

REPORT OF MEETING MINUTES

BOARD OF TRUSTEES REGULAR MEETING

BAY de NOC COMMUNITY COLLEGE
Besse Center Theater
Escanaba, MI

February 16, 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, Mitch Campbell, Kim Carne, Cindy Carter, Laura Coleman, Amy Reddinger, Eileen Sparpana, Melissa VanBrocklin, Gina Wollner
- Faculty: Molly Campbell, Troy Gallagher
- Guests: Larry Gabka, UniServ Director with MEA Unidentified guest
- Recorder: Laura Johnson, Assistant Board Secretary
- III **CITIZEN INTRODUCTIONS AND COMMENTS:** None
- IV **APPROVAL OF AGENDA:** The curriculum team requested moving the curriculum proposals from Board Action to Presentations as the second item.
- It was moved by Joy Hopkins and seconded by Steve Davis to:
- “Move the curriculum proposals from Board Action to Presentations as the second item.”** No discussion. Motion carried unanimously.
- V **DECLARATION OF INTEREST:** None

VI APPROVAL OF MEETING MINUTES:

The Meeting Minutes from the Regular Meeting, including the Closed Session, on January 19, 2022, were approved as presented by unanimous consent.

VII PRESENTATIONS:

A TORCH Award:

The quarterly TORCH award was presented to Laura Johnson, Executive Administrative Assistant to the President.

Melissa VanBrocklin left the meeting.

B Bay College Leadership Academy:

Gina Wollner, Dean of West Campus, shared information about the Bay College Leadership Academy offered at the west campus. The presentation slides are attached.

Gina responded to Steve Davis that the experience level of participants is mixed and that more females than males attend.

Terri Mileski added she attended the conference and acknowledged the great job Gina does making everyone feel comfortable by creating a welcoming environment.

Dr. Coleman stated Gina has done an amazing job developing this academy and meeting the needs of the community.

Gina left the meeting.

C Curriculum Proposals:

Curriculum activity from December 15, 2021 to February 16, 2022 was presented for board approval by Cindy Carter, VP of Business, Technology, Allied Health, and Workforce Development and Amy Reddinger, Vice President of Arts & Sciences and Diversity, Equity, & Belonging. A great amount of time and meticulous activity was spent by faculty and the curriculum committee to improve courses and programs and assure ease of transfer to other institutions.

Joy Hopkins commented she appreciated the statement of need provided to trustees in the proposal which is very helpful in reviewing the changes.

Amy responded to Nick Chenier there are not normally this many curriculum changes. The approval request was also moved up one month to better align with student registration.

It was moved by Joy Hopkins and seconded by Nick Chenier to:

“Approve the curriculum activity from December 15, 2021 – February 16, 2022 as presented: revised program proposals from Allied Health, Technology, and Social & Behavioral Science; new program proposals from Allied Health and Math & Science; revised course proposals from Allied Health and Social & Behavioral Science; and new course proposals from Allied Health, Technology, and Social & Behavioral Science.”
No further discussion. Motion carried unanimously.

Tom Butch thanked everyone for their work on the curriculum changes.

Troy Gallagher and Mitch Campbell left the meeting.

VIII ADMINISTRATIVE REPORTS:

A President’s Report:

President Coleman reported:

Commencement:

Planning for in-person commencement activities is underway.

Virtual Meetings:

Attorney General Dana Nessel released an opinion as to whether accommodations must be provided for those with disabilities who either serve on a local government board or want to participate in proceedings remotely about OMA and virtual meetings. Attorney Nessel added that simply claiming a fear of contracting COVID-19 would not qualify as a reason for virtual accommodations. A person would have to be eligible under the ADA. While the opinion is only binding to state government boards and commissions, she hopes that local government boards and commissions would review the opinion and seek to provide accommodations under the ADA to eligible persons.

Based on this opinion, the College will begin conversations about the format of college meetings that include Zoom in late April/early May. Dr. Coleman stated there will always be a place for virtual meetings but the importance of in-person communication cannot be understated.

Tax Tribunal Ruling:

The Court of Appeals decided on the Menards vs. Escanaba appeal of the Tax Tribunal decision. Dr. Coleman will attend the Escanaba City Council meeting tomorrow to receive more information about how this will affect the College.

Discussion was held and direction not to participate if additional funding for legal representation in the tax tribunal appeal is requested, was offered to Dr. Coleman.

B Academic Affairs:

Cindy Carter, VP of Business, Technology, Allied Health, and Workforce Development reported:

***Workforce Water
Distribution Course:***

Randolph Career and Technical School, within the Detroit Public School system, in partnership with Detroit Water and Sewerage Department (DWSD) have enrolled 18 high school students in Bay College's Workforce Water Distribution online course that started February 7.

