

REPORT OF MINUTES

**BOARD OF TRUSTEES
REGULAR MEETING**

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

November 7, 2018

- I CALL TO ORDER:** The meeting was called to order at 6 p.m. ET by Chair, Joy Hopkins.
- II ROLL CALL:** Roll call was taken by Laura Johnson, Assistant Board Secretary.
- Members present: Tom Butch, Bill Lake, Phil Strom, Terri Mileski, Steve Davis, Eric Lundin, Joy Hopkins
- Members absent: None
- Administration & Staff: Matt Barron, Travis Blume, Laura Coleman, Edie Erickson, Matt Johnson, Kelly Larson, Joseph Mold, Rob Robinson, Ashley Rogers, Eileen Sparpana, Chris Williams
- Faculty: Molly Campbell
- Guests: Jon Erickson
Patrick Cudney, MSU Extension
Paul Putnum, MSU Extension
Jordan Beck, *Daily Press*
- Recorder: Laura Johnson, Assistant Board Secretary
- III CITIZEN INTRODUCTIONS AND COMMENTS:** None
- IV APPROVAL OF AGENDA:** Agenda revisions included introduction of MSU Extension Directors as the first introduction under Presentations and approval of revisions to the Succession Plan Guideline for College President under Board Action, item C.

It was motioned by Phil Strom and seconded by Terri Mileski to:

“Approve amending the November 7 Regular Meeting Agenda as requested.” No discussion. Motion carried unanimously.

V DECLARATION OF INTEREST:

None

VI MINUTES:

Minutes from the Board Retreat on November 2 were provided in the board folders for review. Minutes from the Regular Meeting on October 17 and the Special Board or Retreat Meeting on November 2 were presented for approval.

It was motioned by Eric Lundin and seconded by Terri Mileski to:

“Approve the Minutes from the Board of Trustees Regular Meeting on October 17 and the Special Meeting on November 2, 2018 as presented.” No discussion. Motion carried unanimously.

VII PRESENTATIONS:

A MSU Extension Directors:

Matt Barron, VP of Academic Affairs, introduced Paul Putnam, District Director and Patrick Cudney, Associate Director, from MSU Extension. Mr. Putnam acknowledged the collaborative relationship developed with the College over the last year in working to offer an Associate of Applied Science in Agriculture with MSU Institute of Agriculture and providing office space for the MSU Dickinson County Extension Office at west campus.

MSU Extension has satellite campuses and decade long partnerships with many colleges throughout Michigan. They are excited to expand their relationship with Bay College through their many youth development programs.

Trustees recognized Mr. Putnam and Mr. Cudney before they left the meeting.

B New Employees:

Kelly Larson:

Travis Blume, VP of Student Services, introduced Kelly Larson, the Student Services Facilitator at Bay College West. Kelly came to Bay from Bianco’s Physical Therapy and Wellness where she was a receptionist/physical therapy aide. She has a Bachelor of Science degree from MTU in Sports and Fitness Management.

Kelly is going through onboarding this week and will begin her new position next week.

Rob Robinson:

Matt Johnson, Athletic Director, introduced Rob Robinson, the Women's Head Basketball Coach. Rob came to Bay with 24 years of collegiate coaching experience and was named Conference Coach of the Year five times. Rob has worked at Northland College where he was the Assistant Men's Basketball coach from 1994-1996, the Head Women's Basketball Coach from 1996-2003 and the Head Men's Basketball Coach from 2003-2012. Rob most recently worked for University of Wisconsin – Stout as the Head Men's Golf Coach from 2012-2018. He also was the Assistant Men's Basketball coach from 2012-2016. Rob is a graduate of Mount Senario College where he earned Bachelor of Science degrees in Recreation Management and Business.

