



# Muskegon Community College

## BOARD OF TRUSTEES BOARD MEETING MINUTES September 16, 2020 – 12:30 p.m. via Zoom

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

Chair Osborn called the meeting to order at 12:30 p.m. She noted that under the agenda item Public Comments and Presentations, Roger Rapoport's time would be increased to 5 minutes for his presentation.

1. Trustee Moore moved approval of the Agenda; second. A roll call vote was taken:

Trustee Crandall – Yes  
Trustee Moore – Yes  
Trustee Portenga – Yes

Trustee Frye – Yes  
Vice Chair Mullally – Yes  
Chair Osborn – Yes

2. Minutes

- Trustee Portenga moved approval of the Board Meeting Minutes of August 19, 2020; second. A roll call vote was taken:

Trustee Crandall – Yes  
Trustee Moore – Yes  
Trustee Portenga – Yes

Trustee Frye – Yes  
Vice Chair Mullally – Yes  
Chair Osborn – Yes

- Trustee Mullally moved approval of the Board Retreat Minutes of August 27, 2020; second. A roll call vote was taken:

Trustee Crandall – Yes  
Trustee Moore – Yes  
Trustee Portenga – Yes

Trustee Frye – Yes  
Vice Chair Mullally – Yes  
Chair Osborn – Yes

3. Public Comments and Presentations

- Public Comment regarding the Lakeshore Fitness Center (LFC) – Roger Rapoport stated the community survey they are conducting on the future of the LFC was held up due to a delay in the transfer of names by the college to Mr. Balducci, the surveyor. They have received the information and the survey is nearly complete. Once the study is complete it will be submitted to the Trustees and interested parties on September 25. Mr. Balducci will be available for questions beginning the week of September 29. Because of the delay in getting the names and the critical importance of the survey, Roger and Gary Neal are encouraging the Board to extend the deadline for the RFP, the trustee review process, and the final decision by one month.
- Public Comment re: LFC – Chris Witham stated he supports Roger's request for a one month delay. He and his family support continuing it as a fitness center. The Board asked

whether Chris submitted a bid. Chris responded they did not, based on the survey not being available until September 25.

- Public Comments re: LFC - Marcia Hovey-Wright stated her main ask is that the RFP deadline be extended long enough that potential proposals can take advantage of the Balducci study. She also asked that a nationwide search be considered to attract more proposals. She too supports the ideas of Gary Neal's letter of September 16, 2020, working with local business leaders interested in running the center, leasing space to non-profits, or offering a long-term lease on the property instead of selling the facility.
- Donna Secor Pennington and Sandy Stone offered their thoughts and support of the LFC.

Chair Osborn thanked everyone for their comments and letters received regarding the Lakeshore Fitness Center.

Trustee Oakes joined the meeting.

Trustee Crandall made a motion to amend the agenda under Old Business to add consideration of the RFP and the survey for the Lakeshore Fitness Center; second. A roll call vote was taken:

Trustee Crandall – Yes  
Trustee Moore – Yes  
Trustee Oakes – Yes  
Chair Osborn – Yes

Trustee Frye – Yes  
Vice Chair Mullally – Yes  
Trustee Portenga – Yes

4. Trustee Portenga moved approval of the Consent Agenda; second. Vote unanimous; motion carried. (*Board Action Required - Vote*)
  - A. Budget/Finance
    - I. Financial Reports – *Ken Long*
  - B. Required Approvals – *Chair Osborn*
5. Administrative Reports
  - A. President's Report
    - Dr. Nesbary reported there are a number of very big picture items including the HLC 10-year re-accreditation. The HLC review team will be on campus and virtual the first week of October.
    - Legislation has been introduced giving community colleges the opportunity to offer Nursing BSN degrees.
    - State appropriations are looking better with the reduction in school aid funding and general funding combined moving from a \$3B reduction to a \$2B reduction.
    - Lakeshore Advantage, the economic development agency in Ottawa County, invited Dr. Nesbary and Dr. Bill Pink, GRCC President, to discuss the viability of community colleges offering services in Ottawa County. We have been providing services, but there is much more interest.
    - Shape Corporation recently created an International Inclusive Advisory Board and Dr. Nesbary was asked by the CEO of Shape to join that panel.
    - Dr. Pam Smith is being brought in to head up MCC's DEI initiative.
    - Training opportunities for the Little River Band are ramping up. Dr. Nesbary will keep the Board updated.

