

**REPORT OF MINUTES**

**BOARD OF TRUSTEES  
REGULAR MEETING**

**BAY de NOC COMMUNITY COLLEGE  
Board Room CB 201D  
Escanaba, MI**

**December 14, 2022**

- I CALL TO ORDER:** The meeting was called to order at 6 p.m. ET by Chair Terri Mileski.
- II ROLL CALL:** Roll call was taken by Laura Johnson, Assistant Board Secretary.
- Members present: Eric Lundin, Joy Hopkins, Steve Davis, Tom Butch, Nick Chenier, Terri Mileski
- Member absent: Wendy Middaugh
- Administration: Travis Blume, Cindy Carter, Laura Coleman, Amy Reddinger
- Recorder: Laura Johnson, Assistant Board Secretary
- III CITIZEN INTRODUCTIONS AND COMMENTS:** None
- IV APPROVAL OF AGENDA:** The agenda was approved by unanimous consent.
- V DECLARATION OF INTEREST:** None
- VI CONSENT AGENDA:** The consent agenda included approval of the meeting minutes from the Special and Regular Meetings on November 9, 2022, and the Regular Board Meeting Dates for 2023.
- It was moved by Tom Butch and seconded by Steve Davis to:
- “Approve the Consent Agenda for the Board of Trustees Regular Meeting on December 14, 2022, as presented.”**  
No discussion. Motion carried unanimously.
- VII PRESENTATION:**
- A Trustee Service:** Terri Mileski presented Eric Lundin with a 15-year service pin, with thanks for his service to the College as a trustee.

**VIII ADMINISTRATIVE REPORTS:**

**A President's Report:** President Coleman reported:

***Holiday Celebrations:*** Employees opted to celebrate the holidays with multiple activities on campus over the last two weeks. The time for team building and camaraderie was enjoyed.

***Early Middle College Athlete Support:***

Governor Whitmer signed House Bills on December 13, allowing students in the fifth year of an Early Middle College program to participate in college athletics. These students no longer need to choose between participating in college athletics and having their education funded by an Early Middle College program.

Tom Butch recognized the support for education from Lansing.

**B Academic Affairs:** Cindy Carter, VP of Business, Technology, Allied Health, & Workforce Development reported:

***New AtD Grant:*** The College was awarded an Achieving the Dream Brave of Heart grant of \$300,000, focused on accelerating nursing pathways for our region. The opportunity was provided to AtD Leader Colleges of Distinction. The grant team will attend the AtD DREAM conference in February to learn more about the grant. The grant will support hiring a full-time Allied Health Co-advisor, which will have great impact on these pathways for students.

Amy Reddinger, VP of Arts & Sciences and Diversity, Equity, & Belonging reported:

***All USA Students:*** Students Gabi Boyle and Cecilia Pilon have been selected for the 2023 All USA Community College Academic Team. Gabi Boyle's essay theme was about how Bay College supported her fundraising efforts for the Ukraine and as a non-traditional student with children.

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

***W'23 Enrollment:*** Various formats to recruit students continue to take place through next week and into the start of the semester. Winter 2023 enrollment is trending down 3% in headcount, down 4% in contact hours, and down 7% toward budget, compared to last year at this time. This is similar to the fall semester trend.

Dr. Coleman added that the persistence rate is down compared to last year at Bay, and at all community colleges across the State. This was discussed at the MCCA President’s meeting last month. Factors affecting persistence are the mental health challenges many students are facing and the increase in part-time students and subsequent challenges many face as non-traditional students.

**D College Advancement:**

Kim Carne, VP of College Advancement, was absent.

Steve Davis commented that the first wall graphic installed as part of the campus branding project was impressive.

**E Operations & Business Office:**

Eileen Sparpana, VP of Finance & Operations, was absent.

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

None

**X BOARD ACTION:**

**A Transaction Report:**

There were no questions or comments on the Transaction Report ending November 30, 2022.

On a motion made by Joy Hopkins and seconded by Steve Davis:

**“The Financial Transactions for the month ending November 30, 2022, stand approved as presented to place on file.”** No discussion.

**Roll Call:**

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

**Nays:** None

**Abstentions:** None

Motion carried unanimously.

**B Board Officers for 2023:**

The proposed board officers for 2023, which are rotated each year, were presented for approval.