**C Employee in
New Position:**

Ashley Rogers:

Matt Barron introduced Ashley Rogers, Dual Enrollment Coordinator. Ashley has been employed with Bay College for several years, where she worked in different roles: SI Leader, Adjunct Instructor, MSC Assistant Coordinator, and most recently, the Placement and Tutoring Specialist. Ashley is a Bay College graduate, where she earned her Associate's degree in Business Administration. Ashley also has her Bachelor's degree from LSSU in Business Management with a marketing minor, and is pursuing a Masters in Project Management. Ashley's experience is a perfect fit for the Dual Enrollment Coordinator position which combines knowledge and processes from Academic Affairs and Student Services.

Trustees welcomed and congratulated Kelly Larson, Rob Robinson, and Ashley Rogers.

D TORCH Award:

Joseph Mold, Director of Online Learning, introduced Edie Erickson, Instructional Designer, as this quarter's TORCH Award recipient. Edie has worked tirelessly on the Achieving the Dream Open Educational Resource Degree Pathway Grant. An entire OER degree pathways in Liberal Arts was launched in the fall semester of 2017 here at Bay College, largely to all the effort Edie poured into this grant. She serves on the Record Retention Committee, the President's Cabinet, the Online Learning Committee, the Accessibility Committee and the Open Educational Resource Committee. She provides training to faculty in accessibility, Google documents, the Blackboard learning

management system, OERs and much more. She resolves technical issues that students have daily. She collects data, makes a mean spread sheet and is a master of the Google Drive and docs. Edie also serves as an adjunct instructor in MSU's Masters of Arts in Educational Technology (MAET) program. Edie is also the recipient of several awards and accomplishments.

Dr. Coleman presented the TORCH Award plaque and certificate to Edie.

Trustees congratulated Edie and thanked her for her work.

Kelly Larson, Rob Robinson, Ashley Rogers, Joseph Mold, Edie Erickson and Jon Erickson left the meeting.

E Athletic Update:

Matt Johnson, Athletic Director, provided an update on the Athletic Programs. The presentation slides are attached.

Highlights included:

- Two Cross Country team members are the first Bay College student athletes to compete in a NJCAA National Championship.
- 84 total student athletes are participating on teams this fall contributing 1195 credit hours and 1292 contact hours.
- Coaches communicated with over 200 prospects resulting in 84 signed athletes. Upper Peninsula students make up 82% of the program. Student athletes are also from Wisconsin, Lower Michigan, Nebraska, Georgia, Australia, and Great Britain. The regional diversity has expanded cultural awareness on campus.
- Revenue in excess of direct expenses was reported as \$45,534. This amount does not include additional students following athlete students or revenue from the student development fee.

Matt shared several experiences:

- Rudyard High School is bringing 20 to 40 students to watch the Norse holiday tournament to expose them to Bay College. There are prospects coming to campus for the first time because of the athletic experience Bay now offers.

- Community support continues to grow: the gift from Hannahville to build the athletic addition, the time and money donated by local businesses and individuals, the spectators, and the interaction and compliments from community members he experiences is outstanding and greater than expected.
- The example our Cross Country athletes are offering by competing in the National Championship allows others to strive for national championships and represents Bay College.
- Norse apparel is worn throughout the U.P. and beyond, promoting Bay College and showing pride in our school.

Trustees acknowledged Matt's efforts and thanked him for the work he and the coaches have accomplished.

Phil Strom asked Matt what he saw as a five to ten year goal for the athletic program. Matt responded he would like to consider adding more low cost sports; golf for example. These programs bring more students to campus and can be affordable to provide. His biggest goal is to lock into a conference to improve the game schedule. A consistent schedule would provide longevity and history with other schools creating rivalries and traditions. Geographic challenges are the greatest challenges in getting into a conference.

Matt added that he and the other coaches identified at least 27 additional students that came to Bay because of a student athlete they followed.

Joy Hopkins stated that a diverse student body is very important and athletics has brought that diversity to Bay. The trifecta of academics, arts, and athletics is important.

VIII ADMINISTRATIVE REPORTS:

A President's Report:

President Coleman had nothing to add to her written report.

