

## REPORT OF MINUTES

### BOARD OF TRUSTEES REGULAR MEETING

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

**April 21, 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: Jeremy Nastoff, Joy Hopkins, Ken Groh, Steve Davis
- Tom Butch entered at 5:03 p.m.  
Terri Mileski entered at 5:04 p.m.
- Member absent: Eric Lundin
- Administration & Staff: Matt Barron, Travis Blume, Kim Carne, Laura Coleman, Tina Jensen, Dave Laur, Joseph Mold, Amy Reddinger, Eileen Sparpana, Chris Williams
- Guests: Matt Jensen, Erin Stevenson, Jill Wiese-Martin
- 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:** The Meeting Minutes from the Special and Regular Board Meetings on March 17 and the Special (Retreat) Board Meeting on April 16, 2021 were approved by unanimous consent.

**VII PRESENTATIONS:**

**A Resolution for Renaming the Student Food Pantry:**

The Board discussed renaming The Student Food Pantry in honor of Jill Wiese-Martin at the Board Retreat on April 16. Based on that discussion, Dr. Coleman read the board resolution to rename The Student Food Pantry in honor of Jill Wiese-Martin. Dr. Coleman shared that Jill's efforts to establish a food pantry has made a huge difference for many of our students and their families.

Tom Butch entered at 5:03 p.m. Terri Mileski entered at 5:04 p.m.

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

**“Approve the Resolution for Renaming The Bay de Noc Community College Student Food Pantry in honor of former Executive Director of TRIO, Jill Wiese-Martin, as presented.”**

No discussion. Motion carried unanimously.

Trustees extended thanks to Jill for identifying a need and filling that need.

Jill responded with thanks for the honor, and that students were also instrumental in establishing the pantry. The concept was also realized by students who saw the need and collected the data as a community service project. The Board approved renovating the HUB which created room for the initial food pantry. All employees in the HUB also supported the pantry with their efforts.

Erin Stevenson, Tina Jensen, Matt Jensen and Jill Wiese-Martin left the meeting.

**B Diversity Committee Update:**

Diversity Committee Co-Chairs Amy Reddinger, Joseph Mold, and Dave Laur, provided an update on the Diversity Committee's activities. The presentation slides are attached.

The Diversity Committee's goal is to educate and celebrate multiple diversity and does this through some of the event topics shared in the presentation.

Event ideas are often inspired and suggested through the coalition of the Diversity Committee membership.

A lot of work has centered on autism and events have grown and progressed from awareness, to acceptance, to empowerment.

The event schedule for 2021-22 was planned around the official Library of Congress event calendar. They will also continue to ask students about programming ideas.

The committee has also been collecting data from students and employees that will be shared in the fall.

Another focus of the committee has been on recognizing Martin Luther King Jr. Day through program events and other learning opportunities. They have also requested the College recognize MLK Day as a holiday.

Terri Mileski commended the committee for their great work recognizing diverse issues.

Steve Davis announced that the Board discussed their request to recognize Martin Luther King Jr. Day as a holiday at the Board Retreat on April 16, and the request will be approved later in the meeting when the holiday policy is updated.

Dave Laur, Joseph Mold, and Amy Reddinger thanked trustees for their support and left the meeting.

## VIII ADMINISTRATIVE REPORTS:

### A President's Report:

#### *State Budget:*

President Coleman reported:

The initial discussions about the state budget conveyed that the Michigan Reconnect and Futures for Frontliners tuition programs are in danger of being eliminated in the 2021-22 state budget. Statewide, this will affect the lives of many people who have applied for Futures for Frontliners and the 150,000 people who applied for Michigan Reconnect. Dr. Coleman has spoken with our district's senator and representative and the Governor's Office, in support of the programs. MCCA will provide applicant mailing lists to the community colleges so letters of concern to legislators can be encouraged. Businesses are desperate for skilled workers and this program is important to address this issue. Current students in these programs are funded through the summer and fall enrollment is expected in the current funding.

Tom Butch requested program descriptions and talking points so trustees can contact legislators and be able to answer questions.

