



**BOARD OF TRUSTEES
BOARD MEETING MINUTES
March 21, 2012
12:30 p.m. – Board Room 400Z**

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

The Board Meeting was called to order at 12:30 PM by Chair Crandall.

I. Agenda

- Chair Crandall moved approval of the agenda with the addition of Item 6. B. Foundation Update; second. Vote unanimous; motion carried.

2. Minutes

- Board Study Session Minutes – February 20, 2012
 - Trustee Frye moved approval of the Board Study Session Minutes; second. Vote unanimous; motion carried.
- Board Retreat Minutes – February 20, 2012
 - Trustee Portenga moved approval of the Board Retreat Minutes with the following updates; second. Vote Unanimous; motion carried.
 - The second line should read “the Retreat was called to order” not “the Study Session called to order”.
 - Under Historical Information – should read “at the Board retreat January 2011” rather than “the Board retreat last January”.
 - Under Trustee Input – Trustee Osborn would like to have added the Capital Outlay request for the new Science Center was submitted.
 - On page 9 while discussing the Library and the Art Center, Trustee Mullally would like “could the Library lease some space” rather than “could the Chronicle lease some space”.
- Board Meeting Minutes – February 22, 2012
 - Trustee Oakes moved approval of the Board Meeting Minutes with the following updates; second. Vote Unanimous; motion carried.
 - Page 13 Under Capital Improvement Exploratory Committee Review, the last line should read “Trustee Oakes has provided information on the filing deadlines” rather than “Trustee Oakes will provide information on filing deadlines”.

3. Public Comments

A. 2011 LAND Creative Writing Contest Winners

Bonny Lownds and Devon Joslin with sponsors Gretchen Cline and Regina Salmi

- Bonny Lownds won first place for her short story Night Lights in the Fiction Category and third place in the All State Community College Writing Contest.
- Devon Joslin won second place for his essay Once a Runner and third place in the All State Community College Writing Contest.
- Per Tina Dee, this information will be posted on the MCC website by the end of day today.

B. NJCAA Men's Bowling Singles National Championship – 2012 All Americans

- MCC Sophomore **Aaron Sherman** (Ravenna, MI/Ravenna) became the National Junior College Athletic Association singles bowling national champion, rolling a 723 – 55 pins ahead of second place co-finishers Bobby Moro of Cayuga Community College and Brett Golabeck of Vincennes.
- Jayhawks teammate **Scott Hichue** (Muskegon, MI/Muskegon) took 10th rolling a 598
 - Coach Bowen introduced Scott Hichue and Aaron Sherman. They participated in the bowling competition in Buffalo, NY and played 69 games. They participated in both the Doubles and the Individual competition.
 - Scott and Aaron together took 5th place in the Doubles Competition, with 68 teams.
 - Scott took 10th place in the Individual Competition.
 - Aaron won the Individual Competition out of 106 bowlers – he is the National Champion for Men's Singles.
 - Both Scott and Aaron took All American honors.
 - The Board asked if we have a Sports Hall of Fame here at MCC to display our student's accomplishments. They were told yes, all of the sports awards are displayed in the Gym.
 - Dr. Nesbary stated that this issue is being discussed by the Alumni Board. Not only displaying the sports awards but also honoring the other achievements our students have accomplished. The Board suggested that for a temporary basis, we could possibly put a picture of the student with a note of what they won and when. A suggestion was made that this display be put up in the Gerber Lounge.
 - The Board also suggested that the Muskegon Sports Hall of Fame be contacted to see if they would like to recognize any of our student's accomplishments, to see what their criteria are.

C. Public comment from Chair Crandall. He just received a communication from the MEA that two of MCC's employees Katherine Tosa and Paula Halloran have been chosen to receive the Exceptional Persons in Community Schools Award. They will be honored at a reception on Thursday, April 19, at the Lake House. All Board Members and Administrative Staff are invited to attend with a \$10 cost. Please let us know if you are interested in attending this awards banquet.

4. Consent Agenda (Board Action Required - Vote)
 - A. Budget/Finance
 1. Finance Committee Report – *Trustee Lester*
 2. Treasurer and Financial Reports – *Trustee Lester*
 - Corrections were made to the Credit Card Report. \$3,300 was moved from Trustee expenses to Others for the Christmas cards.
 - B. Personnel
 1. Personnel Committee Report – *Trustee Osborn*
 2. Personnel Report – *Aaron Hilliard*
 3. 2012-2013 Administrative, Professional, Support Staff Appointments - *Aaron Hilliard*
 - *Trustee Lester* moved approval of the Consent Agenda; second. Vote unanimous; motion carried.
5. Administrative Reports
 - A. Academic Affairs – *Teresa Sturuss*

Early College of Muskegon County Presentation – *Teresa Sturuss & Jeanette Magsig*

 - This presentation was given on Monday. *Teresa* informed us today that she will not hear from the State of Michigan until next week rather than as expected at the end of this week if they approve of their proposal.
 - B. Student Success Report – *Dr. John Selmon*
 - a. Enrollment
 - b. Student Success Completion Agenda
 - *Dr. Selmon* presented this report on Monday. Nothing new to report.
6. Business Non Operational
 - A. MCCA Report – *Trustee Lester*

No new updates.
 - B. Foundation Update – *Trustee Osborn*
 - The Foundation Board met on March 6.
 - They discovered that the last time they brought the Planetarium’s needs to everyone’s attention they received additional funds, so they are going to try this again.
 - The number one goal for the Foundation is to find more Board members. They have a very strong core right now, but are looking for additional members.

