



BOARD OF TRUSTEES  
BOARD MEETING MINUTES

July 16, 2025, 12:30 p.m.

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

- Present: Chair Osborn, Vice Chair Portenga, Trustee Frye, Trustee Moore, Trustee Scott, Trustee Cook
- Absent: Trustee Crandall
- I. Chair Osborn called the meeting to order at 12:31 p.m. Trustee Frye moved approval. Second. Vote unanimous; motion carried.
- II. Public Agenda – Related Comments
- III. Presentation(s)
- IV. Trustee Moore moved approval of the Consent Agenda. Second. Vote unanimous; motion carried.
- A. Minutes
- Board Retreat Meeting Minutes for June 17, 2025
  - Board Meeting Minutes for June 18, 2025
- B. Budget/Finance
1. Financial Reports – *Beth Dick*
  2. Project(s) at a Glance
- C. Required Approvals – *Chair Osborn*
- D. Personnel Report
- V. Administrative Reports
- A. President John Selmon provided some Federal and State legislative updates. President Selmon and Trustee Cook will present at the ACCT conference in October. The State Building Authority approved temporary use (no more than 5 years) of the Health and Wellness Center for athletic competition. Nursing NCLEX pass rates are at 100%, again. Fall enrollment trends, headcount and contact hours are in the right direction. The tennis courts and the white house have been demolished to make the campus look good. The Governance Leadership Institute is December 4<sup>th</sup> - 5<sup>th</sup>.
- B. Student Success Report – *President John Selmon*
1. Enrollment – as submitted
  2. Student Success Completion Agenda – as submitted
- VI. Business Non – Operational
- A. Michigan Community College Association Report
- B. Foundation Update
- VII. Old Business
- VIII. New Business
- A. It is the recommendation of the President that the Board of Trustees approve issuing a Request for Proposal for custodial cleaning supplies, paper products and laundry services.  
Trustee Moore moved approval. Second. Vote unanimous; motion carried.



- B. It is the recommendation of the President that the Board of Trustees approve contracting with Asphalt Paving, Inc. to complete the repaving of the two main campus south parking lots for a cost not to exceed \$532,600.00.  
Trustee Scott moved approval. Second. Vote unanimous; motion carried.
- C. It is the recommendation of the President that permission is granted to Muskegon Community College to enter into a contract with Synergi Media of Zeeland, Michigan at a sum of \$80,000 to perform the media planning, buying, and placement of advertising for the College for the 2025-26 academic year with option to renew the contract over the next three years.  
Trustee Scott moved approval. Second. Vote unanimous; motion carried.
- D. It is the recommendation of the President that permission is granted to add a pay grade to the APS scale from \$128,000 to \$187,000.  
Trustee Portenga moved approval. Second. Vote unanimous; motion carried.

IX. Board of Trustees Policy Governance – Chair Osborn

A. Policy Updates

1. 2.04.2 a & b Agenda Planning

*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.*

Trustee Cook motioned to table for next month. Second. Vote unanimous; motion carried.

2. 2.13.3 Cost of Governance

*The Board will establish its cost of governance budget for the next fiscal year during the month of April.*

Trustee Cook motioned to table for next month. Second. Vote unanimous; motion carried.

3. 2.14.1 Meetings

*Regular meetings of the Board shall be held on the appointed time and day and place as determined annually in January, and that notice shall be provided in accordance with PA 2679 of 1976 as amended (The Open Meetings Act) and in accordance with Act 331 of 1966 as amended (The Community College Act).*

Trustee Cook motioned to table for next month. Second. Vote unanimous; motion carried.

4. 2.14.7 Meetings

*Minutes of all the proceedings of the Board at the previous meetings shall be prepared by the Secretary and delivered to the members at least 48 hours before the time of the next regular meeting. At the next regular meeting, the Board shall approve the minutes of the previous meetings. Motions shall be carefully recorded. Minutes shall show both the original entry and the corrections. The minutes will include all resolutions, policies, and references to documents on file approved by the Board. The official minutes shall be bound and kept in the administrative offices of the College. Records of the Board shall be available to*



*citizens for inspection at the College in accordance with Act 442 of the Public Act of 1976 as amended (The Michigan Freedom of Information Act) and any other applicable statute.*

Trustee Cook motioned to table for next month. Second. Vote unanimous; motion carried.

B. Future Agenda Items

X. Public General Comments

XI. Board Comments/Announcements

Congratulations on the MCC Nursing Program's NCLEX 100% pass rates. Basketball players around the state played Moneyball at Holt High School. Trustee Cook attended. One of our MCC basketball players played against university players.

Events coming up, next Wednesday the Aquastar Cruise with Legal Rehab and Trustee Portenga playing and August 1<sup>st</sup> Parties in the Park.

XII. With no further business the meeting was adjournment at 1:19 p.m. Respectfully submitted by Secretary Nancy Frye.  
/ph

DRAFT