

REPORT OF MINUTES

BOARD OF TRUSTEES REGULAR MEETING

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

September 21, 2016

- I **CALL TO ORDER:** The meeting was called to order at 6:04 p.m. ET by Board Chair, Philip Strom.
- II **ROLL CALL:** Roll call was taken by Laura Johnson, Assistant Board Secretary.
- Members present: Tom Butch, Bill Lake, Jim Hermans,
Eric Lundin, Joy Hopkins, Tom England,
Philip Strom
- Members absent: None
- Administration: Matt Barron, Kevin Carlson, Laura Coleman,
Christine Williams
- Staff: Ashley Anderson
- Faculty: Hillary Beeckman, Molly Campbell,
Brent Madalinski, Bill Milligan, Tom 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:** The agenda stood as presented.
- V **APPROVAL OF
MINUTES:** Minutes from the Regular Board Meeting on August 17, 2016, were presented for approval.
- It was motioned by Joy Hopkins and seconded by Eric Lundin to:
- “Approve the Minutes from the Board of Trustees Regular Meeting on August 17, 2016, as presented.”** No discussion. Motion carried unanimously.

VI **PRESENTATIONS:**

A **TORCH Award:**

Dr. Coleman presented the TORCH award to Brent Madalinski, Business Instructor, for September through November. Brent was nominated for the TORCH award because of his enthusiasm for teaching and his willingness to share his knowledge with other faculty members. He has been an active leader on the Faculty Association Board. Dr. Coleman and trustees thanked him for his efforts.

Brent extended thanks for the award.

B **New Employees**
Ashley Anderson:

Kevin Carlson, VP of Finance & Bay West, introduced Ashley Anderson as the new part-time Simulation/Lab Technician for Allied Health at M-TEC for EMT/Paramedic, and Nursing for both Escanaba and Iron Mountain. Ashley is a Licensed EMT and is certified in International Trauma Life Support.

Ashley has participated in EMS simulation for over 20 years; providing low fidelity and standardized patient simulations for emergency medicine. She is experienced in running AV equipment and coordinating AV needs for emergency medicine conferences.

Ashley participated in SIM training with the State of Michigan in May 2016, and used that training to assist Nicole Wagner - SIM coordinator, in developing simulation debriefing training for nursing and EMT/Paramedic faculty at start up.

In the position as Sim Tech Ashley will manage laboratory supplies, equipment, technology, inventory, and other resources to support simulation.

Trustees welcomed Ashley.

Hillary Beeckman:

Matt Barron, Executive Dean of Arts, Sciences, & Academic Support, introduced Hillary Beeckman as the new full-time Chemistry Instructor. Hillary earned an AS in Chemistry from Delta College, a BS in Chemistry from Alma College, and a MA in Teaching College Chemistry from CMU.

Hillary has industrial and teaching experience. Hillary worked at Dow Chemical as a Laboratory Technician and Nexteer Automotive as an Associate Materials Engineer. She taught Chemistry courses as an adjunct for Delta College and Saginaw Valley State University.

Trustees welcomed Hillary.

**VII ADMINISTRATIVE
REPORTS:**

**A President's
Report:**

President Coleman reported:

The HUB:

The HUB is fantastic! Students can be found in the HUB from 7 a.m. until into the evening. The additional student seating in the Math Science building is also occupied regularly. Chairs are filled 50%-75% at any given time in both areas.

M-CAM Agreement:

An articulation agreement was signed between Michigan community colleges to align transfer credit for the first time in history. The agreement was signed by eight colleges participating in the Michigan Coalition for Advanced Manufacturing (M-CAM) to give students the ability to apply credits earned through a M-CAM program at any of the coalition colleges. M-CAM was formed around a grant awarded in 2013 with the TAACCCT grant.

Enrollment:

The decrease in fall enrollment at Bay College West is attributed to their large adult population taking online courses instead of traditional courses on campus at Bay College West. There are 426 Bay College West students taking either traditional or online courses.

Lobbyist Services:

Dr. Coleman proposed ending the contract with our lobbyist as one way to address the shortfall in our budget this year. They have done wonderful work for us and helped us obtain grant funding. However, there are no plans for large building projects soon and we could likely work with them on a contract basis if there were projects we needed their help with.

Philip Strom responded legislative assistance is also available through MCCA. Services may be duplicative if we are also receiving assistance from them.

Dr. Coleman stated over \$14,000 would be saved this year and \$21,000 next fiscal year.

Tom Butch agreed with Phil's statements and moved:

“We indicate to the lobbyist that due to financial constraints and other factors we will not be continuing services at the end of September, if possible, but also express appreciation for the support they have given us through the years.”

The motion was seconded by Jim Hermans. No further discussion. Motion carried unanimously.

***Conversations
with Employees:***

Dr. Coleman directed trustees to the set of questions she is using in individual meetings with employees. Oscar DeLong, Director of Library Services, and Carolyn Stacey, Library Director of the Escanaba Public Library, received training from the Harwood Institute for Public Innovation, supported by a grant, on how to have community conversations to solve pressing problems and change how communities work together. Oscar brought the questions to the PAC.

