

REPORT OF MEETING MINUTES

BOARD OF TRUSTEES REGULAR MEETING

BAY de NOC COMMUNITY COLLEGE
Besse Center Theater
Escanaba, MI

December 15, 2021

- I **CALL TO ORDER:** The meeting was called to order at 6:05 p.m. ET by Chair Steve Davis.
- II **ROLL CALL:** Roll call was taken by Laura Johnson, Assistant Board Secretary.
- Members present: Tom Butch, Nick Chenier, Eric Lundin, Terri Mileski, Joy Hopkins, Steve Davis
- Member absent: Jeremy Nastoff
- Administration: Travis Blume, Kim Carne, Cindy Carter, Laura Coleman, Amy Reddinger, Eileen Sparpana
- Guests: Amber Kinonen, Instructor and College Readiness Coordinator
- 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 **APPROVAL OF MEETING MINUTES:** The Meeting Minutes from the Special and Regular Meetings on November 10, including the Closed Session Minutes, were approved as presented by unanimous consent.
- VII **PRESENTATION:** None

VIII ADMINISTRATIVE REPORTS:

A President's Report: President Coleman reported:

Holiday Activities: The campus community enjoyed a week-long holiday celebration during the first week of December that included a door decorating contest, Ugly Sweater Day, and a holiday lunch for employees served by Wiles Catering at Main Campus and Spiro's at West Campus.

New Employees: Human Resources has filled many vacant positions, including the Computer Information Systems Instructor and IT Systems Analyst positions vacant for quite a while. Mark Highum has been hired as the Dean of Business and Technology and an offer has been extended for the Dean of Arts and Sciences. Many of the new hires are Bay alumni.

Discussion suggested it would be interesting to determine the percentage of Bay employees that are alumni or past students.

B Academic Affairs: No further report.

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

The winter 2022 enrollment report is comparing day-to-day enrollment to last year with a comparative drop date within two days. Headcount is up 8% and contact hours are even. Enrollment outreach will continue until the semester start.

D College Advancement: Kim Carne, VP of College Advancement, reported:

Foundation Annual Campaign: Digital campaigns are running thru the end of December and will resume in March. The "Be The One" annual and employee campaign is coming in strong with 63 donors providing \$62,000 from the community campaign and \$9,000 from the employee campaign. An additional \$150,000 is anticipated.

Allied Health Donation: Donors at each campus are providing funds that will benefit the nursing and paramedic programs with new equipment. A Hoyer lift, drain kits, and geriatric skins for SIM Nurse Ann will be purchased. The geriatric skins will expand flexibility of the SIM manikins by exposing students to aspects of geriatric patients. Drain kits will enable students to learn how to work with drains after surgeries.

E Financial Reports/
Operations:

Eileen Sparpana, VP of Finance & Operations, reported:

Operating Revenues: Total operating revenues of \$4.724 million for the last five months compared to \$4.765 million for the same period last year resulted in a \$41 thousand or 1% decrease from the prior year.

Operating Expenses: Total operating expenses of \$7.982 million for the last five months compared to \$8.499 million for the same period last year resulted in a \$517 thousand or 6% favorable variance.

Non-operating Revenue (Expenses): Total net non-operating revenue of \$1.284 million for the last five months compared to \$2.015 million resulted in a \$731 thousand or 36% decrease from the prior year. This variance is due primarily to a delay in drawing down federal grant funds. Net non-operating revenue will be ahead of the prior year when the funds are drawn.

Net Assets: Net assets have decreased \$1.974 million for the last five months compared to a decrease of \$1.719 million in the prior year.

Eileen responded to Steve Davis that operating expenses are down this year compared to last year due primarily to most of the COVID-19 expenses realized last year and several positions funded that were not placed until recently.

HydroCorp Survey:

The City of Escanaba contracted with HydroCorp to conduct cross connection surveys of public buildings throughout the City of Escanaba. The surveys tested backflow prevention assemblies to prevent water contamination. The College had very minimal findings which will be fixed by early January.

IX BOARD COMMITTEE
REPORT &
REQUIRED ACTION:

None

X BOARD ACTION:
A Transaction Report:

There were no questions or comments on the Transaction Report ending November 30, 2021.

On a motion made by Tom Butch and seconded by Joy Hopkins:

“The Financial Transactions for the month ending November 30, 2021, stand approved as presented to place on file.”

Roll Call:

Ayes: Nick Chenier, Eric Lundin, Terri Mileski, Joy Hopkins, Tom Butch, Steve Davis

Nays: None

Abstentions: None

No discussion. Motion carried unanimously.

B Curriculum Activity

Recommendations:

Amy Reddinger, Vice President of Arts and Sciences and Diversity, Equity, and Belonging, stated the curriculum presented for approval was prepared in response to the state requirement that schools participating in MI Reconnect can no longer offer transitional non-credit bearing classes. The requirement resulted from research that supported removing transitional studies courses as a barrier to completion.

New ways to prepare students became necessary. Bay’s team, led by Instructor and Transitional Studies Coordinator Amber Kinonen, created co-curricular classes for English and math courses. The co-curricular and credit bearing class is taken in one semester. Students will spend more time in the classroom but will complete both simultaneously. Co-requisite models pairing English 098/101, MATH 095/105 and MATH 097/107 were created.