The students and several staff, faculty and supervisors within these Detroit systems participated in a Bay College Zoom welcome and orientation on February 4 with Troy Gallagher, Dr. Coleman and Cindy Carter. Our partners from Randolph and DWSD expressed their passion about the importance of water, their city of Detroit and the challenges they are facing, largely because they are in dire need of employees. An operator in his 29th year shared his story and encouraged the students to take advantage of this opportunity with the College and DWSD. There are many opportunities to move up in the company. Everyone wants this program to succeed and are excited about the first cohort.

Applicants who are high school seniors were admitted with priority because as part of this course, the students will have an on the job field experience with DWSD. There were more applicants than seats for the first cohort.

Cindy responded to Tom Butch this training may advance diversity at the College. Many students requested more information about Bay.

Cindy explained that Instructor Troy Gallagher broke down his classes into competency based education modules. Students can transfer to credit bearing classes after completing the training, if they are interested. DWSD is interested in this because they need employees to earn credentials.

Dr. Coleman added that at the recent Water Expo, many public sector employers in Lansing visited our booth to talk to Troy Gallagher and Larry Sundling about how to partner with Bay. They will receive training dollars from the State and are looking for opportunities to recruit and train employees.

Dr. Coleman also stated the College will be looking at developing an Early College track for this program.

Cindy responded to Terri Mileski that students will be guaranteed a job if the students complete the program and to Steve Davis that students from this area could enter the program if they will move to Detroit and work for DWSD.

C Student Services:

Travis Blume, VP of Student Services, reported:

W'22 Enrollment:

Total enrollment for the winter 2022 semester is on track for the year. Registrations with ISDs are through this week.

The fall to winter persistence rate is down to 74.52%. Data will be pulled to determine why the persistence rate is lower compared to last year. Possible reasons could be due to the increase in non-traditional students with more life challenges and the increase in online courses. It is important to determine how the College can help these students because persistence rates impact completion and enrollment long term.

Discussion was held about future enrollment. With the MI Reconnect tuition program receiving continued financing by the State, and the pandemic becoming endemic, more people may consider returning to Bay.

Travis responded to Joy Hopkins that although typically enrollment is counter to the economy, many students are making good wages and that may also affect enrollment.

Larry Gabka left the meeting at 5:52 p.m.

The unidentified guest left the meeting at 5:54 p.m.

MCCAA:

The Bay College Norse became a member of the Michigan Community College Athletic Association (MCCAA). This opportunity will allow our athletic teams to compete in the Michigan conference, allowing guaranteed conference competition and easier scheduling, while also allowing our students to be eligible for academic all-conference awards.

D College Advancement:

Kim Carne, VP of College Advancement, reported:

PEC Branding:

The lobby renovation in the Physical Education Center (PEC) is almost complete. The décor brands the space with dominant

green, blue, and white Norse colors and will serve as a great marketing space.

***Foundation
Scholarships:***

The Foundation Board approved a 5% payout of scholarships for 2022-23. Investment returns of over \$800,000 went into the foundation endowments, resulting in over \$550,000 available for scholarships; over \$600,000 including the Board of Trustees scholarships. The average scholarship award is \$1400.

Skills USA:

The Foundation awarded scholarships to four competition areas to Skills USA winners.

Awards Celebration:

The Advancement team is preparing for a smaller, in-person awards celebration this year focusing on students.

***Upcoming Concerts
in the Besse:***

- February 24: "A Night With Phil Lynch"
- March 14: Pianist Xiaoya Liu, presented by MSO
- March 19: "Invoke", a multi-instrumental band encompassing bluegrass, Appalachian fiddle tunes, and jazz.

**E Operations/
Financial Reports:**

Eileen Sparpana, VP of Finance & Operations, reported:

Operating Revenues: Total operating revenues of \$8.310 million for the last seven months compared to \$8.490 million or 2% the same period last year. This is mainly the result of a timing difference in the receipt of federal TRiO and Perkins revenue because the final award notices to draw those funds have not been issued yet.

Operating Expenses: Total operating expenses of \$11.729 million for the last seven months compared to \$11.840 million or 1% below in spending, for the same period last year.

Non-operating Revenue (Expenses): Total net non-operating revenue of \$4.555 million for the last seven months compared to \$5.378 million, or about 15% behind the same period last year. This is mainly due to the more significant draw down of HEERF grant funds in the prior year. However, more significant amounts will be drawn soon.

Net Assets: The year-to-date result is an increase in Net Assets of \$1.137 million compared to an increase in the prior year of \$2.028

million. For comparison purposes, the year-to-date increase in Net Assets at 1/31/20 was \$986 thousand. 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 January 31, 2022.

On a motion made by Eric Lundin and seconded by Nick Chenier:

“The Financial Transactions for the month ending January 31, 2022, stand approved as presented to place on file.” No discussion.

Roll Call:

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

Nays: None

Abstentions: None

Motion carried unanimously.

