

REPORT OF MINUTES

**BOARD OF TRUSTEES
REGULAR MEETING**

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

September 15, 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: Terri Mileski, Tom Butch, Nick Chenier, Steve Davis
- Members absent: Joy Hopkins, Eric Lundin, Jeremy Nastoff
- Administration: Travis Blume, Kim Carne, Laura Coleman, Eileen Sparpana
- Faculty: Molly Campbell
- 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 Regular Meeting on August 18 and the Special Meeting on August 20, 2021, stood approved as presented.
- VII PRESENTATIONS:** None
- VIII ADMINISTRATIVE REPORTS:**
- A President's Report & Academic Affairs:** President Coleman reported:

Semester Start: The fall semester started well with students on campus and the HUB is once again occupied with student activity.

Students have been agreeable to wear masks on campus. Fourteen total cases were reported the first week with 10 of the 14 cases never appearing on campus. There were 11 cases the second week and only a few have been reported so far this week.

**Federal Vaccination
Mandate:**

The federal vaccination mandate announced by President Biden for private employers over 100 will be established as a rule under OSHA. Because Michigan has an OSHA-approved state plan that covers both private workers and state and local government workers, this mandate may include colleges and may also be required as a condition of accepting federal funds.

State Budget:

Legislators are expected to pass the state budget by next week. This may not include the budget for higher ed and community colleges.

B Student Services:

Travis Blume, VP of Student Services, reported:

Fall Enrollment:

Fall enrollment compared to last year at this time is up 5% in headcount, even in credit and contact hours, and 1% down compared to budget. DIISD dual enrolled students are registering through tomorrow and that will increase enrollment over the even point in hours and the comparison to budget. The final enrollment report will be available next month.

Dr. Coleman added national attention has been given lately on the drop in male students attending college. Bay's ratio is 36% males to 64% females this year and has also declined.

VA Recognition:

The College maintained its silver status by receiving the Michigan Veterans Affairs Silver Rating for 2021-22. This recognition means the College provides a lot of good veterans services. Travis recognized Financial Aid for their work with veterans' financial aid. There are many others around campus who also assist veterans.

**C College
Advancement:**

Kim Carne, VP of College Advancement, reported:

Bay Today:

The new student e-newsletter *Bay Today* was created to minimize the volume of emails students receive so they pay better attention to important information. The second edition has gone out and feedback has been positive. Student feedback sessions will collect valuable information for continued improvement on student

communication. A process was created with the newsletter for faculty and staff to have a means to get their information to students.

Foundation Audit:

The Foundation audit finished without findings. Kim extended kudos to Lynn Martinson, Assistant Controller, and Vicki DeGrand, Advancement Services Manager, for their work to ensure a clean audit and Chris Nelson, Staff Accountant, and Ruth Carlson, Director of Financial Aid, for their assistance with requests from the auditors. Total foundation assets are over \$14 million. The increase to the Foundation of nearly \$2.3 million included \$591,242 in donations received this past fiscal year and investment gains due to timing and pure investment gains nearing \$1.9 million. Scholarships of \$524,011 were awarded to students this past year - up over 10% from the prior year and a record level for Bay College.

D Operations & Business Office:

Eileen Sparpana, VP of Finance & Operations, reported:

Operating Revenues:

- Operating Revenues at August 31, 2021, were \$323 thousand compared to \$4.350 million the same time last year, resulting from the fall 2020 semester starting two weeks early due to the pandemic. The fall 2021 semester began on the usual date and tuition revenue will be recognized in September.
- TRiO grant revenue is \$64 thousand ahead of last year and Workforce Development revenue is \$35 thousand ahead of last year.

Operating Expenses:

- Operating Expenses at August 31, 2021, were \$2.771 million compared to \$2.823 million the same time last year, resulting in a 2% favorable variance.

Non-operating Revenue:

- Non-operating Expenses at August 31, 2021, were \$586 thousand compared to \$39 thousand at the same time last year, resulting in a \$547 thousand increase. This is the result of a timing difference in the receipt of restricted donations from the Hannahville Indian Community and related disbursements to the YMCA for their capital project.

