



Muskegon Community College

BOARD OF TRUSTEES STUDY SESSION MINUTES June 17, 2013 - 4:00 p.m. Board Room – 400z

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

Chair Crandall called the meeting to order at 4:03 PM

1. Agenda
 - Item 8. A. was moved to the beginning of the agenda, so Bill Lievens could present legislative updates and not have to stay for the entire meeting.
2. Minutes
 - Board Open Finance Committee Minutes – May 13, 2013
No changes were requested.
 - Board Study Session Minutes – May 13, 2013
No changes were requested.
 - Board Meeting Minutes – May 15, 2013
No changes were requested.
3. Public Comments

To be taken at Wednesday's Board meeting.
4. Consent Agenda (*Board Action Required - Vote*)
 - A. Budget/Finance
 - I. Finance Committee Report – *Trustee Lester*
 - Handouts were distributed outlining fringe benefit percentages and changes to the budget since the May Board meeting. The Finance Committee spent a lot of time reviewing the budget and a separate schedule for taxes for each municipality will be provided to the Board on Wednesday.

- With the changes in budgeting and accounting, the Board suggested a retreat in October for further training to help understand the changes and impact of the new reporting.
- The board stated the variance report narrative is very helpful.

2. Treasurer and Financial Reports – *Trustee Lester*

B. Personnel

1. Personnel Committee Report – *Trustee Mullally*

- The committee met today and was updated on the results of the early retirement incentive, in addition to updates on some positions being filled.
- The main topic discussed was the President's evaluation. The consensus was to delay the President's evaluation until July, to get all the information and data for the evaluation.

2. Personnel Report – *Aaron Hilliard*

- Aaron reported on exceptions and vacancies.
- Chair Crandall requested a change in the agenda, moving the Personnel Report to agenda item 5. Administrative Reports as item 5. C.

5. Administrative Reports

A. Academic Affairs – *Teresa Sturuss*

- Dan Rinsema-Sybenga presented the Baccalaureate Task Force final report and recommendations.
- Chair Crandall, Vice Chair Osborn, and Dr. Nesbary met and discussed for MCC to move to a four-year baccalaureate degree would be a major policy change that the Board has to consider. Any recommendation to move forward needs be brought to the Board for approval. Chair Crandall indicated it would be helpful to have one or two Board members serve on this committee and asked any trustees who are interested to notify him.
- The Board questioned whether any community colleges have moved forward with baccalaureate programs. If so, how has it worked, what are the numbers? Dan Rinsema-Sybenga reported MCC's Dean of Assessment, Ed Breitenbach, was at a conference last week and this was a topic of discussion with other deans, who are looking at scheduling meetings or informal working groups. A number of colleges are interested in similar programs and may be able to learn from working together. The MCCA is also coordinating activities around this initiative.

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

a. Enrollment

b. Student Success Completion Agenda

- Dr. Selmon highlighted two student success and completion accomplishments from his monthly report: 1) Measuring new student orientation each semester has revealed a 70% participation rate, with a goal to increase this by 3% next Fall; 2) Last year only a

Math summit was held with our K-12 partners to help align curriculums; this year was expanded to include Science and English and address challenges in these areas.

- Fall enrollment is up 2% in headcount.
- The Evacuation Team, Lockdown Team, Emergency Alert Team, and Behavioral Intervention team were pulled together under one umbrella, the Crisis Prevention Team, to manage campus safety and security in a better, more efficient way. Approximately 50 members have been meeting regularly.

6. Business Non Operational

A. MCCA Report – *Trustee Lester*

- The effect of the proposed tuition change for Veteran's was questioned by the Board. Beth Dick will follow-up with Mid Michigan Community College and Mike Hansen/MCCA on this.
- The MCCA Board of Directors Summer Conference is July 25-26 in Traverse City.

B. Foundation Update – *Vice-Chair Osborn*

- The FMCC CQI Plan was distributed for review.
- A golf event update was given. Preliminary results indicate a successful event – 70.58%, netting a profit of \$7,946.96 for the FMCC General Scholarship Fund. Everyone who supported the event was thanked.

7. Old Business

- Chair Crandall updated the Board on the Jason Brown issue related to allegations brought against college IT staff and the president. The investigation showed there was no wrong doing by the president; this was just a fabricated story that was passed on. The other two allegations against IT revealed there was no criminal activity. Safeguards are being tightened regarding how MCC equipment may be used, check in/check out procedures, etc.
- At the Board's request, Chair Crandall will draft a letter and meet with Jason Brown to present him with MCC's official response.

8. New Business

A. Bill Lievense – Legislative Updates

- As long as requirements are met, 1.9% increase in the budget was approved across the board, and there is also some MPSERS money attached for MCC.
- MI Merit curriculum updates were given, which will impact student readiness when students get to the community college.
- Updates were given on the Educational Authority EAA, health insurance claims tax; electric choice program potential savings of 20%; a bill introduced to add a 4-year nursing program to the baccalaureate offerings for 2-year institutions; joint capital outlay; and a school weapons policy related to carrying guns in the trunk on campus.

