

## REPORT OF MINUTES

### BOARD OF TRUSTEES REGULAR MEETING

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

**June 16, 2021**

- I CALL TO ORDER:** The meeting was called to order at 5:02 p.m. ET by Chair Steve Davis.
- II ROLL CALL:** Roll call was taken by Laura Johnson, Assistant Board Secretary.
- Members present: Joy Hopkins, Ken Groh, Terri Mileski, Tom Butch, Eric Lundin, Steve Davis
- Member absent: Jeremy Nastoff
- Administration & Staff: Matt Barron, Beth Berube, Kim Carne, Laura Coleman, Eileen Sparpana, Chris Williams
- 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 CONSENT AGENDA:** The consent agenda included the Regular Board Meeting Minutes from May 19, 2021 and Resolutions of Appreciation for Retirees: Sue Beckon, Myron Berry, Ann Bissell, Mary Dittrich, and Christine Williams.
- It was moved by Tom Butch and seconded by Joy Hopkins to:
- “Approve the Consent Agenda for the Board of Trustees Regular Meeting on June 16, 2021, as presented.”**  
No discussion. Motion carried unanimously.

**VII PRESENTATION:**

**A Area Purchasing Agreement – Medical Benefit Update:**

Beth Berube, HR Director, provided information about the College's opportunity to enter into an Area Purchasing Agreement (APA) to participate in a coalition to create a mechanism for collectively purchasing insured medical benefits and coverage to increase employee health plan options and for cost reductions in medical insurance expenditures.

The presentation slides are attached.

Discussion included:

- The medical benefit rates for 2022 are not available until the fall. Once the rates are available, the savings on employee premiums will be known. The 2021 APA rates are about 2.7% lower than Bay's premiums for 2021.
- The APA does not provide savings to the College because the College elected a hard cap limit on its cost of medical benefit premiums. Employees will benefit from premium savings.
- Eric Lundin asked if the College's institutional renewal rate would continue to be available to compare to the APA rate. Beth responded it would not, but the agreement to join the coalition is a 3-year commitment if the College decides to end membership in the future. Steve Davis confirmed renewal is annual after the first 3-year commitment period.
- Beth responded to Steve Davis about disadvantages, that the College can no longer substitute or add different plans. The plans offered through the APA will be available to employees.
- Terri Mileski asked if MESSA has the ability not to continue our membership after the initial 3-year commitment. Beth responded the College was accepted into the APA through approval from the Coalition Team and that approval cannot be revoked.
- Beth confirmed for Ken Groh that the College cannot change the medical plan carrier from MESSA with the APA. The College requested bids every 3 years and BCBS Direct was always higher. Historically, MESSA has always provided the lowest cost BCBS plans.

- Dental and Vision plans are not included in the APA because they are separate plans.

## VIII **ADMINISTRATIVE REPORTS:**

### A **President's Report:**

President Coleman reported:

#### ***Personnel Changes:***

Human Resources has been very busy with retirements and hiring new employees. Beth Berube and Melissa VanBrocklin do a fantastic job of managing this.

#### ***Developmental Education Work Group:***

The State Developmental Education Work Group has finished meeting and recommended transitional studies courses be replaced with co-requisite courses. The change was made to align with requirements for the MI Reconnect tuition program funded by the State. Co-requisite courses, which nationally have been very effective, will replace transitional studies courses at all Michigan community colleges. This change is a shock to many with the changes affecting all departments across campus. Most of the work will fall on faculty to change courses and curriculum. Advising and course transfer information will also require updates. Dr. Coleman is comfortable the change will produce good results for students.

#### ***Student Housing 2021-22:***

The College has contracted with the Super 8 hotel to provide student housing for 2021-22 due to the minor remodeling project on the student apartment building. Units available include 40 double rooms, 18 single rooms, and 2 accessible rooms. Room amenities include a queen bed for each resident, linens provided by the hotel and serviced weekly, t.v., minifridge, microwave, and individual room control for heat and air conditioning. Students will also have limited access to the pool and work-out room. Full-size stoves will be available in a common area and students can bring in hot plates/toaster ovens to cook in their room.

