



# Muskegon Community College

## BOARD OF TRUSTEES BOARD MEETING MINUTES April 18, 2018 – 12:30 p.m. 400Z – Board Room

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

**Absent:** Chair Crandall

Vice-Chair Osborn called the meeting to order at 12:30 p.m. There was a request for a closed session at the end of the regular meeting regarding negotiations.

1. Agenda – Trustee Moore moved approval of the agenda as presented; second. Vote unanimous; motion carried.
2. Minutes
  - Board Meeting Minutes – March 21, 2018 – Trustee Oakes moved approval; second. Vote unanimous; motion carried.
3. Public Comments and Presentations
  - Shauna Hayes, Adjunct English Instructor, distributed copies of the newest edition of River Voices.
  - Resolution for the State Building Authority [Signature Documents](#) – Rob Davies of Warner, Norcross & Judd discussed the documents that are required to be signed at the end of the month for special financing through the State Building Authority.
4. Consent Agenda (*Board Action Required - Vote*) Trustee Mullally moved to accept the consent agenda; second. Vote unanimous; motion carried.
  - A. Budget/Finance
    - I. Quarterly Financial Reports – *Ken Long*
      - Ken presented the quarterly financials.
      - The 2018-2019 budget will be presented to the Board for approval in May.
      - Ken received permission to present fourth quarter financials in August again this year, rather than July. Being a year-end, it is very difficult to turn around those statements in the couple of weeks that Finance has to prepare them.
  - B. Required Approvals – *Chair Crandall*

5. Administrative Reports

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

1. Enrollment is down 12%, partially due to beginning 6 days later this year. Summer Pell is available this year and 700 students have enrolled. Summer Pell was not offered last year. New student count is 63 vs. 75 a year ago.
2. Student Success Completion Agenda & [SENSE 2017 Summary of Key Findings](#) – This survey is completed by incoming students every other year in the fall during their very first semester and in the first few weeks of college. It compares all colleges that gave the survey over the last three years and is a good scorecard that assists with continued improvement.
3. Personnel Report – *Kristine Anderson*
  - New hires in the past month - Kurt Hildewind, Grounds at the golf course, and he will be a utility person in the winter months; Lisa Anderson is now full time Library faculty.

6. Business Non Operational

A. MCCA Report – *Trustee Oakes & Trustee Frye*

- Trustee Oakes corrected her report from last month, the Spring Conference was actually held at Glen Oaks, not Delta College. Glen Oaks is one of the smallest of the 28 community colleges. They have successfully increased enrollment through building housing that is now at capacity, as they are in a rural location. Dual enrolled students also increased there enrollment with 600 dual enrolled students.
- The MCCA budget was approved for the year.
- MCCA is offering a new program in fundraising for the 28 community colleges. A team of up to four may attend from MCC.
- Trustees were encouraged to attend the summer conference in Traverse City. The high cost of dinners for MCCA events was discussed, with a request to discuss this issue with the MCCA.

B. Foundation Update – *Trustee Osborn*

- The next FMCC Board meeting is May 24<sup>th</sup>.
- The latest edition of Reflections has just been mailed out and the stories are phenomenal.
- The Foundation is now focused on the Health & Wellness Center and Arts & Humanities projects. They have applied for some grants and are initiating what they hope will be successful fundraising campaigns for these projects.
- Jayhawk Scramble is June 15<sup>th</sup> and Founder's Day will be October 12<sup>th</sup> this year

7. Old Business

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

- Steering Committee
  1. Health & Wellness Center  
Arts & Humanities Center – information is on the board portal regarding local bidder's day, attendees and the bid sheet listed by dollar amount. Bids came in higher than anticipated at \$500,000 over budget. Dan Rinsema-Sybenga summarized the reductions made to balance the budget. Some of the projects are being delayed and hopefully through fundraising will be added back in at a later date. When going out to bid, three things were bid as alternates: 1) the connector, which will be eliminated if funds are not raised, as a wall will be in place instead of the connector; 2) the glass glazing in the middle; 3) the dance floor.

Some other methods used to save money, which will hopefully end up being delays that can be added back in as money is raised, are being set aside and identified as “white boxed” or “delayed. These were last resort items to reduce cost.

- White Box items are: one of the art studios, a large ensemble room and the music room, and one auto program classroom.
- Delays are: Overbrook Theater renovation (until next summer), with the exception of theatrical lighting that was already purchased.
- There were many other value engineering type things that were also done to reduce cost, things the committee felt were acceptable and did not impact the academic space.

The deadline to raise funds is February 1, 2019. If funds are raised, items may be added back into the project. Now that the Foundation is aware of the \$500,000 needed and the February 1, 2019 deadline, they can begin seeking donations. Anyone with ideas, connections or thoughts was asked to share them. The Board also asked about arts grants or other foundation grants that may be available.

## 2. Downtown Center

## 8. New Business

### A. Bids for Arts & Humanities Contractor – *Dr. John Selmon*

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

### B. Proposal for Health & Wellness Center Fitness & Weight Equipment – *Dr. John Selmon*

Trustee Mullally moved approval; second.

Discussion ensued. The Board asked about Administrations plans for the Lakeshore Fitness Center. Dr. Nesbary responded that the LFC deficits have decreased significantly, but are not where they need to be. Plans are to give this another year or two, as it is a community resource that many people depend on and support.

Vote unanimous; motion carried.

### C. Proposed Tuition and Fee Increases – *Ken Long*

Trustee Moore moved approval; second.

Discussion ensued. It was clarified the increase is 8% - 5% to service debt and 3% for the normal increase.

Vote unanimous; motion carried.

## 9. Board of Trustees Policy Governance – *Chair Crandall*

### A. [Policy Updates](#) – Review and discuss [old policy](#) 4.02.01 regarding serving alcohol at special events and determine how that fits into Executive Limitations/presidential restrictions. There will be no vote today.

- Several suggestions were made. Cindy DeBoef will work with Trustee Portenga on language to bring before the Board at the May meeting.
- Whatever the Board agrees upon becomes public knowledge and there are individual opinions on the Board that need to be made known and taken into consideration. It is the Board’s desire to have language all trustees are comfortable with.
- Dr. Nesbary stated attorney Gary Britton has been investigating this for quite some time and will have Gary present his research to the Board.

- B. Monitoring Reports
- C. Ends Policy Review and Approval
  - Financial Stability
  - Community engagement survey outcomes
  - Health and Wellness
  - Educational Level of the Community
- D. Future Agenda Items
  - Policy Governance Evaluation
  - President Evaluation
  - Board Evaluation

10. Announcements

- A. President's Report – *Dr. Nesbary*
- B. Board Comments

Trustee Portenga moved going into closed session to discuss negotiations; second.

A roll call vote was taken:

Trustee Frye – Yes

Trustee Mullally – Yes

Trustee Portenga – Yes

Trustee Moore – Yes

Vice Chair Osborn – Yes

Trustee Oakes - Yes

Contract negotiations for faculty and ESSU were discussed.

Trustee Oakes moved coming out of closed session.

A roll call vote was taken:

Trustee Frye – Yes

Trustee Mullally – Yes

Trustee Portenga – Yes

Trustee Moore – Yes

Vice Chair Osborn – Yes

Trustee Oakes - Yes

With no further business, the meeting was adjourned at 2:22 p.m.

Minutes submitted by Secretary Nancy Frye.

/csd