

## REPORT OF MINUTES

### BOARD OF TRUSTEES REGULAR MEETING

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

**August 21, 2019**

- I CALL TO ORDER:** Chair Tom Butch called the meeting to order at 5 p.m. ET.
- II ROLL CALL:** Roll call was taken by Laura Johnson, Assistant Board Secretary.
- Members present: Ken Groh, Terri Mileski, Joy Hopkins, Steve Davis, Eric Lundin, Tom Butch
- Member absent: Phil Strom
- Administration: Travis Blume, Kim Carne, Cindy Carter, Laura Coleman, Eileen Sparpana, Chris Williams
- Faculty: Troy Gallagher, Thomas Warstler
- Guests: JCI, Inc: Jim Teunas and Michael Popa
- 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 Meeting on July 17 and the Special Meeting on August 5, 2019, were presented for approval.
- It was motioned by Joy Hopkins and seconded by Ken Groh to:
- “Approve and place on file the Minutes from the Regular Meeting on July 17 and the Special Meeting on August 5, 2019, as presented.”** No discussion. Motion carried unanimously.

## **VII PRESENTATIONS:**

### **A New Employee:**

Cindy Carter, Dean of Business, Technology, and Workforce Development, introduced Troy Gallagher, full-time Water Technology Instructor. Troy worked in the Water and Wastewater Industry for several years and was a previous full-time faculty member for Bay's Water Technology Program from 2001-2007. Troy earned an Associate's degree in the Water/Wastewater Technology from Bay College, a Bachelor's degree in Environmental Science/Physical Resources Management and Planning from UW-Green Bay, and a Master's degree in Education in Technology from Boise State University.

Troy responded to trustees' welcome.

Cindy and Troy left the meeting.

### **B Trustee Service:**

Dr. Coleman stated that Tom Butch was recognized for 45 years of trustee service at the employee in-service held today.

Tom expressed his appreciation for being part of the College and thanks to those serving with him on the Board and to everyone for their kind words expressed throughout the celebrations.

## **VIII ADMINISTRATIVE REPORTS:**

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

President Coleman reported:

#### ***AFIT Conference:***

She and a team attended the Alliance for Innovation and Transformation (AFIT) conference (formerly CQIN) in early August. The team gained a lot of great information and insights from this tremendous professional development opportunity.

Speakers included the editor of the Dallas Morning Star newspaper and the Director of the Education department at Apple.

The theme focused on the need for higher education and businesses to address change through "transformative" action, addressed the upcoming workforce as the "Creative Class", and shadow education opportunities appearing throughout business and industry.

### **B Academic Affairs:**

Matt Barron, VP of Academic Affairs, was absent. There were no questions on his report.

Tom Butch shared Matt Barron, VP of Academic Affairs, led an excellent presentation about a compressed schedule at in-service today and the Board will hear more about it in the future.

**C Student Services:**

Travis Blume, VP of Student Services, reported:

***Fall Start-Up:***

- Students have been moving into the student apartments
- Student Athletes are going through orientation today and tomorrow (Aug. 21 & 22).
- Last minute registration efforts are taking place with calls and texts to students.

***Fall Enrollment:***

After the second drop for non-payment, headcount is down -4% and contact hours are down -6%. SOAR has taken place but not all dual enrollment registrations are complete. The operating budget reflects a -1.5% enrollment decrease.

**D Operations:**

Christine Williams, VP of Operations, reported:

***Athletics Addition:***

All interior doors are installed, ceilings and locks are going in, and the exterior brick and siding is going on. Occupancy is still slated for mid-September.

**E College Advancement:**

Kim Carne, VP of College Advancement, reported:

***Foundation Activity:***

The silent auction "Bids for Bay" today raised about \$2500 for scholarships. These scholarships are awarded to recipients identified by employees of the College throughout the semester for students in need or who have needs that jeopardize program completion.

The Foundation audit is closing at just over \$12 million in assets compared to just over \$4 million 10 years ago. Kim extended thanks to trustees and all ambassadors of the College for their contributions. The Foundation awarded a record \$428,000 in scholarships for 2019-2020, about \$50,000 more than last year. Vicki DeGrand and Lynn Martinson were acknowledged for their hard work and countless hours on the audit this year. Many reporting changes for 501(c)3s this year provided new challenges.

***Wizard of Oz:***

Adult auditions for the *Wizard of Oz* were held last Sunday and Monday with about 30 people, including 12 Bay students, auditioning. Director Jamie Peterson expects it will be an incredible cast. Youth auditions are August 24 and 25.

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

The financial statements for July and August will be available next month. Business Office staff are working on the audit and closing out the year.

IX BOARD COMMITTEE REPORT & REQUIRED ACTION:

None

X BOARD ACTION:

A Transaction Report:

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

On a motion made by Terri Mileski and seconded by Joy Hopkins:

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

Roll Call:

**Ayes:** Terri Mileski, Joy Hopkins, Steve Davis, Eric Lundin, Ken Groh, Tom Butch  
**Nays:** None  
**Abstentions:** None

No discussion. Motion carried unanimously.

