

REPORT OF MINUTES

**BOARD OF TRUSTEES
REGULAR MEETING**

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

September 18, 2019

- I CALL TO ORDER:** Chair Tom Butch called the meeting to order at 6 p.m. ET.
- Tom welcomed new Trustee Gordy Fitch, appointed after the Board interviewed two of four excellent candidates for the board vacancy.
- II ROLL CALL:** Roll call was taken by Laura Johnson, Assistant Board Secretary.
- Members present: Terri Mileski, Joy Hopkins, Steve Davis, Gordy Fitch, Tom Butch
- Members absent: Ken Groh, Eric Lundin
- Administration: Kim Carne, Laura Coleman, Amy Reddinger, Eileen Sparpana, Chris Williams
- Faculty: Molly Campbell, Sue Sundstrom-Young, Tom Warstler
- 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 August 21 and the Special Meetings on September 6 and 10, 2019, were presented for approval.

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

“Approve and place on file the Minutes from the Regular Meeting on August 21 and the Special Meetings on September 6 and 10, 2019, as presented.” No discussion. Motion carried unanimously.

VII PRESENTATION:

A TORCH Award Recipient:

Dr. Coleman presented the TORCH award for the quarter to Criminal Justice Instructor Sue Sundstrom-Young.

Dr. Coleman stated that Sue does amazing work with her students. Many return after graduation to receive her support and encouragement.

Dr. Amy Reddinger, Dean of Arts & Sciences, read the nomination submitted by a group of students stating Sue’s dedication to her students as an instructor and advisor.

Trustees extended congratulations to Sue.

Sue and Amy left the meeting.

VIII ADMINISTRATIVE REPORTS:

A President’s Report:

President Coleman reported:

Success Stories:

An unprecedented number of success stories was received during the first few weeks of this academic year.

Dr. Coleman shared additional stories that came in after the board report was printed.

Despite the positive reports, the College’s counselors and advisors have seen an increase in the number of students who have shared challenging life situations early in the semester.

B Academic Affairs:

Matt Barron, VP of Academic Affairs, was absent to attend the MCCA Student Success Summit in Lansing. There were no questions from his report.

C Student Services:

Travis Blume, VP of Student Services, was absent to attend the MCCA Student Success Summit in Lansing.

***Fall Enrollment
Report:***

Dr. Coleman reviewed the fall 2019 enrollment compared to YTD budget estimates. Although additional dual enrollment registrations are expected, some budget cuts will be necessary. The President's Advisory Council will work with their departments to review travel and other line items that can be further reduced to offset the loss in tuition revenue. Dr. Coleman stated there will be no employee layoffs.

The President's Advisory Council will report the budget cuts at the October board meeting.

There is a possibility for a small increase in appropriations but nothing definite. The House and the Senate have agreed to an increase but Governor Whitmer has signed nothing yet. An increase to the Indian Tuition Waiver has been approved. Six of the smaller community colleges will receive a slight increase in appropriations thanks to the proposal put forth by the Chair of the Appropriations Committee. This includes Bay College.

Steve Davis asked about the status of capital outlay funding. Dr. Coleman responded that the Governor denied the funding this year for all schools. The College will apply for it again next year but will request the full amount from a line item perspective instead of capital outlay.

D Operations:

Christine Williams, VP of Operations, reported:

***Accreditation
Update:***

Confirmation was received from the Higher Learning Commission (HLC) that they are finalizing approval of the AAS Agriculture program.

Athletic Addition:

The coaching staff is moving into their offices in the Athletic Addition now that the office furniture has been installed. There is an issue delaying the completion schedule and final budget. An update will be available soon.

**E College
Advancement:**

Kim Carne, VP of College Advancement, reported:

Foundation Audit:

The Foundation Board received and approved the Foundation audit report today. The audit closed at just over \$12 million in assets. Schneider, Larche & Haapala reported a clean audit with no significant findings. The Foundation audit report will be delivered to the College's auditors to complete the College's audit.

Upcoming Events:

- A “Giving in Retirement” seminar with First Bank and Wells Fargo will be held in the Besse on September 25 from 4-5 p.m. before Business After Hours. Retired Bay College President Dwight Link is a guest speaker.
- Baymazing Community Open House is on Saturday, September 28, from 11a.m. – 2 p.m. Many fun activities are planned that will coincide with a scavenger hunt available on a phone app or by a paper checklist.
- The *Wizard of Oz* is cast and rehearsals are going well. “Curtain Call” requests for sponsors to support the event are being distributed. The production will cost over \$30,000 despite efforts to reduce the cost by borrowing costumes, etc.