Cindy Carter, Vice President of Business, Technology, Allied Health, and Workforce Development, reported that the business and technology faculty reviewed Math of Business (BUSN 177) and decided not to create a co-requisite at this time; the same decision was made for Introduction to Technical Math (MATH 102). It will be reviewed again after it is known how students perform in the class.

Schools must comply with the new requirement at the start of the winter semester.

Joy Hopkins expressed support because the transitional courses are a known barrier and the co-requisites will be a way to support students who need it. Amber added support outside of the classroom for English and math classes will also be available.

The English department had been working in this direction. The change was more difficult with math, because when students test

into MATH 085 and need a lot of support (e.g., with basic multiplication), it is difficult to catch them up quickly. Learning supports in place will help students who need additional support.

Amber Kinonen's title has changed from Transitional Studies Coordinator to College Readiness Coordinator to reflect these changes. She will continue guiding and facilitating our most at-risk students.

Amy and Dr. Coleman extended appreciation and thanks to the team for accomplishing this task to meet the compliance requirement and have the supports in place in a very short timeframe.

It was moved by Terri Mileski and seconded by Eric Lundin to:

“Approve the curriculum activity from February 23, 2021 – December 15, 2021: one revised program proposal, two revised course proposals, and six new course proposals, as presented.” No further discussion. Motion carried unanimously.

C Regular Board Meeting Dates for 2022:

The Regular Board Meeting dates for 2022 were presented for approval.

It was moved by Nick Chenier and seconded by Terri Mileski to:

“Approve the Regular Board Meeting dates for 2022 as presented.” No discussion. Motion carried unanimously.

D Board Officers for 2022:

The proposed board officers for 2022, which are rotated each year, were presented for approval.

Trustees thanked Steve Davis for his leadership over the last year.

It was moved by Tom Butch and seconded by Joy Hopkins to:

“Approve the Board Officers for 2022 as presented in the Board Report.” No discussion. Motion carried unanimously.

E First Reading 1075 Freedom of Expression Policy:

Section 226g (1) of the FY2022 community college appropriation legislation's new reporting requirement requires the College to

adopt an advocacy policy related to free speech and political campaigning by January 1, 2022. Board of Trustees Policy 1075 Freedom of Expression was revised by Thrun Law Firm to comply with the new reporting requirement.

The revised policy and procedures were presented for first reading approval with a request to implement before second reading to meet the reporting deadline. Several procedure statements will be revised for second reading. Tom Butch will offer edits for the lawyer to review.

Steve Davis added the policy revision is a requirement to receive appropriations and requested approval.

It was moved by Joy Hopkins and seconded by Eric Lundin to:

“Approve first reading revisions of Board of Trustees Policy 1075 Freedom of Expression as presented and to implement immediately to comply with Section 226g(1) reporting requirement.” Tom Butch affirmed his yes vote with reservations and the understanding the policy and procedures will be revisited at second reading. Motion carried unanimously.

XI UNFINISHED BUSINESS:

A Update on Policy 611:

Dr. Coleman shared that because OSHA’s Emergency Temporary Standard (ETS) on Vaccination and Testing (29 CFR 1910.501) remains on hold until after federal court resolution, the College’s legal counsel advised that since Policy 611 COVID-19 Vaccination, Testing & Face Covering is not effective unless the rules are in place, it is permissible to approve second reading of the policy after the federal court resolution. This will allow the policy and procedure language to be adjusted if/after the ETS rules are implemented by MIOSHA.

XII NEW BUSINESS:

None

XIII MCCA UPDATE:

Joy Hopkins reported:

- The MCCA Board of Directors hired Brandy Johnson from the Governor’s Office to replace Mike Hansen as the MCCA President. She begins her duties on December 20.

- The House passed HB 5351 amending the General Property Tax Act to increase the value of personal property for which a taxpayer claims an exemption. Due to the way the formula for these reimbursements is constructed, it could result in less money available in other parts of the distribution formula which go to local governments and community colleges. A supplemental bill was passed today to ensure that community colleges won't lose too much revenue. The supplemental is coming from the unexpected revenue into the state, so there is no guarantee of this funding in the future.
- The House Education Committee passed the community college Bachelor of Science in Nursing (BSN) legislation with the final vote of 8 yes, 2 no, and 2 passes. The bills are now on the House floor waiting for final passage which likely won't occur until January. The universities are aggressively working to stop these bills from moving, but there is still a good chance it will go through for community colleges.

Dr. Coleman added that Bay students could earn their BSN in three years. There was also talk about limiting the legislation to rural community colleges but some of the larger community colleges want to participate.

XIV OTHER:

Birthday greetings were extended to Tom Butch for a December birthday.

XV ADJOURNMENT:

It was moved by Terri Mileski and seconded by Nick Chenier to:

“Adjourn the meeting.” No discussion. Motion carried unanimously. The meeting adjourned at 6:53 p.m. ET.

Laura L. Johnson
Assistant Board Secretary

Completion
Date

Approval Date

Stephen T. Davis
Chair

Approval Date