



# Muskegon Community College

## BOARD OF TRUSTEES STUDY SESSION MINUTES August 19, 2013 - 4:00 p.m.

Room 1100 – Lecture Hall Stevenson Center for Higher Education

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

**Absent:** Trustee Mullally

Chair Crandall called the meeting to order at 3:59 PM

### 1. Agenda

No changes to the agenda were requested.

### 2. Minutes

- Board Study Session Minutes – July 15, 2013  
No changes were requested.
- Board Meeting Minutes – July 17, 2013  
No changes were requested.
- Special Board Meeting Minutes – July 31, 2013
  - Page 17, Proposal I, Dorothy Lester is listed two times
  - Page 18, Proposal III, will be changed to read: **Many Trustees indicated their preference** to go on the November ballot . . . and **They asked for additional information on these two alternatives**, for voting purposes . . .

### 3. Public Comments

- Andy Wible addressed the millage and asked the Board to consider an operating millage with the new building. We can build a beautiful place, but we need to have the finances to run it. With less money coming in from the state and other sources, he would not like to see MCC fund this by raising fees further for students.
- Toby Moleski added to what Andy said, stating we are now at 45% of our revenue by students. Pell grants are being frozen, possibly reduced. We can't put more and more on the backs of students. "If we go to people and explain this, I believe they will listen. I would hate to see us put more and more on our students. We do need the upgrades, but I feel I

could teach in a shed if I need to, but I can't teach to an empty classroom. Raising tuition again, again, and again I feel is going to make us lose students more than having updated buildings."

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

A. Budget/Finance

1. Finance Committee Report – *Trustee Lester*
2. Treasurer and Financial Reports – *Trustee Lester*
  - With the new fiscal year, MCC is off to a good start. The financial reporting remains a work in progress. The reporting format was discussed in Finance Committee today. The books aren't closed yet; finance is still working on finalizing the bottom line for the fiscal year ended June 30<sup>th</sup>. The committee is pleased with what they're receiving and by the time the format is all set, we should be able to look at where we stand at any given time of the year.

B. Personnel

1. Personnel Committee Report – *Trustee Mullally*

5. Administrative Reports

A. Academic Affairs – *Teresa Sturrus*

- Teresa gave a brief update on the three early colleges. Early College of Muskegon County (ECMC) added 80 additional students; Early College of Ottawa County boot camp and registration begins tomorrow; Early College of Newaygo County is underway and getting very favorable reviews in the Newaygo community. A final count should be available by later this week. There are some really positive partnerships coming out of the early college relationships between the school districts and MCC. Of the 47 ECMC students who enrolled last year, MCC has retained 100% with all 47 students returning this year.
- John Selmon and Teresa Sturrus attended their first business officers meeting this summer (MCCBOA) and brought back some very valuable information. John already contacted the risk managers and they were on campus for a special three hour meeting with Aaron Hilliard, Dr. Selmon, Dr. Nesbary and Teresa Sturrus. They will return and offer a lot more for MCC including valuable training for all employees, safety training, etc. John and Teresa also had the opportunity to meet with other colleges to discuss how they are handling bad debt. Some very valuable information was gained from attending this meeting.

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

a. Enrollment

- Dr. Selmon reported the report included in the board packet includes much higher numbers than the actual numbers, as last year students were dropped on August 20<sup>th</sup> versus August 1<sup>st</sup> this year. Returning students are down; this is an area we continue to struggle. Workforce development students are gone and people are returning to work and taking fewer contact hours.

- Although the report currently reflects -8%, it's actually -4% and MCC is experiencing some positive trends, which Dr. Selmon highlighted:
  - There is a lot of activity, more than the last couple of years, with approximately 200 students serviced today.
  - Although the report currently shows -8% in contact hours, it's actually -6%.
  - High school seniors enrolled last year totaled 609 versus 756 this year.
  - Last year there were 127 Veteran students versus 151 this year.
  - In Ottawa County last fall after school started (after the census date) there were 141 students, currently there are 205 registered for fall.
  - In Newaygo County last year there were 183 students and this year we have 196 currently

b. Student Success Completion Agenda

C. Personnel Report – Aaron Hilliard

- Human Resources is working on an employee orientation that Aaron summarized for the Board. The manual has been presented to Cabinet and a group of supervisory staff for review and Aaron is currently accepting additions and edits. Once completed, the orientation will be delivered to all new employees with their packet of information to be completed. For current employees will receive a live presentation by HR and it will be made available on the portal.
- The Board questioned two positions, one for the Manager of Student Success/Veterans, vacant since February 28<sup>th</sup> and Senior Clerk I for Student Services, vacant since March 31<sup>st</sup>. Aaron explained the Senior Clerk I position is being held vacant at this point in an effort to control the budget. Sche Cornelius moved out of the Senior Clerk I position and filled a position in Testing. The Manager of Student Success/Veterans was vacated by Alexia Alexander and the Student Life Associate Director Position was vacated by Sandy Ring, and these two positions were combined into one position. The Veteran's position will be filled (filling two positions with one person) and will be responsible for some of Student Life and some of Veteran's.

