

**BAY de NOC COMMUNITY COLLEGE  
WEST CAMPUS ADVISORY BOARD  
MEETING MINUTES**

**March 21, 2023**

- Call to Order:** The meeting was called to order by Vice Chair John Degenauer at 4 p.m. CT.
- Roll Call:** Laura Johnson took roll call.
- Members Present:** Christie Borchardt, Alyssa Chamberlain, Andrew Brisson, Jennifer Huotari, Bob Koerschner, Terri Mileski, John Degenauer; Russ Kassin arrived at 4:05 p.m. CT
- Members Absent:** Bruce Ortenburger, Jim Rice
- Administration & Staff:** Laura Coleman, President; Michele Campbell, Manager of Business Development & Community Engagement; Jason Sullivan, Exec. Dir. of West Campus
- Recorder:** Laura Johnson, Executive Administrative Assistant to the President
- Minutes:** The minutes from the January 17, 2023, meeting were presented for approval.
- It was motioned by Bob Koerschner and seconded by Jennifer Huotari to:
- “Approve the Minutes from the January 17 2023, West Campus Advisory Board Meeting as presented.”** No discussion. Motion carried unanimously.
- Introductions:** Christie Borchardt was welcomed as a new member of the West Campus Advisory Board. She is the Nursing Manager at Marshfield Medical Center Dickinson. Christie is a graduate of the first west campus RN group in 2009 and was a clinical nursing instructor at west campus.
- Administrative Reports:**
- Enrollment:** The final winter 2023 enrollment report was reviewed by Dr. Coleman:
- *Residency:* 19.7% of the student population resides in Dickinson County, while 30% of the student population are identified as out of county students, some attend at west campus and some at the main campus. It is difficult to pinpoint the out of county students when they take online classes and some instructors teach from either campus. In district (main campus) student population is 48.9%. The College instructs students from every county in the U.P., out of state, and internationally.
  - *Courses by Location:* 11% of course enrollments are at west campus.
  - *Dual Enrollment:* 35% of students are dual enrolled and going on to Early College.

- Enrollment Status: 72.9% part-time vs. 27.1% full-time

Summer 2023 enrollment recently opened and is expected to pick-up as students began registering for fall semester this week. Typically, they register for both semesters at the same time. Summer enrollment was budgeted down 3% in contact hours. Most students take online classes during the summer.

**President's Report:**

The Board of Trustees hosted U.P. legislators and their representatives on June 20. All were present or represented except Rep. Markkanen, who could not attend due to inclement weather. Funding for student housing was discussed. The College applied for a USDA earmark with Rep. Bergman, Rep. Peters, and Sen. Stabenow last week. The Board also thanked them for their support of monies passed in the second week of the new legislature which funded infrastructure needs around the Billerud plant in Escanaba.

Sen. McBroom noticed a section of trees at an intersection at the main campus that needed trimming and worked with MDOT to accomplish the trimming. The College is not allowed to assume responsibility for city property. MDOT is also looking at areas around west campus that need maintenance.

The Escanaba Planning Commission and Escanaba City Council agreed to Dr. Coleman's request to establish a buffer zone around the main campus to prevent nearby retail marijuana sales because over 700 dual enrollment students attend Bay College. Iron Mountain approved a limit of two retail marijuana stores.

DIISD Supt. Jennifer Huotari and Dr. Coleman met to discuss the current partnership and opportunities between the DIISD and Bay College.

Dr. Coleman met with 12 legislators in Lansing on February 8. State appropriations funding for community colleges was the main topic. A 4% increase was proposed, which is a lot compared to what is usual. She suggested to them we would accept that and expect them not to cut it. They also talked about the need to fund mental health services and reduce the minimum age requirement to 21 for the MI Reconnect tuition program.

Full-time social services instructor Crystal Hendrick was awarded the TORCH Award for this quarter.

Bay College West Academic Support Coordinator Sarah Davy was named one of the two the Outstanding Employees for this year.

The College offers an Employee Assistance Program to employees and their immediate family members for both campuses. The utilization rate is 11.4% compared to the national benchmark of 4%.

*Ant Man and the Wasp: Quantumania* was shown on March 1 at the Tri-City Cinema 8 in Quinnesec for all students as part of the winter semester student activities presented by CAB.

