

REPORT OF MINUTES

BOARD OF TRUSTEES REGULAR MEETING

BAY de NOC COMMUNITY COLLEGE
Fornetti Hall, Bay College West
2801 North US 2
Iron Mountain, Michigan 49801

October 19, 2016

- I CALL TO ORDER:** The meeting was called to order at 6:09 p.m. ET by Board Chair, Philip Strom.
- II ROLL CALL:**
- Roll call was taken by Laura Johnson, Assistant Board Secretary.
- Members present: Tom England, Bill Lake, Jim Hermans, Joy Hopkins, Tom Butch, Philip Strom
- Member absent: Eric Lundin
- Administration: Matt Barron, Travis Blume, Kevin Carlson, Kim Carne, Laura Coleman, Mark Kinney, Laura Moloney
- Staff: Monique Claverie, Jim Grider, Benjamin Reath
- Faculty: Stella Hansen, Mary Schwalbach
- Guest: Debbie Bryant,
West Campus Advisory Committee Member
- Recorder: Laura Johnson, Assistant Board Secretary
- III CITIZEN INTRODUCTIONS AND COMMENTS:**
- There were no citizen introductions or comments.
- Philip Strom expressed appreciation to all present for attending the meeting at West Campus; especially the Foundation Board and West Campus Advisory Committee members for attending the tour of the Student Success Center and dinner with the Board of Trustees.
- IV AGENDA:** There was no objection to adding the Minutes from the Special Board Meeting on October 13, 2016, to the Consent Agenda.

V **CONSENT AGENDA:** The Consent Agenda included Minutes from the Special and Regular Board Meetings on September 21, the Special Board Meetings on September 26 and October 13, and acceptance of the MIOSHA CET Grant of \$40,000.

Time was allowed for review of the Minutes from the Special Board Meeting on October 13, 2016, provided in the Board folders.

It was motioned by Jim Hermans and seconded by Bill Lake to:

“Approve the Consent Agenda for the Board of Trustees Regular Meeting on October 19, 2016, as amended.” No discussion. Motion carried unanimously.

VI **PRESENTATIONS:** Kevin Carlson, VP of Finance & Bay West, introduced:

A **New Employees**
Lisa Lawrence:

Lisa Lawrence could not attend the meeting. Kevin shared Lisa was hired as a full-time Nursing Instructor at West Campus for the RN program. She has a Ph.D. with a major in Nursing and a minor in Teaching and Teaching Education. She obtained her MSN from the University of Minnesota and BSN from Bellin College of Nursing in Green Bay.

Mary Schwalbach:

Mary Schwalbach was hired as a full-time Nursing Instructor at West Campus to teach for the PN program. She has a MSN degree from Capella University, a BSN degree from NMU, and an ADN degree from Bay College. Mary has been a nursing adjunct at Bay since 2007 and taught a variety of didactic and clinical courses in the RN and PN programs. She also taught for the CNA program at the M-TEC for several years.

B **Employees in**
New Positions
Monique Claverie:

Monique Claverie is the Bay West Tutor Coordinator, TRiO Mentor, and SI Leader in the Student Success Center. She holds a BS in Chemical Engineering from the University of Maine and has held engineering positions in product development and process operations in the paper and optics fields. Monique has worked 10 years in both high school and college youth ministry. She left a manufacturing director position with Microspectral Analysis in Maine when she moved to the U.P. in 2014 for her husband's job. Wanting to remain part time to ease the transition of a cross country move for their daughter, the fit at Bay has worked out well and she enjoys helping college students in their academic pursuits while still using her engineering problem solving skills.

Jim Grider:

Jim Grider is the Bay West Supplemental Instructor Coordinator, SI Leader, Tutor, and Group Study Leader in the Student Success Center. He holds an AA in Liberal Arts from Bay College and a BS in Liberal Arts from LSSU. Jim retired to Iron Mountain after serving 21 years in the Army. He held every position from private to Platoon Sergeant and was deployed on several occasions. He was encouraged by the VA to utilize his GI Bill which led to classes at Bay, becoming a tutor, and the positions he now holds. He will start graduate classes for a Masters in Social Work in January.

VII ADMINISTRATIVE
REPORTS:

A President's
Report:

President Coleman reported:

Dark Store
Legislation:

Jim O'Toole, Escanaba City Manager, indicated at the recent EDA meeting he does not think the dark store legislation will get passed in lame duck session because it has not made it out of committee sessions yet. U.P. legislators are working to pass it.

Although additional stores have applied for the tax break, Bay College does not expect the impact to be as much as last year.

Final Fall 2016
Enrollment Report:

The final Fall 2016 Enrollment Report reflected head count leveled off this year with a slight increase in contact hours. By location, 56% of students are taking classes at Escanaba and 28% online. Proportionately, Bay West has more students taking online courses than Escanaba students.