6. Business Non Operational

A. MCCA Report – *Trustee Lester*

Trustee Frye's report from the summer conference is available on the Board portal at: <https://mymcc.muskegoncc.edu/board/Documents/MCCA%20Summer%20Conf%20Notes%202013%20Nancy%20Frye.pdf>

B. Foundation Update – *Vice-Chair Osborn*

- Vice-Chair Osborn forwarded the Foundation minutes of August 8<sup>th</sup> to the Board and highlighted the following:
  - Dr. Nesbary provided updates on Early College and implementation of the Facility Master Plan and related topics.
  - Discussed the overall direction of the Foundation for MCC, including a staffing restructure for Tina Dee, so she may focus more on fundraising.

- Looking at growing the alumni activities going forward to support the long term growth of the FMCC.
- Looking at other college foundations, particularly those in MCC's cohort group of similar size, to benchmark and learn from them.
- Goals were discussed, which include a 5% increase and a \$1M campaign to support the science area and coincide with MCC's millage request.
- Suggestions were received from Richard Kraft.
- An update on Founder's Day was given. There has been some really good activity with sponsorships. More activity is needed for the silent auction, an important piece for which everyone's support is needed. Everyone was asked to give a donation for the silent auction, as well as purchasing at the silent auction.
- Discussed meeting dates at length. Because there is not enough time to work on goals and projects between meetings, the FMCC will move to quarterly meetings beginning in October. Each board member was asked to review goals and indicate how they can affect goals and what they can do personally.
- Discussed board recruitment and topics of future discussions.

7. Old Business

8. New Business

A. Permission to Appoint 2013-14 Coaching Staff

Aaron Hilliard reported the 2012-13 roster was mistakenly included and will be updated for the Board meeting on Wednesday.

B. Request Approval for Sale of Equipment

Dan Rinsema Sybenga discussed the history and need for this request.

C. Adoption of Ballot Language

Jeff Soles of Thrun Law Firm reviewed and discussed edits to the ballot language. The following changes will be made to page 1 of the resolution bonding language:

- In the opinion of this Board it is necessary and expedient to construct, furnish and equip science wing additions including new science labs, health education facility additions and a new creative arts facility; acquiring a site for, and constructing or remodeling, and furnishing and equipping a college facility within the current geographic boundaries of the Muskegon Downtown Development Authority; and develop and improve sites and supporting infrastructure; and...
- MCC will go to the public for \$24M. When the special meeting was held on July 31<sup>st</sup>, it was decided to go to the public for between \$21M and \$27M. Upon examination of the buildings to be constructed, it was determined that \$24M would be sufficient to complete all of the needed work; there were additional infrastructure upgrades that weren't necessary based on what is included in the schematics, we are losing some classrooms in the health facility, the art building is somewhat smaller than it was originally, both being reduced in size.

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

10. Announcements

A. President's Report – *President Nesbary*

The report was emailed to the Board this morning. Dr. Nesbary highlighted a few items from his report.

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

C. Departmental Updates – *President Nesbary*

D. Board Comments

- The term “special election” used in the ballot proposal language was further clarified. Jeff Soles of Thrun explained there are regular elections and special elections. The regular election is only an election at which trustees are voted on; any time a ballot proposal or millage proposal is put before the voters that is a special election.
- Some board members voiced an interest in moving Board meetings back to the Board Room, which will be discussed further at the Wednesday Board meeting.
- The October 21<sup>st</sup> Board Retreat is no longer needed and will be cancelled.
- Dr. Nesbary noted the Dan Berg Jayhawk Wrestling Golf Outing event held over the weekend was a great event with 130-140 participants.
- Chair Crandall asked about the First Tee project. Marty McDermott indicated it is running through Muskegon Public Schools, who has hired someone to run it and they will be using MCC's Golf course. Chair Crandall further explained it is a program exposing inner city young people to golf; it's a national program that has a chapter in Muskegon. They are looking to expand their project and are pulling together some community leaders and others to discuss it. Chair Crandall will get additional information so MCC may have representation to determine what our role might be.

With no further business, the meeting was adjourned at 5:01 p.m.

Minutes submitted by Secretary, Nancy Frye.

/csd