



Muskegon Community College

BOARD OF TRUSTEES BOARD STUDY SESSION MINUTES May 19, 2014 – 4:00 p.m.

Room 400z – Board Room

Present: Chair Crandall; Vice Chair Osborn, Trustee Frye, Trustee Mullally, Trustee Lester and Trustee Portenga

Absent: Trustee Oakes

Chair Crandall called the meeting to order at 4:01 p.m.

1. Agenda

The Board will go into closed session following today's meeting to discuss property acquisition.

2. Minutes

- Board Retreat Minutes – April 9, 2014

There were no changes to the minutes.

- Board Study Session Minutes – April 14, 2014

There were no changes to the minutes.

- Board Closed Session Minutes – April 14, 2014

The closed session minutes will be distributed to the Board for review and approval at the Wednesday, May 21st Board meeting.

- Board Meeting Minutes – April 16, 2014

There were no changes to the minutes.

3. Public Comments

- “A Day for Me at MCC Presentations” – Reeths-Puffer and Twin Lake Elementary third grade student presentations will be made at the Board meeting on Wednesday.

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

A. Budget/Finance

I. Finance Committee Report – *Trustee Lester*

- Information on budget assumptions and projections was received at the open finance committee meeting. Five different scenarios for tuition and fee increases were reviewed and discussed.

- Additional bonding was discussed and decisions regarding any additional bonding need to be made by August.

2. Treasurer and Financial Reports – *Trustee Lester*

B. Personnel

1. Personnel Committee Report – *Trustee Mullally*

The Personnel Committee will meet briefly following today's meeting.

5. Administrative Reports

A. Academic Affairs – *Teresa Sturris*

- Working on a [MAT2](#) (Michigan Advanced Technician Training Program) program with NCRESA and Nestle Gerber. MAT2 is based on the German Dual Education System, MAT2 integrates business and education to grow technology jobs and provides an innovative and efficient way to produce qualified workers. Through MAT2, students learn mechatronics, a combination of electrical, mechanical and electronic competencies that enable a technician to identify, analyze, and solve systems-based problems.
- Actively working on a joint workforce development program with Michigan State in Newaygo County and hope to transplant it to Ottawa County. This program is short term training with the agriculture community.

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

a. Enrollment

b. Student Success Completion Agenda

- Dr. Selmon shared a PowerPoint highlighting the new student orientation; development education, college success and academic goal setting. These are the four areas/high impact practices Student Services is focusing on as part of the Student Success Completion Agenda. The presentation will be placed on the Board portal.

C. Personnel Report – *Jerry Conrad*

Jerry Conrad reported there is very little change from last month, except for adjunct faculty. There are six active work committees in process now for Counseling, Math, Administrative HR Director, Nursing, Biology and Applied Technology Electronics.

6. Business Non Operational

A. MCCA Report – *Trustee Lester*

- Trustee Lester stated in the report received today, the community college budget is advancing and hopefully they will set some targets for early next week.
- Another item to be aware of is in-district tuition for veterans, which would affect the bottom lines of community colleges. The MCCA opposes this and requests colleges contact their senator to voice opposition; veterans do receive other incentives.

B. Foundation Update – *Vice-Chair Osborn*

- The Foundation is scheduled to meet on Thursday this week. They are moving to four meetings a year. Orientation sessions with new board members have occurred, along

with campus tours. Openings remain on the FMCC board, which they want to fill strategically if possible, to meet specific needs on the FMCC board.

- The Jayhawk Scramble golfer goal has been met and the goal for sponsors has been exceeded, but the number of lunch participants remains a bit short. Scholarship recipients will be speaking about the impact of scholarships during lunch.

