

REPORT OF MINUTES

**BOARD OF TRUSTEES
REGULAR MEETING**

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

April 19, 2023

- I CALL TO ORDER:** The meeting was called to order at 5:01 p.m. ET by Chair Joy Hopkins.
- II ROLL CALL:** Roll call was taken by Laura Johnson, Assistant Board Secretary.
- Members present: Wendy Middaugh, Eric Lundin, Steve Davis, Terri Mileski, Joy Hopkins
- Members absent: Tom Butch, Nick Chenier
- Administration: Travis Blume, Kim Carne, Cindy Carter, Laura Coleman, Amy Reddinger, Eileen Sparpana
- Recorder: Laura Johnson, Assistant Board Secretary
- III CITIZEN INTRODUCTIONS AND COMMENTS:** None
- IV APPROVAL OF AGENDA:** The agenda was updated before the meeting and provided to trustees to reflect approval of curriculum changes under Board Action. The agenda was approved by unanimous consent.
- V DECLARATION OF INTEREST:** None
- VI APPROVAL OF MINUTES:** The meeting minutes from the Special Meeting on March 14, 2023, the Regular Meeting on March 15, 2023, and the Special Meeting on April 6, 2023, were approved by unanimous consent.
- VII PRESENTATION:** Eric Lundin recognized Joy Hopkins for her ten years of service on the Board. Trustees extended thanks and appreciation to Joy for all she brings to the Board and especially for her work leading the Board during the presidential search.

VIII ADMINISTRATIVE REPORTS:

A President's Report:

President Coleman asked Travis Blume, VP of Student Services, to report on a safety concern that occurred on campus that afternoon at 2:30 p.m.

Safety Concern:

Public safety was called to respond to an individual in the entrance of the Physical Education Complex on the Escanaba Campus acting out of sorts and displaying a knife. The first response arrived within one minute of the call with about eight patrol cars responding soon after. The transient individual was detained by officers without further incident. Kudos to Bay College employees for quickly reporting the concern, Campus Security Officer Marc Maycunich, the Delta County Sheriff's Department, Escanaba Public Safety, and Michigan State Police for their quick response time and swift assessment of the concern. The individual, who is not a student, will also be banned from campus.

U.P. Presidents:

Dr. Coleman reported that the U.P. community college and university presidents met on campus on April 13 to discuss opportunities to partner and the challenges higher education is experiencing. President Coleman hosted President McNulty, Gogebic Community College; President Tessman, NMU; President Koubek, MTU; President Sherman, Kewaunee Bay Community College, and President Bedell from Bay Mills Community College. The group has met twice each year over several years as a commitment to maintaining their strong relationships and partnerships.

B Academic Affairs:

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

Workforce Training:

The College offered 3,069 hours of workforce training in March 2023 compared to 1,400 in March 2022. The requests for workforce training have increased and the areas of interest are being monitored.

Billerud Office Space:

The College responded to Billerud's request for temporary office space for staff who need reliable internet service during the mill shutdown. The Advancement and IT teams stepped up to find space and accommodate their requests.

BSN with SVSU:

Cindy responded to Eric Lundin's request for more information about the Memorandum of Understanding signed with Saginaw Valley State University for the Bachelor of Science Nursing degree. The first step in the process to offer the BSN was to submit a Letter

of Intent to the State that the College was interested in the opportunity. The MOU with SVSU is an agreement to work together to roll out the BSN program in fall 2023. The BSN team has been meeting regularly with SVSU. Letters will be mailed tomorrow to the health providers that partner with Allied Health and the Allied Health advisory boards to notify them of the partnership and the BSN program, before the news is released to the media. The next step will be to sign the contract with the State, which will provide the framework for the budget and how the \$2 million from the State will be spent. The funding will upgrade SIM equipment, support Nursing Learning Assistants and a full-time Ph.D. Nursing faculty position to teach the BSN classes.

The SVSU team has been awesome to work with and shares marketing strategies and curriculum with Bay's team. There were several bids from other universities. The team looked at the best choice for students and SVSU offered options above and beyond other offers. They will accept all Bay credits and did not ask for a guaranteed number of students in the program. There are several other community colleges who also selected SVSU. There will be more information shared as the program progresses.

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

Club Outings:

Art Instructor Kristine Granger took Art Club students to Chicago to experience the art and culture offered there.

Amy Reddinger and PRIDE Club students attended a conference in Ann Arbor last weekend.

Student Recognition:

Amber Kinonen, College Readiness Coordinator and Instructor, Erica Mead, Asst. Dir. of TRIO Student Support Services, and Academic Support and TRIO staff recognized 18 students with an Exemplary Persistence Award on April 18. The award is granted to students that met academic standards with a 2.5 GPA, showed academic growth, sought academic support and resources, and successfully completed a transitional or co-req course and are now graduating.

