



# Muskegon Community College

## **BOARD OF TRUSTEES BOARD MEETING MINUTES January 16, 2013 11:00 a.m. – Board Room 400Z**

**Present:** Chair Crandall, Vice-Chair Osborn, Trustee Frye, Trustee Lester, Trustee Mullally, Trustee Oakes & Trustee Portenga.

The meeting was called to order by Chair Crandall at 11:03 a.m.

### 1. Agenda

Board Retreats – timing, subject, etc. was added to the agenda under New Business.

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

### 2. Minutes

- Board Study Session Minutes – December 17, 2012

Vice-Chair Osborn moved approval of the minutes with the first bullet under item 2, Board Study Session Minutes – November 19, 2012, removed.

~~Page 7, Roll call vote—Trustee Mullally to be added removed; second.~~  
Vote unanimous; motion carried.

- Board Meeting Minutes – December 19, 2012

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

### 3. Public Comments

- Mike Robertson, English Adjunct addressed the Board: “When is the Board going to bring adjunct pay here at MCC into parity with other institutions. You’re all aware of where we stand in comparison. You know the figures and the current set up is not sustainable and it’s affecting the quality of instruction. If you want to pay \$505 a credit hour, that’s an honorarium, that’s not a salary. That’s fine if you’re only going to hire retirees and people with full time jobs someplace else, but if you look around in the departments, you’re going to see a lot of young faces that are people trying to make a living; so you need to either significantly increase adjunct pay or significantly increase full time slots and just have part timers be retirees. I would like to know what your plans are.”
- Chair Crandall thanked Mr. Robertson for his comments and indicated we generally don’t comment on public comments, but indicated this was discussed at the Board Study Session

and the Board and Administration have set up an ad hoc committee that includes adjunct faculty members, as well as permanent members, who are looking at the issue of adjunct pay. The Board has been aware and it's been high on their list and it's been moved up on the Board's agenda and will be addressed within the next couple months. The Board will review the information and decide what to do in light of what our budget will be starting in July.

4. Consent Agenda (*Board Action Required - Vote*)
  - A. Budget/Finance
    1. Finance Committee Report – *Trustee Lester*
    2. Treasurer and Financial Reports – *Trustee Lester*
  - B. Personnel
    1. Personnel Committee Report – *Trustee Osborn*
    2. Personnel Report – *Aaron Hilliard*

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

5. Administrative Reports
  - A. Academic Affairs – *Teresa Sturris*
  - B. Student Success Report – *Dr. John Selmon*
    - a. Enrollment
    - b. Student Success Completion Agenda

There was nothing additional to report.

6. Business Non Operational
  - A. MCCA Report – *Trustee Lester*
    - A reminder of the Michigan Legislative Summit in Lansing on January 31<sup>st</sup> was given. The Board is also attempting to schedule appointments with representatives while in Lansing. Anyone planning to attend was asked to notify Cindy DeBoef for coordination of visits.
    - The Board requested the Foundation Update be moved to Business Non-Operational going forward, so it is given at the same time as the MCCA report.

7. Old Business
  - A. MCC Bond Ballot Question – *President Nesbary*
    - President Nesbary has had conversations with people on and off campus and met with Dan Bialas, Business Department Chair, about coordinating a series of forums with faculty, staff and students, as well as off campus forums, to learn as much as we can and report back to the Board. Additional work will be done through George K. Baum, surveying the broader community and similar to what was done previously, doing one-on-one work, face-to-face work, and work to serve the broader community.

- The Muskegon Chamber and the Foundation have requested time on the Board agenda in February to share their thoughts.
  - A Board retreat will be scheduled in February, sometime after the Board meeting, to discuss in detail the information gathered, get specific ideas of what direction to go with the campaign, and determine what to do with restructuring.
- A. Request for RFP for Degree Audit Consultant Services – *Teresa Sturris & Jean Roberts*  
Trustee Osborn made a motion to request the RFP for degree audit consultant services; second. Vote unanimous; motion carried.
- B. Oath of Office – Roy Portenga – *Trustee Oakes*  
Trustee Oakes conducted the swearing in of Trustee Portenga.
- C. Board Evaluation – (*Board Action Required*) - *Chair Crandall*  
Chair Crandall is waiting for one final evaluation. Once received, the results will be forwarded to the full Board and will include a comparison against the two previous years.
8. Board of Trustees Policy Manual Updates – *Chair Crandall*
- D. Request to update policy language to policies: 5.01.01; 5.02.02; 5.04.00; 5.04.02; 5.04.03 and 5.07.00 A. 2. and C. 2.
- Trustee Mullally moved approval of the recommended edit to policy 5.01.01 TRANSFER OF ACCOUNTS; second. Vote unanimous; motion carried.
  - Trustee Frye moved approval of the recommended edit to policy 5.02.02 OPERATIONAL AND PETTY CASH; second. Vote unanimous; motion carried.
  - Trustee Lester moved approval of the recommended edits to policy 5.04.00 AUTHORIZATION TO PURCHASE OR CONTRACT; second. Vote unanimous; motion carried.
  - Trustee Mullally moved approval of the recommended edit to policy 5.04.02 SALE OF PROPERTY; second. Vote unanimous; motion carried.
  - Trustee Osborn moved approval of the recommended edit to policy 5.04.03 CREDIT CARD POLICY; second. Vote unanimous; motion carried.
  - Trustee Frye moved approval of the recommended edit to policy 5.07.00 USE AND PROTECTION OF COLLEGE PROPERTY AND EQUIPMENT; second. Vote unanimous; motion carried.
- E. Board Retreats – Timing, etc.
1. February 26<sup>th</sup> 9-Noon a retreat was scheduled to review and discuss all issues around the bond issue.
  2. ACCT retreat – have ACCT come to MCC for a retreat for the entire Board, specifically focusing on **policy governance**. Cindy DeBoef will explore cost, options, etc.

3. Attend MCCA New Board Member Orientation – May 2, 2013, 8-11 AM to learn about the **role of the Board** – current and future – how the current Board can help shape the future Board.
  - An issue that has come up through the Board evaluation, a significant number of Board members would like to identify specific needs of the Board, and then seek individuals who fit those needs.
  - The Board Orientation Sub-Committee will re-convene and review the Board Orientation Manual.
  - If the millage proposal passes, in the fall the Board will need to strategize the timing of the implementation and determine the details of how the process will move forward.

Anticipating upcoming financial issues, the Board requested more time to discuss the Budget. An in depth discussion about the budget process will be critical as there are many budget constraints being put on MCC. The Finance Committee will meet with Administration and discuss scheduling a special Finance Committee Open Hearing around April 2013 for further input.

9. Announcements

- A. President's Report – *President Nesbary*
- B. President's Message, January 2013 – *President Nesbary*
- C. Departmental Updates – *President Nesbary*
- D. Board Comments
  - Foundation Update – *Trustee Osborn*
    - The Foundation made a date change and will now be meeting on the second Thursday of even numbered months with the next meeting in February at noon.
    - They continue to try to build the Board.
    - Want to look at pulling forward the science project and science labs.
    - Donor appreciation lunch is scheduled for February 19, 2013. Hoping to connect scholarship recipients with donors.
    - Getting input prior to structuring the millage project from community focus groups, if the millage passes and we move into a more detailed planning stage, the Board will look for opportunities to involve outside people in an advisory ad hoc capacity, as MCC moves forward with the planning phases.

With no further business Trustee Lester moved to adjourn; the meeting was adjourned at 11:53 a.m.

Minutes submitted by Secretary, Nancy Frye.

/csd