

## REPORT OF MINUTES

### BOARD OF TRUSTEES REGULAR MEETING

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

April 13, 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: Eric Lundin, Tom Butch, Jim Hermans,  
Bill Lake, Joy Hopkins, Tom England,  
Philip Strom
- Members absent: None
- Administration: Matt Barron, Travis Blume, Kevin Carlson,  
Kim Carne, Laura Coleman, Justin Izzard,  
Mark Kinney, Jeanette Stebelton,  
Christine Williams
- Staff: Brian Schaefer
- Faculty: Brian Black, Molly Campbell, Jim Ciminskie,  
Sandra Croasdell, Denise Dufek, June Klees,  
Karl Linderoth, Bill Milligan, Jane Mudrovich,  
Thomas Warstler
- Guests: Jordan Beck, *Daily Press*;  
Barb Ingram, Erin Linderoth
- Recorder: Laura Johnson, Assistant Board Secretary
- III **CITIZEN  
INTRODUCTIONS  
AND COMMENTS:** Philip Strom acknowledged attendees and opened the floor for public comment besides the address from the Full-Time Faculty Association President under agenda item, New Business.
- There were no comments.
- IV **AGENDA:** The agenda stood as presented.

V **CONSENT AGENDA:**

The consent agenda included approval of Resolutions of Appreciation for retirees: Barb Ingram, Jim Ciminskie, and Jane Mudrovich; and acceptance of the MIOSHA Mini-Grant Award. There were no questions regarding the material presented for these agenda items.

It was motioned by Jim Hermans and seconded by Joy Hopkins to:

**“Approve the Consent Agenda for the Board of Trustees Regular Meeting on April 13, 2016, as presented.”** No discussion. Motion carried unanimously.

VI **MINUTES:**

Closed session minutes from the Special Board meetings held on March 18 and 23 were provided in the board folders.

A motion to approve minutes from the Student Success & Completion Committee Meeting on March 16, 2016; the Regular Meeting on March 16, 2016; and open and closed sessions of Special Meetings on March 18 and 23, 2016 was requested.

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

**“Approve Meeting Minutes from the Student Success & Completion Committee Meeting on March 16, 2016; the Regular Meeting on March 16, 2016; the open and closed sessions of the Special Meetings on March 18 and 23, 2016, as presented.”** No discussion. Motion carried unanimously.

VII **PRESENTATIONS:**

A **New Employee:**

Justin Izzard, Director of IT, introduced Brian Schaefer as the new Technical Support Specialist at Bay West. Brian earned an AAS degree in Clinical Laboratory Technology from Macomb Community College and an AAS in CNSS from Bay College. He worked at Bay under Josh Blumensaadt for two years as a Technology Associate before being hired in his current position.

Brian extended thanks for the career opportunity at Bay.

Trustees welcomed Brian.

B **Resolutions of Appreciation to Retirees:**

**Barbara Ingram:**

Dr. Coleman read the Resolution of Appreciation for Barb Ingram. Barb served as the Administrative Assistant to the Dean of Arts &

Science for over 22 years.

Matt Barron, Dean of Arts, Sciences, and Academic Support, shared additional comments. Barb responded.

**Jim Ciminskie:** Dr. Coleman read the Resolution of Appreciation for Jim Ciminskie. Jim will retire after over 20 years as a full-time Business Division faculty instructor.

Mark Kinney, Dean of Business, Technology, and Workforce Development, offered additional remarks. Jim responded.

**Jane Mudrovich:** Dr. Coleman read the Resolution of Appreciation for Jane Mudrovich. Jane will retire after over 15 years as a part-time Social & Behavioral Sciences faculty instructor.

Matt Barron provided further observations. Jane responded.

Trustees thanked the retirees for their service to the College.

## VIII ADMINISTRATIVE REPORTS:

### A President's Report:

President Coleman reported:

#### *2016-17 Budget:*

She and the senior leadership team worked diligently to fulfill the Board's direction to create a balanced budget for 2016-17 with a fund balance to satisfy required financial ratios. A college wide meeting was held yesterday (April 12) to announce the results. Budget cuts of almost \$300,000 in non-personnel expenses were made. The remainder came from nearly every part of the College. Media releases were also distributed at the same time.

### B Academic Affairs:

Matt Barron reported:

#### *Corrections Officer Online Certificate:*

The first online cohort of the accelerated Corrections Officer Certificate was highlighted in the Board Report. Sue Sundstrom-Young was key in accomplishing this venture by working closely with the Department of Corrections (DOC). The demand for Corrections Officers is high due to increasing retirements from the DOC. Students are eligible to attend the corrections academy after completion of the accelerated certificate. Thanks were also extended to Joseph Mold, Joe Pacheco, Terry Pearson, Travis Blume, Jessica LaMarch, Laurie Spangenberg, Chris Nelson, Ruth Germain, Becky Noblet, Vlad Abramanka, Renae Highum, and

Julie Dollhopf for their willingness and ability to respond to the need for the certificate.

***Celebration of  
Student Success:***

The Celebration of Student Success opened today and is a great showcase of student work through the Student Art Show, Poster Symposium, and Serendipity Readings.