Jim Hermans noted the large number of dual enrolled students at Stephenson High School. Dr. Coleman responded the strong relationship Bay has with their Guidance Counselor, Annette Johnson, a former Bay employee, initiated their dual enrollment program.

Dr. Coleman also referenced the high number of dual enrolled students from Gladstone and BR-H, who for a small school, is also doing amazing work with us.

Philip Strom asked for an update from the Association of Community Colleges Trustees (ACCT) Leadership Congress attended by Dr. Coleman, Bill Lake, and Tom England, from October 5-8.

ACCT Update:

Bill Lake stated he learned a great deal at the Congress. A lot of great seminars were offered which made it difficult to choose which to attend.

Tom England shared the Congress was one of the best in the last several years. He attended the voting senate and reported the west coast coalition has been broken up resulting in representation from clear across the country.

Three topics were focuses of concern: 1) safety 2) student retention 3) declining enrollment. Presenters talked about how it is everyone's job to improve student retention. He found it fascinating to hear about schools offering stackable certificates. Somewhere in the two to three year pathway, students could earn certificates while earning their degree.

Keeping down the cost of tuition was also a concern. Some community colleges have five-year financial plans with as much as 16% in reserve and a five-year project to plan for enrollment.

A community college in Missouri, similar to Bay, just started their athletic program. It has taken three years to get it going. They saw a 2% increase in enrollment after the first year. They try to keep two years' worth of cash reserves for the athletic program because of unexpected costs that can arise in the program.

Bill Lake added he learned that nationwide between 2012 and 2016 there were only 244 retirements in community college presidencies but there were 1,033 changes in the position. The average term for a community college presidency is 2.8 years. Bay College has been very fortunate in this respect.

Tom Butch added there continues to be a negative perception for the trend of the future available pool of presidents.

B Academic Affairs

Mark Kinney, Executive Dean of Business, Technology, and Workforce Development, reported:

***MCCA Leadership
Academy:***

The Michigan Community College Association (MCCA) recognized the same trends of presidencies discussed at ACCT and began a Leadership Academy to prepare community college leaders for CEO positions. Mark, with Travis Blume, and Jeanette Stebelton, are participating in this nine-month program. They attended the first workshop where they listened to presentations by four current Michigan community college presidents. The consulting group for

leadership development, LeadStar, presented the DiSC profile in relationship to leadership styles. They will participate in webinars throughout the next months and work in small teams discussing assigned topics and articles. The Academy will wrap up next summer.

C Student Services: Travis Blume, Executive Dean of Student Services, reported:

Athletics:

Six prospective students from various schools visited Bay resulting in two verbal commitments. Responses from several who also toured other campuses indicated Bay's facilities were top notch compared to other schools. Signing day is November 1.

Trustee Eric Lundin and Athletic Director Matt Johnson are working on securing funding to complete work on the YMCA gymnasium floor and upgrade the bleachers, scoreboard, and other essentials.

D Operations: Christine Williams, VP of Operations, was absent.

Tom Butch asked if Christine was satisfied with the punch list for the ASC/MS New Construction and Renovation Project. Dr. Coleman responded it is within budget and on time. Move in dates for the Library have been established for mid-December to ensure it will be ready for the winter semester. Use of the HUB has been very satisfying with students and faculty occupying it regularly.

Jim Hermans suggested the head contractor provide an update at the January board meeting.

E College Advancement:

Kim Carne, VP of College Advancement, reported:

Foundation Update:

The Foundation fund balance has continually grown from endowments over the past six years despite the volatility of market returns.

More scholarship dollars have been given to students to fund their education because of the increase in endowed funds in perpetuity. Most annual scholarships are created by those who contribute every year.

The Foundation "One Jazzy Night" fundraising event will be held at Escanaba on November 4 featuring a wine and cheese reception and Jazz singer, Pamela Rose, as entertainment.

The Gala West event will be held on November 3, 2017.

The Annual Employee and Community Campaign will focus on the need identified by Dean of Allied Health, Jeanette Stebelton, for additional nursing skills lab space. Due to recent program changes, there are 12 more clinical labs per term at the Escanaba campus and a need for a practice and remediation lab.

The first \$25,000 was gifted to the Foundation for the project. The rest will hopefully be raised from the annual campaign. The project will create additional skills labs on each campus by moving from a 10 person lab to an 8 person lab. A classroom at Escanaba will turn into a skills lab. At West Campus, the nursing classroom would be moved out and the current nursing space split into two labs with four beds each. The storage area would be enlarged adding two-way access. Kim will also work with Kevin Carlson to determine where funds are available.

Slides from the Foundation update are attached.

F Bay College West:

Kevin Carlson, VP of Finance & Bay West, reported:

Family Fun Night:

Family Fun Night on October 13 was attended by 42 kids with parents and grandparents. Fifteen local high school Key Club members volunteered to assist with the event. Great feedback was received on this being an excellent community outreach opportunity. It is planned to be an annual event.

