



# MUSKEGON COMMUNITY COLLEGE

## BOARD OF TRUSTEES BOARD MEETING MINUTES

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

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

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

Absent: Trustee Cook

I. Chair Osborn called the meeting to order at 12:30 p.m. Trustee Scott moved approval. The agenda has been modified. Second. Vote unanimous; motion carried. A moment of silence was held for the passing of instructor Daniel Meyers.

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 November 19, 2025

### B. Budget/Finance

#### I. Financial Reports ending September 30, 2025

Beth Dick presented on the first quarter results and the projection for the fiscal year.

The Operating Fund operating revenues are projecting \$298K over budget. Tuition and fees are projecting higher due to Fall contact hour enrollment being 3.2% over budget. Winter and summer enrollment are assumed to be on budget. Tuition for the CDL program was reduced by \$50K as it has not yet resumed operation. Workforce Development tuition was also reduced by \$60K based on the 1<sup>st</sup> quarter activity. Dual Enrollment and Early College waivers are trending higher than budget and therefore projected to have a \$120k reduction in tuition and fees.

Operating expenses are projecting \$245K favorable to budget mainly due to savings in salaries and fringes from vacancies exceeding budgeted attrition.

Non-operating revenues are projecting \$114K favorable to budget primarily in the area of state aid.

The Operating Fund projection indicates a fund balance percentage of expenses of 22.9% based on current information available and 1<sup>st</sup> quarter results.

Winter and summer enrollment can still impact the projections. We are continuing to evaluate position vacancies and monitor operating expenses.

The first quarter contributions for The Foundation were \$83K. We have 16 different endowment funds held with Vanguard and 21 different funds at the Community Foundation.

Millage Restoration Pre-Election Outreach – Letters and emails will go out January 5<sup>th</sup>. Focus Panels will be starting January 20<sup>th</sup> – 21<sup>st</sup>. Letters will be mailed to 600 community members and 300 parents of high school seniors. A sample letter has been provided for the Board. All other groups will be sent 30 individual email invitations. Focus groups will be for 10-15 participants and facilitated by our millage consultant.

A community survey will be emailed to all MCC students and employees after the Focus Panels. Our tagline is “Your community college for this century and the next.” All results will be presented to the Board at the February meeting.

C. Required Approvals – *Chair Osborn*

D. Personnel Report

V. Administrative Reports

A. President’s Report –

President John Selmon shared with the Board what an incredible person Daniel Meyers was. Dan will be missed. Counseling services are available for employees and students.

MCC Administration is following the Federal Workforce Pell Legislation and preparing for advocacy work in February at the national level. Also, we are closely following the new DOGE Taskforce and their expectations for community colleges, \$645,000 MI Senate cuts, MiLEAP Reconnect Momentum grant and focusing on advocacy work in Lansing this spring.

MCC administrators are working with Grand Haven Public Schools Superintendent, Central Bound at CMU, and Wolverine Building Group (food pantry) to help students and to strengthen external partnerships.

Winter enrollment is currently at -0.5%, with the difference being in direct credits that have not been entered.

President Selmon was appointed to the Rotary Board, effective July 1, 2026.

President Selmon reviewed the strategic planning strategies and timelines. A summary of the Trustees’ SWOT matrix and alignment with subgoals and objectives was presented. In January, Domain Teams will be providing the Board with monthly high-level updates. College-Wide meeting and Action Plan development will occur in April with an update to the Board in June.

B. Student Success Report –

1. Enrollment

2. Student Success Completion Agenda

VI. Business Non – Operational

A. Michigan Community College Association Report –

Trustee Crandall met with the MCCA Executive Committee and provided updates on several important items. The MCCA audit was fine. For the fiscal year 2025 budget, two Work Projects were not funded by the House that impacted MCCA's budget: Local Heroes and Talent and Growth Revenue initiatives. The Michigan Senate voted last night to re-install programs that the House stopped. Lots of appeals going around. More to come.

The 2026 MCCA Legislative Priorities have been approved, and several priority details were shared related to the Operations dollar goals (overall 7% increase), Reconnect Programs, Michigan Achievement Scholarship, Capital Outlay 25% match request, ITEMS and Dual Enrollment. There are concerns about the definition of dual enrollment. Brandy Johnson, MCCA CEO was elected by the Governor to serve on the Dual Enrollment Taskforce.

Due to concerns about costs, travel difficulties, and trouble getting around Mackinac Island for disabled individuals, the summer conferences are getting moved to other communities after Mission Point in 2026. In the odd years new locations were identified such Kalamazoo in 2027 and Port Huron in 2029.