- Discussed the Reach for the Stars Campaign. The goal is to raise \$395,000. As of March 1 they have raised 62% of the goal with additional campaign funds still coming in. The campaign is scheduled to end March 31. There is still time to appeal for more donations.
- Richard Kraft, one of the Foundation Board Members, was kind enough to offer MCC a \$200,000 donation for the Science project.
- The Foundation Board spoke about upcoming activities:
 - Golf Outing - June 8 – looking for golfers and donors – more info to follow.
 - Founders Day – scheduled for September 20 – more info to follow.

7. Old Business

A. Board Self Evaluation, Category 8: Committees of the Board – *Vice-Chair Oakes*

- The Board spoke about two areas that need to be focused on.
- 8b) “Our Board has a written job description for every committee.” It was decided that this question should be removed if they continue to use this tool, as it does not apply at this time.
- 8h) “Committee reports are in writing and included in the Board Meeting packets sent to the Board members prior to the Board Meeting.” It was decided that this question should be removed if they continue to use this tool, as it does not apply.
- Question from the Board. Does the Board want to do another evaluation this year and do they want to use this tool?

Board Responses:

- Would like to compile a list of Board to do items, resulting from this evaluation and identify areas to be worked on.
- Trustee Oakes will review previous minutes to see what questions should be added or removed for the next Board Self Evaluation form.
- Like the three year idea of doing Board Self Evaluations and would like to see a dashboard created for the Board when the three year results are finalized.

B. Bond Campaign Presentation – *Rosemary Zink*

- The Board was pleased with the presentation at the Board Study Session on Monday from Paul Hanley and Sondra Denk of George K. Baum and Company. It was decided to go through with the Public Policy Program Option A, with the expectation that Paul Hanley report back to the full Board by the July Meeting. The Board will then make a decision whether they are going to move forward with the Bond Campaign at that time.
- The main amendment was to approve Public Policy Program Option A as presented by and provided by George K. Baum and Company.

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

- The second amendment was to suspend the Capital Campaign Feasibility Study; to place this on hold until the results from Option A of the Public Policy Program are received.

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

8. New Business

A. Sabbatical Leave Request – Jenny Klingenberg – *Aaron Hilliard*

Trustee Oakes moved approval of the Sabbatical Leave Request for Jenny Klingenberg; second. Vote unanimous; motion carried.

B. Permission to Post Full-Time Welding Instructor Position – *Aaron Hilliard*

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

C. Permission to Post Full-Time Applied Technology Instructor Position
– *Aaron Hilliard*

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

D. Permission to Seek Bids on Computer Life Cycle – *Mike Alstrom*

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

E. Permission to Purchase Equipment for Planetarium – *Rosemary Zink*

It is recommended that MCC purchase equipment for the Planetarium from Spitz at a cost not to exceed \$343,835.

Trustee Oakes moved approval with the amended language; second. Vote unanimous; motion carried.

F. Request for Proposal (RFP) for General Contractor for Planetarium Remodel Project –
Rosemary Zink

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

G. Request for Proposal (RFP) for a Complete Study of the HVAC Piping and Air Distribution
Systems - *Rosemary Zink*

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

H. Request for Proposal (RFP) for Architect for Science Expansion and
Renovation Project - *Rosemary Zink*

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

I. Mission Statement Review – *Chair Crandall*

- The Board has decided that they would like to receive a Word document of the Mission Statement for each of the members to make changes/suggestions. Trustee Oakes will be sending this document and tracking changes.
- The Mission Statement Review should be added to the April Board of Trustee Meeting Agenda under Old Business to be reviewed again.
- The Board would like to understand how MCC tracks version control. Mike Alstrom will submit a new report to the Board next month.

J. Presidential Evaluation – *Chair Crandall*

- Dr. Nesbary will submit to the Board his Self-Evaluation in April and this item will be re-addressed at the April Board Meeting.

9. Board of Trustees Policy Manual Updates

No updates at this time.

10. Announcements

A. President’s Report – *Dr. Nesbary*

B. President’s Message, March 2012 – *Dr. Nesbary*

C. Departmental Updates – *Dr. Nesbary*

D. Board Comments

- Chair Crandall reminded the Board that under the Consent Agenda 4. B. 3. - Permission to Re-Appoint the Administrative, Professional and Support Staff, the wording was changed to read “subject to policy manual, disciplinary and probationary provisions”.
- Trustee Osborn recognized Trustee Mullally for his diligence in making phone calls after our last meeting. Because of his work, the Foundation had received additional dollars. Thank you Trustee Mullally!
- Trustee Oakes reminded the Board that this is an election year. She has a candidate filing packet for anyone that would like one. MCC has three Board positions open this year and the deadline for filing is August 14.
- Trustee Portenga – Discussed Section 5.04.00 of the BOT Policy Manual - Regarding Sealed Bids. “Items, services, or construction costing \$25,000 or more will be selected from sealed bids, and awards will be made by the Board of Trustees. The Board of Trustees may waive the sealed bid requirement for items, services or construction costing more than \$25,000 when there is reason to believe that negotiations regarding the price of any items, services, or construction would be in the best interest of MCC.” The Board approved two items today over the amount of \$25,000. Timing is forcing the Board to go forward with today’s votes but going forward he would like the Board to be aware of this.

With no further business, the meeting adjourned at 1:36 PM.

Minutes submitted by Secretary, Nancy Frye.

/aj