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

1. Fall Enrollment census date information was reviewed and discussed. Headcount was budgeted down -15 percent and came in at -13.7 percent, within budget. Early College is up 1.5 percent and Promise Student enrollments are up approximately 11 percent. Updated Promise student data will be provided to the Board. Dr. Selmon also shared information on major Winter enrollment initiatives. Since the Futures for Frontliners program was promoted last week Thursday, there have been 2100 visits to our website and about 46 students have signed up. The state is collecting applicants as well, with around 500,000 eligible statewide. The second initiative is the McDonald's Archways for Opportunity program. MCC will work with 26 owner/operators in the region, with between 40-60 employees at each location. McDonald's employees receive \$2,500 annually in tuition and managers receive \$3,000. MCC and McDonalds have committed to co-brand and co-present this initiative.
2. Student Success Completion Agenda

C. Personnel Report – Kristine Anderson reported Kim Mason joined as Nursing faculty, following several years as an adjunct instructor. The bulk of the rest of August was spent wrapping up furloughs and working on several COVID 19 issues. The COVID-19 self-reporting form was stood up, which is also available as a public form and for our students.

6. Business Non Operational

- A. MCCA Report – Trustee Crandall reported the Futures for Frontliners program covered by Dr. Selmon has great potential for future enrollment at MCC. The possibility for a baccalaureate degree for nursing appears more positive now than it has been in a very long time.
- B. Foundation Update – Ken Long
  - The Foundation had a productive Board meeting last week and there is an agenda item later in this meeting for a change to the bylaws.
  - There was a lot of discussion about foundation goals, as the goals discussed in January and February are a little different now due to Covid. Ways to adjust the goals for the current environment, events, and what can be done to engage donors was discussed.
  - Ken noted a change from what is in his written report regarding combining our Reflections magazine and the FMCC Annual Report at the end of the year. They will actually do both, have a Reflections magazine going out prior to the end of the year and the first ever Foundation-only annual report at the end of the year.
  - The Foundation started managing their own endowments a couple years ago and are getting very close to a half million dollars in endowments. As of this morning, \$475k in endowments are held by the FMCC.

7. Old Business

A. Project Updates – Dr. John Selmon

- FARM project update: the roof is being completed, they are starting the underground electrical and plumbing and pouring floors. The target date for completion remains the end of December and they are planning a Grand Opening shortly thereafter.

- Stebbins Road purchase – both parties have signed an agreement. We have completed the title search and it is clear. Our environmental assessment is expected to be complete in 3-4 weeks and then we will move to closing.

B. Consideration of the RFP and Survey for the Lakeshore Fitness Center – Extending the timeframes of the LFC study and the RFP, as requested during Public Comments and Presentations.

- Trustee Portenga stated, “To put this discussion in context, in the original RFP we reserve the right to reject any and all offers; we reserve the right to request additional information from proposing firms; we reserve the right to request that the proposer modify the proposal; and we reiterated we had the right to reject any and all proposals and waive minor irregularities in the procedures.” In light of that, he is interested in what the survey has to say, which may also cause those who have already made a proposal to wish to amend their proposal. He thinks it appropriate that if there was a deadline on the survey, it be extended to 2:00 p.m. on Monday, September 28, 2020. Also, in light of the fact that we do have the right to reject a proposal and he believes whoever has proposed will be interested in what the survey says, he suggested the deadline for responses to the LFC RFP be extended to 2:00 p.m. on Monday October 26, 2020, with the right to the parties that have timely submitted their proposals to amend and resubmit their proposals. He also noted that time deadlines are time deadlines and we cannot keep pushing this off forever, we are also looking at our bottom line and cannot keep putting this off.
- Trustee Crandall asked for clarification, “As we move forward, will the completed survey be available to those individuals who are planning on making a proposal and are there any restrictions on the distribution of that survey?” He also stated, “From all the comments the Board has heard”, and he has had unsolicited comments about “how pleased the community has been that they were asked in that survey for their opinions”, he believes “30 days isn’t going to make that much difference to the institution and it is important we do the right thing rather than the quick thing.” He would support any motion that would extend the period for RFP’s for another 30-45 days, so people in the community can take advantage of the information gained from that survey. Roger Rapoport responded, “The survey is available for anyone interested and is free and open to the public.” Roger will make it available publically, will supply it to the College, and will make it available to any interested party.

Trustee Portenga moved if there was a deadline on the LFC survey that it be extended to 2:00 p.m. on Monday, September 28, 2020, and the results of the survey be made public with specific notice of the survey given to those who have already submitted proposals; second. Discussion ensued. A roll call vote was taken:

Trustee Crandall – Yes  
Trustee Moore – Yes  
Trustee Oakes – Yes  
Chair Osborn – Yes

Trustee Frye – Yes  
Vice Chair Mullally – Yes  
Trustee Portenga – Yes

Trustee Portenga moved that the deadline date for responses to the LFC RFP be extended to 2:00 p.m. on Monday, October 26, 2020, with the right given to the parties that timely submitted their proposal(s) to amend and resubmit their proposal(s); second. A roll call vote was taken:

