

REPORT OF MINUTES

**BOARD OF TRUSTEES
REGULAR MEETING**

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

March 17, 2021

- I CALL TO ORDER:** The meeting was called to order at 5 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, Kim Carne, Laura Coleman, Eileen Sparpana, Chris Williams, Justin Izzard
- Faculty: Molly Campbell
- Recorder: Laura Johnson, Assistant Board Secretary
- Zoom Co-Host: Aaron Kippola, Theater & Tech. Coordinator
- 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 Meeting Minutes from the Regular Board Meeting on February 17 and the Special Meetings on February 22 and March 8, 2021 were approved as presented.
- VII PRESENTATION:**
- A College Preparedness-**

Data Breaches:

VP of Operations Christine Williams and Dir. of IT Justin Izzard presented information about the College's preparedness for data breaches. The presentation slides are attached.

Justin responded to questions from trustees:

Ken Groh asked about the likelihood of cyber criminals being caught and prosecuted. Justin responded that many are located outside of the country so it is not likely.

Steve Davis asked if counterattacks are issued. Justin responded the United States Computer Emergency Readiness Team (US-CERT) responds to cyber-attacks.

Tom Butch asked what would be the main objective of an attack on the College? Justin responded direct deposit information and personal information for identity theft.

Eric Lundin asked what happens when an employee fails the phishing test. Justin responded the employee is automatically enrolled in the course related to the test they failed. Starting January 2021, all employees will be required to complete mandatory training. Online trainings through KnowBe4 and EverFi offer more visibility about these threats.

Justin shared that the recent Microsoft vulnerability was quickly patched at the College and data was not compromised. About a week later, over 60,000 businesses/institutions had still not applied the patch and were attacked. They were advised to wipe their equipment and start over. It was reported there are still 82,000 Microsoft patches unapplied. It is critical we contract with CISO and SOC security services to assist and protect our network.

Additionally, Jonathan Lane, the College's Data Governance Analyst, thinks about data protection as he rolls out processes across campus.

Tom Butch asked if the Board policies regarding IT security have been reviewed recently and if employees are required to sign a statement they will follow those policies. Justin responded there are several such policies and employees sign a User Agreement related to those policies.

Justin added that the College also subscribes to security subscriptions from our firewall vendor that adds additional

protection by looking at normal activity and identifying unusual activity. The College also receives an annual best practice assessment from Palo Alto Networks.

Eric Lundin asked if encryption is used for data loss prevention. Justin responded that is being considered.

Trustees extended thanks for the informative presentation. Justin left the meeting.

VIII ADMINISTRATIVE REPORTS:

A President's Report:

President Coleman reported:

Protect Michigan Commission:

Dr. Coleman is representing community colleges on the Protect Michigan Commission--College & Univ. Workgroup. The group discusses with the Governor's Office what is need to stay safe on campuses and has asked that students be vaccinated before they leave campus. Higher Ed. employees and students who live in residence halls will be in the next priority vaccination group.

Developmental Education Workgroup:

Dr. Coleman is one of two community college presidents on the Developmental Education Workgroup with legislators, business partners, and other college representatives to work on transitional education as it relates to the Michigan Reconnect program. When legislators passed this bill, it was written with requirements to ensure students would get through programs as soon as possible so students wouldn't be delayed by taking transitional studies. Matt, faculty, and the Deans had already been working on this and have completed changes with English courses using the co-req. model. The Math department currently gives students the opportunity to get through their college level class in the first year of attendance by doing co-req classes as well as stand-alone transitional classes. The schools cannot receive the Reconnect funding if they do not comply with the legislative requirements. Bay already has 390 students who have applied for the program and listed Bay as their school of choice. The workgroup is meeting every other week and will make recommendations on course placement and policy by the end of June. This will also be discussed at the MCCA Board of Directors meeting this Friday.

EDA Meeting:

Dr. Coleman attended the Delta County Economic Development Alliance meeting last Friday and shared the amount of pandemic

funding received and where it has been allocated. The critical college infrastructure upgrades related to health safety throughout the pandemic were explained and well received.

This information was also shared with the President's Cabinet last month.

***Outstanding
Employees
& Faculty:***

Dr. Coleman announced the Outstanding Employee and Faculty Award recipients: Part-Time Faculty - Sue Beckon; Full-Time Faculty - Marc Morency, Marc LaBeau, and Brent Madalinski; Employees - Ruth Carlson, John Lewandowski, and Steve Johnson. They will be honored during a virtual celebration.

