

REPORT OF MINUTES

**BOARD OF TRUSTEES
REGULAR MEETING**

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

February 28, 2018

- I CALL TO ORDER:** The meeting was called to order at 5:59 p.m. ET by Chair, Joy Hopkins.
- II ROLL CALL:** Roll call was taken by Laura Johnson, Assistant Board Secretary.
- Members present: Eric Lundin, Philip Strom, Steve Davis, Terri Mileski, Joy Hopkins
- Members absent: Tom Butch, Bill Lake
- Administration: Beth Berube, Travis Blume, Kevin Carlson, Kim Carne, Heidi Charon, Laura Coleman, Matt Johnson, Bridget Kennedy, Dave Laur, Mike Pankow, Amy Reddinger, Melissa VanBrocklin, Christine Williams
- Guests: Jim Hermans; Jordan Beck, *Daily Press*
- Recorder: Laura Johnson, Assistant Board Secretary
- III CITIZEN INTRODUCTIONS AND COMMENTS:** There were no citizen introductions or comments.
- IV APPROVAL OF AGENDA:** The addition of Approval of the Final Agreement of Nursing Lead Instructor language to the agenda under Board Action (C) was requested.
- It was motioned by Steve Davis and seconded by Eric Lundin to:
- “Approve the addition of Approval of the Final Agreement of Nursing Lead Instructor language to the agenda under Board Action, Item C.”** No discussion. Motion carried unanimously.

V DECLARATION OF INTEREST:

Eric Lundin declared he is a Vice President at the U.P. State Bank in Escanaba where the College has a depository account for payroll. The declaration was not determined a conflict of interest for the meeting agenda items.

VI APPROVAL OF MINUTES:

Minutes from the Special Meetings on January 16, February 2 and 13 and the Regular Meeting on January 17, were presented for approval.

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

“Approve the Minutes from the Board of Trustees Special Meetings on January 16, February 2 and 13, and the Regular Meeting on January 17, 2018, as presented.” No discussion. Motion carried unanimously.

VII PRESENTATIONS:

A Resolution of Appreciation:

Jim Hermans was presented a Resolution of Appreciation for his 11 years of service on the Board of Trustees by Dr. Coleman and Chair, Joy Hopkins. Dr. Coleman read the resolution approved by the Board at the Special Meeting on January 3, 2018.

Jim extended thanks and appreciation to Dr. Coleman, Laura Johnson, trustees, and employees for their efforts for the College and wished the new trustees well.

B TORCH Award:

Dr. Coleman presented the last quarter’s TORCH award to Melissa VanBrocklin, Community Events/Marketing Coordinator. Dr. Coleman stated Melissa does an amazing job working with the community.

Kim Carne, VP of College Advancement, shared from Melissa’s nomination, that she is a very energetic, dynamic ambassador of Bay College. She doubled over last year, the number of community events on campus and also doubled that revenue. She impacts the College’s culture of success and student success. She is valued daily by all internally and externally.

Trustees extended congratulations to Melissa and she thanked them for their service.

C New Employees:

Dr. Amy Reddinger: Dr. Coleman introduced Dr. Amy Reddinger, Dean of Arts & Sciences.

Dr. Amy Reddinger came from the University of Wisconsin System where she was a full time faculty member (and the chair of chairs) at UW-Marquette. She has a Ph.D. in English and was an associate professor in the English and Gender, Sexuality, and Women's Studies department. She has held various leadership positions and has a great deal of experience in curriculum development and assessment.

Dr. Reddinger commented that the services Bay provides to support students and the support received from the community is amazing. It is not always that way at other schools.

Matt Johnson, Athletic Director, introduced Mike Pankow, Baseball Coach & Sports Information Director and Heidi Charon, Softball Coach.

Mike Pankow:

Mike Pankow was hired as the Baseball Coach and Sports Information Director. Originally from Hortonville WI, Mike played on one of the strongest high school and Legion teams in high school and is still active in Fox Valley Legion teams. He has ties across the region for recruiting. He played and coached at Northland College and was also a K-12 physical ed. teacher and athletic director. Mike came to Bay from the University of Maine at Presque Isle (UMPI) where he was originally hired as the head baseball coach and later took on sports information director duties. Mike has been very successful as a player and coach. He was named the 2016 AD3I Coach of the Year at UMPI.

Matt added that Mike's recruiting ties and experience have already been proven. A good number of local players have signed up for baseball and he's hosted a few campus visits already. Mike and Heidi are hosting a recruiting day on March 13 and 14 with a lot of interest.

Mike shared that the support from administration, staff, and the community for baseball, and the support for himself as new to the area, has been amazing.