Three Resident Assistants will live on-site to assist in providing a safe living/learning community. The College will have access to common area security cameras.

Matt Wiles from Café Bay will provide a pre-order system for dinners on Wednesdays and Thursdays and meal plans will also be offered through Café Bay. Bay Area Campus Ministry provides a free Monday night meal on campus and the food pantry is also a

resource.

Athlete students make-up 60% of housing residents. Unvaccinated athlete students will be tested for COVID-19 every other day. Other unvaccinated housing students will be tested once a week.

**Vaccination Rates:**

Dr. Coleman shared the current vaccination rates at Bay College.

Employees	Vaccinated	Partially	Not Vaccinated
Escanaba Full-Time Employees	82%	3%	15%
Escanaba Adjuncts (on campus)	70%		30%
West Full-Time Employees	64%		36%
West Adjuncts (on campus)	48%	4%	48%

Summer Students in person classes	Vaccinated	Partially	Not Vaccinated
Escanaba	48%	2%	50%
West Campus	31%	2%	67%

Students and employees will have additional vaccination opportunities at clinics offered by the Delta and Dickinson Public Health Departments at each campus during the first week of school. The Johnson & Johnson vaccine will be offered.

**B Academic Affairs:**

Matt Barron, VP of Academic Affairs, reported:

LSSU, in partnership with Bay College, was awarded a 3-year grant to introduce new ITV equip to LSSU and Bay classrooms to enhance and offer additional courses. The first year will fund installation in traditional classrooms, of an OWL camera which focuses on the person speaking. Years 2 and 3 will fund installation of ITV equipment in chemistry and biology labs so lab courses can be offered and expand baccalaureate degrees to our campus from LSSU.

**C Student Services:**

Travis Blume, VP of Student Services, was absent. Dr. Coleman provided the enrollment report:

***Fall 2021:***

Overall contact hours for fall 2021 are up 5% compared this time last year. Co-advisors are working hard to contact applicants and register accepted students.

The persistence rate is down compared to this time last year. Fall 2020 enrollment was up 7% due likely to many students who stayed in town and attended Bay instead of universities. The decline in persistence is likely attributable to these students leaving Bay to go to universities next fall.

West Campus is up by 6%, and Escanaba Campus is up 4%, including online students. Online enrollment is up 22% overall, even though people want to be in the classroom. Many of the MI Reconnect students prefer online courses for the flexibility it offers for students with full-time employment and childcare needs.

***Summer 1 & 2:***

Overall contact hours for Summer 1 and Summer 2 are up 30% compared to budget.

Dr. Coleman confirmed for Tom Butch that enrollment efforts are the same and more compared to last year.

Dr. Coleman responded to Eric Lundin that the persistence rate measures the number of students who do not return to Bay if they did not graduate.

Early College, dual enrolled, readmit, prior new returns, and returning transfer student enrollments are all up.

**D Operations:**

Christine Williams, VP of Operations, reported:

***Critical Infrastructure Updates:***

Classroom Projectors: Innovative Communications, Inc. (ICI) was awarded the replacement of classroom projectors project.

JCI Projects:

- The CB North parking lot project will start in July and finish in about a month.
- The water conservation project will start in a month.
- Work on the air handling units for the CB building started this month.
- The damper to improve air flow throughout the gymnasium is scheduled.

- The RFP to replace the roof, parking lot, windows, and siding of the Extension Center Building will open on Monday (June 21).
- Green Building Automation was selected for the pneumatic controls replacement project. They are working on the final engineering drawings.
- The last of the large infrastructure projects will be the minor remodeling of the student apartments to include new flooring, paint, furniture, and upgraded locksets and access for security.