Legislative Meetings:

Dr. Coleman and Tom Butch led Sen. McBroom, Rep. Cambensy, and Sen. Schmidt on a campus tour on March 8. They discussed possibilities for capital outlay funding with Sen. Schmidt.

Dr. Coleman met with Rep. Huizenga on March 11 about state appropriations and capital outlay. More meetings with other legislators are scheduled over the next few weeks.

B Academic Affairs:

Matt Barron, VP of Academic Affairs, reported:

***Lake Shore Systems
Partnership:***

Lake Shore Systems will once again offer a development program (similar to an apprenticeship). The program was initially developed by Instructor Mark Highum and former Dean of Business & Technology Mark Kinney. Lake Shore hires entry-level field service technicians who simultaneously enroll in the Mechatronics certificate program. Mark Highum, Dean Cindy Carter, and Dean Gina Wollner have rekindled that program and are working with other employers for similar programs. An additional level of credibility is added to our certificates and degrees when businesses partner with the College.

***Fall 2021 Course
Delivery:***

Course delivery for the fall 2021 semester will offer roughly the same number of in-person classes as fall 2019. There are also a significant number of online classes offered.

C Student Services:

Travis Blume, VP of Student Services, reported:

Enrollment:

Registration opened for fall '21 last week and summer registration continues. Enrollment is looking good for both summer sessions

with double-digit growth. Early fall enrollments are at or above enrollments at this time last year; however, it is still very early to predict enrollment.

MI Reconnect is reporting 390 students are interested in attending Bay with 252 in process (FAFSA completion needed) and 138 approved completely and ready to register at Bay.

The enrollment team is also getting back into high schools so that enrollment activity is increasing.

Trustees looked at the updated promotional piece - the View Book, and expressed it was impressive and thanked those responsible for it.

D Operations:

Christine Williams, VP of Operations, reported:

Valuing Employees:

Facilities Manager Steve Carlson completed his certification in Facilities Management through the International Facility Management Association.

***Emergency
Notification Drills:***

Campus Security Clery Officer Cody Kumpula ran emergency notification drills last week at each campus and then asked for feedback about how it went. Employees were asked how prepared they felt for specific scenarios. The feedback showed most employees felt prepared for all the scenarios inquired about. The survey also showed that employees are receiving notifications by multiple methods. This is important because notification has been found the most critical in saving lives. The results are attached.

Cody joined the College before the fall semester. Chris extended credit to him for how he thinks and approaches things creatively and innovatively.

Online active assailant training will be rolled out during fall 2021. Employees and students will be able to repeat the training and feel comfortable in their individual setting vs. group settings.

Cody has also compiled the Incident Response Team (IRT) member list and shared that on myBay so that information is available to employees. He is also compiling all the questions from employee trainings and posting them with the answers on MyBay so all employees can benefit from that information.

E College Advancement:

Kim Carne, VP of College Advancement, reported:

Awards Celebration: The annual Awards Celebration will be held as a virtual celebration and include outstanding educators, graduates, alumni, and students. The planning has begun and communication will begin next week.

Marketing: The digital campaign and advertising for fall semester began on March 1. Webpage traffic increased 50% with top page views: Bay is the Way, MI Reconnect, and program pages in the top five, followed by pages with content about online courses, tuition costs, and applying. Analytics show an increase in interest from male students.

New Instagram ads focusing on online and on campus courses and a new billboard for MI Reconnect were shared.

F Business Office:

Eileen Sparpana, VP of Finance, reported:

Financial results through February 28, 2021:

- Operating Revenues: \$8.525 million compared to \$8.320 million for a 2% increase ahead of last year.
- Operating Expense: \$13.420 million compared to \$13.748 million or a 2% decrease below last year.
- Non-operating Revenue (Expenses): \$6.913 million compared to \$5.836 million or an 18% increase ahead of last year.
- Net Assets: Increase of \$2.019 million compared to an increase in the prior year of \$408 thousand.

Single Compliance Audit:

The Single Compliance Audit for YE 6-20 was issued today. This audit is required by the Dept. of Education (DOE) for institutions that receive more than \$750,000 in federal funding. It was delayed this year because the DOE did not issue guidance on the CARES Act funds for auditors until recently. There were no findings and it has been filed with the DOE. The College is compliant.

