



BOARD OF TRUSTEES MEETING MINUTES

June 20, 2012

12:30 p.m. – Board Room 400Z

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

Chair Crandall called the meeting to order at 12:30 p.m. Trustee Nancy Frye was welcomed back and thanked those who sent flowers, notes and cards. Sean was also welcomed back following his medical related absence on Monday.

1. Agenda

No changes were given.

2. Minutes

- Board Study Session Minutes – May 14, 2012

Trustee Portenga moved approval of the minutes as revised; second. Vote unanimous; motion carried.

- Board Meeting Minutes – May 16, 2012

Trustee Lester moved approval of the minutes as revised; second. Vote unanimous; motion carried.

- Closed Session Minutes – May 14, 2012

Vice-Chair Oakes moved approval; second. Vote unanimous; motion carried.

3. Public Comments

Joe O'Conner from Canteen addressed the vending agenda item. He thanked the Board for the opportunity to speak and indicated his goal and objective were to present a broad stroke overview of who they are and what they do. They have been part of the Muskegon community for close to 80 years and 23 of 25 employees reside in Muskegon County. They are a longstanding member of the Muskegon Chamber, and provide ongoing donations to the Muskegon County United Way, Loaves & Fishes, and Adopt a Highway. As a company, they practice and preach local sourcing on a day-to-day basis and interface with 26 Michigan-based companies. They maintain a 98.6% account retention rate and have the financial integrity and resources to fulfill every obligation outlined in the proposal. On the technology side, Canteen is a very innovative company that is forward thinking.

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

1. Personnel Committee Report – *Trustee Osborn*
2. Personnel Report – *Aaron Hilliard*

Vice-Chair Oakes moved approval; second. Vote unanimous; motion carried.

5. Administrative Reports – Nothing new from the Monday Study Session.

A. Academic Affairs – *Teresa Sturris*

- a. Michigan New Jobs Training Program Update – *Dan Rinsema-Sybenga*

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

- a. Enrollment
- b. Student Success Completion Agenda

6. Business Non Operational

A. MCCA Report – *Trustee Lester*

- a. Certification of Appointments to the 2012-13 MCCA Board of Director

Vice-Chair Oakes nominated Dorothy Lester continue as Trustee Director, and Diana Osborn as Alternate Trustee Director; second. Vote unanimous; motion carried.

7. Old Business

A. Business Department Micro Loan Program – *Finance Committee*

No action was required. This program will not be pursued at this time.

B. Vending Machine Services Bid Award – *Rosemary Zink*

Trustee Portenga moved approval of contracting with Compass Group Canteen; second. 3 votes for and 3 votes against. With a tie, Chair Crandall voted to award the contract to Compass Group Canteen.

C. Architectural Services for Science Expansion and Renovation
Bid Award – *To be considered at July Board Meeting*

Architectural services presentations will be given by Tower Pinkster and Kingscott at the July Board Study Session for the science expansion and renovation project.

Vice-Chair Oakes moved approval; second. Vote unanimous; motion carried.

D. Resolution for Tuition Increase – *Chair Crandall*

Trustee Frye moved approval of the Fall 2012 tuition increases of 5% for in-district from \$81.50 to \$85.50; 7% out-of-district from \$143 to \$153; 7% out-of-state increase from \$196 to \$210 and a 25%t tech fee increase from \$8 to \$10; second. Vote unanimous; motion carried

E. Grand Haven Location – no further discussion.

F. Follow-Up Diversity and Inclusion Retreat – *Chair Crandall* – no further discussion.

8. New Business

A. George K. Baum & Co. Presentation of Phone Poll Results – *Board Meeting*

- Paul Hanley presented the mail survey and phone poll results. Copies of the results were distributed to the Board.
- The Board gave Kudos to MCC stating: “We have a long history in the community and the support we’re seeing here is the result of a lot of work by a lot of people over a lot of years, so hat’s off to all of you because you’re making this possible for us.”
- Sondra Denk described three different options to present to voters for approval and distributed a summary document to the Board.
- Paul Hanley outlined next steps, if the Board agrees to proceed – retain bond counsel to prepare the ballot measure (bond or mill levy); adopt the specific language on the bond, as approved by the bond counsel, at the July Board meeting; then it’s up to the citizens if they want to form a committee to advocate on behalf of this project. Board members are allowed to advocate, but cannot use tax payer resources to do so. Once a political action committee is established, Board members may individually participate in the committee; but once it’s a political campaign, no revenues from the college can support the campaign. Legal is researching whether the Political Action Committee could be part of the Foundation or the Alumni Association, or whether it has to be totally separate.
- One Board member who toured the three areas needing help following last month’s forum commented, “Let anyone come in and tour and see these facilities, we need help . . .” and now very much supports a millage for the three areas mentioned. The only item in question is downtown.

Trustee Portenga moved the Board support MCC going ahead with requesting a millage, it being a general obligation unlimited tax bond description of capital improvements type, for the specific purpose of improving our science facilities, athletic facilities, and arts facilities; second. Vote unanimous; motion carried.

The next line of business will be to contact a bonding attorney to start working on ballot language for approval at the July meeting.

B. Public Hearing and Adoption of Budget

- Updated books were distributed prior to today’s meeting, with a summary sheet describing the changes. There were a few minor changes, with nothing changing in the overall budget – a few wording changes and a classification change in the general funds. Rather than providing new pages, a whole new document and summary of changes was provided. On an overall basis, the totals did not change.

- A PowerPoint presentation of the budget was given by Beth Dick, with copies distributed to the Board.

