



**BOARD OF TRUSTEES
BOARD MEETING MINUTES
NOVEMBER 22, 2011
12:30 p.m. – Board Room 400Z**

Present: Don Crandall, Dorothy Lester, Nancy Frye, Sean Mullally, Diana Osborn and Roy Portenga

Absent: Ann Oakes

The meeting was called to order at 12:45 p.m. by Chair Crandall.

1. Agenda
2. Minutes
 - Board Study Session Minutes – October 17, 2011
 - Board Meeting Minutes – October 19, 2011

Trustee Lester moved approval of the Study Session and Board meeting minutes with the corrections made at the Study Session and addition of the specific recommendations to the action items; second. Vote unanimous; motion carried.

3. Public Comments

None given.

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

A. Budget/Finance

1. Finance Committee Report – *Trustee Lester*
2. Treasurer and Financial Reports – *Trustee Lester*
 - a. Student Success Report – *Dr. John Selmon*
 - b. Enrollment
 - c. 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 – *Aaron Hilliard*

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

5. Business Non Operational

A. 2012-13 Budget Process - *Dale Nesbary*

Information was presented at the Study Session; nothing new to report.

6. Old Business

A. Board Self Evaluation, Category 4 – *Vice-Chair Oakes*

Information was covered at the Study Session. The Board agreed to hold a retreat following the December 12, 2011, Study Session, to review the student success agenda.

7. New Business

A. Auditor Report – *Brickley DeLong*

- The auditor's report was distributed to the Board and presented by Paul Gilbert and Eric VanDop of Brickley DeLong. MCC received an unqualified audit report and there were no formal recommendations. The Board and staff were thanked for their time and effort put into this audit.

B. Legislative Update – *Bill Lievense*

Updates were presented at the Study Session.

C. Permission to Appoint Director of Institutional Research and Grants – *Aaron Hilliard*

Trustee Frye made a motion to approve the recommendation that Dr. Adane Kassa be appointed to the position of Full Time Director of Institutional Research and Grants; second. Vote unanimous; motion carried.

D. Request to Purchase Telephone Service Provider – *Mike Alstrom*

Trustee Mullally made a motion to accept the recommendation that Telnet Worldwide be selected to provide telephone service to MCC; second. Vote unanimous; motion carried.

E. Request to Purchase a Multifunctional Truck – *Rosemary Zink*

Trustee Portenga moved approval of the recommendation to purchase a F550 V-8 diesel chassis truck from Great Lakes Ford with the recommended options of a heavier duty chassis, larger capacity salt spreader, lights, trailer brakes and plow, Parkhurst platform body with electric hoist and landscape, Western Tornado 2.5 yd salt spreader, Western MVP plus plow, trailer plug and electric brake option included on Parkhurst platform; second. Vote unanimous; motion carried.

F. Fuel Spill Cleanup Proposal – *Rosemary Zink*

A detailed discussion with a number of questions and concerns ensued.

Trustee Portenga moved approval of approach number 5) Prein & Newhof for four additional monitoring wells and no soil removal, allowing for natural decay over time. Monitoring would start this winter and if there are no signs of movement of the contaminated soils, no additional work would be needed. If movement of the contaminated soils is detected, MCC would need to re-evaluate and adjust the plan next spring, with an estimated cost of \$33,000, and the stipulations that the MDEQ permits it ahead of time and the insurance carrier approves the \$10,000 coverage; second. Vote unanimous; motion carried.

G. Classification and Compensation Study – *Dr. Nesbary*

- Dr. Nesbary distributed a copy of the proposal to conduct a classification and compensation study and recommended completing Phase I, Phase II, Option 2; and Phase III, Option 2.

Trustee Portenga moved approval for discussion of the recommendation to accept Fox Lawson to perform a compensation, job analysis and evaluation study; second.

A detailed discussion ensued.

- The Board questioned what is anticipated to be done with the study, what is anticipated from the study, and how is MCC prepared to deal with the outcomes of the study? Dr. Nesbary responded that it is better to have better information, good, solid benchmark data relative to our sister institutions so we can understand how our compensation compares to those institutions. It's critical for us and our employees, going into negotiations next year, that we have good information.

Motion Failed; vote unanimous.

- Dr. Nesbary asked the Board what they would direct Administration to do in order to conduct the analysis that is needed.
- This was referred back to the Personnel Committee to talk with Administration and see as we start approaching negotiations, whether or not this type of compensation study is needed, or something on a smaller scale. It was also requested that some consideration to be given to adjuncts as well.

H. Diversity on Campus – *Chair Crandall*

MCC is working with the Community Foundation of Muskegon to host a joint seminar with facilitators from MCC and the Foundation. Trustee Osborn discussed funding options, including the John G. Thompson Endowment fund. A presentation on Diversity and Inclusion is being planned that would also include the Board and Cabinet. Additional information will be forthcoming.

I. Approve January 2012 Meeting Dates – *Chair Crandall*
January 23 and 25, 2012

To discuss in December.

8. Board of Trustees Policy Manual Updates – *No Report*

9. Announcements

A. President's Report – *Dr. Dale Nesbary*

- Dr. Nesbary highlighted items from the President's Report and asked for feedback on the new format.
- The Personnel Committee requested information last month on MCC's recruitment process, which was distributed, in addition to information on the APS Staffing Tables.

B. President's Message, October 2011

It was questioned how this information is being circulated, as the report contains an outstanding article and it's important to circulate this widely. Dr. Nesbary indicated it is posted on MCC's website, published in the Chronicle monthly, and shared via a number of other mechanisms. It was suggested that this be highlighted in the upcoming Rotary presentation.

C. Departmental Updates

D. Board Comments

- Chair Crandall indicated that the Board will need to go into a brief closed session to discuss the purchase of property.
- Trustee Frye gave kudos to Dr. Selmon and thanked him for his work with the Veteran's Day celebration.
- Cindy DeBoef will coordinate December 1st transportation to Lansing for MCC's 85th Anniversary recognition.

Trustee Mullally moved going into Closed Session to discuss the purchase of property; second.

A roll call vote was taken:

Trustee Frye – yes

Trustee Osborn – yes

Trustee Lester – yes

Trustee Crandall – yes

Trustee Portenga – yes

Trustee Mullally – yes

Trustee Mullally made a motion to come out of Closed Session and return to open session; second.

A roll call vote was taken:

Trustee Frye – yes

Trustee Osborn – yes

Trustee Lester – yes

Trustee Crandall – yes

Trustee Portenga – yes

Trustee Mullally – yes

Trustee Portenga made a motion to adjourn; second. With no further business, the meeting was adjourned at 2:13 p.m.

Minutes submitted by Secretary, Nancy Frye.

/cd