

## REPORT OF MEETING MINUTES

### BOARD OF TRUSTEES REGULAR MEETING

#### BAY de NOC COMMUNITY COLLEGE Besse Center Theater Escanaba, MI

January 19, 2022

- I **CALL TO ORDER:** The meeting was called to order at 5 p.m. ET by Chair Terri Mileski.
- II **ROLL CALL:**
- Roll call was taken by Laura Johnson, Assistant Board Secretary.
- Members present: Tom Butch, Nick Chenier, Eric Lundin, Joy Hopkins, Steve Davis, Terri Mileski
- Member absent: Jeremy Nastoff
- Administration: Travis Blume, Kim Carne, Jeremy Belanger, Cindy Carter, Laura Coleman, Penny Pavlat, Amy Reddinger, Eileen Sparpana
- Faculty: Molly Campbell
- Students: Charles Manansala, Emma Weaver (via Zoom)
- Recorder: Laura Johnson, Assistant Board Secretary
- III **CITIZEN INTRODUCTIONS AND COMMENTS:** None
- IV **APPROVAL OF AGENDA:** The agenda stood as presented by unanimous consent.
- V **DECLARATION OF INTEREST:** None
- VI **APPROVAL OF MEETING MINUTES:** The Meeting Minutes from the Regular Meeting on December 15, 2021, were approved as presented by unanimous consent.
- VII **PRESENTATIONS:**
- A **Resolution of Appreciation to Emma Weaver:** Dr. Coleman introduced nursing student Emma Weaver who attended the meeting remotely. Emma was invited to the meeting

to be recognized for her lifesaving actions on January 8, when a referee for the Men's basketball game had a heart attack five minutes before the game ended. Emma, who is an EMT and a nursing student, came out of the stands and secured the scene by directing everyone out of the gym. She administered CPR and delivered an AED shock, which saved his life.

Terri Mileski stated the Board recognized Emma's actions and would like to acknowledge her by presenting her with a Resolution of Appreciation, which was read by Terri.

With pleasure, Tom Butch moved and Joy Hopkins seconded that:

**“The Resolution of Appreciation recognizing Emma Weaver for her lifesaving actions during a recent Norse basketball game be approved as presented.”** No discussion. Motion carried unanimously.

**B One-Year Service Recognition:**

Terri recognized Jeremy Nastoff for his one-year of service on the Board of Trustees. Jeremy could not attend the meeting.

**C Update on MI Reconnect & Futures for Frontliners Students:**

Vice President of Student Services Travis Blume, Executive Director of Advising & Transfer Jeremy Belanger, and Director of IR & Reporting Penny Pavlat presented an update on the MI Reconnect and Futures for Frontliners students. The presentation slides are attached.

Steve Davis asked what the response to the programs was from students. Jeremy answered that students were excited about the opportunity to return to school, but the short lead time to get into the program was challenging. Students had only a few months to accommodate this new commitment, adding school to family and job responsibilities. MI Reconnect students were more positive because they did not have an enrollment deadline or particular start date.

Steve Davis also asked to rate the College for the preparation needed to participate in these programs. Travis Blume responded preparing for these programs was team effort; everyone was involved: marketing, faculty, academic support services, student services. Students provided positive feedback they couldn't have managed returning to school without the College's support.

The program applications with the State were very simple for students, but there was significantly more work on the College's end with the State.

Travis added that if students fall out of the Futures for Frontliners program and they are age 25+, they can get into the MI Reconnect program. Financial Aid Director Ruth Carlson is on the State Steering Committee which helps the College drive and anticipate changes to these programs.

Dr. Coleman added that the State relies on Bay to represent community colleges regularly. Jeremy Belanger and Penny Pavlat also represent the College on state committees.

Joy Hopkins expressed appreciation for their work, which has certainly led to the College's enrollment increases.

## **VIII ADMINISTRATIVE REPORTS:**

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

President Coleman reported:

#### ***COVID Update:***

N95 and KN95 masks are being distributed to employees and students this week. Fittings for N95 masks are taking place on each campus to ensure proper fit for those who wear them.

Travis Blume responded to Tom Butch there were 27 COVID-19 cases last week and four so far this week. Employees and students self-report to the College and the cases are input into a reporting portal for tracking. Athlete and housing students are tested weekly.

