Muskegon Community College

BOARD OF TRUSTEES
BOARD MEETING MINUTES
September 16, 2020 – 12:30 p.m. via Zoom

Present: Chair Osborn, Vice Chair Mullally, Trustee Frye, Trustee Moore, Trustee Crandall, Trustee Oakes and Trustee Portenga

Chair Osborn called the meeting to order at 12:30 p.m. She noted that under the agenda item Public Comments and Presentations, Roger Rapoport's time will be increased to 5 minutes for his presentation.

1. Trustee Moore moved approval of the Agenda; second. A roll call vote was taken:

Trustee Crandall – Yes	Trustee Frye – Yes
Trustee Moore – Yes	Vice Chair Mullally – Yes
Trustee Portenga – Yes	Chair Osborn – Yes

2. Minutes

- Trustee Portenga moved approval of the Board Meeting Minutes of August 19, 2020; second. A roll call vote was taken:

Trustee Crandall – Yes	Trustee Frye – Yes
Trustee Moore – Yes	Vice Chair Mullally – Yes
Trustee Portenga – Yes	Chair Osborn – Yes

- Trustee Mullally moved approval of the Board Retreat Minutes of August 27, 2020; second. A roll call vote was taken:

Trustee Crandall – Yes	Trustee Frye – Yes
Trustee Moore – Yes	Vice Chair Mullally – Yes
Trustee Portenga – Yes	Chair Osborn – Yes

3. Public Comments and Presentations

- Public Comment re: LFC – Roger Rapoport stated the community survey they are conducting on the future of the Lakeshore Fitness Center was held up due to a delay in the transfer of names by the College to Mr. Balducci, the surveyor. They have received the information and have the survey nearly done. They plan to have the study completed and submitted to the Trustees and interested parties on September 25. Mr. Balducci will be available for questions beginning the week of September 29. Because of the delay in getting the names and the critical importance of the survey, Roger and Gary Neal are encouraging the Board to extend the deadline for the RFP, the trustee review process and the final decision by one month.
- Public Comment re: LFC – Chris Witham stated he supports Roger's request for a one month delay. He and his family support continuing it as a fitness center. The Board

DRAFT

questioned whether Chris submitted a bid. Chris responded they did not, based on the survey not being available until September 25.

- Public Comments re: LFC - Marcia Hovey-Wright stated her main ask is that the RFP deadline be extended long enough that potential proposals can take advantage of the Balducci study. She also asked that a nationwide search be considered to attract more proposals. She also supports the ideas of Gary Neal's letter of September 16, 2020, working with local business leaders interested in running the center, leasing space to non-profits, or offering a long term lease on the property instead of selling the facility.
- Donna Secor Pennington and Sandy Stone gave their thoughts and support of the LFC.

Chair Osborn thanked everyone for their comments and letters received regarding the Lakeshore Fitness Center.

Trustee Oakes joined the meeting.

Trustee Crandall made a motion to amend the agenda under Old Business to add consideration of the RFP and the survey for the Lakeshore Fitness Center; second. A roll call vote was taken:

Trustee Crandall – Yes
Trustee Moore – Yes
Trustee Oakes – Yes
Chair Osborn – Yes
Trustee Frye – Yes
Vice Chair Mullally – Yes
Trustee Portenga – Yes

4. Trustee Portenga moved approval of the Consent Agenda; second. Vote unanimous; motion carried. *(Board Action Required - Vote)*
   A. Budget/Finance
      1. Financial Reports – *Ken Long*
   B. Required Approvals – *Chair Osborn*

5. Administrative Reports
   A. President's Report – Dr. Nesbary stated there are a number of items that are very big picture including the HLC 10-year re-accreditation. The review team will be on campus and virtual the first week of October. Also legislation introduced offering community colleges the opportunity to offer Nursing BSN degrees. State appropriations are looking better with the reduction in school aid funding and general funding combined moving from a $3B reduction to a $2B reduction. Lakeshore Advantage, the economic development agency in Ottawa County, invited Dr. Nesbary and Dr. Bill Pink, GRCC President, to discuss the viability of community colleges offering services in Ottawa County. We have been providing services but there is much more interest. Shape Corporation recently created an International Inclusive Advisory Board and Dr. Nesbary was asked by the CEO of Shape to join that panel. Dr. Pam Smith is being brought in to head up MCC's DEI initiative. The Little River Band training opportunities are ramping up and Dr. Nesbary will keep the Board updated.
   B. Student Success Report – *Dr. John Selmon*
      1. Fall Enrollment Census date information was reviewed and discussed. Headcount was budgeted to be down -15 percent and came in at -13.7 percent, within budget. Early College is up 1.5 percent and Promise Student enrollments are up approximately 11 percent. Updated Promise Student data will be forwarded to the Board. Dr. Selmon also shared information on major Winter enrollment initiatives.

