MUSKEGON COMMUNITY COLLEGE

BOARD OF TRUSTEES
BOARD MEETING MINUTES
September 16, 2026, 12:30 p.m.
Room 2109E – Main Campus 2nd floor

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

Absent: Trustee Cook, Trustee Scott

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) Overview - Dr. Tucker Brown Provost & Chief Student Services Officer and Kristin Tank Chief Marketing & Communications Officer - did a presentation for the Board about how MCC is attracting and retaining adult learners entitled:
Adult Learners: Recruit, Reconnect, and Retain. Here are some highlights from the presentation -

- The population of Michigan's high school students has been declining by nearly 10% over the past decade.
- In Michigan, 49.5% of adults lack a postsecondary credential.
- 18.2% of adult students who enroll at a Michigan community college will graduate in four years. This rate is below the Midwestern average of 25.5% and lagging at the national rate of 23.3%.

Marketing campaigns promoting free tuition programs:

- MI Community College Guarantee
- MI Reconnect
- Muskegon Area Promise

MCC's Adult Learners for Fall 2026 have 601 students:

- The average age of an adult learner at MCC is 35.1 years.
- Adult learners know their program of study.
- 83% of our students are 25-39 years old.
- 57% of our students work full-time.
- Barriers – financial concerns, lack of available time, childcare, access and awareness, academic preparedness, psycho/social challenges
- We retain students with the Jayhawk Hub, credit for prior learning, and flexible schedules
- Supporting adult learners with a Navigation and Career Services Manager position will be added.
- We have 3 full-time adult success navigators.

IV. Trustee Moore moved approval of the Consent Agenda. Second. Vote unanimous; motion carried.

A. Minutes
- Board Meeting Minutes for August 19, 2026

B. Budget/Finance

1. Chief Financial Officer Beth Dick presented on the 4th Quarter FY2025-2026 Unaudited Results

All Funds operating revenues are favorable to budget $3.6M primarily due to tuition and fees as well as federal, state and local grant revenues being higher than anticipated. Operating expenses are favorable to budget $823K primarily due to fringes being under budget from lower fringes overall including medical dental and vision claims as well as most departmental expenses coming in under budget. Net income is favorable to budget $4.5M

Operating Fund operating revenues are favorable to budget $282K due to contact hour enrollment for the year coming in slightly over the amended budget. Contact hour enrollment is up 5.5% over the original budget. In addition, Other Income is over budget due to higher than anticipated reimbursement for Promise coaches and grant administration. Operating expenses are favorable to budget $2.8M due to fringes and most other departmental expenses coming in lower than budget.

It is estimated that the Operating Fund will have a $1.2M deficit for the year which would reduce the fund balance and result in a 29.8% ratio of fund balance to expenses.

The results presented are unaudited and still subject to adjustments. We have new auditors starting their year-end fieldwork next week.

Golf Course total revenues are over budget, and expenses are under budget. The unaudited shortfall is $14,777.

The Advancement Office/Foundation had $355K in revenues from donations and $517K in expenses.

The Foundation for MCC has 19 endowment funds totaling $1.7M at 6/30/26. The annual investment return for FY26 these funds were 11.9%.

There are 22 different funds at the Community Foundation for Muskegon County totaling $3.2M. The annual investment return for FY26 for these funds was 18.1%.

C. Required Approvals – *Chair Osborn*

D. Personnel Report

V. Administrative Reports

A. President's Report

President Selmon shared the following highlights:

Dr. Tucker Brown was appointed to the Goodwill Industries of West Michigan Board of Directors, reflecting his leadership and commitment to community engagement.

The College received a $1000 Meemic Foundation for the Future of Education Grant, which will provide financial support for educational initiatives and student success efforts.

President Selmon was recently contacted by ATD to let him know that MCC is now eligible to apply for The Leah Meyer Austin Award, which is the highest level of recognition in its organization. To be eligible for this award, an institution must first have earned at least one or both Leader College Awards, which MCC has achieved. The ATD Strategy Team is going to apply.

Jayhawk Café Ribbon Cutting: The café has seen a strong start since its opening. First-day sales on Wednesday totaled $1,800, followed by $1,300 on Thursday and $95 during the half-day Friday. Sales rebounded this week, reaching $1,500 on Monday and $1,000 on Tuesday. The café is expected to see additional growth with the launch of mobile ordering next week.

On Thursday, September 10, 2026, President Selmon and Tammy Cary, Oceana Community Foundation CEO hosted a Complete Your Degree MOU ceremony. The Complete Your Degree Program is focused on providing Oceana County adult learners with financial assistance and related support services to complete their degrees at MCC.

MCC is partnering with Fairlife, located in Coopersville, to get an incumbent worker training program running. The company has selected 24 employees that began taking classes this semester.

Total visits to the Jayhawk Hub for Summer 2026 reached 840.

The fall Jayhawk Athletics season is off to a great start.

Important Dates:

Sensory Herbal Garden Rededication today at 3:00 p.m.

Daniel M. Meyers Memorial Celebration, September 24, 2026, at 7:00 p.m.

MCCA 2026 Student Success Summit in Muskegon October 1-2, 2026, at the Vandyke Convention Center.

The 2027 Legislative Priorities Survey is now open. Please complete it individually. Information was sent to Board emails.

The Grand Haven Chamber of Commerce, fortieth Annual Business Recognition Luncheon October 14, 2026, where MCC will be recognized for its 100th Anniversary.

B. Student Success Report

1. Enrollment

Dr. Brown reported on Fall 2026 Enrollment. Our Headcount is 3,870 up 3% from Fall 2025. Credit hours and contact hours have increased.

Dr. Brown emphasized that these figures reflect census-date enrollment data and that final end-of-term numbers will be available later. Based on current trends, the College remains on track to meet its enrollment goals.

He also highlighted the continued growth in dual enrollment, describing it as a positive trend that presents additional opportunities for the institution.

Additionally, Dr. Brown reported significant growth in the Promise Program, with 950 Promise students enrolled this fall, compared to 472 students during the same period last year.

2. Student Success Completion Agenda

VI. Business Non – Operational

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

Trustee Crandall reported that the MCCA fall board meeting is next week.

VII. Old Business

VIII. New Business

A. It is the recommendation of the President that the MCC Board of Trustees Debra Grube to the Foundation for MCC Board of Directors with full voting rights.

Trustee Moore 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 FY2026-2027 Section 230 of Public Act 25 of 2026 approved for education appropriations.

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

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

A. Policy Updates

B. Future Agenda Items

X. Public General Comments

MCC's Veterans Salute is scheduled for November 11, 2026, at 2:30 pm, Trustee Nancy Frye will do the Reflection at the Salute on behalf of the college

XI. Board Comments/Announcements

A. Closed Session – at 1:48 p.m. Trustee Portenga moved that the Board go into closed session to consider material exempt from discussion or disclosure by state or federal statute – specifically a written legal opinion. Second. A roll call vote was taken.

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

At 2:05 p.m. Trustee Portenga made a motion to come out of closed session. Second. A roll call vote was taken.

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

XII. With no further business the meeting was adjourned at 2:06 p.m. Minutes submitted by Trustee Frye./ph