



Muskegon Community College

221 South Quarterline Road ♦ Muskegon, MI 49442

BOARD OF TRUSTEES BOARD MEETING MINUTES DECEMBER 14, 2011 12:30 p.m. – Board Room 400Z

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

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

1. Agenda
2. Minutes

- Board Study Session Minutes – October 17, 2011
Minutes were previously approved. No action required.
- Board Meeting Minutes – October 19, 2011
Minutes were previously approved. No action required.
- Board Closed Session Minutes – October 17, 2011
Language will be added to the October 17th Closed Session minutes, indicating the content of the meeting.

Trustee Mullally made a motion to postpone approval of the closed session minutes until corrected; second. Vote unanimous; motion carried.

- Board Study Session Minutes – November 22, 2011
- Board Meeting Minutes – November 22, 2011

Trustee Frye moved approval of the amended minutes for November 22, 2011; second. Vote unanimous; motion carried.

- Board Closed Session Minutes – November 22, 2011

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

3. Public Comments

- A. Ed Simmons expressed kudos to Michael “Mitch” Mieczkowski for custom designing a tool needed to complete a job on campus.

B. Legislative Tribute

Dr. Nesbary gave a report on the tribute he and the Board received from the legislature in Lansing on December 1, 2011, recognizing MCC's 85th Anniversary.

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 – *Aaron Hilliard*

Trustee Osborn made a motion to accept the consent agenda with item 4. A. 2. removed; second.

- Item 4. A. 2. was removed as there were three additional updated reports distributed.
- There were questions on the administrative expenses on the revised balance sheet and revenue and expense reports. Looking at the dollar amounts compared to last year for lines 11 and 12, there was an inconsistency on a presentation on that line item reflecting bad debt. Finance had to go back and adjust last year's number, which also affected the bad debt expense and accounts receivable.

Trustee Portenga made a motion to approve the Treasurer's and Financial report; second. Vote unanimous; motion carried.

5. Business Non Operational

A. MCCA Report – *Trustee Lester*

Possible upcoming significant changes in Pell Grants were discussed in detail and Dr. Nesbary discussed some strategies that are in place at MCC.

6. Old Business

A. Board Self Evaluation, Category 5 – *Vice-Chair Oakes*

The Board as policy maker received an overall rating of 2.23.

- 5d) Our board understands the difference between management policy and board policy received a 1.71.
 - The Board began exploring policy governance and further study in this area would be helpful

- Discussed the Board setting direction with governing
- 5h) Our board policies assign responsibility for implementing or enforcing the policy received at 1.71
 - Some have started this year, i.e., the Whistleblower Policy, and the Board is starting to move in this direction.
 - Once the Board moves to policy governance, the policy manual will change significantly.
- 5b) Board policy manuals are updated annually received a 2.57 –
 - Annual review of Board policy and mission statement will be added to the Annual Board calendar in the April/ May timeframe.

B. Capital Improvement Exploratory Committee Updates – *Chair Crandall*

- Information was distributed at Monday's study session. Information from the December 21st Exploratory Committee meeting will be shared with the Board at the January Study Session. Upon receipt and review of this information, the Board will discuss scheduling a special session in February.
- A Board tour of the Chronicle building will be scheduled.

7. New Business

A. Permission to Implement Long Range Datatel ERP Plan: Reporting, Portal, and Database – *Mike Alstrom*

Trustee Oakes moved approval of Permission to Implement Long Range Datatel ERP Plan: Reporting, Portal, and Database; second. Vote unanimous; motion carried.

B. Approval of January 2012 Meeting Dates – *Chair Crandall*

Tuesday, January 17, 2012 was approved for the Board Study Session, with the Board meeting scheduled for January 18, 2012.

Trustee Mullally made a motion by to approve the Board of Trustees 2012 Meeting Schedule; second. Vote unanimous; motion carried.

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

9. Announcements

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

B. President's Message, December 2011

This report was distributed with today's meeting materials and will be emailed and posted on the website today. Dr. Nesbary noted that the key message in this report discusses the misalignment between talent in Michigan and jobs to be filled. Chair Crandall indicated that this is the type of information needed as we go to the community on Capital improvements.

C. Departmental Updates

- The Year End Golf Course report was distributed to the Board with today's materials and "Golf Course Year-End Review" will be added to January's agenda.

D. Board Comments

- Chair Crandall thanked everyone for their presentations and information shared at the Board Retreat.
- Trustee Frye wished everyone a Merry Christmas.
- Trustee Osborn requested an operational report about the Foundation and what's happening on a regular basis. This will be assigned to one of the Foundation Board members, to bring back to the Board. She wished everyone Happy Holidays.
- Trustee Oakes wished everyone Happy Holidays and extended special thanks to Dr. Nesbary, Cindy DeBoef and everyone at MCC, stating she hears a lot of great comments about MCC. Be safe and enjoy.
- Trustee Mullally wished everyone Happy Holidays.
- Trustee Lester wished everyone a Merry Christmas.

Trustee Mullally made a motion to adjourn; second. With no further business, the meeting was adjourned at 1:22 p.m.

Minutes submitted by Secretary, Nancy Frye.

/csd