

## REPORT OF MINUTES

### BOARD OF TRUSTEES SPECIAL MEETING

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

March 29, 2017

- I **CALL TO ORDER:** The meeting was called to order at 11:59 p.m. ET by Board Vice-Chair, Joy Hopkins.
- II **ROLL CALL:** Roll call was taken by Laura Johnson, Assistant Board Secretary.
- Members present: Steve O'Driscoll, Bill Lake, Joy Hopkins, Philip Strom
- Members absent: Tom Butch, Jim Hermans, Eric Lundin
- Administration: Laura Coleman
- Faculty: Linda Lewandowski, Bill Milligan
- Guest: Mike Hansen, MCCA President
- Recorder: Laura Johnson, Assistant Board Secretary
- III **CITIZEN INTRODUCTIONS AND COMMENTS:** Mike Hansen, President of the Michigan Community College Association (MCCA), introduced himself.
- IV **AGENDA:** The agenda stood as presented.
- V **APPROVAL OF MINUTES:** Minutes from the Personnel Committee and Regular Board Meetings held on February 15, 2017; Open and Closed Session Minutes from the Special Meeting held on March 9, 2017; and Minutes from the Student Success & Completion Committee Meeting held March 15, 2017, were presented for approval.

It was motioned by Steve O'Driscoll and seconded by Phil Strom to:

**“Approve the Minutes from the Personnel Committee and Regular Board Meetings held on February 15, 2017; Open and Closed Session Minutes from the Special Meeting held on March 9, 2017; and Minutes from the Student Success & Completion Committee Meeting held March 15, 2017, as presented.”** No discussion. Motion carried unanimously.

## VI PRESENTATION:

***Mike Hansen,  
MCCA President:***

Mike Hansen, MCCA President, shared he was impressed with the renovations to the campus since his last visit.

He expressed appreciation for Dr. Coleman's commitment to the MCCA and her high level of engagement in Lansing based activities.

Topics discussed with trustees:

- *Personal Property Tax:* The formula to reimburse personal property tax funds was written into statute. The Governor stated the reimbursement payments as “bonus payments” and that community colleges do not need an increase in appropriations because they are receiving this “bonus.” It became clear in most cases that the “bonus” was money colleges would have seen because it was replacement of funds they lost. Also, when the loss from 2016 to 2013 is calculated in the formula it does not account for growth. MCCA informed legislators it was not fair to characterize the distribution as bonus funds and it was correct to increase the formula base. Sen. Booher agreed the funds were not bonus dollars and proposed a 2% increase in appropriations. Senate Bill 134 proposed a 1% increase in the base for community colleges last week despite other cuts in education. Mike stated the importance of staying unified in supporting Senate Bill 134 hoping the 1% appropriations increase will carry with the House Bill.
- *Michigan Transfer Network:* Funding for upgrades to the Michigan Transfer Network are also included in Senate Bill 134. Upgrades to the website and a plan for increasing communication among two-year and four-year schools is

planned to better understand course outcomes to enhance alignment of transfer agreements to improve the Michigan Transfer Agreement.

- There is no tuition restraint language in Senate Bill 134.
- Capital Outlay is not expected to move this spring but may in the fall.

Bill Milligan left the meeting at 12:19 p.m.

- Lobbying for Baccalaureate degrees from community colleges remains active.
- *Dark Store Issue:* The dark store issue continues to be a big concern for schools, townships, and counties. Revisions were held up in the tax committee but are coming back around. The issue is becoming important downstate as the impact increases.
- *Dual Enrollment/Early College:* The Governor and legislators are supporting dual enrollment; however, as this initiative increases, fiscal issues are rising because the high schools are paying for it. Additional issues are expected as more higher education institutions are relying on students and enrollment increases. Dr. Coleman referred to related issues discussed in the report prepared by the Governor's 21<sup>st</sup> Century Education Commission.
- *Enrollment:* Mike responded to a question about community college enrollment trends. Enrollment declines are being experienced by all higher education institutions nationwide. Enrollment tends to be cyclical with the economy and we can expect an increase in enrollment when the economy declines in the next cycle. Demographics are a large part of enrollment and graduating classes will continue to decline until a projected increase in 2036. The result is fierce competition for the remaining students. Schools are using housing, athletics, and other services to the community to encourage enrollment. Schools must market and be aggressive. Another opportunity schools employ is an international program. An international tuition rate can be charged. Overall, Mike stated he finds it amazing all 28 community colleges are down consistently despite regional differences. It is very uncommon to have an outlier.