Heidi Charon:

Matt Johnson introduced Heidi Charon as the new Softball Coach and shared that Heidi already works well with athletes on campus in her role as Retention Program Manager. Heidi's experience

includes a successful playing career and coaching experience. She played on Little League teams second in the world series two years in a row, on Escanaba High School Varsity all four years, and at MSU. Heidi coached in the Escanaba High School program and was the Head Varsity Softball Coach at Lansing Eastern High School.

Heidi shared she is excited and grateful for the opportunity to coach Softball.

Trustees welcomed the new employees.

Jim Hermans, Melissa VanBrocklin, Matt Johnson, Mike Pankow, and Heidi Charon left the meeting.

D Title IX Update:

Dave Laur, Title IX Coordinator & Director of Student Life; Bridget Kennedy, Director of HR; and Beth Berube, Deputy Title IX Coordinator & HR Manager, provided an update on Title IX procedures at the College. The presentation is attached.

Highlights and discussion:

- The increase in cases from 2014-2015 to 2015-2016 came after intensive awareness and training efforts for students and employees.
- Due to the resignation of Bridget Kennedy, Dave Laur is assuming the Title IX Coordinator position on March 5. Beth Berube is the Deputy Coordinator for Employees. Dave had been the Deputy Coordinator for Students. A replacement will be named soon. Six employees are ATIXA certified investigators who conduct the investigations led by the Deputy Coordinator(s). (ATIXA is nationally known as the best advisor for Title IX.) The Security Officer may also be an investigator and brings experience as a retired state police officer. The Coordinator ensures the process is followed and renders a recommendation to Administration to resolve the case.
- The greatest resource is Board Policy 1060 Non-Discrimination and Anti-Harassment.
- Trustees will be provided the same Title IX training that students and staff receive through a learning management system.

Eric Lundin suggested the annual training be made mandatory for employees. Dr. Coleman advised that after discussion with the President's Advisory Council, she has requested Human Resources provide supervisors with a list of their employees who have not completed the training. A condensed version of the training will soon be available for employees who completed the initial training.

- A recent survey of employees returned high marks on Title IX awareness and prevention. A suggestion was made to display posters around campus that may increase awareness.
- Duties to report were emphasized. Counselors, campus ministers, and nurses, when and only when acting under their licensure, are exempt from this responsibility. They must be acting in their licensure role in the location those roles are enacted (e.g., counselor's office, ministry office).

Phil Strom asked about recent changes suggested by Betsy DeVos, U.S. Secretary of Education. Dave Laur responded that preponderance of evidence and clarifying investigative processes to become consistent for all types of investigations on campus have been discussed at the national level. Many schools, including Bay, are already operating with these standards. ATIXA is paying close attention to regulation changes and provides great guidance to the College.

Dr. Coleman added Oakland Community College's attorney spoke about Title IX best practices at the recent MCCA President's meeting and suggested a joint statement of commitment to Title IX compliance between the Board and Administration.

A draft statement was distributed to determine interest. Discussion determined the statement should be vetted by the College's attorney before it is adopted at a future meeting as a measure of good faith that restates their commitment to the policy. Trustees were pleased to have a capable and aware team.

Dr. Coleman advised the number and type of Title IX cases will be reported to the Board annually. Higher Ed presidents now must know general information about each case (student names would not be disclosed) and provide input as needed. The State is also considering making it mandatory for

education to share this information with their boards.

The annual Clery report is public information and discloses the number of types of incidents associated with the College already.

Steve Davis asked how cases are resolved. Dave Laur explained the interview team determines whether Policy 1060 was violated based on the evidence. A report is submitted to the Coordinator that may include recommended sanctions. The Coordinator makes sure everything is complete to protect the process and then accepts or returns the report. If the recommendations are accepted, the parties are notified of the outcome. If the finding isn't what was hoped for by the complainant, they are referred to outside sources for additional support. Most cases are between students and non-Bay affiliations. Authority to impose sanctions is held by the Vice President of Student Services for students and the Director of HR for employees. Sanctions for students range from warnings to expulsion from the College. An appeal process to the Coordinator and President is available.

VIII ADMINISTRATIVE REPORTS:

A President's Report:

President Coleman reported:

EMT/Paramedic Accreditation:

The EMT/Paramedic accreditation site visit took place February 15 and 16. Reviewers were very complimentary on the program and had no findings. The final recommendation is expected in 45 days instead of months out as expected earlier. Program leaders followed through with all best practice recommendations during program development, resulting in an exceptional program. It is incredible to have no findings for a first accreditation.

