

REPORT OF MINUTES

**BOARD OF TRUSTEES
REGULAR MEETING**

**BAY de NOC COMMUNITY COLLEGE
Besse Center Auditorium
Escanaba, MI**

January 20, 2021

- I CALL TO ORDER:** Chair Steve Davis called the meeting to order at 5:02 p.m. ET and welcomed new trustee Jeremy Nastoff.
- II ROLL CALL:** Roll call was taken by Laura Johnson, Assistant Board Secretary.
- Members present: Jeremy Nastoff, Terri Mileski, Joy Hopkins, Ken Groh, Steve Davis
- Members absent: Eric Lundin, Tom Butch
- Administration: Matt Barron, Travis Blume, Laura Coleman, Eileen Sparpana; Kim Carne & Chris Williams by Zoom
- Faculty: Molly Campbell on Zoom
- Guest: Aaron Kippola as Zoom co-host
- Recorder: Laura Johnson, Assistant Board Secretary
- III CITIZEN INTRODUCTIONS AND COMMENTS:** Steve Davis provided an opportunity for citizen introductions and public comment. No comments.
- IV APPROVAL OF AGENDA:** The agenda stood as presented.
- V DECLARATION OF INTEREST:** Trustees discussed a potential conflict of interest disclosed by Jeremy Nastoff regarding the Northern Lights YMCA Lease and Facilities Use Agreement under Unfinished Business. Chair Davis determined the mutual business relationship described was not a conflict of interest since the relationship ended over two years ago and is no longer mutual. Agreement was expressed by the trustees present.

VI MINUTES:

The open and closed sessions Meeting Minutes from the Regular Board Meeting on December 16, 2020 were presented for approval.

Chair Davis explained that although it is common practice for boards to approve meeting minutes, it is unnecessary for small boards. He shared the procedure and asked trustees to think about whether they would like to continue approving the minutes with a motion or changing to the procedure allowed for small boards. Further discussion will take place at next month's regular meeting.

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

“Approve the open and closed sessions Meeting Minutes from the Board of Trustees Regular Meeting on December 16, 2020, as presented.” No discussion.

Roll Call:

Ayes: Joy Hopkins, Terri Mileski, Ken Groh, Steve Davis
Nays: None
Abstention: Jeremy Nastoff
Motion carried unanimously.

VII PRESENTATIONS:

None

VIII ADMINISTRATIVE REPORTS:

A President's Report:

President Coleman reported:

The winter semester is underway and it is wonderful to have students back on campus.

B Academic Affairs:

Matt Barron, VP of Academic Affairs, reported:

MI AWWA Training:

Bay College has developed a training program for use by the Michigan section of the American Water Works Association (AWWA). Students can take modules or smaller sections of trainings that will add up to completion of a course. Eventually, these trainings may be converted to credit and the possibility of a credential. The training is a model for the future and a similar proposal is being considered by a large urban city.

Student Services:

Travis Blume, VP of Student Services, reported:

***Futures for
Frontliners:***

The community and the College are benefitting from the State of Michigan Futures for Frontliners (F4F) scholarship program. Applicants must go through an acceptance process with the State and the college they want to attend before they can receive the benefit.

- 1,062 students selected Bay on their F4F state application
- 368 students completed the eligibility process with the State
- 694 students have not completed eligibility but can do so by February 1, 2021. Eligible students will be moved to the State's College ReConnect program which begins in February.
- 258 F4F students are enrolled at Bay for winter 2021; a combination of new and returning students
 - 161 – Escanaba Campus
 - 50 - West Campus
 - 47 - Online

Travis responded to Ken Groh that a combination of students is part-time and full-time.

Travis responded to Terri Mileski that the program only covers tuition at the Delta County rate for credit hours. Dr. Coleman explained that the College charges by the contact hour so for program such as welding and nursing, the program does not cover the entire cost of tuition because it does not pay for contact hours. The College does not have different tuition rates for different programs.