West Campus held a scholarship workshop on March 2 to help promote the possibilities to students. The Foundation awarded over \$500,00 in scholarships last year.

The Department of Education announced that the Pell Grant will increase by \$500 a year, increasing the maximum Pell award to \$7,395.

There were 110 degrees conferred for fall 2023. This is the most fall degrees conferred in five years, since the 2018-2019 fall semester.

West Campus Student Services held a Community Resource Fair with around 13 vendors, targeted towards students and employees on February 2.

John Breitzman met with our DIISD partner to discuss newly approved CIS courses. The meeting was well received and will result in an updated articulation agreement between Bay College and the DIISD.

EMT/Paramedic faculty are excited about the \$349,000 Michigan Department of Health and Human Services Emergency Medical Services Workforce Grant to support Paramedic Learning Assistants, additional EMS Adjunct Instructors, and student scholarships. The grant must be spent by September 1 so there will be a lot of training over the summer. Legislators are working to re-classify EMS from the Dept. of Transportation to the Dept. of Health and Human Services which should improve wages and other support needed by the State.

Bay College is participating in MiMath Reform Intensive Workshop hosted by the MCCA, which kicked off on January 20. The goal of this workshop is to learn new ways to teach math since the State no longer wants students to take transitional studies.

Pat Bazan continues to work to bring EV charging stations to campus.

Pat Bazan has also contacted our local chapter of Wildlife Unlimited and the Marquette chapter of the Audubon Society to inquire if they can work with the College on several areas of the new nature trail at west campus such as wildlife/bird habitat, native plant species being replanted, and adding plants for pollination for butterflies and bees.

Pat Bazan also worked with Eileen Sparpana on the award of \$5,000 from the Boss Annual Giving Projects grant. Funds will be used to build boardwalks and viewing platforms on the west campus nature trail. Boss employee volunteers will also spread wood chips and plant native plants along the trail, under Bay's supervision.

Dr. Coleman responded to Bob Koerschner's question about the number of students returning from fall to winter semester. The retention rate is 73.9% or 1,449 students who returned for winter semester. This rate has decreased due largely to the increased number of part-time students that make up the student population. Part-time students tend to stop-out more often than full-time students.

Andrew Brisson noted the increase of online courses for summer. Dr. Coleman responded that most students enrolled for summer want the flexibility of online classes because they are working. Online classes are a great option for working adults. Younger students need the socialization and discipline offered in in-person classes. The COVID-19 pandemic also influenced online offerings. Instructors have improved online teaching methods that include more engagement and hands-on applications.

***Exec. Dir. of West Campus  
Report, Jason Sullivan:***

The walking path has been a great path for snow shoeing. It's just over one-mile and is utilized by employees and the community.

Registrations for returning students opened on Thursday [March 16]. Outreach to all current students about registration is complete with good feedback. Most high school students seem to want in-person classes and advising appointments. So far, about 15 advising appointments are scheduled. Jason added he discusses students' motivation for taking online courses and encourages in-person classes when possible during advising sessions, because students who take at least two classes on campus have shown a better success rate. Students who are on campus and walk by the Tutoring/Student Success Center every day tend to utilize those services.

Russ Kassin left the meeting at 4:28 p.m. CT.

Brittany Anderson, LWMS, began offering mental health services on campus last Tuesday [March 14] with a student awareness event. She replaced Jim Grider, who left for a full-time counseling position at MTU. She is also the owner and founder of Fireflies, a counseling center for families and children in Norway. She will be on campus 4-5 hours each week during hours based on students' needs. A good response has been received so far.

Recent funding from the Workforce Innovation and Opportunity Act will provide goal and career mapping services to students from Forward Service Corporation out of Aurora, WI. Students coming in for gen. ed. classes often don't know what that career path is that is going to keep them going to finish an overall degree and transfer. An interactive workshop and program will help students set-up their dream/goal using career exploration tools (i.e., vision board, steps for failing and pivoting,

embracing, and surrounding themselves with a positive network or support group).

West campus and main campus employees collaborate as much as possible to ensure consistent processes and information. Main campus employees work at west campus regularly by rotating days and Jason works at the main campus one day per month.

