



Muskegon Community College

BOARD OF TRUSTEES STUDY SESSION MINUTES September 16, 2013 - 4:00 p.m.

Room 1100 – Lecture Hall Stevenson Center for Higher Education

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

Absent: Trustee Frye

Chair Crandall called the meeting to order at 4:03 p.m.

1. Agenda

The Master Plan Priorities document will be presented and reviewed as part of agenda items 5. A. and 5. B.

2. Minutes

- Board Study Session Minutes – August 19, 2013
No changes were requested.
- Board Meeting Minutes – August 21, 2013
No changes were requested.

3. Public Comments

- Bill Loxterman gave an update on the Yes for MCC campaign. They have reorganized and are currently in fundraising mode, hoping to raise an additional \$15k to help secure a victory in November. Bill has been receiving very positive feedback and support.

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

A. Budget/Finance

I. Finance Committee Report – *Trustee Lester*

- Page 15 the \$2M money market was drawn down to about \$1.5M for operation expense, which was used until state tax and other things came in.

- Checks over \$10K report – power outage repairs were questioned and whether insurance will cover anything. Risk management is working through the process and some coverage is expected.
- Work continues on all funds reporting. The Finance Committee is very pleased with how the work is progressing and the statement of differences is very helpful.
- Page 22, the prior year re-statement for property and equipment was for sale of the Land Contract for the Career Tech Center. The committee is waiting for information on why ownership was not transferred. The next restatement was due to accrual sick leave liability and a difference in the way it was accrued and paid out. Although there was an adjustment in accrual, the correct amount was paid out. Restatements took a little over \$1M to the fund balance, which is reflected on page 20.
- Auditors will be on campus next week. Closing of the Fiscal Year ended June 30, 2013, is expected to be complete within 1-2 weeks. Originally a \$1M deficit was projected, but the actual loss is expected to be \$192,864 due to the great effort on everyone's part at MCC.

2. Treasurer and Financial Reports – *Trustee Lester*

B. Personnel

1. Personnel Committee Report – *Trustee Mullally*

- Received an update on a grievance regarding eligibility for the retirement incentive from administration and were informed of the request for a Board hearing.
- Heard an update from administration on the healthcare exchange notifications required to be sent out to employees in October, when new healthcare changes take effect. Plans are to send out email and postal notifications.
- Received an update on questions related to DOMA Public Act 297 regarding same sex benefits and where it stands legally.

5. Administrative Reports

A. Academic Affairs – *Teresa Sturris*

- Faculty members Tom Martin, Dan Bialas and Dave Stradal – presented ideas for the downtown campus.
 - Tom Martin indicated a downtown campus would be a wonderful opportunity for the tech wing to get renovated and reinvented. MCC's tech center is the oldest building on campus and not attractive to students. It would be really nice to see something new downtown in the way of industry.
 - Dave Stradal, head of the Entrepreneurial program, proposed a business creation center. He attended a national conference on entrepreneurship for community colleges and the Presidents of those colleges stated entrepreneur opportunities ought to align with the community goals. He also noted two of West Michigan Shoreline Regional Development Commission's goals issued in January 2013: 1) continue training and development of the regions workforce in entrepreneurialism

and 2) expand, retain, and diversify the economic base by revitalizing downtowns, attracting growth manufacturing industries, and expanding entrepreneurial training. Dave proposed the Board consider establishing a downtown center initially focused on retailing and manufacturing. Two key elements were highlighted. 1) From the retail side, the center would emphasize experiential learning by establishing selling pods or spaces where students, and potentially community members, could sell products or services developed as part of the entrepreneur program. This gives us a retail situation where students can learn; helps us align with high schools, the Career Tech Center, Junior Achievement, and others. There's a food incubator facility in Hart where people develop and sell jams, salsa's, etc. and they might be interested in selling through one of our pods. An entrepreneur associates degree would be developed in retail management as part of that; 2) On the manufacturing side, a Maker's space was proposed – space with equipment, electronics, hardware, saws, 3-D printing, etc. where students, community members, or inventors could come in who don't have the tools and build their product or idea, and we would provide the space and tools. It's a wonderful resource for students and the community and would allow us to partner with the Muskegon Inventors Network and the Michigan Inventors Coalition. It would also allow us to leverage some of the existing applied technology entrepreneur degrees with auto repair, alternative fuel, graphic arts, and to develop new entrepreneur degrees to support growing the community, which is what we're about.

