



Muskegon Community College

BOARD OF TRUSTEES BOARD STUDY SESSION MINUTES August 18, 2014 – 4:00 p.m. Room 1100 – Stevenson Center Lecture Hall

Present: Chair Crandall; Vice Chair Osborn, Trustee Frye, Trustee Oakes and Trustee Portenga

Absent: Trustee Mullally and Trustee Lester

Chair Crandall called the meeting to order at 4:00 p.m.

1. Agenda
2. Minutes
 - Board Study Session Minutes – July 14, 2014
There were no changes.
 - Board Retreat Minutes – July 15, 2014
There were no changes.
 - Board Meeting Minutes – June 16, 2014
There were no changes.
 - Board Closed Session Minutes – July 16, 2014
The closed session minutes were circulated for review.
3. Public Comments
 - Jonathan Seiferth and Edgar Watson, candidates who are running for the MCC Board of Trustees, were in attendance and introduced themselves.
 - MCC brings the world closer to students – Katherine Tosa gave a PowerPoint presentation on the recent Germany trip and highlights from the student exchange program.
 - Bill Lievens – MCC's Lansing representative gave legislative updates.
4. Consent Agenda (Board Action Required - Vote)
 - A. Budget/Finance
 - I. Finance Committee Report – *Trustee Oakes*
 - Pg. 18 – Four investments will mature in the next four months. Teresa Sturris and Beth Dick will look into possibly just rolling those over.
 - Bond money – Teresa Sturris and Beth Dick are looking into either leaving this money fluid or investing it in a short term (3-6 months) CDARS.
 - Pg. 22 Statement of Revenues and Expenditures – reflects tuition and fees at 85% of budget – they have improved and Dr. Selmon will give an update later in the meeting.
 - There is no balance sheet, as the end of Fiscal Year 2013-14 has not been finalized. Finance hopes to have a final FY report for September.

- Discussed the bond issue and had a couple questions: 1) cost associated with issuing bonds - looking at the interest rate for bonding \$14.3M – what is the cost of the money spent to issue the bond compared to interest savings? 2) whether to bond for the complete \$14.3M, or just under \$10M and saving the balance to bond at a later time – which is the best route to go?

2. Treasurer and Financial Reports – *Trustee Oakes*

B. Personnel

1. Personnel Committee Report – *Trustee Mullally*

Trustee Portenga reported on the presidential contract:

- It's been cleaned up and is shorter and more concise. There was a lot of language that was in the old contract that wasn't needed and has been deleted.
- In terms of fringe benefits, the president is entitled to the same benefits as APS.
- The Personnel Committee recommends approval and will draw up a recommendation to be added to Wednesday's agenda.

5. Administrative Reports

A. Academic Affairs – *Teresa Sturrus*

Vice President Sturrus presented with Vice President Selmon on student success.

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

a. Enrollment

b. Student Success Completion Agenda

- Updates were given on the Student Success and Completion Agenda and the four high impact educational practices MCC is working on.
- An enrollment report was given:
 - Enrollment is at 95% of budgeted contact hours
 - Down 3% in headcount, budgeted 2% down
 - Down 5% last year to this year, budgeted down 2%.
 - New student count is up 2%
 - Had a lot of activity last year at this same time

C. Personnel Report – *Kristine Anderson*

- Pg. 27 – thru the end of July, 14 adjuncts and 1 part-time upward bound clerk have been hired.

6. Business Non Operational

A. MCCA Report – *Trustee Oakes*

- Trustee Oakes and Trustee Frye attended the MCCA Summer Conference. Both Trustee Frye and Dr. Nesbary were honored with 5-year service awards and pins, which Trustee Oakes delivered to them, as they were unable to attend the banquet. This was one of the best conferences Trustee Oakes has attended and she will prepare a written report.

B. Foundation Update – *Vice-Chair Osborn*

- Focused on Founder’s Day. August 28th is the deadline for silent auction items. Vice-Chair Osborn encouraged the Board to think about unique opportunities to add items to the silent auction.
- The Foundation Board meets on August 28th.

