

REPORT OF MINUTES

BOARD OF TRUSTEES REGULAR MEETING

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

August 17, 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: Jim Hermans, Eric Lundin, Joy Hopkins, Tom England, Philip Strom
- Tom Butch arrived at 6:03 p.m.
- Member absent: Bill Lake
- Administration: Matt Barron, Travis Blume, Kevin Carlson, Kim Carne, Laura Coleman, Mark Kinney, Jeanette Stebelton, Christine Williams
- Staff: Joe Pacheco
- Faculty: Bill Milligan
- Guests: Jordan Beck, *Daily Press*; Steve O'Driscoll
- Recorder: Laura Johnson, Assistant Board Secretary
- III **CITIZEN
INTRODUCTIONS
AND COMMENTS:** Bill Milligan, Full-Time Faculty Association President, stated the Association will sponsor a candidate forum for the trustee election in late September/early October.
- IV **AGENDA:** The agenda stood as presented.
- V **CONSENT AGENDA:** The consent agenda included approval of minutes from the Special and Regular Board of Trustees meetings on July 20, 2016.

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

**“Approve the Consent Agenda for the Board of Trustees
Regular Meeting on August 17, 2016, as presented.”**

No discussion. Motion carried unanimously.

VI PRESENTATIONS:

**A New Position
Joe Pacheco:**

Christine Williams, VP of Operations, introduced Joe Pacheco as the College Security Officer. Joe has been teaching criminal justice courses at west campus since 2009. He has over 26 years of experience with the Michigan State Police as a tactical member and crime scene investigator. Joe holds a Bachelor of Science degree in Criminal Justice/Law Enforcement from LSSU.

Tom Butch arrived at 6:03 p.m.

B Service Pin:

Dr. Coleman recognized Philip Strom for five years of service as a trustee.

**VII ADMINISTRATIVE
REPORTS:**

**A President's
Report:**

President Coleman reported:

***Professional
Development:***

A team of individuals attended the annual CQIN Summer Institute focused on using data proactively. The time at the Institute was very productive and the team came back with good ideas which will be implemented soon.

Dr. Coleman also attended the Presidents Academy Summer Institute and the MCCA Board of Directors Summer Conference. Presidents had facilitated conversations centered on the issues and challenges facing community colleges across the state and country.

***MCCA Summer
Conference:***

Joy Hopkins, Jim Hermans, and Tom England attended the MCCA Board of Directors Summer Conference. Joy reported a session subject included best practices for board climate because some boards are very dysfunctional. She shared our process for onboarding new board members works very well and we follow several best practices. A new idea offered is to have new faculty members attend lunch with a board member during onboarding to discuss roles. Discussion was also held about experiencing four

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and five generations in the work place and how colleges need to adapt.

B Academic Affairs: Nothing further was reported from Academic Affairs.

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

Fall 2016 Enrollment: The final efforts for fall registration are underway. Dual enrollment registrations from several schools have yet to come in and 156 students are expected for SOAR tomorrow. Calling campaigns have taken place all summer to existing students and students who have applied and been accepted. Rapid Enrollment Days will take place next week at both campuses to encourage students to get in and register. New and returning students can also apply for admission and financial aid, go through course placement, and registration in one day.

Student Services is working with faculty to re-register eligible students dropped for non-payment.

Discussion with trustees was held about the enrollment decline at west campus not anticipated. Dr. Coleman cited the low unemployment rate and the fact that across the country, 22-40 year olds are not attending college as represented at the west campus.

Philip Strom expressed concern about the impact the decrease has on the budget. Dr. Coleman also expressed concern and responded the numbers reflect two drops for non-payment compared to one drop at this time last year. Dual enrollment registrations are also coming in late this year compared to last year.

Jeanette Stebelton, Dean of Allied Health, stated 100 seats are offered for RN entrance and 60 for LPN entrance. Only 42 seats are taken for LPN because many students are waiting to apply for RN seats next year because they can get through the RN program faster if they start in the RN program (five semesters) instead of coming in from the LPN program. The number of RN seats cannot be increased due to state requirements. There are LPN jobs available but students want the RN degree.

Dr. Coleman advised all employees need to change statements to students around completion. All certificate and degree seeking students need to complete at Bay. This starts with increasing fall

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to fall persistence rates. A downstate community college did this and increased their fall to fall persistence rate to 65%. When we encourage students to leave after a year, we are devaluing the quality education we deliver at Bay College. Guided Pathways will help students get on the right path to complete their degrees.

Philip Strom asked that the College strategy around enrollment be discussed at the next board retreat so the Board can talk more about the effect of low enrollment on our budget.