Executive Director, Hispanic/Latino Commission of Michigan:

Dr. Felipe Lopez Sustaita, Executive Director of the Hispanic/Latino Commission of Michigan, met with Hispanic/Latino students and employees at Bay West and Escanaba on February 26. The Hispanic/Latino demographic at Bay has grown from 2 in 2016 to 23 new students in 2018 for 42 students this year. A Hispanic/Latino club is being organized.

***Student Belonging
Speaker:***

Dr. Terrell Strayhorn, an internationally-recognized student success scholar, highly acclaimed public speaker, and award-winning writer, spoke on campus on February 27 about student belonging. Dr. Strayhorn met with President's Advisory Council and Cabinet members and then student athletes before his keynote presentation.

Dr. Coleman shared both visitors commented that our facilities are beautiful, very clean, and that the spaces we've created for students are an example for other schools. Bay College presents itself well and it is obvious we are doing what we need to for students.

B Academic Affairs:

Matt Barron, VP of Academic Affairs, was absent. Dr. Coleman reported:

CTE Programs:

Mark Kinney, Dean of Business and Technology, and Mark Highum, Mechatronics Instructor, worked with the DIISD on a grant application which awarded them monies to bring in mechatronics and robotics CTE programs.

The DSISD is adding an Early Childhood CTE program.

Six Wisconsin schools have contacted us about early college/dual enrollment opportunities.

Accessibility:

Amy Reddinger shared she and Justin Berg, Director of Accessibility, have been meeting with Arts & Sciences faculty about moving to the national standard model for student accommodations.

C Student Services:

Travis Blume, VP of Student Services, reported:

Winter 2018

Final Enrollment:

Final enrollment numbers for winter 2018 are similar to last year with final headcount of 1707. The disparity between headcount and contact and credit hours, slightly down compared to last year, are attributed to the growth of dual enrollment students who take fewer credits.

Admissions:

The Admissions and Student Services teams are working on new enrollments. Interaction with hundreds of students has taken place through trips to the VA in Iron Mountain, programs for 5th and 8th graders, and today, 115 high school juniors were hosted on campus. Tonight, their parents are on campus learning about the

college process. Faculty volunteers have been instrumental throughout these programs by talking about career paths and programs.

D Operations:

Christine Williams, VP of Operations, reported:

Accreditation Notice:

Formal notification and official records of our official accreditation were received from the Higher Learning Council on February 12. The next visit is expected in eight years. The updated accreditation status will be updated by HLC on their website in March.

Dr. Coleman commended Chris for the amazing job she did leading the accreditation process from beginning to ending.

E College Advancement:

Kim Carne, VP of College Advancement, had nothing further to report.

F Finance, Training & Development:

Kevin Carlson, VP of Finance, Training & Development, reported:

MPSERs 3%

Contribution Return:

The MPSERs 3% healthcare contribution return to employees and retirees is expected in several weeks. A test run will be done in two weeks. Local schools distributed the return faster because their software company took care of the process and they do not have student workers to consider. The College had about 400 student workers impacted during the time identified for the return. Internal IT staff have been writing the reports for the different disbursement batches.

Financials:

January is the peak month for revenue due to receiving property taxes and winter tuition recognized.

Dickinson Workforce Development:

Gina Wollner, Manager of Business Development & Community Engagement, has been meeting with businesses in Dickinson County. She and Matt Barron are working with local companies on engineering co-ops.

IX BOARD COMMITTEE REPORT & REQUIRED ACTION:

None

X BOARD ACTION:

A Transaction Report:

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

On a motion made by Phil Strom and seconded by Eric Lundin:

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

Roll Call:

Ayes: Philip Strom, Steve Davis, Eric Lundin, Terri Mileski, Joy Hopkins

Nays: None

Abstentions: None

No discussion. Motion carried unanimously.

B WC Advisory Board Representative:

Joy Hopkins advised the Board seat on the West Campus Advisory Board must be filled due to Jim Hermans’ resignation.

Terri Mileski expressed interest.

Without further discussion, it was motioned by Eric Lundin and seconded by Steve Davis to:

“Appoint Terri Mileski as the Board of Trustees representative on the Bay College West Advisory Board effective immediately.” No discussion. Motion carried unanimously.

C Nursing Lead Instructor Language:

Dr. Coleman stated negotiation team members Matt Barron, Linda Lewandowski, Tom Warstler, and Sandra Croasdell, met over the last several months and resolved the nursing lead instructor issue. All reference to the nursing lead instructors was removed from the Full-Time Faculty contract and a different methodology, which will be verified at later date, was developed for fulfilling needs in the nursing program. The Faculty Association overwhelmingly accepted the language (27 to 2).

