

REPORT OF MINUTES

BOARD OF TRUSTEES SPECIAL 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 4 p.m. ET by Vice-Chair, Bill Lake.
- II ROLL CALL:** Roll call was taken by Laura Johnson, Assistant Board Secretary.
- Members present: Philip Strom, Steve Davis, Terri Mileski, Bill Lake
Tom Butch entered at 4:02 p.m.
- Members absent: Joy Hopkins, Eric Lundin
- Administration: Matt Barron, Jeremy Belanger, Beth Berube,
Kevin Carlson, Laura Coleman, Mark Kinney,
Becky Landenberger, Linda Lewandowski,
Amy Reddinger
- Faculty: Brian Black, Molly Campbell, Mike Gardner,
Kristine Granger, Thomas Warstler
- Guest: Jordan Beck, *Daily Press*
- Recorder: Laura Johnson, Assistant Board Secretary
- III APPROVAL OF AGENDA:** The agenda stood as presented.
- IV DECLARATION OF INTEREST:** Phil Strom declared he would abstain from voting on the application for special liquor license due to his professional occupation as Delta County Prosecutor.
- V APPROVAL OF MINUTES:** Minutes from the Regular Meeting on February 28 and the Special Meeting on March 8, were presented for approval. The closed session minutes from March 8 were provided to trustees at the meeting.
- It was motioned by Terri Mileski and seconded by Steve Davis to:
- “Approve the Minutes from the Board of Trustees Regular Meeting on February 28 and the Special Meeting on March 8, as presented.”**
No discussion. Motion carried unanimously.

VI **BOARD ACTION:**

A **Tenure**

Recommendations:

Matt Barron, VP of Academic Affairs, formally recommended tenure be granted to Mike Gardner, Automotive Instructor, and Kristine Granger, Arts Instructor, based on the recommendations from their academic deans.

Mike Gardner:

Mark Kinney, Dean for Business and Technology, stated that Mike started at Bay as an adjunct instructor within the automotive and welding programs in 2010. He was the full-time automotive instructor at the DSISD for 17 years and worked as an automotive mechanic at Bero Motors prior to that. Mike is a graduate of Bay and received his bachelor's degree from FSU. Mike is fantastic with students in the classroom. He is always a hands-on instructor and enjoys helping students understand what they are learning. Mike has done a lot to build improvement in the program's enrollment by consistently recruiting. He formed a student club to keep students involved in extra-curricular learning activities and connected to automotive students in local high school programs through videos. He goes out of his way to support students through their certification exams.

Mike Gardner responded with thanks to the Administration and the Board for their support of the program and all they do to make the College a great place to work.

It was motioned by Tom Butch and seconded by Phil Strom that:

“The tenure recommendation for Mike Gardner be accepted as recommended.” No discussion. Motion carried unanimously. Trustees extended congratulations to Mike.

Kristine Granger:

Amy Reddinger, Dean of Arts and Sciences, stated her decision to recommend Kristine Granger for tenure was made in tandem with Matt Barron since she is new to the College. Kristine started at the College as an adjunct in 2011 and was hired full-time in 2013. Kristine holds a certificate in fashion from the Paris Fashion Institute, a BFA from the University of Oregon, and a MFA from Stony Brook University. Kristine's long-term involvement with aesthetics is apparent through the art displays on campus. She teaches an overload and still spends time in the studio with students who do incredible projects and work, which prepares them extremely well with portfolios to transfer to well-regarded programs around the nation. Kristine's reputation, experience, and wide network of artists, also brings regional artists to campus. Student evaluations show her students are challenged by her assignments yet she is described as “compassionate,” “hard working,” “knowledgeable”, and “enthusiastic.”

Kristine Granger responded that she loves to teach art, work with art, and the students. She is honored to be at Bay.

It was motioned by Steve Davis and seconded by Terri Mileski that:

“The tenure recommendation for Kristine Granger be accepted as recommended.” No discussion. Motion carried unanimously. Trustees extended congratulations to Kristine.

Mike Gardner and Kristine Granger left the meeting.

B Curriculum Activity: Matt Barron referenced the document reflecting curriculum activity from December 15, 2017 through March 9, 2018, offered for approval by the Board.

Matt requested trustees allow a correction to the course number of new course, Varsity Baseball, from PHED 124 to PHED 126, to correct the error discovered in course numbering.

Phil Strom asked about the relationship with MCCA for the MRI program. Dr. Coleman responded the College is part of a consortium with MCCA and seven or eight other schools, which allows students in our region to complete the program through Bay without transferring and allows the College to offer the program without the significant investment of adding a MRI lab. The agreement allows up to two students per year to go through the program. Most courses are offered online through the Michigan College Online (MCO) and the clinical courses are taken at Bay. Traveling faculty review students during onsite visits. The program has been approved by the HLC as an accredited program. This program provides a way to produce MRI Technologists in rural communities without the investment by the schools. The number of program graduates meets the community need for MRI Technologists. Students will receive their degree from Bay.

CURRICULUM ACTIVITY

(December 15, 2017 – March 9, 2018)

REQUEST TO ADD NEW PROGRAM (1) AND NEW COURSES (13)		
Magnetic Resonance Imaging Technologist AAS – see details on catalog page below:		
COURSE	CR/CT	COURSE INFORMATION
MRIT 103 MRI Physics I	3/3	<p>This is the first in a series of two courses that provide the MRI student with a basic foundation of MRI physics. Students will explore the properties of atoms and their interactions within the magnetic field. Emphasis will be placed on the basic principles of MRI, data acquisition, and tissues characteristics in image formation.</p> <p>This course is offered through the Michigan College Online (MCO); MiRIS Consortium MRIT program, to provide students in our region an opportunity to complete a program of study through Bay without transferring. Enrollment is limited to 1-4 students at a time. This course will be taught by MCO instructors. Students will enroll through MCO and pay tuition to MCO.</p>

