



## Muskegon Community College

### BOARD OF TRUSTEES BOARD MEETING MINUTES February 19, 2025, 12:30 p.m. Room 2109E – Main Campus

- Present: Chair Osborn, Vice Chair Portenga, Trustee Frye, Trustee Moore, Trustee Cook
- Absent: Trustee Crandall
- I. Chair Osborn called the meeting to order at 12:30 p.m. Trustee Moore moved approval. Second. Vote unanimous; motion carried.
- II. Public Agenda – Related Comments  
Presentations
- “Bring it Out,” MCC’s new marketing campaign, was presented by Bill McKendry, Creative Director of Counsel and Kristin Tank Chief Marketing Officer. New logos with emphasis on “community” were shared. Goes live February 27<sup>th</sup>.  
Brand Promise unleashes talents, skills, desires, dreams and futures through distinguished quality, access, inclusiveness and affordability. MCC students are used in the ads.  
Starting March 10 – a series of teaser billboards will be displayed around the area.
- IV. Trustee Moore moved approval of the Consent Agenda. Second. Vote unanimous; motion carried.
- A. Minutes
- Board Organizational Meeting Minutes for January 28, 2025
  - Board Meeting Minutes for January 28, 2025
- B. Budget/Finance –
- I. Beth Dick reported on the Quarterly Reports and Projection.
- Fall contact hour enrollment was 4.9% over budget and Winter is trending 11.6% higher than budget.
- Federal, state and local grants are coming in higher than budget due to a greater amount of Pell, Reconnect, Promise and the unbudgeted Community College Guarantee awards to students than anticipated.
- Wages and fringes are coming in under budget due to vacant positions and lower than anticipated medical costs.
- Most other operating expenses are trending under budget with the exception of bad debt expense which is trending over budget.
- The Operating Fund is currently projecting a deficit of \$405K which is an improvement over the budgeted deficit of \$2.5M. Things that can still impact the projection are summer enrollment and final property tax revenues.

We have had 3 meetings of the Facilities Plan Committee. The consensus of the committee is that the infrastructure issues identified in the Plan should be the highest priority. Facility condition assessment projects have been reprioritized, and facility improvement projects have been reviewed for fundraising opportunities. The goal is to bring recommendations to the Cabinet and the Board for approval in conjunction with the FY2025-2026 budget approval.

An updated list of the ITEMS projects was presented.

2. Project(s) at a Glance
- C. Required Approvals – *Chair Osborn*
- D. Personnel Report

V. Administrative Reports

- A. President's Report

Brief discussion about the "Dear Colleague Letter" issued on Friday Feb 14 from the United States Department of Education Office for Civil Rights.

On Thursday, January 23<sup>rd</sup> and Tuesday, February 4<sup>th</sup> President Selmon presented at Muskegon Rotary and White Lake Rotary. He shared information about MCC and ended each presentation with a "Call to Action" for Rotarians to support MCC and its upcoming Centennial Celebration and "An Evening with MCC."

The Economic Impact Study Draft – is ready for review. Lightfast will present at the March 19 Board meeting.

MCCA has established a website to follow federal updates related to Executive Orders coming out of Washington.

The "University Park Golf Course" will be renamed "Muskegon Community College Golf Course and rebranded with our new logo to leverage the golf course to its highest potential as a branded asset.

MCC was awarded a \$50,000 Promise grant to help a staff person to support Promise students, effective July 1, 2025.

MCC received a fine for non-compliance regarding State Fire drill. The fine was a total of \$1500 for a two-year period. There was miscommunication between the staff person who retired and his replacement. There was paperwork that needed to be filed with the State that we completed fire drill training with faculty. Controls are in place to prevent this mishap from happening in the future

The 4-year review will take place from June 9, 2025 – July 7, 2025. It is an online review of a virtual examination of the assurance argument. Dr. Ed Breitenbach and Hollie Benson are working on it.

Women's Wrestling and Men's Volleyball, two of the fastest-growing sports in Michigan. Both sports will be introduced as club sports next year. They are both low-cost high impact sports for us as we already have the facilities.

We are focusing on Strategic Goal 4 in February.

The new My MCC will enhance student access to critical information and services. The mobile platform is designed to work better with hand-held equipment.

The MCC "Unannounced visits from Legal Authorities" document is on the Portal and a hard copy was disseminated to Board members during the meeting.

B. Student Success Report –

1. Enrollment
2. Student Success Completion Agenda – The ATD Strategy Team is in Philadelphia, Pennsylvania at the Dream Conference and will report out at the March Board meeting.

VI.

Business Non – Operational

A. Michigan Community College Association Report

Trustee Cook attended the ACCT conference in Washington DC.

Discussion was on the impact of executive orders and economics.

Information was shared about best practices, community college funding in other states, sports and encouraged trustees to consider attending future national trainings.

B. Foundation Update –

Sue Samaniego shared highlights of the Foundation. The Board implemented an engagement and fundraising plan. We are currently at 83% board giving. Training on Board fundraising took place in November. We have eleven voting members and would like to expand corporate/manufacturing, health care, Ottawa and Newaygo Counties. Two fall alumni outreach events were held. The 2025 Distinguished Alum Scott Blease has been chosen, and the 2025 Alumni Achievement award will be given to Michael Van Emmelin. The dinner will be on May 5<sup>th</sup>.

We are working with a major donor on a potentially large gift. We received \$30,000 for the Music and Event Center (LER) from the Grand Haven Area Community Foundation.

Best Financial school debit card program is up and working. (\$50+/month). Evening with MCC Saturday, June 21, 2025.

Sue gave an update on the current year budget for the Foundation.

We were chosen for Parties in the Park nonprofit partner August 1<sup>st</sup>, and the Centennial Aquastar cruise is scheduled for July 23<sup>rd</sup>.

VII.

Old Business

VIII.

New Business

IX.

Board of Trustees Policy Governance

- A. Policy Updates – The Board voted to disband the Finance Committee, and we will have an ad hoc committee as needed. Trustee Scott moved to approve. Second. Vote unanimous. Motion carried.

B. Future Agenda Items

X. Public General Comments

Students shared their comments about the “Dear Colleague” letter and clubs. They are proud of what MCC is doing for diverse populations.

XI. Board Comments/Announcements

Move to

A. Closed Session –

At 2:20 p.m. Trustee Portenga “I hereby move that the Board go into closed session under Section 8(h) of the Michigan Open Meetings Act to consider material exempt from discussion or disclosure by state or federal statute—specifically a written legal opinion.”

Second. A roll call vote was taken.

Trustee Cook	Yes	Chair Osborn	Yes
Trustee Crandall	Absent	Trustee Portenga	Yes
Trustee Frye	Yes	Trustee Scott	Yes
Trustee Moore	Yes		

At 3:05 p.m. Trustee Portenga made a motion to come out of closed session. Second. A roll call vote was taken.

Trustee Cook	Yes	Chair Osborn	Yes
Trustee Crandall	Absent	Trustee Portenga	Yes
Trustee Frye	Yes	Trustee Scott	Yes
Trustee Moore	Yes		

Trustee Portenga made a motion for the Board to direct the Administration to evaluate the guidance published by the United States Department of Education Office of Civil Rights through a “Dear Colleague Letter” dated Friday, February 14, 2025, and take the necessary action to comply with applicable law. Second. Vote unanimous; motion carried.

XII. With no further business the meeting was adjourned at 3:07 p.m. Respectfully submitted by Secretary Nancy Frye.  
ph