



MUSKEGON COMMUNITY COLLEGE

BOARD OF TRUSTEES BOARD MEETING MINUTES

September 17, 2025, 12:30 p.m.

Room 2109E – Main Campus 2nd floor

Present: Chair Osborn, Vice Chair Portenga, Secretary Frye, Trustee Crandall, Treasurer Moore, Trustee Crandall, Trustee Scott, Trustee Cook

- I. Chair Osborn called the meeting to order at 12:35 p.m. Trustee Moore 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 Meeting Minutes for August 20, 2025
- Board Meeting Minutes for meeting with Representative Will Snyder on August 29, 2025

B. Budget/Finance

I. Financial Reports

Chief Financial Officer Beth Dick presented on the 4th Quarter FY2024-2025 Unaudited Results.

All Funds operating revenues are \$9.6M over budget primarily due to tuition and fees as well as federal, state and local grant revenues being higher than anticipated. Contact hour enrollment was 8.4% over budget. All Funds operating expenses are \$697K over budget primarily due to higher financial aid awards of federal, state and local grants and scholarships. This was offset by salaries and fringes being under budget due to position vacancies exceeding the budgeted attrition and lower than anticipated medical, dental and vision claims.

All Funds non-operating revenues/expenses are \$384K under budget primarily due to the MPSERS UAAL Stabilization Payment pass-through receipts being lower than anticipated. This was partially offset by interest income being higher than budgeted due to more cash available to invest and higher interest rates.

Operating Fund operating revenues are favorable to the budget at \$1.5M primarily due to contact hour enrollment being over budget 8.4% for the year.

Operating Fund operating expenses are favorable to budget by \$4.9M primarily due to savings from position vacancies, lower medical claims, lower utility costs and departments underspending their remaining operating expense budgets.

Operating Fund non-operating revenues/expenses are unfavorable to budget \$284K primarily due to the MPSERS UAAL Stabilization Payment pass-through receipts being lower than anticipated which was offset by higher than anticipated interest income.

Net income is at \$3.6M resulting in a 39% fund balance ratio. When combined with the FY25-26 budgeted deficit of \$3.4M, the projected fund balance ratio at the end of next year is 25.9%.

Golf course revenues and expenses were over budget for FY24-25. The total unaudited shortfall is \$77,612.

MCC's Foundation took in \$465K in donations and incurred \$504K in Advancement department expenses for FY24-25. Not all donations received were unrestricted and therefore did not cover the expenses associated with the operation of the Advancement department.

The Foundation for MCC has 16 endowment funds totaling \$1.5M at 6/30/25.

The Community Foundation for Muskegon County holds 21 different funds totaling \$2.8M at 6/30/25. Many of these funds are donor designated for the benefit of MCC or MCC students and are not the assets of the College or its Foundation.

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

A. President's Report

President John Selmon welcomed several new employees in attendance. Fall headcount has increased by +6% compared to last year. Contact hours and credit hours reflected similar increases.

Federal and state updates were shared. The State of Michigan has not finalized the budget. MCC's Upward Bound program was extended for one year at the federal level.

Advocacy work

Representative Will Snyder came to campus for a visit. President Selmon shared MCCA and MCC's legislative priorities with him. Plans are underway to invite Representatives VanWoerkom and Meerman, as well as Senator Bumstead, to campus soon.

Muskegon Community College has been selected to host the Spring 2026 MCCA Board meeting June 4 – 5, 2026. President Selmon will establish a small committee of staff and board members to plan the event. Trustees Osborn, Scott and Cook volunteered to serve on the committee.

Dr. Tucker Brown, Provost & Chief Student Services Officer and Derrick King, Upward Bound Director are in the “Muskegon In Focus” program this year. MCC has been involved with hosting the program for over 30 years, impacting over 1000 participants to date.

Fourteen beautiful Centennial Banners are on display in downtown Muskegon until November.