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

“Approve the proposed Nursing Lead Instructor language presented as the Summary of Outcome of the Letter of Agreement between the Teachers’ Education Association and the College dated September 1, 2017, regarding the Nursing Lead Instructor Role. No discussion. Motion carried unanimously.

XI UNFINISHED BUSINESS:

None

XII NEW BUSINESS:

None

XIII MCCA UPDATE:

Phil Strom reported he and Dr. Coleman will attend the Spring MCCA Board of Directors meeting at Glen Oaks Community College in a few weeks.

The Governor's Marshall Plan for Talent was announced last week. The plan calls for investing \$100 million over five years in funding dedicated to re-orient Michigan's schools. Most of the funding would come into play under the next Governor.

House Joint Resolution P would amend Michigan's constitution and grant the Legislature authority to pass laws protecting freedom of speech, expression, and assembly at public institutions of higher education, including community colleges. The resolution passed out of committee on a party-line vote and now goes to the full House of Representatives. The Committee briefly considered a substitute that would also give the state authority to oversee health and safety on campuses. While the Committee did not ultimately pass that version of the resolution, MCCA staff believe it may be offered again on the House floor. Michigan's community colleges have a strong history of local control and governance, which has served both the institutions and the state very well. MCCA is asking for support to oppose HJR P. Phil requested Rep. Beau LaFave oppose it and asked trustees to use the talking points available from MCCA to contact Rep. LaFave.

XIV OTHER:

Birthday greetings were extended to Kim Carne for February 10.

XV ADJOURNMENT:

It was motioned by Steve Davis and seconded by Eric Lundin to:

“Adjourn the meeting.” No discussion. Motion carried unanimously. The meeting adjourned at 7:23 p.m. ET.

Laura L. Johnson
Assistant Board Secretary

3/01/2018
Completion Date

Approval Date

Joy Hopkins
Chair

Approval Date

TITLE IX @ BAY COLLEGE

Title IX Team:

