

**REPORT OF MINUTES**

**BOARD OF TRUSTEES  
REGULAR MEETING**

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

**March 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: Steve Davis, Phil Strom, Terri Mileski, Tom Butch, Joy Hopkins, Bill Lake
- Member absent: Eric Lundin
- Administration & Staff: Matt Barron, Travis Blume, Laura Coleman, Justin Izzard, Becky Landenberger, Carrie Oney, Sebastian Savard, Eileen Sparpana, Chris Williams
- Faculty: Molly Campbell, Thomas Warstler
- Guests: Jordan Beck, *Daily Press*; Cade Contreras, Thomas Magnuson
- Recorder: Laura Johnson, Assistant Board Secretary
- III CITIZEN INTRODUCTIONS AND COMMENTS:** None
- IV APPROVAL OF AGENDA:** None
- V DECLARATION OF INTEREST:** None
- VI MINUTES:** Meeting Minutes from the Student Success & Completion Committee Meeting and Regular Board Meeting on February 20, and the Special Board Meetings on February 28, March 14, and March 15 were presented for approval. Closed Session Minutes and Minutes from the March 14 and 15 meetings were provided to trustees for review.

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

**“Approve the Minutes from the Student Success & Completion Committee Meeting and Regular Board Meeting on February 20, and the Special Board Meetings on February 28, March 14, and March 15 as presented.”** No discussion.  
Motion carried unanimously.

**VII PRESENTATION:**

**A Records Retention & Disposal  
Action Project:**

Laura Johnson, Executive Administrative Assistant to the President; Becky Landenberger, Registrar; and Justin Izzard, Director of IT, reported the successful completion of Phase I of the Records Retention and Disposal accreditation action project. The presentation is attached.

Trustees thanked the team for their work on the project. Thomas Magnuson, a past student worker in the Library volunteering many hours to digitize the College’s archives was also recognized.

Justin Izzard, Becky Landenberger, Carrie Oney, Sebastian Savard, and Thomas Magnuson left the meeting.

**VIII ADMINISTRATIVE REPORTS:**

**A President’s Report:**

President Coleman reported:

***Legislative Visits:***

There has been a lot of interaction with legislators between her trip to Washington D.C. in February and the legislative lunch with the Board last Friday. She will attend a meeting in Marquette on April 4 with Sen. McBroom and CTE stakeholders to talk about CTE/skilled trades workforce development.

**B Academic Affairs:**

Matt Barron, VP of Academic Affairs, reported:

***LSSU Pre-Robotics Engineering Agreement:***

An articulation agreement for Pre-Robotics Engineering with LSSU was signed in front of a full crowd at the high school robotics event in Kingsford on March 16. The agreement resulted from the work of Instructors Spencer Slade and Mark Highum, Dean of Business, Technology, and Workforce Development Cindy Carter, Executive Director of Transfer and Advising Jeremy Belanger, Director of Admissions Jessica LaMarch, Testing Services Manager Taylor Barron, LSSU Regional Director Heidi Berg, LSSU Dean-College

of Innovations and Solutions Kim Muller and LSSU Provost and VP of Academic Affairs Lynn Gillette.

Phil Strom left the meeting at 6:30 p.m. to attend another meeting.

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

***Summer Enrollment:*** Early in the summer enrollment process, overall contact hours are down 3% and down 2% compared to budget.

***Fall Registration:*** Registration for fall semester opens on Monday, March 25.

New outreach efforts will leverage co-advisors to contact students in addition to sending letters to students eligible for summer Pell.

***Athletics:*** The baseball and softball teams are travelling to play in Illinois and Minneapolis over the weekend. The baseball team is 3-7-1 and the softball team 8-2.

**D Operations:** Christine Williams, VP of Operations, reported:

***Athletic Addition:*** The last two RFPs for the Athletic Addition are out. The RFP for lockers is due April 5 and the RFP for interior finishes is due March 27. The budget looks good right now.

***Energy Services:*** Johnson Controls is on site at both campuses for the next few weeks to do an intensive audit which will define detailed energy savings projects and a possible performance savings contract.

***Emergency System:*** The RAVE Panic Button emergency alert system has been very effective for the College.

**E College Advancement:** Kim Carne, VP of College Advancement, was absent. Dr. Coleman reported College Advancement and Financial Aid are awarding the 2019-2020 scholarships and the Foundation Board approved a 5% payout on a three-year average.

**F Business Office:** Eileen Sparpana, VP of Finance, reported:

- Total operating revenues of \$8.117 million for the eight months ended February 28, 2019 compared to \$8.111 million at February 28, 2018.
- Total operating expenses of \$13.407 million for the eight months ended February 28, 2019 compared with \$13.446 million last year.

- A \$1.1 million or 17% decrease in net non-operating revenue was reported due to timing differences in the Local Community Stabilization payment due in May, and a property tax levy payment of \$443,000. A property tax levy payment of \$594,000 was received in March.

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

None

**X BOARD ACTION:**

**A Transaction Report:**

There were no questions or comments on the Transaction Report ending February 28, 2019.

