

## MEETING MINUTES

### BOARD OF TRUSTEES REGULAR MEETING

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

March 16, 2016

- I **CALL TO ORDER:** The meeting was called to order at 6 p.m. ET by Board Vice-Chair, Jim Hermans.
- II **ROLL CALL:** Roll call was taken by Laura Johnson, Assistant Board Secretary.
- Members present: Joy Hopkins, Tom England, Tom Butch,  
Eric Lundin, Jim Hermans
- Members absent: Bill Lake, Philip Strom
- Administration: Travis Blume, Kevin Carlson, Laura Coleman,  
Patrick Kennedy, Mark Kinney,  
Jessica LaMarch, Chris Williams
- Staff: Julie Dollhopf
- Guests: Kathy Becker, DCCAN Director  
Jordan Beck, *Daily Press*
- Recorder: Laura Johnson, Assistant Board Secretary
- III **CITIZEN  
INTRODUCTIONS  
AND COMMENTS:** There were no citizen introductions or comments.
- IV **AGENDA:** Laura Johnson requested approval of the Personnel Committee Meeting minutes be tabled from the consent agenda until the next meeting because there were not enough trustees present who attended that meeting.
- She also requested addition of Board Support of Open Educational Resources (OER) efforts at the College to New Business, Item B, on the regular agenda.

It was motioned by Joy Hopkins and seconded by Tom England to:

**“Amend the Regular Agenda for the Board of Trustees Regular Meeting on March 16, 2016, with the addition to New Business as presented.”** No discussion. Motion carried unanimously.

**V CONSENT AGENDA:**

Tom Butch requested Second Reading of the Board of Trustees Bylaws Revisions be removed from the consent agenda and future policy readings remain in the regular agenda.

Trustees supported the request by moving Second Reading of the Board of Trustees Bylaws Revisions to Unfinished Business on the regular agenda.

The consent agenda included approval of the Regular Board meeting minutes of February 17 and Special Board Meeting Minutes of February 29, 2016.

It was motioned by Joy Hopkins and seconded by Tom England to:

**“Approve the Consent Agenda for the Board of Trustees Regular Meeting on March 16, 2016 excluding Second Reading of the Board of Trustees Bylaws.”** No further discussion. Motion carried unanimously.

**VI PRESENTATIONS:**

**A New Position:**

Travis Blume, Executive Dean of Student Services, introduced Jessica LaMarch as the new Director of Admissions.

Trustees congratulated Jessica.

**B TORCH Award:**

Dr. Coleman introduced Julie Dollhopf, Student Services Enrollment Facilitator, as the TORCH Award recipient for the quarter.

Travis Blume added Julie does a lot of things for many people. She assists with dual enrollment, the Registrar, the entire Student Services staff, and keeps things running smoothly in Student Services.

Trustees congratulated Julie.

**C DCCAN Update:**

Kathy Becker, Delta County College Access Network (DCCAN) Director, provided an update of DCCAN activities. Presentation

hand-outs are attached. Highlights included:

- Over 50% of high school graduates in the Delta Schoolcraft ISD area go to college with the majority attending Bay College
- DCCAN coordinates programs to promote college and Bay College. Fifth Grade Fridays, Bay is the Way Day, and Partnered Career Exploration took place over the last few months
- An opportunity for 8<sup>th</sup> graders is being modeled after the Fifth Grade Friday program for next fall by the DSISD and Bay College as partners
- Partnered with local high schools to improve access to college resulting in 81% of BRH, EHS, GHS, and Nah Tah Wahsh students completing at least one college application by October 1, 70% of Delta County seniors completing the FAFSA in 2015, and mock interviews held at GHS and BRH
- Partnered with Great Start on preschool programs to foster the college going culture
- Career seminars will be offered at EHS and GHS
- DCCAN is grant funded through the Michigan College Access Network (MCAN) and the Community Foundation for Delta County. A Hannahville 2% grant has also provided funding for events.
- AmeriCorp provided funding for part-time MAC College Advisors at GHS, EHS, Nah Tah Wahsh, and BRH schools to provide guidance counselor support. Alternate funding sources are being explored because the AmeriCorps funding is running out. Efforts to include Mid Pen, Big Bay, and Rapid River schools are underway because they do not have guidance counselors.

Trustees thanked Kathy for her efforts and the report.

