



# Muskegon Community College

## **BOARD OF TRUSTEES BOARD MEETING MINUTES January 21, 2015 – 11:00 a.m. 400Z – Board Room**

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

1. Agenda

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

2. Minutes

- Board Study Session Minutes – December 15, 2014

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

- Board Meeting Minutes – December 17, 2014

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

3. Public Comments

There were no public comments.

4. Consent Agenda (Board Action Required - Vote)

Vice Chair Osborn moved approval of the consent agenda; second. Vote unanimous; motion carried.

A. Budget/Finance

1. Finance Committee Report – *Trustee Oakes*

2. Treasurer and Financial Reports – *Trustee Oakes*

B. Personnel

1. Personnel Committee Report – *Trustee Mullally*

5. Administrative Reports – there were no additional reports.

A. Academic Affairs – *Teresa Sturris*

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

- a. Enrollment

- b. Student Success Completion Agenda

C. Personnel Report – *Kristine Anderson*

6. Business Non Operational

A. MCCA Report – *Trustee Oakes*

Vice Chair Osborn moved that we appoint Ann Oakes as our delegate trustee and Nancy Frye as the alternate trustee for the MCCA; second. Vote unanimous; motion carried.

On January 29<sup>th</sup> there is a Legislative Summit in Lansing on Advocacy, beginning with breakfast at 8:30 a.m., and ending at 1:30 p.m. Any Trustees interested in carpooling may contact Trustee Oakes. There is no cost for the event.

B. Foundation Update – *Vice-Chair Osborn*

Vice Chair Osborn reminded everyone of the Donor Appreciation Dinner on April 15<sup>th</sup> and the Jayhawk Scramble coming up in June.

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 – Dr. Nesbary gave a brief update.

- The current schedule indicates some departments will open at the downtown campus in January 2016, with the bulk expected to open in May 2016.
- As soon as April, there's a plan to have an office open downtown, with technology added in the next several weeks.
- The architects will be asked to preserve as much of the original architecture as possible.
- Management of the Chronicle archives was discussed. Dave LeMieux was the Chronicle archivist and would be a great resource; he knows all about the archives and what should be kept and what shouldn't. MCC also has a part time secretary on campus with a Master's degree in Library Science and one in history, and she is also an archivist at Calvin. She may be used as an adjunct to help with this project. Teresa Sturrus has graduate training in library science and history, was responsible for building multiple libraries, and she was the archivist in Jefferson County, New York. The Board would like to see the archives open to the public.
- It was suggested grants be explored to help fund the care and storage of the archives.

B. Audit Services Proposal – *Beth Dick*

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

Current policy 5.05.00 reads: "The Board will review its contract with the college auditing firm at least every five years, beginning with the 1985 annual audit. The lead partner and the primary audit manager must rotate off the audit every five years in a staggered rotation, since the lead partner and the primary audit manager represent the top two positions on the college audit engagement team, both positions should not be changed at the same time." Beth will follow up with Brickley DeLong on the rotation policy.

C. Policy Governance – *Chair Crandall*

Chapter 1 and Chapter 2 of the policy manual will be reviewed and adjusted to the policy governance model and will be discussed at the February meeting.

8. New Business

A. Resolution for Dorothy Lester – *Dr. Crandall*

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

Dr. Nesbary will inform the trustees of when the resolution will be delivered.

B. Sole Source Purchase Request for the Purchase of Two Amatrol Mechanical Drive Learning Systems – *Teresa Sturru/Val Shelby*

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

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

10. Announcements

A. President's Report – *President Nesbary*

Dr. Nesbary will be adding an analysis to his blog on President Obama's initiative.

B. Departmental Updates – *President Nesbary*

C. Board Comments

With no further business, Trustee Oakes made a motion to adjourn; second. The meeting was adjourned at 11:39 a.m.

Minutes submitted by Secretary, Nancy Frye.

/csd