Title IX Coordinator– Dave Laur

Title IX Deputy Coordinator (employees) – Beth Berube

(until Friday...) - Bridget Kennedy

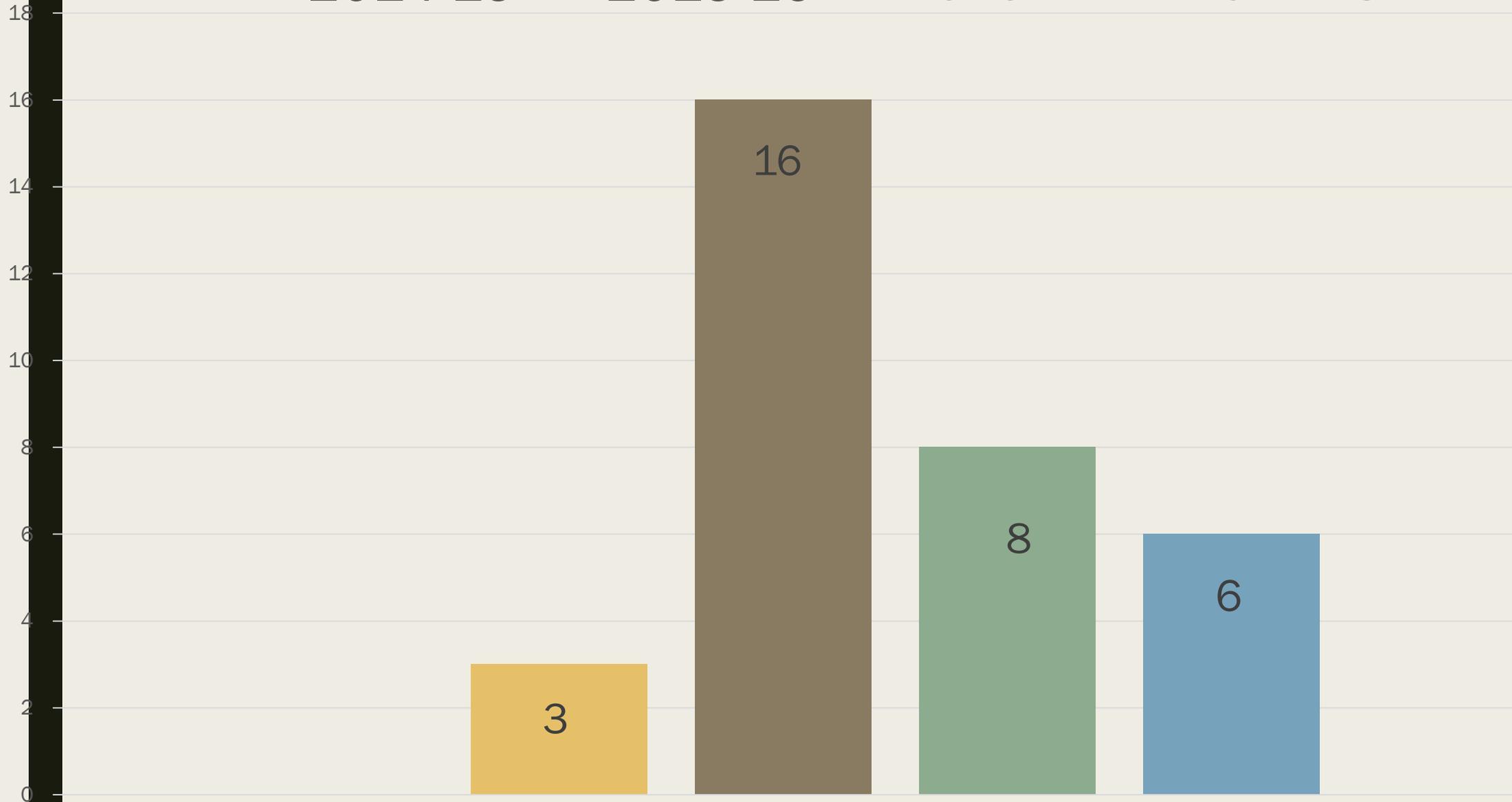
Overview

- Year-over-year Case review
- Prevention & Awareness
- Reporting
 - *Responsible employee*
 - *Mandatory reporters*
- How a case is handled (the investigation process)
 - *Student to student*
 - *Student to employee*
 - *Student to off-campus person*
 - *Reluctant complainant*
 - *When the legal system is involved*
- Resources



Case Management Totals

■ 2014-15 ■ 2015-16 ■ 2016-17 ■ 2017-18 YTD



Our Title IX Team

- Our team:

- *Coordinators*

- Dave Laur, Title IX Coordinator
 - Beth Berube, Deputy Title IX Coordinator (Employees)
 - *Deputy Title IX Coordinator (Students) – TBD*



- *ATIXA Certified Investigators*

- Travis Blume
 - Brooke Jorasz
 - Becky Landenberger
 - Jill Martin
 - Erica Mead
 - Ashley Rogers



- *Security Officer*

- Joseph Pacheco



Prevention & Awareness

- Policy 1060
- Website – “Two Click” Resource
- Students
 - *Annual training – Learning Management System*
 - *SOAR*
 - *Catalog statement*
 - *Syllabi statement*
- Employees
 - *Annual training – Learning Management System*
 - *Opening Days - Overview of trends, case law*
 - *Onboarding*
- Bay College Board Members
 - *Launch of training in 2016*
 - *Continuous reminders, like today*
 - *Learning Management System Training – coming soon!*