7. Old Business

A. Construction Project Committees

a. Steering Committee

- i. Science Center – Teresa Sturuss reported they are currently meeting with the architects making final adjustments to the addition. Hopefully within a month they will begin to look at the renovation piece. Clark Construction is currently at the 400 level submittal, moving through the process. The architect drawings must be approved by the state.
- ii. Health Center – Recommendation from Committees – Dr. Nesbary
 - The oversight committee will be making a recommendation to the Board on behalf of the president. They are moving forward with a group to do the demographical and architectural analysis needed to move to the next level.
 - The Board requested an edit to page 29, page 2, “The Big Questions” bullet 7 reads: *Potential Community Partners/Additional Revenue Streams – let third party vendor work on partnerships. Suggested services included health services (~~dentist, massage therapy, chiropractor, dietitian/nutritionist, weight loss, physical/speech/occupational therapy, and children’s physicals~~); facility rental (events, athletic events); naming opportunities. It will be edited to read: Suggested services included **partnering with** health services (~~dentist, massage therapy, chiropractor, dietitian/nutritionist, weight loss, physical/speech/occupational therapy, and children’s physicals~~); facility rental (events, athletic events); **and** naming opportunities.*
- iii. Arts Center
 - Last Tuesday was the first day of site tours, and the Dogwood Center in Fremont and West Shore Community College’s renovation and addition were toured. A copy of the trip report with pictures was emailed to the Board.
- iv. Downtown Center
 - Property will be discussed in closed session.

8. New Business

A. Request for Sabbatical Leave – Tom Harryman

Tom Harryman discussed his proposal for a sabbatical leave during the Winter term of 2015, to continue his study into improvisational techniques and improvisation for actors.

B. Permission to Seek Quotes for Network Equipment – Mike Alstrom

Core networking equipment was purchased in 2005 (equipment used to communicate with everything else on the network) and wireless equipment used to connect wireless devices. This equipment is a couple years past due for replacement and it is starting to get to the point of increasing the risk to college by not replacing this equipment. The cost for

these replacements is estimated to be in the \$270k-\$320k range. An RFQ is needed for more finalized numbers. These are items that could be funded with capital millage funds.

- C. Permission to Appoint Administrative Director of Human Resources – *Jerry Conrad*
Kristine Anderson is being recommended for this position. Page 37, the recommendation needs to be edited to list the correct position. The goal is for Kristine to start on June 16, 2014, with 1 month of cross over for Jerry Conrad and Kristine to transfer information. Copies of resumes for all three finalists will be available for the Board on Wednesday's.
- D. MCCA Certification of Appointments to the 2014-2015 MCCA Board of Directors
Trustee Lester was recommended to continue as Trustee Director and Trustee Oakes was recommended to continue as Alternate Trustee Director.

9. Board of Trustees Policy Manual Updates – *Dr. Nesbary*

- A. Amendment to Board Policy 2.04.00 – *Jean Roberts*
 - Jean Roberts stated the Business Affairs Council recommended merging the Land Use Council with the Sustainability Committee, making a fifth permanent council. The changes would be from four permanent councils to five and the joining of the sustainability council system.
 - The Board questioned the purpose and makeup of the membership of the council. Dr. Nesbary explained he has been approached by both committees with various recommendations about different ways to approach sustainability on campus, about land use, and how construction projects on campus are handled. Theresa VanVeelen expanded on Dr. Nesbary's comments and stated she highly supports this recommendation.

10. Announcements

▶ **Jayhawk Scramble Scholarship Lunch – Friday, June 13th 1:30 PM**

- A. President's Report – *President Nesbary*
- B. Departmental Updates – *President Nesbary*
- C. Board Comments
 - A couple individuals have contacted the president's office and are interested in running for the MCC Board of Trustees. The Board recommended inquires be handled as follows: forward information from the County Clerk's office; invite them to review the Trustee Orientation Manual; invite them to attend board meetings; invite them to review the board policy manual. The Board also recommended a communication i.e., a press release, indicating that positions are available on the MCC Board of Trustees.
 - Trustee Frye read a thank you letter from students who attended the Phi Theta Kappa convention.

Trustee Portenga moved going into closed session to discuss a potential real estate purchase; second.

Roll call vote:

Trustee Frye – Yes

Trustee Lester – Yes

Chair Crandall – Yes

Vice Chair Osborn – Yes

Trustee Portenga – Yes

Trustee Mullally – Yes

Potential real estate purchases were discussed.

Trustee Lester made a motion to come out of closed session; second.

Roll call vote:

Trustee Frye – Yes

Trustee Lester – Yes

Chair Crandall – Yes

Vice Chair Osborn – Yes

Trustee Portenga – Yes

Trustee Mullally – Yes

With no further business, the meeting adjourned at 5:46 p.m.

Minutes submitted by Trustee Frye.

/csd