

REPORT OF MINUTES

BOARD OF TRUSTEES REGULAR MEETING

BAY de NOC COMMUNITY COLLEGE
Besse Center Auditorium
Escanaba, MI

February 17, 2021

- I **CALL TO ORDER:** The meeting was called to order at 5:01 p.m. ET by Chair, Steve Davis.
- II **ROLL CALL:** Roll call was taken by Laura Johnson, Assistant Board Secretary.
- Members present: Eric Lundin, Terri Mileski, Joy Hopkins, Ken Groh, Tom Butch, Steve Davis
- Member absent: Jeremy Nastoff
- Administration: Matt Barron, Travis Blume, Laura Coleman, Eileen Sparpana
- Faculty: Molly Campbell
- Recorder: Laura Johnson, Assistant Board Secretary
- III **CITIZEN INTRODUCTIONS AND COMMENTS:** Steve Davis provided an opportunity for citizen introductions and public comment. There were none.
- IV **APPROVAL OF AGENDA:** The agenda stood as presented.
- V **DECLARATION OF INTEREST:** None
- VI **MINUTES:** The open and closed session Meeting Minutes from the Regular Board Meeting on January 20, 2021 and the Special Board Meeting on February 10, 2021 were presented for approval.
- It was moved by Joy Hopkins and seconded by Terri Mileski to:
- “Approve the open and closed session Meeting Minutes from the Board of Trustees Regular Meeting on January 20, 2021 and the Special Board Meeting on February 10, 2021 as presented.”** No discussion.

Roll Call:

Ayes: Joy Hopkins, Eric Lundin, Terri Mileski, Tom Butch, Ken Groh, Steve Davis

Nays: None

Abstentions: None

Motion carried unanimously.

VII PRESENTATIONS: None

VIII ADMINISTRATIVE REPORTS:

A President's Report: President Coleman reported:

ACCT National

Legislative Summit:

Dr. Coleman attended the virtual ACCT National Legislative Summit from February 8-10. Community colleges have very broad bipartisan support.

Although the positive attention community colleges are receiving is welcome, with it also comes stronger oversight and expectation. Bay College has always exceeded expectations because of its data driven and continuous improvement focus.

Summit Highlights:

- Student loan repayment reform through broadening the idea of reasons to cancel loans. Giving students the ability to work off the debt may spread to additional programs/services.
- Free college: the easiest way to fund this would be to double Pell Grant awards.
- Increasing work-study dollars
- Pell Grant eligibility for short-term programs (e.g., CNA and other programs 150 hours). Support around this is strong.
- Dept. of Ed. is once again holding for-profit universities accountable. There has been an increase in recruitment by for-profits during the pandemic.
- Emphasis on schools publicizing the holistic services provided to students (e.g., mental health, emergency funding, food pantry, career closet) so people know about the services community colleges provide. Grants to help schools provide child care and broadband are being considered.
- CTE Programs: Community colleges need to tell their stories about CTE programs because people think of them as leading to 4-year programs. CTE is 60% of what community colleges offer. It is important to strongly advocate for earning degrees and getting jobs.
- Competency based education is also becoming more

important. Bay is expanding in this area.

- DACA students will be addressed.
- Title IX regulations may be lessened regarding schools' judicial responsibility.
- A \$2 billion program similar to TAACCCT grants of the late 90's and early 2000's is being considered.
- The Country has lost 10 million jobs and many will need to be re-educated for their next career.

Discussion was held.

***7-Week Course
Survey:***

A survey of the 166 students in 7-week courses returned responses of 42% (~10% of the student body). Over 90% noted advantages to 7-week courses while 49% noted disadvantages. Overall, 90% would continue taking 7-week courses; 68% want to see a combination of 16 and 7-week courses offered; and 11% preferred only 16-week courses. There will be a slight increase of 7-week courses offered in the fall.

B Academic Affairs:

Matt Barron, VP of Academic Affairs, reported:

***Iron Mountain
Early College:***

A Memorandum of Understanding (MOU) has been signed with Iron Mountain High School as partner for their Early College application. This is significant because it is the first MOU signed with a Dickinson County school.

