

REPORT OF MINUTES

BOARD OF TRUSTEES REGULAR MEETING

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

May 16, 2018

- I **CALL TO ORDER:** The meeting was called to order at 6:03 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, Terri Mileski, Steve Davis,
Tom Butch, Bill Lake
- Members absent: Joy Hopkins, Eric Lundin
- Administration: Travis Blume, Kim Carne, Laura Coleman,
Christine Williams , Mark Kinney,
Amy Reddinger
- Faculty: Janice Barker, Stella Hansen, Bill Milligan (also
UniServ Director for 17-A), Molly Campbell,
Thomas Warstler
- Guest: Jordan Beck, *Daily Press*,
Jared Jozaitis, Gold Star Coaches & Charter
- Recorder: Laura Johnson, Assistant Board Secretary
- III **CITIZEN
INTRODUCTIONS
AND COMMENTS:** Attendees introduced themselves.
- IV **APPROVAL OF
AGENDA:** The agenda stood as presented.
- V **DECLARATION OF
INTEREST:** Phil Strom declared he is waiting for a final legal opinion about incompatibility of office after taking the Delta County Administrator position. He submitted supplemental information he wants specifically addressed in the legal opinion and the County Administrator job description to legal counsel. He would abstain from voting at today's meeting because the final opinion has not

been received. The Board would discuss the interim opinion they received at the end of the meeting.

VI CONSENT AGENDA:

The consent agenda included minutes from the Regular Meeting on April 18, the Special Meeting on May 4, and Resolutions of Appreciation for retirees: Janice Barker, Stella Hansen, and Bill Milligan.

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

“Approve the Consent Agenda for the Board of Trustees Regular Meeting on May 16, 2018, as presented.”

No discussion. Phil Strom abstained. Motion carried.

VII PRESENTATIONS:

A Resolutions of Appreciation to Retirees:

Janice Barker:

Dr. Coleman read the Resolution of Appreciation for Janice Barker, Office Information Systems Instructor, and stated she appreciated the leadership Janice showed in continually improving her program.

Mark Kinney, Dean of Business & Technology, shared one of his favorite things about Janice was attending her classes when the students presented their portfolios and capstone projects because the students could take those projects directly into their careers. Janice got those students jobs and they also became poster students for us. Janice was constantly improving her program while always providing students with jobs and the skills they needed.

Stella Hansen:

Dr. Coleman read the Resolution of Appreciation for Stella Hansen, Social & Behavioral Sciences Instructor, and stated that Stella has been a leader at west campus. One memorable example was the “Let’s Talk” meetings she started at west campus to improve communication.

Amy Reddinger, Dean of Arts & Sciences, shared she learned that Stella is unparalleled in touching the lives of students. She has done so many things to impact the lives of students that one student recently said she wanted to be Stella.

Bill Milligan:

Dr. Coleman read the Resolution of Appreciation for Bill Milligan, English & Communications Instructor, and stated she most appreciated that when the College found itself in desperate need of

a communications instructor for nursing students; he earned the courses to teach it.

Amy Reddinger, Dean of Arts & Sciences, shared Bill is very passionate about teaching and his students loved him, which is one of the most meaningful things in teaching.

Trustees extended congratulations and thanks to the retirees.

Janice Barker, Stella Hansen, Mark Kinney, Bill Milligan, and Amy Reddinger left the meeting.

B RAVE Panic Button System:

Christine Williams, VP of Operations, shared an informational video about the *RAVE Panic Button* system.

Additional information included:

- The *RAVE Panic Button* system is available through a grant funding the new U.P. wide system in collaboration with public safety and dispatch agencies across the U.P. The app system will be introduced and available for download or to elect SMS text messages or phone alerts, fall 2018.
- Students will be encouraged to register for the Smart911 app system, similar to the *RAVE Panic Button*.
- The facility profile is in process for submission to the local 911 dispatch. This profile identifies every building and physical space for each campus in the system with a geo location or coordinates. All employee office phone information will be entered into the system so office locations can also be identified. This will allow public safety to know exactly where the emergency call is on campus and eliminate the confusion about entrances and buildings. The system will identify calls from off campus and would not notify others on campus.
- The system integrates notifications of local emergencies to core groups (administrators). For example, Bay administrators would be notified if Escanaba Schools had an emergency.
- It also allows emergency response people (e.g., nursing faculty) to be identified and notified as a group so they can respond to medical emergencies if they are on campus.

Discussion was held and Chris added that staff receive training for emergency scenarios.

