



# Muskegon Community College

## BOARD OF TRUSTEES BOARD MEETING MINUTES January 16, 2019 – 11:15 a.m. 400Z – Board Room

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

**Absent:** Trustee Portenga

Chair Osborn called the meeting to order at 11:21 a.m.

1. Agenda – Trustee Crandall moved approval; second. Vote unanimous; motion carried.
2. Minutes
  - Board Meeting Minutes – December 19, 2018 – Trustee Frye moved approval; second. Vote unanimous; motion carried.
3. Public Comments and Presentations
  - Health & Wellness Center – Marty McDermott and Jimmy Booth shared a video (produced internally) and a PowerPoint summarizing programs offered at the new Health & Wellness Center. Rachel Stewart is working on information to post on facebook. For community members a 4-month CE course is offered for \$100 – if they prefer to sign up for the class for a full year that option is available at a cost of \$300. The course includes a brief orientation of the facility and staff reviews the fitness equipment. There is a fitness app that syncs your account to the machines (cardio and weight shows calories burned, how to use the machines, machine adjustments, etc.) At the end of each session an overview and survey of your experience is provided.
4. Consent Agenda (*Board Action Required - Vote*) Trustee Moore moved approval; second. Vote unanimous; motion carried.
  - A. Budget/Finance
    1. Quarterly Financial Reports – Ken Long presented the quarterly financials sharing highlights and items of significance. Winter 2019 term is currently at 96% of budget, down 3.5% compared to last year. Salaries and wages have been tracking lower with people retiring and each position is evaluated as it becomes open. Blue Cross Blue Shield is over budget and is a concern. At this point in time, Ken projects the potential to lose \$1.2M. The financials were not available for the Foundation as Finance did not have the necessary reporting to complete them in time; updates will be given at the next quarterly update.
  - B. Required Approvals – *Chair Osborn*

5. Administrative Reports

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

1. Enrollment – our new marketing firm will help us target enrollment messages to groups we have not reached in the past. MCC is impacted by the Federal shutdown and if it continues, we will be impacted further. The Jayhawk Hub will help in the enrollment effort, a brochure was distributed outlining the support services offered.
2. Student Success Completion Agenda

B. Personnel Report – *Kristine Anderson*

- New Hires: Lisa Ribbe, Counseling and Roger Thompson, Assistant Manager Health & Wellness Center.
- Retirements: Gretchen Cline and Annette Judd.
- Quarterly update meetings for all employees have been scheduled with a number of upcoming sessions.

6. Business Non Operational

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

B. Foundation Update – *Chair Osborn*

- FMCC Board met last week. Moving forward and doing well. Trying to build endowments.
- Capital projects continue. A brochure for Arts & Humanities was distributed.
- Next week a group will be attending the Academy for Fundraising Excellence at the MCCA office in Lansing.
- The Foundation has room to grow and is looking at developing a matrix to outline needs and what they want to do going forward. Recommendations are welcome.
- Fundraising events are also being reviewed, to determine how the Foundation would like to move forward with this.

7. Old Business

A. Construction Project Committees – *Dan Rinsema-Sybenga*

- Steering Committee
  1. Health & Wellness Center is up and running. Mercy Health will have their space within the facility up and running in February.
  2. Arts & Humanities Center – Music and Art will be completed by March. The Board was invited to tour the facility in February. Fundraising events will be coming up.

B. Lakeshore Fitness Center Updates (*standing item*) – the Board was referred to Dr. Nesbary's notes in his monthly report. Friends of Lakeshore Fitness – Dr. Nesbary, Chair Osborn, and Trustee Crandall met earlier this week, which is also outlined in his report.

8. New Business

A. Permission to Sole Source and Purchase Arts & Humanities Campus Security Hardware and Installation – *Mike Alstrom*

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

- B. Permission to Seek Bids and Purchase Classroom Technology for the Arts and Humanities Project  
– *Mike Alstrom*

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

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

A. [Policy Updates](#)

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 – Trustee Moore suggested a diversity and inclusion discussion; Trustee Oakes suggested the board look into student trustees (the Orange County model).

- Policy Governance Evaluation
- Board Evaluation – Trustee Moore has all of the evaluations and will compile them and bring for discussion next month.

10. Announcements

A. President's Report – *Dr. Nesbary* stated that we will work on balancing the budget, some of the same issues affecting the budget seven years ago are the same issues today and we were able to significantly reduce losses previously. *Dr. Nesbary* encouraged those presenting to the board to attend meetings and be aware of ongoing work being done.

B. Board Comments

- Trustee Crandall reported he continues to receive comments from the community about the Board's involvement in the fitness center. Trustees are receiving a lot of thanks for their involvement.
- The plaque to be installed at the Health & Wellness Center was shared with the Board.
- Everyone was reminded of the 23rd Annual Unity Breakfast on Friday. A quote from *Dr. Martin Luther King, Jr.* was shared.

With no further business, the meeting was adjourned at 12:24 p.m.

Minutes submitted by Secretary Nancy Frye.

/csd