***Williams' Retirement:*** Dr. Coleman acknowledged Chris Williams as she retires, for the tremendous impact she had at Bay College. Some projects she led and worked on included: implementation of the Jenzabar database system and VOiP phone system; HLC accreditation; designing the HUB and CB courtyard; process mapping; and leading the Information Technology and Operations departments. Chris' work improved the entire institution. Her work this past year responding to and preparing the institution for the pandemic safety protocols was over the top fantastic. Chris will be sorely missed.

Trustees extended their appreciation and thanks to Chris for her service to the College.

Chris thanked current and previous trustees for the opportunity to work at Bay College and stated she enjoyed working with them because they are engaged and trust in Administration to get their work done and to feel confident in the work they do. She thoroughly enjoyed working at Bay College and will miss it.

**E College Advancement:**

Kim Carne, VP of College Advancement, reported:

***COVID-19 College Vaccine Challenge:***

Bay College is participating in the White House and U.S. Dept. of Education's COVID-19 College Vaccine Challenge to encourage all, but especially young people, to get vaccinated. The Challenge promotes resources about the safety of vaccinations and where to get them. People connected to colleges and universities are encouraged to talk to young people about the safety of the COVID-19 vaccinations.

***You Belong Campaign:***

The "You Belong" marketing campaign begins next week with emails to new students about registration information and information to registered students to keep them engaged about the student experience and the College until they start classes in the Fall.

**Strings on the Bay:** The “Strings on the Bay” chamber concert series has over 60 sponsors; double the number in the past.

**Foundation/Athletic Golf Outing:** The Foundation/Athletic Golf Outing is three teams away from a full course. Kim extended thanks to those who have sponsored the outing. A few more hole sponsors are needed.

**F Business Office:** Eileen Sparpana, VP of Finance, reported that financial statement reports will not be provided in the next few board reports due to the upcoming fiscal year-end, until the college audit is finished.

Chair Steve Davis moved that the Board recess for 10 minutes at 5:59 p.m. There were no objections.

The meeting resumed at 6:10 p.m.

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

None

**X BOARD ACTION:**

**A Transaction Report:** There were no questions or comments on the Transaction Report ending May 31, 2021.

On a motion made by Eric Lundin and seconded by Ken Groh:

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

**Roll Call:**

<b>Ayes:</b>	Ken Groh, Terri Mileski, Tom Butch, Eric Lundin, Joy Hopkins, Steve Davis
<b>Nays:</b>	None
<b>Abstentions:</b>	None

Motion carried unanimously.

**B First Reading BOT Bylaws Revisions:**

Revisions to the Board Bylaws were made to update outdated language and reflect changes to the Open Meetings Act regarding board member remote participation. The revisions and a summary of the changes were provided by the College’s attorney. The revisions were presented for first reading approval.

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

**“Approve first reading of the revisions to the Board of Trustees Bylaws as presented.”** No discussion. Motion carried unanimously.

Tom Butch requested language in Policy 1005 Board of Trustees Conflict of Interest be reviewed with the College’s attorney as it pertains to a “reasonable” perception of conflicts of interest. The statement was referenced in the Order of Business in the Board Bylaws. Laura Johnson will follow-up with the College’s attorney.

**C First Reading  
Policy 1050 IT &  
Cybersecurity:**

Nine IT policies were combined to consolidate and address redundant language among the policies. The new policy, 1050 Information Technology and Cybersecurity, was presented for first reading approval.

It was moved by Eric Lundin and seconded by Ken Groh to:

**“Approve first reading of General Administration Board of Trustees Policy 1050 Information Technology and Cybersecurity as presented.”** No discussion. Motion carried unanimously.

**D MCCA BOD  
Appointments:**

Annual certification of appointments to the MCCA Board of Directors for 2021-2022 was requested. Joy Hopkins and Terri Mileski expressed interest in continuing to serve as Trustee Director and Alternate Trustee Director respectively. No other trustees were interested in either role.

It was moved by Tom Butch and seconded by Ken Groh to:

**“Designate Laura Coleman as President Director; Joy Hopkins as Trustee Director; and Terri Mileski as Alternate Trustee Director to represent Bay College on the Board of Directors of the MCCA for July 1, 2021 through June 30, 2022.”** No discussion. Motion carried unanimously.

