



Muskegon Community College

BOARD OF TRUSTEES BOARD MEETING MINUTES July 17, 2013 – 12:30 p.m. Board Room 400z

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

The meeting was called to order by Chair Crandall at 12:32 p.m.

1. Agenda

Trustee Frye moved approval of the agenda; second. Vote unanimous; motion carried.

2. Minutes

- Board Study Session Minutes – June 17, 2013

Trustee Oakes moved approval of the edited Board Study Session Minutes of June 17, 2013; second. Vote unanimous; motion carried.

- Board Meeting Minutes – June 19, 2013

Trustee Lester moved approval of the Board Meeting Minutes of June 19, 2013; second. Vote unanimous; motion carried.

- Open Finance Committee Special Meeting – July 3, 2013

Trustee Mullally moved approval of the Open Finance Committee Special Meeting Minutes of July 3, 2013; second. Vote unanimous; motion carried.

3. Public Comments

- Cindy Larsen, Muskegon Lakeshore Chamber of Commerce President, addressed the MCC Millage. A downtown presence for MCC has been on and off the agenda. Cindy indicated the downtown is not about downtown, it's about the county, the core city and the impact on our entire community. Included in critical projects for downtown is higher education and the Chamber wants to see MCC establish a downtown presence.
- Kingscott Architectural Services Presentation – *David Mayville, Project Architect and Tiffany Hodges, Intern Architect*

David and Tiffany presented architectural renderings and options for a new science center. The cost would be approximately \$7.8M for a 14,000 sq. ft. addition and 20,000 sq. ft. of renovated areas of the labs (science labs, chemistry, and therapy). The new construction would come off the Stevenson Center and the rest is renovation of existing spaces.

Questions

- Biology Area – are you moving that out or is it an existing lab? – It's an existing pod where existing rooms will be taken out, keeping the corridor walls and exterior walls and renovating the areas within those spaces.
- This leaves the Science facilities a little bit scattered around campus. Was the reason for not putting it at the site behind the Library out of concern for the nature preserve? Yes, and topography – increasing square footage and cost. Input received from faculty and staff indicated they wanted Physics and CAD to be close to the Technology Center.
- What are the requirements for supplying the state with information? MCC is in the planning stage now for the state grant, but how close are we to gathering the information needed to submit the final request? President Nesbary indicated MCC has spent since last October/November working with faculty groups about how to incorporate their space into the plan. We have done quite a bit of the work needed for the State of Michigan for the Science component and this is pretty much what they need. We would look to submit the construction authorization request in November.
- MCC has been awarded \$4M in grant money, if less is spent, does MCC receive less from the state? President Nesbary indicated there are also mechanical upgrades that would be required, for example the HVAC upgrades total \$800k, and we would need to do some of that work to support the additional load the new building would require. If HVAC is needed to support the new Science Center, it is fundable by the state grant.

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

A. Budget/Finance

1. Finance Committee Report – *Trustee Lester*

There was a question about whether a date was incorrect in the checks over \$10,000 Report. Beth Dick will confirm this.

2. Treasurer and Financial Reports – *Trustee Lester*

There were no additional reports.

B. Personnel

1. Personnel Committee Report – *Trustee Mullally*

There was nothing additional to report.

Trustee Portenga moved the consent agenda be adopted; second. Vote unanimous; motion carried.

5. Administrative Reports

- Academic Affairs – *Teresa Sturris*

There was nothing additional to report.

- Student Success Report – *Dr. John Selmon*

- a. Enrollment

- b. Student Success Completion Agenda

There was nothing additional to report.

- Personnel Report – *Aaron Hilliard*
There was nothing additional to report.

6. Business Non Operational

A. MCCA Report – *Trustee Lester*

Trustee Oakes will be attending the MCCA Conference, along with Trustee Frye and President Nesbary.

B. Foundation Update – *Vice-Chair Osborn*

Founder’s Day tickets are on sale and may be purchased from Amy Swope. Silent auction forms are also available in the back of the board room and donations are needed.

7. Old Business

- Ballot proposal for Science Project – November Ballot? – *Chair Crandall*

- An updated cost analysis was presented by Dr. Nesbary with a total cost for all projects of \$14.4M (not including the proposed \$4.6M in state funding,) \$10M less than what was presented to the Board on Monday.