Trustee Portenga moved going into a public hearing to consider the budget; second. Vote unanimous; motion carried.

Trustee Mullally moved acceptance of the budget as presented; second. Vote unanimous; motion carried.

C. Government/Municipal/Public Funds Banking Resolution

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

D. Permission to Appoint – Full-Time Spanish Instructor

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

E. Permission to Appoint – Adjunct Instructors – 2012 Summer Semester

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

F. Approval – Extra Contractual Assignments – 2012 Summer Semester

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

G. Approval – Department Chairperson/Coordinator Stipends – 2012 Summer

Vice-Chair Oakes moved approval; second. Vote unanimous; motion carried.

H. Permission to Post Assistant Coach for Women’s Soccer Position

Vice-Chair Oakes moved approval; second. Vote unanimous; motion carried.

I. Permission to Retain FCCI Insurance Group

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

J. Request for Approval of a Partnership with the Shoah Remembrance Committee in a Center for Holocaust and Genocide Studies

Trustee Mullally moved approval; second.

Comments:

- After reading through all materials, this is so important for our community, our nation and the world. I’m so proud that we’re going to partner on this at MCC and the information that needs to come out will come out in a variety of ways.
- With the Diversity and Inclusion effort, in addition to this we have Healing Racism, and many other requests may come forward. The Board will look at the diversity and inclusion efforts and building an umbrella, with all these fitting under the umbrella.
- There was a request to add language that partnerships will be reviewed every one or two years, guidelines for inclusion, financial responsibilities, etc.
- MCC’s role is to provide space and access to our broadband internet.

Vote unanimous; motion carried.

K. President Nesbary's Contract Renewal

- Contract changes for consideration from the Personnel Committee were distributed. The President requested reducing vacation days from 28 to 20 days, replacing vacation days with a contribution of \$4,760 dollars toward an additional retirement fund selected by the President during each year of the agreement; this would be an employer paid annuity. It was noted that this language change allocates an amount equal to the salary equivalent to the vacation days that were taken off in Section 12. Per Section 7 of the President's contract, the Board may authorize the lease/purchase of a vehicle for the president. The current vehicle is a 2006 Chrysler Pacifica, moving into its seventh model year in age. The Personnel Committee recommends that the Board authorize the lease or purchase of a replacement vehicle for the President's use and that the Pacifica be placed in the colleges' motor pool. The vehicle under consideration is a Ford Edge or equivalent. The Personnel Committee is not looking at a salary adjustment at this time.

Trustee Portenga moved that the President's contract be changed as outlined by the Chair of the Personnel Committee, all other provisions of the contract remain the same; second. Vote unanimous; motion carried.

It was requested that a copy of the President's revised contract be distributed to all Board members.

L. Permission to Appoint – Full-Time Administrative Director of Human Resources

Vice-Chair Oakes moved approval; second. Vote unanimous; motion carried.

M. Permission to Adopt APS Staffing Tables

Trustee Lester moved approval of a 1% increase to the cost of wages for the 2012-2013 Fiscal Year; second. Vote unanimous; motion carried.

Discussion

- It has been the tradition that whatever percent is given to APS is at the discretion of the President to distribute 1% amongst APS at his discretion. It's unclear from the language, does this mean a 1% increase to everybody based on their current wage, or is it at the President's discretion? If a person is already at the max, that person can't get 1%, so that kind of specificity is needed. Aaron responded that there is only one person at the top in Administrative Class II and HR would like to adjust that scale, so that person would be eligible for a 1% increase; it is also the intent that this would be at the President's discretion.

Trustee Portenga made a friendly amendment that the motion also include the distribution of the 1% increase will be at the discretion of the President and that classification heading II will be a range of \$54,000 to \$84,000; second. Vote unanimous; motion carried.

N. Request for Ratification - Collective Bargaining Agreement for Custodial /Maintenance Staff

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

9. Board of Trustees Policy Manual Updates

A. 4.10.00 Board of Trustees Scholarship – Language Updates

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

10. Announcements

A. President's Report – *Dr. Nesbary*

President Nesbary's stated: " In terms of my salary increase and what you found in the custodial maintenance contract, what I am determined to do is be consistent with the salary increase or the wage increase, or lack thereof that was included in that contract. There were some overall wage adjustments, but I think if they are going to make that sacrifice, I need to too. I do want to point out that again, in my original negotiations of my contract, I felt that I needed to be represented in that negotiation and . . . I am more than happy to get representation again. I don't want there to be any confusion about my contract."

The Board responded that the status right now, in conversations with the Personnel Committee, is there would be no decision on the salary increase at this time. President Nesbary stated that at this point, there is no reason to adjust his salary this year.

B. President's Message, May 2012 – *Dr. Nesbary*

C. Departmental Updates – *Dr. Nesbary*

D. Board Comments

- Trustee Osborn – Foundation Update

The most recent meeting minutes were distributed. The Foundation Board has decided to meet on the 2nd Tuesday of each even month, with the next meeting on August 14th. The Foundation hopes to cultivate a few more Board members by that time. They had an update on the very successful Golf Outing, the best in the past three years, raising \$6,963. They are moving towards Founder's Day and asked people to take a look at silent auction items; forms are available online.

The Board, financial staff, and entire staff were thanked for the huge amount of work done today; adopting the budget and seeing closure on the strategic plan.

Trustee Lester made a motion to adjourn; second. With no further business, the meeting was adjourned at 2:05 p.m.

Minutes submitted by Secretary, Nancy Frye.

/csd