7. Old Business

A. Construction Project Committees

a. Steering Committee

i. Science Center

ii. Health Center

iii. Arts Center

iv. Downtown Center

- Moving ahead with the Science Center. A groundbreaking ceremony is scheduled for September 3rd and expect to break ground by mid-September.
- Health Center – contracted with Kingscott/BMA to do the community survey needs assessment.
- Downtown Center – the Board will go into closed session and hopes to make a decision today.
- Art Center – moving forward with a needs assessment.

B. Policy Governance – Michigan community colleges were surveyed to determine which ones practice policy governance and the results were distributed to the Board. It was a general consensus at the last Board meeting to move forward and explore policy governance. The next step would be to have someone familiar with policy governance come in and do a seminar, so the Board gets a better understanding, and determine what’s different in policy governance. After that the Board would discuss developing the rules the Board would operate under. The third step would be to set date and schedule a retreat. Wednesday the Board will discuss retreat timing and suggestions for who the Board would like to work with on policy governance.

C. Presidential Contract – see Item 4. B. I. above.

8. New Business

A. Permission to Adopt – Coaches Salary Table Increase – *Kristine Anderson*

- The Board asked whether or not this was budgeted and it is.

B. Appointment – Coaching Staff – 2014-2015 Academic Year – *Kristine Anderson*

- There were no additional questions.

C. Permission to Post Full-Time Workforce Training & Account Manager – *Kristine Anderson*

- The Board requested a little background on this request. VP Sturris explained when the last re-organization was done, MCC reduced the vice presidents from three to two; Trynette Lottie-Harps moved to Community Outreach, and Dan Rinsema-Sybenga moved into his old position plus took on a lot of Trynette’s work, in addition to all the responsibilities for Early College in Ottawa County. Someone was needed to backfill some of Dan’s old position and to help with Early College. That is what this position is for and it is budgeted. MCC will be able to service our industry partners a lot better with the additional support in that area.

- D. Request to Approve the Multiple Position Policy – *Kristine Anderson*
- This policy helps MCC to maintain compliance with the affordable care act. It allows MCC to continue to allow full time staff to hold additional roles, while allowing MCC to be more intentional with how we manage our part time employees.
- E. University Park Golf Course Recommendation – *Dr. John Selmon*
- Additional financials were distributed to the Board, adding to information already included in the board packet. The reasoning for selecting Davey Golf was discussed. The Board questioned who would be responsible if the target income is not attained and what MCC's liability is. Dr. Selmon will look into this further with Davey Golf and clarify with the Board on Wednesday.
- F. Resolution to Issue Bonds – *Beth Dick*
- The amount of Series II bonds to be issued will be decided by the Board on Wednesday.
9. Board of Trustees Policy Manual Updates
10. Announcements
- The Board will review security services on Wednesday, but will not act on it until September.
 - Pg. 65 – Dr. Selmon highlighted the intensive training the Crisis Prevention team has gone through – National Incident Command System; September 16th an incident action plan will be written with the county and Emergency Management Services (sheriff's department) who will come to campus and help to write plan; and October 10th MCC plans to have an active shooter drill on campus.
- A. President's Report – *President Nesbary*
- B. Departmental Updates – *President Nesbary*
- C. Board Comments

Trustee Portenga moved going into closed session to discuss purchase of property.

Roll call vote:

Trustee Frye – Yes

Vice-Chair Osborn – Yes

Trustee Portenga – Yes

Trustee Oakes – Yes

Chair Crandall – Yes

Trustee Oakes moved going out of closed session.

Roll call vote:

Trustee Frye – Yes

Vice-Chair Osborn – Yes

Trustee Portenga – Yes

Trustee Oakes – Yes

Chair Crandall – Yes

With no further business, the meeting was adjourned at 5:46 p.m.

Minutes submitted by Secretary, Nancy Frye.

/csd