Joy Hopkins added compared to statewide figures shared at the MCCA Board meeting, Bay College has secured about 25% of those who initially listed Bay on their state application, which is really good.

Dr. Coleman responded to Joy that the College's focus is on the 110 of the 368 students who have completed the application process but have not registered. Those in the 25-45 age group will be encouraged to apply for the ReConnect program developed to encourage this demographic to start or finish college.

W21 Enrollment:

Drops for no-pay and no-show were made today. Some students will re-register and additional enrollments are in process with the ISDs and local schools because deadlines are different among

institutions. Overall, it is expected headcount will be up 2% and contacts up 1%. The final report will be available next month.

Travis responded to Steve Davis that the earliest students can enter early college is 10th grade.

C Operations:

Christine Williams, VP of Operations, reported:

***Deferred Maintenance
Projects:***

Adjustments have had to be made to the deferred maintenance project schedule.

- The hot water system failed in the JHUC building on Monday moving this project slated for spring, to high priority. This resulted in some fin tube radiation work being delayed to spring.
- Delay in getting equipment for the air handling systems in the CB building and above the café has moved this project from spring to summer.

Chris responded to Ken Groh that Johnson Controls, along with some local subcontractors, are performing the air handling work.

CDC Research Project: The College has partnered with the CDC and other higher education institutions as citizen scientists to do data gathering on mask compliance. The research project, "Observing Mask Use at IHE's - CDC COVID Response" will help the CDC in future situations know about compliance at higher education institutions. The process will start next week and run about three months.

**D College
Advancement:**

Kim Carne, VP of College Advancement, reported:

Annual Campaigns: The community campaign for 2020 ends this week with \$96,000 in gifts. Giving remained steady compared to other years.

The employee campaign came in just under \$10,000; a little lower than prior years.

New Gifts: Quite a few new scholarships were established and memorial gifts were received in the fourth quarter. Significant memorial endowments were created for retiree Richard Haeusler and friend of the College, Arlene Carne.

Events: The College has decided not to offer community events on campus at least through the end of June. Conference rooms continue to be used as classrooms to allow physical distancing.

Marketing:

Planning is underway for the fall 2021 marketing campaign beginning in March. The 25+ age group will be a focus through promotion of the MI ReConnect program, besides high school parents and students. TikTok ads will be added this year.

Some pay-per-click ads continue to run.

NY Times Coverage:

Dean Amy Reddinger was included in a *NY Times* article about diverting attention from screens to knitting. The *Japan Times* has also picked up the story. Bay College was mentioned as her employer, giving us national and global recognition!

E Business Office:

Eileen Sparpana, VP of Finance, reported:

Six months into the fiscal year, as of December 31, 2020, the College recorded a loss of ~\$1.8 million compared to \$2.9 million last year; \$1.2 million better than last year. Half of the improvement is in Nonoperating revenue (expenses) due to \$628,000 received for coronavirus relief from the State. The other half of the improvement is split between revenue and expenses.

Total Operating Revenues were \$225,000 better off compared to last year, due to the fall enrollment increase (5% above fall 2019).

Total Operating Expenses were \$200,000 less compared to last year despite additional expenses incurred because of the pandemic.

The College expects to end the year with \$960,000 in Net Assets; most of which will go into the infrastructure fund. The usual monthly timing differences occurred in the Nonoperating section.

IX BOARD COMMITTEE REPORT & REQUIRED ACTION:

None

X BOARD ACTION:

A Transaction Report:

There were no questions or comments on the Transaction Report ending December 31, 2020.

On a motion made by Joy Hopkins and seconded by Jeremy Nastoff:

“The Financial Transactions for the month ending December 31, 2020, stand approved as presented to place on file.” No discussion.

Roll Call: **Ayes:** Jeremy Nastoff, Terri Mileski, Ken Groh, Joy Hopkins,
Steve Davis
Nays: None
Abstentions: None
Motion carried unanimously.

B Board Committees
for 2021:

The board committee assignments on page 35 of the board report were presented for approval.

