

REPORT OF MINUTES

**BOARD OF TRUSTEES
REGULAR MEETING**

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

February 22, 2023

- I CALL TO ORDER:** The meeting was called to order at 5:10 p.m. ET by Chair Joy Hopkins.
- II ROLL CALL:** Roll call was taken by Laura Johnson, Assistant Board Secretary.
- Members present: Nick Chenier, Terri Mileski, Wendy Middaugh, Eric Lundin, Steve Davis, Joy Hopkins
- Member absent: Tom Butch
- Administration: Travis Blume, Kim Carne, Cindy Carter, Laura Coleman (on Zoom), Amy Reddinger, Eileen Sparpana
- 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 APPROVAL OF MINUTES:** The meeting minutes from the Regular Meeting on January 18, 2023, and the Special Meeting on January 20, 2023, were approved by unanimous consent.
- VII PRESENTATION:** Terri Mileski, Wendy Middaugh, Steve Davis, Joy Hopkins, Nick Chenier, Amy Reddinger, and Travis Blume attended a demonstration of the nuclear magnetic resonance spectrometer purchased for the chemistry lab by the College Foundation, before the meeting.

**VIII ADMINISTRATIVE
REPORTS:**

A President's Report: President Coleman reported:

***Marijuana Sales
Buffer Zone:***

The Escanaba City Council and Planning Commission agreed to Dr. Coleman's request to include the main campus in the 750 foot buffer zone around schools to prevent retail marijuana sales. The marijuana zoning ordinance may take several months to be finalized.

Legislative Visits:

Dr. Coleman met with 11 legislators in Lansing on February 8. Many are new legislators who need to be educated about community colleges. They discussed dedicated funding for K-16 student mental health and allowing individuals age 21 and up to have access to MI Reconnect dollars. The Governor proposed a 4% increase for community colleges in next year's budget.

Dr. Jeffress:

Retired Schoolcraft College President Dr. Conway Jeffress passed on February 13. He was at Schoolcraft for over 30 years in multiple positions and played a major role in shaping Schoolcraft College into what it is today.

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

Achieving the Dream:

Amy Gibbs, Penny Pavlat, Ruth Bovard, Deanna Robinette, Cindy Carter and Dr. Coleman attended the Achieving the Dream Conference in Chicago, IL, last week. The conference was aligned to focus on the work associated with the Accelerating Nursing Pathways Grant project. The conference was also their annual meeting about student success, with this year's focus on access. They heard students share their inspirational stories about how college affected their lives.

BPA Honors:

Our Business Professionals of America (BPA) students have a strong track record of placing at the state conference under Advisor Brent Madalinski. This year was no exception with students advancing to the national conference in California, in April.

EMS Grant:

Bay College has been awarded a \$349,000 Michigan Department of Health and Human Services Emergency Medical Services Workforce Grant. The money will support students to advance in the paramedic field by funding Paramedic Learning Assistants,

additional EMS Adjunct Instructors, and student scholarships. The grant must be spent by September 30.

BSN Partnership: Saginaw Valley State University has been selected as the College's BSN program partner to deliver the BSN program to students. A memo of understanding, letter of intent, and the budget for the grant are in process.

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

VR Experience: The College Foundation funded virtual reality goggles for educational experiences proposed by sociology instructor Dan Hall. Amy explained some of what was experienced during a 90-minute virtual reality tour with an educational software company. The virtual experience can be applied to tutorial and classroom experiences. The goggles provided a virtual reality experience for students at the MindTrek event on campus. The goggles are available at the Library for those who would like to try them. Trustees expressed interest in a demonstration.

Health Clinic Grant: Amy Reddinger and Mike Snyder, Health Officer for PHDM, co-wrote the grant awarded by the Michigan Department of Health and Human Services to Public Health of Delta and Menominee Counties for a school-based health clinic at Bay College. The third application successfully returned a \$100,000 planning grant to determine if the grant terms can be met. The College is posting an RFP for architectural plans for space in the Catherine Bonifas building. If the planning stage succeeds, the project will receive an annual \$300,000 perpetual grant from MDHHS if targets are met. The clinic would serve school age children 10-21 and all Bay College students.

