



Muskegon Community College

BOARD OF TRUSTEES BOARD STUDY SESSION MINUTES November 16, 2015 – 4:00 p.m. 400Z – Board Room

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

Absent: Trustee Portenga

Chair Crandall called the meeting to order at 4:03 p.m.

1. Agenda

The Board indicated they would go into closed session following the study session for a contract negotiation discussion.

2. Minutes

- Board Study Session Minutes – October 19, 2015
There were no changes to the October 19, 2015 study session minutes.
- Board Meeting Minutes – October 21, 2015
There were no changes to the October 21, 2015 board meeting minutes.

3. Public Comments and Presentations

- Business Department Program Highlights – *Char Parker and Jim Landes*
 - Char Parker, Full Time MCC instructor in the Computer Information Systems Department, gave a presentation on one of her primary roles, which is to teach the IBM i curriculum. She discussed the demand for this training, certifications, conferences she and her students receive sponsorships to attend, highlighted a few student success stories, and highlighted publications and blog headlines where MCC was specifically mentioned for their endeavors.
 - Jim Landes, head of MCC's game design program, discussed the virtual company he and a partner developed, which students can replicate to create web-based games.
- Health & Wellness Rental Space – *Vice Presidents and Faculty*
 - Vice Presidents Sturrus and Selmon, along with nursing faculty Pam Brown, Chris Donley, and Chris Patterson discussed the request from Mercy Health Partners to lease space in MCC's new Health & Wellness Center. This would be a gross lease agreement with MCC leasing space to Mercy Health. It was clarified this is not a MCC Student Health Clinic.
 - MCC is the largest program of four schools, in terms of the number of students placed at Mercy, who share Mercy Health facilities in Muskegon. Mercy has also guaranteed MCC

spots in their system to start the medical assistant program. In the past MCC looked at moving into the Grand Rapids arena with our students, but Spectrum only worked with MCC students for one term and then terminated the agreement due to lack of space, as they already have 12 schools they work with.

- 2016 State Capital Outlay Request (Health & Wellness Center) – *Dr. Dale Nesbary*
Capital Outlay has been submitted, requesting \$5.6M for a comprehensive health center for the new Health & Wellness Facility.

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

A. Budget/Finance

I. Financial Reports – *Teresa Sturru/Ken Long*

Ken Long reported the audited financials will be ready for presentation in December. He indicated there are drafts for the Foundation, and those look good. Auditors are still working on reports. There were requirements to get things posted today, so after speaking with the state office, drafts of our internal financial statements have been posted to MCC's website, until the audited financial statements are ready for posting.

B. Required Approvals – *Dr. Crandall*

5. Administrative Reports

- ##### A. Student Success Report – *Dr. John Selmon* directed the Board to page 12 for a summary of student success work that continues here at MCC. Information was proposed last month for developing student success ends policies, including recommendations and percentages. The Board will schedule additional time during the Board Study Sessions over the next couple of months, to begin discussing ends policies, how they relate to the foundation, and how to move forward helping with student success. In December the Board will meet an hour earlier for the study session to develop ends policies for student success, and an hour earlier in January to develop ends policies around financial performance. Administration was asked to review some of the benchmarks around student success, and also around financial support, in prep for the December and January meetings.

a. Enrollment

b. Student Success Completion Agenda

c. Personnel Report – *Kristine Anderson*

Kristine reported HR had a successful open enrollment kick off. Title IX training continues with another session at MCC tomorrow at 5:30 a.m. United Way campaign information was distributed. The goal is to raise \$26,000, with just over \$19,000 raised in the first week. December 2nd is the campaign wrap up. Kristine will get pledge forms to the Trustees.

6. Business Non Operational

A. MCCA Report – *Trustee Oakes*

- *Dr. Nesbary* and *Trustee Oakes* attended the fall conference at St. Clair Community College. *Trustee Oakes* reported the main focus was on: 1) a very successful early college discussion, with home school students being a group to target; and 2) safety due to the number of shootings on college campuses recently. Because of the additional

training a police officer receives, it was recommended campuses consider a full time police officer.