**E New WCAB  
Appointment:**

The DIISD Board hired Jennifer Huotari to replace Wendy Warmuth as the DIISD Supt. and appointed her to the West Campus Advisory Board to represent the Dickinson County School



District. Approval of Jennifer Huotari's appointment to the West Campus Advisory Board was requested beginning July 1.

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

**“Accept the appointment of Jennifer Huotari to the West Campus Advisory Board by the DIISD Board to represent the Dickinson County School District beginning July 1, 2021.”** No discussion. Motion carried unanimously.

**F Medical Benefits Coalition:**

**1. *Area Purchasing Agreement:***

The Area Purchasing Agreement to participate in the coalition to collectively purchase insured medical benefits and coverage to increase employee health plan options and reduce costs in medical insurance expenditures was presented for approval.

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

**“Approve the Area Purchasing Agreement to participate in the coalition to collectively purchase insured medical benefits and coverage to increase employee health plan options and reduce costs in medical insurance expenditures as presented for the period beginning July 1, 2021, with medical plan benefits effective January 1, 2022, through December 31, 2024.”** No discussion. Motion carried unanimously.

**2. *Letter of Agreement:***

The Full-Time Faculty Association approved the proposed Letter of Agreement to forfeit their bargaining rights for medical benefits and coverage and accept the employee health plan options and medical insurance expenditures provided through the Area Purchasing Agreement entered into by the College. Board approval was requested to enter into the Letter of Agreement with the Teachers' Education Association as presented for the period beginning July 1, 2021, with medical plan benefits effective January 1, 2022 through December 31, 2024.

It was moved by Ken Groh and seconded by Eric Lundin to:

**“Approve the Letter of Agreement with the Teachers' Education Association as presented, effective July 1, 2021 and expiring December 31, 2024, to accept the employee health plan options and medical insurance expenditures**

**provided through the Area Purchasing Agreement entered into by the College for the period beginning July 1, 2021, with medical plan benefits effective January 1, 2022, through December 31, 2024.”** No discussion. Motion carried unanimously.

**XI UNFINISHED**

**BUSINESS:**

**A Second Reading  
Policy 516  
Military Leave:**

Board of Trustees Personnel Policy 516 Military Leave received first reading approval at the May 19 meeting and was presented for second reading approval.

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

**“Approve second reading of Board of Trustees Personnel Policy 516 Military Leave as presented.”** No discussion. Motion carried unanimously.

**B New Female Sport:**

A recommendation to add women’s volleyball was presented to the Board at the May 19 Regular meeting. With trustees having had time to consider the recommendation, the request to add women’s volleyball beginning with the fall 2022 season and to hire a part-time coach in fall 2021 was presented for approval.

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

**“Approve the addition of women’s volleyball to the Athletic program beginning with the fall 2022 season and to hire a part-time women’s volleyball coach in fall 2021.”** No discussion. Motion carried unanimously.

**XII MCCA UPDATE:**

Joy Hopkins reported:

The MCCA is encouraging schools to spread the word to their students about continuing funding for the MI Reconnect and Futures for Frontliners programs. People are encouraged to go to the MCCA website to generate a letter to legislators to voice support for the programs.

The federal COVID-19 College Vaccine Challenge recommends what the College is already doing by focusing on awareness, accessibility, energizing students, and educating students.

The State budgets are still in turmoil.

Joy serves on the MCCA committee to educate schools about the annual process that proposes the slate for MCCA board elections. Although the process is easy, achieving diversity among the large and small Michigan community colleges on the MCCA Board is complicated. The committee is making the process more transparent. The proposal will not be ready for presentation to the MCCA Board in July.

**XIII OTHER:**

Trustees were asked to respond to Laura Johnson about attendance to the MCCA Summer Conference.

