

**REPORT OF MINUTES**

**BOARD OF TRUSTEES  
REGULAR MEETING**

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

**February 20, 2019**

- I CALL TO ORDER:** The meeting was called to order at 6 p.m. ET by Chair Bill Lake.
- II ROLL CALL:** Roll call was taken by Laura Johnson, Assistant Board Secretary.
- Members present: Phil Strom, Terri Mileski, Tom Butch, Joy Hopkins, Bill Lake
- Members absent: Eric Lundin, Steve Davis
- Administration & Staff: Matt Barron, Jeremy Belanger, Travis Blume, Laura Coleman by phone, Eileen Sparpana by phone, Chris Williams
- Faculty: Thomas Warstler
- Guest: Jordan Beck, *Daily Press*
- Recorder: Laura Johnson, Assistant Board Secretary
- III CITIZEN INTRODUCTIONS AND COMMENTS:** None
- IV APPROVAL OF AGENDA:** Administration requested additions to the regular agenda: Concealed Weapons Policy 1044 under Board Action Item B.2. and a recommendation to move forward with an Energy Services Company under New Business.
- It was motioned by Phil Strom and seconded by Joy Hopkins to:
- “Amend the Regular Agenda as proposed.”** No discussion. Motion carried unanimously.

**V DECLARATION OF INTEREST:**

None

**VI CONSENT AGENDA:**

The consent agenda included approval of the Meeting Minutes from the Regular Board Meeting on January 16, the Special Board Meeting on January 25, and acceptance of the Perkins Career & Technical Education Grant.

It was motioned by Joy Hopkins and seconded by Tom Butch to:

**“Approve the Consent Agenda for the Board of Trustees Regular Meeting on February 20, 2019, as presented.”**

No discussion. Motion carried unanimously.

**VII PRESENTATION:**

**A Early Alert Update:**

Jeremy Belanger, Exec. Director of Transfer & Advising, presented information about the Early Alert and Co-Advising initiatives that began in January. The presentation is attached. Highlights and discussion included:

A Co-Advisor (holistic advisor) is assigned to students based on academic degree area. Several student populations (i.e., DE/EC, Athletes, TRiO, West Campus) are also served by Co-Advisors as populations with unique needs. Ashley Rogers also serves as a Co-Advisor in her role as Dual Enrollment Coordinator for Dual Enrolled and Early College students.

Co-Advisors are assigned to students as an addition to their faculty advisors. Co-Advisors assist with academic advising but their main priority is assisting with holistic concerns (e.g., assisting with financial aid, scholarship applications, services on campus, tutoring, etc.). Attention to these holistic concerns is important because students often fail to complete their degree because of peripheral factors, not academic factors.

Terri Mileski asked what the reaction from students has been. Jeremy responded students have reacted extremely positive. Co-Advisors' outreach is most often done with a phone call or email. They are intrusive but not aggressive. Terri added this initiative will become a new “normal” experience for students at Bay.

Jeremy added that proactive retention modeling will look at the student experience (i.e., what courses they took, course load, etc.) to proactively predict historical success and issues that may be

mitigated.

Phil Strom asked if this program prevents early course drops. Jeremy responded regular non-attendance reports are required from faculty throughout the semester that can alert attendance patterns or concerns. Faculty no longer have to wait for the no show report to report attendance concerns because they can report them in the Early Alert system. Co-Advisors will contact the student before attendance impacts their success.

Jeremy ran through a reporting example in the Early Alert system. All college employees have access to the system to report concerns about students that could affect their success.

Jeremy responded to Phil that the annual license cost for the system is \$7,000.

Dr. Coleman added that Jeremy presented this information to the Superintendents to make them aware of the Co-Advising efforts in place for maintaining dual enrolled student success.

## **VIII ADMINISTRATIVE REPORTS:**

### **A President's Report:**

#### ***Legislative Visits:***

AACC and ACCT are lobbying to get legislation introduced to change Pell Grant requirements so it can be used for noncredit courses such as CNA and Medical Technician courses.

Dr. Coleman attended a roundtable with Gov. Whitmer and Matt Barron attended a meeting with Sen. Peters last Friday in Marquette.

#### ***Leader of Distinction Award:***

Achieving the Dream announced Bay College has been recognized for a Leader of Distinction Award. The College is among the first 11 of 220 colleges to receive this new honor. Bay is the only Michigan school to receive this award. The honor was received based on the College's consistent growth in student success numbers over the last nine years. A celebration will be held on Wednesday, February 27 at 3 p.m. and also include the success of both basketball teams in the semifinal games that evening.