B Bid for Architectural Services:

Eileen Sparpana explained the review process for the bids received from the request for proposal (RFP) process. Additional clarifying questions were sent to the top two bidders.

UP Engineering & Architects came in with the lowest bid at \$155,610 and Blomquist Architects came in second at \$240,000 (plus an estimate of \$6500 in reimbursables for each vendor.) The four other proposals were all higher but in the same range as Blomquist. Twenty percent of the ranking consideration was financial.

Eileen added that Blomquist provided their proposal as the architect and would outsource the engineering to Rhoades Engineering Co. from Muskegon, MI. UPEA provided their proposal as the engineer and would outsource the architectural services to AGL out of Green Bay, WI. Both Blomquist and UPEA have experience with USDA funding.

Eileen confirmed the College is not familiar with Rhoades or AGL, the companies where services would be outsourced, and that

Blomquist has subcontracted for our previous projects with Rhoades and things went smoothly.

Blomquist scored first and significantly higher than the other bidders on the other categories reviewed.

Discussion was held about the large spread between the two bids and that the other proposals are in line with the bid from Blomquist.

Trustees expressed that the College’s experience with Blomquist has been favorable.

Based on the discussion and the recommendation of Administration, it was moved by Steve Davis and seconded by Eric Lundin to:

“Approve the bid from Blomquist Architects for \$240,000 for Architectural Services for the Student Housing project.” No further discussion.

Roll Call:

Ayes: Nick Chenier, Eric Lundin, Steve Davis, Joy Hopkins, Tom Butch, Terri Mileski
Nays: None
Abstentions: None
Motion carried unanimously.

XI UNFINISHED BUSINESS:

A 1075 Freedom of Expression Policy:

Board Policy 1075 Freedom of Expression was presented for second reading after receiving first reading at the January 19 meeting. No comments or questions were received.

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

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

XII MCCA UPDATE:

Joy Hopkins reported that the Governor’s Office released the executive budget recommendation last week to the joint legislative appropriations committee.

- A 5% ongoing operations increase (\$16.2M), appropriated through the existing performance funding formula.
- An additional 5% one-time operations increase (\$16.2M), also distributed through the existing formula.

- A new, one-time line of funding to support infrastructure, technology, equipment, or maintenance (ITEM) needs at universities and colleges, distributed based on FYES (\$58.5).
- No tuition restraint language recommended for community colleges.
- Full funding for Michigan Reconnect (\$55M)

Joy and Dr. Coleman will attend the MCCA Spring Board of Directors meeting on March 25 at Montcalm Community College.

XIII NEW BUSINESS:

**A Mask Mandate
Timeline:**

Joy Hopkins requested discussion about the mask mandate timeline at the College. The MI Dept. of Health and Human Services (MDHHS) expired the Public Health Advisory on Masking in Indoor Public Settings. The science still supports masking indoors, but many are talking about eliminating it. The pandemic is not gone yet and there may be more surges with upcoming spring breaks, but there are more tools to fight it with more people vaccinated and new drugs to treat it. At some point, the College needs to lift the mandate and make it optional. Anyone can wear a mask after the mandate is lifted. The College's mandate should not be lifted yet, but it needs to be considered.

Dr. Coleman spoke with Health Officer Mike Snyder at Delta Menominee Public Health and Delta County is still in the high category for positive tests. Once the CDC recommendation for Delta County changes, removing the mask mandate will be considered.

A MCCA survey indicated only one MI community college is not requiring masks.

Dr. Coleman also stated that conversations will begin the end of March/early April about virtual meetings on campus.

The end of the semester is only two and half months away and that may be the milestone for ending the mandate.

The CDC is meeting next week to determine whether the criteria will change to determine transmission rates. The College has been following CDC recommendations.

Steve Davis added the mandate should not be lifted prematurely and it is better to error on the side of caution and take it away later.

Trustees agreed to talk about the mask mandate each month until it is resolved.

B FTF Negotiations:

Dr. Coleman requested the Board move to closed session to discuss the College’s strategy connected with the negotiation of the Full-Time Faculty Master Agreement.

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

“Move to closed session at the request of Administration to discuss the College’s strategy regarding Collective Bargaining Negotiations with the Full-Time Faculty as allowed under MCL 15.268(c).” No discussion.

Roll Call:

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

Nays: None

Abstentions: None

Motion carried unanimously.

The Board moved to closed session at 6:37 p.m. to discuss the College’s strategy regarding Collective Bargaining Negotiations with the Full-Time Faculty as allowed under MCL 15.268(c).

The Board moved to open session at 7:15 p.m.

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

XIV OTHER:

None

XV ADJOURNMENT:

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

“Adjourn the meeting.” No discussion. Motion carried unanimously. The meeting adjourned at 7:16 p.m. ET.

Laura L. Johnson
Assistant Board Secretary

Completion
Date

Approval Date

Terri T. Mileski
Chair

Approval Date