



**BOARD OF TRUSTEES  
BOARD MEETING MINUTES  
October 19, 2011  
12:30 p.m. – Board Room 400Z**

**Present:** Don Crandall, Nancy Frye, Dorothy Lester, Sean Mullally, Ann Oakes, Diana Osborn & Roy Portenga

Chair Crandall called the meeting to order at 12:32 p.m.

1. Agenda

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

2. Minutes

- Board Study Session Minutes – September 19, 2011  
Trustee Portenga moved approval of the minutes; second. Vote unanimous; motion carried.
- Board Meeting Minutes – September 21, 2011  
Trustee Lester moved approval of the minutes as amended; second. Vote unanimous; motion carried.

3. Public Comments

- Trustee Frye read a thank you note for support of the Commit to Complete Signing Day from Beta XiXi, MCC's chapter of Phi Theta Kappa.
- Trustee Crandall read a statement on behalf of the Board of Trustees. The statement included a brief history on quality improvement, internal processes (grievances, exit interviews, presidential and Board evaluations) and the intent for the public comments section of the Board agenda.
- Coach Rypma announced the Susan G. Komen Cancer Awareness Run/Walk is scheduled for today and presented Trustee Osborn with a t-shirt.
- Beth Smith clarified a possible misunderstanding that may have occurred at Monday's Study Session regarding a comment from MSU about the golf course.
- Laura Gates, who emailed the Board previously, would like to see Dr. Nesbary exonerated,
- Ed Simmons thanked the Board for the clarifications, stating this information should be well taken and appreciated by the community.

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

A. Budget/Finance

1. Finance Committee Report – *Trustee Lester*
2. Treasurer and Financial Reports – *Trustee Lester*

3. Student Success Report – *Dr. John Selmon*
  - a. Enrollment
  - b. Student Success Completion Agenda
    - i. AtD Initiatives
    - ii. College Readiness Initiatives
    - iii. Early Intervention Initiatives
- B. Personnel
  1. Personnel Committee Report – *Trustee Osborn*
  2. Personnel Report – *Ron Bush*
  3. Fall Semester 2011 – Adjuncts – *Ron Bush*
  4. Fall Semester 2011 – Department Chair Stipends – *Ron Bush*

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

5. Business Non Operational
  - A. MCCA Report – *Trustee Lester*

No additional information.
6. Old Business
  - A. Honoring Larry Wright

This was discussed at the Study Session and will occur at the December Board meeting.
  - B. Public Golf Course Concession Agreement – *Rosemary Zink*

Trustee Portenga moved approval that a Public Golf course Concession agreement be awarded to Golfscape; second. Vote unanimous; motion carried.
  - C. APS Dental Coverage Plan Approval – (*Board Action Required*) – *Trustee Osborn*

Trustee Portenga moved approval of the recommendation that APS employees have a choice between either a Reimbursement Plan through BCBS - \$2,000 per individual (100% of the first \$1,000 and 50% of the remainder of billed services, up to \$2,000 coverage) or optional BCBS Dental insurance (80/80/60 co-copayment and \$2,500 Class I maximum, a \$2,500 Class II maximum and \$1,500 lifetime orthodontics.); second.

Trustee Osborn presented the detail of the plan. The Board Personnel Policy Manual will be amended to include the current language, in addition to the new language/new plan through BC/BS, with the levels of reimbursement, co-pays, etc. and this information will be distributed to all employees.

Vote unanimous; motion carried.
  - D. Board Self Evaluation, Category 3 – *Vice-Chair Oakes*
  - E. Legal Services RFP – *Dr. Dale Nesbary*

Trustee Lester moved approval of Warner Norcross & Judd LLP, Thrun Law Firm P.C., and Britton & Bossenbroek PLC as providers of legal services to Muskegon Community College as has been provided in the past; second. Vote unanimous; motion carried.

7. New Business

A. Capital Outlay Request for Fiscal Year 2013 – *Dr. Dale Nesbary*

No further action required.

B. Preliminary Impact of New Health Care Law – *Ron Bush*

A report was given at the study session. The Board will continue to monitor this and expects to decide on either the hard cap or 80/20 option sometime early next year.

C. Health Care Insurance Agent of Record – *Ron Bush*

Trustee Osborn moved approval to contract with Gallagher Benefit Services, Inc., to serve as the college's Health Care Insurance Agent of Record; second. Vote unanimous; motion carried.

