

## REPORT OF MINUTES

### BOARD OF TRUSTEES REGULAR MEETING

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

June 15, 2016

- I **CALL TO ORDER:** The meeting was called to order at 5:57 p.m. ET by Board Chair, Philip Strom.
- II **ROLL CALL:** Roll call was taken by Laura Johnson, Assistant Board Secretary.
- Members present: Bill Lake, Jim Hermans, Tom England,  
Eric Lundin, Tom Butch, Joy Hopkins,  
Philip Strom
- Members absent: None
- Administration: Matt Barron, Kim Carne, Laura Coleman,  
Jeanette Stebelton, Christine Williams,  
Dan Williams
- Faculty: Bill Milligan
- Staff: Becky Noblet
- Guests: Jordan Beck, *Daily Press*  
Steve O'Driscoll  
Emlyn Verbrigghe
- Recorder: Laura Johnson, Assistant Board Secretary
- III **CITIZEN  
INTRODUCTIONS  
AND COMMENTS:** There were no citizen introductions or comments.
- IV **AGENDA:** Philip Strom added discussion of a grievance under New Business. The agenda stood with the addition.
- V **CONSENT AGENDA:** The consent agenda included communications received and approval of the Resolution of Appreciation for retiree Becky Noblet.

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

**“Approve the Consent Agenda for the Board of Trustees Regular Meeting on June 15, 2016, as presented.”** No discussion. Motion carried unanimously.

**VI MINUTES:**

Minutes from the Regular Meeting closed session on May 18 and Special Meeting on June 2 were distributed to trustees in board folders prior to the beginning of the meeting.

A motion to approve Minutes from the Special Meeting and Regular Meeting open and closed sessions on May 18 and the Special Meeting on June 2, 2016 was requested.

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

**“Approve Minutes from the Special Meeting and Regular Meeting open and closed sessions on May 18 and the Special Meeting on June 2, 2016 as presented.”** No discussion. Motion carried unanimously.

**VII PRESENTATIONS:**

**A TORCH Award**

**Recipient:**

Dr. Coleman presented the quarterly TORCH award to Dan Williams, Graphic Designer.

Kim Carne, VP of College Advancement, shared Dan is an incredible asset to the College. He flexes wherever he is needed in College Advancement from marketing for recruitment to admissions and is versed in print, digital, and video production media. He is instrumental in the success of the U.P. State Fair booth and the *Career Focus* publication.

**B Resolution of Appreciation to Retiree.**  
**Becky Noblet:**

Dr. Coleman read and presented the Resolution of Appreciation for Becky Noblet. Becky diligently served as the Records/Registration Assistant providing dedicated service to students. She was instrumental to the successful migration of the Registration and Advising Modules during the Jenzabar EX conversion.

Trustees extended thanks for her service to the College.

**VIII ADMINISTRATIVE  
REPORTS:**

**A President's  
Report:**

President Coleman reported:

***OER Grant:***

The College is one of 38 community colleges in 13 states; the only school in Michigan, to receive an open educational resource (OER) grant to create new degree programs using high-quality OER in new degree programs.

The grant will accelerate the College's ability to further implement OER and reduce the significant college completion barrier of high cost textbooks to many students.

Dr. Coleman, Mark Kinney, Todd McCann, Joseph Mold, and Ann Sebeck attended the OER Degree Initiative launch event this week. Dr. Coleman stated it was a privilege to work with this group with a strong commitment to student success.

The College has already transitioned several courses to OER. Dr. Coleman cited the example of the biology book transitioned to OER that sells for \$40 compared to the publisher's price of \$250.

***SOAR Update:***

The Student Orientation, Advising, and Registration event (SOAR) was a huge success last week. More students attended the June SOAR this year compared to last year. Thanks was extended to the faculty members and student services staff who called students to register for SOAR.

***Summer Enrollment:***

Enrollment for summer is down 10% compared to last year as expected.

Philip Strom extended thanks to the OER team and the faculty members willing to work on the initiative. OER has been a topic at MCCA conferences.

