

REPORT OF MINUTES

BOARD OF TRUSTEES REGULAR MEETING

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

December 21, 2016

- I **CALL TO ORDER:** The meeting was called to order at 5:58 p.m. ET by Board Chair, Philip Strom.
- II **ROLL CALL:** Roll call was taken by Laura Johnson, Assistant Board Secretary.
- Members present: Joy Hopkins, Eric Lundin, Bill Lake,
Jim Hermans, Tom England, Philip Strom
- Member absent: Tom Butch
- Administration: Matt Barron, Travis Blume, Kevin Carlson,
Kim Carne, Laura Coleman, Mark Kinney,
Ann Marie Olsen, Jeanette Stebelton,
Chris Williams
- Staff: Aaron Kippola
- Faculty: Sandra Croasdell, Diedra Hinds-Springstroh,
Bill Milligan, Thomas Warstler
- 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:** Approval of Closed Session Minutes from the Special Board Meeting on December 14 were proposed as an addition to the Regular Agenda after the Consent Agenda.
- It was motioned by Bill Lake and seconded by Jim Hermans to:
- “Add Approval of the Closed Session Minutes from the Special Board Meeting on December 14 to the Regular Agenda after the Consent Agenda.”** No discussion. Motion carried unanimously.

V **CONSENT AGENDA:**

The Consent Agenda included Minutes from the Special and Regular Board Meetings on November 16, Special Board Meeting on December 14, and acceptance of the Gymnasium Facility Improvement Grant from Hannahville Indian Community for \$25,000.

Minutes from the Special Board Meeting on December 14, 2016, were provided to trustees prior to the meeting.

It was motioned by Joy Hopkins and seconded by Eric Lundin to:

“Approve the Consent Agenda for the Board of Trustees Regular Meeting on December 21, 2016, as presented.” No discussion. Motion carried unanimously.

VI **CLOSED SESSION MINUTES:**

The Closed Session Minutes from the Special Meeting on December 14 were provided in the trustees’ folders. Time was offered for trustees to review them.

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

“Approve the Closed Session Minutes for the Board of Trustees Special Meeting on December 14, 2016, as presented.” No discussion. Motion carried unanimously.

VII **PRESENTATIONS:**

A **TORCH Award:**

Dr. Coleman presented the TORCH award to Ann Marie Olsen, Testing Services Manager/Proctor Coordinator, for December through February.

Matt Barron, Executive Dean of Arts, Sciences, & Academic Support, stated Ann manages the Testing Center for proctored and certification tests. She is being recognized for her ability to manage the transition to testing services’ new location in the HUB and the addition of placement testing which just changed from COMPASS to ALEKS and Accuplacer. Ann manages all of this incredibly well with less staff.

Ann thanked trustees for the additional space provided for Testing Services within the HUB.

Trustees expressed appreciation to Ann for her efforts.

B New Employee
Aaron Kippola:

Kim Carne, VP College Advancement, introduced Aaron Kippola as the new Technical and Theater Services Coordinator.

Aaron handles the Besse Theater and all audio-visual services on the Escanaba campus. He studied Electrical Engineering and earned a BS in French and Portuguese from MSU and a Master's Degree in Jazz performance from Western Illinois University. Aaron has performed as a musician and as a recording and live audio engineer for large performances.

Trustees welcomed Aaron.

VIII ADMINISTRATIVE
REPORTS:

A President's
Report:

President Coleman reported:

Employee Bonuses:

A college-wide meeting was held last week to announce the wonderful news that a portion of unexpected monies from the state would be distributed as bonuses to faculty and especially staff, who hadn't received a wage increase over the last two years. Many expressions of gratitude were received to extend to the Board for including employees in the distribution and valuing them. Dr. Coleman expressed a huge thank you to the Board for what was done for all employees.

B Academic Affairs:

Matt Barron, Executive Dean of Arts, Sciences, & Academic Support reported:

TRiO Annual Report:

TRiO completed and submitted their annual report to the Dept. of Education for the 2015-16 academic year, which was the first year of the most recent five-year grant. TRiO is a federally funded program which focuses on low income, first generation students and can serve a maximum of 160 students each year. Their goal is to serve as many needy students as possible. They met and or exceeded their performance goals from last year in the areas of the number of students funded, academic standing, persistence, graduation, and transfer.

C Student Services:

Travis Blume, Executive Dean of Student Services, reported:

W17 Enrollment:

Efforts to get students in and registered from fall to winter resulted in a preliminary increase of 4% in contacts. Travis gave a shout out to all Bay employees working hard contacting students to register them. The fall to winter persistence goal is 78% and we are just over 77%.

MACRAO Award: The MACRAO Innovative Transfer Award 2016 was presented to trustees for our articulation agreement with MSU's College of Human Medicines, Early Assurance Program and the opportunity to transfer to either MSU, MTU, LSSU, or NMU pre-med major. Beth Noreus presented at the annual conference and accepted the award, which is truly her award, for the College.