- Dan Bialas stated this would allow MCC to showcase our technologies and business programs, in addition to having accounting instructors, marketing people, business and industrial training seminars, etc. there during the week as well.
- The board asked how many students from the CTC are coming to our industrial wing on a regular basis. Dan indicated MCC just initiated a new CTC e-generation program for direct credit entrepreneur classes and it is believed this will really increase the cross-over because as they are already enrolled at MCC and will also get MCC credits.
- The board questioned whether a downtown Art Center could cause students to not take art if it was the only class they were travelling downtown for. They also questioned whether the proposed programs are primarily self-contained or if there would still be a lot of interaction with the main building. Teresa Sturrus replied they are more self-contained than any other programs MCC has. Dr. Nesbary noted that moving the Tech Center downtown would free up approximately 40k sq. ft. on campus where we could locate the expanded science space, and needed art space. It would also allow reconstruction instead of building brand new space on campus, saving dollars not currently recognized. Building new science space would cost approximately \$250 a sq. ft. versus building the space out in the current tech building would be much less at \$100 to \$150 a sq. ft.

B. Student Success Report – Dr. John Selmon

a. Enrollment

b. Student Success Completion Agenda

- Vice Presidents Selmon and Sturrus gave a presentation comparing fall 2013 to fall 2012 enrollment. The enrollment goal this year was 5,067 versus actual of 4,875, -4% from last year. Contact hours are also -4% from 2012. There are some late starts, early college, and potentially others that may impact the number a bit.
- Early college numbers at the census date were: Muskegon County had 48 students last year who all returned, plus an additional 80 new students this year; Early College of Ottawa County has 23 students (all first year students); and Early College of Newaygo County has 21 students, for a grand total of 172 early college students campus-wide. 500-600 students are projected in the next 2-3 years.
- In-district tuition rates for veterans and the impact to the college was discussed.

C. Personnel Report – Aaron Hilliard

Aaron Hilliard reviewed the personnel report and gave updates.

6. Business Non Operational

A. MCCA Report – *Trustee Lester*

The impact of in-district tuition for Veteran's was of most concern. Overall college enrollment was down by ½ million in 2012, so MCC isn't the only one facing this issue. The Board is glad to hear of MCC's innovative program ideas to assist with enrollment.

B. Foundation Update – *Vice-Chair Osborn*

Founder's Day is Thursday and tickets are available for purchase.

7. Old Business

8. New Business

A. Approval– Department Chairperson/ Coordinator Stipends 2013 Fall Semester – *Aaron Hilliard*

The current Life Science Department Chair is Teresa VanVeelen; Darren Mattone is the former chair. The report will be corrected for Wednesday's Board meeting.

B. Request for Grievance Hearing – *Aaron Hilliard*

- John Toppen, Uniserv Rep, stated prior to January 31, 2013, Elena Garcia submitted her letter of resignation with an effective date of August 31, 2013. She did so early, as the master agreement has a provision requiring faculty members to announce their retirement prior to February 1. Sometime after January 31, 2013, the Board and/or MCC approved a retirement incentive, sending information to employees on May 17, 2013. After reviewing the incentive, Ms. Garcia determined she wanted to modify her retirement date to meet with one of the provisions of the retirement incentive. On May 21, 2013, Ms. Garcia applied to take advantage of this incentive. On or about June 10, she was verbally notified she was not approved or not eligible for the incentive since she had already sent in her intent to retire in January and she initiated the

grievance process. Ms. Garcia is fully vested in MCC's Retirement, which is the only eligibility requirement. They are asking the college to honor the retirement incentive offered and the she be allowed to utilize it.