B Academic Affairs:

Matt Barron, VP of Academic Affairs, reported:

Bay College West Family Fun Night:

Bay College West Family Fun Night brought over 200 kids and their families to campus on one night. Thanks were extended to everyone at Bay College West for their work on the event.

Manufacturing Day: Bay College West and industry partners held “Manufacturing Day” for almost 300 K12 students to experience hands-on manufacturing activities led by industry experts and spark interest in a manufacturing career.

NCLEX Scores: The NCLEX board pass rates were calculated at 98% and submitted to ACEN to satisfy this nursing assessment requirement. Trustees congratulated the Nursing department on these pass rates.

C Student Services: Travis Blume, VP of Student Services, reported:

NJCAA Championship: Cross Country team members, Zoie Berg and James Young, left today for the NJCAA National Championship in Garden City, Kansas. The races can be followed online on Saturday at 12 p.m. and 1 p.m.

D Operations: Christine Williams, VP of Operations, reported:

Athletic Addition: Bids for the athletic addition for site work, concrete, masonry, structural steel, and roofing are in, allowing construction to start soon. The next bid process for plumbing, mechanical, and electrical work will begin soon.

E College Advancement: Kim Carne, VP of College Advancement, was absent.

Joy Hopkins stated that the Foundation’s Addison Art Event was a wonderful event and extended kudos to all involved.

F Finance: Eileen Sparpana, VP of Finance, reviewed the financial statements as of October 31, 2018 that were provided in the board folders:

- Current ratio of 2.91 at the end of October
- Days Cash on Hand is 103 or one day’s cash is approximately \$46,000.
- Net Assets decreased \$695,000 year to date compared to a decrease of \$1,178,000 last year to date.

- Total operating revenues were ahead \$29,000 compared to last year as a result of \$26,000 less tuition and fee revenue offset by \$55,000 more in other operating revenues.
- Operating expenses were down \$164,000 or 3% in the areas of salaries, benefits, supplies and materials and Capital under \$5,000.
- Net non-operating revenue was ahead \$290,000 ahead of last year due mostly to the timing difference in receipting the Local Community Stabilization Payment. Receipting of that payment will be even next month.

***Fiduciary
Responsibility:***

Eileen shared that she and Beth Berube participated in a call with other schools and Plante Moran about fiduciary responsibility schools have for the optional retirement plans and tax-sheltered annuities offered to employees. She was pleased to report that Bay is far ahead in compliance because of the policy and committee in place, and contract with one vendor.

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

None

**X BOARD ACTION:
A Transaction Report:**

There were no questions or comments on the Transaction Report ending October 31, 2018.

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

“The Financial Transactions for the month ending October 31, 2018, stand approved as presented to place on file.”

Roll Call:

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

Nays: None

Abstentions: None

No discussion. Motion carried unanimously.

**B First Reading
BOT Policy
Revisions:**

1. **Policy 1049:** Policy 1049 Web Accessibility and Publishing Policy was updated by the Accessibility Committee and legal counsel for further compliance with the Office of Civil Rights. The revisions included a name change to 1049 Electronic and Information Technology Accessibility Policy.

2. **Policy 810:** Personnel Policy 810 Drug Free Workplace Policy was updated ahead of legalization of marijuana and to ensure marijuana and derivatives will not be used on campus.

Procedure changes to manage legalization of marijuana in Personnel Policy 801 Behavior of Employees and Student Services Policy 4010 Student Conduct and Discipline were also made and provided in the board folders along with procedure changes to address new HLC processes in Policy 1080 Continuous Improvement.

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

“Approve first reading of Board of Trustees General Administration 1049 Electronic and Information Technology Accessibility Policy and Personnel 810 Drug Free Workplace Policy as presented and subject to input and second reading.”
No discussion. Motion carried unanimously.

**C Success Plan
Guideline for
College President:**

The Board reviewed and made minor revisions to the Succession Plan Guideline for College President at the Board Retreat.

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

“Approve revisions to the Succession Plan Guideline for College President as presented.” No discussion. Motion carried unanimously.

