



Muskegon Community College

BOARD MEETING MINUTES

June 19, 2013 - 12:30 p.m.

Board Room 400z

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

Absent: Chair Crandall

Vice-Chair Osborn called the meeting to order at 12:31 p.m.

1. Agenda

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

2. Minutes

- Board Open Finance Committee Minutes – May 13, 2013

Trustee Portenga moved the Open Finance Committee minutes of May 13, 2013, be approved; second. Vote unanimous; motion carried.

- Board Study Session Minutes – May 13, 2013

Trustee Frye moved for approval of the Board Study Session minutes of May 13, 2013; second. Vote unanimous; motion carried.

- Board Meeting Minutes – May 15, 2013

Trustee Lester moved approval of the Board Meeting minutes of May 15, 2013; second. Vote unanimous; motion carried.

3. Public Comments

No public comments were given.

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

I. Personnel Committee Report – *Trustee Mullally*

Trustee Portenga moved the consent agenda be adopted; second. Vote unanimous; motion carried.

5. Administrative Reports

A. Academic Affairs – *Teresa Sturris*

Nothing additional to report.

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

a. Enrollment

b. Student Success Completion Agenda

Nothing additional to report.

C. Personnel Report – *Aaron Hilliard*

Nothing additional to report.

6. Business Non Operational

A. MCCA Report – *Trustee Lester*

Nothing additional to report.

B. Foundation Update – *Vice-Chair Osborn*

Vice Chair Osborn announced the passing of former MCC president, Dr. John G. Thompson, shared some memories, and recognized the President's Cabinet for contributing to the John G. Thompson education fund, challenging the Board to also donate.

7. Old Business

Nothing to report

8. New Business

A. Bill Lievens gave legislative updates at Monday's study session. In follow-up, Vice Chair Osborn announced Dr. Nesbary received a call today from Senator Hanson regarding HB 4112 in which MCC's Science Lab is in the supplemental appropriations bill passed by the house and moving through the Senate appropriations subcommittee, expected to move through full appropriations in the next day or two. If passed, it requires a 50 percent match to appropriation. The total project is \$8.9M with a \$4.45M match required.

B. Resolution for Tuition and Fee Increase – Vice Chair Osborn

Trustee Oakes moved approval of the tuition and fee rates as stated below, effective with the Fall 2013 semester; second. Vote unanimous; motion carried.

	<u>Proposed</u>	<u>Current</u>
In-district	\$ 89.50	\$ 85.50
Out-of-district	\$160.00	\$153.00
Out-of-state	\$220.00	\$210.00
Technology Fee	\$ 17.00	\$ 10.00

C. Public Hearing and Adoption of Budget – Vice Chair Osborn

Trustee Portenga moved going into the public hearing; second.

Roll call vote:

Trustee Frye – Yes

Trustee Oakes – Yes

Trustee Lester – Yes

Vice-Chair Osborn – Yes

Trustee Portenga – Yes

Trustee Mullally – Yes

- Beth Dick, Director of Finance, presented a PowerPoint summary of the Budget.
- The Board questioned MCC charging credit card fees back to the student and whether students will be notified that if they pay by cash or check, there is no charge. Beth Dick confirmed there will definitely be good communication about this.
- Trustee Oakes moved going out of the public hearing.

Roll call vote:

Trustee Frye – Yes

Trustee Oakes – Yes

Trustee Lester – Yes

Vice-Chair Osborn – Yes

Trustee Portenga – Yes

Trustee Mullally – Yes

Trustee Portenga moved approval of the 2013-14 budget as presented, and that the 2013 tax levy be established at 2.2037 mills on taxable value, and the Secretary of the Board be authorized to certify the tax levy to township supervisors and city assessors as presented; second. Vote unanimous; motion carried.

D. Permission to Appointment – Adjunct Instructors – 2013 Summer Semester – Aaron Hilliard

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

E. Approval of Adjunct Salary Policy Updates of June 7, 2013 – Aaron Hilliard

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

F. Approval – Extra Contractual Assignments – 2013 Summer Semester – Aaron Hilliard

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

G. Approval – Department Chairperson/ Coordinator Stipends
2013 Summer Semester – Aaron Hilliard

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

H. Permission to Adopt APS Staffing Tables – Aaron Hilliard

Trustee Oakes moved approval, adding the salary that is outside of the range be exempt for 2013-14; second.