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First is the Futures for Frontliners Program. Since it has was promoted last week Thursday, there have been 2100 visits to our website and about 46 students who have signed up. The state is collecting applicants as well with around 500,000 eligible statewide. The second initiative is the Archways for Opportunity program with McDonalds. MCC will be working with 26 owner/operators in the region, with between 40-60 employees at each location. McDonald's employees receive $2,500 annually in tuition and managers receive $3,000. MCC and McDonalds have committed to co-brand and co-present this initiative

2. Student Success Completion Agenda

C. Personnel Report – Kristine Anderson reported that Kim Mason joined as Nursing faculty, following several years as an adjunct instructor. The bulk of the rest of August was spent wrapping up furloughs and working on a lot of COVID 19 issues. An additional piece stood up was the COVID-19 self-reporting form, which is also available as a public form and for our students.

6. Business Non Operational

A. MCCA Report – Trustee Crandall reported the Futures for Frontliners was covered by Dr. Selmon and has great potential for future enrollment in the college. It appears the possibility is more positive now than it has been in a very long time for the baccalaureate degree for nursing.

B. Foundation Update – Ken Long reported the Foundation had a pretty productive Board meeting last week and there is an agenda item later in this meeting for a change to the bylaws. There was also a lot of discussion of foundation goals. With goals discussed in January and February being a little different now due to Covid they discussed goals and ways to adjust them, events and what can be done to engage donors. than they were in Jan. and Feb. Talking about adjusting and how to engage donors. Ken noted one change from what is in his written report regarding combining our Reflections magazine and the FMCC Annual Report at the end of the year. They will actually do both, have a Reflections magazine going out prior to end of year and will also have the first ever Foundation-only annual report at the end of the year. He also reported that a couple years ago, the Foundation started managing their own endowments and is getting very close to a half million dollars in endowments held by the FMCC with $475k as of this morning.

7. Old Business

A. Project Updates – Dr. John Selmon –

- FARM project update: they are completing the roof, starting the underground electrical and plumbing and pouring floors. The target date for completion is still the end of December and they are looking to plan a Grand Opening shortly thereafter.
- Stebbins Road purchase – both parties have signed an agreement, and we have completed a title search and it's clear. We are doing an environmental assessment, expected to be completed in 3-4 weeks, and once that is complete we will move to closing.

B. Consideration of the RFP and Survey for the Lakeshore Fitness Center – Extending the timeframe on the LFC study and the RFP as requested during Public Comments and Presentations was discussed.

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- To put this discussion in context, Trustee Portenga shared that in the original RFP we did reserve the right to reject any and all offers, we reserved the right to request additional information from proposing firms, we reserved the right to request that the proposer modify the proposal, and we reiterated we had the right to reject any and all proposals, waive minor irregularities in the procedures. In light of that, he is interested in hearing what the survey has to say. That survey may cause those who have already made a proposal to wish to amend their proposal. He thinks it appropriate first of all that if there was a deadline on the survey, it be extended to 2:00 p.m. on Monday, September 28, 2020. Also in light of the fact that we do have the right to reject a proposal and he thinks whoever has proposed will be interested in what the survey says, he suggested the deadline date for responses to the LFC RFP be extended to 2:00 p.m. on Monday October 26 with the right to the parties that have timely submitted their proposals to amend and resubmit their proposals. We need to do our best to come up with best solution. Time deadlines are time deadlines and we cannot keep pushing this off forever; also looking at our bottom line, we cannot keep putting this off.

- Trustee Crandall had a question and a comment. 1) As we move forward will the completed survey be available to those individuals who are planning on making a proposal? Are there any restrictions on the distribution of that survey? He would like clarification about that. 2) From all the comments the Board has heard and he has had unsolicited comments about how pleased the community has been that they were asked in that survey for their opinions. He thinks 30 days isn't going to make that much difference to the institution and it is important we do the right thing rather than the quick thing. He would be in support of any motion that would extend the period for RFP's for another 30-45 days so people in the community can take advantage of the information gained from that survey. Roger Rapoport stated the survey is available for anyone interested and is free and open to the public. Roger will make it available publically, will supply it to the College and will make it available to any interested party.

Trustee Portenga moved if there was a deadline on the LFC survey that it be extended to 2:00 p.m. on Monday, September 28, 2020, and the results of the survey be made public with specific notice of the survey given to those who have already submitted proposals; second. Discussion ensued.

