

REPORT OF MINUTES

**BOARD OF TRUSTEES
REGULAR MEETING**

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

June 19, 2019

- I CALL TO ORDER:** Vice Chair Eric Lundin called the meeting to order at 6:02 p.m. ET.
- II ROLL CALL:**
- Roll call was taken by Laura Johnson, Assistant Board Secretary.
- Members present: Phil Strom, Terri Mileski, Ken Groh, Steve Davis, Eric Lundin
- Members absent: Joy Hopkins, Tom Butch
- Administration: Matt Barron, Travis Blume, Kim Carne, Cindy Carter, Laura Coleman, Renee Lundberg, Laura Moloney, Amy Reddinger, Eileen Sparpana, Chris Williams
- Guests: BPA Students: Dylan Bloniarz, Clay Johnson, Tristan Kuntze, Maia Roll; 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 CONSENT AGENDA:** The Consent Agenda included a thank you letter from a Board of Trustees Scholarship recipient; meeting minutes from the Board Meetings on May 15 and the Special Board Meetings on June 10 and June 11; and the Resolutions of Appreciation for retirees.

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

“Approve the Consent Agenda for the Board of Trustees Regular Meeting on June 19, 2019, as presented.” No discussion. Motion carried unanimously.

VII PRESENTATIONS:

A Resolution of Appreciation:

Dr. Coleman read the Resolution of Appreciation for Laura Moloney, Director of Bay College West Student Services. Laura has been the face of Bay College West in Dickinson County for 30 years and has been a tremendous asset to the entire College.

Travis Blume and Laura Moloney shared sentiments from her time at the College.

Trustees thanked Laura for her service.

B TORCH Award:

Dr. Coleman recognized Renee Lundberg, Business Development Manager, as the TORCH Award recipient for the quarter. Renee has done phenomenal work meeting workforce training needs.

Cindy Carter, Dean of Business, Technology & Workforce Development, read an excerpt from the nomination emphasizing the numerous partnerships Renee has built with area industrial employers.

Trustees congratulated Renee.

C BPA Students:

Cindy Carter introduced Business Professionals of America (BPA) students Dylan Bloniarz, Clay Johnson, Tristan Kuntze, and Maia Roll.

The students shared their results from the BPA National Leadership Conference in Anaheim CA:

Clay Johnson – 1st place in Contemporary Issues

Tristan Kuntze – 1st Place in Parliamentary Procedures; 3rd place in Video Production Team

Maia Roll – 2nd place in Business Meeting Management

Dylan Bloniarz – 3rd place in Video Production Team

Cindy also recognized Brent Madalinski for his work as their BPA advisor.

Clay Johnson thanked trustees for the support provided by the

College to prepare them for succeeding at the conference and the opportunity to attend. Trustees congratulated the students.

Laura Moloney, Renee Lundberg, Cindy Carter, Amy Reddinger, and BPA students left the meeting.

**D Innovation Grant
Update:**

Kim Carne, VP of College Advancement, and Dr. Amy Reddinger, Dean of Arts & Sciences, reported on the Innovation Grant initiative and the outcome of the first grant awarded and completed. The presentation slides are attached.

Kim Carne reported the Board allocated \$50,000 from the first Personal Property Tax Reimbursement funds in December 2016 to create a fund to develop innovative ideas on campus. The Foundation Board added \$10,000 and the fund now supports up to four grants per year for a maximum award of \$5,000 for each innovation.

Awards are made semiannually by a committee that reviews the applications for ideas that fit with the College's strategic priorities.

The second grant was awarded to adjunct instructor Matt Oney to partner with the Michigan Innovative Teachers Grant to provide summer workshops for our adjunct instructors and area high school science teachers to improve science laboratory techniques.

The first project funded and completed was submitted by Dr. Amy Reddinger, Dean of Arts & Sciences, in partnership with the Hannahville Indian Community, for a Potawatomi Language Immersion initiative.

Amy shared one purpose of the project was to put Bay on the road to becoming the first institution of higher education in the United States to teach the Potawatomi language. There are only eight living fluent Potawatomi speakers.

Seven campus events, including a speaker series and Potawatomi language class, were held between January 15 and June 1, 2019. The events were well attended with 247 people participating.

Amy has submitted a NAHF Grant proposal to continue finding ways to better support Native American students on our campus and continue to explore possibilities for teaching and learning with indigenous knowledge at the center.

Amy responded to a question about the relationship between Odawa, Ojibwa, and Potawatomi language.

Discussion was held about the possibility of hosting a treaty recognition day to provide education about Michigan Native American Treaties.

Dr. Coleman acknowledged Dr. Reddinger for the wonderful work she has accomplished with this project.

Eric Lundin added it is good to see the College's continued partnership with the Hannahville Indian Community in different aspects and acknowledged the great support they give to the College.

