



## Muskegon Community College

### **BOARD OF TRUSTEES BOARD WORK SESSION MINUTES July 13, 2015 – 2:30 p.m. 400Z – Board Room**

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

1. Auditors Paul Gilbert and Eric VanDop of Brickley DeLong conducted the Audit Entrance Conference.
  - Management, Board and the auditor's responsibilities and timetable were reviewed.
  - Moving forward with policy governance, the Treasurer, Sean Mullally, will review the credit card charges to ensure there is adequate documentation instead of the entire Board.
  - A lot of money is passing through with Federal grants and the millage and the Board indicated it would be helpful for the auditors to review MCC's closed bid process, reviewing one of the bidding processes to ensure we are meeting the intent of our rules and regulations for MCC's closed bid process.
  - The Board was asked a series of questions by the auditors related to knowledge of any fraud, financial misconduct, areas to be audited, policies and procedures, etc.
2. A step-by-step implementation review of what the Board has completed with policy governance was distributed and reviewed.

The next step is for the Board to prepare and take ownership of the agenda, planning the Board agendas at least a year in advance, as outlined in the book Reinventing Your Board by Carver. The Board will begin to look at the issues to review and will give input to the Chair. Chair Crandall stated the following items would be good to cover: 1) With all of the activity at the state level with 4-year schools, the Board will likely need some outside help to educate them about where this process is going; 2) Redefining the annexation rules at the state level, to annex noncontiguous boundary areas (MCC has been discussing annexation with its involvement in Ottawa and Newaygo counties); 3) Health and Wellness – how can MCC take a leadership role in the community; 4) Whatever the Board sees MCC being involved in, promoting, and directing to benefit the community in the next 3-5 years.

- a. Define the ownership (is it the community at large, the tax payer, industry? Who are the owners of MCC? Are there diverse subgroups the Board needs to seek input from for particular needs (manufacturers, minority populations, health organizations, etc.)? Articulate questions from the owners for the Board (what should the board be hearing from the owners? What direction do the owners want the Board to go and how do they want the

Board to react to issues coming down the line? Also, are there meetings or surveys the Board wants to put out to the community?

- b. Continue to monitor governance policies for needed clarification and/or further detail, keep policy manual up-to-date and develop Ends policies.
- c. Assure organizational performance – Board meetings will monitor system operations, decisions regarding the CEO's pay, Auditor under contract, timely action taken in the event of consistent unacceptable performance.

A sample Board meeting agenda was reviewed and discussed. Chair Crandall and Cindy DeBoef will work on developing an entirely new Board agenda

Need to develop an annual calendar of items for Board approval (budget, tuition increases, etc.)

3. A handout summarizing steps to begin to look at the Ends Policies was distributed and discussed.
4. The Mission Statement and Vision will be reviewed by the Board for incorporation into the Board of Trustees Policy Governance Manual.
5. The Board will begin working on the Ends policies as follows:
  - a. Student Success
  - b. Financial Stability
  - c. Community Impact
  - d. Health and Wellness
  - e. Educational Level of the Community
6. Chair Crandall gave updates on the status of property acquisition.

With no further business the meeting was adjourned at 3:56 p.m.

Minutes submitted by Secretary, Nancy Frye.

/csd