Tom Butch stated the award is a very impressive achievement over a relatively short time. Dr. Coleman responded the award results

from the College's impressive employees who have utilized professional development and invested those efforts into the culture of the College.

Trustees extended thanks to all employees for their efforts.

**B Academic Affairs:**

Matt Barron, VP of Academic Affairs, reported:

***Medical Clinical  
Assistant Program:***

Business Development Manager Renee Lundberg responded to OSF St. Francis' request for help to meet their need for medical clinical assistants. The first twelve students went through the program and 100% passed the national certification exam. A second cohort is beginning the program. The College is very proud of the first cohort's success rate with congratulations to OSF and Renee Lundberg.

***Recognition:***

Instructor Kristine Granger was selected to attend a four-week Artist-in-Residence in Orquevaux, France. Artists from 32 countries applied for the residency.

Adjunct Instructor Matt Oney was named to the Michigan Innovative Educator Corps. The grant money will allow Matt to develop professional development for faculty across the county and will include collaboration with Bay College faculty.

Business Professionals of America (BPA) students qualified for the national competition at the state competition.

Tom Butch commended and congratulated Kristine Granger, Matt Oney, and BPA students on behalf of the Board.

**C Student Services:**

Travis Blume, VP of Student Services, reported:

***Enrollment:***

The Final Fall Enrollment Report was provided in the Board Report. There were no questions.

The Summer Enrollment Report reflected day-to-day contact hours up 4%. Work is being done to encourage summer enrollment. Summer Pell Grant is available again allowing students to catch up or get ahead in their programs.

Phil Strom commented enrollment at West Campus is up again. Travis stated the increase is due largely to dual enrollment with DIISD students.

***Athletics:***

The Norse won the coin toss to host semifinal games on February 27. The Women's team will host Gogebic Community College and the Men's team will host Dakota County Technical College.

Tom Butch suggested streaming the games to the Besse Theater if there is spectator overflow. Travis shared the games can also be watched online on YouTube.

Athletics is hosting a Fundraiser Dinner and Auction at the Terrace Bay Hotel on March 1 to support Athletics. Tickets can be purchased from the Cashier or athletes.

**D Operations:**

Christine Williams, VP of Operations, reported:

***Athletic Addition:***

Two Requests for Proposal are out for the Athletic Addition. The Electrical RFP is due March 13 and the Locker RFP is due April 5. Construction is slightly behind due to the weather but the contractor is confident it will be finished for the final deadline. The roof is going on and once interior heating is available, the project will move along faster.

**E College  
Advancement:**

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

**F Business Office:**

Eileen Sparpana, VP of Finance, reported:

- Total Operating Revenues of \$8.079 million for the seven months ended January 31; almost equal to last year.
- Total Operating Expenses were \$11.694 million; \$50 thousand less for the seven months ended January 31 compared with \$11.744 million last year.
- Non-operating Revenue is behind \$887,000 due to a timing difference for the Local Community Stabilization Payment of \$518,000 to be received in May 2019 instead of October 2018, a timing difference in the payment of the property tax levy of \$199,000, and financial aid expense that exceeded Pell Grant Income by \$82,000 for the current fiscal year-to-date compared to \$34,000 for the prior fiscal year-to-date.

Eileen expects these payments to be back on track and the College is meeting budget year-to-date.

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

Student Success & Completion Committee Chair Phil Strom, stated the Committee heard a positive and detailed report from Matt Barron with faculty and administration present to answer questions. The proposals included Agricultural and Criminal Justice programs, and revised and new courses. The Committee recommended all curriculum activity be accepted as presented.

Matt Barron stated the Curriculum Committee and faculty work hard every year to prepare curriculum and extended thanks to them.

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

**“Approve the Curriculum Activity from December 6, 2018 through February 1, 2019, as presented and recommended by the Board Student Success & Completion Committee on February 20, 2019.”** No discussion. Motion carried unanimously.

Bill Lake stated the curriculum presented resulted from the great work by everyone involved and it was also nice to see the College and universities working well together.

**X BOARD ACTION:  
A Transaction Report:**

There were no questions or comments on the Transaction Report ending January 31, 2019.

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

“The Financial Transactions for the month ending January 31, 2019, stand approved as presented to place on file.”

**Roll Call:**

**Ayes:** Terri Mileski, Tom Butch, Joy Hopkins, Phil Strom, Bill Lake

**Nays:** None

**Abstentions:** None

No discussion. Motion carried unanimously.

