



# Muskegon Community College

## BOARD OF TRUSTEES BOARD STUDY SESSION MINUTES October 13, 2014 – 4:00 p.m. Board Room 400z

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

**Absent:** Trustee Lester

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

1. Agenda

There were no changes to the agenda.

2. Minutes

- Board Special Session Minutes – September 11, 2014
- Board Study Session Minutes – September 15, 2014
- Board Meeting Minutes – September 17, 2014

There were no changes to the minutes.

3. Public Comments

There were no public comments.

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

A. Budget/Finance

1. Finance Committee Report – *Trustee Oakes*

- Pg. 15 Investments – a CD maturing on October 24<sup>th</sup> will be reinvested with Huntington;
- Pg. 19 Statement of Expenditures & Revenues – Tuition and Fees are \$250-\$300k under budget, which is explained in detail on pg. 21. Additional revenues received from late start classes, along with a few other items, will impact the deficit positively;
- Pg. 25 – A fiscal year-end deficit was anticipated, but we ended with a \$228k surplus for FY end June 30, 2014; pages 26 and 27 explain where the variances occurred;
- The auditors will report at the November Board meeting.
- Pg. 17 – Checks Over \$10,000 – the bill to Barnes & Noble totaling \$400k for financial aid, is typical for this time of year.

2. Treasurer and Financial Reports – *Trustee Oakes*

B. Personnel

I. Personnel Committee Report – *Trustee Mullally*

The Personnel Committee met today. The IT contract expires shortly and will be reviewed, with the potential of bringing a few functions back in-house. A report will be presented at the November Board meeting.

5. Administrative Reports

A. Academic Affairs – *Teresa Sturrs*

There were no additional reports. Chair Crandall reported that they had an MCC Early College student at Rotary last week and she is very excited about the program. The Rotarians were surprised and excited to hear about this program offered by MCC.

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

- a. Enrollment
  - b. Student Success Completion Agenda
- There were no additional reports.

C. Personnel Report – *Kristine Anderson*

There were no additional reports.

6. Business Non Operational

A. MCCA Report – *Trustee Oakes*

- President Nesbary and Trustee Oakes will be attending the Board of Directors Fall Meeting in Mt. Pleasant on Thursday and Friday.
- Chair Crandall reported that MCC was asked by Mike Hansen, President of the MCCA, to clarify in writing the status of Trustee Lester so they may plan accordingly, as she is in line to step into a leadership role at the MCCA. A letter was sent to the MCCA, confirming that Trustee Lester is not running for re-election on the MCC Board, and her term expires at the end of 2014. Trustee Oakes has stepped in as Muskegon Community College's alternate and will represent MCC at the MCCA meetings.

B. Foundation Update – *Vice-Chair Osborn*

- This year's Founder's Day had a full house. There were 26 sponsors (4 more than 2013) and 169 attendees including 39 volunteers. In-kind donations totaled \$17,516 surpassing last year's total by over \$2,200. Auction items yielded \$6,230 in bids, with total event revenues over \$20,400. Profits will be used for instructional equipment, supplies, and scholarships to support the study of the arts and humanities at MCC. A new venue is being considered for next year.
- The Foundation is at 25% of their annual goal. They would like to insure that all Board members and leadership make their donations to reach 100% leadership participation, with current participation at 76.67% for leadership giving.
- The next Foundation Board meeting is scheduled for Thursday, November 20<sup>th</sup>.
- \$25k was transferred from the Foundation to the MCC Science Center this fiscal year, a combination of fundraising and designated donations.

7. Old Business

A. Construction Project Committees – *Dr. John Selmon*

a. Steering Committee

- i. Science Center
- ii. Health Center
- iii. Arts Center
- iv. Downtown Center

- The Science Center project has gotten through Bid Release I, with a recommendation on today's agenda. Bid release information has been issued for Phase II and meetings are scheduled with faculty for continued Phase II discussions.
- Health Center – Plante Moran and Kingscott are conducting survey work and will have information back to MCC in November, with a recommendation to the Board in December.
- Downtown Center – due diligence is underway and we are waiting to close. Once the purchase of the Chronicle building closes, the committee hopes to issue an RFP for architectural services in December. Faculty and others are beginning discussions on downtown and what it could include. Dr. Nesbary reported that MCC is looking to complete the environmental assessment of the building and a few additional days may be needed (45 days were originally scheduled).
- Art Center – The Art Committee will start meeting again within the next couple of weeks to discuss what it will look like as Applied Technology moves out.

