

REPORT OF MINUTES

BOARD OF TRUSTEES REGULAR MEETING

BAY de NOC COMMUNITY COLLEGE
Catherine Bonifas Board Room (201D)
Escanaba, MI

November 16, 2016

- I **CALL TO ORDER:** The meeting was called to order at 6 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, Eric Lundin, Bill Lake,
Jim Hermans, Joy Hopkins, Tom Butch,
Philip Strom
- Members absent: None
- Administration: Matt Barron, Travis Blume, Kevin Carlson,
Kim Carne, Laura Coleman, Mark Kinney,
Chris Williams
- Faculty: Molly Campbell, Diedra Hinds-Springstroh,
Bill Milligan
- Guest: Jordan Beck, *Daily Press*
- Recorder: Laura Johnson, Assistant Board Secretary
- III **CITIZEN
INTRODUCTIONS
AND COMMENTS:** There were no citizen introductions or comments.
- IV **AGENDA:** The agenda stood as presented.
- V **CONSENT AGENDA:** The Consent Agenda included Minutes from the Regular Board Meeting on October 19, the Special Board Meetings on October 28 and November 8, and acceptance of the Perkins Local Leadership Grant of \$9,200.
- Minutes from the Special Board Meeting on November 8, 2016, were provided to trustees prior to the meeting.

It was motioned by Joy Hopkins and seconded by Bill Lake to:

“Approve the Consent Agenda for the Board of Trustees Regular Meeting on November 16, 2016, as amended.” No discussion. Motion carried unanimously.

VI **PRESENTATIONS:** None

VII **ADMINISTRATIVE REPORTS:**

A **President’s Report:**

President Coleman reported:

Legislative Contacts: Elise Matz from Sen. Peters’ office visited campus on November 14. She received a tour of the campus with emphasis on the labs and equipment supported by the TAACCCT and NSF grants for which their office wrote letters of support. Elise also confirmed Sen. Peters is firmly behind year-round Pell.

Philip Strom and Dr. Coleman met with Representative Elect Beau LaFave at a meeting held at the County building. Rep. Ed McBroom was there to pass the torch. Dr. Coleman emphasized concerns around higher education as did Phil about Law Enforcement.

Rotarians on Campus: Rotary held their November 1 meeting on campus with 28 Rotarians attending. Four PAC members, also Rotarians, each led a group tour. Great comments from the tours have been heard during encounters in the community: campus renovations and improvements from initial campus visits were impressive; especially the HUB and our commitment to providing programs that businesses need.

Additional community groups will be invited on campus as we go forward in planning a millage next year.

Retirements: Connie Martinsen, Early Childhood Instructor; Rene´ Boddy, Purchasing/Accounts Payable Coordinator; and Beth Noreus, Director of Transfer & Student Advising, have announced their intent to retire. All positions have been reviewed by the PAC and deemed necessary to replace. The Purchasing/Accounts Payable Coordinator position was reviewed when the Business Office cut back 1.5 positions and restructured last year. The Director of Transfer & Student Advising position is critical for transfer students. Connie Martinsen has done an amazing job creating a successful Early Childhood program with strong enrollment.

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

OER Rally: An OER (Open Educational Resources) rally was held on campus November 9 to raise awareness of OER and the three programs we are dedicated to offering completely with OER. The rally was supported by the OER grant made possible by Achieving the Dream. Students and employees enjoyed free pizza and 100 t-shirts were given away with clever OER quips. A promotional video was developed with faculty and good publicity was received at the event.

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

W17 Enrollment: Enrollment for winter 2017 in the early stage of the registration process is looking positive.

Persistence rate: The Persistence Rate (more students coming back and registering again) from F16 to W17 is up 5% at this point.

Ambassador Program: Aubree Peterson (Nursing student), Chelsea LaPalme (AA Art & Design student and Admissions work study), and Kailee Kovach (Pre-Molecular Biotechnology student) were selected as student ambassadors to assist Admissions with outreach opportunities of prospective students which could include phone calls, social media postings, and representing the College at events.

