



**BOARD OF TRUSTEES
MEETING MINUTES
December 19, 2012
12:30 p.m. – Board Room 400Z**

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

The meeting was called to order by Chair Crandall at 12:31 p.m.

1. Agenda

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

2. Minutes

- Board Study Session Minutes – November 19, 2012

Trustee Mullally moved approval of the November 19, 2012 minutes as revised; second. Vote unanimous; motion carried.

- Board Closed Meeting Minutes – November 19, 2012

Trustee Mullally moved approval of the minutes of November 19, 2012 as revised; second. Vote unanimous; motion carried.

- Board Meeting Minutes – November 21, 2012

Trustee Lester moved approval of the November 21, 2012 minutes; second. Vote unanimous; motion carried.

3. Public Comments

- John Morano, retiring MCC staff member, thanked the Board, administration and co-workers for the opportunities and experiences he has had while at MCC.

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 Portenga moved the consent agenda be adopted as modified; 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

6. Business Non Operational

- A. MCCA Report – *Trustee Lester*

Trustee Lester noted, the last MCCA update from Dr. Nesbary contains a lot of very important information.

7. Old Business

- A. Bond Question Review: Paul Hanley, George K Baum – *Chair Crandall*

- Updates were given at Monday's Study Session. The Board Chair asked whether the Board wants to pursue the bond issue again, and if so, in what timeframe and what kind of package. The following responses were given:
 - Would definitely like to go for a second millage, but would rather go in August, allowing for adequate time to build relationships with outlying areas, helping staff and giving us the best time to do best job. When we look at it, if it was the position on ballot – do we really know why they said no? Do we need to downsize? We need a poll.
 - Would like to go back, but need to decide as a college and as a Board what are we going after – need to see it downsized in some way.
 - The Board requested a list of items and their costs, for items not included in the top three priorities
 - Want to go for it again, reducing it some. Needs to be reformulated a bit, wouldn't want to cut it by a massive amount. Showing the public we heard them is important. August is probably preferable; giving us a little more lead time, time to solidify the campaign, and time to solidify items that weren't clear last time.
 - Need time to review and need to be cognizant of the operation of whatever we do. Operating costs also need to be taken into consideration.
 - We really do need it. Need to work over the next two months deciding what will be in it.
 - A poll will help zero in on whether it needs to be downsized or whether it was the position/clutter on the ballot.

Trustee Portenga made a motion that MCC go ahead with another millage campaign in 2013, the size, configuration, and timing of which to be determined shortly; second.

- President Nesbary asked that the Board direct Administration to conduct research ongoing, to support the Board's decision.

Vote unanimous; motion carried.

- Trustee Portenga's motion entailed doing some due diligence to make a decision on those remaining items. One of the things discussed was working with a bonding organization to conduct a phone survey to assess where the community is and what their feeling is regarding the size, scope, and location of the previous proposal. This will be important in determining how to restructure this.
- The Board believes it would be worth looking at the three primary categories again. The cost will need to be determined, as well as whether there is anything that can be done within the three categories to downsize the project.
- The Board instructed Administration to contact the bond organization to structure a phone survey to address questions. Once this is complete, the Board would like to schedule a retreat in January or February, to define the scope of priorities, location, and how much to pursue.
- The Board requested 1) The typical daily course schedule for the Arts programs. Is it a fairly self-contained program or do they have a lot of back and forth with other departments, telling us how much of a commuting issue we're going to see; 2) What is the timeframe to hear from the legislature about the possibility of receiving money from them, because that could come off the top of the bond request; 3) If we are discussing a downtown campus with possibly the Hackley Administration Building, would like to do a walk-through.
- The Board requested moving forward with some of the surveys, to start gathering some of the information identified. It will be important to have focus groups with the students to get a sense of where they are, and important to connect with faculty to receive their input and giving them ownership in the process as well.
- Dr. Nesbary was instructed to let the campaign committee know they may file their report from the past election, but to keep it opened so funds may be solicited now for the renewal of our effort.

B. EDA Grant Update – *President Nesbary & Dan Rinsema-Sybenga*

Vice-Chair Oakes made a motion to delay submitting the EDA grant and reconsider submitting at a later date; second. Vote unanimous; motion carried.

C. Switching to iPad Electronic Board Packets – *Chair Crandall*

The Board will go paperless as of January and begin receiving Board packets via their iPads.

8. New Business

A. Permission to Post Full-Time Math Instructor – *Aaron Hilliard*

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

B. Permission to Purchase Laerdal SimBaby Equipment – *Pam Brown*

Vice-Chair Oakes moved approval; second. Vote unanimous; motion carried.

C. Approval of 2013 Meeting Schedule – *Chair Crandall*

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

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

The evaluation has been circulated and input is currently being received. Plan to report at the February meeting.

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

A. Request to update policy language to policies: 3.00.03; 3.03.01, A. #3.; 3.06.00; 4.09.01, B. #1, 3 & 4; 4.11.00, C.; & 4.13.00

Trustee Osborn made a motion to approve all policy edits/changes as presented; second. Vote unanimous; motion carried.

10. Announcements

A. Scheduling of Board Organizational Meeting – *Chair Crandall*

Members will take the oath at the January 14th Organizational meeting. President Nesbary will schedule a judge to perform the swearing in.

B. President's Report – *President Nesbary*

C. President's Message, November 2012 – *President Nesbary*

D. Departmental Updates – *President Nesbary*

E. Board Comments

- Foundation Update – *Trustee Osborn*
 - Have received a lot of comments that the Annual Report is an excellent document.
 - The meeting last Thursday was well attended. The meeting agenda was distributed and reviewed. Had 100% participation by Board members last fiscal year. Discussed the year-end appeal and fundraising going forward; hope to increase participation by staff and others at the college.
 - Dr. Crandall spoke with Bob Hillary who established a chemical council for Muskegon County. All the executives from all of the chemical companies in the area are part of the council. If the science millage passes, Bob would be willing to ask the group for help and contributions to equip the science center.
 - Tina Dee thanked the foundation board members for their donor support. Tina also acknowledged Dick Kraft who is reaching out to his class of 1948, 1949 and 1950 alumni through a letter, which went out this week to 62 fellow alumni asking them to support the college with their year-end giving.
- Trustee Frye inquired about the increase in attendance for College Visit Day from 50 last year to 230 attendees this year. Dr. Selmon explained that previously the event was scheduled by the college on a day that worked for the college; this year the school district was asked what date they would like to schedule a visit, engaging our partners.

With no further business the meeting was adjourned at 1:24 p.m.

Minutes submitted by Secretary, Nancy Frye.

/csd