Eileen responded to Tom Butch's question about how much money has been received from the CARES Act. The College received three federal awards: the first was \$389,000 for students and \$389,000 for the institution; the second was for \$1.7 million including \$389,000 distributed to students; the third was recently announced and has been estimated at \$3 million over two years with half to be awarded to students.

Dr. Coleman added that Administration does not have recommendations yet on where to spend the latest award. She will spend some time talking to other colleges and getting more information. Eric Lundin asked if there were criteria on the student disbursements. Dr. Coleman responded the students have to be eligible for Pell Grant and there has been little information received so far. The College has until September 2023 to spend it.

1098Ts:

Eileen reported an error was discovered in some of the 1098T IRS forms distributed for 2019 and 2020. The College is required to send the form to anyone who incurred educational expenses so they can use it to calculate an education credit on their tax return. Prior to 2019, the amount reported was what was billed for courses taken in that calendar year. For 2019 forward, the amount reported was on a cash basis for the amount paid to the College in that calendar year.

The information is calculated from the J1 database (Jenzabar). Jenzabar updated the software for 2019 and the forms were issued in January 2020 for 2019. No issues were reported. The forms were sent this year but several calls were received questioning the amounts so Business Office staff audited forms and found 397 students were mailed incorrect 1098Ts. The errors range from \$30 to \$3,000. A letter of explanation has been drafted and will be sent with the corrected forms by the IRS deadline of March 31. No penalties are expected because the corrected forms will be sent before the deadline and the College took reasonable steps to assure the forms were correct when originally issued and acted swiftly once the error was discovered.

IX BOARD COMMITTEE REPORT & REQUIRED ACTION:

None

X BOARD ACTION:
A Transaction Report:

There were no questions or comments on the Transaction Report ending February 28, 2021.

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

“The Financial Transactions for the month ending February 28, 2021, stand approved as presented to place on file.” No discussion.

Roll Call:

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

Nays: None

Abstentions: None

Motion carried unanimously.

B Chemistry Lab Fees:

Matt Barron explained that Chemistry courses 112 and 110 were moved online due to the COVID-19 pandemic and students had to purchase different lab kits. He requested the \$20 lab fee for Chemistry 112 be reimbursed to each student in the course for winter 2021 and the \$20 lab fee per student waived for Chemistry 110 for summer 2021.

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

“Waive the \$20 per student lab fee for Chemistry 112 in the winter 2021 semester and the \$20 per student lab fee for Chemistry 110 in the summer 2021 semester due to the transition to online delivery during the COVID-19 pandemic.”

No discussion.

Roll Call:

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

Nays: None

Abstentions: None

Motion carried unanimously.

**C First Reading
New Policy 1041:**

The State of Michigan is preparing to require higher education institutions who received pandemic aid to submit their policies about strategies for mitigating the spread of COVID-19 by May 1. Chris Williams adapted our procedures into a policy which was reviewed by legal counsel. The policy was presented for first reading as 1041 COVID-19 Pandemic Safety Protocols.

It was moved by Eric Lundin and seconded by Tom Butch to:

“Approve first reading of Board of Trustees Policy 1041 COVID-19 Pandemic Safety Protocols as presented.” No discussion.

Roll Call:

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

Nays: None

Abstentions: None

Motion carried unanimously.

XI UNFINISHED BUSINESS:

None

XII NEW BUSINESS:

None

XIII MCCA UPDATE:

Joy Hopkins reported the MCCA Board of Directors will meet on Friday and they should get hints about appropriations from the state budget testimonies and how much schools will be awarded from the Budget Reconciliation Act.

There is a new grant opportunity that will fund select schools to support student success for the Futures for Frontliners and Michigan Reconnect students.

The Office of Retirement Services will audit selected schools to make sure retired MPSEs employees are accounted for correctly as independent contractors.

XIV OTHER:

Birthday greetings were extended to Matt Barron.

XV ADJOURNMENT:

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

“Adjourn the meeting.” No discussion.

Roll Call:

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

Nays: None

Abstentions: None

Motion carried unanimously.

The meeting adjourned at 6:13 p.m. ET.

Laura L. Johnson
Assistant Board Secretary

Completion
Date

Approval Date

Stephen T. Davis
Chair

Approval Date