csd