Team members implementing the new system include Justin Izzard, Director of IT; Chris Williams, VP of Operations, Joe Pacheco, Director of Safety & Security; and Ralph Curry, Director of Buildings and Grounds.

VIII ADMINISTRATIVE REPORTS:

A President's Report:

President Coleman reported:

Commencement:

The last month has been very busy and culminated in a fantastic commencement. Good comments were received from throughout the community.

Personal Property Tax:

Recent visits with legislators focused on the debate around the Personal Property Tax monies the College receives. The College's amount has been significant, but the Governor and legislators want to consider it bonus money when it is really money owed to the College. Several alternative distribution options are being discussed by the community college presidents: 1) straight increases in appropriations across the board to all community colleges – Bay fared the best with this option; 2) using the formula developed by a MCCA committee that determined how to distribute new monies based on graduation rates and other things. This method is Dr. Coleman's second choice for Bay; 3) A 7.6% automatic increase suggested by the Gov.'s office would be ranked as her third choice; 4) the FYES (fiscal year equated students) calculation was passed by the House but needs Senate approval. This method penalizes small schools and there is concern this method would be used for all community college funding allocations.

MCCA has not pushed for a consensus but sent the options to the presidents to rank their support. The College will take a cut in the Personal Property Tax refund. The amount is unknown until determined by the Senate.

Matt Barron, VP of Academic Affairs, and Kevin Carlson, VP of Finance, Training and Development, were absent due to attending the MCCA Leadership Academy in Lansing.

B Academic Affairs:

Dr. Coleman referred trustees to page 58 of the board report to highlight the Governor's Marshall Plan for Talent. The plan gets talent consortiums to educate high school students through internships or apprenticeships, followed by community college education, to enter the workforce faster. The number of jobs compared to the number of people unemployed is equal, which is not good for employers. The College is working with the DIISD and DSISD through Early College programs that will do what the Marshall Plan intends. Examples of similar plans were heard at AACC. Whether or not the Marshall Plan is funded, Bay is working with the ISDs and will work with businesses to develop internships and apprenticeships. Our Business and Technology division programs are already set-up as advocated by the Marshall Plan.

Discussion about moving from Carnegie hour based programs to competency hour based programs was heard at the national level at AACC. Bay is working on CQIN/BIF projects around advising and providing training programs to employers from our training and development department that would offer modules based on competencies that would be able to move to credit courses.

C Student Services:

Travis Blume, VP of Student Services, reported:

Summer Enrollment:

Student Services is working on the summer semesters. Enrollment is up compared to budget overall. Enrollment in online courses continues to grow over traditional in-classroom courses.

Phil Strom asked how summer enrollment affects fall enrollment. Travis responded summer enrollment includes guest students who transfer the courses to other institutions. There is no correlation between summer and fall enrollment numbers. The increase in summer enrollment is due largely to the availability of summer Pell monies.

Kudos to Faculty:

All grades were received before the deadline. Kudos to faculty members for their timeliness!

Athletics Update:

The average overall student term GPA was 2.78 for winter semester. The average athletic student term GPA was 2.88 for the winter semester.

Over 70 recruits are signed for athletics including 14 returning athletes.

D Operations: Christine Williams, VP of Operations, had nothing further to report.

E College Advancement: Kim Carne, VP of College Advancement, reported:

Foundation: Scholarship award certificates have been sent to all high school seniors receiving a scholarship. Total awards of ~\$350,000 have been made.

The Foundation is in process of reimbursing the College ~\$250,000 for the year's Foundation activities. This will have a positive impact on the College's financials.

Golf Outing: The annual Foundation Golf Outing is July 19. The event is open for sponsorships or participation.

Strings on the Bay: *Strings on the Bay* concerts will be held in June, July, and August.

Addison Event: A fundraising event featuring the College's Addison collection, the world's largest, will be held on November 1. The display will feature the entire collection including the 13 originals recently added.

Marketing: The last marketing campaigns for summer and fall semesters are out besides a focus on the nursing LPN program.

The new website has been pushed back to the beginning of August due to a timeline revision from the vendor. This will allow more time to work on workflows and training. The new site will still be up in time for the new recruiting cycle.

Phil extended thanks to all employees involved in commencement. It runs more efficiently every year.

F Finance, Training & Development: Kevin Carlson, VP of Finance, Training & Development, was absent.

IX BOARD COMMITTEE REPORT & REQUIRED ACTION:

None

X BOARD ACTION:

A Transaction Report:

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

On a motion made by Tom Butch and seconded by Steve Davis:

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

Roll Call:

Ayes: Terri Mileski, Steve Davis, Tom Butch, Bill Lake
Nays: None
Abstentions: Phil Strom

No discussion. Motion carried.

