



Muskegon Community College

BOARD OF TRUSTEES BOARD MEETING MINUTES September 20, 2017 – 12:30 p.m. 400Z – Board Room

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

1. Agenda

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

2. Minutes

- Board Meeting Minutes – August 16, 2017

Trustee Frye moved approval of the August 16, 2017 Board Meeting minutes; second. Vote unanimous; motion carried.

- Board Retreat Minutes – September 6, 2017

Trustee Mullally moved approval of the September 6, 2017 Board Retreat minutes; second. Vote unanimous; motion carried.

3. Public Comments and Presentations

- Tom Harryman highlighted the upcoming theater season and each Trustee received a schedule, a bookmark and two season passes.

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

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

A. Budget/Finance

- I. Financial Reports – *Ken Long*

B. Required Approvals – *Chair Crandall*

5. Administrative Reports

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

- I. Enrollment

- Fall headcount was down -2.36% and contact hours were down -1.9%. The budget is being adjusted accordingly.
- New student count continues to increase and is up 9% from last year.

- Of the 495 students eligible for Muskegon Promise, 218 stayed in Muskegon and 192 enrolled at MCC.
 - The Newaygo Promise had approximately 135 eligible students and 82 enrolled at MCC. Research is being conducted to determine why a group of eligible students decided not to attend this fall. The Newaygo Promise had a late start with the program; higher attendance is expected next year.
 - Next month, the Provost will be reviewing what MCC is doing to remain affordable and will share this as part of the monthly report.
 - Direct credit students will be enrolling in November, with an additional 100 students expected to enroll.
2. Student Success Completion Agenda
3. Personnel Report – *Kristine Anderson*
- A flu shot clinic was held last week on campus with over 50 people participating.
 - MCC participated in the United Way Day of Caring, doubling its group of volunteers. MCC's United Way kick-off is coming up with a bold goal this year of a 10% increase to \$33,000.
 - A new clerk, Candace Gardner, started with Upward Bound.
6. Business Non Operational
- A. MCCA Report – *Trustee Oakes*
- The MCCA monthly report, as well as the lobbyist report from Bill Lievens were emailed to all Trustees.
 - Dr. Nesbary and Trustee Oakes will be attending the MCCA Autumn Board of Directors meeting at Alpena Community College October 5 & 6.
- B. Foundation Update – *Trustee Osborn*
- Vice Chair Osborn announced the Foundation received a donation from Carolyn I. and Peter Sturrus of \$1.5M. The Sturrus's purchased the naming rights of the Downtown Center. A press release will be going out soon.
 - Rachel Stewart announced Founder's Day will be Thursday, October 19th, in the Ball Room on the Third Floor of the Frauenthal Center. This year they will feature a new entertainment event - dueling pianos, as well as a lucky draw auction. Tickets are \$25 in advance and \$35 the week of the event. The MCC Food Pantry will be benefitting from this year's event.
7. Old Business
- A. Construction Project Committees – *Dr. John Selmon*
- Steering Committee
 1. Health & Wellness Center – Groundbreaking Ceremony 1 PM this Friday.
 2. Arts & Humanities Center

3. Downtown Center

- The week of October 3rd, a bit ahead of schedule, most of the facility will be complete.
- An EDA representative toured the Downtown Center today and stated it is one of the best, if not the best he's ever seen. He commented that the Foundry and Electrical Programs specifically, are programs he's not seen in other institutions

8. New Business

A. Approval of Local Strategic Values Document – *Ken Long*

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

B. Resolution to Issue Bonds – *Dr. Nesbary*

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

C. FMCC Bylaws – *Vice Chair Osborn*

Trustee Portenga moved approval of the revised bylaws for the Foundation; second.

Page 6 of the bylaws, Article VII is numbered incorrectly, missing Section 7, and must be renumbered; Article VIII needs to have a “return added” to begin a new paragraph.

Vote unanimous; motion carried.

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

A. [Policy Updates](#)

B. Monitoring Reports

C. Ends Policy Review and Approval

- Financial Stability

PROPOSED ENDS POLICY: FINANCE

The College will manage its operating and capital financial affairs in a responsible manner. Indicators ~~many shall~~ include:

- The College will submit a balanced budget to the Board prior to the beginning of the upcoming fiscal year
- The College will end each fiscal year with a balanced budget as confirmed by the College's audit firm and the Board of Trustees
- The College will present to the Board of Trustees any significant changes to the scope, cost, or timeline of capital projects

Trustee Frye moved approval of the Finance Ends Policy as edited; second. Vote unanimous; motion carried.

- Community Impact and Engagement Ends Policies will be discussed at the October meeting.
- Health and Wellness

- Educational Level of the Community

D. Future Agenda Items

10. Announcements

- [Groundbreaking for the new Health & Wellness Center](#)
Friday, September 22, 2017 – 1:00-2:30 PM
- [An Evening with Dr. Martin Luther King Jr.](#)
Thursday, October 5, 2017 – 7PM @ the Frauenthal Center, 425 W. Western Avenue,
Downtown Muskegon
- [John Bartley Science Museum Grand Opening](#) – Tuesday, October 10, 2017 4:00-7:00 PM
Room 141 on the Main Campus
- [Founder's Day](#) – Thursday, October 19, 2017 6-9:30 PM @ the Ballroom of the Frauenthal
Center, 425 West Western Avenue, Downtown Muskegon

A. President's Report – *Dr. Nesbary*

B. Board Comments

Trustee Portenga made a motion to adjourn the meeting; second. With no further business, the meeting was adjourned.

Minutes submitted by Secretary, Nancy Frye.

/csd