**B First Reading  
BOT Policy  
Revisions:**

**1 Policy 504:**

Bill Lake stated Policy 504 Administrative and Hourly Employees Holidays was discussed at the Board Retreat on January 25. Revisions to the policy were presented to reflect that discussion.

**2 Policy 1044:**

Policy 1044 Concealed Weapons was revised to allow Federal TSA testing in the College's Testing Center. The policy was available in trustees' folders as an addition to the agenda and is attached.

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

**“Approve first reading of the revisions to Board of Trustees Personnel Policy 504 Administrative and Hourly Employees Holidays and Board of Trustees General Administration Policy 1044 Concealed Weapons, as presented.”** No discussion. Motion carried unanimously.

**XI UNFINISHED BUSINESS:**

**A Second Reading BOT Policy Revision:**

Revisions to Board of Trustees Student Residency Policy 4002 received first reading approval at the January 16 meeting and were presented for second reading approval. There were no comments or additional revisions from employees.

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

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

**B Second Reading BOT Bylaws Revisions:**

Revisions to the Board of Trustees Bylaws received first reading at the January 16 meeting and were presented for second reading approval. No comments were received.

It was motioned by Tom Butch and seconded by Joy Hopkins to:

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

**XI NEW BUSINESS:**

**A Energy Services Co.**

Chris Williams stated that a RFQ for an energy services company to come to campus and work on energy performance contract returned with qualifications from McKinstry, Honeywell, and Johnson Controls. The vendors were ranked on their financial, technical approach, and industry profiles. Johnson Controls emerged number one overall. Chris requested the Board recommend the College work toward an energy performance contract with Johnson Controls.

It was motioned by Tom Butch and seconded by Joy Hopkins to:

**“Recommend the College work with Johnson Controls as the College’s choice of an Energy Services Company based as the information presented.”** No discussion. Motion carried unanimously.

**XII MCCA UPDATE:**

Phil Strom said the MCCA budget is available and will be reviewed at the MCCA meeting in March.

**XIII OTHER:**

Birthday greetings were extend to Kim Carne for February 10.

**XIV 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 6:54 p.m. ET.

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Laura L. Johnson  
Assistant Board Secretary