Jim Hermans received confirmation about a question on dual enrollment from Escanaba High School.

Dr. Coleman shared the Business department enrollment is down substantially. Mark Kinney is looking at data so we can find out why.

Eric Lundin stated our enrollment would be lower if dual enrollment had not been supplementing it. Some students continue at Bay because of dual enrollment.

Tom England asked Mark Kinney about possibilities for dual enrollment with ISD students in mechatronics/robotics. Mark responded ISD students that complete machine tool can move into the mechatronics/robotics program and students taking welding at the DSISD and DIISD can complete their welding certificate through Early Colleges recently implemented by the ISDs.

Eric suggested the report of graduating class per school attending Bay return to the Board. He would like to see the trend of each school for the last five years.

Bay College "Norse"

The athletic nickname Bay College "Norse" was announced at the U.P. State Fair on Monday. Thanks were extended to Kim Carne's team, Matt Johnson, and others on campus for their work on the naming project.

***NACADA Advising
Guide:***

The 2-year NACADA Advising Guide co-authored by Beth Noreus is now available for purchase online for all schools to use as a reference guide. Kudos were extended to Beth for all her work on this project.

MVAA Certificate:

The Michigan Veterans Affairs Agency (MVAA) honored the College with a silver certification for our veteran friendly policies and veteran information on the website. The silver certification is

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the second level with gold the highest and most difficult level to reach.

Chris Williams responded to Tom England's question about the status of a veterans' memorial on campus. Next spring, dedicated space for veterans will be near all the support services with a view of the nature in the courtyard.

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

Construction Update: Construction is on schedule to open the renovated Math Science and HUB buildings for the fall term if the Fire Marshal grants occupancy on Friday. All IT and Facilities staff are working on the renovation to complete the project. One last load of furniture is arriving tomorrow. The new library area will be finished early. The Student Success Center at West Campus is complete.

Security: Joe Pacheco is focused on learning about Clery compliance. He submits the annual security report due on October 1.

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

Advancement: The Foundation Golf Outing was fantastic with over 30 sponsors and 128 golfers delivering the second highest year in funding to deliver 151 scholarships.

Three new endowments of over \$50,000 have been received in the last month. A new great nursing scholarship will result.

Marketing: Final marketing before the fall semester included seven digital ads: four on programs and three on general areas, a t.v. and radio blitz during the Olympics, and strategic timing of the mailing of *Career Focus* highlighting Guided Pathways. Good feedback was received on *Career Focus* generating awareness of the breadth of our programs. Several enrollments are directly linked to the publication.

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

Dual Enrollment: Individual meetings with area superintendents have occurred to discuss increasing dual enrollment students in Dickinson County. Kevin will also meet with guidance counselors once schools are back in session.

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Student Success

Center:

An Open House for the Student Success Center at Bay College West will be held on September 20 with an opening art show.

G Finance Office:

Kevin Carlson reported:

Audits:

Kudos to Lynn Martinson and Ann Valiquette for their work to make the Foundation and College audit processes efficient. Lynn worked all weekend to finalize the Foundation audit which has to be done before the College audit. Lynn has payroll duties besides audit responsibilities.

VIII BOARD COMMITTEE REPORT & REQUIRED ACTION:

None

IX BOARD ACTION:

A Transaction Report:

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

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

“The Financial Transactions for the month ending July 31, 2016, on pages 90-91 of the Board Report stand approved as presented.”

Roll Call:

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

Nays: None

Abstentions: None

No discussion. Motion carried unanimously.

X UNFINISHED BUSINESS:

A Second Reading BOT Policies 515 and 1044:

Philip Strom stated Board of Trustees Personnel Policy 515 Educational Benefits and General Administration Policy 1044 Concealed Weapons were presented for second reading approval. The proposed changes were found on pages 92-95 of the Board Report.

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

“Approve second reading of Board of Trustees Personnel Policy 515 Educational Benefits and General Administration Policy 1044 Concealed Weapons as presented.” No discussion. Motion carried unanimously.

XI NEW BUSINESS:

None

XII MCCA:

A report from the MCCA Board of Directors Summer Conference was given earlier in the meeting.

XIII OTHER:

Birthday wishes were extended to Joy Hopkins for August 25.

XIV ADJOURNMENT:

On a motion made by Eric Lundin and seconded by Jim Hermans:

“The meeting was adjourned.” No discussion. Motion carried unanimously. The meeting adjourned at 6:45 p.m. ET.

8/18/2016

Laura L. Johnson
Assistant Board Secretary

Completion Date

Approval Date

Philip L. Strom
Board Chair

Approval Date