The established questions start the conversations with employees and will be a helpful guide going forward with the strategic direction of the College.

B Academic Affairs:

Matt Barron reported:

The HUB:

The HUB has been embraced by students and faculty giving it an academic atmosphere. Several faculty members are holding office hours there.

C Student Services:

Dr. Coleman reported:

***Innovation in Transfer
Award:***

Bay College was selected by MACRAO as the 2016 recipient of the Innovation in Transfer Award for the work on the MSU Early Assurance program and the transfer pathways developed for medical school that now start at Bay. Beth Noreus will accept this award at the MACRAO conference in November.

Matt Barron responded to a question about the enrollment in this program. Three students are attending Bay this year and one last year because of this transfer agreement.

D Operations:

Christine Williams, VP of Operations, reported:

Renovations Update:

- Renovations in the HUB and Math Science buildings are complete.
- The expanded area in the Besse Gallery will be complete by the end of October.
- The Library addition is ahead of schedule and will be ready for the winter term.

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Fuel RFP: A RFP is in process for gas and gas delivery contracts for the next three years to lock the current low fuel prices.

Annual Security Reporting: The Clery Report is due October 1 and will be provided to all students, employees, and community members.

IT Update:

- IT is rolling out COMPASS replacements, ACCUPLACER and ALEKS, on October 24.
- An EX application feature enhancement is scheduled this term.

E College Advancement: Dr. Coleman reported a good audit review at the Foundation meeting today. Some changes were made in processes which created a lot of extra work for our staff. The auditors were pleased with the results. The Foundation value increased by \$605,000 due to additional endowments this year.

F Bay College West: Kevin Carlson reported:

Student Success Center: An open house/ribbon cutting for the Student Success Center was held with an art reception and live music on September 20. It was well attended and a nice opportunity to host new people on campus.

A Family Fun Night is planned for October 13 to encourage community members to come to campus.

G Finance Office: Kevin Carlson reported:

College Audit: The audit closing meeting was held today as auditors finished their onsite visit. They were pleased with the progress made and stated the audit went very well.

VIII BOARD COMMITTEE REPORT & REQUIRED ACTION:

None

IX BOARD ACTION:

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

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

“The Financial Transactions for the month ending August 31, 2016, on pages 49-50 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 Resolution for
Section 230 of
PA 249 of 2016:**

Philip Strom referenced the Best Practices Resolution found on pages 51-59 of the Board Report. The College must establish local strategic value under Michigan Public Act 249 of 2016. The Act requires the Board of Trustees to pass a resolution certifying that the College meets at least four out of five best practice standards under each of the three categories required under the performance based funding based on local strategic value.

Philip requested a motion to certify the resolution.

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

“The Bay de Noc Community College Board of Trustees certifies that the College does meet the best practice standards required for state appropriations under Michigan Public Act 249 of 2016.” No discussion. Motion carried unanimously.

**X UNFINISHED
BUSINESS:**

None

XI NEW BUSINESS:

**A Update from
Faculty:**

Bill Milligan, Full-Time Faculty Association President, provided an update from the FTF Association.

- The HUB is a fantastic place! The faculty all want to be there. Adding this space will add to student retention and pedagogy. A huge thank you was extended to the Board, Dr. Coleman,

Chris Williams, Ralph Curry, and the maintenance crew for a remarkable job accomplished in that timeline.

- Constitution Day was held last week. Appreciation was offered to Joy Hopkins, Tom England, and Steve O'Driscoll for taking time to meet with students at the event.
- The College is offering new options within the MESSA Healthcare plan thanks to the efforts of Human Resources and Dr. Coleman. This is appreciated understanding the frustration of health care costs and the desire to give options to our employees while these costs continually increase. Last spring, it did not go unnoticed that the Board had the choice of approving either the 80/20 or Hard Cap cost sharing options and took the extra cost of about \$300,000 by saving costs to employees.
- Faculty are looking forward to the first cabinet meeting on Monday. One thing the Faculty would like to talk with the Board and Administration about, in whatever venue is appropriate, is the idea of shared governance or governance changes.
- On behalf of the Faculty, it is good to see Bill Lake back.
- The Faculty Association would like to host a board social in January for all Board members and Dr. Coleman in an informal setting to show appreciation for their efforts. More details will follow.

Tom Warstler had nothing to add.

Philip Strom responded with appreciation for the updates.

Trustees look forward to hearing a report from the Cabinet meeting.

XII MCCA:

Tom Butch reported there was nothing of significance to report from the MCCA Legislative Committee. Legislators are back in session.

Dr. Coleman will attend a MCCA Executive Committee meeting on Friday, September 23, and will have information to report afterward.

The MCCA Fall Board of Directors meeting will be held at Grand Rapids Community College on October 20 & 21.

XIII OTHER:

Birthday wishes were extended to Kevin Carlson for September 15 and Bill Lake for September 29.

XIV ADJOURNMENT:

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

“The meeting was adjourned.” No discussion. Motion carried unanimously. The meeting adjourned at 6:32 p.m. ET.

Laura L. Johnson Assistant Board Secretary	9/22/2016 Completion Date	Approval Date
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Philip L. Strom Board Chair	Approval Date
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