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

“Approve the Board Committee Assignments for 2021 as presented on page 35 of the Board Report.” No discussion.

Roll Call: **Ayes:** Joy Hopkins, Jeremy Nastoff, Ken Groh, Terri Mileski,
Steve Davis
Nays: None
Abstentions: None
Motion carried unanimously.

XI NEW
BUSINESS:

None

XII MCCA UPDATE:

Joy Hopkins reported:

- The State is converting applicants who did not qualify for F4F to the MI Reconnect program.
- Dept. of Ed. has issued guidance on the new stimulus funding. Improvements include schools can use headcount instead of credit hours and increased flexibility for the use of funds. Schools have 90 days to apply for funds.
- The Bachelor of Science – Nursing (BSN) at community colleges never got a vote. Although it likely will not be approved, it should be addressed during next week’s legislative session.
- The vaccination timeline for college staff was undetermined but has since been flagged with the DHHS as phase 1B.
- Kudos were extended to Dr. Coleman for suggesting MCCA President Mike Hansen delay retirement for an additional six months (December 31, 2021) to assist with the transition and address the MCCA dues structure.

- The MCCA Board will meet on January 29 to continue discussion on the MCCA dues structure.

Dr. Coleman reported the College will receive more than double the previous pandemic funds through the CRRSA-HEERF II federal funding. The student allocation is almost \$400,000. The new funds will allow the College to complete more deferred maintenance by updating air handlers and other things related to COVID. The funds are expected the end of February.

Steve Davis noted the College's efficiency for compliance and meeting timelines. Reporting extensions are not requested. Dr. Coleman confirmed this and complimented Director of IR and Reporting Penny Pavlat and departments with multiple reporting requirements (TRIO, Financial Aid, Business Office) for their work.

XIII UNFINISHED BUSINESS:

A YMCA Agreement:

Steve Davis stated revised items in the proposed Lease and Facilities Use Agreement with Northern Lights YMCA should be discussed with the Board. The written legal opinion of December 4, from the college attorney, advised of the ability for the Board to discuss this as a matter exempt from disclosure in closed session under the attorney-client privilege.

It was moved by Terri Mileski and seconded by Joy Hopkins that:

“The Board go into closed session to discuss the proposed Lease and Facilities Use Agreement with the Northern Lights YMCA as a matter exempt from disclosure pursuant to MCL 15.243(1)(g), MCL 15.243(1)(i) and MCL 15.268(h) as directed by the written legal opinion prepared for the College by attorney David W. Barton dated December 4, 2020.”

No discussion.

Roll Call:

Ayes: Ken Groh, Jeremy Nastoff, Joy Hopkins, Terri Mileski, Steve Davis

Nays: None

Abstentions: None

Motion carried unanimously.

The Board moved to closed session at 5:44 p.m.

The Board moved to open session at 5:58 p.m.

Based upon the discussion held during the closed session, it was moved by Joy Hopkins and seconded by Terri Mileski that:

“The one-time payment of \$10,000 be struck from the proposed Lease and Facilities Use Agreement with the Northern Lights YMCA.” No further discussion.

Roll Call:

Ayes: Terri Mileski, Ken Groh, Jeremy Nastoff, Joy Hopkins, Steve Davis

Nays: None

Abstentions: None

Motion carried unanimously.

Dr. Coleman added that multiple colleges have tried to have a YMCA on their campus and it rarely works. The Y and the College work together to have an excellent relationship and that partnership benefits the community.

XIV OTHER:

None

XV ADJOURNMENT:

It was moved by Terri Mileski and seconded by Ken Groh to:

“Adjourn the meeting.” No discussion.

Roll Call:

Ayes: Joy Hopkins, Terri Mileski, Jeremy Nastoff, Ken Groh, Steve Davis

Nays: None

Abstentions: None

Motion carried unanimously.

The meeting adjourned at 6:01 p.m. ET.

Laura L. Johnson
Assistant Board Secretary

Completion
Date

Approval Date

Stephen T. Davis
Chair

Approval Date