COURSE	CR/CT	COURSE INFORMATION
MRIT 107 MRI Physics II	3/3	<p>This is the final physics course in a series of two. The course content is a continuation of Physics I concepts including pulse sequencing, applications, coil selection as it relates to scan selection, calculation of scan times, scan parameters and imaging factors. Emphasis will be placed on the topics of gradient echoes, cardiac imaging, magnetic resonance angiography, diffusion, perfusion, and spectroscopy.</p> <p>This course is offered through the Michigan College Online (MCO); MiRIS Consortium MRIT program, to provide students in our region an opportunity to complete a program of study through Bay without transferring. Enrollment is limited to 1-4 students at a time. This course will be taught by MCO instructors. Students will enroll through MCO and pay tuition to MCO</p>
MRIT 108 MRI Image Analysis	3/3	<p>This course provides the MRI student with the critical assessment skills necessary to recognize and identify pathology and artifacts. Students will explore the necessary parameter adjustments for differential diagnosis. Emphasis will be placed on quality control procedures, image post-processing, and image archiving.</p> <p>This course is offered through the Michigan College Online (MCO); MiRIS Consortium MRIT program, to provide students in our region an opportunity to complete a program of study through Bay without transferring. Enrollment is limited to 1-4 students at a time. This course will be taught by MCO instructors. Students will enroll through MCO and pay tuition to MCO.</p>
MRIT 113 MRI Registry Review	3/3	<p>This course provides the student with instructional review and a self-examination process as preparation for the certification exam in MRI. Discussions will focus on the four content specifications for examination in magnetic resonance as outlined in the American Registry of Radiologic Technology (ARRT) primary pathway certification handbook. Students will have the opportunity to participate in an 8-hour registry review seminar.</p> <p>This course is offered through the Michigan College Online (MCO); MiRIS Consortium MRIT program, to provide students in our region an opportunity to complete a program of study through Bay without transferring. Enrollment is limited to 1-4 students at a time. This course will be taught by MCO instructors. Students will enroll through MCO and pay tuition to MCO</p>
MRIT 115 Computer Applications in Medical Imaging	3/3	<p>This course serves to provide the MRI student with a basic understanding of computer applications. Students will explore the components, principles, and operation of digital imaging systems, image data management, and data manipulation as it relates to the imaging department. Students will also explore the basic concepts of patient information management including medical record concerns, patient privacy, and regulatory issues.</p> <p>This course is offered through the Michigan College Online (MCO); MiRIS Consortium MRIT program, to provide students in our region an opportunity to complete a program of study through Bay without transferring. Enrollment is limited to 1-4 students at a time. This course will be taught by MCO instructors. Students will enroll through MCO and pay tuition to MCO.</p>
MRIT 200 Professional Prospectus	1/1	<p>This course serves to orient the MRI student to the profession of medical imaging. Students will explore the integration of MRI within the encompassing health care system. The evolution of MRI as a profession will be investigated with students</p>

COURSE	CR/CT	COURSE INFORMATION
		<p>classifying various organizations and agencies that drive the development and continuing education of the MRI technologist's role and responsibilities.</p> <p>This course is offered through the Michigan College Online (MCO); MiRIS Consortium MRIT program, to provide students in our region an opportunity to complete a program of study through Bay without transferring. Enrollment is limited to 1-4 students at a time. This course will be taught by MCO instructors. Students will enroll through MCO and pay tuition to MCO.</p>
MRIT 229 Applied Sectional Anatomy	3/3	<p>This course is a study of human anatomy as seen in multiple planes. Students will review the gross anatomy of the entire body and identify anatomic structures in the axial, sagittal, coronal, and orthogonal planes. Emphasis will be applied to the appearance characteristics of each structure as seen on illustrations and photographic images correlated with magnetic resonance (MR) and computed tomography (CT).</p> <p>This course is offered through the Michigan College Online (MCO); MiRIS Consortium MRIT program, to provide students in our region an opportunity to complete a program of study through Bay without transferring. Enrollment is limited to 1-4 students at a time. This course will be taught by MCO instructors. Students will enroll through MCO and pay tuition to MCO.</p>
MRIT 230 MRI Procedures and Pathophysiology I	3/3	<p>This is the first in a series of two courses that will provide the student with considerations related to routine imaging techniques of the central nervous system (CNS) and musculoskeletal system (MSK). Students will explore the signal characteristics of normal anatomy and compare it to common pathologies. Emphasis will be placed on tissue characteristics, protocol options, and positioning considerations.</p> <p>This course is offered through the Michigan College Online (MCO); MiRIS Consortium MRIT program, to provide students in our region an opportunity to complete a program of study through Bay without transferring. Enrollment is limited to 1-4 students at a time. This course will be taught by MCO instructors. Students will enroll through MCO and pay tuition to MCO.</p>
MRIT 232 MRI Procedures and Pathophysiology II	3/3	<p>This is the final procedures and pathophysiology course in a series of two that will provide the student with considerations related to routine imaging techniques related to the abdomen and pelvis and special imaging techniques. Students will explore the signal characteristics of normal anatomy and compare it to common pathologies. Emphasis will be placed on tissue characteristics, protocol options, and positioning considerations.</p> <p>This course is offered through the Michigan College Online (MCO); MiRIS Consortium MRIT program, to provide students in our region an opportunity to complete a program of study through Bay without transferring. Enrollment is limited to 1-4 students at a time. This course will be taught by MCO instructors. Students will enroll through MCO and pay tuition to MCO.</p>
MRIT 260 Pre-Clinical Preparation	3/3	<p>This course prepares the MRI student for safe participation in clinical education within the MRI environment. Students will explore and discuss the importance of MRI safety and patient assessment. While most of the course is delivered online, students will practice and master various safety procedures in a face-to-face workshop setting.</p>

COURSE	CR/CT	COURSE INFORMATION
		<p>This course is offered through the Michigan College Online (MCO); MiRIS Consortium MRIT program, to provide students in our region an opportunity to complete a program of study through Bay without transferring. Enrollment is limited to 1-4 students at a time. This course will be taught by MCO instructors. Students will enroll through MCO and pay tuition to MCO.</p>
<p>MRIT 261 Clinical Practice I</p>	<p>3/3</p>	<p>This is the first in a series of three clinical courses that provides the necessary supervised clinical education needed for the MRI student to competently apply basic protocols, recognize when to appropriately alter the standard protocol and recognize equipment and patient considerations that affect image quality. Emphasis will be placed on patient safety and comfort while professional values, attitudes, and behaviors are upheld.</p> <p>This course is offered through the Michigan College Online (MCO); MiRIS Consortium MRIT program, to provide students in our region an opportunity to complete a program of study through Bay without transferring. Enrollment is limited to 1-4 students at a time. This course will be taught by MCO instructors. Students will enroll through MCO and pay tuition to MCO.</p>
<p>MRIT 262 Clinical Practice II</p>	<p>3/3</p>	<p>This is the second in a series of three clinical courses that provides the necessary supervised clinical education needed for the MRI student to competently apply basic protocols, recognize when to appropriately alter the standard protocol, and recognize equipment and patient considerations that affect image quality. Emphasis will be placed on patient safety and comfort while professional values, attitudes, and behaviors are upheld.</p> <p>This course is offered through the Michigan College Online (MCO); MiRIS Consortium MRIT program, to provide students in our region an opportunity to complete a program of study through Bay without transferring. Enrollment is limited to 1-4 students at a time. This course will be taught by MCO instructors. Students will enroll through MCO and pay tuition to MCO.</p>
<p>MRIT 263 Clinical Practice III</p>	<p>3/3</p>	<p>This is the final clinical course in a series of three that provides the necessary supervised clinical education needed to complete all remaining competencies required by the American Registry of Radiologic Technologists (ARRT) following the Primary Pathway requirements. Emphasis will be placed on patient safety and comfort while professional values, attitudes, and behaviors are upheld.</p> <p>This course is offered through the Michigan College Online (MCO); MiRIS Consortium MRIT program, to provide students in our region an opportunity to complete a program of study through Bay without transferring. Enrollment is limited to 1-4 students at a time. This course will be taught by MCO instructors. Students will enroll through MCO and pay tuition to MCO.</p>