### **B Academic Affairs:**

Cindy Carter, VP of Business, Technology, Allied Health, and Workforce Development and Amy Reddinger, Vice President of Arts & Sciences and Diversity, Equity, & Belonging reported:

#### ***Workforce Training:***

Cindy reported that the table in the monthly Academic Affairs board report represents workforce trainings for each month and the number of participants and hours. Although the table is not new, Cindy will provide updates from it each month as the workforce development side is closely watched. The numbers are expected to change as competency based education (CBE) influences workforce development.

New CNA training sessions have been offered over the last couple months at west campus. Some of these students are asking about coming to Bay for an LPN degree.

The College has been working with the City of Detroit and Detroit Public Schools over the last year to develop water technology training to meet the employment needs of the City of Detroit/Great Lakes Water Authority. The Randolph ISD in Detroit launched Bay's online water resource workforce training class to parents and students of Detroit Public Schools this week. The class is limited to 16 students who will work to complete their first workforce training water module. The College is looking forward to this new partnership and the opportunity it brings to ladder these students into our water technology program.

***MLK Day:*** Amy reported that the College recognized MLK Day on Monday as a holiday. Events include a student poster competition to create an original piece of digital multi-media or a poster to commemorate the life and nonviolent contributions of Reverend Dr. Martin Luther King Jr., civil rights, and Black History. Also, Rwandan Genocide survivor, Marie-Christine Williams will share her story online on January 25.

***Multicultural Club:*** Student Charles Manansala and a group of students who meet with Amy regularly to talk about diversity matters decided to start a multicultural club as a new student organization.

**B Student Services:** Travis Blume, VP of Student Services, reported:

***W '22 Enrollment:*** It is the second week of classes and drops for no show or non-payment are being processed. This week's enrollment report shows a 3% increase above last year in headcount for the day to day comparison and a 4% drop in contact hours compared to last year at this time. Registrations are still in process with the DIISD. Enrollment will settle next month with final projections expected close to budget.

Dr. Coleman added that the increase in part time students has been phenomenal. Part time enrollment affects the contact hour total.

**C College Advancement:** Kim Carne, VP of College Advancement, reported:

***Marketing:*** Interact Communications, the company that places the College's digital ads, hosted a webinar today which presented results on a nationwide media press study for the fall 2021 semester. Nationally, non-traditional students, more than any other year, struggled this year more than other students. Community college students also reinforced that their front line of support has been the

faculty because they are there for them at the moment, especially due to the number of online and hybrid classes. The survey ranked advisors second after faculty.

**UPBPA:** The U.P. Business and Professionals of America high school student organization was on campus for their annual competition the Friday before the winter semester started. The group expressed their appreciation to hold the event in-person, that Bay treats them and integrates them on campus very well, and that the College has a fantastic facility!

**Foundation Campaign:** The Foundation annual campaign was very successful, generating over \$367,000. Kim expressed thanks to everyone who provided supported.

**D Operations/**  
**Financial Reports:**

Eileen Sparpana, VP of Finance & Operations, reported:

*Operating Revenues:* Total operating revenues of \$4.771 million for the last six months compared to \$4.792 million for the same period last year. The increase in noncredit and contracts line represents an uptick in Workforce Development revenue which was drastically curtailed in 2020 due to the pandemic. Federal grant revenue is running behind due to a receipt timing difference.

*Operating Expenses:* Total operating expenses of \$10 million for the last six months compared to \$10.166 million for the same period last year. While most operating expenses are down, several areas are seeing an increase for expenses that were suspended during the pandemic. Hotel rental cost for student housing increased due to the apartment renovations but will be reimbursed with HEERF funds.

*Non-operating Revenue (Expenses):* Total net non-operating revenue of \$2.348 million for the last six months compared to \$3.478 million for the same period last year. This variance is due partially to \$628 thousand received in the prior year as one-time money from the MI Coronavirus Relief Fund.

*Net Assets:* For comparison purposes, the year-to-date decrease in Net Assets at 12/31/19 was \$2.472 million compared to \$2.881 for the last six months. This is a more accurate comparison to a non-pandemic year.

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

None

**X BOARD ACTION:**

**A Transaction Report:**

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

On a motion made by Steve Davis and seconded by Nick Chenier:

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

**Roll Call:**

**Ayes:** Steve Davis, Nick Chenier, Eric Lundin, Joy Hopkins, Tom Butch, Terri Mileski

**Nays:** None

**Abstentions:** None

No discussion. Motion carried unanimously.