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

New Library: As trustees saw on their tour of the Library before the meeting, the new Library is in the final stages and will be complete for the winter semester start. The project is on budget and on time.

The next part of the renovation project is the courtyard. A team has been meeting to go through feedback from students and employees. A meeting with the landscape architect is scheduled so the project can begin when the snow melts.

Many volunteers helped move the Library to and from the temporary location during construction. The move to the new space took only three days. Thanks were extended to volunteers who ranged from employees, employees' kids, and community members.

E College Advancement: Kim Carne, VP of College Advancement, reported:

Annual Campaign: Thanks to employees and community members, support for the Foundation Annual Campaign is off to an excellent start. New scholarships and endowments have been created from the community and employee campaigns.

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

Systems Control: Courses options are being finalized with Systems Control to provide skills needed in their plant positions.

G Finance Office: Kevin Carlson reported:

Thanks: Thanks were extended to Lynn Martinson, Senior Accountant, for processing three payrolls in the last two weeks and to IT and Human Resources for their efforts in this process. Additionally, a huge thank you to Rene´ Boddy, Purchasing/Account Payable Coordinator, for her years of service with the College. Rene´ is retiring at the end of December. She has been a great asset to the Finance Office.

Income Statement: The personal property tax distribution, which helped cash flow, was recorded on the Income Statement. November is typically the lowest month without tuition or property tax receivables. The \$1.6 million increase in net assets has been accomplished by everyone's hard work.

IX BOARD COMMITTEE REPORT & REQUIRED ACTION:

None

X BOARD ACTION:

A Transaction Report:

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

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

“The Financial Transactions for the month ending November 30, 2016, on pages 64 & 65 of the Board Report stand approved as presented.”

Roll Call:

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

No discussion. Motion carried unanimously.

B 2017 Regular Board Meeting Dates:

The proposed regular meeting dates for 2017 were provided in the Board Report on pages 66 and 67.

It was motioned by Joy Hopkins and seconded by Eric Lundin to:

“Approve the 2017 Regular Board of Trustees meeting schedule as indicated on pages 66 and 67 of the Board Report which will be posted according to procedure:

January	18	July	19
February	15	August	16
March	15	September	20
April	19	October	18
May	17	November	8
June	21	December	20

All meetings will be held at 6 p.m. E.T.; 5 p.m. C.T. The October 18 meeting will be held at Bay College West.”

No discussion. Motion carried unanimously.

Phil thanked Tom England for his suggestion to change the meetings to 6 p.m. during his term as Board Chair.

C 2017 Board Officers:

The slate of board officers for 2017 was presented for approval based on the practice of rotating positions each year.

On a motion made by Joy Hopkins and seconded by Eric Lundin:

“The Officers of the Board of Trustees for 2017 were adopted as proposed and indicated on page 68 of the Board Report:

**James L. HermansChair
Joy E. Hopkins Vice-Chair
William W. Lake Secretary
Thomas L. Butch..... Treasurer
Eric L. Lundin..... Member
Philip L. Strom Member
Stephen P. O’Driscoll Member
Laura L. Johnson..... Assistant Board Secretary
Kevin W. Carlson Assistant Board Treasurer”**

No discussion. Motion carried unanimously.

XI UNFINISHED BUSINESS:

None

XII NEW BUSINESS:

A Update from Faculty:

Bill Milligan reported:

Arbitration Settlement:

The Association Board met and voted to rescind the step arbitration case based on the settlement offer from the Board. The settlement agreement language was finalized over the last week.

B Update on Board Election Recount:

Laura Johnson reported the board election recount held on December 20 added four votes each for Tom England and Joy Hopkins. Joy Hopkins was certified the victor as the margin between candidates did not change.

Trustees thanked Tom England for his service.

XIII MCCA:

Dr. Coleman reported during the lame duck session, the ability for community colleges to annex non-contiguous counties was passed. Several schools down state have been trying to acquire additional counties that wanted to be part of their district.

This means the College could consider adjoining Dickinson County as part of our district. Funds from the millage in Dickinson County go to their County and the County turns them over to the College.

There were several dockets on community colleges not taken up. The dark store issue remains hoping next year with new people, serious work is done on that issue.

XIV OTHER:

The Board will meet with Beau LaFave on January 6 to talk to him about community colleges and issues Bay faces.

Tom England stated he enjoyed the last six years as a trustee and thanked everyone because the College is what it is because of the people.

XV ADJOURNMENT:

On a motion made by Tom England and seconded by Jim Hermans:

“The meeting was adjourned.” No discussion. Motion carried unanimously. The meeting adjourned at 6:23 p.m. ET.

Laura L. Johnson
Assistant Board Secretary

12/22/2016
Completion Date

Approval Date

Philip L. Strom
Board Chair

Approval Date