

REPORT OF MINUTES

BOARD OF TRUSTEES REGULAR MEETING

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

January 18, 2017

- I **CALL TO ORDER:** The meeting was called to order at 6:01 p.m. ET by Board Chair, Jim Hermans.
- II **ROLL CALL:** Roll call was taken by Laura Johnson, Assistant Board Secretary.
- Members present: Tom Butch, Joy Hopkins, Eric Lundin, Bill Lake, Jim Hermans, Philip Strom, Steve O'Driscoll
- Members absent: None
- Administration: Matt Barron, Kevin Carlson, Kim Carne, Laura Coleman, Matt Johnson
- Faculty: Bill Milligan
- Staff: Rae Drake, Jr., Jim Murtha
- Guest: Jordan Beck, *Daily Press*
- Recorder: Laura Johnson, Assistant Board Secretary
- III **CITIZEN INTRODUCTIONS AND COMMENTS:** There were no citizen introductions or comments.
- Jim Hermans welcomed new Trustee, Steve O'Driscoll, to the Board.
- IV **AGENDA:** The Agenda stood as presented.
- V **CONSENT AGENDA:** The Consent Agenda included Minutes from the Regular Board Meeting on December 21, 2016, and the Special Board Meeting on January 6, 2017.
- It was motioned by Joy Hopkins and seconded by Phil Strom to:
- “Approve the Consent Agenda for the Board of Trustees Regular Meeting on January 18, 2017, as presented.”**
No discussion. Motion carried unanimously.

VII PRESENTATIONS:

A Trustee Service:

Dr. Coleman presented Trustee, Jim Hermans, with a ten-year pin in recognition of his service to the College on the Board of Trustees. Jim served as the Board liaison on the Achieving the Dream Core Team, serves as the Board representative on the West Campus Advisory Committee, and regularly attends ACCT and MCCA conferences.

B Athletics Update:

Matt Johnson, Athletic Director and Men's Basketball Coach, introduced Women's Basketball Coach, Rae Drake, Jr. and Cross Country Coach, Jim Murtha.

Coach Drake and Coach Murtha are Bay alumni.

Coach Murtha has been at Gladstone High School for over 20 years between coaching track and teaching Physical Education.

Coach Drake has coached basketball for 35 years at the high school and collegiate men's and women's level. He has Division II experience from MTU and spent the past four years working with NMU's women's basketball program.

Matt shared information on athletic fundraising, the gym renovation timeline, recruiting, and the athletic schedule. The hand-out is attached to these minutes. Highlights included:

- *Fundraising:* Community supporters have gifted or committed to the total of \$151,300 for the Athletic Program; an amount greater than the initial startup cost. Recognition was not given on the list to respect anonymous donors but will be announced when it is appropriate. The support has been incredible.

The actual cost for the gymnasium renovation is anticipated to total \$144,455.

- *Renovation Timeline:* The gym floor renovation was scheduled based on the flooring company's availability. They are gifting the \$20,000 cost of the floor project including all labor and materials. The bleachers will be removed the day after the Commencement ceremony. The YMCA will have the walls painted and the scoreboards and PA system will be installed before the floor work begins. A ten-day drying period is required for the floor. Last, new bleachers will be installed. The project timeline will begin May 7 and conclude June 14.

- *Recruiting:*

Men's Basketball:

- 2 student-athletes signed to National Letter of Intent for fall
- 5 student-athletes verbally committed and will sign Feb 1
- 2 student-athletes are enrolled at Bay

Overall, the number of athletes are falling into place very well; especially with the number committed to the team.

Women's Basketball:

- 2 student-athletes verbally committed
- 28 student-athletes are being actively recruited and include class valedictorians
- junior class student-athletes are also being contacted

Cross Country:

Over 100 senior student-athletes have been contacted. There is a lot of interest but none signed yet.

Jim Hermans asked if there was an age requirement to play. Matt responded the NJCAA has no age requirement. Student-athletes must have a high school diploma or GED.

- *Event Schedules:*

The Cross Country schedule is locked in. Bay is hosting an invitational on September 30. A high school event will be held earlier the same day and will provide an opportunity for admissions outreach and recruitment.

