

REPORT OF MINUTES

BOARD OF TRUSTEES REGULAR MEETING

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

April 19, 2017

- I CALL TO ORDER:** The meeting was called to order at 5:00 p.m. ET by Vice-Chair, Joy Hopkins.
- II ROLL CALL:**
- Roll call was taken by Laura Johnson, Assistant Board Secretary.
- Members present: Eric Lundin, Steve O'Driscoll, Bill Lake, Tom Butch, Philip Strom, Joy Hopkins
- Member absent: Jim Hermans
- Administration: Matt Barron, Travis Blume, Kevin Carlson, Kim Carne, Laura Coleman, Edie Erickson, Justin Izzard, Linda Lewandowski, Joseph Mold, Brian Seppanen, Chris Williams
- Faculty: Molly Campbell, Karl Linderoth, Bill Milligan
- Guest: Scott Peterson, Training & Development Instructor
- Recorder: Laura Johnson, Assistant Board Secretary
- III CITIZEN INTRODUCTIONS AND COMMENTS:** There were no citizen introductions or comments.
- IV AGENDA:** Joy Hopkins advised a legal opinion was received April 7, 2017. The Board could discuss the opinion in closed session as material exempt from discussion or disclosure by state or federal statute. She suggested adding a closed session under Other Business on the agenda.
- It was motioned by Eric Lundin and seconded by Steve O'Driscoll to:
- “Amend the Agenda for the Regular Meeting of April 19, 2017, to add a closed session under Other Business.”** No discussion. Motion carried unanimously.

V **APPROVAL OF MINUTES:**

Minutes from the Special Meeting held on March 29, 2017, were presented for approval.

It was motioned by Tom Butch and seconded by Phil Strom to:

“Approve the Minutes from the Special Meeting held on March 29, 2017, as presented.” No discussion. Motion carried unanimously.

VII **PRESENTATIONS:**
A **New Employees:**

Edie Erickson:

Joseph Mold, Director of Online Learning, introduced Edie Erickson as the new Instructional Designer. Edie holds her undergraduate degree from Baker College of Owosso in Elementary Education and a Master of Arts in Educational Technology from Michigan State University. Edie was the 2016 recipient of the “Technology-Using Teacher of the Year” award from the Michigan Association for Computer Users in Learning (MACUL). Edie also serves as an Online Lead Instructor for Michigan State University where she teaches “Application of Educational Technology to Issues of Practice.” She has already earned her certification in Blackboard Graphic User Interface and Quality Matters rubric at Bay, is heavily involved in the OER grant initiative, and completed several course plans.

Brian Seppanen:

Justin Izzard, Director of IT, introduced Brian Seppanen as the new IT Administrator II. Brian has a Bachelor’s degree in English from Northern Michigan University and credits in Network Engineering from St. Paul Technical College. Prior to Bay College, he worked in a variety of IT roles for Bell Memorial Hospital and Baraga County Memorial Hospital; as a System Engineer at Charter Communications for thirteen years; and recently as a contract consultant for JP Morgan Chase.

B **Employee in New Position:**

Linda Lewandowski:

Dr. Coleman introduced Linda Lewandowski as the new Dean of Allied Health. Linda served as nursing faculty and interim dean in the past and willingly took on the role as Dean again. Linda has done an amazing job in a very short amount of time.

VIII **ADMINISTRATIVE
REPORTS:**

A **President's
Report:**

President Coleman reported:

Econ Event:

The Bay Area Economic Club featuring Tom Rogan was a grand success thanks to many people who worked very hard. Mr. Rogan has since written an article for the *Washington Examiner* which focused specifically on Bay College and our mechatronics, robotics, and water technology programs. The article was picked up by a national radio broadcast.

B **Academic Affairs:**

Matt Barron, Executive Dean of Arts, Sciences & Academic Support, had nothing to report besides the Academic Affairs board report.

C **Student Services:**

Travis Blume, Executive Dean of Student Services, reported:

Summer Enrollment:

Summer registration is well underway. Enrollment is down about 9% compared to last year. The decline is attributed to substantially fewer summer nursing clinics offered compared to last year.

Steve O'Driscoll asked if the College looks to the four year schools to supplement summer enrollment. Travis responded course offerings are geared toward general education courses needed by all students and marketing has targeted students at Michigan universities to enroll with Bay for summer courses.