D. Nursing Accreditation Update – *Pam Brown*

Updates were given at the study session on Monday.

E. Michigan Trustee Institute Update / Retreat – *Chair Crandall*

Updates were given at the study session on Monday.

F. Presentation Sustainability – *Deb Howell - at Board Meeting*

- Deb Howell thanked the Board and Dr. Nesbary for the opportunity to give a sustainability presentation and distributed a handout.
- Jeff Stipes presented information on the Alternative Renewable Energy program, Wind & Solar, and upcoming new courses.
- Jerry Nyland discussed the recycling program to be implemented in November.

G. Grievance Hearing Recommendation – *(Board Action Required)* – *Trustee Osborn*

It is the recommendation of the Personnel Committee that the grievance be denied.

- Trustee Osborn indicated that the grievance was heard on Monday and reported how the committee reached their decision.
- It was suggested procedurally that the word "year" be placed in bold print. MCC's attorney negotiated with the union in 1998 and upon review of those original notes, there was absolutely no bargaining over the sabbatical language from either side. When the contract came back from the printer it had the word "year" added, which was a printer error.
- In the past the full Board heard a grievance when it came to this step. In this instance, the Board relinquished the grievance to the Personnel Committee who was then asked to make a recommendation to the full Board.

Vote unanimous; motion carried.

H. Personnel Appointment – Administrative Assistant

to the Executive Director of Human Resources – *(Board Action Required)* *Ron Bush*

Trustee Portenga moved approval that Ms. Annette Judd be appointed to the position of Administrative Assistant to the Executive Director of Human Resources effective October 31, 2011; second.

- The placement must be corrected to Professional Staff III from Administrative Staff III.

Vote unanimous; motion carried.

- Annette Judd was in attendance and was introduced to the Board.
8. Board of Trustees Policy Manual Updates – *No Report*
9. Announcements
- The Talent 2025 Employer Education Report was distributed to the Board and summarized by Dr. Nesbary.
  - Journalism students were welcomed and thanked for attending the Board meeting.
- A. President’s Report – *Dr. Dale Nesbary*
- ❖ MCC Electric Dragster World Record – *Al Thomas*
  - ❖ Creative & Performing Arts – *Tim Norris*
- B. President’s Message, October 2011
- C. Departmental Updates
- D. Board Comments
- Three Trustees attended the 2011 ACCT Leadership Congress in Dallas last week. Included in today’s Board folders was a summary of sessions attended from Trustee Mullally. Trustees Crandall and Lester will forward their reports by next month.
  - Trustee Osborn thanked Dan Rypma for the t-shirt, noting this is a great cause. A copy of hiring procedures and current salary information was again requested for the Personnel Committee, as they begin preparing for contract negotiations. It was also noted that one of the department reports mentions the ERP for Jobs Audit; this information is another reason the staffing tables and current salaries are needed. The suggested report format for APS was to take the staffing table, and add the person’s name and salary, as has been done in the past.
    - Dr. Nesbary responded that salary information has been provided in multiple formats in response to this request. Fed law also requires this information be posted on the college website by November 15.
    - The Personnel Committee is looking for **current salary information, not 2010 W-2 information** and the same information is needed for faculty.
  - As a statement of policy, Chair Crandall noted we had a situation a few years ago when a single Board member was requesting a lot of information, taking hours and hours of staff time. An appropriate policy to have is if an individual Board member wishes to have information, the request come through the Chair, who will make the request. An exception to this would be information requested for the Personnel and Finance Committee, if either committee “as a whole” requests information. He requested that Board members be prudent with requests, as they do take staff time.
  - Trustee Frye recently heard from faculty about their involvement in Atd and Boot Camp. They are so enthusiastic about the results of these programs – what’s happening with students, how they are achieving in ways they didn’t before. It is very heartwarming to hear. For those involved in these efforts, Trustee Frye says “Thank You”. Chair Crandall added that when you hear all of the things that are going on in Student Success and Early Intervention, it is a great story. He recommended putting together a PowerPoint

presentation sharing what MCC is doing in these areas to share this message broadly with the community.

- Trustee Oakes re-emphasized considering a little larger room for Board meetings, so it's conducive for whoever wants to attend.

Trustee Portenga made a motion to adjourn; second. Vote unanimous; motion carried.

With no further business, the meeting was adjourned at 1:25 p.m.

Minutes submitted by Secretary, Nancy Frye.

/cd