- B. Resolution for Tuition and Fee Increase – *Chair Crandall*
The Board requested the recommendation spell out specifically what is being approved, including percentages and dollar amounts. This will be updated for Wednesday’s meeting.
- C. Public Hearing and Adoption of Budget – *Chair Crandall*
- D. Permission to Appointment Adjunct Instructors – 2013 Summer Semester – *Aaron Hilliard*
These are the 106 adjuncts who are teaching this Summer semester.
- E. Approval of Adjunct Salary Policy Updates of June 7, 2013
There were no additional questions.
- F. Approval – Extra Contractual Assignments – 2013 Summer Semester – *Aaron Hilliard*
There were no additional questions.
- G. Approval – Department Chairperson/ Coordinator Stipends 2013 Summer Semester – *Aaron Hilliard*
There were no additional questions.
- H. Permission to Adopt APS Staffing Tables – *Aaron Hilliard*
- The board noted there is one person outside the maximum classification wage. Aaron will gather further data related to this and when the ranges were last updated.
 - An “*” will be added under Classification II as follows: *exempt from salary cap – Classification II
 - The board questioned how APS staff moves within a range. Aaron indicated, if approved, everyone within each range will receive a 1% increase. For support staff there is a schedule, but it has not been addressed since 2003. Looking at some of the numbers, the Board indicated the schedule needs to be reviewed. Administration will complete a review.
 - Aaron clarified the support staff/hourly APS group has a step schedule for everyone who is not at the top of the schedule, and those at the top of the schedule would receive the 1% increase. With the approval of a 1% increase to APS staff, the President has the authority to divide the dollars as he sees fit. The President gives direct reports authority to divide the dollars among their staff as they desire, based on employee evaluations, etc.
 - A trustee questioned how a person is able to receive more than the range set by the Board. It was noted this isn’t the only time this has occurred, the previous salary was also outside the range. In the future, the Board requested ranges be followed, or the policy must be amended and that Administration outline what occurs if someone is at the top of the range.
- I. Permission to Appoint Full Time CAD/CNC Grant Coordinator – *Aaron Hilliard*
The Board questioned the amount of the grant, which is \$48,000 per year for three years, with benefits budgeted separately. The salary fits within the Professional Staff III range and within the approved grant amount. Aaron will provide this information in the future.
- J. Sole Source Purchase Request for the Purchase of 1 CNC Mini-Mill and 5 CNC Simulators – *Dan Rinsema-Sybenga*

The recommendation will be updated for Wednesday's Board meeting to include the cost, which MCC will pay up front and then be reimbursed the full amount.

- K. Sole Source Purchase Request for the Purchase of a Master3DGage Coordinate Measuring Machine Arm – *Dan Rinsema-Sybenga*

The recommendation will be updated for Wednesday's Board meeting to include the cost, which MCC will pay up front and then be reimbursed the full amount.

- L. Request for Proposal (RFP) for MCC Website Development – *Tina Dee*

The Board requested the summary statement be edited to: "MCC wishes to **seek** proposals (deleting "and accept"). Language will be updated for Wednesday's meeting.

- M. Certification of Appointments to the 2013-2014 MCCA Board of Directors

New Board members must be appointed each year in June.

- N. President Nesbary's Annual Evaluation – *Chair Crandall*

The Board decided to postpone the President's evaluation until the July Board meeting.

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

The Board will be evaluated every two years, prior to any potential change in trustees.

- P. Baccalaureate Degree Program Offerings

Energy Production – It is recommended that MCC begin to pursue a four year degree *in this area* will be edited to "**in the area of energy production**" for Wednesday's meeting.

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

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; 5.16.00

- 3.03.00 – the Board requested the following language be updated as follows: If the student is not satisfied at the department level with a faculty member or department chair, the student may address the complaint to the appropriate Vice ~~Pp~~resident ~~for Academic Affairs.~~ This will be edited to read "the student may address the complaint to the appropriate **vice** president".
- 4.09.01 and 5.16.00 – the Board questioned when grades or transcripts would not be issued unless approved by the appropriate vice president and asked what would a VP look at to decide whether or not a transcript would be sent out? Dr. Selmon indicated there are some extenuating circumstances, such as with a job, where an unofficial copy of a transcript might be given so an employer can see that a student has graduated. Dr. Selmon hasn't done this at MCC but has done so at other colleges.

10. Announcements

- A. President's Report – *President Nesbary*

Dr. Nesbary highlighted information in his report regarding his ACE presentation related to the topic of Board evaluation and Presidents' evaluation best practices.

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

- C. Departmental Updates – *President Nesbary*

D. Board Comments to be heard on Wednesday.

Dr. Selmon thanked the Trustees and President Nesbary for presenting scholarships at area high school awards ceremonies, indicating it's important in the community.

With no further business, the meeting was adjourned at 5:29 p.m.

Minutes submitted by Secretary, Nancy Frye.

/csd