Net Assets:

- Net Assets at August 31, 2021, decreased \$3.034 million compared to an increase in the prior year of \$1.488 million.

The increase in Net Assets would be about \$100,000 ahead of last year if the tuition revenue and restricted grant funds receipt timing differences were removed.

Facilities:

The JCI infrastructure project that replaced boilers, some air handling units, and improved water conservation is complete.

Dr. Coleman shared positive comments were received during the Governor’s visit about the College’s beautiful and well-maintained facilities. She agreed our facilities and facility and maintenance staff are exceptional.

IX BOARD COMMITTEE REPORT & REQUIRED ACTION:

None

X BOARD ACTION:
A Transaction Report:

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

On a motion made by Terri Mileski and seconded by Tom Butch:

“The Financial Transactions for the month ending August 31, 2021, stand approved as presented to place on file.”

Roll Call:

Ayes: Tom Butch, Nick Chenier, Terri Mileski, Steve Davis

Nays: None

Abstentions: None

No discussion. Motion carried unanimously.

B Reassignment of Board Committees:

Chair Steve Davis assigned Nick Chenier to the Finance and Buildings and Grounds Committees to replace Ken Groh. The Board committee assignments were presented for approval.

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

“Approve the assignment of Nick Chenier to the Finance and Buildings and Grounds Committees for the remainder of 2021.” No discussion. Motion carried unanimously.

**C Best Practices for
Education Omnibus
Appropriations Act
FY21:**

State law requires the Board to pass a resolution certifying that the College meets at least four out of five of the best practice standards under each of the three categories to receive state appropriations. The resolution and evidence supporting these standards were found on pages 39-53 of the Board Report.

It was moved by Tom Butch and seconded by Nick Chenier to propose this resolution:

“That the Bay de Noc Community College Board of Trustees certifies that the College meets the best practice standards required for state appropriations under the Michigan Public Act of 2021 that will originate from an omnibus public education bill and include appropriations for Bay de Noc Community College.” No discussion. Motion carried unanimously.

**D Location of Oct 20
Regular Board Mtg:**

Trustees were asked to consider whether the Regular Board Meeting on October 20 should be held at West Campus as scheduled or moved to the Main Campus with a Zoom option for West Campus Advisory Board members and Dickinson County residents. The Foundation Board changed their meeting at West Campus from October 20 to November 3 and with COVID cases rising, a joint dinner with the West Campus Advisory Board may not be sensible.

Discussion was held and it was moved by Tom Butch and seconded by Terri Mileski to:

“Move the location of the October 20, 2021 Regular Board Meeting to the Main Campus in Escanaba from Bay College West.”

Tom Butch added the Board agreed to move the meeting for this year due to all the factors discussed. Motion carried unanimously.

XI UNFINISHED

BUSINESS:

**A Second Reading
1065 Religious
Accommodation
Policy:**

Board of Trustees Policy 1065 Religious Accommodation received first reading at the August 18 meeting and was implemented before second reading to have it in place for the start of the fall semester. The policy was presented for second reading.

Dr. Coleman stated there were no questions or objections when the policy was enacted. It was enforced with eight allied health students who submitted religious accommodation requests.

It was moved by Terri Mileski and seconded by Nick Chenier to:

“Approve second reading of Board of Trustees Policy 1065 Religious Accommodation.” No discussion. Motion carried unanimously.

XII NEW BUSINESS:

None

XIII MCCA UPDATE:

Dr. Coleman will attend the MCCA Fall Board of Directors meeting at Lake Michigan College the end of September. The agenda includes looking at the community college budget and the search to replace MCCA President Mike Hansen.

Tom Butch requested more information if a compromise related to the FYES negotiated budget formula is offered. Dr. Coleman encouraged trustees to contact Sen. McBroom and Rep. Beau LaFave to urge them not to support the FYES formula. The formula change would not immediately affect the College, but would have devastating long-term impact and we would need to negotiate to change it.

XIV OTHER:

None

XV ADJOURNMENT:

It was moved by Terri Mileski and seconded by Nick Chenier to:

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