Magnetic Resonance Imaging Technologist

2018-2019 Catalog

Award Granted Upon Completion: Associate in Applied Science in Magnetic Resonance Imaging Technologist

Credits/Contacts Required: 67/69

Major code: 03/374

CIP Code: 510907

Description

The MRI program at Bay de Noc Community College prepares students to enter the career of medical imaging as a magnetic resonance imaging technologist. The program includes a rigorous curriculum of classroom, lab, and clinical education experiences in the Medical Imaging departments of hospitals and other health care facilities, preparing the student for success on the national certification exam administered by the American Registry of Radiologic Technologists (ARRT) <https://www.arrt.org/Certification/Magnetic-Resonance-Imaging>. All program courses in the program must be passed with a "C" or better to progress in the program.

General Education Requirements – 17 credits

		Cr
MATH-110	College Algebra	4
ENGL-101	Rhetoric & Composition	3
SOCY-151	Sociology	3
PSYC-210	Introduction to Psychology	3
BIOL-213	Anatomy & Physiology I	4

Program Requirements – Min 50 credits

		Cr
BIOL 214	Anatomy & Physiology II	4
PHYS-XXX	Introductory Physics*	3
COMM-103	Interpersonal Communications	3
HLTH-118	Medical Terminology I	3
MRIT-103	MRI Physics I	3
MRIT-107	MRI Physics II	3
MRIT-108	MRI Image Analysis	3
MRIT-113	MRI Registry Review	3
MRIT-115	Computer Applications in Medical Imaging	3
MRIT-200	Professional Prospectus	1
MRIT-229	Applied Sectional Anatomy	3
MRIT-230	MRI Procedures and Pathophysiology I	3
MRIT-232	MRI Procedures and Pathophysiology II	3
MRIT-260	Pre-Clinical Preparation	3

* Must have 3 credits of college physics which includes the concepts of magnetism. May be taken at any college prior to MRIT program courses.

Suggested Sequences Per Semester

		Cr / Ct
First Semester		
BIOL-213	Anatomy & Physiology I	4/5
MATH-110	College Algebra	4/4
ENGL-101	Rhetoric & Composition	3/3
PHYS-XXX	Introductory Physics	3/3
		14/15
Second Semester		
SOCY-151	Sociology	3/3
BIOL-214	Anatomy & Physiology II	4/5
COMM-103	Interpersonal Communication	3/3
HLTH-118	Medical Terminology	3/3
PSYC-201	Introduction to Psychology	3/3
		16/17
Third Semester		
(Enroll in MCO for remainder of semesters)		
MRIT-200	Professional Prospectus	1/1
MRIT-260	Pre-Clinical Preparation	3/3
MRIT-229	Applied Sectional Anatomy	3/3
		7/7
Fourth Semester		
MRIT-103	MRI Physics I	3/3
MRIT-230	MRI Procedures and Pathophysiology I	3/3
MRIT-115	Computer Application in Medical Imaging	3/3
MRIT-261	Clinical Practice I	3/3
		12/12
Fifth Semester		
MRIT-107	MRI Physics II	3/3
MRIT-232	MRI Procedures and Pathophysiology II	3/3
MRIT-108	MRI Image Analysis	3/3
MRIT-262	Clinical Practice II	3/3
		12/12
Sixth Semester		
MRIT-113	MRI Registry Review	3/3
MRIT-263	Clinical Practice III	3/3
		6/6

MRIT - continued

Accreditation and/or State Board Approved

The MiRIS Magnetic Resonance Imaging Program is accredited by: Joint Review Committee on Education in Radiologic Technology. <http://www.jrcert.org/>.

Requirements for MRIT Programs

All students accepted into the MRIT program are required to purchase uniforms. The college makes arrangements for liability insurance, which will be billed in your registration fees once a year. Prior to entrance into the program, the Department of Allied Health requires students to successfully pass the following: criminal background check, a drug test, American Heart Association CPR Certification for the Healthcare Provider, and the Certification of Physical Fitness Form completed by your Physician. Along with the Certification of Fitness, students must also have proof they are immunized for specific contagious diseases. Facilities may have additional requirements, which a student will also need to meet.

The Department of Allied Health orders your background check, drug screening and immunization tracker through www.certifiedprofile.com. This Certified Profile Package is billed in your first semester tuition.

For information on the Michigan Online College/MiRIS requirements:
<https://www.micollegesonline.org/mriprogram.html>

The Magnetic Resonance Imaging (MRI) program is offered through a partnership of Bay de Noc Community College and the following colleges: Kellogg Community College, Lansing Community College, Mid-Michigan Community College, Grand Rapids Community College, Lake Michigan College, and Grand Valley State University. (<https://www.micollegesonline.org/mriprogram.html>). The six colleges established the Michigan Radiologic and Imaging Science (MRIS) Consortium for the purpose of sharing instructional resources to offer the MRI program. Each college enrolls students in that program under that college's admission criteria and each awards the degree according to that college's completion requirements.

ACTION TAKEN: The above new program and thirteen new courses have been reviewed and approved by the Allied Health Division, the Nursing Advisory Board and the Curriculum Committee.

ACTION REQUESTED: Review and approval of the new Magnetic Resonance Imaging Technologist AAS and thirteen new courses by the Board of Trustees.

BOARD OF TRUSTEES ACTION TAKEN:

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

“Approve the recommendations from the Allied Health Division, the Nursing Advisory Board, and the Curriculum Committee to add the new Magnetic Resonance Imaging Technologist AAS and thirteen new courses presented.” No discussion. Motion carried unanimously.

REQUEST TO ADD NEW PROGRAMS (2)

Automotive Maintenance Technician Certificate – see details on catalog pages below:

Automotive Master Technician Certificate – see details on catalog pages below:

Automotive Maintenance Technician 2018-2019 Catalog

Award Granted Upon Completion: Certificate in Automotive Maintenance Technician

Credits/Contacts Required: 36/54

Major code: 04/409

CIP Code: 470604

Description

This certificate program prepares the successful graduate for a number of entry level employment positions in the automotive service field, including: Brake Specialist, Engine Performance Specialist, Electrical Specialist, Suspension, Steering & Alignment Specialist, and Preventive Maintenance/General Repairs. By working with an academic advisor, a successful Automotive Maintenance Technician graduate can go on to complete the Master Technician Certificate which includes all 8 areas and prepare for the Master Certification and/or go on to earn an Associate's degree.