The MCC Board will be invited to the Summer Conference, hosted by MCC, in Muskegon June 4<sup>th</sup> - 5<sup>th</sup>. The MCCA Student Success Summit will also be hosted in Muskegon in October 2026.

Trustee Scott attended the ACCT Conference in New Orleans and the MCCA Governance Leadership Institute Conference in Lansing. In New Orleans, Dr. DeAnna R. Burt- Nanna president at Monroe Community College in New York presented at the ACCT conference on "Building Trust, Fostering Success." She attended another session on "How to support our Board leadership and CEO/President." The Board members were provided with four documents from the conference.

President Selmon shared with the Board that in the packet, the top five Open Meeting Act Violations and Common Problem Areas Faced by Public School Boards from the recent MCCA Governance Leadership Institute Conference in Lansing, are on the Portal.

- B. Foundation Update
- VII. Old Business
  - Recommendation for the Foundation agenda item to be moved from Business Non – Operational to the Consent Agenda.
  - After some discussion, it was determined that The Foundation Update will stay under VI. Business Non – Operational but will appear on the agenda only when needed. Trustee Portenga moved approval. Second. Vote unanimous; motion carried.
- VIII. New Business
  - A. It is the recommendation of the President that the Board of Trustees approve issuing a Request for Proposal for bookstore services.  
Trustee Portenga moved approval. Second. Vote unanimous; motion carried.

- B. It is the recommendation of the President that the Board of Trustees approve issuing a Request for Proposal for a food service provider.  
Trustee Crandall moved approval. Second. Vote unanimous; motion carried.
- C. MCC Board of Trustees Annual Calendar for 2026  
Trustee Portenga moved approval of the 2026 Annual Calendar with the meeting on November 18<sup>th</sup> moved to November 11<sup>th</sup>. Second. Vote unanimous; motion carried.
- D. It is the recommendation of the President that the Board of Trustees approve issuing a Request for Proposal for construction management services.  
Trustee Scott moved approval. Second. Vote unanimous; motion carried.
- E. It is the recommendation of the President that permission is granted to administration to enter into a contract with Coursedog for the purchase and implementation of additional scheduling and operations modules, and the extension of current curriculum and catalog modules, not to exceed \$650,000 for a five-year contract.  
Trustee Crandall moved approval. Second. Vote unanimous; motion carried.
- F. It is the recommendation of the President that the Board of Trustees approve the sole-source selection of Newkirk Electric to purchase and install a new exterior-rated oil-filled transformer at a cost not to exceed \$76,137 including installation.  
Trustee Portenga moved approval. Second. Vote unanimous; motion carried.

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

A. Policy Updates

- 1. Current: Cost of Governance 2.13.2.a –  
“Up to \$4000 per Board member in each fiscal year shall be provided for training, including attendance at conferences and workshops.”

*Recommendation: “Up to \$4000 per Board member in each fiscal year shall be provided for training, including attendance at conferences and workshops. Where a Board member wishes to exceed their \$4000 limit, and where one or more other Board members have not and do not intend to use all or some of their \$4000 allotment(s), the former may use the unused dollars of the latter with the Board’s approval, said approval specifying (a) the purpose of the expenditure, and (b) which member(s)’ unused allotment will be used. The monthly report detailing Board members’ utilization of allotments will reflect the(se) transfer(s).”*

Trustee Portenga moved to table this language. Second. Vote unanimous; motion carried.

- 2. 2.14.4.a.  
“Public Agenda-Related Comments: The public may now address the Board on issues relevant to the Agenda. Consistent with Michigan law, the College’s By-laws, ..... Also, your comments must:  
Be limited to one appearance no longer than three minutes (optional: shorter time if many participants):”

2.14.4.b.

Current: “Public General Comments: The public may now address the Board ... We will use the same limitations previously noted for Public Agenda-Related Comments but, because we are not required by law to accept general

comments, we will now limit comments to five participants, two minutes each.”

*Recommendation: “Public General Comments: The public may now address the Board ... We will use the same limitations previously noted for Public Agenda-Related Comments but, because we are not required by law to accept general comments, we will now limit comments to five participants, **three** minutes each.”*

Discussion on changing the Public General Comments to three minutes and voting will take place in January. Recommendations were made for the Administration to change the website language to reflect what is in the Board of Trustees Policy Manual.

- B. Future Agenda Items
- X. Public General Comments
- XI. Board Comments/Announcements  
Congratulations to Trustee Moore on her acceptance into the Delta Sigma Theta Sorority Inc. Muskegon Heights Alumnae Chapter.  
  
Looking forward to the new year.
- XII. With no further business the meeting was adjourned at 2:05p.m. Respectfully submitted by Secretary Frye. /ph