**XI UNFINISHED
BUSINESS:**

None

XIII NEW BUSINESS:

None

XII MCCA UPDATE:

Dr. Coleman will attend a MCCA President’s meeting next week. She is scheduled to talk to legislators on December 4 and 5 in Lansing about capital outlay funding. Discussion is continuing about what to do with the schools who owe the ORS for penalties and interest for non-payment of MPSERs contributions for student employees. No one is sure how this will play out but we are grateful that Bay followed the ORS rules as written and is compliant.

XIV OTHER:

Dr. Coleman shared letters with trustees from Brent Madalinski’s students assigned to write strengths and opportunities letters to her about Bay College. Many students suggest good ideas for improvement shared with PAC members.

Birthday greetings were extended to Dr. Coleman.

XV ADJOURNMENT:

It was motioned by Terri Mileski and seconded by Phil Strom to:

“Adjourn the meeting.” No discussion. Motion carried unanimously. The meeting adjourned at 6:46 p.m. ET.

Laura L. Johnson Assistant Board Secretary	Completion Date	Approval Date
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Joy E. Hopkins Chair	Approval Date
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REPORT OF MINUTES

BAY de NOC COMMUNITY COLLEGE BOARD OF TRUSTEES SPECIAL BOARD (RETREAT) MEETING

**Magnuson Grand Pioneer Inn & Suites
Executive Room
2635 Ludington Street
Escanaba, MI**

November 2, 2018

The meeting was called to order at 3:10 p.m. ET by Board Chair, Joy Hopkins.

Board Members Present: Bill Lake, Eric Lundin, Steve Davis, Terri Mileski,
Phil Strom, Joy Hopkins, Tom Butch

Board Members Absent: None

Administration: Laura Coleman

Recorder: Tom Butch, Secretary

The following topics were discussed:

1. Campus Security Enhancements
2. Three-year Budget Projections and Enrollment
 - a. Possibility of Headlee Override Millage
 - b. Attraction of Non-Traditional Students
 - c. Plan for possible recession issues
3. Review of Athletic Area
4. Building Projects
 - a. Athletic Expansion & Renovation
 - b. Apartments: Trustees discussed considering remodeling and addressing deferred maintenance of apartments possibly using USDA loans.
 - c. CB Building: Seeking capital funding for deferred maintenance.
5. Review of Board Policies: The Succession Plan Guideline for College President was reviewed and discussed. Revisions will be presented for approval at the November 7 meeting.
6. 2019 Regular Board Meeting Dates: Trustees agreed on the proposed dates including moving the October meeting to October 23. The schedule will be presented for approval at the December meeting.

Board of Trustees
Special Board (Retreat) Meeting
November 2, 2018
Page 2

It was motioned by Bill Lake and seconded by Joy Hopkins to: "Adjourn the meeting." The meeting adjourned at 6:55 p.m. ET. No discussion. Motion carried unanimously.

Joy E. Hopkins
Board Chair

Approval Date

Thomas L. Butch
Board Secretary

11/6/2018
Completion Date

Approval Date

A stylized graphic of a horse's head, rendered in shades of blue, green, and grey. The horse is facing right, with its mane and tail flowing. The graphic is composed of thick, curved lines and solid color areas, giving it a modern, abstract appearance.

2018
Bay College Norse

Fall Athletic Report

Fall 2018 Participants by Sport/Team

Tuition and Fee Revenue

Athletic Team	# participants	Tuition and		
		Fees	Credits	Contacts
Men's Basketball	16	\$40,123	224	232
Women's Basketball	13	\$23,199	175	185
Men's Cross Country	5	\$12,865	70	81
Women's Cross Country	6	\$18,951	97	118
Men's Baseball	27	\$66,415	383	411
Women's Softball	17	\$45,419	246	265
Total	84	\$206,972	1,195	1,292



2018-19 Other Revenue

Housing:

- Fall Athletic Team Members: \$68,825
- Winter Athletic Team Members Est'd: \$68,825
- 2018-19 Total: \$137,650**

