

REPORT OF MINUTES

**BOARD OF TRUSTEES
REGULAR MEETING**

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

September 21, 2022

- I CALL TO ORDER:** The meeting was called to order at 5:07 p.m. ET by Chair Terri Mileski.
- II ROLL CALL:** Roll call was taken by Laura Johnson, Assistant Board Secretary.
- Members present: Tom Butch, Eric Lundin, Steve Davis, Nick Chenier, Joy Hopkins, Terri Mileski
- Member absent: Wendy Middaugh
- Administration: Travis Blume, Kim Carne, Cindy Carter, Laura Coleman, Amy Reddinger, 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 CONSENT AGENDA:** The Consent Agenda included approval of meeting minutes from the Regular Meeting on August 17 and the Buildings & Grounds Committee Meeting on August 31, and approval of the MIOSHA CET grant.
- It was moved by Steve Davis and seconded by Nick Chenier to:
- “Approve the Consent Agenda for the Board of Trustees Regular Meeting on September 21, 2022, as presented.”**
No discussion. Motion carried unanimously.

- VII PRESENTATION:** None
- VIII ADMINISTRATIVE REPORTS:**
- A President's Report:** President Coleman reported:
- Opening Days:*** Fall semester opening days were spectacular. The afternoon events built teamwork by stuffing backpacks for students with school supplies and notes of encouragement from employees, building greenhouses that represented nurturing our students, and sharing the dreams that employees have for students by writing them on tree leaves for a display in the HUB.
- Student Orientations:*** Student orientation sessions at each campus were full. New students met each other and learned about support services. The new format for student orientation was a huge success. Students appeared more confident, engaged, and interactive during the first weeks of the semester compared to past semesters. Volleyball has also been a nice addition to engage students during the fall semester.
- Student Stories:*** Student stories that expressed positive experiences during the Bay West Welcome Picnic shared by a Bay West faculty member were referenced from the Board Report.
- Position Changes:*** Open positions within the College are being filled and onboarded. Internal candidates have been hired for some positions, resulting in additional movement within the College.
- B Academic Affairs:** Amy Reddinger, VP of Arts & Sciences and Diversity, Equity, & Belonging reported:
- Student Health Fair:*** A Student Health Fair, coordinated by Kyle Kelly, MCAN Completion Coach, is scheduled for September 28, from 11 a.m. – 3 p.m. in the JHUC. Community organizations are participating to share information about their services and provide select health screenings.
- A second vaccination clinic will be held on campus on October 13.
- Recognition:*** Dr. Jessica Van Slooten, Dean of Arts and Sciences, was the invited speaker for the Jane Austen Society of North America Northwoods and Northern Wisconsin Chapter on September 13. Her talk, "Romancing Austen: Jane Austen's Genre Legacy and Modern Popular Romance Adaptations" focused on Austen as a romance author.

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

Certified Medical Assistant (CMA):

The Certified Medical program received accreditation approval. CMA Director Nicole Wagner put a lot of work into writing the accreditation report.

Workforce Training:

BillerudKorsnas representatives met with the Workforce Training team to strengthen their partnership with Bay College. BillerudKorsnas is looking at placing a piece of equipment in one of their mills in Wisconsin Rapids, WI; Quinnesec, MI; or Escanaba, MI and is looking to the College to offer training to their new and existing employees.

C Student Services:

Travis Blume, VP of Student Services, reported:

F22 Enrollment:

Fall contact hours are down 6% compared to budget before DIISD dual enrollment contact hours are added and expected to raise total contact hours up to the -2% range. Enrollment headcount is even but the contact hours are down because more students are attending part-time due to the MI Reconnect tuition program and dual enrollment.

Other fall enrollment facts:

- The fall-to-fall persistence rate is up.
- 13 international students
- 110 student athletes on campus; the highest number since the start of Athletics

Semester Start:

Student orientation sessions and the fall semester start-up went very well and good feedback was received from students. Activities included a comedian on campus and the first volleyball game. Student athletes also received a full week of onboarding that exposed them to services on campus.

D College Advancement:

Kim Carne, VP of College Advancement, reported:

Foundation Audit:

The Foundation received a clean audit opinion. Total assets are down due to a \$1.5 million market loss, but still up significantly overall even after the market downturn. Awards are averaged over three years and based on the investment returns to be equitable to current, past, and future students.

Kim responded to Nick Chenier's question, that the average withdrawal rate is 5%, which is determined each year by the Foundation Board with the recommendation of the Foundation Investment Committee.

Recognition was extended to Advancement Services Manager Vicki DeGrand and Business Office Director Lynn Martinson who led the audit.

