

REPORT OF MINUTES

BOARD OF TRUSTEES REGULAR MEETING

BAY de NOC COMMUNITY COLLEGE
Catherine Bonifas Board Room (201D)
Escanaba, MI

July 14, 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, Terri Mileski, Eric Lundin, Steve Davis
- Members absent: Ken Groh, Tom Butch
- Administration: Matt Barron, Travis Blume, Laura Coleman, Eileen Sparpana
- 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 June 16, 2021, including the Closed Session; and the Special Meeting on June 28, 2021 are presented for approval.
- It was moved by Joy Hopkins and seconded by Eric Lundin to:
- “Approve the Meeting Minutes from the Special and Regular Meetings on June 16, 2021, including the Closed Session; and the Special Meeting on June 28, 2021 as presented.”**
No discussion. Motion carried unanimously.
- VII **PRESENTATIONS:** None

VIII ADMINISTRATIVE REPORTS:

A President's Report:

President Coleman reported:

Semester Start-Up:

Administration continues to monitor the CDC and MIOSHA recommendations that the College is and will continue to follow. Safety protocols and the procedures to manage them are being updated for the fall semester. High-touch areas will continue to be cleaned regularly, the daily health assessment will resume, and everyone will be encouraged to stay home when they are ill. Bay College takes its role as a leader in the community seriously.

Joy Hopkins expressed support for following the CDC recommendations.

B Academic Affairs:

Resignation:

Matt Barron, VP of Academic Affairs, thanked the Board for their support throughout his career at Bay College. Matt resigned from the College to accept a faculty position at Michigan Technological University where he will serve as an educator for first year engineering students.

Trustees extended well wishes and expressed pride for the work he accomplished leading Bay College in academic support services and the positive relationships he developed with area K12 educators and the community, which encouraged many students to attend Bay College.

Dr. Coleman added that although the College regrets Matt is leaving, the team he developed is very capable to lead Academics forward without him. An interim transition plan is underway to move forward until the position is filled.

C Student Services:

Travis Blume, VP of Student Services, reported:

Summer 2021 Enrollment:

Summer 2021 Final Enrollment stayed on track as reported month to month. Face-to-face enrollment increased due to the health programs on campus.

Fall 2021 Enrollment:

Fall 2021 enrollment is up 9% in student headcount and 2% in contact hours compared to last year as this time and within range of budget projections. There is a noticeable increase in prior new returning students attributable to students in the MI Reconnect and

Futures for Frontliners tuition programs and students returning to face-to-face classes after their education during the pandemic.

Co-advisors and Student Services continue to contact students in a variety of ways to encourage registration. Also, a new student communication plan is being developed to consolidate information and decrease the volume of email communication.

D College Advancement:

Kim Carne, VP of College Advancement was absent. College Advancement was busy preparing for the Foundation and Athletics Golf Outing tomorrow.

E Operations:

Eileen Sparpana, VP of Finance & Operations, reported:

DocuSign Implementation:

Information Technology (IT) began implementation of DocuSign, an electronic signature tool, with the Financial Aid Office and Human Resources.

Financial Aid implemented DocuSign with their online financial aid portal, NetPartner, and eliminated a lot of paper forms. Students no longer need to print forms or return them in person to the Financial Aid Office. It also makes student and parent signatures easier to obtain. Financial Aid is saving about 5 hours per week in manual work, besides 5 hours to produce each manual group mailing.

Human Resources used DocuSign to send employees their annual employment contracts. They saved about \$100 on postage and the turn-around time achieved was 32% within the first hour and over 60% within the first day. DocuSign tracks the documents returned, which also saves time.

The Business Office is scheduled next for full implementation, but is already using it for some contracts. So far, DocuSign has exceeded expectations.

The first year subscription of \$20,000 and implementation expense of \$4,000 was paid with federal pandemic funding. The annual fee is budgeted in the operating budget thereafter.

F Business Office:

The annual audit has begun; the financial statements for the month ending June 30, 2021 were unavailable.

IX BOARD COMMITTEE REPORT & REQUIRED ACTION:

None

X BOARD ACTION:

A Transaction Report:

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

On a motion made by Terri Mileski and seconded by Jeremy Nastoff:

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

Roll Call:

Ayes: Terri Mileski, Eric Lundin, Joy Hopkins, Jeremy Nastoff, Steve Davis

Nays: None

Abstentions: None

No discussion. Motion carried unanimously.

B First Reading 2022 Identity Theft Policy:

A new Board of Trustees Policy 2022 Identity Theft was recommended by legal counsel to replace the existing 2022 Identity Theft Prevention Policy.

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

“Approve first reading of Board of Trustees Policy 2022 Identity Theft to replace Policy 2022 Identity Theft Prevention.” No discussion. Motion carried unanimously.

C Resolution for Conveyance of Property from SBA:

Eileen Sparpana stated the State paid in full the 1999 bonds and canceled the lease associated with the General Campus Renovations project from 1997. A Resolution requesting and approving the conveyance of property and accepting obligations for the facilities was presented for Board approval. There are two other capital projects that remain partially funded by the State.

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

“Approve the Resolution of the Board of Trustees of Bay de Noc Community College Requesting Conveyance of Property for the General Campus Renovation and Accepting

Obligations for the Facilities as presented.” No discussion.
Motion carried unanimously.

XI UNFINISHED BUSINESS:

A Second Reading BOT Bylaws Revisions:

Revisions to the Board Bylaws were reviewed during first reading at the June 16 meeting. The College’s attorney agreed with the suggestion to remove the phrase “or to be perceived by others to affect” from the Board Bylaws. The Board of Trustees Conflict of Interest Policy and Questionnaire were also reviewed with one change recommended to the Questionnaire. The revision to the Questionnaire did not need board approval but was provided for information. The phrase was removed from the board agenda and second reading proposal of the Board Bylaws.

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

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

B Second Reading Policy 1050 IT & Cybersecurity:

New Board of Trustees Policy 1050 Information Technology and Cybersecurity was presented for second reading approval. The nine IT policies listed in the Board Report and consolidated in the new policy, were presented with the second reading for retirement.

It was moved by Eric Lundin and seconded by Jeremy Nastoff to:

“Approve second reading of General Administration Board of Trustees Policy 1050 Information Technology and Cybersecurity as presented and to retire the nine IT policies consolidated in the new policy as listed in the Board Report.”
No discussion. Motion carried unanimously.

XII NEW BUSINESS:

None

XIII MCCA UPDATE:

Joy Hopkins reported that state budget talks are continuing. More information will be available after the MCCA Summer Conference and Board of Directors meeting next week.

XIV OTHER:

Birthday greetings were extended to Travis Blume and Eric Lundin.

XV ADJOURNMENT:

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

“Adjourn the meeting.” No discussion. Motion carried unanimously. The meeting adjourned at 5:32 p.m. ET.

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

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