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

**“Approve the Board Officers for 2023 as presented in the Board Report.”** No discussion. Motion carried unanimously.

Trustees extended thanks to Terri Mileski for leading the Board as Chair over the last year.

**C Presidential Profile:** The profile to invite nominations and applications for President and the search timeline developed by the Presidential Search Committee were presented for approval.

Laura Johnson suggested adding the sentence, “Nominations and applications will be received until the position is filled.” because the March 1 deadline is a soft deadline. “Must” will be changed to “should” in the sentence, “To ensure full consideration, application materials must be received no later than March 1, 2023.” Trustees agreed.

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

**“Approve the presidential search profile to invite nominations and applications for the position of President of Bay de Noc Community College with the suggested changes: “Nominations and applications will be received until the position is filled.” and “To ensure full consideration, application materials must should be received no later than March 1, 2023.”; and the search timeline, as presented by the Presidential Search Committee.”** No further discussion. Motion carried unanimously.

Steve Davis, Chair of the Presidential Search Committee, reported that as the profile was developed at the search committee meeting, several points were made evident.

Dr. Pulliams, the search consultant, shared that the feedback from the listening sessions was very positive and student success is the primary focus of employees.

The Foundation representative advocated that a trustee liaison be appointed to the Foundation Board. Steve supported this as an agenda item for the January board meeting.

West campus employees and search committee members representing Dickinson County expressed desire to improve parity with main campus. Discussion about the challenges of multiple campuses was held, with the suggestion made to bring awareness to existing efforts in upcoming communications to the community.

**XI UNFINISHED BUSINESS:** None

**XII NEW BUSINESS:** None

**XIII MCCA UPDATE:**

Joy Hopkins reported that last week, the legislature wrapped up its lame duck session without much action.

The MCCA Executive Committee met on December 9. Joy is a member of the Executive Committee.

**XIV OTHER:**

Birthday wishes were extended to Tom Butch for his December birthday.

**XV ADJOURNMENT:**

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

**“Adjourn the meeting.”** No discussion. Motion carried unanimously. The meeting adjourned at 6:28 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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## **Bay de Noc Community College Presidential Search Profile**

The Bay de Noc Community College Board of Trustees invites nominations and applications for the position of President of Bay de Noc Community College to replace Dr. Laura Coleman, who will retire as President effective June 30, 2023, after serving as the fifth and longest-serving President in Bay College's 60-year history.

Bay College was established in 1962 and is a rural, public community college with two campuses located in south-central Upper Peninsula: Main Campus in Escanaba, Michigan and West Campus in Iron Mountain, Michigan. Bay College, an Achieving the Dream Leader College of Distinction, offers multiple transfer degrees and a variety of workforce and short-term training programs, community education classes, and provides services to the community. The College contributes to the Upper Peninsula's vitality as a proactive leader in workforce development, educational partnerships, and cultural events.

The south-central Upper Peninsula (U.P.) is located on the north shore of Lake Michigan and offers many natural amenities, coupled with a moderate cost of living to provide a vibrant quality of life. Hospitals, quality schools, libraries, YMCAs, art centers and museums, airports, and state and local parks are community assets. Bay College Main Campus is located in Delta County, the region's leading manufacturing epicenter with a rich history of stable and healthy business climate. Bay College West Campus is located in Dickinson County, a smaller micropolitan area that also serves border areas in Wisconsin and has a significantly high manufacturing presence with growing workforce needs.

The next President of Bay College must be willing to make a long-term commitment to the region, should demonstrate ethical, innovative, and transparent leadership while focusing on student success, and should demonstrate commitment to the community college mission. In addition, the College seeks a President who champions the priorities of the College and fosters an environment that encourages collaboration and partnerships.

Bay College has several opportunities and challenges that will require specific experience and skills from the next President:

- Commitment to increase student success by establishing, strengthening, and supporting initiatives that effectively serve diverse, equitable, inclusive, and belonging learning communities.
- Experience or commitment to work with the community on career and technical education and workforce development programs and initiatives.
- Dedication to foster a collegial environment to enhance college faculty and staff morale.

- Commitment to work with and seek input from faculty, staff and students regarding college policies, services, and strategic planning.
- Recognize the importance of strengthening professional development opportunities for faculty and staff that will foster campus leadership.
- Recognize the impact of accreditation and licensure endorsements on programs, resources, faculty and staff.
- Forward-thinking ability to recognize opportunities for advancing the College's mission and develop creative approaches to achieve strategic goals.
- Understand how to proactively market the College's brand throughout its service areas.
- Ability to develop and maintain critical partnerships throughout the region, including K-12, higher education institutions, employers, not-for-profit organizations, and other career-oriented organizations.
- Ability to work effectively with the College's Foundation to achieve the Foundation's fundraising goals.
- Commitment to encourage an environment of openness and transparency.