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

**“The Financial Transactions for the month ending February 28, 2019, stand approved as presented to place on file.”**

**Roll Call:**

**Ayes:** Tom Butch, Joy Hopkins, Terri Mileski, Steve Davis, Bill Lake  
**Nays:** None  
**Abstentions:** None

No discussion. Motion carried unanimously.

**XI UNFINISHED BUSINESS:**

**A Second Reading BOT Policy Revisions:**

Policy 504 Administrative and Hourly Employees Holidays and Policy 1044 Concealed Weapons were presented for second reading approval. They received first reading approval at the February 20 meeting.

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

**“Approve second 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.

**XII NEW BUSINESS:**

**A Resignation:**

Bill Lake announced he submitted his letter of resignation effective April 15, 2019. He stated it has been great for him to be on the Board for 12 years and has enjoyed working with everyone.

Trustees expressed their deepest regret for his resignation and sincere appreciation for his years of dedicated service.

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

**“Accept the resignation of Bill Lake effective April 15, 2019 with the deepest of regrets.”** No further discussion. Motion carried unanimously.

**XIII MCCA UPDATE:**

Dr. Coleman stated that Gov. Whitmer has been reaching out to community college presidents. The Reconnect program is expected to highlight the importance of community colleges.

**XIV OTHER:**

Birthday greetings were extended to Matt Barron for March 27.

**XV ADJOURNMENT:**

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

**“Adjourn the meeting.”** No discussion. Motion carried unanimously. The meeting adjourned at 6:50 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
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# RECORDS RETENTION & DISPOSAL



## 2009 Discovery: Records Management is Important

- Bay College is a public institution that produces public records which are the property of the people of the State of Michigan.
- Michigan laws address the responsibilities of government and public agencies and employees to manage and preserve records in all formats.
  - Michigan Compiled Laws
  - Management & Budget Act, Records Management
  - Michigan Historical Center Act
  - Records Reproduction Act
  - Penal Code, Public Records

## Records Retention and Disposal Schedule

- Legal Document
  - Lists records created and maintained specific to Bay College
  - Includes:
    - Description of the record
    - Identifies how long records will be kept (retention code)
    - Responsibility for the record (Office of Record)
  - All records in all formats (paper, email, texts, pictures, maps, electronic). There is no single retention period by format.



# Bay College's Plan

## 2009-2015:

- Recognition of Project and Garnering Support

## 2015-2017:

Travis Blume, Justin Izzard, and Oscar DeLong joined the movement & formed the Records Retention/Disposal Committee:

- The PAC approved the project as an Accreditation Action Project (April '17)
- Basic retention/disposal training to employees & work on the schedule (July '17-Jan '18)
- College Retention & Disposal Schedule submitted to State (Oct. '17)
- Board Policy Records Retention & Disposal 1071 approved (Nov. '17)

## 2018:

- Records Management Contacts joined the Committee (Feb. '18)
- On Site Shredding of Confidential Documents & Secure Bins (March '18)
- State approved College Retention & Disposal Schedule (April '18)
  - Bay is 1 of the 16 MI community colleges who have an approved schedule
- Membership to ARMA (Assoc. of Records Managers and Administrators) and the Mid-Michigan Chapter

# Training: February - December 2018

## Records Retention 101 emails:

- RR101.1: Personal Records
- RR101.2: Duplicates
- RR101.3: Shredding vs. Recycling
- RR101.4: Office of Record & Business Office Open House
- RR101.5: Applying the Schedule
- RR101.6: General vs. Transitory correspondence
- RR101.7: Working with Paper Files
- RR101.8: Email Retention

## Trainings offered in person on each campus or ITV:

- Transitory vs. General Correspondence Q&A Sessions (2 held)
- Q&A Session & Hand-Out specific to Faculty/Academics
- Email Retention & Disposal trainings (7 held) & Hands-On Work Sessions (18 held)
- Resources on myBay Retention Page
- Feedback Survey to gauge progress (Sept. '18)
- Records Retention Challenge (checklists)

# After Records Retention



## Freed File/Facility Space

- Filing Cabinets, Drawers, File Boxes = ~**10,200 sq. ft.** (*the gym is 9,459 sq. ft.*)
- 17 empty cabinets surrendered for spring sale

## Shredding/Recycling

- 14,900 lbs. was shred (*since March 2018*) = *A Male African Bush Elephant*
  - At least double recycled = *A Whale Shark weighs 26,000 lbs.*