D **Operations:**

Christine Williams, VP of Operations, reported:

Renovation Project:

The campus renovation project (HUB/Math Science/Library) is closing out and she will report final numbers at the May 17 board meeting.

E **College
Advancement:**

Kim Carne, VP of College Advancement, had nothing to report besides the College Advancement board report.

F **Bay College West:**

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

HS Mock Interviews:

The Dickinson Iron Intermediate School District hosted a mock interview event at west campus for local high school students. The event was well attended.

G Finance Office: Kevin Carlson reported:

Financial Analysis: Current Year YTD net assets increased \$1.4 million due to personal property tax revenues. All personal property tax monies expected have been received; including Dickinson County. Net Assets not including the personal property tax revenues is \$400,000 to the positive.

Steve O'Driscoll asked what attributed to the \$2.3 million variation from the prior year. Kevin responded the total personal property tax received makes up about \$1 million. The remainder is from the cost savings measures taken and capital grant money is spent upfront with reimbursement received in April/May of last year. The Capital under \$5,000 & Grant Capital line item reflects that less grant monies had been spent this year compared to this time last year. Overall, \$1.7 million was cut from our budget from last year to this year.

Eric Lundin asked if a decrease in property tax revenue is expected. Kevin responded we expect no change for this year and have not heard what is expected for next year. Personal property tax of ~\$3.7 million was received this year in comparison to ~\$3.4 million last year. The difference of \$256,000 is due to the decrease in personal property tax revenue that has been recouped through the State of Michigan and recorded as state appropriations as required by our auditor.

IX BOARD COMMITTEE
REPORT &
REQUIRED ACTION:

None

X BOARD ACTION:

A Transaction Report:

There were no questions or comments on the Transaction Report ending March 31, 2017.

On a motion made by Philip Strom and seconded by Bill Lake:

“The Financial Transactions for the month ending March 31, 2017, on pages 41 & 42 of the Board Report stand approved as presented to place on file.”

Roll Call:

Ayes: Steve O'Driscoll, Bill Lake, Tom Butch, Philip Strom, Eric Lundin, Joy Hopkins

Nays: None

Abstentions: None

No discussion. Motion carried unanimously.

**B First Reading
of NEW BOT
General Admin
Policies:**

Joy referred trustees to the Board of Trustees General Administration policies presented for first reading approval: 1005 Board of Trustees Conflicts of Interest and 1037 Social Security Number Privacy. The Board of Trustees Conflicts of Interest Policy was recommended by the College's attorney because the Higher Learning Commission has been asking other community colleges to adopt similar policies. The Social Security Number Privacy Policy was also recommended by the College's attorney because it is now required by Michigan law.

Steve O'Driscoll asked, because several policies have been presented to the Board recently, if the Board meets as a committee to review the policies before they are presented to the full Board for approval. Dr. Coleman responded the tradition is that the President's Advisory Council reviews the policies and presents them to the Board as written by the College's attorney. The policies presented were recommended by our attorney as required. Trustees responded they have made recommendations for changes to policies between first and second readings. Joy added the Board received a full presentation on Title IX before that policy was presented.

Eric Lundin commented he saw the need for the Conflict of Interest Policy but would like to receive guidance from MCCA on the policy because he views the policy presented as somewhat intrusive.

Steve O'Driscoll advised #2 of 1005.1 Definitions on page 45 defines domestic partner as immediate family. This has been challenged and doesn't make you legally bound to a conflict of interest policy. Tom Butch suggested the status of this be referred to the College attorney.

Tom Butch stated the State of MI has a conflict of interest statute with protocol for announcing ahead of time and recusing yourself if there is a conflict of interest. The policy presented follows the format and content of state statute in general but there could be areas, as Steve pointed out, that require special attention. He suggested issues trustees or anyone else has, to please bring them to Dr. Coleman's attention so the College attorney can review them and respond to them.

Steve stated he agreed the College has an inadequate policy but didn't think it necessary to replace it with the length of the policy presented.

Eric agreed the definition of immediate family should be better defined. The definition in 1005.1 #2 conflicts with the questionnaire. The questionnaire refers to "a member of your family" which could be a cousin, etc. Anywhere it says "family" it should be defined as "immediate family" or be consistent.