- Rob Dubault responded that he doesn't disagree factually with what Mr. Toppen said. For purposes of our meeting today, the college would stipulate that the grievance was timely filed and timely processed. As noted, Ms. Garcia submitted her notice of retirement on or about January 31st and it was voted on and accepted by the Board at their February meeting. About three months later, the early retirement incentive was unveiled. Because Ms. Garcia had previously submitted her notice of retirement and it was accepted by the board, when she submitted her application in May, Mr. Hilliard met with her and explained because she had already made her decision, she was not eligible to participate in this program. The document says the college "is offering eligible employees an **opportunity** to apply for a retirement incentive" and the eligibility requirements **include** the individual be fully vested in the selected retirement plan, it is not limited to that. There are no other eligibility requirements listed. It doesn't say if you've already announced your retirement, you can't opt in. From the college's perspective, it was giving eligible employees only the opportunity to apply for this. From the perspective of college planning, when this program was unveiled in May, it was based on the fact that Ms. Garcia and others had previously announced their intention to retire. Looking at budget considerations facing the college, Administration decided to give incentive for enticement to others to also announce their retirement. I cannot deny, and the college would not deny, that her original retirement date was August 31, 2013, and her application did change that date to June 30, 2013, due to the tiered benefits in the retirement incentive. From the college's perspective, because she had already announced her retirement and set a date, she had already made her choice. The college was incentivizing others who had not firmed up their plans to maybe do so. Allowing Ms. Garcia to change her plans and get back into this particular program was not viewed as appropriate for what the plan was designed for, it was inconsistent with the expectations the college had when they rolled out the plan, and it wouldn't be viewed as fair or just to other individuals who had retired in the months before the incentive was rolled out. The Board was asked to deny the grievance.
 - Questions were answered and clarifications were made for the Board and a decision will be made at the Wednesday Board meeting.
- C. Approval to Submit an RFP to Secure Construction Manager Services for the Science Center Addition and Remodeling Project – *Dr. John Selmon*
There were no additional questions.
- D. Request for Proposal (RFP) for MCC Marketing
Dr. Nesbary indicated this RFP addresses the current marketing structure. MCC currently does much of the work internally; in the past services were contracted out and MCC is considering contracting it out again, which would be budget neutral.
- E. Resolution for Hispanic Heritage Month
The resolution will be addressed on Wednesday.
- F. Review of Official Ballot Language – This agenda item was changed from Approval to **Review** of Official Ballot Language.

9. Board of Trustees Policy Manual Updates – *Chair Crandall*
10. Announcements
 - A. President’s Report – *President Nesbary*
 - B. Departmental Updates – *President Nesbary*
 - Barb Marczak from Prein Neuhof gave a brief update on the pond dredging project. Prein Neuhof has been discussing the pond dredging project with Gerry Nyland for a couple years. There was no provision made when the buildings and walkways were constructed over the water. The areas they are talking about dredging are the main pond and the middle golf course pond. Access to the area has been a problem, as it is difficult to get equipment in the areas where work is needed. Prein Neuhof has done research and come up with a way to use a hose to suck everything out and it could be sent to a licensed landfill. There is an overflow structure under one of the decks that is leaking. Prein Neuhof is working on plans to remove and repair that structure. A permit was submitted 3-4 weeks ago to the DEQ, which is expected to take 90 days before the DEQ responds. The estimated cost of the project is \$270k. Once the DEQ permit is approved, the Board would solicit proposals for an RFP.
 - C. Siemens Report – Year 2
This report was included in the back of the Board packet for review.
 - D. Board Comments

With no further business, the meeting was adjourned at 5:29 p.m.

Minutes submitted by Secretary, Nancy Frye.

/csd