The events in black font on the Basketball schedule are locked in. The contests in red font are tentative dates. The Women's team will play the first game listed and the Men's team will play the second game listed. The teams can play 30 contests. Matt expects the schedule to be filled and include a minimum of 12 home contests. The number of home games is remarkable without being part of a conference.

Jim Hermans asked if the College is giving athletic scholarships. Matt responded the College declared Division II based on travel involved. The College cannot give scholarships that include room and board as a Division II school but will have a greater voice in the Region as part of Division II and will incur less travel expense. Kim Carne stated the Foundation is not awarding athletic scholarships but if a donor endowed a specific scholarship for athletics it could only be tuition based.

Phil Strom asked if geographic borders were set for recruiting. Matt responded there is no restraint but the U.P. is being focused on heavily; specifically Delta and neighboring counties. The goal is to sign 75% to 80% from areas of close proximity. Seven student-athletes on the Men's Basketball team are from the U.P. and one is from Indianapolis, IN. The program is bringing in students who had planned to attend elsewhere and their friends.

Matt shared the gym floor rendering.

Matt stated Gary Nash and the YMCA staff have been very supportive of the program. Fortunately, practice times for the basketball teams coincide with down times for the YMCA. The College is working to find space for some of the Y's classes during the upcoming YMCA expansion project which may take several years.

VIII ADMINISTRATIVE REPORTS:

A President's Report:

President Coleman reported:

State of the State:

Bay College was highlighted during Governor Snyder's State of the State address last night (January 17). The Governor talked about Bay's ability to provide skills needed in the U.P. through programs supported by the CCSTEP grant. The EMT/Paramedic Program was cited from his visit to campus last August.

HUB Celebration:

A celebration was held in the HUB and Library after in-service on January 5. It was well attended and everyone enjoyed the music provided by Chris Nelson, Mark Highum, Josh Blumensaadt, and Mark Kinney.

B Academic Affairs:

Matt Barron, Executive Dean of Arts, Sciences, & Academic Support reported:

Winter In-Service:

A successful in-service for employees was held on January 5. The focus was to gather feedback on two areas of focus for strategic planning: online programming and dual enrollment. Both are areas of potential growth for the College.

C Student Services

Travis Blume, Executive Dean of Student Services, was absent.

W17 Enrollment:

Dr. Coleman referenced the Winter 2017 Enrollment Report provided in the Board folders. The Persistence Rate from fall to winter reached 79%; exceeding the goal of 78%. A drop for no

show attendance and a drop for non-payment will be done tomorrow. Typically, there is overlap between the two drops and some enrollment is added back in. Final enrollment should be at least what was originally budgeted. Proportionately, winter enrollment looks better than fall enrollment.

D Operations:

Christine Williams, Vice President of Operations, was absent.

Joy Hopkins requested Chris be recognized for her work on the HUB/Library/MS remodeling project. Dr. Coleman responded Chris did an amazing job managing that project from beginning to end. It was remarkable the project came in below budget and the way she included everyone in the institution by gathering their input.

E College Advancement:

Kim Carne, VP of College Advancement, reported:

Spring Drama Production:

Plans for a spring performance are underway. An adjunct instructor and a community person came forward to work on a production with a few students who are collecting names of other interested students. More information about the performance will be known next week.

Annual Campaign:

The Foundation is closing out the annual campaign and working on charitable foundations. Between all campaigns, the total should be almost up to a quarter of a million dollars.

Scholarship Postcard:

A new postcard to promote scholarships, primarily the Board Elite Scholarship which is due the end of January, was shared.

Six \$2,000 Leadership Scholarships are new this year. Kim worked with Student Services and Financial Aid to create the scholarships which will be awarded to six incoming students with a 3.0 or greater GPA who demonstrate leadership. The donor is willing to support these scholarships each year. The postcards will be mailed on Friday. They were printed locally at Print Up!

F Bay College West:

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

Veterans' Lounge:

An Open House to dedicate the new veterans lounge at West Campus was held yesterday (January 17). Potential coordination for events and classes on campus with the VA Hospital is anticipated. Outreach to local veterans in the community is also planned.

The veterans' lounge at the Escanaba Campus opened in the previous 516A conference room in the Student Center building.

G Finance Office:

Kevin Carlson reported:

***Staff Accountant
Position:***

Interviews for the new staff accountant position will take place this week. The Business Office is looking forward to restructuring.