- Dr. Nesbary discussed SB 442, which asks the community college board of directors to decide whether they would support or not support that legislation. Trustee Oakes and Dr. Nesbary discussed this and noted under policy governance, it lies with administration and should be a college decision, not something MCCA decides for individual institutions. Once MCCA receives 15 votes from the 28 community colleges, they will support the legislation or not. Following discussion of MCC's current policy and how MCC handles anyone carrying a weapon on campus, it was decided to maintain the existing policy, which does not allow firearms on campus.

B. Foundation Update – *Vice-Chair Osborn*

- There is a Foundation Board meeting this Thursday.
- FMCC had some preliminary meetings with the Community Foundation for Muskegon County and gained a better understanding of how our assets work together.
- FMCC is working with Ken Long on a financial report to present to this Board quarterly. The goal is to have a report for both the FMCC board and this board in February.
- FMCC has several goals and wants to feed into what the Board of Trustees is looking at with Ends Policies, especially in the areas of student success and financials. Vice Chair Osborn asked the BOT to push ideas forward, so they can work with capital campaigning to help out with all the projects and build a cause.
- The Jayhawk Scramble, next spring, is the next big event.
- The BOT voiced concern about the Capital Campaign losing momentum with moving ahead and as other alternatives to funding are found. It was requested that a couple Board members, a couple from administration, and a couple from the FMCC schedule a meeting to discuss where we're going and how to get this moving forward. There has been a void for the last few months and we are losing great opportunities.
- Dr. Selmon reported there is a meeting on Friday to discuss management plans going forward for the golf course. It is the desire to bring management in-house and not continue with the current management group. The Board and administration agree they are disappointed with how the course has been managed this year.

7. Old Business

A. Construction Project Committees – Dr. John Selmon gave a summary of projects.

- Steering Committee
 - i. Science Center
 - ii. Health Center – need to decide on the Mercy clinic request.
 - iii. Arts Center – kick off meeting November 30th. Moving on with operation assessment over the next 30-40 days.
 - iv. Downtown Center – pretty close to finalizing a budget. Will bring a summary back to the Board in December.

8. New Business

A. Request for Proposal General Office Supplies – *Dr. Selmon*

The current contract is expiring and administration is going to submit an RFP for general office supply service.

B. Chronicle Archives – *Vice President Sturuss*

This will be discussed later.

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

A. Policy Updates – Weapons Policy – *Dr. Dale Nesbary*

B. Monitoring Reports

C. Ends Policy Review

- Student Success
- Financial Stability
- Community Impact
- Health and Wellness
- Educational Level of the Community

D. Future Agenda Items – The Board is interested in hearing about MCC's expanded reach outside the county (Grand Haven, Holland, Newaygo, Coopersville, etc.) The Board requested a general review of each location sometime around the first of the year, including what is offered in each location, and the impact on MCC. This information will be helpful to the Board, especially if the annexation legislation moves forward.

E. Board Evaluation

10. Announcements

A. President's Report – *President Nesbary*

- President Nesbary hosted a legislative session this morning on campus with Senator Hansen, Rep. Hovey-Wright and Rep. Bumstead. This was the first in a series that the president hopes to host three times a year.

B. Board Comments

- Dr. Selmon reported that MCC had an outstanding Veterans Day celebration here on campus. MCC's student Speaker, Jeff DeYoung, has some language at the national level, to help reunite veterans with their service dogs. The celebration may be viewed online at <https://youtu.be/krpuWHqCx2g>. Trustee Frye added that everything moved along smoothly and the focus was the meaning of what Veterans Day is all about.

Chair Crandall moved going into closed session for contract discussions; second.

A roll call vote was taken:

Trustee Frye – Yes

Trustee Moore – Yes

Trustee Mullally – Yes

Chair Crandall – Yes

Vice Chair Osborn – Yes

Trustee Oakes – Yes

A detailed discussion ensued.

Trustee Oakes moved coming out of closed session; second.

A roll call vote was taken:

Trustee Frye – Yes

Trustee Mullally – Yes

Vice Chair Osborn – Yes

Trustee Moore – Yes

Chair Crandall – Yes

Trustee Oakes – Yes

With no further business, the meeting was adjourned at 5:47 p.m.

Minutes submitted by Secretary, Nancy Frye.

/csd