Millage	14,400,000.00		
Capital Outlay	4,600,000.00		
TOTAL	19,000,000.00		
		Sq. Ft.	Total Sq. Ft.
Science Bldg	(7,700,000.00)	13,633	
Renovation		19,790	33,423
Infrastructure	(1,500,000.00)	-	-
Health Ctr	(3,000,000.00)	15,000	
Renovation	(1,800,000.00)	12,000	27,000
Art Bldg	(3,320,000.00)	12,600	
Renovation	(1,400,000.00)	9,333	21,933

Bond Issuance	\$ *280,000.00
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*The cost of issuance for the bond

Total Cost	Operation	Household	
		Per Year	Per Month
\$ 14,400,000.00		\$11.00	\$0.9168
	\$ 329,864	\$0.25	\$0.0210
	\$ 210,000	\$0.16	\$0.0134

- Adding additional space to the MCC campus not currently accounted for would cost an additional \$329k in operating expenses (heating, lighting, maintenance, custodial, etc.);

off campus would add additional operating costs of \$210k (additional lab support, staffing, etc.) Additional cost breakdowns are as follows:

New Space

Lab	240.00 Sq Foot
Classroom/Support	180.00 Sq Foot
Corridor Space	150 Sq. Foot

Renovation

Lab	140.00 Sq Foot
Offices/Classrooms	110.00 Sq Foot
Fixtures/Mechanics Only	80.00 Sq Foot
Finishes Only	50.00 Sq Foot

Health Ctr

(Just Prices 14500 foot Gym Complete)	180.00 Sq Foot 2 million
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Art Space New

Art Space Renovated	200 Sq Foot 100 Sq Foot
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	\$
Operating cost for new space @ 8 per sf	329,864.00

Operating Revenue Sources

	\$
Each 1/10 of a mill increased yields	401,688.00

	\$
Each dollar of fee(s) increased yields	121,000.00

- Fitness Center – MCC could offer memberships, which isn't currently included, but could be a revenue stream for operating expenses of this space.
- If approved, the Art Center would be extended from the current Overbrook Theater.
- If it's cheaper to renovate space offsite, but overhead is more expensive, how much would enrollment need to increase to break even after 10 years? Dr. Nesbary indicated approximately 30-40 students.
- The county clerk's office needs notification by August 27th if MCC places a proposal on the ballot. Chair Crandall indicated the Board must decide whether or not to move forward with some type of proposal. Additional information will be provided in August (updated cost, ballot language, additional information and cost on also applying for an operational millage). A final vote and final approval by the Board will be made in August.

Trustee Mullally made a motion for an advisory vote to approve \$14,400,000 to go on the November 2013 ballot for a Science Building, downsized Health Center and Art Center renovations; second.

Trustee Mullally, Trustee Portenga and Trustee Frye voted in favor of the motion; Vice-Chair Osborn, Trustee Lester and Trustee Oakes voted against the motion; Chair Crandall voted in favor of the motion; motion carried.

Looking at a 4-3 vote, President Nesbary would like full Board support before going to the community with a proposal and would like Board consensus, either for or against, in August.

8. New Business

- A. Permission to Appoint David Kiley – Full-Time Business Instructor Accounting/Business – Aaron Hilliard

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

- B. Permission to Purchase Sole Source on Adobe Licensing – Mike Alstrom

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

- C. Permission to Seek Bids on Computer Life Cycle – Mike Alstrom

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

- D. Permission to Adopt Coaching Salaries – Aaron Hilliard

Trustee Mullally moved approval; second.

Vice-Chair Osborn indicated a salary schedule was approved by the Board a number of years ago for the coaches and questioned whether this was actually a salary policy? Aaron Hilliard responded he was unable to find a policy; he checked the Board Policy Manual, the Faculty Master Agreement and the Adjunct Salary Policy. HR took the schedule from last year, dollar for dollar, and added the proposed increase.

Vote unanimous; motion carried.

- E. Permission to Post Full-Time Manager of Student Success/Veteran Affairs – Aaron Hilliard

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

- F. President Nesbary's Annual Evaluation – Chair Crandall / Trustee Mullally

- The evaluation scores will be tallied and a summary report will be circulated to the Board. The Personnel Committee will meet with Dr. Nesbary to review the results and discuss next steps. Please refer to the summary report on the board portal at:

<https://mymcc.muskegoncc.edu/board/Documents/Evaluation-Pres%20Nesbary%20Summary%20Report%207.17.2013.pdf>

9. Board of Trustees Policy Manual Updates – Chair Crandall

4.00.00 ADMISSION AND ENTRANCE REQUIREMENTS; 4.00.01 SPECIAL ADMISSIONS;
4.04.00 RESIDENCY

Trustee Portenga noted one additional change, on 4.00.01, page 41, E, COMMUNITY GUEST - Any non-degree seeking person who has already earned a degree may be admitted as a community guest **student**.

Trustee Lester moved approval as edited; second. Vote unanimous; motion carried.

10. Announcements
 - A. President's Report – *President Nesbary*
There was nothing additional to report.
 - B. President's Message, July 2013 – *President Nesbary*
There was nothing additional to report.
 - C. Departmental Updates – *President Nesbary*
There was nothing additional to report.
 - D. Board Comments

With no further business Trustee Mullally moved the meeting be adjourned; second. The meeting was adjourned at 2:20 p.m.

Minutes submitted by Secretary, Nancy Frye.

/csd