



Muskegon Community College

BOARD OF TRUSTEES BOARD MEETING MINUTES February 19, 2020 – 12:30 p.m. 2109E – Board Room

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

Absent: Trustee Frye

Chair Osborn called the meeting to order at 12:29 p.m.

Chair Osborn, recognizing their quick actions that recently saved the life of a two-year old boy, presented Yolanda Burris and Amy Herrington with certificates of recognition. Although they were unable to attend due to their schedules, Chair Osborn recognized and thanked the nursing students Brittany Johnson, Jennifer Vannortwick and Bailee Gorecki, who also assisted in saving the life of two-year old K.J. The students will be presented with recognition certificates from the Board of Trustees, as well as a Resolution from State Senator Jon Bumstead and State Representative Terry Sabo, in the near future.

1. Minutes
 - Trustee Mullally moved approval of the Board Meeting Minutes of January 15, 2020; second. Vote unanimous; motion carried.
2. Public Comments and Presentations
 - Mike Alstrom, Chief Information Officer, was thanked for his years of service at MCC and applauded on his promotion to General Manager with Ellucian.
 - Workforce Development Updates – Dan Rinsema-Sybenga and Cyndi Langlois presented a detailed update on the growing number of programs and partnerships between MCC and employers. Highlights include:
 - A 322% increase in internships since 2016/17
 - Apprenticeships have grown to 170 students and 39 company relationships and are developing in other areas besides applied tech
 - Company sponsored students have gone from 407 in 2017 to 470 in 2019
 - Custom training, which is exclusive to each company, has gone from 38 relationships in 2015 to over 150 last year
 - The CDL program has grown from 39 students who completed the program in 2015 to 58 last year
3. Trustee Portenga moved approval of the Consent Agenda second. Vote unanimous; motion carried.
 - A. Budget/Finance
 - I. Financial Reports – *Ken Long*
 - B. Required Approvals – *Chair Osborn*

4. Administrative Reports
 - A. Student Success Report – Dr. John Selmon presented updates on enrollment and student success.
 1. Enrollment
 2. Student Success Completion Agenda
 - B. Personnel Report – Kristine Anderson thanked trustees for attending the Service Award Luncheon last month, honoring over 30 employees. Donielle Routt, HR Employment Manager, attended a Diversity Career Fair at MSU and HR will be trying some new things to attract diverse candidates, especially for our faculty pool.
5. Business Non Operational
 - A. MCCA Report – Trustee Crandall stated the Governor’s budget was released and includes a restriction on tuition increases for next year. The budget is not yet finalized, but is expected to be completed before the end of the fiscal year. The MCCA Board meets in a few weeks, so there will be additional information shared next month.
 - B. Foundation Update – Ken Long reported both the Executive Committee and the FMCC Board continue to have discussions centered on goal setting for the upcoming year, as well as long-term. Which events to hold, in association with the long-term goals, is also being discussed. Ken briefly described the new 1926 Club. Funds from the 1926 Club are designated to the employee fund. At the end of the year, a luncheon is held and members are involved in the process of deciding how the fund earnings will be used.
6. Old Business
 - A. Project Updates – *Dr. John Selmon*
7. New Business
 - A. Permission to Issue an RFP for Audit Services – *Ken Long*
Trustee Moore moved approval; second. A friendly amendment was made, updating the recommendation language to include the following: for annual audit services **for fiscal year ending June 30, 2020 through June 30, 2024**. Vote unanimous; motion carried.
 - B. Permission to offer a Voluntary Early Retirement Incentive Plan – *Kristine Anderson*
Trustee Oakes moved approval; second. A friendly amendment was made, updating the recommendation language to include the following: **as described above**. Vote unanimous; motion carried.
8. Board of Trustees Policy Governance – *Chair Osborn*
 - A. [Policy Updates](#)
 - B. Future Agenda Items
 - Muskegon Promise and Newaygo Promise Updates
 - Tuition – In-district, Out-of-District, Promise Students
9. Announcements
 - A. President’s Report – *Dr. Nesbary*
 - B. Board Comments
 - Trustee Oakes suggested adding the organizational meeting for January 2021 to the Board Calendar. With this being Black History Month, Trustee Oakes remembered Dr. Robert E. Garrison, the first African American male to have serves on the MCC Board; Dorothy Lester,

the first African American female to be appointed to the Board; and Ann Oakes the first African American female to be elected county-wide to the MCC Board, serving the oldest township in the state of Michigan (1837) and the first and only African American to ever serve on the township Board. Of the four African Americans that have served on our board, two are deceased and two remain, Ann Oakes and Kathy Moore.

- Trustee Portenga noted that while looking through the Bay Window he saw MCC's Nursing program has been ranked second among all schools in the state of Michigan as the best institution to pursue an Associate's Degree in Nursing in 2020. He also thanked Mike Alstrom for over 20 years of service to Muskegon Community College.

With no further business, the meeting adjourned at 1:24 p.m.

- ❖ [Monday, March 2, 2020 from 9:00 AM to 1PM – Board Retreat to Discuss & Strategize re: the Muskegon Promise and the Newaygo Promise, Location: Delta Marriott Muskegon](#)

UPCOMING ANNUAL BOARD CALENDAR ITEMS

March	Estimate of Property Taxes and State Appropriation	Does not require Board action but document needs to be provided and reflected in the meeting minutes.
April	Tuition & Fee Proposal	
<i>Quarterly Financial Review</i>		
	Develop Annual Board Agenda	Policy 2.04 – 2. April 1st of current year to March 31st of the following year.
	Establish Board cost of governance budget for the next fiscal year.	Policy 2.13 – 3. The Board will establish its cost of governance budget for the next fiscal year during the month of April.
May	<i>Alumni Awards Dinner & Commencement</i>	
	<i>A Day for Me at MCC Presentations</i>	Reeths-Puffer and Twin Lake Elementary Third Grade Student's Winning Essays and Artwork
	Public Hearing and Adoption of Budget	Public notice must be placed in the Muskegon Chronicle 6 days prior to the May Board meeting Board Secretary signing of Tax Levy Documents
	President's Evaluation & Remuneration	Policy 2.04 – The President's remuneration will be decided during the month of May after a review of monitoring reports received in the last year.