Appreciation was extended to Dean of West Campus Gina Wollner, Dual Enrollment Coordinator Ashley Rogers, and Faculty members Brent Madalinski and Troy Gallagher for their work on the partnership. The focal programs of this Early College are Business and Water Technology. Brent and Troy have set-up good academic pathways for Early College students.

Matt explained the difference between Early College and dual enrollment in response to Ken Groh's question. Early College is dual enrollment with students taking a progressively larger number of courses through a fifth year of high school. Students remain in high school for a fifth year and are college students simultaneously. School districts pay the tuition in both cases but receive state aid for headcount for Early College students.

Discussion was held about the process and regulations of dual enrollment and Early College.

Dr. Coleman shared that Matt has done a fabulous job working with Dickinson County schools.

C Student Services:

Travis Blume, VP of Student Services, reported:

Winter 2021

Final Enrollment:

Winter 2021 enrollment was finalized at 1859 students (headcount) and 17,584 contact hours. Online courses trended the highest compared to a year ago. Appreciation was extended to the entire Bay College team for another great semester.

Dr. Coleman responded to Tom Butch's question about what approach is being taken toward fall enrollment. Plans for more in-classroom delivery are being developed with the expectation life will be closer to normal in the fall while also making plans if restrictions are still in place. There will be a slight decline in the number of online classes offered. There are students who prefer online delivery and ReConnect students will likely prefer the flexibility of online courses.

The Pandemic Team is also working on a plan to educate students and employees about the COVID-19 vaccinations. The inoculation goal is 75% for fall.

Travis added that starting this week, Director of Admissions Jessica LaMarch has been allowed into high schools now that things are getting better around the pandemic. She is also receiving good feedback from students on the new Covideo messaging platform used for individualized recruitment.

D Operations:

Christine Williams, VP of Operations, was absent.

**E College
Advancement:**

Kim Carne, VP of College Advancement, was absent.

F Business Office:

Eileen Sparpana, VP of Finance, reported:

Operating Revenues:

Total Operating Revenues are \$8.472 million for the first seven months of the fiscal year compared to \$8.151 million at the same time last year resulting in a \$321,000 or 4% ahead of last year. This results from fall 2020 enrollment increases over the prior year. Winter tuition revenue was recorded in January. There were line items in other operating revenue in the previous month that cut into the overage in the tuition line. Workforce development, housing, and on-campus event revenues were down.

Other Revenues: Other Revenues are \$43,000 ahead of last year and reflects reimbursement for the Career and College Advisor for Stephenson High School salary & benefits and donations from the Foundation. The advisor position is new for this year.

Operating Expenses: Total Operating Expenses are \$11.666 million for the first seven months of the fiscal year compared with \$11.930 million at the same time last year resulting in a \$265,000 or 2% decrease.

Non-operating Revenue: Non-operating Revenue is \$5.378 million for the first seven months of the fiscal year compared to \$4.298 million at the same time last year resulting in over \$1 million or 25% increase. This is mainly the result of the nearly \$750,000 received from the two Coronavirus Relief Funds.

Net Assets: The year-to-date increase in Net Assets is \$2.143 million compared to an increase in the prior year of \$519,000 or almost \$1.7 million increase.

IX BOARD COMMITTEE REPORT & REQUIRED ACTION:

None

X BOARD ACTION:

A Transaction Report:

Eileen responded to Tom Butch's question regarding the transaction for credit card processing fees on the Transaction Report ending January 31, 2021. The fees are incurred by the payments made by students using credit cards. It is the percentage the credit card companies charge as a processing fee. There is a large invoice in the fall and in January for these fees.

On a motion made by Tom Butch and seconded by Ken Groh:

“The Financial Transactions for the month ending January 31, 2021, stand approved as presented to place on file.” No further discussion.

Roll Call:

Ayes: Terri Mileski, Joy Hopkins, Eric Lundin, Tom Butch, Ken Groh, Steve Davis

Nays: None

Abstentions: None

Motion carried unanimously.

