

**REPORT OF MINUTES**

**BOARD OF TRUSTEES  
REGULAR MEETING**

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

**March 21, 2018**

- I CALL TO ORDER:** The meeting was called to order at 5:01 p.m. ET by Vice-Chair, Bill Lake.
- II ROLL CALL:** Roll call was taken by Laura Johnson, Assistant Board Secretary.
- Members present: Tom Butch, Steve Davis, Terri Mileski, Bill Lake
- Members absent: Joy Hopkins, Eric Lundin, Phil Strom
- Administration: Matt Barron, Beth Berube, Kevin Carlson, Laura Coleman, Linda Lewandowski
- Staff: Aaron Kippola
- Faculty: Bill Milligan, Molly Campbell
- Guests: 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 agenda stood as presented.
- V PRESENTATIONS:**
- A TORCH Award:** Dr. Coleman presented this quarter's TORCH award to Aaron Kippola, Technical & Besse Theater Coordinator, and read a statement from Kim Carne, VP of College Advancement.
- "Aaron has been an amazing addition to Bay College and the Advancement group over the past year and a half. He has made many improvements across the campus, especially sound quality, making an event a more pleasant experience for groups on campus, internal happenings and public events. Aaron also does a fantastic job running the Besse Theater and ticketed events. We

are proud to have Aaron as part of Bay College. The TORCH Award is well deserved – congratulations.”

Trustees extended congratulations to Aaron.

**B Employee in  
New Position:**

Dr. Coleman introduced Beth Berube in her new position as Director of Human Resources. Beth has been with Bay College for over eight years serving in a HR capacity. She holds her Bachelor’s degree in Business Administration, with a major in Human Resources Management from Central Michigan University. Beth came to Bay College in February 2010 and served as the Administrative Assistant to the Director of HR for two years. Due to her hard work ethic and ability to learn quickly, she moved into the HR Specialist position where she became intricately involved in onboarding, employee relations, HRIS, compliance and performance management. She most recently was promoted to HR Manager and was a critical contributor in managing our most recent benefits transition. Beth has continuously proved to make a tremendous impact in her role and at the College and was an asset to Bridget Kennedy while she was the Director of HR.

Aaron Kippola left the meeting.

**VI ADMINISTRATIVE  
REPORTS:**

**A President’s Report:**

President Coleman reported:

The TRiO program received results from the U.S. Dept. of Education for their standard objectives. Their standard objective score was the maximum score allowed and their actual attained rates were higher than the requirements.

<b>Criteria</b>	<b>Approved Rate</b>	<b>Actual Attained Rate</b>
Persistence	60%	87%
Good Academic Standing	75%	91%
Associates Degree or Certificate	30%	47%
Associates Degree or Certificate & Transfer to 4-year institution	12%	15%
Funded Number	160 <i>(funded to serve)</i>	162 <i>(served)</i>

The TRIO program supports first generation college students by guiding them through college, providing tutoring, and providing travel opportunities to transfer institutions and cultural events. Dr. Coleman and trustees extended thanks and congratulations to the TRiO staff.

**B Academic Affairs:**

Matt Barron, VP of Academic Affairs, reported:

***Welding:***

Welding instructor, Keith Proctor, developed a series of non-credit welding courses for community members offered at the M-TEC. The courses are a great melding of credit/non-credit sides working together.

Keith participated in a program for middle schoolers held in Marquette today to expose them to welding.

A local employer recently shared that because they are pleased with our students, they are paying welding certificate graduates \$2 to \$3 more than graduates from other institutions. That is a credit to our welding program. And instructors Dave Konkell and Keith Proctor have shared ideas for more program improvements through their recent program report.

***Early College:***

The College recently signed Early College applications with three local schools: Escanaba, Mid Pen, and Big Bay. Dual enrollment continues to rise.

**C Student Services:**

Dr. Coleman reported on behalf of Travis Blume, VP of Student Services:

***Summer Enrollment:***

The Federal Government reinstated Pell Grant funding for summer enrollment. When the program was initially implemented, there was a 25% to 35% increase in enrollment. Enrollment dropped comparatively when the program was eliminated. Reinstatement of this funding allows students to complete their degrees faster. The preliminary summer enrollment report points to increases likely due to the availability of Pell monies. Compared to last year, contact hours are up 32% and up 41% compared to budget. These numbers are expected to change with two months of enrollment left to go.

***Parchment Transcript Service:***

Last year when the budget was passed, a \$5 transcript fee was approved to fund the service to provide a 24/7 online transcript ordering service. The service also allows the College to send secure electronic transcripts to any e-mail destination. That

program is almost implemented with the onset of that fee.

***Athletics:***

Recruiting is going well with players signing in all sports.

**D Operations:**

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

**E College  
Advancement:**

Kim Carne, VP of College Advancement, was absent. There were no questions about her report.

**F Finance, Training &  
Development:**

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

***Credit/Non-Credit  
Programs:***

Kellogg Community College has been successfully providing credit for non-credit courses for the past 35 years. Kevin visited their campus to learn how they join credit and non-credit programs to give students credit for skills they already have or for non-credit courses. Additional mentoring was offered to him and others who work in relation to these programs.

***MPSERs 3%  
Refunds:***

The MPSERs 3% healthcare contribution refund for active employees and retirees were mailed. Refunds for inactive employees should go out later in the week.

There were no questions about the financial statements.

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

None

**VIII UNFINISHED  
BUSINESS:**

None

**IX NEW BUSINESS:**

None

**X MCCA UPDATE:**

Dr. Coleman reported she and Phil Strom will attend the MCCA Spring Board of Directors meeting tomorrow and Friday. She expects the Personal Property Tax will be discussed. Gov. Snyder is trying to take away what community colleges are receiving from the PPT refund to offset state appropriation funding. No increases were allocated in the state budget for appropriations. Changing the PPT formula for distribution is unfair because some schools have more manufacturing industry in their areas than others which

decreases personal property tax revenue. The MCCA's position is that appropriations should go up.

Schools are receiving requests for information from the ORS because some community colleges have not been paying retirement for their part-time student employees. The law says schools need not pay retirement for full-time student employees but it says nothing about part-time student employees. Our recent ORS audit was clean. Additional questions are being asked of all schools to determine how the State will respond to the schools who have not paid.

Steve Davis asked for clarification about the requirements for paying retirement contributions for student workers. Dr. Coleman responded full-time students are a special category of students so the College does not have to pay retirement contributions for them. Full-time students are hired under work study funding that does not require students to pay taxes on those earnings and the College is not required to pay retirement. Part-time students are hired as student workers which puts them in a category that requires the College to pay MPSEs, just like other regular part-time employees. These students also lose this money from their paychecks to pay into the retirement system and will likely never see the money in retirement, unless they find a career with the MPSEs program. There is legislation underway so schools will not have to continue paying into the retirement system for these students.

Tom Butch requested Dr. Coleman ask the MCCA to lobby heavily for maintaining the Personal Property Tax. She will also speak to legislators about this during her next legislative visit in April.

Tom Butch also advised the MCCA should lobby early about how MSU's legal fees will be paid. MSU Interim President John Engler said the legal fees will come from tuition (the students) or the legislature because their Foundation funds have conditions from donors that would preclude them from using Foundation donations for legal fees. The nature of how these legal fees will be paid for and the fact that it affects everyone through the State budget was discussed.

**XI OTHER:**

Birthday greetings were extended to Matt Barron for March 27.

**XII 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 5:29 p.m. ET.

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Laura L. Johnson Assistant Board Secretary	Completion Date	Approval Date
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William W. Lake Vice-Chair	Approval Date
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