Coaches Hired: A press conference was held this afternoon announcing the women's basketball and cross country coaches. Media representatives were present to provide great coverage.

Jim Hermans extended congratulations on the good persistence rate.

D Operations: Christine Williams, VP of Operations, reported:

Construction Update: Construction of the new library is on schedule in the last phase and on budget. Move in dates are set for December 16 to 19. Creative and fun suggestions for the courtyard exterior have been collected on three easels placed across campus. The final collection will be tomorrow and the RFP process will begin so the project can be completed in the spring.

E College Advancement:

Kim Carne, VP of College Advancement, reported:

One Jazzy Night: *One Jazzy Night* on November 4 was a success with the concert and food enjoyed by about 160 people. Kim thanked the volunteers and Bay Café for helping make it a success. The afternoon workshop was not represented by students but the community members who attended benefited.

Foundation Campaign: The community and employee campaigns are kicking off. Contributions will fund scholarships and a nursing skills lab on each campus. Additional lab space is needed with the increase of labs on campus and restructuring to fewer students per lab.

W17 Marketing: The marketing campaign for winter will focus on transferability of credits and online courses. The TAACCCT grant will support billboards and digital advertising to promote the welding program.

Tom Butch commented the television ads have been really good.

Tom England stated comments from the community about *One Jazzy Night* were very good.

F Bay College West:

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

Community Events: Dr. Stella Hansen's daughter, Erin Lehnert, provided a presentation on the Galapagos Islands at each campus. About 40 people attended at west campus. More fun, educational events will be held at west campus to engage the community.

Economic Development:

Economic development in Dickinson County is going through changes due to Bruce Orttenger's retirement. Kevin met with local officials to work on meeting with different groups to find out what employer needs are for programming and volunteered to work with the economic development group in any capacity determined.

Enrollment:

Enrollment of dual enrolled students is expected soon. Kevin, Mark Kinney, and Matt Barron looked at programs that can be moved entirely to west campus so he can promote them.

G Finance Office:

Kevin Carlson reported:

October is one of the lowest months of the year due to anticipated

property tax revenue of \$3 million and grant monies expected in November and December. Property taxes will be down about 2% compared to last year due to the dark store issue. A reduction in property taxes was included in the budget. Tuition and fees have been recorded.

Philip Strom stated the dark store issue is probably the biggest issue in the U.P. Rep. McBroom reported there is no activity coming from legislators and encourages people to keep contacting their legislators about it. Southwest Michigan is pushing against it due to the number of large retailers. K12s and counties are more affected than the College. The lawsuit locally fought and won is being used as ammunition to do nothing and it will be dragged out in the appeals process.

VIII BOARD COMMITTEE REPORT & REQUIRED ACTION:

None

IX BOARD ACTION:

A Transaction Report:

There were no questions or comments on the Transaction Report ending October 31, 2016.

On a motion made by Jim Hermans and seconded by Bill Lake:

“The Financial Transactions for the month ending October 31, 2016, on pages 49 & 50 of the Board Report stand approved as presented.”

Roll Call:

Ayes: Eric Lundin, Bill Lake, Jim Hermans, Joy Hopkins, Tom Butch, Tom England, Philip Strom

Nays: None

Abstentions: None

No discussion. Motion carried unanimously.

B Second Reading 803 Personal Appearance Policy:

Philip Strom stated Board of Trustees Employment Terms 803 Personal Appearance Policy was presented for second reading approval as presented on page 51 of the Board Report.

It was motioned by Tom Butch and seconded by Eric Lundin to:

“Approve second reading of Board of Trustees Employment Terms 803 Personal Appearance Policy as presented on page

51 of the Board Report.” No discussion. Motion carried unanimously.

C Second Reading

1061 Disability Policy:

Philip Strom stated second reading approval from the Board was requested to delete the current policy and adopt the new policy as presented on pages 52 through 71 of the Board Report.