General Education Requirements – None

Requirements –36 credits

		<u>Cr</u>
AUTO-110	Automotive Brakes	5
AUTO-120	Automotive Electrical I	5
AUTO-140	Auto Engine Performance I	5
AUTO-150	Auto Suspension and Steering	5
AUTO-200	Auto Engine Performance II	5
AUTO-220	Automotive Electrical II	5
AUTO-272	Automotive Service Co-op*	6

Notes:

This certificate is designed for the 5th year senior.

*Only Automotive Service Co-op will be articulated upon completing 2 years of ISD Automotive Studies and meeting the attendance and achievement standards. No other classes can be tested out of or articulated for this Automotive Maintenance Technician Certificate.

Students are required to provide their own safety equipment, work clothes and basic hand tool set. A list is provided. Estimated cost is between \$1,000 and \$2,500. Special student discounts are available. A quality set of hand tools is required by the second week of the semester for each course of the program, the co-op program and future employability. NOTE: A valid driver's license is required for the co-op.

Suggested Sequences Per Semester

		<u>Cr / Ct</u>
First Semester		
AUTO-110	Automotive Brakes	5/8
AUTO-120	Automotive Electrical I	5/8
AUTO-140	Auto Engine Performance I	5/8
		<u>15/24</u>
Second Semester		
AUTO-150	Auto Suspension and Steering	5/8
AUTO-200	Auto Engine Performance II	5/8
AUTO-220	Automotive Electrical II	5/8
		<u>15/24</u>
Third Semester		
AUTO-272	Automotive Service Co-op	6/6
		<u>6/6</u>

Automotive Master Technician

2018-2019 Catalog

Award Granted Upon Completion: Certificate in Automotive Master Technician
 Credits/Contacts Required: 53/80
 Major code: 04/410

CIP Code: 470604

Description

This certificate program which takes two years to complete, emphasizes the development of skills in service, repair and diagnostic procedures. With state regulations, certification of auto technicians is required by law. The program provides an opportunity for students to prepare themselves for technician certification exams in all 8 areas. Year by year, as automotive systems become more sophisticated, there is an increasing demand for trained technicians who have the knowledge and skills to service the ever changing and improved products. Therefore, this certificate prepares the successful graduate for various jobs in the automotive service field, including: Dealership service technician, assistant or parts department manager, and a variety of skilled jobs in automotive manufacturing. By obtaining this certificate in all 8 areas, it will make you more marketable in the automotive industry. By working with an academic advisor, a successful Automotive Master Technician

General Education Requirements – None

Requirements –54 credits

	<u>Cr</u>
AUTO-100 Engine Repair	5
AUTO-110 Automotive Brakes	5
AUTO-120 Automotive Electrical I	5
AUTO-130 Auto Manual Drive Trans & Axles	4
AUTO-140 Auto Engine Performance I	5
AUTO-150 Auto Suspension and Steering	5
AUTO-200 Auto Engine Performance II	5
AUTO-220 Automotive Electrical II	5
AUTO-230 Automatic Transmissions	5
AUTO-270 HVAC Systems	3
AUTO-272 Automotive Service Co-op*	6

Notes:

This certificate is designed for the Automotive Student that wishes to become Master Certified in all 8 Auto Areas.

*Automotive Service Co-op will be articulated upon completing 2 years of ISD Automotive Studies and meeting the attendance and achievement standards.

Equipment: Students are required to provide their own safety equipment, work clothes and basic hand tool set. A list is provided. Estimated cost is between \$1,000 and \$2,500. Special student discounts are available. A quality set of hand tools is required by the second week of the semester for each course of the program, the co-op program and future employability. NOTE: A valid driver's license is required for co-op.

This program curriculum is also certified by the National Automotive Technicians Education Foundation (NATEF) at the Master Level.

Suggested Sequences Per Semester

		<u>Cr / Ct</u>
First Semester		
AUTO-110	Automotive Brakes	5/8
AUTO-120	Automotive Electrical I	5/8
AUTO-140	Auto Engine Performance I	5/8
		<u>15/24</u>
Second Semester		
AUTO-150	Auto Suspension and Steering	5/8
AUTO-200	Auto Engine Performance II	5/8
AUTO-220	Automotive Electrical II	5/8
		<u>15/24</u>
Third Semester		
AUTO-100	Engine Repair	5/8
AUTO-130	Auto Manual Drive Train & Axles	4/6
AUTO-272	Automotive Service Co-op	6/6
		<u>15/20</u>
Fourth Semester		
AUTO-230	Automatic Transmissions	5/8
AUTO-270	HVAC Systems	3/4
		<u>8/12</u>

ACTION TAKEN: The above two new programs have been reviewed and approved by the Technology Division, the Automotive Advisory Board, and the Curriculum Committee.

ACTION REQUESTED: Review and approval of the new Automotive Maintenance Technician and Automotive Master Technician Certificates by the Board of Trustees.

BOARD OF TRUSTEES ACTION TAKEN:

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

“Approve the recommendations from the Technology Division, the Automotive Advisory Board, and the Curriculum Committee to add the new Automotive Maintenance Technician and Automotive Master Technician Certificates presented.”

Dr. Coleman explained these certificates are important because they were designed for students in the ISD Automotive Studies Early College. No further discussion. Motion carried unanimously.

REQUEST TO REVISE PROGRAMS (7)	
REVISED PROGRAMS	CHANGES
AA Network Administration	Approved Electives list will be removed and replaced by CSCI 121 which is required to take the transferring course (CSCI 122).
AAS Corrections	This program is being revised to add CJUS 115 - Introduction to Private Security and CJUS 130 - Private Security Academy as approved electives.
AAS Early Childhood Education	The Early Childhood Education program is being revised to better align the program content with the NAEYC Standards for Early Childhood Professional Preparation. The program revision includes additional courses focusing on professional ethics related to the field, childhood assessment, cultural diversity and school-age care/education. The NAEYC Accreditation Self-Study process revealed a need for increased emphasis in these content areas. Student preparation will be broadened and strengthened by the addition of these courses.
AAS Law Enforcement	This program is being revised to add CJUS 115 - Introduction to Private Security and CJUS 130 - Private Security Academy as approved electives.
AAS Marketing	Addition of Social Media Marketing Course (3/3) that replaces a business elective.
AAS Paramedics	The specific year of Standards and Guidelines is being changed to current Standards and Guidelines so that when they are updated, there won't need to be frequent catalog changes to reflect these updates. The specific CEVO 3 requirement is being changed for the ambulance driving certificate. The CEVO program has four updates to this point and will most likely continue to be updated. The requirements will be met by the State of Michigan if the student has a CEVO certificate and proof of taking this class that includes both didactic and practical portions. By changing this to CEVO, it will reduce the need for frequent catalog updates as updated programs become available and are used. This will allow us to use the most current resources. Changing the name of the trauma class to Paramedic Trauma and not naming a specific trauma course will allow the program to have the ability to choose the most current trauma program available for our students. This will allow

