



# Muskegon Community College

## **BOARD OF TRUSTEES STUDY SESSION MINUTES October 14, 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 Mullally, and Trustee Oakes

**Absent:** Trustee Portenga

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

#### 1. Agenda

There were no changes to the agenda.

#### 2. Minutes

- Board Study Session Minutes – August 19, 2013
- Board Meeting Minutes – August 21, 2013

The minutes are for September 16 and September 18, 2013, which will be corrected.

#### 3. Public Comments

- Kathy Davis was recognized and applauded for being 1 of 20 Phi Theta Kappa 2013 Frank Lanza Memorial Scholarship Recipients.
- A few trustees and VP's Sturris and Selmon toured the Masonic Temple, facilities inspected the building, and there's a potential offer on the table if and when the MCC millage passes. Dr. Nesbary stated MCC was approached a few weeks ago by representatives of the Masonic Temple about the college acquiring the 54,000 sq. ft. building for \$1 to place an option on the building and a \$1 purchase price. The space is a very good fit with MCC's current needs for Creative Arts or Technology. One offer includes a lease back of the third floor meeting room for \$1 a year for 5 years to the mason's for their monthly meeting.
- Board concerns raised included – asbestos concerns, removal of an old boiler and upgrading or replacing the elevator.
- Mike Shubert, an attorney for Warner, Norcross and Judd, discussed the options for the Masonic Temple. A 90-day option was outlined, noting if it closes before the end of the year, MCC could apply for property tax exemption and save an additional \$20k in taxes.

The Masonic Temple wants MCC to assume \$12k in back taxes and an additional \$8k tax bill in December, if they are interested in purchasing the building. A resolution will be prepared for Wednesday.

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

A. Budget/Finance

1. Finance Committee Report – *Trustee Lester*

2. Treasurer and Financial Reports – *Trustee Lester*

- Page 15 – 3 certificates are maturing; a \$2M certificate matured on 10/3/13 and was reinvested for 30 days at a rate of .15%. Certificates with Huntington and Shelby State Bank mature on the 23<sup>rd</sup> and 31<sup>st</sup> and will likely be reinvested with the same institution.
- The books have not been closed. A closing meeting with the auditors is scheduled for the November Board meeting. It appears the net loss will be significantly lower than originally anticipated at \$56,484.
- Transferring credit card convenience fees to students, for using a credit card to pay tuition, is being reviewed by administration. Administration has narrowed it down to the two lowest cost options and will choose whichever option is most cost effective for the student and the college. A communication will go out to students prior to implementation.

B. Personnel

1. Personnel Committee Report – *Trustee Mullally*

- The committee received updates from administration on a grievance, open enrollment, and postings. Insurance rates will increase, but less than originally expected. There are two internal candidates for a custodial position and the math instructor position will be re-posted.
- A new draft for the president's evaluation was distributed for review. The evaluation tool was provided by Dr. Nesbary and will be posted to the portal for discussion at the November meeting.

5. Administrative Reports

A. Academic Affairs – *Teresa Sturris*

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

a. Enrollment

b. Student Success Completion Agenda

Dr. Selmon presented a PowerPoint on Student Success and Completion Key Performance Indicators. One indicator will be presented in greater detail each month.

C. Personnel Report – *Aaron Hilliard*

Aaron Hilliard gave a summary report.

6. Business Non Operational

A. MCCA Report – *Trustee Lester*

- Robin Smith from Lansing Community College is the chair elect for The Association of Community College Trustees Board of Directors 2013-14
- Discussed how funds would affect colleges, as 40% of the state's budget is federal funds
- Trustee Lester and Dr. Nesbary will be attending the MCCA Autumn Board meeting this Friday in Lansing

B. Foundation Update – *Vice-Chair Osborn*

- The foundation met last week and met with the auditors from Brickley DeLong.
- Updates on the November 5 election and campaign committee work were given by Dr. Nesbary.
- A summary of the Founder's Day event was given: revenue was up nearly 60% from last year; individual participation was up 62% from last year; 144 items were donated, many by MCC employees; and 156 tickets were sold. Feedback is being evaluated. Next year's event will be Thursday, September 18, 2014. Everyone was thanked for participating in Founder's Day and the Foundation is looking forward to upcoming events.
- Next year's Jayhawk Scramble is scheduled for Friday, June 13, 2014
- Goal setting was discussed, as well as getting more members on the Foundation Board.
- The Alumni Relations Committee will be part of the standing report.
- The bylaws need to be changed to reflect meetings being moved to quarterly.
- Then next Foundation meeting is scheduled for January 9, 2014.

7. Old Business

8. New Business

A. Resolution on Local Strategic Values for State Performance Funding – *Teresa Sturris*

This is required by the state and measures MCC in three areas: 1) Economic development and Business and Industry partnerships; 2) Educational partnerships; and 3) Community services. A resolution from the Board is needed to certify MCC meets 4 out of 5 categories in each area. Teresa created a list of how MCC meets the requirements and MCC meets 5 out of 5 categories in each area. Teresa highlighted some of the new things MCC is doing in different areas.

B. Degree Audit Consultant Services – *Teresa Sturris*

- Dr. Nesbary reported an RFP for degree audit has been out for 8 months. Two proposals were presented with a recommendation for Campus Works at \$44, 770 to build 86 academic programs. Ellucian's proposal came in at \$179,170 or an option for \$43,400 to build one curriculum, with the other 85 built by the college.
- Dr. Nesbary has been approached by ellucian who now has the time and resources to do the work within the parameters of their current budget, at no additional cost to MCC. This option was not part of the closed bid process. Mike indicated when ellucian

responded to the RFP in January, onsite staff was extremely busy with portal implementation and facing a yearlong Sequel migration project. The portal project Phase I and II are complete and there are 73 days left in the Sequel migration, freeing up internal resources.

- Concern was raised that the proposal was sent out and then ellucian came back with changes. Additional concerns were raised as to whether this would be a priority; what if something else comes up? Mike responded that if MCC sets the project as a priority then it becomes the priority. The Board would also need a guarantee that ellucian has the time and expertise, a guarantee of building 86 programs, and a guaranteed timeframe prior to making a decision on Wednesday.

C. Permission to Adopt – 2013/2014 Full-Time Faculty Seniority List – *Aaron Hilliard*

The board does not need to approve the seniority list; it is shared for information purposes only and will be removed from the agenda for Wednesday.

D. Permission to Appoint 2013 Fall Adjunct Instructors – *Aaron Hilliard*

E. Permission to Appoint – Full Time Manager of Student Success and Veterans Affairs – *Aaron Hilliard*

F. Permission to Post Full-Time Enrollment Services Representative – *Aaron Hilliard*

The Board questioned whether these positions are filling vacated spots. Aaron responded the Manager of Student Success and Veteran's affairs is to fill the positions vacated by Sandy Ring and Alexia Alexander and the person selected to fill this position is currently an enrollment services representative.

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

10. Announcements

A. President's Report – *President Nesbary*

An RFP for copy services will be added to Wednesday's agenda.

B. Departmental Updates – *President Nesbary*

C. Board Comments

- Everyone's help is needed to get information out for the upcoming election. Contact Ryan Bennett or Bill Loxterman to obtain yard signs and information for distribution.
- Teresa distributed guest passes from Sheila Wahamaki, for upcoming Overbrook Theatre productions. She also announced the 75<sup>th</sup> anniversary of War of the Worlds production at Overbrook Theater, which is free.

With no further business, the meeting was adjourned at 5:31 p.m.

Minutes submitted by Secretary, Nancy Frye.

/csd