Completion  
Date

Approval Date

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William W. Lake  
Chair

Approval Date



# BAY COLLEGE

-EARLY ALERT/RETENTION

-CO-ADVISING IMPLEMENTATION

Jeremy Belanger

Executive Director of Transfer & Student Advising

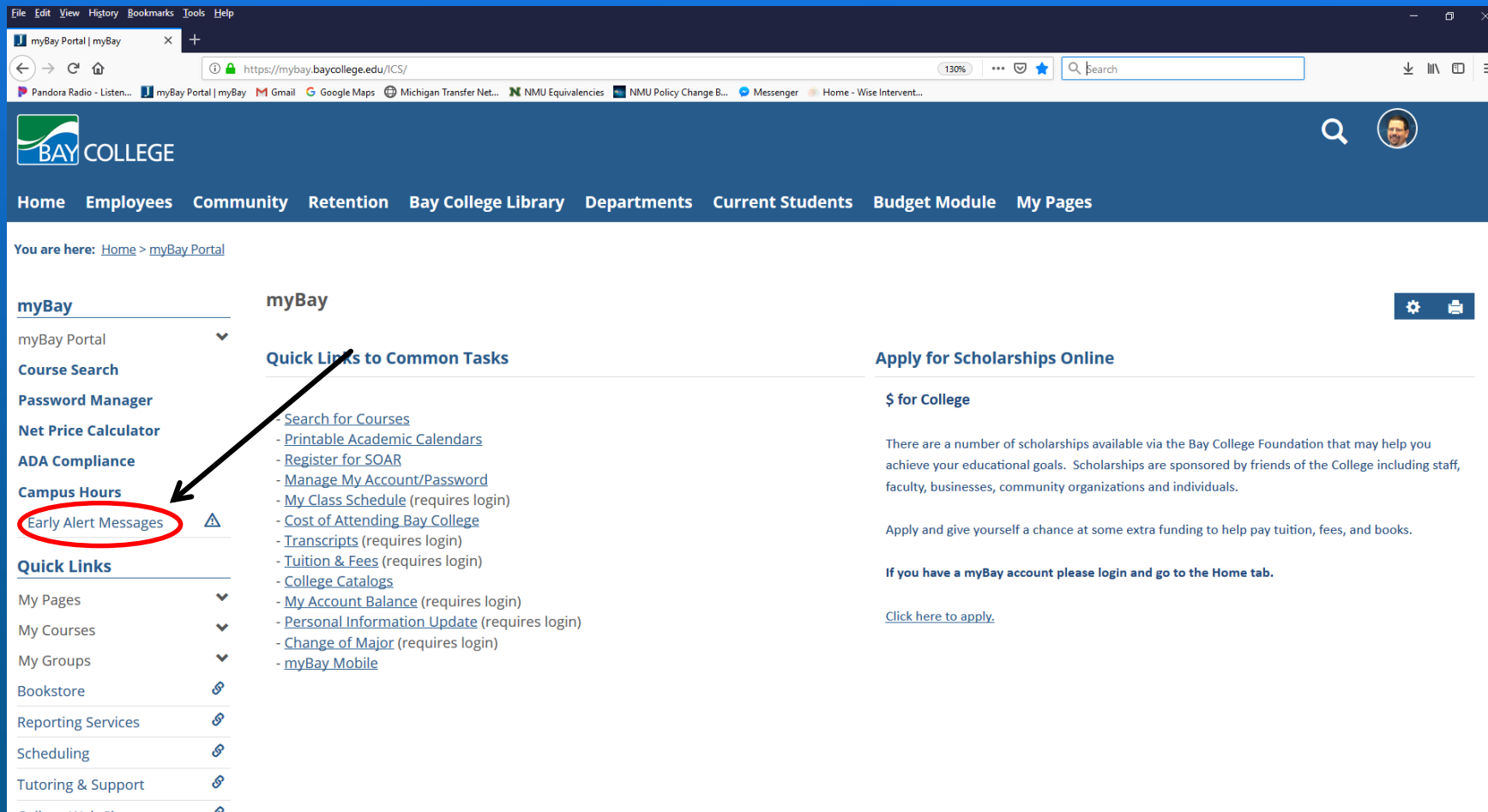


# EARLY ALERT/RETENTION GOALS

- IMPROVE FALL-TO-FALL PERSISTENCE
  - INCREASE COURSE COMPLETION PERCENTAGE
  - IMPROVE GRADUATION/COMPLETION RATE
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# CURRENT EA/RETENTION ACTIVITY

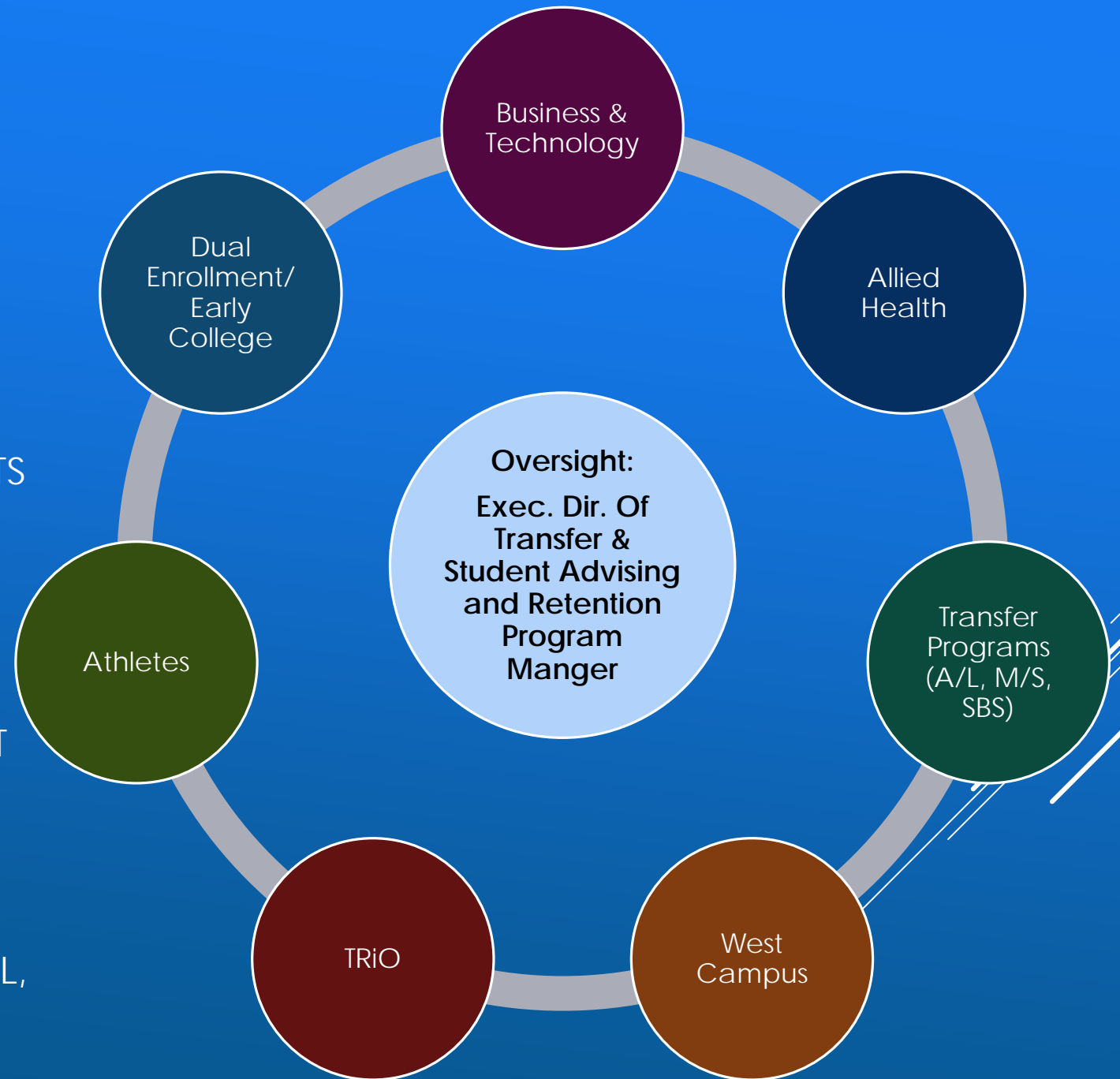
- ANY BAY EMPLOYEE CAN SUBMIT AN ACADEMIC, FINANCIAL, OR PERSONAL ALERT ON ANY CURRENT BAY COLLEGE STUDENT