B. Policy Governance – *Chair Crandall*

Following the Board of Trustees election, a Board retreat will be scheduled.

8. New Business

A. Approval of Resolution to Issue Bonds

Christopher Iamarino, Thrun Law, answered a few questions for the Board, as MCC is ready to issue the remainder of the bonds.

B. Approval of Local Strategic Values Document

The Local Strategic Values Resolution is something the State of Michigan has asked all boards to pass by October 15<sup>th</sup>. This reflects MCC's value to the community, with a small portion of MCC's funding based on this local strategic value. MCC has met all of the requirements, meaning MCC serves our community well and offers various opportunities for our students and the community. By approving this document, the Board is approving the assumptions on meeting all of the criteria as set out in this document.

C. Bid Release # 1 Trade Contractor Recommendations

- Dr. Selmon reported that bid release #1 included excavation work, structural steel work and concrete work, as well as an additional sidewalk. Extensive safety and background work was completed on each of the bidders. The original budgeted amount was \$671,792, with the bid coming in lower than budget at \$610,000. Clark Construction is set to begin as soon as approval is received. Bid Release #2 is underway and is expected to wrap up by October 15<sup>th</sup>, with a recommendation to the Board in November.
- The Board noted the only time the low bid was not taken was with the second group for concrete and although it was a very minor amount, they questioned why? Tim from Clark Construction explained that he took into consideration the alternate for the trail that goes

from the northeast corner of the new property to the North parking lot (the alternate 4 number) and when adding these numbers up, DeYoung is actually \$2,000 lower.

D. 2015 Board Meeting Schedule

The main meetings to confirm are the January meetings, with the Organizational Meeting and Study Session being scheduled for Tuesday, January 20<sup>th</sup> due to the campus being closed on Monday, January 19<sup>th</sup> for Martin Luther King Jr. Day and so the Years of Service Luncheon may be planned.

9. Board of Trustees Policy Manual Updates – *Dr. Crandall & Dr. Nesbary*

There were no new updates.

10. Announcements

A. President's Report – *President Nesbary*

- President Nesbary noted there is legislation HB 4148 that would enable community colleges to offer several additional baccalaureate degrees (nursing, waste water treatment technology, allied health, ski area management, information technology and manufacturing technology) and there's a chance it may move forward. The Board asked whether anything has been done internally to determine what programs MCC might be interested in offering and how quickly these programs could be implemented. VP Sturris indicated MCC has been looking at alternative energy, which is the only one seen as feasible at this time. The nursing baccalaureate has been reviewed and there is a lot to look at financially before a recommendation could come to the Board. The baccalaureate in manufacturing technology would be another program for MCC to review.
- MCC will be launching a new website thanks to the Office of Information Technology and Pete Koryzno. A soft launch will take place tomorrow and a public launch on November 1<sup>st</sup>. The website is expected to be much easier to use and looks great. A preview will be given to the Board during lunch on Wednesday.
- Some of the president's Cabinet meetings are now being held out of county at some of MCC's other sites to better connect with our partner locations.
- Dr. Nesbary met with Peg West regarding the Chronicle archives; the Board asked whether that will be something MCC will house? Dr. Nesbary indicated it has not been confirmed yet, but given that the archives are in the building MCC will own, we need to discuss this further. Paula McClurg, is also very interested in these archives. Trustee Oakes stated there is grant money available to help with archival materials and will pass grant information on to MCC.

B. Departmental Updates – *President Nesbary*

C. Board Comments

Trustee Frye was wished a Happy Birthday!

With no further business, the meeting was adjourned at 4:46 p.m.

Minutes submitted by Secretary, Nancy Frye.

/csd