**B Academic Affairs:  
CEUs Offered:**

Jeanette Stebelton, Dean of Allied Health, reported EMT/Paramedic Instructor, Amy Anderson, and Director, Amanda Armatti, offered seven continuing education credits to EMT/Paramedic instructors and coordinators at the M-TEC in May. More opportunities will be offered.

***OER Grant:***

Matt Barron, Executive Dean of Arts, Sciences, and Academic Support, shared the OER initiative will have a large impact on textbook savings for the K12 dual enrollment and Early College

partners. EN101 Rhet and Comp, a common course offered as dual enrollment, will be included in the OER initiative. The cost reduction of this textbook will be very helpful to the schools and the alignment of this OER with the learning objectives of the course will be very beneficial to the students.

Dr. Coleman shared relevance is an additional benefit of OER compared to the time to update information in textbooks. Students at the OER event attested to greater student engagement due to relevant information available through OER.

National research shows only 40% of students buy books because the cost of textbooks is significant. Many students avoid courses that require textbooks. Studies have shown that OER reduces costs and contributes to better grades, higher course completion rates, and faster degree completion.

The grant period is 31 months and is associated with Achieving the Dream. The College's Achieving the Dream Leader College status was a significant benefit in obtaining the grant.

Trustees expressed kudos to Mark Kinney and Joseph Mold for writing the grant.

**C Student Services:** Travis Blume, Executive Dean of Student Services, was absent. Dr. Coleman reported on SOAR and summer enrollment during her report.

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

***Security Officer Hired:*** A candidate has been hired for the Security Officer position beginning July 1.

***Welding Facility Revenue:***

The Iron Workers Local out of Milwaukee, WI have contracted to use the Escanaba welding facilities for continuing education one week every spring/summer and every Saturday beginning in September for three years.

**E College Advancement:**

Kim Carne, VP of College Advancement, reported:

***Strings on the Bay:***

The *Strings on the Bay* series will begin on Tuesday, June 21. The concerts will be held at local churches due to the construction in the Besse Center. Ann Wood and Paul Lundin coordinate the events supported by 28 sponsors.

**Golf Outing:** The Foundation Golf Outing will be held on Thursday, July 21. There has been good response so far with over 80 golfers registered and sponsors signed.

**F Bay College West:** Kevin Carlson, VP of Finance & Bay West, was absent. Dr. Coleman stated Kevin has been working with the DIISD on Early College programs in welding and computer network systems and security. The Student Success Center construction is also progressing.

**G Finance Office:** Philip Strom referred trustees to the Financial Analysis on page 56 of the Board Report which summarizes the financial statements. There were no questions.

Dr. Coleman stated the College is expecting a large draw down on the CCSTEP grant from the State, state appropriations to come through as expected, and revenue from property taxes received soon.

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

None

**X BOARD ACTION:**

**A Transaction Report:** There were no questions or comments on the Transaction Report ending May 31, 2016.

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

**“The Financial Transactions for the month ending May 31, 2016, on pages 60-62 of the Board Report stand approved as presented.”**

**Roll Call:**

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

**Nays:** None

**Abstentions:** None

No discussion. Motion carried unanimously.

**B First Reading 507 Benefits Policy:**

Philip Strom stated Board of Trustees Personnel Policy 507 Benefits was presented for first reading approval on pages 63-67 of the Board Report.

Joy Hopkins asked about the definition of full-time employees as 30 hours per week. Dr. Coleman responded the definition stated in

the policy is specific to the Affordable Care Act so employees who work less than 40 hours per week can receive benefits.

Tom Butch verified the policy was vetted by legal counsel. Dr. Coleman responded it had.

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

**“Approve first reading of Board of Trustees Personnel Policy 507 Benefits as presented.”** No further discussion. Motion carried unanimously.

