

REPORT OF MINUTES

**BOARD OF TRUSTEES
REGULAR MEETING**

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

January 16, 2019

- I CALL TO ORDER:** The meeting was called to order at 5:59 p.m. ET by Chair, Bill Lake.
- II ROLL CALL:** Roll call was taken by Laura Johnson, Assistant Board Secretary.
- Members present: Joy Hopkins, Phil Strom, Terri Mileski, Steve Davis, Eric Lundin, Tom Butch, Bill Lake
- Members absent: None
- Administration & Staff: Matt Barron, Travis Blume, Kim Carne, Laura Coleman, Trevor Quinlan, Eileen Sparpana, Chris Williams
- Faculty: Molly Campbell, June Klees, Nanci Love, Thomas Warstler
- Guest: Jordan Beck, *Daily Press*
- Recorder: Laura Johnson, Assistant Board Secretary
- III CITIZEN INTRODUCTIONS AND COMMENTS:** None
- IV APPROVAL OF AGENDA:** The agenda stood as presented.
- V DECLARATION OF INTEREST:** None
- VI MINUTES:** Minutes from the Regular Board of Trustees Meeting on December 19, 2018, were presented for approval.

It was motioned by Joy Hopkins and seconded by Steve Davis to:

“Approve the Minutes from the Regular Board of Trustees Meeting on December 19, 2018, as presented.”

No discussion. Motion carried unanimously.

VII PRESENTATIONS:

A Trustee Service Pins:

Dr. Coleman presented one-year service pins to trustees, Steve Davis and Terri Mileski. She thanked Terri and Steve for their year of service and stated they have been fantastic additions to the Board and provide great insights.

B New Employee:

Matt Barron, VP of Academic Affairs, introduced Trevor Quinlan, EMT/Paramedic Program Director. Trevor has been a paramedic since 2005. He came to Bay from the Chippewa County Health Department as the Public Health Emergency Preparedness Coordinator and owns Rural IC LLC. Trevor holds an Associate degree in Paramedic from LSSU and a Bachelor’s degree in Health Education from Ashford University.

Trustees welcomed Trevor.

Trevor expressed his appreciation for the opportunity before leaving the meeting.

C Bay MEA Community Outreach Initiatives:

Faculty members Nanci Love and Molly Campbell presented “Poverty and Economics: How MEA Community Outreach Initiatives Got Bay College Faculty More Engaged”. The presentation slides are attached.

Discussion was held about improving promotion of hardship services available to students.

Employees were trained on the College’s new Early Alert system at winter in-service to document concerns and request assistance for students through co-advisors. This new tool can alert advisors about anything from attendance to security concerns.

Concerns about students’ child care needs were also discussed.

Molly and Nanci will share the presentation with faculty next month.

Trustees thanked them for the presentation.

**VIII ADMINISTRATIVE
REPORTS:**

A President's Report: President Coleman reported:

***Employee Satisfaction
Survey Results:***

The annual Employee Satisfaction Survey results were shared with trustees. Administration is pleased with the results. The largest area of improvement was attained for onboarding new employees from 3.2% to 3.9%.

***Government
Shutdown:***

The government shutdown is affecting students who need verification of their financial aid. The Department of Education is allowing original tax returns for the verification and the College will not drop these students during the drop for non-payment. Food pantry and emergency fund usage is expected to increase if food stamps and other services are not disbursed.

B Academic Affairs: Matt Barron, VP of Academic Affairs, reported:

Early Alert System:

The new Early Alert System has been up for three days with 14 flags reported on students in the first day. This new tool provides the ability for any faculty or staff member to enter notes about areas of concern. An attendance concern was documented by three instructors for one student during the first week. The student was contacted and the situation remedied.

Dr. Coleman acknowledged Jeremy Belanger, Director of Transfer & Advising; Heidi Charon, Retention Program Manager; Justin Izzard, Director of IT; Jonathan Lane, Enterprise Application Manager; Matt Barron, VP of Academic Affairs; and Travis Blume, VP of Student Services for the work accomplished, along with great collaboration across campus, to implement this new tool.

C Student Services: Travis Blume, VP of Student Services, reported:

Enrollment:

Winter 2019 enrollment compared to this time last year is down 1% in contact hours and up 6% in student headcount. The fall to winter persistence goal of 83.56% was met. This can be attributed to a lot of work across campus to register students. Drops for no-pays and no-shows are coming up. A lot of work is ongoing to maintain enrollment before it is finalized for the semester.

Phil Strom extended credit to all faculty and staff for working toward increases in enrollment this semester and prior semesters,

despite a good economy when students can opt to work instead of go to school.

Eric Lundin recognized efforts for the increases in west campus enrollment. Dr. Coleman extended credit to Matt Barron, VP of Academic Affairs; Kevin Carlson, former VP of Finance & Bay West; and Gina Wollner, Director of Bay West, for their work with Dickinson area schools and the DIISD resulting in almost 200 dual enrollments with the DIISD a week into the fall semester. This was a huge collaborative effort among many.