Tom Butch asked if comments or questions were received from employees. None were received.

It was motioned by Bill Lake and seconded by Joy Hopkins to:

“Approve second 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 52-54 & 55-71 of the Board Report.” No further discussion. Motion carried unanimously.

D Biology & Chemistry

Fees for W17:

Dr. Coleman stated the basis for the proposed science fees came from an adjunct chemistry instructor who responded during the budget suggestion process with the suggestion to levy a course fee on chemistry and biology courses to offset the cost of consumables used in those courses. She submitted a thorough study which indicated we are one of the only community colleges in Michigan that does not charge science fees. Administration is not excited about adding the fee for students, but during tight budget times all revenue options must be reviewed. Art, welding, automotive, nursing, and other courses already have fees charged for consumables. There were no questions.

It was motioned by Eric Lundin and seconded by Tom Butch to:

“Levy a \$20 per course fee on biology and chemistry courses as listed on page 73 of the Board Report.”

Joy Hopkins expressed concern about adding the fee because it reduces overall affordability for students. Although \$20 is not a large amount she has concerns that tuition and fees are getting pricey.

Phil Strom asked if it is common to add a fee mid-year. Dr. Coleman responded rate changes have been adjusted mid-year in the past. Administration did not submit it with the FY1617 budget because they wanted to do additional research. The Deans are looking at all courses to determine whether existing fees should be

higher or lower and if new fees are warranted. Their recommendations will be included in the budget for FY1718. The mid-year request was made as an attempt to start the science fees and offset some of the consumable expense. Inventory management and disposal of chemicals used in chemistry courses is expensive. Disposal service alone is \$5,000 per year.

The motion carried unanimously.

**X UNFINISHED
BUSINESS:**

None

XI NEW BUSINESS:

**A Update from
Faculty:**

Bill Milligan, on behalf of the Full Time Faculty Association, thanked Tom England for his service on the Board and the time and effort he put in.

Trustees expressed their thanks and appreciation for his contributions.

Tom England responded he enjoyed his time on the Board tremendously and how Bay has accelerated to what it is. He was proud he got to serve on the Board and thanked everyone for letting him work with them.

XII MCCA:

Tom Butch stated legislators have been out of session due to campaigning. Mike Hansen, MCCA President, is encouraged because those elected at the state level are friends of community colleges although we are not sure what that will mean to Bay. Tom added that with the total complexity of state government and how it is composed, we should not expect more than what we've been getting.

Dr. Coleman added that nationally, there is concern that the Dept. of Education is moving toward the federal government taking accreditation away from regional bodies (HLC) and ending peer review. They came down hard on private schools so there is concern about what the future holds. AACCC and ACCT lobbyists and government relations staff are concerned about the impact of the election results on community colleges.

XIII OTHER:

Tom England reported he and Jim Hermans attended the U.P. Talent Summit at NMU on November 11. The summit was good and it was great to see Bay represented by showing a video of the

mechatronics program as part of the MCAM State Partnership Outreach.

Joy Hopkins expressed concern it is taking students 4 to 4 ½ years to earn a two-year degree and not qualifying for Pell monies because they cannot take enough credits in particular semesters. She requested the nursing division put a presentation together for the Board in January or February. There will be a significant nursing shortage in the next 5 to 10 years so it is important to get more nurses through the program. It is also a great career for both men and women and pays well.

Philip Strom added the College's focus on students requires the Board to expect students to have the opportunity to graduate faster than 4 to 4 ½ years. He suggested the presentation be scheduled for the meeting in February to give them the opportunity to put together the presentation.

Joy emphasized she is looking out for the students and the program.

XIV ADJOURNMENT:

On a motion made by Jim Hermans and seconded by Joy Hopkins:

“The meeting was adjourned.” No discussion. Motion carried unanimously. The meeting adjourned at 6:37 p.m. ET.

Laura L. Johnson
Assistant Board Secretary

11/17/2016
Completion Date

Approval Date

Philip L. Strom
Board Chair

Approval Date