



BOARD OF TRUSTEES
BOARD MEETING AGENDA
September 17, 2025, 12:30 p.m.
Room 2109E – Main Campus 2nd floor

- I. Agenda
- II. Public Agenda – Related Comments
- III. Presentation(s)
- IV. Consent Agenda (Board Action Required – Vote)
 - A. Minutes
 - Board Meeting Minutes for August 20, 2025
 - Board Meeting Minutes for meeting with Representative Will Snyder on August 29, 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's Report – *President John Selmon*
 - 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*
 - B. Foundation Update
- VII. Old Business
- VIII. New Business
 - A. Permission to Purchase Networking Core Switch
 - B. Approval of Local Strategic Values
 - C. Approval to Proceed with Pre-Election Community Outreach for Millage Restoration
 - D. Proposed member of Foundation for MCC Board of Directors December 2025 – December 2028.
 - E. On-Site Health Care Clinic
- IX. Board of Trustees Policy Governance – *Chair Osborn*
 - A. Policy Updates
 - I. 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.

Suggested change to 2.04:

“To accomplish its responsibilities with a governance style consistent with Board policies, the Board will follow monthly agendas crafted by the President and Board Chair (with on-going input from Trustees) that (a) address current/developing issues, (b) continually improve Board performance

through Board education, enriched input, and deliberation, and (c) encompass a re-exploration of Ends policies at least annually.”

2.04.1 The cycle will conclude each year on the day of June 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.

Keep 1 drop all of 2, label 3 as 2, drop 4(basically included in the introductory paragraph), label 5 as 3.

2.04.2 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.
- 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.

Drop all of 2.04.2 a & b

2.04.3. Throughout the year, the Board will attend to consent agenda items as expeditiously as possible.

Label 2.04.3 as 2.04.2

2.04.4. 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.

Drop 2.04.4

2.04.5. The President’s remuneration will be decided during the month in which the President’s evaluation is completed, after a review of monitoring reports received in the last year.

Label 2.04.5 as 2.04.3

2. 2.13 Cost of Governance

2.13.2.c Each fiscal year the Board will approve a specific amount for surveys, focus groups, opinion analyses, and meeting costs.

Eliminate 2.13.2.c.

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

Eliminate 2.13.3

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).

2.14.1. Change January to December

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.

2.14.7 eliminate "bound and".

5. V. Ends Policies

Attached for review

6. 2.II Board Members' Code of Conduct

Attached for review

B. Future Agenda Items

X. Public General Comments

XI. Board Comments/Announcements

A.

XII. Adjournment

CALENDAR

October

- 2022 – 2026 Strategic Plan Annual Progress Report

November

- Auditor's Presentation of Audited financial Statements for the previous Fiscal Year
Ist Quarter Financial Review

V. ENDS POLICIES

5.01 Student Success/Highly Educated Community

1. The College will prepare students to pursue higher-level degree opportunities including transferring to four-year colleges and universities.
2. The College will prepare students with the skills necessary to enter and/or advance in the technologically sophisticated local and global workplace.
3. The College will prepare students to meet the unique educational, cultural, and societal needs in the community.
4. The College will provide classes and/or programs that allow students to achieve their specific educational goals.

5.02 Financial Stability

The College will manage its operating and capital financial affairs in a responsible manner. Indicators shall include:

1. The College will submit a balanced budget to the Board of Trustees prior to the beginning of the upcoming fiscal year.
2. The College will end each fiscal year with a balanced budget as confirmed by the College's audit firm and the Board of Trustees.
3. The College will present to the Board of Trustees any significant change to operational expense or the scope, cost, or timeline of capital projects.
4. The College will maintain the reserve fund at a level pre-determined by the Board of Trustees.

5.03 Community Impact / Engagement/Leadership

The College will be a visible and recognized leader in enhancing the profile of the local and regional community by engaging in partnerships with local businesses and community organizations. The College will also provide leadership as a role model by ensuring equal opportunities for, and equal treatment of all individuals regardless of race, sex, sexual orientation, color, ethnicity, national origin, or any other characteristics protected by law.

5.04 Resource Development

The College will enhance resource development. Indicators may include:

1. Continued long term upward trending in private donations to the college.
2. Strategically enhanced Foundation for Muskegon Community College board membership.
3. Creative alternative revenue sources.

5.05 Master/Strategic Plan(s)

The College will develop and successfully execute ongoing Master/Strategic Plan(s) to ensure the long-term success of the institution.

2.11 Board Members' Code of Conduct

The Board commits itself and its members to ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as Board members.

1. Members must have loyalty to the ownership, not conflicted by loyalties to staff, other organizations, and any personal interest as a consumer.
2. Members must avoid conflict of interest with respect to their fiduciary responsibility.
 - a. A trustee shall not have any direct pecuniary interest in a contract with the college, nor shall he or she furnish directly any labor, equipment, or supplies to the college. In the event a trustee is employed by a corporation or business or has a secondary interest in a corporation or business that furnishes goods or services to the college, or has an unavoidable conflict of interest, the trustee shall declare his/her interest and refrain from debating or voting upon the question of contracting with the company. Members will annually disclose their involvements with other organizations, with vendors, or any associations that might be or might reasonably be seen as a conflict. When the Board is to decide upon an issue about which a member has an unavoidable conflict of interest, that member shall withdraw without comment, not only from the vote, but also from deliberation. It is not the intent of this policy to prevent the college from contracting with corporations or businesses because a trustee is an employee of the firm. The policy is designed to prevent placing a trustee in a position where his/her interest in the college and his/her interest in his/her place of employment (or other indirect interest) might conflict and to avoid appearances of conflict of interest even though such conflict may not exist.
 - b. Board members will not use their Board position to obtain employment in the organization for themselves, family members, or close associates. A Board member who applies for employment must first resign from the Board.
3. Board members may not attempt to exercise individual authority over the organization.
 - a. Members' interaction with the President or with staff must recognize the lack of authority vested in individual members except when explicitly Board authorized.
 - b. Members' interaction with public, press, or other entities must recognize the same limitation and the inability of any Board member to speak for the Board except to repeat explicitly stated Board decisions.
 - c. Except for participation in Board deliberation about whether the President has achieved any reasonable interpretation of Board policy, members will not express individual judgment of performance of employees or the President.
4. Members will respect the confidentiality appropriate to issues of a sensitive nature.
5. Members will be properly prepared for Board deliberation.
6. Members will support the legitimacy and authority of the final determination of the Board on any matter, irrespective of the members' personal position on the issue.

7. Members will be supportive of activities of the college and its foundation.
8. Members will sign an acknowledgement of agreement with this code of conduct on or before the February Board of Trustees public meeting each calendar year.