VIII ADMINISTRATIVE REPORTS:

A President's Report:

President Coleman reported:

Culture of Success:

The Award for Exemplary Persistence, designed for students who showed motivation and determination in completing their higher education goals, regardless of the barriers in their way, was awarded for the first time and to 27 students. This success represents the work being done at Bay.

Immense work by Academic Affairs, the Faculty, and Student Services has culminated in 10 Early College partnerships and 33 districts partnering in Dual Enrollment.

Enrollment is also up thanks to the work of many and especially that of the Co-Advisors, Jessica LaMarch and Renee Highum in Admissions, and Kim Carne and Dan Williams in College Advancement. There has been a lot of innovative marketing and interaction with the community over the past few months.

The time and effort VP of Finance Eileen Sparpana spent on developing the budget was enormous.

The College is getting fantastic results from the work all employees have done. The College also has an amazing administrative team with people with vision, persistence, and who work together to move the College forward.

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

Kids on Kampus: The Kids on Kampus program has returned to Bay thanks to the work of Kathy Becker, DCCAN Director; Cindy Carter, Dean of Business, Technology, and Workforce Development; and Renee Lundberg, Business Development Manager. This program compliments what Kathy Becker, Jessica LaMarch, Director of Admissions, and Travis Blume, VP of Student Services, have done with the 5th grade Fridays and 8th grade Career Exploration Days.

Going PRO Training: Training dollars are available to local employers from the State's Going Pro Talent Fund. Awards require companies to submit grant applications with a training partner (e.g., MI Works! or higher education).

Race Ramps partnered with the College this year for training on robotic operation, CAD, accounting, and supervisory skills. Carmeuse Lime & Stone employees on Drummond Island were trained for basic hydraulics. Companies across the U.P. are seeking partnerships with the College for Going PRO training. Renee Lundberg has been instrumental in this success by assisting companies in writing their grants and creating the necessary partnership.

Marshall Plan Grant: Bay is a partner on two successful Marshall Plan grant applications of the three submitted. The U.P. Cybersecurity Talent Consortium, comprised of 53 partners including local employers, K12 districts, and higher education institutions, was awarded \$2.47 million.

The U.P. Manufacturing Talent Consortium, consisting of 49 of the same type of partners, was awarded \$1.29 million. MARESA will carry the fiduciary responsibility and spread the funding to the partners for career services and equipment. MARESA, the DSISD, the DIISD, several local K-12 districts, NMU, and MTU are partners with Bay. Bay will be the hub for the efforts that will expand dual enrollment and early college in manufacturing career technical education (CTE).

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

Enrollment: Summer enrollment is trending up 10% in contact hours compared to the budget. Summer 1 semester is locked in and Summer 2 drops for nonpayment are complete.

Fall enrollment is up 4% in headcount and down 1% in contact hours. This is up slightly for this time of the year. The Persistence

Rate is up 3.8% compared to this time last year with 67 returning students needed to register to meet our goal.

Everyone on campus is doing a lot of work to encourage enrollment. Student Services has done phone call and texting campaigns to existing students; a SOAR was held in June; and Lift Off!, a new registration/orientation event, was held before SOAR to allow students to meet with their co-advisor in a personal setting.

D Operations:

Christine Williams, VP of Operations, reported:

Alertus System:

Replacement of the emergency notification system (BRG) on campus has begun. The first phase to install the infrastructure for the new system, Alertus, is complete. The Alertus system has many modern enhancements and will integrate the College's mass notification technology into one place.

Athletics Addition:

The budget for the Athletics Addition of \$1.2 million, amended to \$1.4 million, is under budget by \$13,358 at 99% of project completion. The drywall will be going up soon. Chris credited Blomquist Architects and Ness Contracting for their efforts in keeping the project cost down while facing unforeseen challenges throughout the project.

E College Advancement:

Kim Carne, VP of College Advancement, reported:

Marketing:

Digital and traditional marketing campaigns will be supplemented with a *Career Focus* publication. This edition will share program information and alumni and student stories with nearly 50,000 households that are not always touched by technology.

Wizard of Oz Lighting:

Emilie Schada, Community Events Coordinator, secured two grants to fund new lighting for the *Wizard of Oz* production in the fall. Thanks to the Community Foundation for Delta County and the Sackerson Foundation for their awards.

Upcoming Events:

Upcoming events on campus were promoted.

F Business Office:

Eileen Sparpana, VP of Finance, reported:

Operating Revenues of \$9.058 million, eleven months into the fiscal year, are up 2% compared to this time last year. Noncredit and Contracts are up 59% from the prior year due to the great work of Workforce Training and Development.