**VII ADMINISTRATIVE  
REPORTS:**

**A President's  
Report:**

President Coleman reported:

***Transfer Agreements:*** Discussion at the Spring MCCA Board of Directors meeting last week revolved around completion rates in Michigan compared to other states. Michigan has more students who transfer to universities but fewer graduates from other universities than other states. States with higher education systems (i.e., FL, TN, CA, WI) require complete transfer of AA and AS degrees. This results in higher baccalaureate degree completion and higher associate degree completion. Michigan is working to improve our completion rate and has agreed to the first 30 contact hours that must be accepted.

The Michigan Transfer Agreement was developed for the first 30 contact hours among partnering Michigan schools. An agreement is underway for 60 contact hours. Regional schools are supportive. The only exceptions are the University of Michigan and Michigan State University. Because of this, participation on the team working on the 60 contact hour transfer will be voluntary. The signed agreement will be submitted to legislators in response to their request.

***BSN Update:*** Michigan community colleges are pulling back from efforts to pass BSN legislation and instead identified universities outside of the state willing to partner. Bay is working with LSSU and out of state options to provide opportunities for nursing students to earn their BSN. Eventually all nursing students will have to have a BSN.

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

***CNSS News:*** CNSS Instructor, Karl Linderoth's application with Microsoft to participate in the research and development of industrial and supervisory control and data acquisition (scada) applications using new HoloLens Augmented Reality devices succeeded among hundreds of applications. Participation allows the College to purchase two holograph lenses which allow virtual interaction with high-definition holograms. Mark Highum and Karl Linderoth will use the devices to develop industrial simulations with scada systems to look at the entirety of processes or systems.

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

***NACADA Pocket Guide:*** Beth Noreus, Director of Transfer and Student Advising, co-authored a National Academic Advising Association (NACADA) Pocket Guide as a training resource for new advisors and to augment the work of current advisors. The guide is available

internationally.

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

***New Nursing  
Simulation:***

IT and Allied Health simulation staff have been working closely to create a simulation environment that BLine Medical, the simulation vendor, has never done before. The simulation experience will begin in the M-TEC building, move the simulation body in the ambulance to continue the simulation, drive offsite with the simulation continuing and end up in the simulation environment in the HATC building. The infrastructure required to keep the simulation running is incredible and will be the first time the BLine product has been deployed in this manner.

***On Campus Certification  
Testing:***

Certification testing provided to the community is available to almost the entire U.P. as the closest testing center for many certifications. Although revenue is not significant from the service, the College is serving local communities and has had people come from Wisconsin and Minnesota.

Jim Hermans suggested the College write a press release to promote the service.

E **College  
Advancement:**

Kim Carne, VP of College Advancement, was absent. There were no questions or comments regarding the report.

F **Bay College West:**

Patrick Kennedy, VP of West Campus, reported:

***Early College:***

Early College opportunities are being discussed with the Dickinson-Iron Intermediate School District Tech Center.

***Scholarships:***

Eight Bay students were awarded scholarships from the Dickinson Chamber Alliance event on March 12.

G **Finance Office:**

Kevin Carlson, CFO, reported:

***Grant Process Manual:***

Business Office staff is working on writing a grant process manual to be followed for all grants and provide guidance to college faculty and staff regarding procedures to implement and comply with requirements of individual grants. The manual implements compliance with 2 CFR 200 (Uniform Grant Guidance) which requires written procedures for post federal award requirements. The manual will be available on myBay.

*Financial Analysis:*

For the Month Ended February 29, 2016:

- Total Assets of \$36 million
- Total Current Assets of \$5.4 million
- Total Liabilities and Net Assets of \$36 million
- Total Current Liabilities of \$1.6 million
- Current ratio of 3.29 due to increased cash from winter property taxes and student accounts.
- Operating Revenue of \$7.8 million down from last year. We are anticipating receipt of CCSTEP grant funds this year. The new requirements of the grant were added delaying our submission for reimbursement of funds. Compliance of the additional requirements is almost complete for submission and receipt of funds are expected by year end.

Dr. Coleman commented this was a topic of concern at a recent MCCA Presidents meeting.

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

Tom Butch, Student Success & Completion Committee Chair, reported curriculum activity from September 25, 2015 through March 4, 2016, was presented to the committee earlier that evening.