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

Enrollment Reports: Winter 2023 enrollment is up 1% compared to budget with dual enrollment registrations continuing from the ISDs. The final enrollment report will be available at the March 15 board meeting.

Summer 2023 enrollment is tracking similar to the fall and winter trend after the pandemic, which is more students enrolling but taking fewer contact hours. Enrollment for summer recently opened. Enrollment is expected to increase mid-March when the summer semester is promoted with registration for next fall.

Eric Lundin commented that based on the summer enrollment report, students don't appear to want in-person classes. Travis responded that much of summer enrollment includes guest students home for the summer to work and who want the flexibility of online courses.

Athletics:

The men's and women's basketball teams are on the road at Kirtland Community College. The last season games are at home this weekend and February 28. Both teams have worked hard. The men's team received votes for national rankings during the last two weeks.

The softball and baseball teams start their seasons during spring break in Myrtle Beach, SC. The softball team season opener was scheduled in Rochester, MN, this weekend but canceled due to the weather.

**D College
Advancement:**

Kim Carne, VP of College Advancement, reported:

Events:

New art shows for women's history month are on display in both galleries.

The MSO Marimba Recital is February 27 in the Besse Theater.

Foundation:

The Foundation Board approved a 4.8% payout on endowed scholarships for Academic Year 2023-2024. The endowed scholarship earnings, annual scholarship donations and trust income will result in over one-half million dollars awarded in scholarships to Bay College students for next academic year. Several new endowments have also been received for the fall. Nick Chenier attended the Foundation Board meeting on February 7 as the new board liaison director.

The spectrometer viewed earlier today by the Board was an investment from the Foundation through the Mary Cretens fund.

Campus Branding:

Campus branding projects are near completion. Vinyl promotions were installed throughout campus hallways, navy wall paint and stainless logo branding applied in each building, and exterior pole banners and flags were added. The next project is refreshing the JHUC lobby with removal of the kiosk scheduled in a few weeks. Some of the new branding will also be applied at the west campus.

E Operations & Business Office:

Eileen Sparpana, VP of Finance & Operations, reviewed the financial statements for January 2023:

Operating Revenues: Total operating revenues of \$8.475 million for the seven months ended January 31, 2023, compared to the \$8.320 million recognized in the prior year, resulted in a 2% increase overall. The net increase is due to an increase in federal and state grants and housing and workforce training and development revenue partially offset by the 3% decline in tuition and fee revenue.

Operating Expenses: Total operating expenses were \$12.669 million for the seven months ended January 31, 2023, compared to the \$11.958 million in the prior year resulted in a 6% increase in spending. Salaries and benefits are ahead of last year due to pay raises and personnel changes. Other major expenses include a \$64,000 increase in software license fees, \$76,000 in additional minor equipment purchased with a cost below the capital minimum of \$5,000, and \$40,000 for volleyball travel, a new sport this year.

Non-operating Revenue (Expenses): Total net non-operating revenue of \$5.017 million for the seven months ended January 31, 2023, compared to \$4.555 million in the prior year resulted in a 10% favorable variance. This is mainly due to timing differences between the two fiscal years and the increase of property tax revenue. Taxable value increased 4.2% in Delta County. The College also received one-time supplemental funding from the State of \$220,000 last year not awarded this year.

Net Assets: The year-to-date results are an increase in Net Assets of \$822,000 compared to an increase of \$917,000 in the prior year.

IX BOARD COMMITTEE REPORT & REQUIRED ACTION:

A Presidential Search Committee Update:

Steve Davis reported from Presidential Search Consultant Dr. Preston Pulliams, that 21 applications for president have been received, with four more verbally committed to applying before the March 1 deadline. He expects additional applications around the deadline.