New Sign:

The new "I Love Bay" 3D sign in front of the JHUC was installed and is receiving a lot of attention. A graphic of it will be included on a new billboard.

Tom Butch stated that the College's marketing is really good and has improved over the years.

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

- Michael Waite Concert, October 7; poeticism, singer, songwriter, and guitarist from Harvey, MI
- Victoria Vox, October 10; renown ukulele and mouth trumpeter

**E Operations &
Business Office:**

Eileen Sparpana, VP of Finance & Operations, reviewed the Financial Statements for July and August, 2022:

Operating Revenue: Total operating revenues of \$280 thousand for the two months ended August 31, 2022 compared to \$501 thousand in the prior year resulting in an unfavorable variance of \$221 thousand or 44%. While fall '22 tuition and fee charges have not been posted yet, Workforce Training (Noncredit and Contracts) increased \$19 thousand or 31% over the same two months last year and Housing revenue is also up due to full occupancy.

Operating Expenses: Total operating expenses were \$2.661 million for the two months ended August 31, 2022 compared to \$2.846 million in the prior year resulting in a favorable variance of \$185 thousand or 7%. Some expenses are lagging because the new fiscal year is only in the first two months.

Non-operating Revenue (Expenses): Total net non-operating revenue of \$185 thousand for the two months ended August 31, 2022 compared to (\$582) thousand in the prior year resulting in a \$767 thousand or 132% favorable variance. This is mainly due to timing differences in the drawdown of Pell Grant funds and the receipt of the private gift from the HIC.

Net Assets: The year-to-date results is a decrease in Net Assets of \$2.197 million compared to a decrease in the prior year of \$2.928 million.

IX BOARD COMMITTEE REPORT & REQUIRED ACTION:

Building and Grounds Committee Chair Nick Chenier reported that the Buildings and Grounds Committee met on August 31 to receive information about concern expressed by the unsuccessful bidder on the bid award for the parking lot repair, sealing and re-striping project. There was a 14% difference between the lowest bids and both bidders are local. The project was awarded to Drazé Sealcoating with the lowest bid. VP of Finance & Operations Eileen Sparpana and Director of Facilities Steve Carlson reviewed the bid process and the Buildings and Grounds Committee determined the process and award was fair.

X BOARD ACTION:
A Best Practices for Education Omnibus Appropriations Act FY22:

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 43-59 of the Board Report.

It was moved by Joy Hopkins and seconded by Eric Lundin 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 Section 230 of Michigan Public Act 144 of 2022 that will originate from an omnibus public education bill and include appropriations for Bay de Noc Community College.” Joy added that it is apparent a lot of work goes into producing this document. Motion carried unanimously.

B Curriculum Activity:

A program proposal to officially change course names with the Agricultural Operations certificate and a course proposal to change the course code for Fundamentals of Practical Nursing from NURS 104 to NURS 105 was presented for board approval.

It was moved by Nick Chenier and seconded by Steve Davis to:

“Approve the program proposal for the Agricultural Operations certificate as presented and the course code of Fundamentals of Practical Nursing from NURS 104 to NURS 105 as presented.” No discussion. Motion carried unanimously.

C Oct 19 Regular Board Mtg:

Trustees were asked to return the location of the October Regular Board Meeting to West Campus. The meeting is on October 19 and the time of the meeting was also requested to move to 6 p.m. ET/5 p.m. CT to allow for dinner with the Foundation and West Campus Advisory Boards at 5:30 p.m. ET/4:30 p.m. CT.

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

“Move the location of the October 19, 2022 Regular Board Meeting to the West Campus in Iron Mountain and the meeting time to 6 p.m. ET/5 p.m. CT.”

D Transaction Report:

There were no questions or comments on the Transaction Report ending August 31, 2022.

On a motion made by Joy Hopkins and seconded by Nick Chenier:

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

Roll Call:

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

Nays: None

Abstentions: None

Motion carried unanimously.

XI UNFINISHED BUSINESS:

**A Second Reading:
Flexible Work Options Policy:**

Personnel Policy 220 Flexible Work Options received first reading approval at the Regular Meeting on August 17. No comments or questions were received. The policy was presented for second reading approval.

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

“Approve second reading of new Board of Trustees Personnel Policy 220 Flexible Work Options, as presented.” No discussion. Motion carried unanimously.