## Email

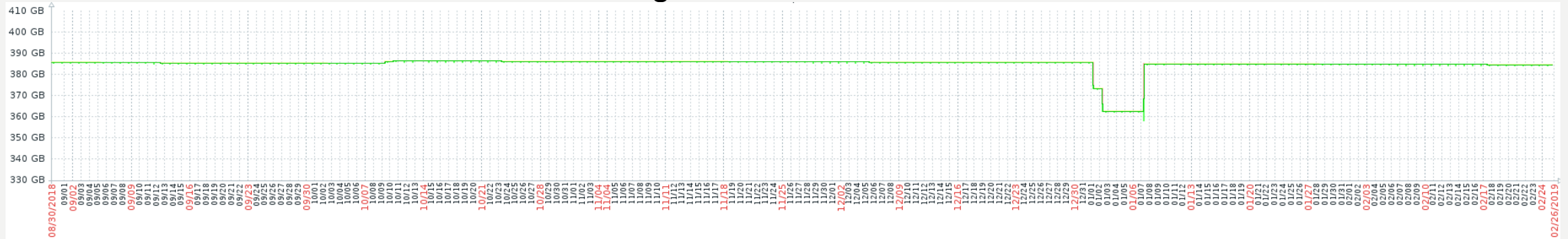
- The hold was removed on January 2
- Approximately 12 GB of email was freed up as a result of the email retention policy

Largest accounts:

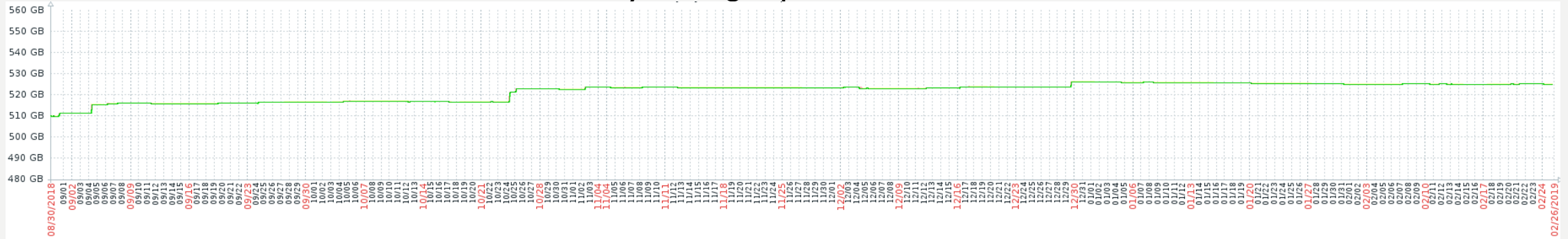
# Deleted Emails
89,010
71,492
51,303
36,953
31,473
26,814
21,529
17,394
16,699
16,024
14,622

# 6 Month Document Storage Trends

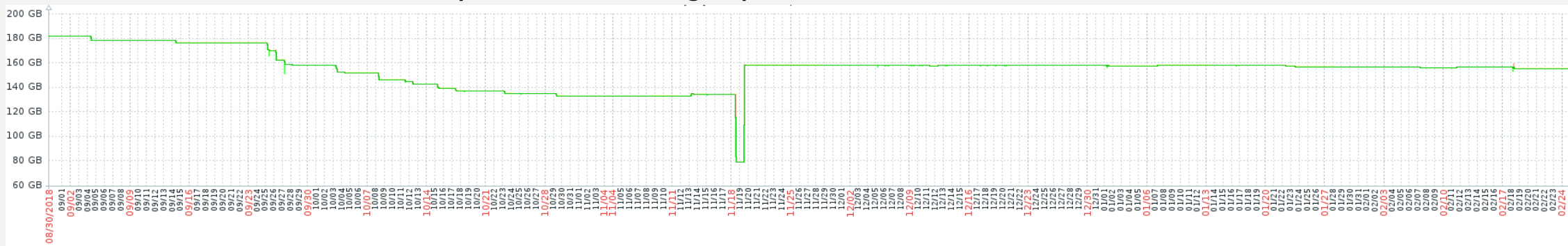
## Electronic File Cabinet – Student Record Storage



## Escanaba Administrative Staff Home Directory Storage Space



## Escanaba Administrative Staff Departmental Storage Space



# Project Accomplishments

1. Compliance

2. Process Improvements

3. Behavioral Changes

- Awareness of FOIA and Records Management best practices

# College Archives: Permanent Records



## Accomplishments...

- Improved organization of permanent records and historical data
- Complete organization of Delta County Choral Society Music
- Newspaper clipping replacements

## The Future...

- Complete digitalization (scan and pictures) of all items for preservation offsite or elsewhere onsite
- Creating a searchable database by words for images



## What's Next – Phase II

Development of audit processes to monitor and improve compliance as referenced in Board Policy 1071:

- Continued Training
- Continued Compliance
- Internal Schedule Review

## Phase III

Internal Audit:

- Internal audit will be conducted beginning January 2021 to ensure compliance is maintained with Board Policy 1071 and the College's Records Retention & Disposal Schedule.

## Questions?

### Thank you!!

- All employees!
- Records Retention Team & IT Support:
  - Travis Blume
  - Molly Campbell
  - Ruth Carlson
  - Vicki DeGrand
  - Oscar DeLong
  - Edie Erickson
  - Justin Izzard
  - Laura Johnson
  - Becky Landenberger
  - Jonathan Lane
  - Renee Lundberg
  - Carrie Oney
  - Joe Pacheco
  - Sebastian Savard
  - Ann Valiquette
  - Linda Varda
  - Dan Wall