Miscellaneous Revenue:

- Estimated Ticket Revenue: \$20,000
- Bay College Invitational Entry Fee: \$600
- Estimated Royalties: \$1,000
- Total: \$21,600**



Revenue

Fall Athletic Team Tuition and Fees:	\$206,972
Winter Athletic Team Estimated Total:	\$206,972
2018-19 Total Tuition/Fees:	\$413,944
Fall Athletic Team Member Housing:	\$68,825
Winter Athletic Team Member Estimated Housing:	\$68,825
2018-19 Total Housing:	\$137,650
Ticket Revenue Estimated:	\$20,000
Bay College Invitational Entry Fee:	\$600
Royalties Estimated:	\$1,000
2018-19 Miscellaneous Total:	\$21,600
Total Revenues:	\$573,194
Total Direct Expenses:	\$527,660
Revenue in Excess of Direct Expenses:	\$45,534

* Does not include knowable additional students or the Student Development Fee



Questions?



Thank You!



Financial Analysis
Eileen Sparpana
Fiscal Year-to-date October 31, 2018

Assets - Bay College had Total Assets of \$41,019,840 at October 31, 2018 with Total Current Assets of \$6,591,504.

Liabilities and Net Assets – Total Liabilities and Net Assets were \$41,019,840 at October 31, 2018 with Total Current Liabilities of \$2,265,117.

- Bay College has a Current ratio of 2.91 at the end of October.
- Days Cash on Hand is 103 which compares to 106 at June 30th. A day's cash equates to approximately \$46,000.

Statement of Revenues, Expenses and Changes in Net Position

Operating Revenues – Bay College had total operating revenues of \$4.276 million for the four months ended October 31, 2018 compared to \$4.246 million at October 31, 2017. The \$29K increase in operating revenue is a result of \$26K less tuition and fee revenue offset by \$55K more in other operating revenues.

Operating Expenses – Total operating expenses were \$6.319 million for the four months ended October 31, 2018 compared with \$6.483 million last year. The \$164K or 3% decrease in expenses is due to lower spending in Salaries, Benefits, Supplies and Materials and Capital purchases less than \$5K.

Non-operating Revenue (Expenses) – Bay College had a total non-operating revenue balance of \$1.348 million for the four months ended October 31, 2018 compared to a prior year balance of \$1.059 million. This \$290K increase in non-operating revenue was mainly the result of a timing difference in the Local Community Stabilization Payment. It was received in October in the current fiscal year but not received until November in the prior fiscal year.

Bay de Noc Community College
Statement of Net Assets
October 31, 2018

Assets

Current Assets	6/30/2018	10/31/2018	Change
Cash and Cash Equivalents	5,507,478	4,745,622	(761,856)
Cash-2015/2016 Facility Bonds	106,753	106,793	40
State Appropriations Receivable	1,133,315	-	(1,133,315)
Grants Receivable	98,086	-	(98,086)
Student Receivables, Net of Allowance	47,675	663,066	615,391
Other Receivables, Net of Allowance	113,455	451,001	337,546
Due from Component Unit	41,084	14,246	(26,838)
Prepaid Expenses and Other Assets	526,444	610,775	84,331
Total Current Assets	7,574,291	6,591,504	(982,787)

Noncurrent Assets

Capital Assets, Net	31,421,408	31,074,240	(347,168)
Total Assets	38,995,699	37,665,744	(1,329,955)

Deferred Outflows of Resources

Deferred Pension & OPEB Amounts	3,354,096	3,354,096	-
Total Assets and Deferred Outflows	42,349,795	41,019,840	(1,329,955)

Liabilities, Deferred Inflows of Resources and Net Assets

Current Liabilities

Accounts Payable	232,855	83,571	(149,284)
Accrued Payroll & Related Liabilities	1,173,325	988,570	(184,755)
Unearned Revenue	290,780	120,888	(169,892)
Interest Payable	52,010	-	(52,010)
Other Current Liabilities	183,242	179,639	(3,603)
Travel Funds - Faculty Development	116,817	147,449	30,631
Current Portion of Long Term Debt	745,000	745,000	-
Total Current Liabilities	2,794,030	2,265,117	(528,913)