Financials:

- Winter semester tuition revenues will be booked in Receivables at the end of the drop period the end of January.
- The renovation project came in on budget and much of the bond funds have been expended.
- Receipt of the unexpected personal property tax distribution is reflected in the variance from last year on the income statement.

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

None

X BOARD ACTION:

A Transaction Report:

The Transaction Report ending December 31, 2016 was provided on pages 44 and 45 of the Board Report.

Eric Lundin asked what the product from the vendor, Xibitz, was. Kim Carne responded it was the donor wall outside the Besse Theater. Funds will be transferred to the College from the Foundation to cover the expense.

On a motion made by Phil Strom and seconded by Joy Hopkins:

“The Financial Transactions for the month ending December 31, 2016, on pages 44 & 45 of the Board Report stand approved as presented.”

Roll Call:

Ayes: Steve O’Driscoll, Joy Hopkins, Eric Lundin, Bill Lake, Philip Strom, Tom Butch, Jim Hermans
Nays: None
Abstentions: None

No further discussion. Motion carried unanimously.

B 2017 Board of Trustees Committee Assignments:

Jim Hermans presented the Board of Trustees committee membership appointments for 2017 as found on page 46 of the Board Report.

It was motioned by Tom Butch and seconded by Steve O'Driscoll to:

“Approve the Board of Trustees Committee assignments for 2017 as set forth on the memorandum on page 46 of the Board Report.” No discussion. Motion carried unanimously.

C 2016-2017 MCCA Board of Directors Re-certification of Appointment:

Jim Hermans stated the MCCA Board of Directors Alternate Trustee Director for Bay College was vacant in the absence of Tom England. A new representative must be named for the appointment ending June 30, 2017.

Tom Butch expressed Phil Strom indicated interest and would be an excellent choice for the position.

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

“Philip Strom was appointed as the Michigan Community College Association Board of Directors Alternate Representative of Bay de Noc Community College for the appointment ending June 30, 2017.” Trustees consented. Without further discussion, the motion carried unanimously.

D First Reading 1054 Social Media Policy

Jim Hermans stated new Board of Trustees Policy, 1054 Social Media, was presented for first reading as found in the Board Report on pages 50-52.

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

“Accept first reading of 1054 General Administration Social Media Policy as presented on pages 50-52.”

Tom Butch asked if the policy was prepared by legal counsel. Dr. Coleman confirmed the Policy and standard were reviewed by the College's legal counsel.

Phil Strom stated the College's FaceBook page is managed very well. The information posted is informative, educational, and done appropriately.

With no further discussion, the Motion carried unanimously.

Phil asked who is managing the social media for the College. Kim Carne responded Dan Williams is doing the majority of social media and soon student ambassadors will post for the recruitment side. Also, an Instagram account was just opened. Phil stated the FaceBook page is a good reminder for him as a board member, of all the good day to day activities that take place on campus.

Tom Butch suggested signing Elite Board of Trustee scholars with letters of intent as done with the athletes.

XI UNFINISHED BUSINESS:

None

XII NEW BUSINESS:

A Update from Faculty:

Bill Milligan reported:

- A shout out to the Nursing department for working on the accreditation process, flexibility in managing instructor assignments for the winter semester due to difficulty finding adjunct instructors, and turning around curriculum changes to their program.
- The Full-Time Faculty Association voted to contribute \$2,000 toward the courtyard renovation on campus.

Trustees expressed appreciation for the donation.

XIII MCCA:

Dr. Coleman will attend the MCCA Legislative Summit and meet with legislators in Lansing on January 25.

XIV OTHER:

Nothing

XV ADJOURNMENT:

On a motion made by Eric Lundin and seconded by Phil Strom:

“The meeting was adjourned.” No discussion. Motion carried unanimously. The meeting adjourned at 6:57 p.m. ET.

Laura L. Johnson
Assistant Board Secretary

1/19/2017
Completion Date

Approval Date

James L. Hermans
Board Chair

Approval Date

2017

Bay College Athletics Update

Matt Johnson



TABLE OF CONTENTS

Introduction	1
Athletic Fundraising	1
Gym Renovation Timeline	2
Coaching Staff	3
Recruiting	4
Cross Country Schedule	5
Basketball Schedule	6

INTRODUCTION

The purpose of this information is to provide updated information on the status of Bay College Norse Athletics. Information will answer and include current fund-raising efforts, coaches, recruiting, and 2017-18 scheduling.