Jeanette Stebelton, Dean of Allied Health, reported:

***EMT/Nursing  
Accident Simulation:***

The EMT and Paramedic instructors involved their students in a trauma scenario on April 8. The simulated accident began in the welding lab with an injured student. EMT and Paramedic students responded and transported the patient to a simulated Emergency Room (ER) in the nursing lab. Sandra Croasdell provided her expertise in ER training and responded with her students. Great support was also provided from a charge nurse and several doctors from OSF. The simulation ran very well and provided great experience.

**C Student Services:**

Travis Blume, Executive Dean of Student Services, reported:

***Career Fairs:***

Career Fairs hosted in March on each campus succeeded with great effort by event organizers, Becky Landenberger and Kathy Wolak. There was great participation from employers and students.

**D Operations:**

Christine Williams, VP of Operations, reported:

***Construction Update:***

The Academic Success Center/Math Science/Besse Center construction project has been delayed two weeks due to the cold weather. Construction will begin April 18.

**E College  
Advancement:**

Kim Carne, VP of College Advancement, reported:

***Scholarships:***

The Foundation Board approved awarding 4.25% or ~\$220,000 of endowment fund values in scholarships for 2016-17. Combining with other scholarship types, over \$300,000 in scholarships will be awarded to students.

***Upcoming Events:***

- April 14 – MSO Percussion/Dance Concert; Besse Theater
- April 27 – Awards Dinner; Bay Café
- May 5 – Alumni Party; Hereford & Hops
  - Caren Crawford was named the 2016 Alumna of the Year

- July 21 - Foundation Golf Outing; Escanaba Country Club

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

*Mock Interviews:* Over 400 students from local high schools were on campus yesterday (April 12) to attend a “Mock Interview” with local employers. Students received great information and real experience.

G Finance Office: Kevin Carlson reported:

*Grant Reimbursements:* Reimbursement from the National Science Foundation Grant from MTU for \$157,000 has been received. The CCSTEP grant reimbursement is underway.

VIII BOARD COMMITTEE REPORT & REQUIRED ACTION:

Nothing

IX BOARD ACTION:

A Transaction Report: There were no questions or comments on the Transaction Report for the month ending March 31, 2016.

On a motion made by Joy Hopkins and seconded by Bill Lake:

**“The Financial Transactions for the month ending March 31, 2016, stand approved as presented.”**

*Roll Call:*

<b>Ayes:</b>	Tom Butch, Jim Hermans, Bill Lake, Joy Hopkins, Tom England, Eric Lundin, Philip Strom
<b>Nays:</b>	None
<b>Abstentions:</b>	None

No discussion. Motion carried unanimously.

B Bond Award: Kevin Carlson stated the bond sale took place today for the Academic Success Center/Math Science/Besse Center renovation project. Interest rates came in under 3%. The bid sale results were available in the board folders. The lowest bidder was J.J.B. Hilliard, W.L. Lyons, Inc.

Trustees reviewed the sale results. There were no questions.

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

**“Adopt the preamble and bid resolution as presented to award bonds of \$4.7 million to J.J.B. Hilliard, W.L. Lyons, Inc. at 2.558287% interest for the Academic Success Center/Math Science/Besse renovation project.”**

**Roll Call:**

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

No discussion. Motion carried unanimously.

X **UNFINISHED  
BUSINESS:**

None

XI **NEW BUSINESS:**

A **Faculty Association  
Concerns:**

Bill Milligan, President of the Full-Time Faculty Association, presented concerns on behalf of the Full-Time Faculty Association.

Tom Butch thanked Bill for expressing the concerns and requested the list of concerns so responses could be prepared by the Board and Administration.

Phil Strom suggested the Personnel Committee meet to discuss the concerns.

Trustees thanked Bill for addressing the Board.

B **First Reading  
1064 Assistance  
Animal Policy:**

Board of Trustees General Administration Policy 1064 Assistance Animal was developed by Director of Special Population, Chris Fries, and vetted by legal counsel to address assistance animals in student housing and on campus. The policy was presented for first reading approval.

There were no questions.

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

**“Approve first reading of Board of Trustees General Administration Policy 1064 Assistance Animal as presented.”**  
No discussion. Motion carried unanimously.

**XII MCCA:**

Tom Butch shared with the legislature between sessions, the MCCA weekly legislative call has not been held.

Dr. Coleman stated the House Subcommittee on state appropriations voted to go forward. Final approval will be decided after Senate approval.

**XIII OTHER:**

Bill Lake asked about the status of the Association Management Council (AMC). Several attendees from the audience responded it remains organized under the faculty contract; however, meetings have not been called for nearly ten years because the council meetings had been called for administrative type items and neither party found value in calling a council meeting.

Trustees discussed using the AMC as a vehicle for communication between the Faculty Association and the Board.

**XIV ADJOURNMENT:**

On a motion made by Tom England and seconded by Eric Lundin:

**“The meeting was adjourned.”** No discussion. Motion carried unanimously. The meeting adjourned at 7:05 p.m. ET.

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Laura L. Johnson Assistant Board Secretary	4/14/2016 Completion Date	Approval Date
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Philip L. Strom Board Chair	Approval Date
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