REQUEST TO REVISE PROGRAMS (7)	
REVISED PROGRAMS	CHANGES
	flexibility in choosing the teaching materials that align with NREMT standards and testing.
Early Childhood Education Certificate	The Early Education Certificate is being revised to better align the program content with the NAEYC Standards for AAS degree teacher preparation. The program revision includes additional courses focusing on professional ethics, child assessment, cultural diversity and school age care/education. The NAEYC Accreditation Self-Study process revealed a need for increased emphasis in these content areas. Student preparation will be broadened and strengthened by the addition of courses in these identified areas.
<p>ACTION TAKEN: The above seven program revisions have been reviewed and approved by their respective division, Advisory Board and the Curriculum Committee.</p> <p>ACTION REQUESTED: Review and approval of the seven revised programs listed above by the Board of Trustees.</p> <p>BOARD OF TRUSTEES ACTION TAKEN:</p> <p>It was moved by Terri Mileski and seconded by Tom Butch to:</p> <p>“Approve the recommendations from the respective divisions, Advisory Boards, and the Curriculum Committee, to revise the seven programs presented.” No discussion. Motion carried unanimously.</p>	

REQUEST TO ADD NEW COURSES (13)			
NEW COURSES	COURSE NO.	CR/CT	COURSE INFORMATION
Advertising and Promotion	BUSN 261	3/3	<p>This course focuses on the fundamentals of advertising and promotion through the expansion of marketing strategies resulting in the development of a comprehensive multimedia advertising campaign. Elements covered include market research, media selection and planning, and application of creative strategies for evaluation and develop of advertisement and promotion. Prerequisites: BUSN160 and BUSN253.</p> <p>This course is being created to continue to provide and support a comprehensive foundation for marketing strategies and implementation within the AAS Marketing Degree. Advertising and promotion are among the most common marketing strategies applied as well as the most visible and interesting. This course will shift students focus from being a part of the audience to the creators of advertising and promotion strategies for products and businesses. Students will learn how to evaluate and create advertisements and about the different types of media, including the ever-changing areas of digital and interactive media (online, social, mobile, etc.). This class offers real world application because whether a student goes to work in the marketing department of a large corporation or at a small family run business, budgets are finite and understanding advertising strategies, promotional tools and marketing applications can benefit anyone involved in business who is working to increase profit. Students who are pursuing an AAS in Marketing would be required to take the course. In addition, students in the Hospitality Management program who are interested in possibly owning their own restaurant could also benefit. Also, students studying communications or sociology might be interested in learning more about the role of advertising in mass communication and how advertising shapes consumer behavior and popular culture.</p>

Social Media Marketing	BUSN 264	3/3	<p>This course focuses on the creation and implementation of a social media marketing campaign and evaluation of its success. Students will learn the best practices to develop the skills needed to connect business objectives with social media strategy, platforms, and tactics. Emphasis is placed on evaluating, creating, and integrating social media tools to meet marketing objectives to improve business. This course is intended for various backgrounds, however, a basic understanding of marketing along with common social media platforms and supported technologies is recommended.</p> <p>While the fundamentals of marketing have not changed the channels of communication have and it is essential for businesses to integrate social media to support business objectives. However, there is a not one-size-fits-all approach when it comes to social media marketing, therefore, an understanding of the primary components of social media technology is essential to support any successful endeavor in engaging in social media marketing.</p> <p>This proposed course enhances the opportunity for students who are pursuing as AAS in Marketing to establish a well-rounded marketing foundation. In addition, nearly every person on the planet engages or encounters the influences of social media and having an understanding can help students to consider their personal and professional interaction.</p> <p>This course would be required for the ASS Marketing degree and open as a business elective as well. Furthermore, in offering this course online, it is the intention of the instructor to market the course to the local business community.</p>
------------------------	----------	-----	--

<p>Introduction to Chemistry</p>	<p>CHEM 102</p>	<p>4/4</p>	<p>A survey of the basic concepts and principles of chemistry designed for non-science majors or students who have little or no previous chemistry experience. An introduction to the basic language of chemistry, the basic systems of inorganic, organic, and biochemistry, and their applications to everyday life, human anatomy and physiology, and the environment. Topics may include the chemistry of drugs, household products, energy resources. This course is designed for students who are not majoring in chemistry as well as for those fulfilling a lab science requirement in their degree if taken with CHEM 104. One semester of high school science expected. Prerequisites: E, M, R. Normally offered each semester.</p> <p>There are currently three lower level chemistry courses being offered (CHEM 090, CHEM 103, and CHEM 107), but not enough students enrolled in each for them to always be a "go course" and not enough instructors available to teach them. Of the three courses there is significant overlap in the outcomes and objectives that will allow one revised course to meet all needs. The course will benefit students as it will be offered regularly (fall, winter, and summer) and will not be cancelled due to low enrollment. Future plans are to offer the course face-to-face as well as in a online format with students coming to campus for the laboratory portion. This course will meet the needs of nonscience majors and serve as a prep course for students with little, none, or outdated previous chemistry work.</p>
<p>Introduction to Chemistry Lab</p>	<p>CHEM 104</p>	<p>1/2</p>	<p>This course provides lab experiences associated with CHEM 102. When possible, CHEM 104 should be taken concurrently with CHEM 102.</p> <p>There are currently three lower level chemistry courses being offered (CHEM 090, CHEM 103, and CHEM 107), but not enough students enrolled in each for them to always be a "go course" and not enough instructors available to teach them. Of the three courses there is significant overlap in the outcomes and objectives that will allow one revised course to meet all needs. This course will benefit students as it will be offered regularly (fall, winter, and summer) and will not be cancelled due to low enrollment. Future plans are to offer the course face-to-face as well as in a online format with students coming to campus for the laboratory portion. This course will meet the needs of nonscience majors and serve as a prep course for students with little, none, or outdated previous chemistry work.</p>