Long Term Debt	10,565,000	10,565,000	-
Accrued Employee Benefits Payable	578,387	472,122	(106,266)
Net Pension & OPEB Liability	19,539,719	19,539,719	-
Total Liabilities	33,477,136	32,841,958	(635,178)

Deferred inflows of resources

Deferred Pension & OPEB Amounts	2,705,208	2,705,208	-
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Net Assets:

Investment in Property, Net of Debt	20,218,161	19,871,033	(347,128)
Net Income / (Loss)	268,816	(694,777)	(963,592)
Unrestricted	(14,319,526)	(13,703,582)	615,943

Total Net Assets	6,167,451	5,472,674	(694,777)
Total Liabilities, Deferred Inflows and Net Assets	42,349,795	41,019,840	(1,329,955)

Bay de Noc Community College
Statement of Cash Flows
October 31, 2018

Increase (decrease) in Net Assets	\$ (694,777)
Add: Depreciation	726,436
Less: Capital Expenditures	(379,268)
Other Changes in Assets/Liabilities	<u>(414,207)</u>
Change in Cash	(761,816)
Cash at Beginning of Year	<u>5,614,231</u>
Cash at End of Period	<u><u>\$ 4,852,415</u></u>

Bay de Noc Community College
Statement of Revenues, Expenses and Changes in Net Position (in thousands)
October 31, 2018

	Budget FYE 2018	Curr Year YTD	Prior Year YTD	Var from Prior Yr	% Var from Prior Yr
Operating Revenue					
Tuition And Fees	8,131	3,941	3,937	3	0%
Scholarships, Discounts & Waivers	(490)	(361)	(331)	(30)	9%
Net Tuition and Fees	7,641	3,580	3,606	(26)	(1%)
Federal Grants and Contracts	633	68	127	(59)	(46%)
Noncredit and Contracts	200	94	29	65	229%
State and Local Grants and Contracts	80	87	124	(37)	(30%)
Sales and Services	411	241	207	34	16%
Other Revenues	367	206	153	53	34%
Total Operating Revenues	9,332	4,276	4,246	29	1%
Operating Expenses					
Salary and Wages	9,718	2,894	2,926	(32)	(1%)
Benefits	5,118	1,478	1,613	(135)	(8%)
Advertising and Professional Services	668	205	173	32	19%
Supplies and Materials	705	201	243	(42)	(17%)
Rent, Utilities, and Insurance	948	315	284	31	11%
Travel, Prof. Development and Other	1,384	489	472	17	4%
Capital under \$5000 & Grant Capital	209	11	45	(34)	(75%)
Depreciation Expense	2,051	726	727	(1)	(0%)
Total Operating Expense	20,802	6,319	6,483	(164)	(3%)
Net Income (Loss) from Operations	(11,470)	(2,043)	(2,236)	193	(9%)
Nonoperating Revenue (Expenses)					
State Appropriations	6,202	865	622	243	39%
Property Tax Levy	4,627	660	622	39	6%
Property Tax Dickinson County	1,018	9	0	9	
Pell Grants	0	(84)	(78)	(6)	8%
Investment Income	8	2	2	0	1%
Interest on Long-Term Debt	(319)	(104)	(109)	5	(5%)
Net Nonoperating Revenue (Exp)	11,536	1,348	1,059	290	27%
Increase (decrease) in Net Assets	66	(695)	(1,178)	483	

**Bay de Noc Community College
Transaction Report
For Month Ending 10/31/2018**

CHECK # or ACH	Payable to:	Description	Amount	Payment Frequency
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Salary & Employee Benefits

