

# MUSKEGON COMMUNITY COLLEGE

## BOARD OF TRUSTEES BOARD MEETING MINUTES

June 18, 2025, 12:30 p.m.

Room 2109E – Main Campus 2<sup>nd</sup> floor

Present: Chair Osborn, Vice Chair Portenga, Trustee Moore, Trustee Crandall, Trustee Frye

Absent: Trustee Cook

- 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
- III. Presentation(s)
- IV. Trustee Portenga moved approval of the Consent Agenda. Second. Vote unanimous; motion carried.
  - A. Minutes
    - Board Meeting Minutes for May 21, 2025
    - Closed session minutes for May 21, 2025
  - B. Budget/Finance
    1. Financial Reports
    2. Project(s) at a Glance
  - C. Required Approvals – *Chair Osborn*
  - D. Personnel Report
- V. Administrative Reports
  - A. President's Report

President John Selmon thanked the Board and Cabinet members for attending the Board Retreat. He provided federal (Budget Reconciliation Bill for FY25) and state (House proposal) legislative updates and shared some of the advocacy work that he has been involved with Senators Elissa Slotkin and Gary Peters about Pell Grant eligibility. MCC had 187 students invited to the Reconnect Virtual Graduation Celebration hosted by Governor Whitmer. The Muskegon Area Sports Hall of Fame inducted MCC 2010 Softball Team, Saturday, June 14 and MCC athletics finished 2nd (out of 24 Michigan community colleges) for the Academic School of the Year Award in the Michigan Community College Athletic Association - just behind Kirkland Community College.

New Provost & Chief Student Services Officer Dr. Tucker Brown was welcomed.

The Open Meetings Act training for Trustees and Regents webinar was held on June 13th. The training was hosted by Michigan Association of School Boards. President Selmon will share a copy of the recording with the Board once he receives it.

Grand Haven, Sturris Technology Center and main campus held Bring It Out Bash(es). Members from the community also attended. Approximately 200 came to main campus.

MCC was featured in The Michigan Center for Adult College Success newsletter. Dr. Steve Sanocki, the Director of Student Success at MCC shared our journey of serving adult learners at MCC.

On Saturday, "An Evening with MCC" will have 200+ individuals to support MCC. Dr. Beverly Walker-Griffiea, known widely as Dr. Beverly is the director of the Michigan Department of Lifelong Education, Advancement and Potential (MiLEAP) is our speaker. She is responsible for Pre-K to higher education in Michigan. The evening will be recorded.

B. Student Success Report – *President John Selmon*

1. Enrollment
2. Student Success Completion Agenda

VI. Business Non – Operational

A. Michigan Community College Association Report – *Trustee Crandall*

Trustee Crandall shared that the MCCA Executive is continuing to have discussions and advocacy efforts around the 2025 Legislative Priorities. He provided some details around the increase of operational support, continue funding of retirement funds, dedicated dual enrollment financing, and funding of ITEMS dollars which are all priorities for the MCCA.

The MCCA Summer meeting is in August. Trustee Scott, Trustee Frye, President Selmon and Trustee Crandall plan attend.

B. Foundation Update – very well done yesterday at the retreat.

VII. Old Business

VIII. New Business

A. Public Hearing and adoption of the 2025-2026 Budget

Trustee Portenga moved to open the Public Hearing on the 2025-2026 budget. Second. Vote unanimous; motion carried.

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

The 5-year Budget Stabilization Plan (BSP) was used to guide the development of the FY2025-2026 budget.

BSP provided many strategies to stabilize the budget moving forward and to eliminate the utilization of fund balance in the future.

The FY2025-2026 Budget included several strategies; however others will take longer to implement (i.e. annexation, Headlee override, evaluate academic program mix, lease more space etc.)

Although the Budget includes the utilization of fund balance it is within the Board minimum threshold of 20% of expenses.

The plan is to pursue the other long-term strategies for stabilizing future budgets.

The FY2025-2026 Budget is based on a 2.1295 operating millage and debt millage is being reduced from .225 to .20 mills.

Fund balance is projected to be 22.7% of expenses which is above the Board's 20% minimum threshold.

The budget was presented.

Trustee Crandall moved going out of the Public Hearing. Second. Vote unanimous; motion carried.

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

Pursuant to the Uniform Budgeting and Accounting Act it is the recommendation of the President that the 2025-2026 Budget, as presented and attached, be adopted, and that the 2025 tax levy for the College's operating millage be established at 2.1295 mills and the 2025 tax levy for the College's capital/debt millage be established at .20 mills on the taxable value and that the Secretary of the Board be authorized to certify the tax levies to township supervisors and city assessors.

Furthermore, it is recommended that the Board approve issuing Requests for Proposals/Bids for all capital items \$50,000 and more as presented.

Trustee Portenga moved approval of the budget and millage rates. Second. Vote unanimous; motion carried.

Trustee Portenga moved approval of the issuing Requests for Proposals/Bids for all capital items \$50,000 and more as presented. Second. Vote unanimous; motion carried.

B. MCC 2025-2026 Board of Directors Certification

It is recommended the following are to be designated as the chief administrative officer and governing board representatives of Muskegon Community College to the Board of Directors of the Michigan Community College Association for the year beginning July 1, 2025, and ending June 30, 2026 – Trustee Crandall and alternate Trustee Frye.

Trustee Moore motioned to nominate Trustee Crandall as the representative and Trustee Frye as alternate. Second. Vote unanimous; motion carried.

C. It is the recommendation of the President that permission is granted to administration to enter into a contract with Ellucian for Colleague SaaS and Advise SaaS, not to exceed \$3,400,000 for a five-year contract.

Trustee Scott moved approval. Second. Vote unanimous; motion carried.

D. It is the recommendation of the President that the Zoom RFP be rejected, and permission is granted to administration to enter into a contract with Zoom for remote meeting and phone services, not to exceed \$290,000 for a three-year contract.

Trustee Crandall moved approval. Second. Vote unanimous; motion carried.

E. It is the recommendation of the President that the Adobe RFP be rejected, and permission is granted to administration to enter into a contract with Adobe for Creative Cloud software, not to exceed \$165,000 for a three-year contract.

Trustee Crandall moved approval. Second. Vote unanimous; motion carried.

- F. It is the recommendation of the President to ratify the 2025-2028 Master Agreement between the Muskegon Community College Board of Trustees and the MCC ESS Association.

Trustee Scott moved approval. Second. Vote unanimous; motion carried.

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

A. Policy Updates

The Board will review changes to the Policy Governance Manual at the next meeting.

B. Future Agenda Items

Discussion was held at the Board Retreat on the potential of a Student Liaison serving on the Board. President Selmon will follow up with the Dean of Student Services to identify a potential student.

X. Public General Comments

XI. Board Comments/Announcements

Comments were made about the complexity of running a college. Community colleges are like little businesses. We hired an excellent president and put together a good team of employees.

The personnel discussion emphasizes the character of the people we are hiring and how they fit in.

Members are overwhelmingly proud of MCC to hear the public talk about MCC. We are humbled by the camaraderie and culture and level of expertise.

We are bringing out the “Diamond in the Rough.”

Welcome to Provost & Chief Student Services Officer Dr. Tucker Brown.

Welcome back Candy Pickard.

Photos of the Board as a group will be taken today.

The Retirement Party is at 2:30 in Academic Affairs.

XII. With no further business the meeting was adjourned at 1:37 p.m. Respectfully submitted by Secretary Nancy Frye.

/ph