<p>Curriculum Development & Assessment I</p>	<p>CHLD 132</p>	<p>5/5</p>	<p>This course will focus on the assessment/ observation/curriculum development cycle including the role of teachers in and importance of play in early childhood learning and development; curriculum development and implementation of developmentally appropriate activities to promote physical, cognitive and social-emotional development. An emphasis on Language, literacy, literature, social studies, music and the arts will be included. Artifacts demonstrating competency in NAEYC Standards will be collected for professional capstone portfolio development. An 80-hour practicum is required and will include observation/practice with children ages birth-eight years in at least one of the following settings: home care or center based program; Head Start; or early elementary school. A criminal history background check, central registry clearance, and physical examination and TB test are required. Prerequisite CHLD 103 Child Development.</p> <p>As a result of the NAEYC Accreditation Self-study it was determined that increasing the credits for this course from 3 to 5 and adjusting the course content would better prepare students to meet the NAEYC Standards of competency. Course content will now include language, literacy, literature, social studies and the arts.</p>
<p>Introduction to Ethics in Early Childhood</p>	<p>CHLD 150</p>	<p>1/1</p>	<p>Students will be introduced to the NAEYC Code of Ethical Conduct for Early Childhood Professionals. Topics include morality and ethics; ethical responsibilities to children, families, colleagues, community and society.</p> <p>During the NAEYC Accreditation Self-study process the area of professional ethics stood out as a topic that needed increased emphasis. Although it is addressed in other courses it was felt student preparation would be strengthened with the addition of this one credit course focusing on ethics exclusively.</p>
<p>Introduction to Assessment in Early Childhood</p>	<p>CHLD 160</p>	<p>1/1</p>	<p>This course will introduce students to child and program assessment. Students will investigate a variety of research-based assessment tools currently being used in the early childhood field to assess children and programs.</p> <p>During the NAEYC Accreditation Self-study process the area of child and program assessment stood out as a topic that needed increased emphasis. Although these topics are addressed in practicum courses more foundational knowledge was needed to meet the Standards. It was felt student preparation would be strengthened with the addition of this one credit course.</p>

School Age Care	CHLD 170	2/2	<p>This course is designed to provide students the information needed to effectively plan programming to meet the needs of children ages 5-8. The influence of the culture, the family, the school, and the peer group upon the developing school age child is considered.</p> <p>Statement of Need - During the NAEYC Accreditation Self-study process the area of school age development and programming stood out as a topic that needed increased emphasis. Although school age development is addressed in CHLD 103 Child Development, program planning needs more emphasis. It was felt student preparation would be strengthened with the addition of this two credit course.</p>
Exceptional Children in Early Childhood	CHLD 202	3/3	<p>This course will focus on resources and models for teaching and supporting young children with exceptionalities and their families. Techniques and strategies for adapting materials and environments in support of all children's development will be emphasized. 10 hours of observation will be required.</p> <p>During the NAEYC Accreditation Self-study process, it was determined this course needed practicum observation for this age group and a course title that more accurately encompasses all children with exceptionalities. This course replaces CHLD-200 Inclusion in Early Childhood Programs.</p>

<p>Curriculum Development & Assessment II</p>	<p>CHLD 232</p>	<p>5/5</p>	<p>This course will focus on the assessment/observation/curriculum development cycle including the role of teachers in and importance of play in early childhood learning and development. Curriculum development and implementation of developmentally appropriate activities to promote physical, cognitive and social-emotional development with an emphasis on STEM; science, technology, engineering and math for early childhood education will be included. Artifacts demonstrating competency in NAEYC Standards will be collected for professional capstone portfolio development. An 80-hour practicum is required and will include observation/practice with children ages birth-eight years in at least one of the following settings: home care or center based program; Head Start; or early elementary school. A criminal history background check, central registry clearance, and physical examination and TB test are required. Prerequisite: CHLD 103.</p> <p>This course is being developed to reflect a shift in curriculum content emphasis. Language, literacy, literature and the arts have been moved to CHLD 132 allowing a greater focus in math, science, and technology. In addition, the practicum hour requirement has been changed from 90 to 80 hours. This course is a required course in the Early Childhood & Education AAS degree program.</p>
<p>Varsity Baseball</p>	<p>PHED 124 PHED 126</p>	<p>1/3</p>	<p>This course focuses on the application of offensive and defensive strategies, advanced skill techniques, teamwork, and participation at a competitive level. Enrollment must be concurrent with membership of the Bay College varsity baseball program. Varsity baseball may be repeated one time for an elective credit.</p>
<p>Varsity Softball</p>	<p>PHED 125</p>	<p>1/3</p>	<p>This course focuses on the application of offensive and defensive strategies, advanced skill techniques, teamwork, and participation at a competitive level. Enrollment must be concurrent with membership of the Bay College varsity softball program. Varsity softball may be repeated one time for an elective credit.</p>

Paramedic Trauma	PMED 284	1/1	<p>Paramedic Trauma is designed specifically for trauma care providers who are the first to assess and initiate treatment for the trauma patient. This course combines basic and advanced training that utilizes both didactic and simulation methodologies. This course provides complete training for the skills needed for rapid assessment, resuscitation, stabilization and transport of trauma patients. This course provides teaching and evaluation in keeping with standards of care and current guidelines for trauma care.</p> <p>Prerequisites: Acceptance into Paramedic Associate in Applied Science following the course sequence and "C" or better in all program courses or permission of the Instructor.</p>
------------------	----------	-----	--

ACTION TAKEN: The above thirteen new courses have been reviewed and approved by their respective divisions and the Curriculum Committee.

ACTION REQUESTED: Review and approval of the thirteen new courses listed above by the Board of Trustees.

BOARD OF TRUSTEES ACTION TAKEN:

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

“Approve the recommendations from the respective divisions and the Curriculum Committee to add the thirteen new courses presented with the course number change from PHED 124 to PHED 126 for Varsity Baseball reflected.” No discussion. Motion carried unanimously.