**XIV NEW BUSINESS:**

**A City of Escanaba  
Lease Amendment:**

A legal opinion from the college attorney was received advising of the ability for the Board to discuss a matter exempt from disclosure in closed session under the attorney-client privilege.

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

**“The Board go into closed session to discuss the proposed Conditional Amendment to Lease with the City of Escanaba 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 June 14, 2021.”** No discussion.

**Roll Call:**

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

**Nays:** None

**Abstentions:** None

Motion carried unanimously.

The Board went into closed session at 6:36 p.m. ET to discuss the proposed Conditional Amendment to Lease with the City of Escanaba 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 June 14, 2021.”

The Board moved to open session at 6:54 p.m.

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

**XV ADJOURNMENT:**

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

**“Adjourn the meeting.”** No discussion. Motion carried unanimously. The meeting adjourned at 6:54 p.m. ET.

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Laura L. Johnson Assistant Board Secretary	Completion Date	Approval Date
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Stephen T. Davis Chair		Approval Date
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# MESSA Area Purchasing Agreement

Beth Berube, Director of Human Resources

June 16, 2021

## What is the APA

- The Area Purchasing Agreement (APA) was established to create a mechanism for collectively purchasing insured medical benefits and coverage to increase employee health plan options and for cost reductions in medical insurance expenditures.
- Driven by the MEA and partnered with MESSA to offer the medical insurance plans
- The APA is made up of 44 other school districts in the U.P.

Gogebic Community College, Delta and Dickinson ISD, Bark River Schools, Escanaba Schools, Gladstone Schools, Marquette Schools, etc.

## What's in it for Bay?

- This is now the APA's third year – they are currently offer similar plan designs as Bay College (3 out of 4 plans)
- APA has lower premiums than Bay College
- Larger pools tend to help stabilize rates over time
- It removes bargaining of healthcare plans away from the negotiations table
- 3-year commitment and then annually after that

## Coalition team

- Bay College was recently approved by the APA's Coalition Team to join the APA
- Each year, the coalition team meets to vote on any plan design changes (deductibles, Rx, co-pay structures)
- Bay College would have 2 votes amongst the coalition team
- The APA has offered the same 4 plans over the last three years
- Each year, the APA votes once rate renewals are provided by MESSA



# 2021 Plans

Bay College Plans	APA Plans
Choices II \$500/\$1000 with Saver Rx	Choices II \$500/\$1000 with Saver Rx
Choices II \$1000/\$2000 with Saver Rx	Choices II \$1000/\$2000 with Saver Rx
ABC Plan 1 \$1400/\$2800 with ABC Rx (this is an HSA Plan)	ABC Plan 1 \$1400/\$2800 with ABC Rx (this is an HSA Plan)
*Choices II \$1000/\$2000 with Saver Rx with 10% co-insurance	ABC Plan 2 \$2000/\$4000 with ABC Rx with 20% co-insurance (this is an HSA Plan)

\*12% of Bay College employees are in the Choices II \$1000/\$2000 w/ 10% co-insurance plan

Estimated  
employee  
annual savings  
for 2021

Bay College  
rate vs. APA  
rates

Plans	Single	Two Person	Family
Choices II 500/1000	\$244	\$549	\$683
Choices II 1000/2000	\$230	\$518	\$644
ABC Plan 1	\$217	\$508	\$628

Choices II 1000/2000 with 10% co-ins vs. ABC plan with 2000/4000 with 20% co-insurance premium

	Single	Two Person	Family
Savings in premium (would have a higher deductible)	\$1,206	\$2,715	\$3,378

## Percentage in premium

The APA rates are about 2.7% lower than Bay's premiums for 2021

- Each year, the APA rates have been slightly lower than Bay College's rates
- Below are the premiums increase percentages since APA began

YEAR	Bay	APA
2019	2.2%	
2020	.59%	3.0%
2021	6.53%	5.6%
2022		

## Next steps

- The College and the Faculty are seeking approval by the Board of Trustees for us to join the APA
- Any changes would be effective for January 1, 2022 for Bay College employees
- Any questions