Matt responded to a question about Early College programs in Dickinson County. The College has an Early College agreement with the DIISD for three programs: Mechatronics/Robotics, Welding, and Computer Network Systems & Security (CNSS).

D Operations:

Christine Williams, VP of Operations, reported:

RAVE App:

A new communication tool, the RAVE app, was deployed to employees for 911 notification and internal communication. The app provides the caller's exact location based on geo-fencing, for timely emergency response. Students will receive a similar tool next fall.

Athletic Addition:

The Athletic addition is progressing on schedule. The walls are done and the roof is going on. Bids for fire safety, mechanical, and plumbing are due on January 24. There is one more RFP to go out. The project budget can be finalized when these bids come in.

E College Advancement:

Kim Carne, VP of College Advancement, reported:

Foundation Year-End:

The Foundation ended the year with contributions of \$1,036,632. The Annual Campaign took in just over \$300,000 in the last quarter from employees and the community. New scholarships and endowments were established. Other highlights include gifts to purchase SIM Nursing Anne for each campus, emergency and food pantry support and nearly \$25,000 from athletic team solicitations.

Wizard of Oz:

The Wizard of Oz musical announcement generated 6,000 Facebook views; the most Bay College has ever had.

F Business Office:

Eileen Sparpana, VP of Finance, reported as of December 31, 2018:

Increase (decrease) in Net Assets is running behind last year at this time by \$551,000 due to the timing difference of the Personal Property Tax payment compared to last year. If the payment was received at the same time, the Increase (decrease) in Net Assets for the current fiscal year would be within \$33,000 of last year's performance.

The first semi-annual payment from the Hannahville Indian Community of \$300,000 was received toward the bond payments for the Athletic addition. The Tribe will reimburse the College more quickly than the money is needed. The last payment from the Tribe will be received June 2032 and the last bond payment is due December 2042. The funds will be allocated to a segregated account to pay the final decade of the bond issue.

IX BOARD COMMITTEE REPORT & REQUIRED ACTION:

None

X BOARD ACTION:

A Transaction Report:

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

On a motion made by Tom Butch and seconded by Eric Lundin:

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

Roll Call:

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

Nays: None

Abstentions: None

No discussion. Motion carried unanimously.

B 2019 BOT Committees:

The Board of Trustees committee membership appointments for 2019 were presented for approval.

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

“Approve the Board of Trustees Committee assignments for 2019 as set forth on the memorandum on page 31 of the Board Report.” No discussion. Motion carried unanimously.

**C First Reading
BOT Policy
Revision:**

Board of Trustees Student Residency Policy 4002 was updated to include additional veterans benefits required with the enactment of Public Law 115-251 for semesters or terms that begin after March 1, 2019. The revisions were presented for first reading approval. It was motioned by Tom Butch and seconded by Steve Davis to:

“Approve first reading of Board of Trustees Student Services 4002 Student Residency Policy as presented.” No discussion. Motion carried unanimously.

**XI UNFINISHED
BUSINESS:**

**A Second Reading
BOT Policy
Revision:**

Board of Trustees Credit Card Policy 2012 received first reading approval at the December 19 meeting. The policy was presented for second reading approval.

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

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

**B Revised First Reading
BOT Bylaws
Revisions:**

The Board of Trustees Bylaws received first reading approval at the December 19 meeting for revisions to make the bylaws consistent with the Open Meetings Act for posting meeting notices. Meanwhile, the President’s Office received notice that Senate Bill 1261, now Public Act 485 of 2018, amended the Open Meetings Act to require a public body holding a public meeting under the Act to establish procedures to accommodate the absence due to military duty of any member of that body. These procedures were also proposed for board approval.

Trustees recommended all revisions be presented for first reading.

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

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

XII NEW BUSINESS:

None

XIII MCCA UPDATE:

Dr. Coleman will attend the MCCA Legislative Summit on January 30 in Lansing. There are a lot of new legislators to educate about community colleges.

The MCCA Spring Board of Directors meeting will be held at Schoolcraft Community College in Livonia the end of March.

Dr. Coleman reported that several bills were passed in December that affected community colleges. One bill clarified that community colleges no longer have to pay into MPSEs (retirement) on behalf of part-time students. This will save the College about \$20,000 per year.

Discussion was held about the effects of new legislation to reform the dark store tax loophole.

The MCCA is considering selling their building and leasing a building across the street.

XIV OTHER:

Birthday greetings were extended to Chris Williams for January 24.

XV ADJOURNMENT:

It was motioned by Phil Strom and seconded by Joy Hopkins to:

“Adjourn the meeting.” No discussion. Motion carried unanimously. The meeting adjourned at 7:11 p.m. ET.

Laura L. Johnson
Assistant Board Secretary

Completion
Date

Approval Date

William W. Lake
Chair

Approval Date