All trustees received the curriculum changes to courses and programs requesting adding a new program and courses, revisions to programs, retirement of a program, adding new courses, and revising and retiring courses. All recommendations received approvals by divisions and the Curriculum Committee. Comments were received by instructors at that meeting. The Student Success & Completion Committee approved all recommendations and indicated they would recommend them to the Board.

A question was raised at the committee meeting regarding the necessity for some recommendations to come to the Board. This will be reviewed by the Deans.

No discussion.

It was motioned by Tom Butch and seconded by Tom England to:

**“Approve all curriculum activity presented and approved at the Student Success and Completion Committee meeting held on March 16, 2016.”** No discussion. Motion carried unanimously.

IX **BOARD ACTION:**

A **Transaction Report:**

Tom Butch asked for clarification on the Follett Higher Education Group transaction. Kevin Carlson responded this is payment to the bookstore on campus for the financial aid portion of book sales.

Eric Lundin requested explanation of the difference between payments made to Constellation Energy Services and DTE Energy. Tom Butch and Chris Williams responded DTE provides fuel distribution services and Constellation Energy Services provides the fuel.

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

**“The Financial Transactions for the month ending February 29, 2016, stand approved as presented.”**

**Roll Call:**

**Ayes:** Eric Lundin, Tom Butch, Tom England, Joy Hopkins, Jim Hermans  
**Nays:** None  
**Abstentions:** None

No further discussion. Motion carried unanimously.

B **Amending Bond Resolution:**

Jim Hermans stated an amending bond resolution and preamble was presented to revise the bond resolution and preamble authorized at the Regular Meeting on February 17, 2016, to permit possible purchase of real estate for site or sites for college buildings and facilities.

No discussion.

It was motioned by Tom Butch and seconded by Tom England to:

**“Adopt the preamble and amending resolution as presented by Thrun Law Firm on pages 78-79 in the Board Report to permit possible purchase of real estate for site or sites for college buildings and facilities.”**

**Roll Call:**

**Ayes:** Tom Butch, Joy Hopkins, Tom England, Eric Lundin, Jim Hermans  
**Nays:** None  
**Abstentions:** None

No discussion. Motion carried unanimously.

X UNFINISHED  
BUSINESS:

Jim Hermans presented Second Reading of revisions to Section 11 Order of Business of the Board of Trustees Bylaws to include a consent agenda format. First reading approval was granted at the Regular Meeting on February 17, 2016. There were no questions or comments.

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

**“Approve second reading revisions to Section 11 Order of Business of the Board of Trustees Bylaws as presented.”**

Tom Butch asked how items will be determined for inclusion on the consent agenda. Laura Johnson responded Section 11 of the Bylaws includes a description that defines consent agenda items do not require discussion or independent action (roll call vote). They must be listed on the full agenda under the consent agenda and corresponding materials distributed prior to the meeting.

Based on Tom’s earlier request to remove policy readings from the consent agenda it was agreed both first and second policy readings will be listed under the full agenda because there could be comments to discuss at the second reading.

No further discussion. Motion carried unanimously.

XI NEW BUSINESS:  
A Revised Presidential  
Performance Review  
Instrument &  
Procedures:

Joy Hopkins, on behalf of the Personnel Committee, presented changes suggested to the presidential performance evaluation instrument which give more detailed language to the evaluation categories so Trustees and the President have a better understanding of what is being evaluated. Sample tools were reviewed from peer community colleges to create the best possible tool. The same number of elements were kept for consistent numerical comparison. New procedures were also established to ensure the evaluation process is complete prior to the start of the contract year deadline. The updated tool and procedures will be effective for the 2017 evaluation.

Tom Butch commented the committee did a good job with the revisions.



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

**“Approve the revised Presidential Performance Evaluation Instrument and procedures as presented.”**

Joy added the Strategic Agenda will be a guide for presidential goals. Dr. Coleman presented how she uses the Strategic Agenda in developing and progressing toward goals as the President and overall for the College at the Personnel Committee meeting.

No further discussion. Motion carried unanimously.

**B Approval of  
OER Efforts:**

Mark Kinney presented a request for board support of the Open Educational Resources efforts on campus for application of grant funding. Joseph Mold, Director of Online Learning, and Todd McCann, English Instructor, are working with Mark to write the grant application. Funding of \$100,000 per institution is available through Achieving the Dream for focusing on moving an entire degree track to solely utilize OER. An example of OER is when faculty develop their own course content or use low or no cost online resources vs. requiring students to buy textbooks. This initiative could save students a lot of money in coming years. Only 21 to 30 institutions will be awarded the grant nationwide. The application asks if the institution’s board has openly endorsed efforts. The request is to vocalize board support and awareness of OER efforts and the benefits it provides.