XI UNFINISHED BUSINESS:

None

XII MCCA UPDATE:

Joy Hopkins reported from the January 29 MCCA meeting:

- The MCCA dues structure based on headcount was finalized with the recommendations approved.
- Athletics restrictions were discussed.
- The Futures for Frontliners and ReConnect tuition assistance programs have received huge response.

Dr. Coleman added there is a MCCA President's meeting on Friday (February 19). The State budget and the impact on the community colleges affected by the free college promise Grand Valley State University is promoting will be discussed.

Dr. Coleman responded to Tom Butch that Bay's MCCA dues were raised by \$459. The amount paid in dues is minor compared to the amount of grants the College has received through affiliation with MCCA. The schools most affected were those with very large operating budgets.

Joy added that MCCA provided a great summary of all the services they provide in exchange for dues collected.

XIII NEW BUSINESS:

A Approving Minutes by Unanimous Consent:

Steve Davis shared information about the Robert's Rules voting method for small boards to approve minutes by unanimous consent as a time saving effort. A vote is necessary only when corrections to the minutes are made.

Trustees expressed agreement.

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

“Follow Robert's Rules for small boards to approve meeting minutes by the unanimous consent voting method.” No further discussion.

Roll Call:

Ayes: Ken Groh, Joy Hopkins, Eric Lundin, Tom Butch, Terri Mileski, Steve Davis

Nays: None

Abstentions: None
Motion carried unanimously.

**B City of Escanaba
Partnership for
Bike Path:**

Dr. Coleman was contacted by the City of Escanaba, after signing the easement to allow a bike path to cross college property, about MDOT's requirement that the City purchase the property or create a partnership with the College to allow the easement. The City suggested the College donate the property to the City for the cost of \$1.

A Good Faith Written Offer was provided to acquire a permanent easement on the small portion of College property at North Lincoln Road and Danforth Road to build a pathway connection from the northern portion of the City to the College for a bike path.

Trustees expressed agreement.

It was motioned by Tom Butch and seconded by Terri Mileski to:

“Approve donating the subject property for \$1 in token of community support and cooperation by acting as a partner on the offer made by the City of Escanaba for the property description listed in the Good Faith Written Offer dated February 11, 2021, to build a pathway connection from the northern portion of the City to the College.”

Discussion was held that the suggested compensation on the offer of \$20,000 was determined by a market study and/or valuation analysis. The City donated the property the College campus resides on to the College for \$1 so this agreement is an appropriate response.

Roll Call:

Ayes: Tom Butch, Eric Lundin, Ken Groh, Terri Mileski, Joy Hopkins, Steve Davis

Nays: None

Abstentions: None

Motion carried unanimously.

**C Part-Time Faculty
Negotiations:**

Dr. Coleman requested the Board move to closed session to discuss the College's strategy connected with the negotiation of the Part-Time Faculty Master Agreement.

Steve Davis requested a motion to move to closed session.

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

“Move to closed session at the request of Administration to discuss the College’s strategy regarding Collective Bargaining Negotiations with the Part-Time Faculty as allowed under MCL 15.268(c).” No discussion.

Roll Call:

Ayes: Tom Butch, Eric Lundin, Joy Hopkins, Terri Mileski, Ken Groh, Steve Davis

Nays: None

Abstentions: None

Motion carried unanimously.

The Board moved to closed session at 5:54 p.m.

Eileen Sparpana and Molly Campbell left the meeting.

The Board moved to open session at 6:12 p.m.

No action was taken based upon the discussion held during the closed session.

XIV OTHER:

Birthday greetings were extended to Ken Groh.

Trustees were notified of a Special Meeting at 4:30 p.m. before the March 17 Regular Meeting at 5 p.m. to approve tenure and curriculum recommendations.

XV ADJOURNMENT:

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

“Adjourn the meeting.” No discussion.

Roll Call:

Ayes: Terri Mileski, Joy Hopkins, Tom Butch, Ken Groh, Eric Lundin, Steve Davis

Nays: None

Abstentions: None

Motion carried unanimously.

The meeting adjourned at 6:16 p.m. ET.

Laura L. Johnson Assistant Board Secretary	Completion Date	Approval Date
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Stephen T. Davis Chair		Approval Date
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