XII MCCA UPDATE:

Joy Hopkins reported that the Joint Committee on Capital Outlay will meet on September 28. Funding looks promising since the State is flush with cash. Dr. Coleman added that a session for testimony will be held and Sen. McBroom has agreed to testify on our behalf. The College could receive funding for the capital project plan to turn the Shipping & Receiving building into a Manufacturing HUB and an additional \$4 million to build more student apartments, with zero debt. Legislators are aware of the shortage of housing across the State and that is one reason why they are adding this funding piece.

The State Budget Office seated members of the Community College Funding Formula Task Force to discuss potential changes to the current funding formula for MI community colleges. The Task Force will work on this throughout the fall as they consider how changes would affect community colleges of different sizes.

Tom Butch suggested imploring the Task Force driving the change to hold hearings in selected places and at least one in the U.P. President Don MacMaster from Alpena Community College is on the Task Force and will represent the smaller community colleges well. All school sizes are represented on the Task Force. Dr. Coleman will suggest this at the MCCA meeting next week.

Dr. Coleman shared that the State began calling for reporting requirements on competency based education (CBE) and workforce training, so it is evident where higher education is going. The MI Transfer Network is also adding competencies to show how these can transfer between schools. Students will be able to transfer workforce training credit for academic credit to earn certificates and degrees. CBE is coming fast because there are not enough people to fill open jobs.

Tom Butch shared the impact student stories have with legislators. Dr. Coleman will meet with legislators after the General Election in November and share updated student stories and other important information. For now, only legislators can testify. The presidents were not invited to testify.

XIII OTHER: None

XIV NEW BUSINESS:

A Legal Opinion:

A written legal opinion from the College's attorney was 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 Steve Davis that:

“The Board go into closed session to discuss materials exempt from disclosure pursuant to MCL 15.268(1)(h) under the attorney-client privilege and FOIA, as directed by the written legal opinion prepared for the College by attorney Raymond M. Davis dated September 13, 2022.” 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 went into closed session at 6 p.m. to discuss materials exempt from disclosure under MCL 15.268(1)(h) as directed by the written legal opinion prepared for the College by attorney Raymond M. Davis dated September 13, 2022.

The Board moved to open session at 6:47 p.m.

B Retirement Acceptance:

Dr. Laura Coleman announced her intent to retire as President of Bay de Noc Community College, effective June 30, 2023.

It was moved by Tom Butch and seconded with wholehearted support, by Eric Lundin to:

“Accept the retirement letter and retirement itself, of Dr. Laura Coleman as President of Bay de Noc Community College, effective June 30, 2023, with sincere regret and appreciation for all of her superlative services.” No discussion. Motion carried unanimously.

C Presidential Search Committee Leadership:

Trustees Steve Davis and Joy Hopkins were nominated to lead the search for the next Bay College President. Steve Davis will lead as

Chair and Joy Hopkins will serve as the board representative and Co-Chair.

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

“Appoint Steve Davis as Chair and Joy Hopkins as the board representative and Co-Chair of the Presidential Search Committee to be formed during the presidential search process.” No discussion. Motion carried unanimously.

XV ADJOURNMENT:

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

“Adjourn the meeting.” No discussion. Motion carried unanimously. The meeting adjourned at 6:50 p.m. ET.

Laura L. Johnson Assistant Board Secretary	Completion Date	Approval Date
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Terri T. Mileski Chair		Approval Date
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September 21, 2022

Dear Board of Trustees,

The time has come for me to submit my letter of retirement. Serving the students, employees, the Board of Trustees, and the communities Bay College serves in the U.P. has been, and will continue to be a privilege until June 30, 2023 when I will move to supporting Bay College in any way I can in the future.

The Bay College team has worked diligently over the past 16 years to improve student success, finding ways to holistically serve our students with student graduation/completion results validating our efforts. Those efforts, coupled with the Board of Trustees' decision to add athletics, have stabilized our enrollment. Our work with Competency Based Education, combining college credit and work force training credit, will serve community members in new ways, allowing them to add to their education while working at public and private businesses in the U.P. and the State. This will continue to stabilize enrollment.

The renovations Bay College has implemented over the past 16 years and continues as I write this letter, have included over 70% of the campus buildings giving the students, employees, and the community well designed, usable, comfortable spaces to learn, study, work, enjoy the arts, and participate in/watch athletics.

Working with the teams at Bay College to help our students gain new skills/knowledge which will change their lives, has been inspiring and leaves me satisfied with my professional career. There is much left to accomplish. The Bay College team will stay on that path over the next nine months and going forward under new leadership.

I will forever be thankful to the Board of Trustees for the opportunity to serve Bay College, and for their support, mentorship, and patience throughout my tenure.

Sincerely,



Laura Coleman, Ph.D.
President