**B West Campus
Advisory Board
By-Law Revisions:**

The West Campus Advisory Board approved revisions to their by-laws on April 19 to remove term of office limits on all seats except the Dickinson County Board of Commissioners representative term, which expires with that commissioner’s term of office on the County Board. Each member would continue to be appointed for a term of two years. The revisions were presented for board approval.

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

“Approve the revisions to the West Campus Advisory Board By-Laws as presented.” No discussion. Phil Strom abstained. Motion carried.

**C Motor Coach Services
for Athletic Team
Travel Bid Award:**

Dr. Coleman stated there were two respondents to the RFP for motor coach services for athletic team travel: Checker Transport out of Marquette, and Gold Star Coaches & Charter out of Fond du Lac with a local garage. The scoring matrix for review of criteria was included in the board report. The pricing was close but there were significant differences in ability to service the College. Checker Transport had a slightly higher bid, but their fleet is new, has fewer miles, and offers a sleeper bus, which would be available for travel to tournaments or longer distances.

Based on all information, including comments from references, administration felt it would be better to go with Checker rather than Gold Star. Based on the Board’s Purchasing Policy, the President may go with the recommendation but the Board generally likes to

discuss these matters. Checker is locally owned but housed out of Marquette. The College has a year of experience with Checker since they provided service to the athletic teams this year. They also have a larger fleet so they can react swiftly. They responded to a breakdown within two hours by sending a new bus to the breakdown location. They also have experience providing service to athletic teams at Finlandia University, NMU, and LSSU.

Dr. Coleman responded to a question that Athletic Director, Matt Johnson, was involved in the selection.

Steve Davis commented that the difference in scoring and close bid made it obvious to him that Administration's recommendation to go with Checker should be approved.

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

“Approve Administration’s recommendation to award the contract for Motor Coach Services for Athletic Team Travel to Checker Transport, LLC.”

Roll Call:

Ayes: Terri Mileski, Steve Davis, Tom Butch, Bill Lake
Nays: None
Abstentions: Phil Strom

No further discussion. Motion carried.

XI UNFINISHED BUSINESS:

A Second Reading of Revisions BOT Policy 1040 Safety & Security:

First reading of revisions to Board of Trustees General Administration Policy 1040 Safety and Security were approved at the April 18 meeting. The revisions were presented for second reading approval.

Chris Williams stated one comment was received asking about the different transportation devices. Trustees asked that Chris adjust the procedure statement as necessary. Final approval would be granted prior to the modification.

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

“Approve second reading of revisions to Board of Trustees Policy 1040 Safety and Security. No further discussion. Phil Strom abstained. Motion carried.

Jared Jozaitus left the meeting.

Bill Lake referred trustees to the Early College approvals provided in the board folders for their information. Dr. Coleman credited Jessica LaMarch, Director of Admissions, and Matt Barron for their hard work and diligence working with these schools and students.

Terri Mileski shared she will attend the Leadership Conference at West Campus on May 17. Gina Wollner, Manager of Business Development & Community Engagement, has done a wonderful job keeping participants updated before the conference.

Bill Lake acknowledged the resignation of Mark Kinney, Dean of Business & Technology, due to his appointment as the VP of Academics and Student Services at West Shore Community College. Trustees wished him well.

XII MCCA UPDATE:

Dr. Coleman will attend a MCCA Executive meeting this week that will provide information about the MCCA Summer Institute.

XIII NEW BUSINESS:

**A Legal Opinion
May 7, 2018:**

Bill Lake stated a legal opinion was received from the College’s attorney that may be discussed in closed session if elected by trustees.

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

“Enter into closed session to consider the written attorney’s opinion dated May 7, 2018, addressed to Dr. Coleman and made available to the Board.”

Roll Call:

Ayes: Steve Davis, Tom Butch, Terri Mileski, Bill Lake
Nays: None
Abstentions: Phil Strom

No discussion. Motion carried.

The meeting moved to closed session at 7:15 p.m. ET.

The meeting moved to open session at 7:52 p.m. ET.

XIV OTHER:

None

XV ADJOURNMENT:

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

“Adjourn the meeting.” No discussion. Phil Strom abstained.
Motion carried. The meeting adjourned at 7:52 p.m. ET.

5/17/18

Laura L. Johnson
Assistant Board Secretary

Completion Date

Approval Date

William W. Lake
Vice-Chair

Approval Date