The Presidential Search Committee will meet on March 16 to select candidates for semifinalist interviews with the search committee.

1. Semifinalist
Candidate
Authorization:

Steve Davis also stated that because of the importance of protecting the privacy of the semifinalist candidates, Dr. Pulliams recommended that the Board authorize the search committee, which includes he and Joy, to select the semifinalists as part of their responsibilities. Therefore, the Board of Trustees would not have a meeting to approve the semifinalists selected by the search committee, since this cannot be done in closed session. The semifinalist interviews can be closed because they are conducted by the search committee.

Discussion determined that trustees will receive application materials for the semifinalist candidates selected for interviews by the search committee. Trustees have confidence in the members of the search committee to select the semifinalist candidates and are represented through Joy and Steve. The Board will meet to review the recommendation of final candidates from the search committee after the semifinalist interviews. The Board will select the president through the final interview process.

It was moved by Terri Mileski and seconded by Eric Lundin to:

“Authorize the Presidential Search Committee to select the presidential semifinalist candidates to be interviewed by the Presidential Search Committee.” No further discussion. Motion carried unanimously.

X BOARD ACTION:
A Transaction Report:

Eric Lundin requested information about the \$72,000 payment to the DIISD on the transaction report. Eileen and Cindy responded that the payment is a contractual obligation to pay their faculty to teach dual enrolled welding classes at the DIISD, for space rental, and some welding supplies. The College receives a bill every semester. The DIISD pays the College tuition for these courses. The College is in the midst of finding a new location for that welding lab because the DIISD and the College have agreed that the College should find a place outside of the ISD to teach the welding classes.

On a motion made by Terri Mileski and seconded by Nick Chenier:

“The Financial Transactions for the month ending January 31, 2023, stand approved as presented to place on file.” No further discussion.

Trustees asked Joy Hopkins and Eileen Sparpana if they knew Ms. Borchardt. Eileen responded she could confirm it is a good recommendation.

It was moved by Terri Mileski and seconded by Wendy Middaugh to:

“Appoint Christie Borchardt to the West Campus Advisory Board to replace Susan Hadley, effective March 1, 2023.” No further discussion. Motion carried unanimously.

D Curriculum Activity:

Curriculum activity from February 16, 2022 through February 22, 2023, 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.

It was moved by Wendy Middaugh and seconded by Terri Mileski to:

“Approve the curriculum activity from February 16, 2022 – February 22, 2023 as presented: revised program proposals from Business; new program proposals from Allied Health; revised course proposals from Arts & Letters, Math & Science, and Business; new course proposals from Allied Health and Business; and retired course proposals from Business.”

Joy recommended that the misspelling of “patience” on the header on page 54 for SURG 101 be corrected. Otherwise, the proposal was well written.

Trustees expressed appreciation for the hard work on the curriculum activity.

No further discussion. Motion carried unanimously.

XI UNFINISHED BUSINESS:

A BOT Foundation Board Liaison:

Nick Chenier was nominated to act as the board liaison on the Foundation Board at the January 18 board meeting. He agreed to fill the position and attended the Foundation Board meeting on February 7. The Board appointment of him as a director ex-officio to the Foundation Board was still needed.

Nick stated that he was impressed with the work of the Foundation after attending the meeting.

It was moved by Steve Davis and seconded by Eric Lundin to:

“Appoint Nick Chenier to the Bay College Foundation Board of Directors as a director ex-officio to represent the Board of Trustees.” No discussion. Motion carried unanimously.

XII NEW BUSINESS:

None

XIII MCCA UPDATE:

Dr. Coleman reported that at the MCCA President’s meeting last week, the major topic was around the MSU shooting and what schools need to do to be prepared. Discussion was held about the safety training and protocols in place at Bay.

XIV OTHER:

Laura Johnson shared reminders for upcoming events and meetings.

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 5:55 p.m. ET.

Laura L. Johnson Assistant Board Secretary	Completion Date	Approval Date
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Joy E. Hopkins Chair		Approval Date
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