www.baycollege.edu

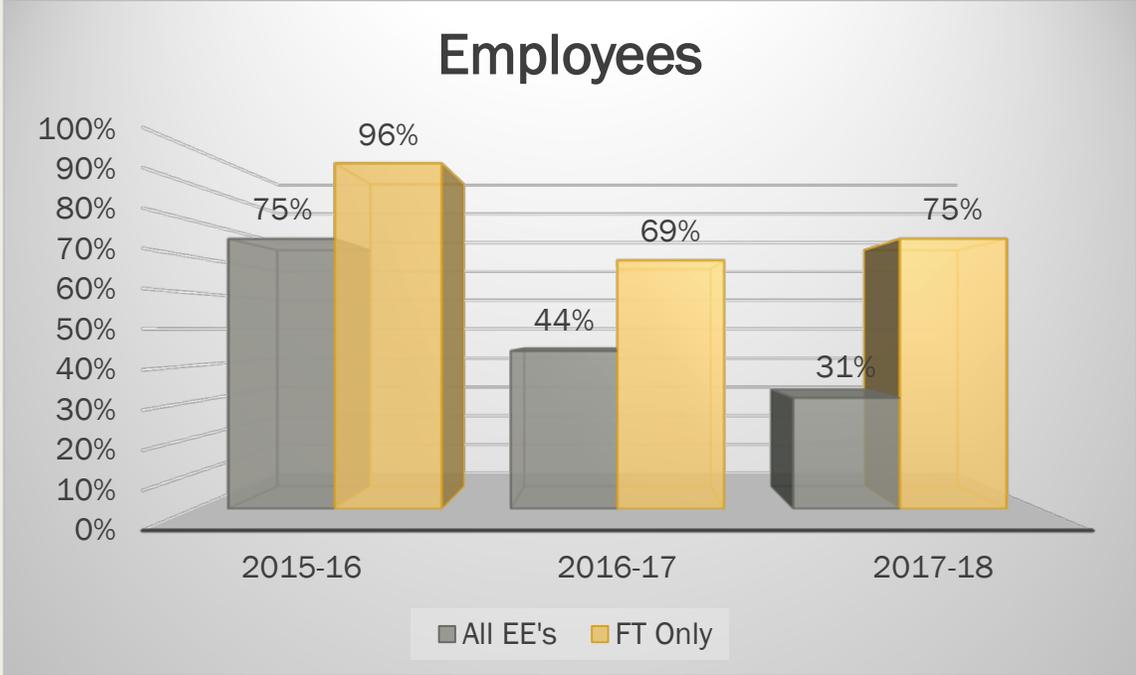
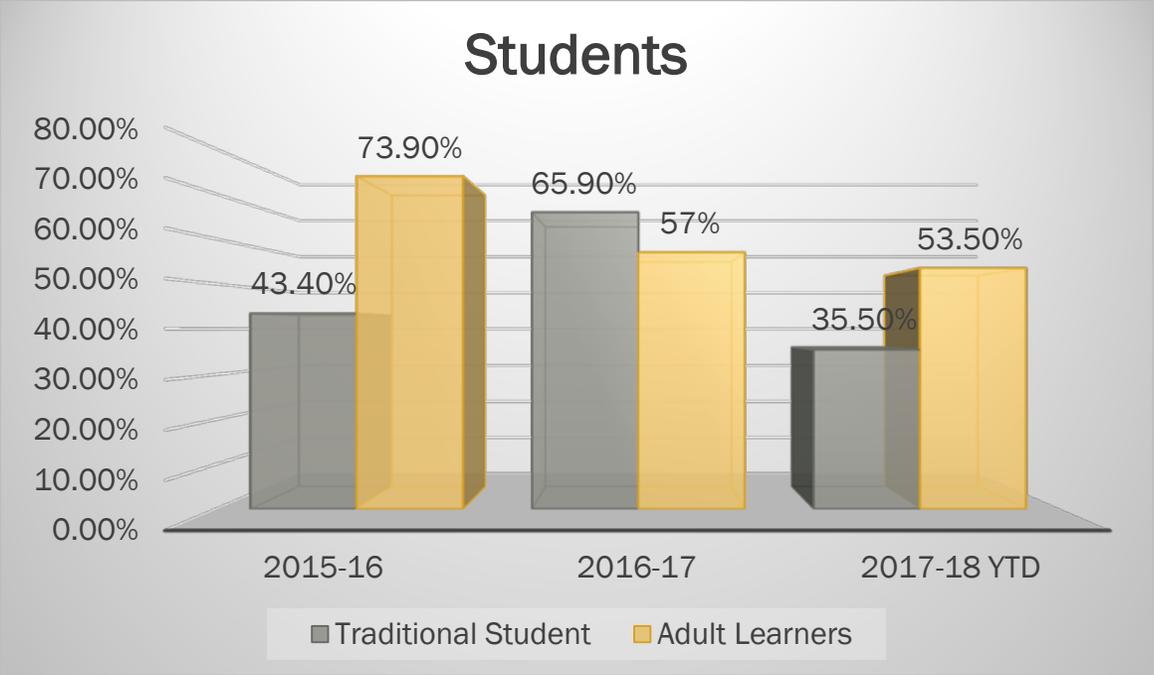


The screenshot displays the Bay College website's 'CAMPUS DIRECTIONS' page. It lists three campus locations with their addresses, phone numbers, and directions links. A large red arrow points from the URL above to the 'TITLE X' logo in the footer. The footer also includes logos for 'THE CHRONICLE GREAT COLLEGES TO WORK FOR', 'CENTER FOR DIGITAL EDUCATION DIGITAL COMMUNITY COLLEGES SURVEY 2016-2017 WINNER', 'Board of Trustees Meetings', and 'Budget and Performance Transparency Reporting'.

