



**BOARD OF TRUSTEES
BOARD MEETING MINUTES
November 21, 2012
12:30 p.m. – Board Room 400Z**

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

Absent: Chair Crandall

The meeting was called to order by Vice-Chair Oakes at 12:30 p.m.

1. Agenda

Trustee Portenga moved adoption of the agenda; second. Vote unanimous; motion carried.

2. Minutes

- Board Study Session Minutes – October 15, 2012
- Board Meeting Minutes – October 17, 2012
- Board Closed Meeting Minutes – October 17, 2012

Trustee Portenga made a motion to accept the Board Study Session minutes of October 15, 2012; Board Meeting minutes of October 17, 2012; and Board Closed Session meeting minutes of October 17, 2012; second. Vote unanimous; motion carried.

3. Public Comments

- David Langlois participated in the November 7th Elevator Pitch competition and won first place. David was introduced and congratulated for a job well done. David gave a summary of his business pitch to the Board. Tiffany Flaska, who was unable to attend today's meeting placed third.
- Kelley Conrad thanked the Faculty negotiating committee who went above and beyond the normal negotiating timeframe to settle the faculty contract – Dan Bialas, Nancy Slater, Darren Mattone, and Toby Moleski. This was an exceptional group in an exceptional negotiating session.
- Trustee Portenga commented that during negotiations he inquired from both sides how it was going. He wasn't so concerned about the substance, but he was concerned about mutual respect. He heard that through the long, arduous process, the respect level remained high on both sides. He appreciates both teams and was delighted to hear this.
- Paula Halloran inquired about page 19, under APS, the part time Enrollment Services Representative position and whether it belongs under APS? Aaron Hilliard noted it should be under ESS instead of APS and apologized for the error. The report will be corrected.

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 Lester made a motion to approve the consent agenda; second. Vote unanimous; motion carried.

5. Administrative Reports

A. Academic Affairs – *Teresa Sturrus*

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

- a. Enrollment
- b. Student Success Completion Agenda
- c. Key Performance Indicators (KPIs) for Student Success Presentation
– *Vice President Sturrus & Vice President Selmon*

In follow up to Monday's Study Session, Dr. Selmon provided the board with pledge forms so their United Way donations will credit MCCs campaign.

6. Business Non Operational

A. MCCA Report – *Trustee Lester*

There was nothing additional to report.

7. Old Business

8. New Business

A. Auditor Report – *Brickley DeLong – Paul Gilbert and Eric VanDop*

Eric VanDop and Paul Gilbert presented the Financial Statement Reports for the year ended June 30, 2012.

Trustee Lester moved to accept the auditor's report as presented; second. Vote unanimous; motion carried.

B. Permission to Post Full Time Position for Director of Institutional Research & Grants
– *Aaron Hilliard*

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

C. Permission to Post Full-Time CAD/CNC Grant Coordinator – *Aaron Hilliard*

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

E. Permission to Appoint Institutional Research and Grants Coordinator Michael Myers
– *Aaron Hilliard*

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

Michael Myers was introduced to the Board and welcomed.

F. Permission to Appoint Full Time Nursing Instructor Heather VanDerZanden – *Aaron Hilliard*

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

G. Ratification of the Faculty Agreement – *Trustee Osborn*

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

H. Board Evaluation – (*Board Action Required*) - *Chair Crandall*

The Board Evaluation is still in process.

I. Millage Update and Next Steps – *President Nesbary*

9. Board of Trustees Policy Manual Updates – *Vice-Chair Oakes*

A. Request to update policy language for policies 1.09.00, B. 1. and B. 2.; 2.01.07; 2.01.16; 2.02.03; 2.04.00, 3.; 3.02.00; 3.03.00, 1., 1.; 3.03.00, 1., 2.; 3.03.00, 1., 3.

The edits to the policies listed above were accepted as presented with the following additional edits:

- 2.01.07 MINUTES OF THE BOARD - Within 30 days after the approval of prior board minutes, a copy of the minutes shall be placed in the college library **and posted online**. (need to add “**and posted online**”.)
- 2.01.16 - the comma before AACJC and AACJC will be removed.
- 3.02.00 – ~~FIELD TRIPS~~ LEARNING OUTSIDE OF THE CLASSROOM

The Board of Trustees endorses the use of ~~field trips~~ learning outside of the classroom that serves to supplement or enrich the existing educational program, **consistent with existing administrative policy**. (~~Guidelines are available from the Academic Affairs Office.~~)
- The recommendation will be changed to come from the Board Chair/Vice Chair instead of the President.

Trustee Portenga moved approval of the edits as presented and verbally amended at the meeting; second. Vote unanimous; motion carried.

10. Announcements

A. President’s Report – *President Nesbary*

- President Nesbary thanked both the faculty and administration negotiation teams.
- Vice President Selmon reported enrollment has gone from -10% to -5%.
- President Nesbary indicated there is concern and interest in the amount of revenue coming to the college from various sources and particularly the State of Michigan. Vice President Zink and Beth Dick, Finance Director, put together a chart that outlines a historical analysis of MCC revenue, which was reviewed and discussed.
- Vice President Zink distributed line graphs for the last three years and current year-to-date on how MCC revenue and fees come in by month and cumulative for the year.

B. President’s Message, October 2012 – *President Nesbary*

C. Departmental Updates – *President Nesbary*

- Year-End Golf Course Report

D. Board Comments

- Foundation Update – *Trustee Osborn*
 - Next meeting is scheduled for December 13, 2012. The people who have consistently served on the Foundation Board and their service were acknowledged by Trustee Osborn – Wayne Barrett, Richard Kraft, Gary Britton, Larry Visconti, Sean Mullally and Kathy Bates. Going forward the Foundation Board will look at strategies for donor stewardship, enhancing and growing board membership, and building and enhancing fundraising. They hope to grow the Foundation, especially in the scholarship area.
- With Thanksgiving being one of her favorite times of the year, Trustee Osborn took the opportunity to thank people (and most of the people in attendance at today’s meeting) for providing her with a positive and/or interesting impact on her life and wished everyone a Happy Thanksgiving.
- Trustee Lester thanked Rosemary and her staff – in the Finance Committee meeting the auditors stated they really appreciate the support and information they received, allowing them to finish on schedule. Trustee Lester also wished a Happy Thanksgiving to all.
- Vice-Chair Oakes announced: “On behalf of the Board Chair and all Board members, Happy Thanksgiving to all, and may your family be blessed during this time.”

Trustee Frye moved to adjourn; second.

With no further business, the meeting was adjourned at 1:19 p.m.

Minutes submitted by Secretary, Nancy Frye.

/csd