Phil Strom added Mike Hansen presented best practices on conflict of interest at a recent MCCA training. We should ask prior to starting a meeting if there are any conflicts of interest. He suggested we contact Mike for the information he presented to share with the Board.

Steve added under 1005.2 Trustees' Obligations, #2 Disclosure of Conflicts of Interest, there was a lot of new legislation over the last three years in the State of MI in the aspects of disclosure. He was glad to see that and cited an example of when he has to disclose a conflict of interest when his business is affiliated with representation as a board member on other boards.

Tom Butch advised the State has a fairly comprehensive policy and would have authority over any internal policy.

Eric agreed every trustee should complete the conflicts of interest questionnaire annually.

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

"Approve first reading of 1005 Board of Trustees Conflicts of Interest Policy and the corresponding questionnaire, with the changes suggested and 1037 Social Security Number Policy as presented." No further discussion. Motion carried unanimously.

Tom Butch reminded trustees and the audience that the policy is not final until after the second reading and encouraged anyone with suggestions for changes to please contact Dr. Coleman with them.

Dr. Coleman advised the recommendations will be submitted to the College attorney for review and the policy presented next month with the corrections in red font. Tom Butch advised the second

reading could be tabled to the June meeting if necessary to provide enough time to make the changes and circulate it within the institution.

XI **UNFINISHED BUSINESS:**

None

XII **NEW BUSINESS:**

A **Update from Faculty:**

Bill Milligan reported:

Board/Faculty Social: The Board/Faculty Social will be held tomorrow (April 20) at Ferdinand's at 5 p.m.

AB Scholarship: The Association Board has recommended the Full Time Faculty Association establish a \$10,000 scholarship endowment to the Foundation. The recommendation is pending approval by the Association.

BOT Conflicts of Interest Policy:

Concern was expressed how the Board of Trustees Conflicts of Interest Policy presented could affect offices of the Board. Bill stated he is not aware of other schools proposing a policy and intends to monitor the situation.

Tom Butch responded there is distinction between conflict of interest (e.g., when a trustee would have a relative who would render services to the College it would be their duty to disclose that conflict of interest and abide by certain requirements) and incompatible offices (i.e., an individual holding different offices which brings matters between the offices). Incompatible offices is the area the State frowns on.

Bill stated the Board reviewed whether there was a conflict of interest when Jim Hermans ran for the Board years ago because of his seat on a K12 board and questioned why it is being discussed again.

Tom responded the policy was recommended by the College attorney to address issues when they come up and address them appropriately.

XIII **MCCA:**

Dr. Coleman and Tom Butch attended the MCCA Board of Directors Spring meeting at Jackson Community College on March 23 and 24. Tom reported issues pending at MCCA were discussed. Dr. Coleman added the House passed flat appropriations but the

belief is they will follow with a consensus when they get into committee that will agree with the Senate for a small increase. We do not expect this to happen until May.

XIV OTHER:

Joy recommended the meeting move to closed session to discuss the opinion from the College's attorney.

It was motioned by Tom Butch and seconded by Bill Lake to:

“Enter into closed session to examine and discuss the attorney’s opinion to the Board as material exempt from discussion or disclosure by state or federal statute.”

Roll Call:

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

No discussion. Motion carried unanimously.

The meeting moved to closed session at 5:35 p.m. E.T.

The meeting moved to open session at 6:35 p.m. E.T.

Based on discussion in closed session, Joy asked for a motion to request an Attorney General opinion on dual service between high school and college boards.

It was motioned by Tom Butch and seconded by Bill Lake to:

“Request our Board, utilizing the Attorney’s letter of April 7, 2017, make application through our attorney or other agent necessary, to get an Attorney General opinion on the content of the letter of April 7 , 2017.”

Roll Call:

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

No discussion. Motion carried unanimously.

On a motion by Steve O'Driscoll and seconded by Joy Hopkins:

“Steve O’Driscoll requested permission from the Board to discuss matters concerning the request of the Attorney General and for him to discuss it with appropriate parties, to be cleared by Dr. Coleman, as we proceed forward with this.”
No discussion. Motion carried unanimously.

XV ADJOURNMENT:

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

“Adjourn the meeting.” No discussion. Motion carried unanimously. The meeting adjourned at 6:37 p.m. ET.

Laura L. Johnson
Assistant Board Secretary

4/20/2017
Completion Date

Approval Date

Joy E. Hopkins
Vice-Chair

Approval Date