ACH	U.P. State Bank Payroll Account	Payrolls/Net Pay/Payroll Taxes/Optional Retirement Plan (2 payrolls)	\$ 800,000.00	Biweekly
ACH	MESSA	Insurance/Health & COBRA	\$ 166,272.79	Monthly
ACH	Office of Retirement Services	Pension Contribution/EE Deduction & ER Benefit (2 payrolls)	\$ 140,862.55	Monthly
145023	Unemployment Insurance Agency	Reimbursing Employer Charges	\$ 13,031.34	Annual
144883	Health Care Cost Management, Inc.	1/2 of Sept - Dec FSA & DCA Employee Deductions	\$ 9,806.75	Quarterly
ACH	SET-SEG Dental	EE Benefit/Dental Claims & Admin Fee	\$ 9,620.15	Monthly

Utilities

145047	Escanaba, City of (Utility Acc'ts)	Electricity & Water	\$ 25,429.10	Monthly
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Technology

144931	Avalon Technologies, Inc.	Maintenance Agreement	\$ 32,686.65	Random
26251	Office Planning Group, Inc.	Copy Costs/Contract overage charge for 10/1/17 to 9/30/18	\$ 15,957.14	Annual
145053	Experian Marketing Solutions	Software License	\$ 9,441.41	Annual
26273	MOSS Audio, Inc.	Capital Budget/Network Upgrade	\$ 9,231.91	Random
144871	Blackboard, Inc.	Software License	\$ 8,000.00	Annual
26239	Jenzabar, Inc.	Retention Software	\$ 7,171.20	Random
144901	Reach Media Network	Software License	\$ 6,250.00	Annual
145044	Canon Financial Services	Copier Leases	\$ 5,203.55	Monthly

Facilities

144937	Blomquist & Associates Architects	Athletics Renovation/Phase 1	\$ 10,000.00	Random
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**Bay de Noc Community College
Transaction Report
For Month Ending 10/31/2018**

CHECK # or ACH	Payable to:	Description	Amount	Payment Frequency
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Student Services

144949	Follett Higher Education Group	Student Financial Aid Charges/Fall Term	\$ 160,436.90	Semester
145083	Singh Undertakings, LLC	Student Housing	\$ 9,037.09	Monthly
144881	Fox Cities Embroidery, Inc.	Athletics/Supplies	\$ 7,189.00	Random

Instructional

145049	Condensed Curriculum International, Inc.	MTEC/Contracted Service	\$ 23,391.00	Random
26291	Elsevier Inc - HESI	Nursing/Learning Outcomes	\$ 5,856.00	Random

Faculty

	No reportable activity this month			
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Other

144910	Huntington National Bank	Bond Payments (3)/Interest Only	\$ 156,034.38	Semi-Annual
ACH	Cardmember Service	College credit card program - 10 employees are card holders	\$ 15,767.02	Monthly
26303	Rehmann Robson	Financial Services/Financial Audit Installment	\$ 7,500.00	Annual

Grand Total	<u><u>\$ 1,654,175.93</u></u>
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Bay de Noc Community College Succession Plan Guideline for College President

In the event the President of the College is unable to perform his/her duties, the following succession plan will be enacted:

1. The Board of Trustees may ~~temporarily~~ fill the position on an interim basis with internal administrators: ~~in the following order:~~
 - a. Vice President of Finance
 - b. Vice President of Academic Affairs
 - c. Vice President of Student Services
2. The Board of Trustees may ~~temporarily~~ fill the position on an interim basis with an external candidate.
3. Give serious consideration to the Association of Community College Trustees (ACCT) or other organizations to fill the position of President of the College.
4. Responsibilities of the interim President:
 - a. Attendance at necessary meetings held in Lower Michigan and/or organized by the Michigan Community College Association (MCCA).
 - b. Political activity or contact with legislators will not be required.
 - c. Changes that would meaningfully affect the institution will not be permissible without consulting the Board of Trustees.
 - d. Other duties as assigned.



Board Approval: 4/18/2012, 11/08/2017

Edited for Accessibility 7.6.18