Bay College West will host an informational session for the community focused on Bay credits transferring and our dual enrollment efforts with the local school districts.

G Finance Office:

Kevin Carlson reported:

The audits are complete and on schedule to present the reports to the Board in November.

The CCSTEP grant came through and the Income Statement reflects Net Assets of \$11,000 in the positive.

**VIII BOARD COMMITTEE
REPORT &
REQUIRED ACTION:**

None

IX BOARD ACTION:

A Transaction Report:

There were no questions or comments on the Transaction Report ending September 30, 2016.

On a motion made by Joy Hopkins and seconded by Tom England:

“The Financial Transactions for the month ending September 30, 2016, on pages 73 & 74 of the Board Report stand approved as presented.”

Roll Call:

Ayes: Tom Butch, Joy Hopkins, Bill Lake, Jim Hermans,
Tom England, Philip Strom
Nays: None
Abstentions: None

No discussion. Motion carried unanimously.

**B Five-Year Capital
Outlay Plan FY18
Capital Projects:**

Dr. Coleman stated Chris Williams carefully looked at projects that would be most beneficial for the institution to submit to the State Budget Office as required annually. At this moment, the College is not intending to do more building and if this project were accepted by the State, we would have to find more grant monies. As Chris worked through the project, she identified the Catherine Bonifas building as one of the oldest buildings and not energy efficient. Upgrades for new doors, windows, wiring, etc. are needed.

Dr. Coleman requested board approval of the list of capital projects to submit to the State as part of the annual Capital Outlay report.

Philip Strom stated he recalled this annual requirement of the State to send in a “wish list” of projects.

Dr. Coleman stated this is the first time the College has identified deferred maintenance from the maintenance and replacement budget as a project. The magnitude of the project is why the Catherine Bonifas building rose to the top.

It was motioned by Tom Butch and seconded by Bill Lake to:

“Approve the Five-Year Capital Outlay Plan FY18 Capital Projects as presented on pages 75-77 of the Board Report.”

Jim Hermans requested further discussion at the next Board Retreat.

No further discussion. Motion carried unanimously.

C First Reading
803 Personal

Appearance Policy:

Philip Strom advised Board of Trustees Employment Terms 803 Personal Appearance Policy was presented for first reading approval as presented on page 79 of the Board Report.

It was motioned by Tom Butch and seconded by Jim Hermans to:

“Approve first reading of Board of Trustees Employment Terms 803 Personal Appearance Policy as presented on page 79 of the Board Report.” No discussion. Motion carried unanimously.

D First Reading

1061 Disability Policy:

Dr. Coleman stated due to the huge change around ADA requirements, the College’s legal counsel (Patrick Sturdy) has been in contact with the Dept. of Education to revise the College’s policy. Mr. Sturdy wrote the new proposed policy approved by the Office of Civil Rights (OCR). The College will fully comply with the Dept. of Education with the new policy.

First reading approval from the Board was requested to delete the current policy and adopt the new policy as presented on pages 80 through 99 of the Board Report.

It was motioned by Bill Lake and seconded by Tom England to:

“Approve first reading to delete Board of Trustees General Administration 1061 Accommodations for Disabilities Policy and accept Board of Trustees 1061 Disability Policy as presented on pages 80-82 & 83-99 of the Board Report.” No discussion. Motion carried unanimously.

X UNFINISHED
BUSINESS:

None

XI NEW BUSINESS:

A Update from
Faculty:

A faculty representative was not present.

XII MCCA:

Tom Butch reported the MCCA Legislative Committee has not met recently. There is no activity on the dark store legislation as things are on hold during campaigning.

XIII OTHER:

A Birthdays:

Birthday wishes were extended to Jim Hermans for October 13 and Mark Kinney for October 27.

B ACCT:

Tom England added to his previous report from ACCT, that when schools revised their Academic Support Centers, their retention rates went up 25% to 45% because students could get assistance in one location.

Tom commended Bay College employees for the great job they do and as always, found that Bay College is “ahead of the curve” and he is proud to be associated with the College.

Trustees thanked Bill and Tom for attending ACCT on behalf of the Board.

C Resignation:

Dr. Coleman shared sadly, EMT/Paramedic Director, Amanda Armatti, is leaving the College for a new position as the U.P. Regional Coordinator for Emergency Medical Services. The position has been posted as it is required for accreditation of the EMT/Paramedic program.

XIV ADJOURNMENT:

On a motion made by Tom England and seconded by Bill Lake:

“The meeting was adjourned.” No discussion. Motion carried unanimously. The meeting adjourned at 6:54 p.m. ET.

Laura L. Johnson
Assistant Board Secretary

10/20/2016
Completion Date

Approval Date

Philip L. Strom
Board Chair

Approval Date