ATHLETIC FUNDRAISING

Facility Improvements – Gymnasium Renovation

Item	High Bid	Actual Cost
Bleachers	\$ 73,250.00	\$ 66,345.00
Scoreboards	\$ 23,650.00	\$ 20,374.00
Gym Floor	\$ 25,636.00	\$ 20,000.00
Scoring Table	\$ 6,458.00	\$ 5,890.00
PA System	\$ 7,000.00	\$ 7,000.00
Winches (6 replacments)	\$ 7,800.00	\$ 7,800.00
Backboards (6 w/padding)	\$ 6,750.00	\$ 6,174.00
Wall Mounting System w/winch (2)	\$ 3,800.00	\$ 3,800.00
Chairs	\$ 6,225.69	\$ 3,597.00
Wall Pads	\$ 5,195.00	\$ 3,475.00
TOTAL:	\$ 165,764.69	TOTAL: \$ 144,455.00
Bay College Norse Partner	Amount	
	\$ 100,000.00	
	\$ 20,000.00	
	\$ 9,100.00	
	\$ 7,500.00	
	\$ 7,500.00	
	\$ 3,500.00	
	\$ 3,500.00	
	\$ 200.00	
TOTAL:	\$ 151,300.00	

Gym Renovation Timeline

PROJECT	START DATE	FINISH DATE
Remove Bleachers	7-May	20-May
Paint Walls	7-May	23-May
Install Backboard Systems	23-May	26-May
Install Scoreboard	23-May	26-May
Install PA System	7-May	
Floor *	26-May	4-Jun
Install Wall Pads	14-Jun	
Install New Bleachers	14-Jun	
* Dry time June 4-14.		

COACHING STAFF

Rae Drake Jr. - Women's Basketball Coach

Drake had spent the past four years (2012-2016) working with the women's basketball program at Northern Michigan University, including the past two (2014-2016) as an assistant coach.

Prior to his time at NMU, Drake spent six years with both the men's and women's basketball teams at Michigan Tech. He was the assistant coach in 2010-11, under Kim Cameron, when the Huskies were the NCAA Division II runner-up.

Prior to entering the collegiate ranks, Drake coached Upper Peninsula high school boy's basketball for 23 years—nine as head coach at West Iron County where he compiled a 121-72 record, seven conference championships (82-10 record) and two district titles.

He previously served 14 years as an assistant coach at Iron Mountain.

Drake attended Bay College in 1977-79 and graduated from Northern Michigan University in 1982 with a degree in special education. In addition to coaching, Drake spent 25 years as a special education teacher.

Drake has been married for over 36 years to his wife, Mollie. The two have three adult daughters, Megan (32), Sarah (31), and Emily (27).

Jim Murtha - Cross Country Coach

Murtha, a West Des Moines, Iowa native, has spent the past fifteen years (2001-2016) as the head girls track coach at Gladstone High School. Murtha's teams have enjoyed a tremendous amount of success, including his 2002 team that won the Great Northern Conference, Regional, & Upper Peninsula titles.

Prior to entering the head coaching ranks, Murtha spent five seasons (1998-2002 & 2016-2017) as the assistant cross country coach and three seasons (1998-2001) as the assistant girls track coach at Gladstone High School. Coach Murtha began his coaching career as a junior high track coach in 1996.

In addition to coaching, Murtha served in the United States Air Force (1987-1991) and has been a Physical Education teacher at Gladstone Area Schools for 18 years (1998-2016).

Coach Murtha graduated from Bay College in 1993 and Northern Michigan University in 1995.

Murtha has two daughters Rhyan (17) and Maddy (15).

RECRUITING

Men's Basketball:

- 2 student-athletes signed to National Letter of Intent.
- 5 student-athletes verbally committed to attend Bay College.
- 2 student-athletes are currently enrolled at Bay.
- 12 student-athletes currently being actively recruited.
- 4 potential student-athletes who have reached out to Bay.
- 11 junior class student-athletes have been contacted by Bay.