The screenshot shows the myBay Portal website interface. The browser address bar displays <https://mybay.baycollege.edu/ICS/>. The page header includes the Bay College logo and navigation links: Home, Employees, Community, Retention, Bay College Library, Departments, Current Students, Budget Module, and My Pages. A breadcrumb trail indicates the user is on the myBay Portal. The main content area is divided into three columns. The left column contains a sidebar menu with items like myBay Portal, Course Search, Password Manager, Net Price Calculator, ADA Compliance, Campus Hours, and Quick Links. The 'Early Alert Messages' link is circled in red, and a black arrow points to it from the 'Quick Links to Common Tasks' section. The middle column, titled 'Quick Links to Common Tasks', lists various services such as Search for Courses, Printable Academic Calendars, Register for SOAR, Manage My Account/Password, My Class Schedule, Cost of Attending Bay College, Transcripts, Tuition & Fees, College Catalogs, My Account Balance, Personal Information Update, Change of Major, and myBay Mobile. The right column, titled 'Apply for Scholarships Online', provides information about available scholarships and includes a link to apply.

# CURRENT EA/RETENTION ACTIVITY

- A CO-ADVISOR (HOLISTIC ADVISOR) IS ASSIGNED TO STUDENTS BASED ON ACADEMIC DEGREE AREA
- CO-ADVISOR MONITORS FOR SUBMITTED ALERTS ON HIS/HER STUDENTS AND INTERVENES AS NECESSARY TO FACILITATE STUDENT SUCCESS
- CO-ADVISOR ALSO SUPPORTS HIS/HER STUDENTS WITH ALL NON-ACADEMIC INSTRUCTION NEEDS (TUTORING, FINANCIALS, PERSONAL, ETC.)