- Commencement:*** The commencement recording was a satisfying experience for all involved. Rave reviews were received from students and their families who participated. The video was very well done and will be posted to the website and social media for April 24.
- B Academic Affairs:** Matt Barron, VP of Academic Affairs, reported:
- Dental Assisting Training Program:*** Dean of Bay College West Gina Wollner coordinated the first Dental Assisting Training Program that kicked off on March 29 with six students. The training fulfilled a request from Dr. John Fornetti to deliver dental assisting training for his dental clinic. There is also interest in another cohort. Dr. Fornetti was present to open the training. Two students received the Eleanor Fornetti Dental Assisting Scholarship.
- C Student Services:** Travis Blume, VP of Student Services, reported:
- Enrollment:*** Summer enrollment is up 7% in contact hours compared to last year and is ahead of budget.
- Fall enrollment compared to last year's end of the semester indicates contact hours are even, the persistence rate is down, and students returning from prior years are up (likely attributed to the Futures for Frontliners and Michigan Reconnect tuition programs).
- Commencement:*** Travis thanked all employees who participated and worked to make the hybrid commencement safe and successful. He recognized commencement planners Julie Dollhopf, Becky Landenberger, Carrie Oney, Aaron Kippola, and Laura Johnson for leading the project.
- D Operations:** Christine Williams, VP of Operations, reported the campus infrastructure projects are taking longer than anticipated due to supply chain delays.
- E College Advancement:** Kim Carne, VP of College Advancement, reported:
- Outstanding Awards:*** The Outstanding Graduates are being featured virtually until commencement. The Outstanding Alumni, Employees, and Faculty will be featured after commencement.
- New Employee:*** Jessica Beaver joined the Advancement team as the part-time Communication and Events Coordinator.

**Golf Outing:** The 30<sup>th</sup> Bay College Golf Outing will be held on July 15. Advancement is partnering with Athletics this year to create athletic scholarships at the same time as academic scholarships through fundraising from the golf outing.

**Strings on the Bay:** The *Strings on the Bay* concert series will return this summer with the concerts held at the First Presbyterian Church in Escanaba.

**Digital Marketing:** Digital marketing campaigns resulted in over 400,000 impressions last month. Geofencing has been added to area high schools throughout April and May to cover high school graduations.

**F Business Office:** Eileen Sparpana, VP of Finance, reported:

Financial results through March 31, 2021:

- Operating Revenues: \$8.802 million compared to \$8.561 million for a 3% increase ahead of last year.
- Operating Expenses: \$15.396 million compared to \$15.472 million for a .5% decrease below last year. Instructional materials increased in the Nursing department due to an increase in onsite labs and the need for more consumables. Onsite labs increased due to the pandemic restrictions. More training due to the pandemic, should be expected over the next few years. TRIO also saw an increase in minor equipment purchases for the \$25,000 spent on Think Pads (laptops) for student use.
- Non-operating Revenue (Expenses): \$8.182 million compared to \$7.055 million or a 16% increase ahead of last year. The increase is mainly the result of the HEERF grant dollars received related to the pandemic.
- Net Assets: Increase of \$1.588 million compared to an increase in the prior year of \$144 thousand. The College is expected to meet the revised budget expectations.

**IX BOARD COMMITTEE REPORT & REQUIRED ACTION:**

None

**X BOARD ACTION:**  
**A Transaction Report:**

There were no questions or comments on the Transaction Report ending March 31, 2021.

On a motion made by Joy Hopkins and seconded by Ken Groh:

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

**Roll Call:**

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

**Nays:** None

**Abstentions:** None

Motion carried unanimously.

**B West Campus  
Advisory Board  
Re-Appointments:**

Three seats on the Bay College West Campus Advisory Board were subject to appointment for two-year terms. Susan Hadley, Russ Kassin, and Bob Koerschner agreed to continue serving. The terms will end June 30, 2023.

Dr. Coleman stated that Sue Hadley is the VP of Clinical Services & Population Health at Dickinson County Healthcare System and is also a member of Bay’s Nursing Advisory Board. Russ Kassin is the Executive VP and Chief Lending Officer at First National Bank & Trust in Iron Mountain, and Bob Koerschner is the International Representative for the IBEW in Iron Mountain. They are all important members of the West Campus Advisory Board and she is grateful they are continuing their service.