Campus	Address	Phone	Directions
Bay College Main	2001 N Lincoln Rd, Escanaba, MI 49829	906.786.5802	Main Campus Directions
Bay College West	2801 N US 2, Iron Mountain, MI 49801	906.302.3000	West Campus Directions
M-TEC	2000 North 30th Street, Escanaba, MI 49829	906.217.4200	M-TEC Campus Directions

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Title IX Training Completion Statistics



Awareness & Prevention

- Short Survey Results: (102 employee responses)
 - *“I understand what Title IX is and have a general understanding of the College’s policy and process.”*
 - 99% - Strongly Agree or Agree
 - *“I know who to contact if I have a Title IX-related concern or issue that arises.”*
 - 98% - Strongly Agree or Agree
 - *“The College provides me with the proper training and awareness with regard to Title IX compliance.”*
 - 94% - Strongly Agree or Agree

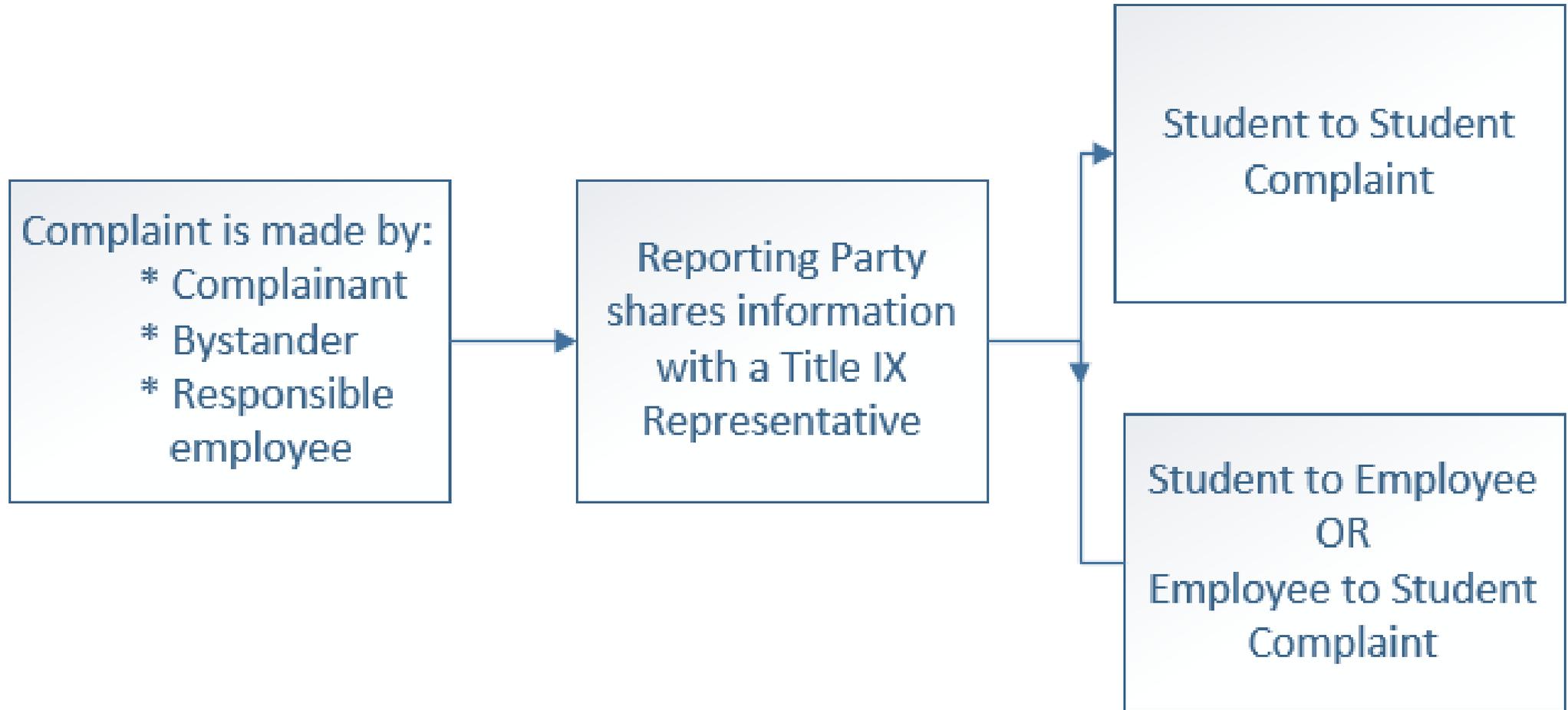
- Suggestions for continuous improvement

Reporting

- Who is considered a **responsible employee**?
 - *One has the authority to take action to redress sexual harassment/violence, or*
 - *One has been given the duty of reporting incidents*
 - *One is reasonably believed to be an authoritative figure in the institution*