# EA/RETENTION WINTER SEMESTER

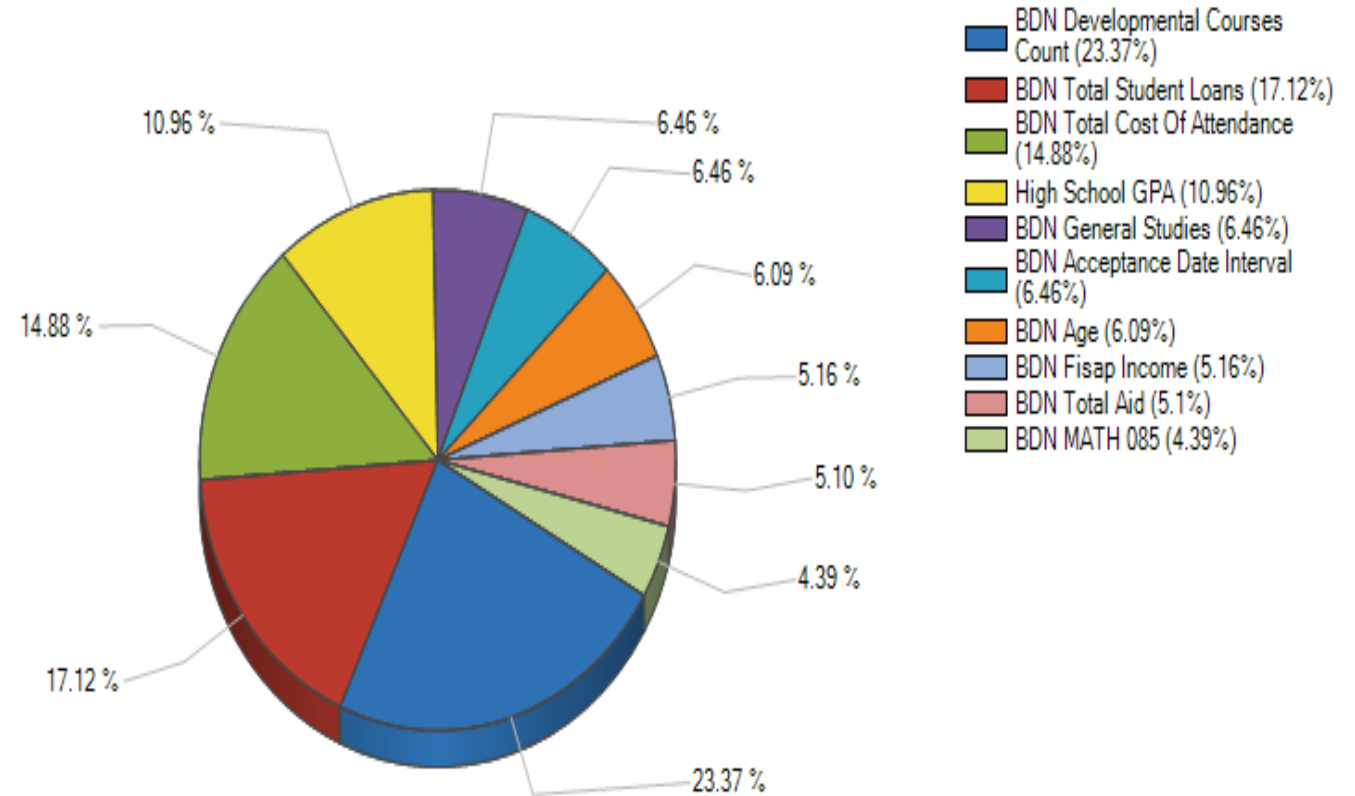
- 308 ALERTS SUBMITTED
- 55 DIFFERENT INDIVIDUALS HAVE SUBMITTED ALERTS
- 625 DOCUMENTED ACTIONS (ALERTS, INTERVENTIONS, ETC.)

ALERTS ALREADY SUBMITTED HAVE DEMONSTRATED THE POSITIVE IMPACT POTENTIAL

- PREVENTING ACADEMIC FAILURE
- MINIMIZING ABSENCES
- ADDRESSING POTENTIAL ISSUES BEFORE THEY IMPACT STUDENT SUCCESS

# PREDICTIVE RETENTION MODELING

- 10 incoming student information data points used to provide a predictive profile for fall to fall persistence
- Initially profiled 359 incoming first time at Bay degree seeking students for fall 2018
- We are currently developing proactive interventions for students identified with "at risk" criteria to complement the reactive Early Alert system.



THANK YOU!

QUESTIONS?



# BAY de NOC COMMUNITY COLLEGE BOARD OF TRUSTEES POLICIES

## 1000 GENERAL ADMINISTRATION

### 1044 CONCEALED WEAPONS POLICY

It shall be the policy of the Bay de Noc Community College Board of Trustees to prohibit the possession of concealed weapons, firearms or explosives on any college property. All college property is used for instructional purposes and, therefore, all spaces are considered "classrooms." This policy applies to all college employees, college students and visitors on college property with the following exemptions:

- Current certified [Federal/Michigan-State](#) Law Enforcement Officers, and
- Retired certified [Michigan-Federal/State](#) Law Enforcement Officers in good standing

#### PROCEDURE:

None

### 1044 CONCEALED WEAPONS POLICY

Policy Origin Date: 01/16/2002  
Policy Revision Date(s): 08/17/2016  
06/21/2017

Procedure Origin Date: None  
Procedure Revision Date(s):