C 2016-2017 MCCA  
Board of Directors  
Certification of  
Appointment:

Philip Strom stated the Certification of Appointments to the 2016-2017 MCCA Board of Directors must be submitted to MCCA annually before July 15. Tom Butch serves as Trustee Director and Tom England as Alternate Trustee Director. Phil expressed he was hopeful both would want to continue to serve in those positions and asked if anyone else was interested in serving. There were no volunteers. Tom Butch and Tom England confirmed their commitment as representatives.

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

**“The 2016-2017 Michigan Community College Association Board of Directors Representatives of Bay de Noc Community College were reappointed as Laura Coleman, President Director; Tom Butch, Trustee Director; and Tom England, Alternate Trustee Director.”** No further discussion. Motion carried unanimously.

D Appointments to the  
Bay College West  
Advisory Committee:

Philip Strom read the recommendation for appointments to the Bay College West Advisory Committee as presented by Kevin Carlson, Vice President Bay College West & Finance, in the Board Report on pages 70-72. The appointments are effective July 1, 2016.

Trustees were in consensus.

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

**“Approve the recommendation found on page 70 of the Board Report to Reappoint Debbie Bryant, Jon Harry, and Jon Pryor, for additional two-year terms expiring on June 30, 2018; to Appoint James Rice to the vacant two-year term expiring June 30, 2018; and to Appoint Russ Kassin to the vacant unexpired term ending June 30, 2017, to the Bay College West Advisory Committee effective July 1, 2016.”** No discussion. Motion carried unanimously.

XI **UNFINISHED BUSINESS:**

None

XII **NEW BUSINESS:**

A **Nursing Grievance:**

Philip Strom advised the Nursing Grievance requires discussion. A letter was provided to the Board dated June 15, 2016 referring the grievance as a Step Three Grievance. He recommended the full board meet on the matter as was the practice for the grievances recently acted on.

It was moved by Tom Butch and supported by Bill Lake to:

**“Accept the recommendation to schedule a Special Board Meeting to take action on the Nursing Grievance.”**

Dates for next week were discussed. Faculty representatives will be invited to the meeting. Laura Johnson will coordinate the meeting.

Motion carried unanimously.

Philip Strom requested a report from the AMC meeting at the Regular July meeting. Tom Butch will compile his notes and provide the report at the July 20 meeting.

XIII **MCCA:**

Tom Butch reported the Senate did not get to the dark store bill before they went out of session. Hopefully it will pass when they return to session. The State overestimated property tax revenues for this year and next year which led to the reduction in state aid with no hope of having anything restored.

Philip Strom asked what the status of the legislation is regarding not allowing community colleges who offer baccalaureate degrees to levy local taxes. Tom Butch responded it is not being pushed in

the House committee hearings at this time. We are hopeful it will die this year so we can come back next year with the request for the BSN degree. In the meantime, other arrangements are being worked on with other colleges.

Joy Hopkins shared this is important locally to OSF Hospital because recent negotiations with their nurses allow them six years to complete a BSN and it would be nice if they could complete it locally.

Jeanette Stebelton responded the dual enrollment program with LSSU for a BSN could begin in the winter if a cohort of eight students enroll. Students will begin with Bay courses before the LSSU program begins.

Philip Strom asked if anything was new on Capital Outlay funding. Dr. Coleman responded the Student Success Center project did not qualify and we had no project over \$1 million this year to submit. Recipients awarded had been waiting 5 to 20 years for funding.

Tom Butch suggested Joy Hopkins write another letter about how OSF Hospital would benefit from the BSN offered at Bay to support efforts through MCCA.

**XIV OTHER:**

Birthday wishes were extended to Jeanette Stebelton for June 6.

**XV ADJOURNMENT:**

On a motion made by Bill Lake and seconded by Eric Lundin:

**“The meeting was adjourned.”** No discussion. Motion carried unanimously. The meeting adjourned at 6:34 p.m. ET.

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Laura L. Johnson  
Assistant Board Secretary

6/16/2016  
Completion Date

Approval Date

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Philip L. Strom  
Board Chair

Approval Date