

REPORT OF MINUTES

**BOARD OF TRUSTEES
REGULAR MEETING**

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

December 19, 2018

- I CALL TO ORDER:** The meeting was called to order at 6 p.m. ET by Vice Chair, Bill Lake.
- II ROLL CALL:** Roll call was taken by Laura Johnson, Assistant Board Secretary.
- Members present: Phil Strom, Terri Mileski, Steve Davis, Eric Lundin, Bill Lake, Joy Hopkins
- Member absent: Tom Butch
- Administration & Staff: Matt Barron, Taylor Barron, Travis Blume, Kim Carne, Laura Coleman, Jessica LaMarch, Linda Lewandowski, Ann Marie Olsen, Eileen Sparpana
- Guest: Jordan Beck, *Daily Press*
- 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 Minutes from the Special and Regular Board Meetings on November 7 and the Special Board Meeting on December 6, 2018; the 2019 Board of Trustees Regular Meeting Dates; and Resolutions of Appreciation for Retirees, Linda Lewandowski and Ann Marie Olsen.

It was motioned by Joy Hopkins and seconded by Terri Mileski to:

“Approve the Consent Agenda for the Board of Trustees Regular Meeting on December 19, 2018, as presented.”

No discussion. Motion carried unanimously.

VII PRESENTATIONS:

A New Employee:

- 1 **Taylor Barron:** Travis Blume, VP of Student Services, introduced Taylor Barron hired as the new Testing Services Manager. Taylor came to Bay from Michigan Works! where she was a Workforce Services Manager. She holds a Master’s degree in Public Administration and Bachelor’s degree from NMU. Taylor has been training for her new position with Ann Olsen.

Trustees welcomed Taylor.

B TORCH Award:

Dr. Coleman introduced Jessica LaMarch, Director of Admissions, as this quarter’s TORCH Award recipient and thanked her for her hard work recruiting students and coordinating the many events to bring students of all ages to campus.

Travis Blume expressed that Jessica is a campus leader through her work with students and high schools around dual enrollment and early college, coordination of events like *Bay is the Way Day* and *Career Day*, and the relationships she has established with all employees to work together for all the recruiting events.

Trustees congratulated Jessica.

C Resolutions of Appreciation to Retirees:

- 1 **Linda Lewandowski:**

Dr. Coleman read the Resolution of Appreciation for Linda Lewandowski, Dean of Allied Health, and shared that Linda’s dedication to the College is evident through her willingness to serve between roles as full-instructor and the Dean, and again as full-time instructor and then the Dean for the second time. She has been a strong and very capable leader.

Matt Barron, VP of Academic Affairs, expressed that he will miss Linda as a Dean. Her interactions with students and parents articulate compassion and sensitivity while staying true to the

integrity of the nursing program. He has learned a lot from her and her retirement is a great loss to the nursing division.

- 2 Ann Marie Olsen:** Dr. Coleman read the Resolution of Appreciation for Ann Marie Olsen, Testing Services Manager/Proctor Coordinator, and shared that Ann has been a dedicated, reliable employee and is known for her ability to work with and support students.

Matt Barron stated he worked with Ann for a few years and her dependability and willingness to do whatever it takes to do a job are traits that stand out. She has never said no to anything asked of her.

Travis Blume, VP of Student Services, recognized Ann for her leadership as a student supervisor. She has supervised many students throughout her years in the computer and testing labs and has taught them things to take forward in their careers and life skills and citizenship. Her students have been dedicated to her.

Trustees congratulated Linda and Ann Marie.

Taylor Barron, Jessica LaMarch, Linda Lewandowski, and Ann Marie Olsen left the meeting.

ADMINISTRATIVE REPORTS:

A President's Report:

President Coleman reported:

Capital Outlay:

Capital Outlay funding is close to being finalized in the lame duck session. It is not looking good for the College's funding request to renovate the Catherine Bonifas building. Our legislators all fought hard for our project. The project can be requested again next year.

B Academic Affairs:

Matt Barron, VP of Academic Affairs, reported:

Escanaba Science Educators Event:

Bay Instructor, Brian Black, and Escanaba High School Instructor and Bay Adjunct, Matt Oney, initiated and coordinated an Escanaba Science Educators event for Bay College and Escanaba High School faculty on campus. The event is an excellent example of collaboration with a local district. Thanks were extended to Brian Black and Matt Oney.

C Student Services:

Travis Blume, VP of Student Services, reported:

***Winter 2019
Enrollment:***

Enrollment for winter semester for today compared to last year's final winter enrollment is down 2% in contact hours and up 4% in student headcount. Ashley Rogers, Dual Enrollment Coordinator, and Jessica LaMarch, Director of Admissions, worked diligently to process dual enrollment registrations earlier than last semester. Student Services will continue registration efforts through additional outreach to new and existing students. Some students are finalizing schedules contingent on fall grades and new enrollment will also come from students changing schools.

D Operations:

Christine Williams, VP of Operations, was absent. There were no questions on her report.