Tom England requested clarification of the OER concept. Mark stated it is textbook replacement. Through Joseph Mold’s work the College already has faculty (John Mathews, June Klees, Denise Dufek, Mike Young) who have created OER materials. Joseph has done a lot of work to make this a reality. A creative commons license is placed on the OER material created which provides it to other institutions at no charge. Joseph has presented about Bay’s OER progress at other conferences and received feedback that Bay is a leader. It would be powerful if Bay can create degree tracks that did not require students to buy textbooks.

It was motioned by Tom England and seconded by Tom Butch to:

**“Support the Open Educational Resources efforts at Bay College.”** No further discussion. Motion carried unanimously.

XII MCCA:

Tom Butch stated there has been no need for legislative calls lately. The state budget was presented and unfortunately Bay is not receiving appropriations at or above average based on the formula criteria.

Dr. Coleman stated when the Senate passed the budget for community colleges it went with the taskforce's recommendation. It is hopeful the House will do the same. Legislators have been occupied with other state concerns but she expects the Governor will want the budget finished by June 1.

XIII OTHER:

None

XIV ADJOURNMENT:

There was no further business.

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

**"The meeting was adjourned."** No discussion. Motion carried unanimously. The meeting adjourned at 6:52 p.m. ET.

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Laura L. Johnson Assistant Board Secretary	3/17/2016 Completion Date	Approval Date
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James L. Hermans Board Vice-Chair	Approval Date
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# Delta County College Access Network Update

Wednesday, March 16, 2016

DCCAN Purpose - The Delta County College Access Network (DCCAN) will systematically address coordination, giving service providers the opportunity to support the whole student and to identify any gaps while avoiding duplication of efforts. In addition to coordination, the DCCAN will assist in the alignment of current and future activities across the spectrum of K-12, higher education, youth serving non-profits, business, industry, government and philanthropy throughout the student's academic career. We will reach the **goal of 60% of our population attaining valid high quality credentials in post-secondary education by 2025.**

## Bay College

- **Fifth Grade Friday** - All Delta-Schoolcraft Intermediate School District 5<sup>th</sup> graders participated. Students started their day at the YMCA (swimming, basketball, or group games), then came to Bay for free pizza lunch, welcome, campus tour, and five interactive sessions (nursing, robotics, business, biology/physics, psychology, and technical writing). Program was grant funded by Hannahville 2% grant and included YMCA fees, lunch, and transportation. Over 500 students participated.
- **Partnered Career Exploration Dual Enrolled students with local professionals** for job shadow experience and/or informational interview. Worked with Denise Dufek to match 20 students with a professional in an area that was of interest.
- **Bay is the Way Day** – Worked with Jessica LaMarch in coordination of the event to bring local seniors that are interested in Bay to visit campus. The visit included short talks from current or past students with various academic pathways (skilled trades graduate, nursing, Bay degree then NMU, Bay degree then LSSU on Bay Campus, 5<sup>th</sup> year senior, and pre-engineering at Bay after going away to college), a tour, a meeting with admissions and financial aid departments, lunch, and a meeting with faculty in their academic area of interest. Each student received a personalized packet outlining where they were in the admissions process and detailing what their next steps were. Around 70 seniors participated. Lunch was funded through a Hannahville 2% grant.

## Other

- Grant writing
- Reach Higher Grant support – Escanaba, Gladstone, Nah Tah Wahsh
- Senior College Visits – NMU, Jacobetti Center, MTU, and LSSU
- College Application Week (81% of Bark River, Escanaba, Gladstone and Nah Tah Wahsh students completed at least one college application by October 1<sup>st</sup>), College Cash Campaign (70% Delta County seniors completed FAFSA in 2015), College Decision Day
- Escanaba Lunch Career Conversations – April and May Friday Career Exploration Sessions
- Gladstone Seminars and Mock Interviews
- Jacobetti Center Visit – underclassmen
- Attend meetings – Great Start, DSISD Principals monthly, Reach Higher
- Work with AmeriCorps MAC College Advisors

**Kathy Becker, Director**

**Delta County College Access Network**

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# Delta-Schoolcraft Intermediate School District College Enrollment Data

from mischooldata.org