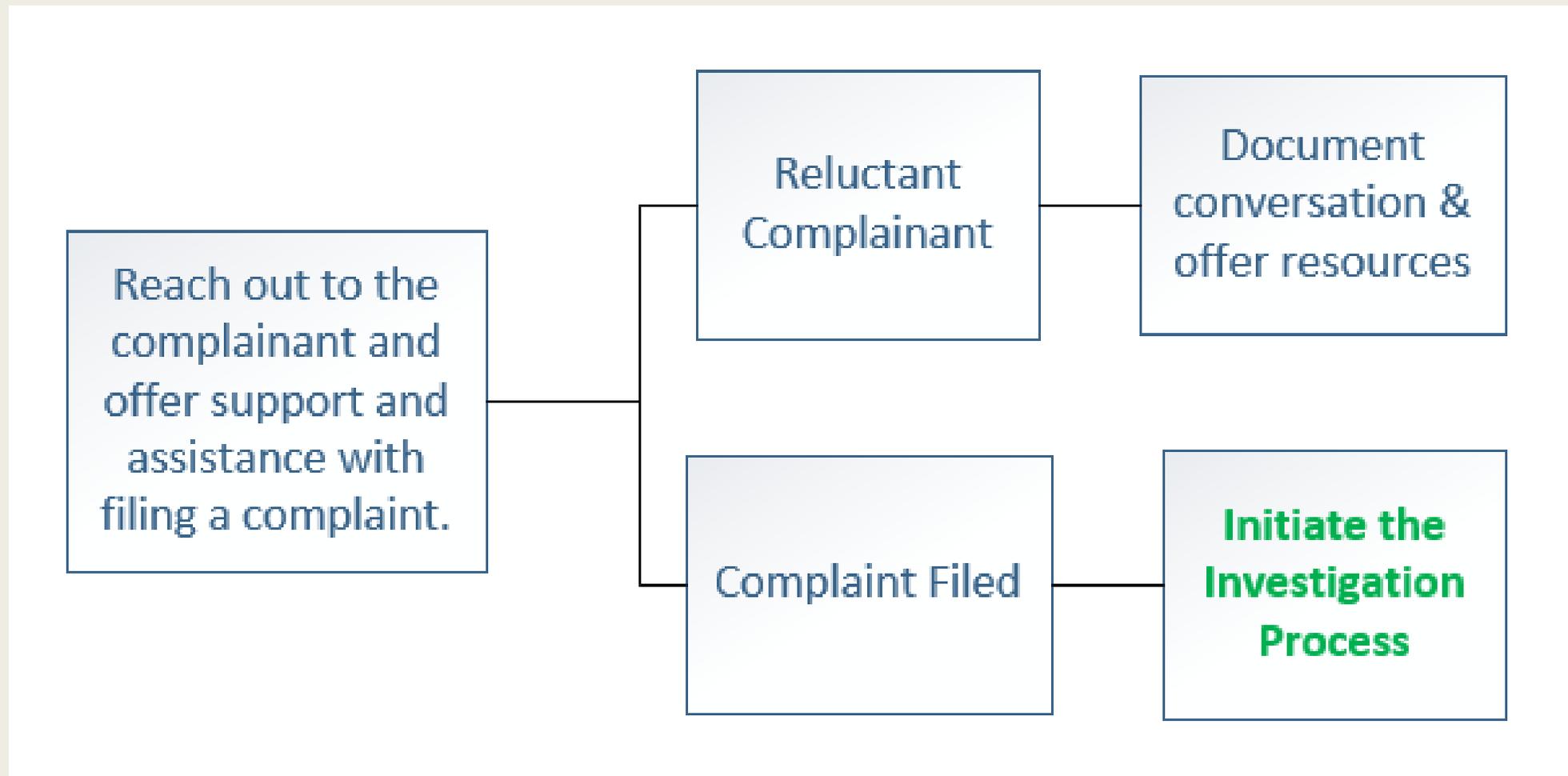
- Who is a **mandatory reporter**?
 - *All employees of Bay College (including student employees)*
 - *Everyone except for our Counselors & Campus Ministry (when in their role)*
 - Mike DuPont – Escanaba Campus Counselor
 - Mark Young – Bay West Campus Counselor
 - Pastor Tony Morrison – Campus Ministry
 - Nursing Faculty...

How do we handle a notification?



Pre-Investigation Process

- Appropriate Deputy Title IX Coordinator oversees this process.



The Investigation Process – the Basics

- Every investigation is unique
 - *Student to student*
 - *Student to employee*
 - *Student to off-campus person*
 - *Reluctant complainant*
 - *When the legal system is involved*
- Deputy Title IX Coordinator works together with an Investigator during the interview process
- We document everything and keep notes, evidence, etc. in Maxient
- All documentation is reviewed by participants in the process
- All participants sign an Investigation Notice which addresses retaliation and confidentiality

Note: In accordance with new administration guidelines, all investigations at Bay College mirror this investigation process

Questions?