XI UNFINISHED BUSINESS:

None

XII NEW BUSINESS:

A Trustee Resignation:

Phil Strom submitted his letter of resignation from the Board of Trustees effective August 30. He is moving to Grand Rapids to become the Assistant City Attorney. Tom added Phil did a wonderful job for the College as a trustee and he will be missed.

It was motioned by Eric Lundin and seconded by Steve Davis to:

**“Accept the resignation of Trustee Phil Strom effective August 30, 2019, with many thanks for his efforts and contributions.”**

No discussion. Motion carried unanimously.

B Resolution Approval:

A Resolution of Appreciation for Phil Strom to recognize his eight years of service on the Board of Trustees was presented for approval.

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

**“Approve the Resolution of Appreciation for Phil Strom as presented, in recognition of his eight years of service on the Board of Trustees.”** No discussion. Motion carried unanimously.

**C Board Officers:**

The rotation of Board of Trustees’ Officers was presented due to Phil Strom’s resignation.

It was motioned by Joy Hopkins and seconded by Ken Groh to:

**“Approve the rotation of Board Officers as presented, effective August 30, 2019, due to Phil Strom’s resignation:**

**PROPOSED Board Officers**

Thomas L. Butch .....	Chair
Eric L. Lundin .....	Vice-Chair
Stephen T. Davis.....	Secretary
Terri T. Mileski.....	Treasurer
Joy E. Hopkins .....	Member
Kenneth H. Groh .....	Member
New Trustee.....	Member

**PROPOSED Assistant Officers**

Laura L. Johnson .....	Assistant Board Secretary
Eileen C. Sparpana .....	Assistant Board Treasurer”

No discussion. Motion carried unanimously.

**D First Reading of Policy 1060 & Equity Statement:**

1060 Non-Discrimination and Anti-Harassment Policy and the Equity Statement were presented for first reading approval after revisions were suggested by the College’s legal counsel and reviewed by the President’s Advisory Council.

Tom added the revisions would be shared with employees between first and second readings as an opportunity for questions or comments about the revisions. This policy is very important to protect all associated with the College.

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

**“Approve first reading of 1060 Non-Discrimination and Anti-Harassment Policy and the Equity Statement as presented.”** No discussion. Motion carried unanimously.

**E JCI Contract:**

A Performance Contract with Johnson Controls, Inc. for Improvement Measures was presented for board approval. The contract allows work to begin on the roofs of Building 500 and Building 1100 before the millage vote. The total contract amount is for \$11,046,422. The remainder of the contract work will begin after the millage election.

Dr. Coleman stated the College will explore opportunities for a TELP loan and through other lenders that may be able to loan at a lower rate.

Dr. Coleman confirmed for Ken Groh that the contract includes language that will not allow additional work to begin until after the millage election.

Jim Teunas and Michael Popa from JCI confirmed the contract information discussed.

Dr. Coleman added the contract has been through thorough review with the College's legal counsel besides review by herself, Christine Williams, and Eileen Sparpana. The cost for the roof work which will begin before the millage, is included in the capital budget.

The current contract does not include renovations to the apartments because the cost of that project is unknown. JCI is looking at the apartments to determine the scope of that project. The millage may support that project dependent on the cost.

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

**“Accept and authorize President Coleman to execute the Performance Contract with Johnson Controls, Inc. as presented in three agreements: a Performance Contract, Notice to Proceed #1 for the roofs on Building 500 and Building 1100 prior to the millage vote, and the Preventative Maintenance Services Agreement, Attachment 5.”**

**Roll Call:**

**Ayes:** Eric Lundin, Joy Hopkins, Ken Groh, Steve Davis, Terri Mileski, Tom Butch  
**Nays:** None  
**Abstentions:** None

No further discussion. Motion carried unanimously.

**XIII MCCA UPDATE:**

Dr. Coleman, Tom Butch, Joy Hopkins, Steve Davis, and Ken Groh attended the MCCA Summer Board of Trustees meeting in late July. Each shared that the conference themes were well connected and the presenters were outstanding. The information shared about ALICE (Asset Limited, Income Constrained, Employed) was alarming.

Dr. Coleman shared that a recent study revealed the healthiest communities include a community college. She believes our community appreciates what Bay contributes to the community.

**XIV OTHER:**

Birthday greetings were extended to Joy Hopkins and Steve Davis.

Reactions to the College's millage proposal and additional strategies were discussed.

**XV ADJOURNMENT:**

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

**"Adjourn the meeting."** No discussion. Motion carried unanimously. The meeting adjourned at 5:50 p.m. ET.

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Laura L. Johnson  
Assistant Board Secretary

Completion  
Date: 8.22.19

Approval Date

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Thomas L. Butch  
Chair

Approval Date