Trustee Crandall – Yes	Trustee Frye – Yes
Trustee Moore – Yes	Vice Chair Mullally – Yes
Trustee Oakes – Yes	Trustee Portenga – Yes
Chair Osborn – Yes	

8. New Business

A. Trustee Portenga moved approval of Permission to Seek Bids to Replace the Multi-Stack Chiller Serving the Main Building; second. A roll call vote was taken:

Trustee Crandall – Yes	Trustee Frye – Yes
Trustee Moore – Yes	Vice Chair Mullally – Yes
Trustee Oakes – Yes	Trustee Portenga – Yes
Chair Osborn – Yes	

B. Trustee Moore moved Approval of the Local Strategic Values Resolution; second. A roll call vote was taken:

Trustee Crandall – Yes	Trustee Frye – Yes
Trustee Moore – Yes	Vice Chair Mullally – Yes
Trustee Oakes	Trustee Portenga – Yes
Chair Osborn – Yes	

The full resolution will be added to the MCC webpage by Financial Services.

C. Trustee Mullally moved approval of the Proposed Changes to the Foundation for Muskegon Community College Bylaws; second.

Chair Osborn and Ken Long summarized the changes and the reasoning for this request. A roll call vote was taken:

Trustee Crandall – Yes	Trustee Frye – Yes
Trustee Moore – Yes	Vice Chair Mullally – Yes
Trustee Oakes – Yes	Trustee Portenga – Yes
Chair Osborn – Yes	

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

A. President Nesbary's Annual Evaluation.

- Trustee Crandall presented a summarization of the evaluation and scoring by Trustees on each of the Ends Policies.
- Trustee Crandall noted that related to Ends Policy 5.03 – Community Impact/Engagement, he and Dr. Nesbary have discussed that Dr. Nesbary is getting a lot more calls to serve on local boards. That is very good for the College in general, the only concern is, as we go forward, the president and the Board need to make sure his involvement in these other organizations not directly involved with the College are not taking away from his community engagement of the College and our primary course of work, something to keep in mind. As requests come in, the president will

need to evaluate how much that time away from doing the primary work of the College is impacting what we do here.

- Vice Chair Mullally added that with the direction given to Dr. Nesbary so far, he has followed it well.
  - President Nesbary approved of the board discussing an extension of his contract and any change in salary at the October Board meeting. As has been done in the past, the Board requested that a survey of other community college president's salary and benefits package be provided to the Board for review prior to the October 21 Board meeting. Dr. Nesbary will gather this information.
- B. Policy Updates – Trustee Portenga moved approval of the updated language to policy 2.04; second. A roll call vote was taken:

Trustee Crandall – Yes

Trustee Moore – Yes

Trustee Oakes – Yes

Chair Osborn – Yes

Trustee Frye – Yes

Vice Chair Mullally – Yes

Trustee Portenga – Yes

## 2.04 Agenda Planning

To accomplish its job products with a governance style consistent with Board policies, the Board will follow an annual agenda that (a) completes a re-exploration of Ends policies annually and (b) continually improves Board performance through Board education, enriched input, and deliberation.

1. The cycle will conclude each year on the last day of **March** **December** so that administrative planning and budgeting can be based on accomplishing a one-year segment of the Board's most recent statement of long-term Ends.
  2. The cycle will start with the Board's development of its agenda for the next year.
    - a. Consultations with selected groups in the ownership, or other methods of gaining ownership input, will be determined and arranged in the first quarter of the fiscal year, to be held during the balance of the year.
    - b. Governance education and education related to Ends determination (presentations by futurists, demographers, advocacy groups, staff, and so on) will be arranged in the first quarter of the fiscal year, to be held during the balance of the year.
  3. Throughout the year, the Board will attend to consent agenda items as expeditiously as possible.
  4. Presidential monitoring will be on the agenda if reports have been received since the previous meeting, if plans must be made for direct inspection monitoring, or if arrangements for third party monitoring must be prepared.
  5. The President's remuneration will be decided during the month of **May** **in which the President's evaluation is completed**, after a review of monitoring reports received in the last year.
- C. Future Agenda Items

10. Announcements

A. Board Comments

- Trustee Oakes apologized for being late, due to wrapping up a work project.
- Trustee Frye asked Kristine Anderson how MCC is going to collect for United Way this year. Kristine responded the United Way is recommending a rollover program this year and we are going to try to maintain our pledges from last year. Information will be coming out shortly after the HLC visit at the beginning of October.
- Chair Osborn thanked Dr. Nesbary, the faculty and staff on their handling of COVID-19. She appreciates all the communication, which helps the students and keeps everybody in tune to what is happening.

With no further business, the meeting was adjourned at 2:13 p.m.

Minutes submitted by Secretary Nancy Frye.

/csd