REQUEST TO REVISE COURSES (23)	
REVISED COURSES	CHANGES
BIOL 213 Human Anatomy and Physiology I	Removed the reference of CHEM 107 as CHEM 107 is being dropped from our offerings and the combination of CHEM 102 and CHEM 104 will fulfill the chemistry background needs for this course.
BIOL 225 Medical Microbiology	Removed the reference of CHEM 107 as CHEM 107 is being dropped from our offerings and the combination of CHEM 102 and CHEM 104 will fulfill the chemistry background needs for this course.
CADD 112 CAD Computer Technology	<ul style="list-style-type: none"> Removed prerequisite "R" as similar courses do not require an "R" requirement. Tutoring and academic assistance is available if a student has an individual need. Course sequence was based on the retired CADD degree. It may now be offered in other semesters other than "Fall only".
CADD 115 CAD Foundations	<ul style="list-style-type: none"> Removed prerequisites: CAD Major, Engineering Major, or permission of instructor. There is no reason to limit the course to a specific major. Removed prerequisite "R" as similar courses do not require an "R" requirement. Tutoring and academic assistance is available if a student has an individual need. Course sequence was based on the retired CADD degree. It may now be offered in other semesters other than "Fall only".
CADD 120 AutoCAD	<ul style="list-style-type: none"> Removed prerequisites: CAD Major, Engineering Major, or permission of instructor. There is no reason to limit the course to a specific major. Removed prerequisite "R" as similar courses do not require an "R" requirement. Tutoring and academic assistance is available if a student has an individual need. Course sequence was based on the retired CADD degree. It may now be offered in other semesters other than "Fall only".
CADD 122 Dimensioning & Tolerancing	<ul style="list-style-type: none"> Removed prerequisites: CAD Major or permission of instructor. There is no reason to limit the course to a specific major. Removed prerequisite "R" as similar courses do not require an "R" requirement. Tutoring and academic assistance is available if a student has an individual need. Course sequence was based on the retired CADD degree. It may now be offered in other semesters other than "Fall only".
CADD 125 Drafting/Modeling-Mechanical	<ul style="list-style-type: none"> Removed prerequisites: CADD 120 or permission of instructor. The CADD 120 pre-req is based on the old CADD program sequence. This course may not be taught using AutoCAD in the future. Course sequence was based on the retired CADD degree. It may now be offered in other semesters other than "Winter only".
CADD 135 Descriptive Geometry	<ul style="list-style-type: none"> Removed prerequisites: CADD 115, CADD 120, or permission of instructor. The CADD 115 and CADD 120 pre-req is based on the old CADD program sequence. This course may not be taught using AutoCAD in the future. Course sequence was based on the retired CADD degree. It may now be offered in other semesters other than "Winter only".
CADD 215 Feature Based Parametric Modeling	Removed prerequisites: CAD Major, Engineering Major or permission of instructor. Offered on demand only. There is no reason to limit the course to a specific major.
CADD 226 SolidWorks	<ul style="list-style-type: none"> Removed prerequisites: CAD Major, Engineering Major or permission of instructor. Offered on demand only. There is no reason to limit the course to a specific major.

	<ul style="list-style-type: none"> Course sequence was based on the retired CADD degree. It may now be offered in other semesters other than "Winter only".
CADD 240 Drafting/Modeling- Architecture	<ul style="list-style-type: none"> Removed prerequisites: CADD 115, CADD 120, or permission of instructor. The CADD 115 and CADD 120 pre-req is based on the old CADD program sequence. This course may not be taught using AutoCAD in the future. Course sequence was based on the retired CADD degree. It may now be offered in other semesters other than "Fall only".
CADD 255 Team Problem Solving	<ul style="list-style-type: none"> Removed prerequisites: CADD 122, CADD 125 and CADD 135, or permission of instructor as those courses were based on the old CADD program sequence. Course sequence was based on the retired CADD degree. It may now be offered in other semesters other than "Winter only".
CADD 257 Rapid Prototyping	<ul style="list-style-type: none"> Removed prerequisites: CADD 125 or permission of instructor. CADD 125 was based on the old program sequence. Course sequence was based on the retired CADD degree. It may now be offered in other semesters other than "Fall only".
CHEM 110 General Chemistry I	<ul style="list-style-type: none"> Changed the catalog description to the following: "The first semester of a two semester general chemistry course designed to meet the needs of science students. The course covers units of measurement, the structure of atoms, nomenclature, stoichiometric relationships and calculations, bonding, and states of matter". Also added: "Normally offered in the Fall semester. If planning to take CHEM-112 in the winter semester, be sure to enroll in MATH-110 concurrently with CHEM-110 in the fall semester if needed". Changed the prerequisites to: One year of high school chemistry, or CHEM-090 with a "C" or better, or CHEM-103 with a "C" or better, or CHEM-102 and CHEM-104 with a "C" or better, and MATH-105 with a "C" or better or placement into MATH-110 or higher.
CHEM 112 General Chemistry II	<ul style="list-style-type: none"> Changed the catalog description to the following: "The second semester of a two semester general chemistry course designed to meet the needs of science students. The course covers properties of solutions, chemical equilibria, kinetics, thermodynamics, acid/base theory, and electrochemistry". Also added "Normally offered in the Winter semester". Changed the prerequisite to: CHEM 110 and MATH 110 with a "C" or better or placement into MATH-111 or higher. The math level in CHEM 112 is more challenging than in CHEM 110. Students should be prepared by already completing MATH 110 before taking CHEM 112.
CHLD 125 Infant Toddler Development & Programming	<p>Changed the catalog description to the following: "This course addresses the physical, cognitive, language, social and emotional development for children ages 0-3 years. Planning safe, stimulating, developmentally appropriate environments for the care and education of infants and toddlers, and strategies that support and empower families through respectful and reciprocal relationships are included. 10 hours of observation, documentation and assessment of infant and toddler growth and development are required". As a result of the NAEYC Accreditation Self-study process it was determined that the infant toddler course should include observations in an age-</p>

	<p>appropriate early childhood care and learning environment. This will be the only course to specifically provide IT observation experiences.</p>
CIS 125 Business Technology Tools	<ul style="list-style-type: none"> • Changed the catalog description to the following : “This course will introduce students to software tools used to collect and manage information in the business environment. Topics covered will include integrated information management programs such as Microsoft Outlook and note taking programs such as Microsoft OneNote. Other web-based applications may also be explored. Keyboarding skill helpful”. • CIS-101 is being removed as a prerequisite for this course. This prereq was originally applied to ensure students had some productivity software experience prior to taking this course. Most incoming students now have had at least some exposure to productivity software.This will also allow OIS students to register for this course as an elective without an instructor override. Removing this prerequisite eliminates a barrier to registration.
CIS 130 Spreadsheet Applications	<ul style="list-style-type: none"> • Changed the catalog description to the following: “This course is designed to provide detailed, hands-on instruction in current spreadsheet software. Topics will include creating and formatting a workbook; working with formulas and functions; creating charts, tables, and PivotTables; managing multiple workbooks; and developing macros. Important spreadsheet concepts, including order of precedence in formulas, function syntax, absolute and relative cell references, what-if analysis, and data validation will be covered. Keyboarding skill helpful”. • The keyboarding prerequisite is being removed. While keyboarding skill is still beneficial, students can be successful without formalized touch-typing skill. OIS-090 has not been offered and/or had sufficient enrollment to run. Removing this prerequisite also removes a barrier to timely registration.
CIS 140 Database Applications	<ul style="list-style-type: none"> • Changed the catalog description to the following: “This course will develop students’ skills in the area of database management. Students will design, develop, and maintain a database using up-to-date database management software. Topics will include creating and editing tables, creating forms and reports, sorting records, generating reports, applying queries, and using filters. Keyboarding skill helpful”. • The keyboarding prerequisite is being removed. While keyboarding skill is still beneficial, students can be successful without formalized touch-typing skill. OIS-090 has not been offered and/or had sufficient enrollment to run. Removing this prereq also removes a barrier to timely registration.
EDUC 202 Educational Psychology	<ul style="list-style-type: none"> • Changed the catalog description to the following: “This course is an introduction to the application of psychological principles and research to teaching and learning. It will expose the student to the processes of teaching and learning from constructivism, social cognitive, cognitive, and behavioral perspectives. The study of teaching and learning is an integral part of the preparation of those who will become teachers. Understanding the development of the student, diversity, learning, motivation, classroom management, and instruction will make a teacher more effective and student a better learner. In addition, this course has a required 35 hour field experience in a local school district which requires a criminal history background check. • Prerequisites: R and permission of instructor.