Pat Bazan painted a main entry wall navy blue to bring the new color at main campus, to the west campus. A stainless steel west campus logo will be added to that wall soon, along with the arrival of some new furniture. New parking lot pole banners to match the main campus banners will also be installed. Pat and Kim Carne are also planning to purchase a new front sign to match main campus's digital sign out of next year's budget.

Russ Kassin returned to the meeting at 4:34 p.m. CT.

Director of Admissions Emily Hoffmiller and Jason Sullivan represented Bay College at Finlandia University's Student Teach-Out and Transfer Fair to assist students find a path to continue their degree. The students were receptive and the schools that were there, were sincerely there to help them.

***Manager of Business Development,  
Michele Campbell reported:***

***CNA:*** CNA classes have not been offered because an instructor was not available. Instructors were found to offer a traditional session in April and an evening session to attract working people, which will also be offered as a pilot. The evening session will take a little longer to complete. The clinical site in Iron River is no longer available, but Optalis, will become the new clinical site. Registration will open soon.

***Dental Assisting:*** Four students are graduating Thursday night [March 23] from the Fornetti Dental Center dental assisting program and are projected to pass their final exam.

***Massage Therapy:*** The massage therapy students will graduate in June. They are still offering \$35 one-hour massages at Full Moon Rising in Norway. A lot of great feedback has been received from the community and the sessions offer students the hours and progression of skills they need. Recruiting for the 2023-24 program will kick-off in August at Niagara High School's career day. The massage therapy program is a great opportunity for high school students considering nursing. Two students are already registered.

***Bay Leadership Academy*** is coming to the end in June for the 21 area employees who have met each month since October. The Leadership Conference on May 18 is the capstone event for the academy students and is open to the public.

*Center for Exceptional Leadership:* Bay College West partnered with St. Norbert's College to host their Center for Exceptional Leadership training on April 11. The training is usually only offered at St. Norbert's, but eight/nine local companies showed phenomenal interest in the next level leadership training, resulting in the local offering.

*HR Roundtable:* The HR Roundtable with HR reps. from area business meet regularly with Michele to discuss ways to work collaboratively or independently with the College to fill those needs.

*SIM Equipment:* Funding from the ATD Nursing Pathways Grant will support upgrading the SIM equipment at west campus so trainings to specialized division in healthcare can be offered.

The Kiwanis Ski Jumps and the Lake Antoine Park Partners (Kites Over Awesome Lake Antoine) used the parking lots for shuttle sites for their events over the past few weeks. The KOALA brings in around 3,000 people.

## **Unfinished Business:**

### ***Presidential Search***

#### ***Timeline:***

John Degenauer reported that the Presidential Search Committee met on March 16 to review the application materials and narrowed the slate to the first round of semifinalist candidates. These candidates will be interviewed by the committee during the first week of April. The search produced many very strong candidates.

### ***Millage Renewal:***

Dr. Coleman reported that because legislators are considering changing the election dates, it is unknown whether the millage renewal will run in May or August 2024. May is likely the better option to dissociate from a primary in an election year. Timelines for both dates were distributed as planning tools. One of her goals is to prepare as much as possible for the millage renewal for the new president, so they will have a plan going forward.

Bob Koerschner added that the Iron Mountain school district will ask for additional (new) millage on May 2, 2023.

Bob also acknowledged that the timeline indicates the advisory board should vote to support the millage renewal at the September 2023 meeting. He encouraged the meeting date be carefully scheduled so all members can attend to show their support for that action item. A roll call vote should be taken to identify member support so that when John Degenauer brings the millage request to the County Board of Commissioners, the advisory board endorsement will be evident. A remote option could be available if necessary and is allowable for the advisory board. Laura Johnson will offer meeting date options.

- New Business:** Terms for Russ Kassin and Bob Koerschner are expiring June 2023. Both agreed to renew their terms. Christie Borchardt's term will be renewed since she is newly appointed.
- Other Business:** The offices of chair and vice chair are to be elected at the June meeting for those interested in taking on those roles.
- Dr. Coleman's retirement party is June 15 at main campus. Invitations will be sent to the advisory board.
- Adjournment:** It was moved by Bob Koerschner and seconded by Russ Kassin to:
- "Adjourn the meeting."** No discussion. Motion carried unanimously. The meeting adjourned at 4:56 p.m. CT.