**E College
Advancement:**

Kim Carne, VP of College Advancement, reported:

Events:

The comical show, "Men are from Mars Women are from Venus" will play at the Besse Theatre on January 30. The two-person comedy will be presented in Marquette on January 29. Tickets are \$40. A coupon is available online for half off the ticket price.

Musical theatre is returning to the Besse Theatre. A surprise announcement will be made to the media on January 9. Great news for Bay College and the community.

Bill Lake and other trustees commented favorably on the holiday video Dan Williams created for the College's online presence. The video features student interviews and truly depicts the student culture at Bay. Kim added that Dan also does a great job with the promotional videos for programs.

F Business Office:

Eileen Sparpana, VP of Finance, reported for the month ending November 30, 2018:

- Net Assets decreased \$1,962,000 compared to the decrease of \$1,254,000 last year.
- The \$663,000 decrease in net non-operating revenue is mainly the result of a difference in the Local Community Stabilization Payment. A payment of \$352,646 was received in October and the balance of ~\$500,000 is expected in May. The payment will be less than last year but more than what was budgeted. The Stabilization Payment is related to Personal Property Tax revenue.

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

None

IX BOARD ACTION:

A Transaction Report:

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

On a motion made by Phil Strom and seconded by Steve Davis:

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

Roll Call:

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

Nays: None

Abstentions: None

No discussion. Motion carried unanimously.

B 2019 BOT Officers:

The slate of board officers for 2019 was presented for approval based on the practice of rotating positions each year.

On a motion by Joy Hopkins and seconded by Eric Lundin:

“The Officers of the Board of Trustees for 2019 were adopted as proposed and indicated on page 68 of the Board Report.” No discussion. Motion carried unanimously.

**C First Reading
BOT Bylaws:**

President Coleman recommended revisions to the Board Bylaws to make them consistent with the Open Meetings Act regarding notification of meetings. The revisions were presented in the Board Report.

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

“Approve first reading of the revisions to the Board of Trustees Bylaws as presented.” No discussion. Motion carried unanimously.

**X UNFINISHED
BUSINESS:**

**A Second Reading
BOT Policy
Revisions:**

Policies 1049 and 810 received first reading approval at the November 7 meeting. The policies were presented for second reading approval.

It was motioned by Joy Hopkins and seconded by Terri Mileski to:

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

XI NEW BUSINESS:

None

XII MCCA UPDATE:

Dr. Coleman reported that the Michigan New Jobs Training Program was renewed. The program has successfully provided new jobs across the state and proved effective in assisting companies who want to move to Michigan.

XIII OTHER:

A Credit Card Policy:

Steve Davis requested the minor policy change to Board Policy 2012 Credit Card follow procedure with first and second readings to maintain the procedures in place. Trustees received the proposed changes prior to the meeting. The revisions are attached.

It was motioned by Phil Strom and seconded by Steve Davis to:

“Approve first reading of Board of Trustees Business 2012 Credit Card Policy as presented.” No discussion. Motion carried unanimously.

B Birthdays:

Birthday greetings were extended to Phil Strom for December 30.

C Thank you:

Trustees extended thanks to Joy Hopkins for her leadership as Board Chair for 2018.

XIV ADJOURNMENT:

It was motioned by Terri Mileski and seconded by Joy Hopkins to:

“**Adjourn the meeting.**” No discussion. Motion carried unanimously. The meeting adjourned at 6:32 p.m. ET.

Laura L. Johnson
Assistant Board Secretary

Completion
Date

Approval Date

William W. Lake
Chair

Approval Date

BAY de NOC COMMUNITY COLLEGE BOARD OF TRUSTEES POLICIES

2000 BUSINESS AFFAIRS

2012 CREDIT CARD POLICY

It shall be the policy of the Bay de Noc Community College Board of Trustees to provide a means for the payment of college operational expenses. The majority of these expenses shall be paid via a check or Electronic Funds Transfer (EFT) disbursement from the College's general fund bank account. When circumstances warrant, a college credit card may be issued to an employee for the purchase of pre-approved goods and services including certain travel expenses.

Additional requirements for business related travel will be found in section 401 of the College's personnel policy manual.

The ~~Chief Financial Officer~~ Vice President of Finance is responsible for managing credit card utilization.

PROCEDURE:

- 2012.1 The department administrator shall submit the request for a college credit card along with documentation supporting the request to the ~~Chief Financial Officer~~ Vice President of Finance.
- 2012.2 If approved, the ~~Chief Financial Officer~~ Vice President of Finance will authorize the issuance of a credit card in the respective administrator's name. Business office personnel will meet with the department administrator to review the process for timely reconciliation and submission of the monthly expense reports. Failure to submit timely expense reports will result in the cancellation of the credit card.
- 2012.3 The College credit card is restricted for business use only. Personal use will result in cancellation of the credit card, and may result in disciplinary action up to and including termination.
- 2012.4 The College credit card must be returned to the Business Office for cancellation upon the administrator's separation from employment with Bay College.

2012 CREDIT CARD POLICY

Policy Origin Date: 05/19/2004

Procedure Origin Date: 11/10/2009

Procedure Revision Date(s): 08/13/2015

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Edited for Accessibility 10.3.18