**B Board Committee  
Assignments:**

The Board Committee assignments were provided before the meeting by Chair Terri Mileski. Trustees were agreeable to the assignments.

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

**“Approve the board committee assignments as presented for 2022.”** No further discussion. Motion carried unanimously.

**XI UNFINISHED  
BUSINESS:**

**A Delete**

**Policy 611:**

On January 13, 2022, the Supreme Court blocked OSHA’s Emergency Temporary Standard (ETS) on Vaccination and Testing (29 CFR 1910.501) for large employers. Based on this federal court action, second reading of Board of Trustees Policy 611 COVID-19 Vaccination, Testing and Face Covering was not presented and the Board was asked to delete the policy.

It was moved by Joy Hopkins and seconded by Steve Davis to:

**“Delete Board Policy 611 COVID-19 Vaccination, Testing and Face Covering based on the federal Supreme Court’s decision to block the Emergency Temporary Standard on Vaccination and Testing for large employers.”** No discussion. Motion carried unanimously.

**B 1075 Freedom of Expression Policy Review:**

Dr. Coleman explained that in 2017 a policy was needed regarding freedom of expression so the existing 1075 Policy was implemented. When the state budget was passed in October this year, new language became a requirement to allow distribution of printed political or advocacy materials on campus. The draft approved in December was implemented at first reading to comply with the January 1 deadline, but trustees expressed concerns about some of the procedural language. The College's attorney rewrote the policy presented for trustees to review.

Tom Butch stated the new policy was far superior to the current version.

Joy Hopkins added that the College must have a policy that is enforceable and meets legal requirements and was satisfied with the new policy.

Steve Davis commented the new policy makes sense and the attorney did a very nice job.

It was moved by Tom Butch and seconded by Steve Davis to:

**“Approve first reading of the new draft of Board Policy 1075 Freedom of Expression as presented by Thrun attorney Raymond Davis.”** No further discussion. Motion carried unanimously.

**XII MCCA UPDATE:**

Joy Hopkins reported:

- The New Jobs Training Program hearing postponed to January 20, was canceled because House session was canceled all week due to the COVID-19 outbreak.
- State revenue is up significantly for the 2021-22 fiscal year which will increase the School Aid Fund and result in more funds available for community colleges, although additional revenue cannot be expected in future years.

Dr. Coleman added that the State is exceedingly impressed with the College's water resource workforce training class for the City of Detroit and Detroit Public Schools.

**XIII NEW BUSINESS:**

**A Legal Opinions:**

Two written legal opinions from the College's attorneys were received advising of the ability for the Board to discuss materials exempt from disclosure in closed session under the attorney-client privilege and FOIA.

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

**“The Board go into closed session to discuss materials exempt from disclosure pursuant to MCL 15.268(h) under the attorney-client privilege and FOIA, as directed by the written legal opinions prepared for the College by attorney Cristina Patzelt dated January 19, 2022 and attorney Stuart A. Panensky dated January 19, 2022.”**

**Roll Call:**

**Ayes:** Nick Chenier, Eric Lundin, Steve Davis, Joy Hopkins, Tom Butch, Terri Mileski

**Nays:** None

**Abstentions:** None

No discussion. Motion carried unanimously.

The Board went into closed session at 6:04 p.m. to discuss materials exempt from disclosure under MCL 15.268(h) as directed by the written legal opinions prepared for the College by attorney Cristina Patzelt and attorney Stuart A. Panensky dated January 19, 2022.

The Board moved to open session at 7:02 p.m.

**XIV OTHER:**

A notice of resignation from Jeremy Nastoff was received at 5:51 p.m. via email during the meeting. The resignation from the Board of Trustees is effective February 22, 2022. Trustees concurred to accept the resignation so the vacancy process could begin.

It was moved by Joy Hopkins and seconded by Steve Davis to:

**“Accept Jeremy Nastoff’s resignation from the Board of Trustees, effective February 28, 2022.”** No further discussion. The motion carried unanimously with regret.

**XV ADJOURNMENT:**

It was moved by Eric Lundin and seconded by Nick Chenier to:

**“Adjourn the meeting.”** No discussion. Motion carried unanimously. The meeting adjourned at 7:06 p.m. ET.



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Laura L. Johnson Assistant Board Secretary	Completion Date	Approval Date
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Terri T. Mileski Chair	Approval Date
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