- One trustee requested, “In the future, we certainly want to have our classification amounts be consistent with what’s listed underneath them.” President Nesbary added, “This would be a good topic for an upcoming Board Retreat, so that we can provide some consistency.”

Vote unanimous; motion carried.

- I. Permission to Appoint Full Time CAD/CNC Grant Coordinator, Valarie Shelby – Aaron Hilliard
Trustee Portenga moved approval; second. Vote unanimous; motion carried.
- J. Sole Source Purchase Request for the Purchase of 1 CNC Mini-Mill and 5 CNC Simulators – Dan Rinsema-Sybenga
Trustee Portenga moved approval; second. Vote unanimous; motion carried.
- K. Sole Source Purchase Request for the Purchase of a Master3DGage Coordinate Measuring Machine Arm – Dan Rinsema-Sybenga
Trustee Mullally moved approval; second. Vote unanimous; motion carried.
- L. Request for Proposal (RFP) for MCC Website Development – Tina Dee
Trustee Mullally moved approval; second. Vote unanimous; motion carried.
- M. Certification of Appointments to the 2013-2014 MCCA Board of Directors – Vice Chair Osborn
Trustee Lester wishes to continue in the capacity of Trustee Director and Trustee Oakes wishes to serve as the Alternate Trustee Director for the MCCA Board of Directors.
Trustee Portenga moved approval; second. Vote unanimous; motion carried.
- N. Board Evaluation – (*Board Action Required*) – Vice Chair Osborn
Board evaluations will be conducted bi-annually. No action required.
- O. Baccalaureate Degree Program Offerings
- **Maritime Technology** – It is recommended that MCC not pursue a degree in Maritime technology immediately, but re-visit this program area in two years to re-evaluate, given currently unfolding developments that could impact port activity.
 - **Energy Production** – It is recommended that MCC begin to pursue a four year degree in Energy Production. A first step in this process would be further studying and determining which aspect of energy production holds the most promise for the local economy. It is recommended that a committee made up of relevant instructors, administrators, board representation, and local energy interests, be formed to further study the feasibility of such a program. The feasibility investigation would include a determination startup and ongoing costs and possible revenue from prospective students.
 - **Culinary Arts and Concrete Technology** – It is recommended that MCC not pursue a degree in these areas.
- Trustee Oakes moved approval of the recommendations as written above; second. Vote unanimous; motion carried.
- P. Permission to Appoint – Full Time Mathematics Instructor, Ramiro Lafuentes Rodriguez
Trustee Portenga moved approval; second. Vote unanimous; motion carried.
The board questioned whether this is a position we planned to fill? President Nesbary indicated this is one of two, the other is a business position in accounting.
Vote unanimous; motion carried.

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

Updated language to policies: 1.09.00; 3.03.00; 4.00.01; 4.06.00; 4.09.01; 5.01.01; 5.02.02; 5.04.00; 5.04.02; 5.04.03; 5.07.00; 5.09.00; 5.13.00; and 5.16.00

Trustee Mullally moved all of the above policies be updated; second. Vote unanimous; motion carried.

10. Announcements

❖ **July Board meetings are being held in the 400 Suite, as the Stevenson Center Rooms are not available due to the WINGS program.**

❖ Please stop by the TV studio before or after the **June** or **July** board meetings to make a short station ID.

A. President's Report – *President Nesbary*

- President Nesbary personally thanked everyone involved for their hard work in working through the budget process this year.
- Thanks were also extended to everyone who worked on Capital Outlay appropriations.

B. President's Message, June 2013 – *President Nesbary*

C. Departmental Updates – *President Nesbary*

D. Board Comments

Trustee Oakes publically thanked President Nesbary. At the end of May, the West Michigan Regional Clerk's Association held their annual spring session at MCC. MCC did a wonderful job, and what was so special was that Dr. Nesbary knocked on the door and thanked the group for choosing MCC. It was very special for the president to come and thank the group for choosing MCC and many positive comments were received.

Trustee Frye commented when she saw the different schools in the newspaper with top students, it was wonderful to see how many chose MCC.

President Nesbary reminded the Board that the Higher Learning Commission will be onsite July 8th and 9th to review MCC's Online programs. Dates will be forwarded to the Board in case they would like to attend any of the meetings.

Trustee Oakes made a motion to adjourn; second.

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

Minutes submitted by Secretary, Nancy Frye.

/csd