Women's Basketball:

- 2 student-athletes verbally committed to attend Bay College
- 28 student-athletes currently being actively recruited.
- 2 student-athletes who have reached out to Bay.
- 9 junior class student-athletes have been contacted by Bay.

Cross Country:

- 103 senior student-athletes have been contacted by Bay.
- 108 junior student-athletes have been contacted by Bay.
- 4 potential student-athletes who have reached out to Bay.

2017 Bay College Cross Country Schedule

<u>Date</u>	<u>Opponent</u>	<u>Location</u>	<u>Time</u>
09/09	Lake Superior State University (Chris Yanni Memorial Invitational)	Kincheloe, MI	TBA
09/23	University of Minnesota (Roy Griak Invitational)	Minneapolis, MN	TBA
09/30	Bay College Invitational	Escanaba, MI	TBA
10/07	Lawrence University (Gene Davis Invitational)	Appleton, WI	10am
10/14	University of Wisconsin – Oshkosh (Brooks Invitational)	Oshkosh, WI	11am
10/28	NJCAA Region XIII Championship	TBA	TBA
11/11	NJCAA National Championship	TBA	TBA

2017-18 Bay College Men's & Women's Basketball Schedule

<u>Date</u>	<u>Opponent</u>	<u>Location</u>	<u>Time</u>
Wed., Nov. 1	UW-Marinette <i>(Alumni Night)</i>	Home	6/8pm
Fri., Nov. 3	Koingsmark Classic	Mason City, IA	TBA
Sat., Nov 4	Koingsmark Classic	Mason City, IA	TBA
Wed., Nov 8	Alpena Community College <i>(Military Appreciation Night)</i>	HOME	5:30/7:30pm
Sat., Nov 11	UW-Marathon	Wausau, WI	1/3pm
Tue., Nov 14	UW-Fox Valley	Menasha, WI	6/8pm
Mon., Nov 20	LSSU JV <i>(Can/Clothing Drive)</i>	HOME	TBA
Sat., Nov 25	Lindquist Classic	TBA	TBA
Sun., Nov 26	Lindquist Classic	TBA	TBA
Fri., Dec 1	Milwaukee Tech	Milwaukee, WI	TBA
Sat., Dec 2	Bryant & Stratton	Milwaukee, WI	TBA
Mon., Dec 4			
Wed., Dec 6	Alpena Community College	Alpena, MI	5:30/7:30pm
Sat., Dec., 9	UW-Fond du LAC	HOME	6/8pm
Fri., Dec 15	Hibbing Community College	Hibbing, MN	TBA
Sat., Dec 16	Itasca Community College	Grand Rapids, MN	TBA
Fri., Dec 29	Holiday Classic (Gogebic, Milwaukee Tech, Fond du Lac Tribal & Community College)	Home	TBA
Sat., Dec 30	Holiday Classic	Home	TBA
<i>Jan 1-Jan 7</i>	(2-3 games) <i>Soo College</i>	<i>Sault Ste. Marie, ON</i>	<i>TBA</i>
<i>Wed. Jan 10</i>			
Sat., Jan 13	Finlandia University <i>(Samaritan's Feet Game)</i>	Home	1/3pm
Fri., Jan 19			
Sat., Jan 20			
Wed., Jan 24	Gogebic	Ironwood, MI	6/8pm
Sat., Jan 27	Bryant & Stratton <i>(Coaches vs Cancer - Suits & Sneakers)</i>	HOME	1/3pm
Mon., Jan 29			
<i>Wed., Jan 31</i>	<i>UW-Manitowoc</i>	<i>Manitowoc, WI</i>	<i>6/8pm</i>
Sat., Feb 3			
Wed., Feb 7	UW Marathon	Home	6/8pm
Sat., Feb 10	UW Fox Valley <i>(Youth Day)</i>	Home	1/3pm
Mon., Feb 12	LSSU JV	Sault Ste. Marie, MI	TBA
Sat., Feb 17	Finlandia University	Hancock, MI	TBA
Wed., Feb 21			
Sat., Feb 24	Gogebic <i>(Faculty Appreciation Day)</i>	Home	1/3pm

- Games listed in BLACK font are agreed opponents & dates.
- Game listed in RED font are agreed opponents & suggested dates. Dates/times need to be agreed upon.