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

**“Approve the recommendation to reappoint Susan Hadley, Russ Kassin, and Bob Koerschner to two-year terms expiring on June 30, 2023 on the Bay College West Campus Advisory Board, effective July 1, 2021.”** No discussion. Motion carried unanimously.

Dr. Coleman responded to the question from Tom Butch regarding the upcoming renewal millage in Dickinson County. The West Campus Advisory Board and Dickinson County Board of Commissioners are aware of the timeline and have discussed organizing a campaign in 2024. They will pull together a Vote Yes campaign in 2023 or 2025 to support the campaign. The renewal millage would be due for collection in 2026. The millage revenue goes directly to the Dickinson County Board of Commissioners and is paid to the College from the County.

**C Retire BOT Personnel Policy 816**

**Campus Access:**

Administration requested that Board of Trustees Personnel Policy 816 Campus Access, be retired and deleted. The policy is redundant after Board of Trustees General Policy 1040 Safety and Security was recently updated with information covered in Policy 816.

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

**“Retire Board of Trustees Personnel Policy 816 Campus Access.”** No discussion. Motion carried unanimously.

**D First Reading Policy 504:**

The Board was asked to consider the request from the Diversity Committee and Administration, for the College to recognize Martin Luther King Jr. Day as a holiday. The Board discussed adding the holiday at the Board Retreat held on April 16. Based on that discussion, Board of Trustees Personnel Policy 504 Administrative and Hourly Employees Holidays was presented with the revision to include Martin Luther King Jr. Day as a holiday.

It was moved by Terri Mileski and seconded by Jeremy Nastoff to:

**“Approve first reading of Board of Trustees Policy 504 Administrative and Hourly Employees Holiday to include Martin Luther King Jr. Day as a holiday.”** No discussion. Motion carried unanimously.

**E President’s Contract**

**Language Modification:**

The Board reviewed the President’s contract during the annual performance review and proposed an extension agreement as an amendment to the current contract at the Board Retreat on April 16. The agreement was presented for approval.

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

**“Approve the Employment Contract Extension Agreement for President Laura L. Coleman signed and dated April 21, 2021.”** No discussion. Motion carried unanimously.

**XI UNFINISHED**

**BUSINESS:**

**A Second Reading  
New Policy 1041  
COVID-19 Safety  
Protocols:**

New Board of Trustees General Policy 1041 COVID-19 Safety Protocols received first reading approval at the March 17, 2021 board meeting. The policy was presented for second reading.

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

**“Approve second reading of Board of Trustees Policy 1041 COVID-19 Pandemic Safety Protocols as presented.”** No discussion. Motion carried unanimously.

**XII NEW  
BUSINESS:**

None

**XIII MCCA UPDATE:**

Joy Hopkins reported:

- MIOSHA Emergency Rules were extended until October 14, 2021. The rules encourage learning and working from home and require continued safeguards for in-person work and learning.
- MDHHS updated the epidemic order on capacity limits for gatherings and face mask guidelines and extended it through May 24, 2021.
- A \$400 increase per student for the Pell Grant maximum award and a \$600 million increase for low-resourced institutions, including community colleges, has been requested in the President’s federal funding request.
- Federal and state budgets are not moving forward quickly, including the proposal to stall funding for the Michigan Reconnect and Futures for Frontliners tuition programs.

Dr. Coleman reported:

- Discussion about how community colleges and universities are handling COVID-19 vaccination efforts is among the state committees she serves on. Bay College is thanking people for getting vaccinated. The health department can provide the aggregate percent of employees vaccinated so it will be known when herd immunity is reached among college employees.



Herd immunity will determine classroom size among other safety protocols.

Some larger universities are planning to weekly test all students who live/learn/work on campus.

**XIV OTHER:**

Birthday greetings were extended to Eileen Sparpana.

**XV ADJOURNMENT:**

It was moved by Jeremy Nastoff and seconded by Ken Groh to:

**“Adjourn the meeting.”** No discussion. Motion carried unanimously. The meeting adjourned at 6:08 p.m. ET.

---

Laura L. Johnson Assistant Board Secretary	Completion Date	Approval Date
---	--------------------	---------------

---

Stephen T. Davis Chair		Approval Date
---------------------------	--	---------------