- *MCCA Summer Conference*: The theme for the MCCA Summer Conference is “Diversity, Equity and Inclusion” with speakers connected to national associations in higher education to encourage discussions about poverty and other issues community colleges face.
- *Online Courses*: Mike and Dr. Coleman responded to a question about the benefits of online education. MCCA can offer data to show that when delivered correctly, today’s online courses are just as impactful as traditional courses. Online courses also offer opportunities for enrollment growth.

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

Joy Hopkins stated the Student Success & Completion Committee met on March 15 and recommended all curriculum activity presented be approved by the full Board.

It was motioned by Phil Strom and seconded by Bill Lake to:

**“Approve all curriculum activity from December 2, 2016 to February 22, 2017 as presented and approved by the Board Student Success & Completion Committee on March 15, 2017.”**

Joy expressed although she will support the changes in the nursing curriculum, she is concerned about adding Interpersonal Communications because introducing students to interpersonal communications does not introduce them to team dynamics. She would like to see medical terminology entrenched in each class and a framework implemented. She provided a pamphlet on what is taught at OSF for Linda Lewandowski and Bill Milligan.

Steve O’Driscoll added that at the committee meeting, Sandy Croasdell discussed the shortfalls that needed to be looked at and he felt there was a desire to address the communication issue. Linda Lewandowski stated the first simulation capstone class they have integrated communication in is working very well and invited them to watch it. Students are stopped during the simulation if there is an issue. Linda confirmed team communication is integrated and commented she appreciated the information.

Steve added one of the curriculum proposals he had concern about was the private security certificate. Michigan does not have a standard for private security unless officers carry a firearm. He

agrees we should offer the certificate but monitor its success and respond accordingly if it does not draw the student base expected.

Dr. Coleman acknowledged the concerns.

Motion carried unanimously.

**VIII BOARD ACTION:**

**A Transaction Report:**

The Transaction Report ending February 28, 2017 was presented for approval.

On a motion made by Phil Strom and seconded by Steve O'Driscoll:

**“The Financial Transactions for the month ending February 28, 2017, as presented in the Board Report of March 15, 2017, stand approved as presented.”**

**Roll Call:**

**Ayes:** Philip Strom, Bill Lake, Steve O'Driscoll, Joy Hopkins  
**Nays:** None  
**Abstentions:** None

No discussion. Motion carried unanimously.

**B Second Reading  
801 Behavior  
of Employees  
Policy:**

First reading of Board of Trustees-Personnel Policy, 801 Behavior of Employees, was approved at the Regular Board Meeting on February 15, 2017. A suggestion for word choices in procedures 801.3 and 801.11 was received and presented with the policy for second reading approval.

It was motioned by Steve O'Driscoll and seconded by Phil Strom to:

**“Approve second reading of 801 Behavior of Employees Policy as presented.”** No discussion. Motion carried unanimously.

**C President's  
Employment  
Contract:**

Joy Hopkins stated as Chair of the Personnel Committee, the last year was a solid year and the Board saw reversals of declining enrollment and retention. Changes to Dr. Coleman's contract, effective July 1, 2017, included the gradual shift of the three-year provision, benefits in the final contract year to include title to the

fleet vehicle designated as the President’s car, and the longevity bonus as outlined in Personnel Policy 511. The contract was reviewed by the College’s legal counsel.

Dr. Coleman expressed her appreciation to the Board for their generosity in the contract.

Discussion was held to confirm the intent of the terminal language agreement. Trustees agreed the language would remain as presented.

It was motioned by Phil Strom and seconded by Bill Lake to:

**“Approve the revisions to the President’s Employment Contract effective July 1, 2017, as presented.”**

Steve O’Driscoll confirmed the language in the compensation paragraph was clear so it is understood that if administration and staff receive increases then Dr. Coleman’s increases parallel that. The language was crafted by legal counsel. Trustees agreed the language would remain as presented.

No further discussion.

**Roll Call:**

**Ayes:** Joy Hopkins, Philip Strom, Bill Lake, Steve O’Driscoll,  
**Nays:** None  
**Abstentions:** None

Motion carried unanimously.

**IX ADJOURNMENT:**

On a motion made by Bill Lake and seconded by Steve O’Driscoll:

**“The meeting was adjourned.”** No discussion. Motion carried unanimously. The meeting adjourned at 12:57 p.m. ET.

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Laura L. Johnson  
Assistant Board Secretary

3/30/2017  
Completion Date                      Approval Date

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Joy E. Hopkins  
Vice-Chair

Approval Date