Foundation Golf Outing:

The Foundation Golf Outing raised just over \$28,000. The Foundation has, after 29 successful years, built corpus funds of over \$.5 million to provide scholarships to students.

F Business Office:

Eileen Sparpana, VP of Finance, reported:

Operating Revenues & Expenses:

The College had a 1% increase in operating revenues and operating expenses for the first two months of the fiscal year compared to the prior year. The increase in operating expenses is due to the 1.5% increase in Salary and Wages and as all positions are filled. Additional expenses included costs associated with a leaky roof and water damage (this will be reimbursed by the College’s property insurance) and small capital purchases with Perkins Grant funds.

Non-Operating Revenue:

Non-operating revenue of \$135,000 is 17% below last year due to a timing difference in the drawdown of Pell Grant funds.

Net Assets:

The decrease in Net assets is \$2.3 million compared to \$2.25 million last year.

Health Insurance Rates:

The health insurance rates for 2020 released by MESSA, went up 0.59% over the 2019 health care premium rates. The State of Michigan hard cap rates paid by the College increased 2% over the 2019 rates. Employees will see annual savings on premiums from \$83 to \$237 depending on the plan chosen.

College Audit:

The Rehmann auditors were on site last week and left several days earlier than scheduled.

IX BOARD COMMITTEE REPORT & REQUIRED ACTION:

None

X BOARD ACTION:

A Transaction Report:

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

On a motion made by Steve Davis and seconded by Joy Hopkins:

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

Roll Call:

Ayes: Joy Hopkins, Steve Davis, Gordy Fitch, Terri Mileski, Tom Butch

Nays: None

Abstentions: None

No discussion. Motion carried unanimously.

B Best Practices for Education Omnibus Appropriations Act FY19:

Tom Butch stated state law requires the Board to pass a resolution certifying that the College meets at least four out of five of the best practice standards under each of the three categories to receive state appropriations. The resolution and evidence supporting these standards were found on pages 46-57 of the Board Report.

Dr. Coleman added the report reflects the efforts of the College’s amazing employees over the last year to achieve community and student success.

It was motioned by Terri Mileski and seconded by Gordy Fitch to propose this resolution:

“That the Bay de Noc Community College Board of Trustees certifies that the College does meet the best practice standards required for state appropriations under the Michigan Public Act that will originate from an omnibus public education bill that will include appropriations for Bay de Noc Community College.”

Terri added that the report reflects an enormous amount of work, time, and effort and extended kudos to everyone who accomplished all that was reported. All trustees agreed.

No further discussion. Motion carried unanimously.

**C First Reading
1001 BOT By
Appointment Policy:**

Board of Trustees Policy 1001 Board of Trustees By Appointment was presented with revisions to clarify the Delta County residency requirement of Bay College Board of Trustees per Michigan's Community College Act of 1966, MCL 389.1. Tom Butch shared that "Delta County" was added as indicated to clarify the requirement after the question was raised by an applicant for the recent board vacancy.

It was motioned by Gordy Fitch and seconded by Steve Davis to:

"Approve first reading of 1001 Board of Trustees By Appointment Policy as presented." No discussion. Motion carried unanimously.

**XI UNFINISHED
BUSINESS:
A Second Reading of
Policy 1060 &
Equity Statement:**

First reading of 1060 Non-Discrimination and Anti-Harassment Policy and the Equity Statement was approved at the August 21 board meeting. Second reading approval was requested after no questions or comments were received.

Tom Butch added it is important for the College to be clear on all of the procedure objects so everyone has a clear understanding when they go to the policy. The changes have been reviewed by the College's attorney.

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

"Approve second reading of 1060 Non-Discrimination and Anti-Harassment Policy and the Equity Statement as presented." No discussion. Motion carried unanimously.

XII NEW BUSINESS: None

XIII MCCA UPDATE:

Tom Butch stated the MCCA Update on the agenda is reserved for information received through our Michigan Community College Association membership about legislative activity and professional development opportunities.

Dr. Coleman and Joy Hopkins will be presenting at the national level at the Association of Community College Trustees (ACCT) in October.

Dr. Coleman will attend the MCCA Presidents' meeting and the Student Success Summit in Lansing on Thursday and Friday.

Trustees were asked to consider attending the MCCA Trustee Institute in November as a professional development opportunity.

XIV OTHER:

None

XV ADJOURNMENT:

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

“Adjourn the meeting.” No discussion. Motion carried unanimously. The meeting adjourned at 6:39 p.m. ET.

Laura L. Johnson
Assistant Board Secretary

Completion
Date: 9.19.19 Approval Date

Thomas L. Butch
Chair

Approval Date