Debra Grube, RT Program Coordinator, received a Distinguished Registered Respiratory Therapist (RRT) Credentialing Success Award from CoARC (Commission on Accreditation for Respiratory Care). To earn the award, an institution must document RRT credentialing success of **90% or above** (i.e. at least 90% of graduates pass or attain the Registered Respiratory Therapist credential).

MCC received The Best and Brightest in Wellness Award in the state. This prestigious recognition celebrates organizations that demonstrate a strong commitment to employee well-being and workplace wellness.

Fraudulent Accounts Update

This summer, we identified approximately 200 fraudulent student accounts. That number has been reduced to about 60 this fall primarily because new systems are now in place to prevent and detect fraudulent activity.

Strategic Planning

The current strategic plan is 78% complete. President Selmon provided a brief overview of a SWOT Analysis (Strengths, Weaknesses, Opportunities, and Threats). A SWOT template was provided for the Board members to complete prior to the October meeting. Community input will be an important part of this process. There was a brief overview of how the larger community will be involved in the strategic planning process for the next 3-year plan.

The first event in the 3-part lecture series exploring the College’s history as part of its centennial celebration, “The Founding of the Dream (1926–1959)” will take place on Tuesday, September 30, 2025, from 6:15–8:00 p.m. in the Stevenson Center, Room 1300.

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 will attend the Board of Directors fall meeting next week
- B. Foundation Update

VII. Old Business

VIII. New Business

- A. It is the recommendation of the President that permission is granted to purchase a Networking Core Switch from Trace3, not to exceed \$160,000.

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

- B. It is the recommendation of the President that the Board of Trustees certifies that Muskegon Community College has met or exceeds the best practice standards required for state appropriations based on the requirements set forth in FY2024-2025 Section 230(2) of the State School Aid Act (MCL.338.1830) approved for education appropriations.

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

- C. It is the recommendation of the President that the Board of Trustees approve moving forward with the pre-election community outreach phase of the Millage Restoration.

Trustee Scott moved approval. Second. Vote unanimous; motion carried. Kelsey Birkmeier CEO and Mark Birkmeier Executive VP from Banach, Banach & Cassidy, a millage campaign consulting firm, were present at the meeting. They described the firm's experience and how their outreach would be conducted using focus groups and a community survey.

- D. It is the recommendation of the President that the MCC Board of Trustees approve Julie Stapleton to the Foundation for MCC Board of Directors.

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

- E. It is the recommendation of the President that the Board approve to negotiate a three-year contract with MI Partner Health for healthcare membership services first for employees, in the clinical space at the Health and Wellness Center, with future potential to expand services to students and other organizations.

Trustee Moore moved approval. Second. Discussion.

Trustee Cook motioned to table the item until the next Board meeting. Second. Motion to table: 1 in favor, 5 opposed – motion failed.

Original motion (E) proceeded to a vote: 4 in favor, 1 opposed. motion carried.

Two Trustees left the meeting early, thus the difference in the number of votes to this motion.

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.

Trustee Portenga moved all changes be adopted. Second. Vote unanimous; motion carried.

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. 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

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

6. 2.11 Board Members' Code of Conduct

The Board will review the Board Members' Code of Conduct before February.

B. Future Agenda Items

X. Public General Comments

XI. Board Comments/Announcements

A. Trustee Scott applauded the trustees for concern. A possible work session was suggested to review some issues in more detail.

It was emphasized that the College always puts students first and that continued services are essential to support them.

The budget is in a strong position and gratitude was expressed for the College's amazing leadership.

For the past two years the College has explored partnerships for the medical care facility in the Health and Wellness Center. A new three-year contract with MI Partner Health will have future potential to expand services to students and other organizations.

The Board extended thanks to those in attendance and welcomed new employees.

XII. With no further business the meeting was adjournment at 2:27 p.m. Respectfully submitted by Secretary Nancy Frye.

/ph