

REPORT OF MINUTES

BOARD OF TRUSTEES REGULAR MEETING

BAY de NOC COMMUNITY COLLEGE
Fornetti Hall, Bay College West
Iron Mountain, MI

October 17, 2018

- I CALL TO ORDER:** The meeting was called to order at 5:05 p.m. CT/6:05 p.m. ET by Chair, Joy Hopkins.
- II ROLL CALL:** Roll call was taken by Laura Johnson, Assistant Board Secretary.
- Members present: Terri Mileski, Eric Lundin, Tom Butch, Steve Davis, Bill Lake, Joy Hopkins
- Member absent: Phil Strom
- Administration: Matt Barron, Travis Blume, Kim Carne, Eileen Sparpana, Chris Williams, Laura Coleman attended by phone
- Guests: West Campus Advisory Board Members: Susan Hadley, Jon Harry, Bruce Orttenger, Wendy Warmuth
- Recorder: Laura Johnson, Assistant Board Secretary
- III CITIZEN INTRODUCTIONS AND COMMENTS:** None
- IV APPROVAL OF AGENDA:** The agenda stood as presented.
- V DECLARATION OF INTEREST:** None
- VI CONSENT AGENDA:** The consent agenda included communications and approval of minutes from the Regular Meeting on September 19. A correction to page 8 of the Minutes were provided in the board folders.

It was motioned by Eric Lundin and seconded by Tom Butch to:

“Approve the Consent Agenda for the Board of Trustees Regular Meeting on October 17, 2018, as presented.”

No discussion. Motion carried unanimously.

VII PRESENTATION:

A New Employee:

Amber Lundberg could not attend the meeting. She was hired as the Academic Support Coordinator at Bay College West in April 2018.

VIII ADMINISTRATIVE REPORTS:

A President's Report:

President Coleman thanked trustees for their support and understanding while she is out of the office to take care of her mother and arrangements due to her father's passing.

B Academic Affairs:

Matt Barron, VP of Academic Affairs, reported:

Marshall Plan:

The three concept summaries for the Marshall Plan consortium partnerships with MTU, NMU, K12s, and ISDs passed the first application round. Two of the consortiums are led by NMU and the third by MTU. There are multiple phases to the application process which is different from other grant applications. The next application submission is due next week.

Matt confirmed that the College is using current initiatives in the concept summaries to enhance those initiatives with equipment and professional development. Examples included improving the CNSS program with cyber security aspects and manufacturing equipment for existing programs and to provide additional training opportunities.

C Student Services:

Travis Blume, VP of Student Services, reported:

Final Fall 2018

Enrollment Report:

Final total headcount for fall 2018 was reported as 1935. The increase was due to growing opportunities in dual enrollment and Early College partnerships with the DSISD and DIISD.

Travis responded to a question about the average contact hours and average credit hours. The average contact hours are down slightly in relation to dual enrollment because dual enrolled students take less credits than full-time students. Dual enrolled students are limited to a number of credits by their high schools. Bay's dual enrolled population is trending on average with most community colleges.

Cross Country:

The Cross Country team qualified for the National Championship Invitational. All teams who competed in the NJCAA Region XIII

event were invited to attend. Details are forthcoming.

D Operations:

Christine Williams, VP of Operations, reported:

Athletic Addition:

The second bid package for site work, concrete, and structural steel for the roof of the new locker room expansion of the gymnasium building will be out on Friday (October 19) and open until October 31. The bid will be awarded on November 2 with groundbreaking/start of construction slated for November 7. However, the timeline is very flexible due to the fast track bid process and until the third bid package goes out.

E College Advancement:

Kim Carne, VP of College Advancement, reported:

Addison Art Event:

Trustees were reminded the Foundation Addison Art Event is November 1. Addison prints will be auctioned along with an evening filled with music, art interpretation, and delectable hors d'oeuvres.

Website training:

Training for power users of the College's new website will start next week.

New Bay College West Scholarship:

A new scholarship for Bay College West students was created today from a large endowment. The donor is anonymous until details are finalized.

Steve Davis inquired about the \$50,000 increase in scholarships from last year. Kim responded that the Foundation benefited from a three-year market average along with new scholarships brought in. The Foundation Golf Outing has added one new scholarship every year. Foundation assets are close to \$11 million which is more than double from ten years ago.

F Finance:

Eileen Sparpana, CFO, reported:

- Net Assets increased \$27,000 for the first three months of the current fiscal year compared to the \$264,000 decrease of the first three months of the prior year.
- Operating Revenue is \$78,000 less for the first three months of this year compared to the prior year YTD due to timing of entries. The Foundation transfer and accounting for the TRiO grant was done a little later this year.

- Operating Expenses are \$109,000 lower for the first three months of this year compared to the prior year-to-date as a result of lower spending in salaries and wages, benefits and capital under \$5,000.
- The Property Tax Levy is up \$245,000 this year which contributed to a positive end of month.
- Final entries for the year ended June 30, 2018 resulted in a \$56,000 loss for the College. The College was required by GASB 75 to recognize a net OPEB (other postemployment benefit) liability beginning with the 2017-18 fiscal year and by GASB 68 for the underfunded pension liability. A net reduction to the liability in the current year of \$325,000 resulted in a profit of \$269,000. Further explanation will be given at the audit meeting on November 7. All governmental entities were required as of 2015, to put the unfunded pension liability on their balance sheet. This year it was \$14.5 million. The new liability for OPEB this year end added approximately another \$5 million. Over the last three years, that has decreased net assets. These two liabilities of almost \$19.5 million were not related to the operations of the College.

IX BOARD COMMITTEE REPORT & REQUIRED ACTION:

None

X BOARD ACTION:

A Transaction Report:

There were no questions or comments on the Transaction Report ending September 30, 2018.

On a motion made by Bill Lake and seconded by Terri Mileski:

“The Financial Transactions for the month ending September 30, 2018, stand approved as presented to place on file.”

Roll Call:

Ayes: Bill Lake, Terri Mileski, Eric Lundin, Tom Butch, Steve Davis, Joy Hopkins

Nays: None

Abstentions: None

No discussion. Motion carried unanimously.

B Five-Year Capital Outlay Plan FY20 Capital Projects:

Joy Hopkins stated the list of capital projects presented for board approval was found on pages 60-63 in the board report. A list of

capital projects must be submitted to the State as part of the annual Capital Outlay report due October 31.

Tom Butch asked if any state funds for capital projects have become available. Dr. Coleman responded there are funds available but it depends on whether the Governor will spend them on capital outlay. Sen. Booher is working to gain support to allocate funds to community colleges for capital projects this year.

Steve Davis asked if the campus-wide solar energy project listed included the work the City of Escanaba has accomplished. Chris Williams responded the project listed is specific to the College's campus and energy needs and would generate about 60% of the College's electrical energy. The College could tie it into the grid but currently the power generated would only supply the College's needs.

It was motioned by Tom Butch and seconded by Steve Davis to:

“Approve the Five-Year Capital Outlay Plan FY20 Capital Projects as presented.” No further discussion. Motion carried unanimously.

XI UNFINISHED BUSINESS:

None

XIII NEW BUSINESS:

None

XII MCCA UPDATE:

None

XIV OTHER:

None

XV ADJOURNMENT:

It was motioned by Terri Mileski and seconded by Tom Butch to:

“Adjourn the meeting.” No discussion. Motion carried unanimously. The meeting adjourned at 5:25 p.m. CT/6:25 p.m. ET.

Laura L. Johnson
Assistant Board Secretary

Completion Date

Approval Date

Joy E. Hopkins
Chair

Approval Date