Trustee Crandall – Yes	Trustee Frye – Yes
Trustee Moore – Yes	Vice Chair Mullally – Yes
Trustee Oakes – Yes	Trustee Portenga – Yes
Chair Osborn – Yes	

Trustee Portenga moved that the deadline date for responses to our LFC RFP be extended to 2:00 p.m. on Monday, October 26, 2020, with the right given to the parties that timely submitted their proposal(s) to amend and resubmit their proposal(s); second

Trustee Crandall – Yes	Trustee Frye – Yes
Trustee Moore – Yes	Vice Chair Mullally – Yes
Trustee Oakes – Yes	Trustee Portenga – Yes
Chair Osborn – Yes	

8. New Business

A. Trustee Portenga moved approval of Permission to Seek Bids to Replace the Multi-Stack Chiller Serving the Main Building; second. A roll call vote was taken:

Trustee Crandall – Yes
Trustee Moore – Yes
Trustee Oakes – Yes
Chair Osborn – Yes
Trustee Frye – Yes
Vice Chair Mullally – Yes
Trustee Portenga – Yes

B. Trustee Moore moved Approval of the Local Strategic Values Resolution; second. A roll call vote was taken:

Trustee Crandall – Yes
Trustee Moore – Yes
Trustee Oakes
Chair Osborn – Yes
Trustee Frye – Yes
Vice Chair Mullally – Yes
Trustee Portenga – Yes

The full resolution will be added to the MCC webpage for access.

C. Trustee Mullally moved approval of the Proposed Changes to the Foundation for Muskegon Community College Bylaws; second.

Chair Osborn and Ken Long summarized the changes and the reasoning for this request.

A roll call vote was taken:

Trustee Crandall – Yes
Trustee Moore – Yes
Trustee Oakes – Yes
Chair Osborn – Yes
Trustee Frye – Yes
Vice Chair Mullally – Yes
Trustee Portenga – Yes

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

A. President Nesbary's Annual Evaluation.

- Trustee Crandall presented the summarization of the evaluation. The scoring by Trustees on each of the Ends Policies was presented.
- Dr. Crandall noted that related to Ends Policy 5.03 – Community Impact/Engagement, he and Dr. Nesbary have discussed that Dr. Nesbary is getting a lot more calls to serve on local boards. That is very good for the College in general, the only concern that Dr. Crandall has is as we go forward the president and the Board need to make sure that his involvement in these other organizations that are not directly involved with the College are not taking away from his community engagement of the College and our primary course of work, just something to keep in mind. As requests come in, the president will need to evaluate how much that time away from doing the primary work of the college is impacting what we do here.
- Vice Chair Mullally added that with the direction given to Dr. Nesbary so far, he has followed it well.
- The board will discuss an extension of the president's contract and any change in salary. With President Nesbary's approval, this will be conducted at the October Board meeting and it made retroactive. The Board also requested, as has been done in the past, that a survey of other community college president's salary and benefit

DRAFT

packages be provided to the Board for review prior to the October 21 Board meeting. Dr. Nesbary will gather this information.

B. Policy Updates – Trustee Portenga moved approval of the updated language to policy 2.04; second. A roll call vote was taken:

Trustee Crandall – Yes
Trustee Moore – Yes
Trustee Oakes – Yes
Chair Osborn – Yes
Trustee Frye – Yes
Vice Chair Mullally – Yes
Trustee Portenga – Yes

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.

1. The cycle will conclude each year on the last day of ~~March~~ December 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.

1. 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.

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

3. 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.

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

C. Future Agenda Items

10. Announcements

A. Board Comments

- Trustee Oakes apologized for being late, as she had to wrap up a project at work.
- Trustee Frye asked Kristine Anderson how MCC is going to collect for United Way this year. Kristine responded that United Way is recommending a rollover program this year and we are going to try to maintain our pledges from last year. Information will be coming out shortly after the HLC visit at the beginning of October.
- Chair Osborn thanked Dr. Nesbary and the faculty and staff on their handling of COVID-19 . She appreciates all the communication, which helps the students and keeps everybody in tune to what is happening.

With no further business, the meeting was adjourned at 2:13 p.m.

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Minutes submitted by Secretary Nancy Frye.

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ANNUAL BOARD CALENDAR

MONTH	ITEM	COMMENTS
October	HLC Re-Accreditation Visit – Oct. 5 & 6	
	Quarterly Financial Review	
	2017-2022 Strategic Plan Annual Progress Report	
November	Auditors Presentation of Audited Financial Statements for the previous Fiscal Year	

NOTES

June 30, 2021	Custodial/Maintenance Agreement *(extended 1-year from 6/30/20 to 6/30/21)*
June 30, 2022	Education Support Staff Agreement expires
August 31, 2021	Faculty Association Master Agreement expires
Board Meetings	Monthly Board Meetings occur on the third Wednesday of each month unless otherwise noted on the annual schedule of Board meetings.
Fall	Founder's Day (the date rotates but it occurs annually)
	Donor Appreciation Day (usually the Tuesday after Thanksgiving)
December	Annual Retirees Punch and Holiday Luncheon

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