**Expected Leadership Qualities:**

- Work effectively with the Board of Trustees.
- Effective communication skills to proactively engage all stakeholders with clear and persuasive speech, writing, and presentations; and the ability to listen actively and seek feedback.
- Builds relationships and advocates at the local, state, and federal levels to benefit the College.
- Manages current financial resources effectively and efficiently, while providing leadership in the face of competing financial priorities and funding pressures. Ensures the College has sufficient resources into the future for its fiscal health and sustainability.
- Demonstrates the ability to build community support, fundraise and work with donors and legislators to meet financial needs of the College.
- Recognizes the current strengths of the College and builds on those strengths while addressing enrollment and funding challenges.

- Understands the unique strengths and challenges facing a small, multi-campus rural community college.
- Fosters a deep sense of community and belonging to support faculty, staff and students in achieving the College's mission of student success by being an approachable leader.
- Addresses diversity, equity, and inclusion by actively promoting and supporting a learning and working environment that ensures mutual respect and civility.

**President's Minimum Requirements:**

- A master's degree earned from an accredited college or university (doctorate preferred).
- Minimum of five years of senior executive and team leadership experience, preferably in an educational institution.

**President's Preferred Requirements:**

- Experience in community college teaching and/or student services.
- Experience in aligning budgets with strategic goals, allocating resources effectively, and setting financial priorities.

**Application Process:**

Nominations and applications will be received until the position is filled. Application materials should be received no later than **March 1, 2023** to ensure full consideration,

The following documents are required to submit your application:

1. A letter of application that succinctly addresses the opportunities and challenges identified, and how your experience and professional qualifications prepare you to serve the needs of Bay College (not to exceed 5 pages).
2. A current resume including an email address and cell phone number.
3. A reference list with the names, business telephone numbers, and email addresses of eight references: two supervisors (past or present), two direct reports (past or present), two peers (past or present), and two faculty members (past or present).



These three (3) documents will be the only application information presented to the Search Committee.

It is the responsibility of the applicant to upload and email all required documents, to Dr. Preston Pulliams at [preston@goldhillassociates.com](mailto:preston@goldhillassociates.com).

This search is a Gold Hill Associates assisted search. If you have any questions or nominations, please contact Dr. Preston Pulliams at 503.704.3425 or [preston@goldhillassociates.com](mailto:preston@goldhillassociates.com). or Dr. Kate Hetherington at 410.916.1290 or [kate@goldhillassociates.com](mailto:kate@goldhillassociates.com).

This is a confidential process and will be handled accordingly throughout its various stages.

For additional information about the application process, please contact:

Beth Berube, Director of Human Resources  
Bay College  
Phone: 906.217.4036  
[beth.berube@baycollege.edu](mailto:beth.berube@baycollege.edu)

## **Bay College Presidential Search Timeline 2022-2023**

### **December 14:**

Board of Trustees approves the presidential profile and search timeline.

### **January 2:**

The search is launched: profile is advertised on college website, ads are placed, Gold Hill recruits

### **March 1:**

Application deadline (this is a soft deadline).

### **March 3:**

Dr. Pulliams will provide applicant materials for distribution to the search committee and their review to select semi-finalists. (He will vet candidates for minimum requirements, etc.)

### **March 6-16:**

Search Committee receives and reviews applicant materials.

### **March 16 at 3 p.m.:**

Search Committee meets at Bay College to select semi-finalists for interviews. The Board will need to meet after this meeting to approve a semi-final list of candidates.

### **April 3,4,5:**

Search Committee interviews semi-finalists. These in-person interviews are confidential and closed to the public. The committee will meet after the last interview to determine a recommendation of final candidates to the Board of Trustees. If needed, the committee would meet on April 11. The committee will be finished with its work once the final candidates are recommended to the Board. The Board will need to meet after the semi-finalist interviews to approve the final list of candidates to interview.

### **April 24-28:**

Board of Trustees interviews final candidates.

### **May:**

Board of Trustees extends offer to successful candidate and negotiates contract for July 1 start date.