Operating Expenses are above last year \$206,000 or 1%. Net Non-operating revenue is down \$138,000 compared to the prior year due to a timing difference with the Pell Grant draw from the Federal Government. This will even out as the year closes. The tier III Local Community Stabilization Payment (Personal Property Tax) was received.

Overall, the increase in Net Assets is at \$128,000 compared to an increase of \$313,000 in the prior year.

Eileen reminded trustees that financial statements will not be available for June while the audit is in process. Year-end reports will be available in October.

IX BOARD COMMITTEE REPORT & REQUIRED ACTION:

None

X BOARD ACTION:

A Transaction Report:

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

On a motion made by Phil Strom and seconded by Steve Davis:

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

Roll Call:

Ayes: Terri Mileski, Ken Groh, Steve Davis, Phil Strom, Eric Lundin
Nays: None
Abstentions: None

No discussion. Motion carried unanimously.

B Special Liquor License Request:

Permission to apply for a Special Liquor License to serve beer and wine for the Business After Hours event on September 25, 2019, 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 Terri Mileski and seconded by Ken Groh to:

“Approve the Certified Resolution of the Board of Directors Authorizing the Application for Special Liquor License found on page 110 of the Board Report, for the event presented.”

Roll Call:

Ayes: Steve Davis, Philip Strom, Ken Groh, Terri Mileski, Eric Lundin
Nays: None
Abstentions: None

No discussion. Motion carried unanimously.

**C MCCA BOD
Appointments:**

The Certification of Appointments to the 2019-2020 MCCA Board of Directors are due to MCCA annually before July 15. Phil Strom as Trustee Director and Joy Hopkins as Alternate Trustee Director were appointed in May and will continue to serve.

On a motion made by Steve Davis and seconded by Terri Mileski:

“The 2019-2020 Michigan Community College Association Board of Directors Representatives of Bay de Noc Community College were appointed as Laura Coleman, President Director; Philip Strom, Trustee Director; and Joy Hopkins, Alternate Trustee Director.” No discussion. Motion carried unanimously.

**D BCW Advisory
Board Appointments:**

Three seats on the Bay College West Advisory Board were subject to appointment for two-year terms. Susan Hadley, Russ Kassin, and Bob Koerschner agreed to continue serving. These terms will end June 30, 2021.

It was moved by Phil Strom and seconded by Ken Groh to:

“Approve the recommendation found on page 113 of the Board Report to appoint Susan Hadley, Russ Kassin, and Bob Koerschner for two-year terms expiring on June 30, 2021, effective July 1, 2019.” No discussion. Motion carried unanimously.

**E First Reading
Millage Language:**

The operating millage proposal language found on page 115 of the Board Report was presented for First Reading approval. The proposal will be presented for final approval at the July 17 Board meeting to present to the voters at the General Election on November 5, 2019.

The estimate of the revenue the College could collect is \$1,172,393. The amount estimated from the Headlee reduction is \$227,296 and the additional request of 0.8000 would generate \$945,097. These amounts may change annually based on property values.

The purpose of the millage proposal is for modernization of facilities and other legally permissible purposes. The request is for 20 years.

Phil Strom added the Board considered asking for an indefinite millage but decided to ask for a 20-year time-frame after considering a responsible request to the public.

The opportunity for a public hearing or public comment was discussed to provide adequate opportunity for public input. The language will be presented for final approval at the next meeting (July 17) and the public is always welcome to attend to make public comment during Citizen Comment on the agenda. Laura Johnson stated from experience, the filing process may require that meeting to be posted as a public hearing.

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

“Approve first reading of the operating millage proposal as presented.” No further discussion. Motion carried unanimously.

XI UNFINISHED BUSINESS:

None

XII NEW BUSINESS:

None

XIII MCCA UPDATE:

Dr. Coleman reported legislative sessions have been canceled next week until July 1. She is still meeting with the Chairs of the Appropriations and Capital Outlay Committees next week in Lansing.

Rep. VanSingel has recognized that small community colleges with low property values and high millage receive disproportionate appropriations. Phil added these colleges, including Bay, have a very valid argument. He volunteered to Mike Hansen, MCCA President, that he would take on higher leadership in his role on the MCCA Board of Directors if there is a need. It is important for Bay to stay active in this organization.

Dr. Coleman reported there is an offer to purchase the MCCA building. MCCA is planning to sell the building and move into leased property. The President's meetings will be held in another location.

XIV OTHER:

Dr. Coleman shared the revised Strategic Agenda the President's Advisory Council (PAC) recently updated. The Strategic Agenda is a great process developed by the PAC that keeps employees focused on working toward results.

XV ADJOURNMENT:

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

"Adjourn the meeting." No discussion. Motion carried unanimously. The meeting adjourned at 7:16 p.m. ET.

Laura L. Johnson
Assistant Board Secretary

Completion
Date

Approval Date

Eric L. Lundin
Vice Chair

Approval Date