	<ul style="list-style-type: none"> • This course was developed to provide ease of transfer for education majors to Northern Michigan University. NMU no longer requires PSYC 201 Introduction to Psychology for the equivalent course (i.e. ED 230, ED 231). • Removing PSYC 201 as a prerequisite reduces unnecessary credits for students and is consistent with Guided Pathways.
HLTH 140 Dosage Calculations	<ul style="list-style-type: none"> • Changed the catalog description to the following: “This course is intended to teach the mathematical skills and principles that are required to ensure the safe administration of medications in today's healthcare settings. Topics will include: fractions, decimals, percentages, ratios, dimensional analysis, measurement of oral and parenteral drugs, calculations of pediatric dosages, preparation of solutions, household and metric systems of measurement and conversion between the two systems. Emphasis will be on developing good problem solving skills and the application of those skills to the safe administration of medications in the health care setting”. • Changed the prerequisite from MATH 085 to MATH 095 with a "C" grade or better, or meet the "M" requirement on current college mathematics placement test because a deficit in mathematical skills has been identified in students entering HLTH 140 with the prior prerequisite of MATH 085, which resulted in difficulty in meeting student learning outcomes for the course.
NURS 134 Health Concepts I	The student learning outcomes were re-ordered to mirror those written for NURS 144 – Health Care Concepts Bridge. This will allow the SLOs to flow more logically and clearly to students and stakeholders alike.
NURS 254 Health Concepts II	The student learning outcomes were re-ordered to mirror those written for NURS 144 – Health Care Concepts Bridge. This will allow the SLOs to flow more logically and clearly to students and stakeholders alike.

ACTION TAKEN: The above 23 course revisions have been reviewed and approved by their respective division and the Curriculum Committee.

ACTION REQUESTED: Review and approval of the 23 revised courses listed above by the Board of Trustees.

BOARD OF TRUSTEES ACTION TAKEN:

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

“Approve the recommendations from the respective divisions and the Curriculum Committee to revise the 23 courses presented.” No discussion. Motion carried unanimously.

REQUEST TO RETIRE COURSES (3)			
COURSE	COURSE NO.	CR/CT	RATIONALE
CAD Competency Definition	CADD 100	1/2	The course existed only as a requirement for the CADD degree, which no longer exists.
CAD Competency Assessment	CADD 200	1/2	The course existed only as a requirement for the CADD degree, which no longer exists.
Curriculum Development & Assessment I	CHLD 130	3/3	This course is being replaced by CHLD 132 - Curriculum Development & Assessment I (5 credits/5 contacts). During the NAEYC Accreditation Self-Study it was determined that increasing the credits from 3 to 5 and adjusting the course content would better serve students.

ACTION TAKEN: The above three course retirements have been reviewed and approved by their respective division and the Curriculum Committee.

ACTION REQUESTED: Review and approval of the three retired courses listed above by the Board of Trustees.

BOARD OF TRUSTEES ACTION TAKEN:

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

“Approve the recommendations from the respective divisions and the Curriculum Committee to retire the three courses presented.” No discussion. Motion carried unanimously.

Trustees extended thanks and appreciation to everyone for their hard work in making the curriculum changes.

C Transaction Report: There were no questions or comments on the Transaction Report ending February 28, 2018. Kevin Carlson, VP of Finance, stated the transaction payable to the City of Escanaba was the College’s remaining share of costs for the Tax Tribunal dark store case.

On a motion made by Tom Butch and seconded by Terri Mileski:

“The Financial Transactions for the month ending February 28, 2018, stand approved as presented to place on file.”

Roll Call:

Ayes: Steve Davis, Terri Mileski, Tom Butch, Phil Strom, Bill Lake

Nays: None

Abstentions: None

No discussion. Motion carried unanimously.

D Special Liquor License Request:

Permission to apply for a Special Liquor License to serve beer and wine at Bay College West for the Business After Hours event on June 19, 2018, was requested. Dr. Coleman granted permission in compliance with Board of Trustees General Administration Policy 1018 Alcoholic Beverages. The Michigan Liquor Control Commission requires a resolution passed by a majority vote of the organization's board of directors granting permission to apply for a Special License.

It was motioned by Steve Davis and seconded by Terri Mileski to:

“Approve the Certified Resolution of the Board of Directors Authorizing the Application for Special Liquor License found on page 57 of the March 21, 2018, Regular Board Meeting Report, for the event presented.”

Roll Call:

Ayes: Terri Mileski, Tom Butch, Steve Davis, Bill Lake
Nays: None
Abstaining: Phil Strom abstained from the vote based only on his professional position as Delta County Prosecutor.

Steve Davis asked how often the Board is asked to approve liquor license applications. Dr. Coleman responded requests are limited to events associated with the College. There is typically one Foundation event per year and sometimes more depending on partnerships with the Delta County Chamber of Commerce and Economic Development Alliance.

No further discussion. Motion carried unanimously.

E New College Credit Card Program:

Approval was requested to open a new college credit card account to simplify management of the College's credit card program and issue VISA COMMUNITY cards to designated employees and to authorize Ann Valiquette, Director of Business Office, as the program administrator.

Kevin Carlson explained the College has nine credit card accounts. The new program would allow all cards to be under one program, card access to be turned on and off, and credit lines to be moved between accounts. Ann Valiquette will manage the process and monitor the program. This will also make managing situations easier when cards are compromised. The new program also offers a cash back reward.

Steve Davis asked what the average amount is charged to credit cards per month. Kevin responded about \$30,000 per year is paid in credit card transactions. The monthly amounts vary depending on the activity.

Phil Strom asked if policy changes would be necessary. Kevin responded there will be procedure changes to the existing policy (e.g., allowable charges) but he does not expect changes to the policy.

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

“Approve opening a new college credit card account to simplify management of the College’s credit card program and issue VISA CommUNITY cards to designated employees and to authorize Ann Valiquette, Director of Business Office, as the program administrator.” No discussion. Motion carried unanimously.

VII ADJOURNMENT:

It was motioned by Phil Strom and seconded by Tom Butch to:

“Adjourn the meeting.” No discussion. Motion carried unanimously. The meeting adjourned at 4:30 p.m. ET.

Laura L. Johnson
Assistant Board Secretary

Completion Date

Approval Date

William W. Lake
Vice-Chair

Approval Date