



# Muskegon Community College

## **BOARD OF TRUSTEES BOARD MEETING MINUTES April 17, 2013 12:30 p.m. – Board Room 400Z**

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

**Absent:** Trustee Lester

The meeting was called to order at 12:35 p.m. by Chair Crandall.

### 1. Agenda

Item 8. C. will be addressed following item 3. Public Comments.

Trustee Portenga moved acceptance of the agenda as modified; second. Vote unanimous; motion carried.

### 2. Minutes

- Board Open Finance Committee Minutes – March 18, 2013

Trustee Frye moved acceptance of the minutes; second. Vote unanimous; motion carried.

- Board Study Session Minutes – March 18, 2013

Trustee Portenga moved the minutes be accepted; second. Vote unanimous; motion carried.

- Board Meeting Minutes – March 20, 2013

Trustee Mullally moved to accept the minutes; second. Vote unanimous; motion carried.

### 3. Public Comments

- Dr. Frank Marczak thanked the Board for an immensely successful venture with the U.S.S. Silversides Museum (WWII History). The museum also made this available to the community and had 25 students and 130 people the first night, and 300 attendee's at the most recent meeting. Dr. Marczak also credited Kurt Troutman and George Maniates stating: "It couldn't have come off without them."

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

#### A. Budget/Finance

- I. Finance Committee Report – *Trustee Lester*

2. Treasurer and Financial Reports – *Trustee Lester*
- B. Personnel
  1. Personnel Committee Report – *Trustee Mullally*
  2. Personnel Report – *Aaron Hilliard*

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

5. Administrative Reports

- A. Academic Affairs – *Teresa Sturuss*
- B. Student Success Report – *Dr. John Selmon*
  - a. Enrollment
  - b. Student Success Completion Agenda

Additional summer enrollment information has been uploaded to the Board portal. Revenue associated with contact hours has been added, as requested by the Board.

<https://mymcc.muskegoncc.edu/board/Documents/Summer%20Enrollment%20April%2017th.pdf>

6. Business Non Operational

- A. MCCA Report – *Trustee Lester*
- B. Foundation Update – *Vice-Chair Osborn*
  - Information and a sign-up sheet were distributed for the Chip in for Education Golf Outing. Chair Crandall requested considering moving next year's event to the Muskegon Country Club; if the Foundation decides to move to the Country Club, Dr. Crandall will need to request a reservation fairly soon.
  - Founder's Day silent auction donation forms were also distributed to the Board.

7. Old Business

- A. Ballot Question Update – *Dr. Nesbary*

A decision needs to be made before the August deadline.
- B. Community Forum / Budget Update – *Dr. Nesbary*
  - Dr. Nesbary presented a brief PowerPoint presentation on the budget, it's sustainability over time, and plans to address the budget for this year and next year. The presentation reflected trends in state appropriations (down \$700k or \$12.2M if adjusted for inflation), property tax revenues (down \$1.3M in nominal dollars) and tuition and fees compared to cohort institutions (MCC is the 3<sup>rd</sup> lowest in fees and tuition out of 9 colleges and the 2<sup>nd</sup> lowest of all institutions for combined tuition and fees). MCC is at a point where the revenue stream has to be addressed.
  - Looking at MCC's budget, if we do nothing, we are looking at the potential of reducing staff by 25 positions; we currently have 10 vacancies. If we adjust our tuition to something that is very reasonable, almost up to the next college, MCC can reduce staff

by holding open the 10 positions and there would be no layoffs, no actual reduction in force; if not, we're looking at the potential reduction of 25 positions.

- The Board requested an update and summary for the May meeting of the community forums related to the millage. They will need to make a decision soon on how to proceed. A portal team site is being created and will be available later today.

C. Resolution to Execute and Deliver the Warranty Deed to MAISD – *Dr. Nesbary*

Trustee Mullally moved approval of the resolution; second. Vote unanimous; motion carried.

A roll call vote was taken:

Trustee Frye – Yes	Trustee Oakes – Yes
Chair Crandall – Yes	Vice-Chair Osborn – Yes
Trustee Portenga – Yes	Trustee Mullally – Yes

D. Resolution for Partial Redemption of 2003 Bond Issue

Trustee Oakes moved approval of the resolution; second. Vote unanimous; motion carried.

A roll call vote was taken:

Trustee Frye – Yes	Trustee Oakes – Yes
Chair Crandall – Yes	Vice-Chair Osborn – Yes
Trustee Portenga – Yes	Trustee Mullally – Yes

8. New Business

A. President Nesbary's Annual Evaluation – *Chair Crandall*

B. Darren Mattone Sabbatical Request – *Teresa Sturris*

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

C. Department of Labor Northern Virginia CAD/CNC Grant Program Presentation – *Dan Rinsema-Sybenga, Milan Hayward*

- MCC is part of a national consortium grant through the Department of Labor called "Credentials to Careers" and MCC is developing a CAD/CNC program here at MCC. Dan Rinsema-Sybenga introduced Milan Hayward, who is making site visits to all of the colleges who are part of the grant and he gave a summary of the program.
- Dan stated the end goal is an Associate Degree program and they are currently working on curriculum development and approval for a degree program. A one-year certificate program is also being contemplated and creative ways to do some shorter term things are being reviewed, which would be "on-ramps" to completing a two-year degree. With the College being judged on completion, the Board encourages this and is pleased with this program and how it's going. The Board has been interested in strengthening our relationship with industry in the community and they are happy that Dan is taking this on.

- D. Request to Implement Gift Acceptance Policy – *Vice-Chair Osborn*  
Vice Chair Osborn moved to accept the policy with the stated amendments; second. Vote unanimous; motion carried.

The naming policy and campus solicitation policy will be forthcoming.

- E. Board Evaluation – (*Board Action Required*) - *Chair Crandall*

Trustee Mullally will lead the Board evaluation at the May Board meeting.

9. Board of Trustees Policy Manual Updates – *Chair Crandall*

10. Announcements

- MCC Commencement – Thursday, May 2<sup>nd</sup>
    - ✓ Rehearsal 11:00 a.m. at the L.C. Walker Arena .
    - ✓ Enter via the Shoreline Drive and Fourth Street entrance (back entrance).
    - ✓ Commencement begins at 7:00 p.m. - please report to the conference room near the back entrance (the same room used for commencement two years ago) and arrive in time to dress in graduation caps and gowns prior to the 7:00 p.m. commencement.
  - The May Board luncheon will be held in the Stevenson Center, Room 1118 and the May Board meeting will be held in the Stevenson Center, Room 1100 for “A Day for Me at MCC” presentations.
- A. President’s Report – *President Nesbary*
- B. President’s Message, April 2013 – *President Nesbary*
- C. Departmental Updates – *President Nesbary*
- D. Board Comments
- Chair Crandall announced the Board is considering moving future Board meetings to Room 1100 as there has been standing room only for most of this year.
  - Dianna Osborn was congratulated for being selected as this years Distinguished Alumni.

With no further business, Trustee Oakes moved to adjourn. The meeting was adjourned at 1:25 p.m.

Minutes submitted by Secretary, Nancy Frye.

/csd