***Work-study
Onboarding:***

Mariel Carter, College Librarian, and Amy Gibbs, Dean of Student Success, are developing a new full-day onboarding program for work-study students that will start in the fall. Sessions will focus on familiarizing them with campus facilities, the College's cultural beliefs, and employment skills. The work-study experience is a

great opportunity for mentoring and preparing students for the workforce.

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

Enrollment Reports: Summer 2023 headcount is down 17% and contact hours are down 22% compared to this time last year. Total contact hours are behind 852 hours between actual and budgeted contact hours. The decrease is due primarily to nursing cohorts not running in the summer and the LPN program not starting at west campus.

Fall 2023 headcount is up 2% and contact hours are down 2% compared to this time last year and is on track with the fall enrollment projection. The trend continues to include more part-time students. The persistence rate is up .2% compared to last year.

Testing Services: The Testing Center continues to provide important certification testing to the community. The College is the only place in the U.P. for many tests that help train the workforce and brings the community to campus. Terri Mileski expressed thanks for offering GED testing, which is a big help to the Bay Pines Center.

D College Advancement: Kim Carne, VP of College Advancement, reported:

- Digital ad campaigns are running with a focus to impact enrollment. A focus on non-traditional students will be added in May. Traditional advertising with radio and tv ads will run in the May/June timeframe.
- The Awards Celebration on April 20, will honor six outstanding graduates, outstanding educators and employees, and an alumni of the year. The outstanding graduate awards are supported by six business partners.
- The Foundation was named as the beneficiary of a large trust which will not only impact scholarships, but add \$16,000 per year to support the College's library operations.
- The Foundation will welcome two new board members on May 2. The Bay West Foundation Board also recently welcomed new members.

- Upcoming concerts: Yale Strom & Hot Pstromi will provide Yiddish music on May 17, and the MSO: Midsummer Strings, Finnish Folk Trio will perform on May 25.

E Operations & Business Office:

Eileen Sparpana, VP of Finance & Operations, reported:

Operating Revenues: Total operating revenues were \$8.950 million for the nine months ended March 31, 2023, which was \$287 thousand or 3% higher than the \$8.663 million recognized in the prior year.

Operating Expenses: Total operating expenses were \$16.811 million for the nine months ended March 31, 2023, compared to \$15.902 million in the prior year resulting in an increase of \$909 thousand or 6%.

Net Non-operating Revenue (Expenses): Total net non-operating revenue of \$9.543 million for the nine months ended March 31, 2023, compared to \$7.486 million in the prior year resulted in a \$2.058 million or 27% favorable variance ahead of last year.

Net Assets: The year-to-date results are an increase in Net Assets of \$1.682 million compared to an increase in the prior year of \$246 thousand.

Unique in the March report is the impact of Public Act 3 of 2023 signed into law in February, which amended section 147c (2) to include a one-time distribution to pay down the state pension liability. As a result, the College will receive a payment from the State of Michigan for \$454,647 each month from March through August which will be remitted to the Michigan Office of Retirement Services to pay down Bay's portion of the unfunded pension liability. This amount is recorded as both a benefit expense and state appropriations revenue. The payments will represent about 24% of our unfunded balance or \$2.7 million.

IX BOARD COMMITTEE REPORT & REQUIRED ACTION:

None

X BOARD ACTION:

A Transaction Report:

There were no questions or comments on the Transaction Report ending March 31, 2023.

On a motion made by Steve Davis and seconded by Wendy Middaugh:

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

Roll Call:

Ayes: Terri Mileski, Eric Lundin, Steve Davis, Wendy Middaugh, Joy Hopkins
Nays: None
Abstentions: None
Motion carried unanimously.

**B WCAB
Appointments:**

Three seats on the Bay College West Campus Advisory Board representing the Dickinson County community subject to appointment for two-year terms would expire on June 30, 2025.

Christie Borchardt, Med/Surg/Pediatric/Infusion & ICU/IMC/Pool Manager, Marshfield Medical Ctr-Dickinson; Russ Kassin, IM-Kingsford Kiwanis and President, Chief Lending Officer at First National Bank & Trust of Iron Mountain; and Bob Koerschner, International Representative for IBEW 6th District, expressed interest in continuing to serve the College in this capacity.

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

“Approve the recommendation to reappoint Christie Borchardt, Russ Kassin, and Bob Koerschner to two-year terms expiring on June 30, 2025, to the Bay College West Campus Advisory Board, effective July 1, 2023.”

Terri Mileski stated that all members are outstanding.

Motion carried unanimously.

**C Curriculum:
Course Changes:**

Course changes made to computer science courses in the Network Administration, AA program were presented for approval by the Curriculum Committee.

It was moved by Steve Davis and seconded by Wendy Middaugh to:

“Retire CSCI 121 C++ Programming I and CSCI 122 C++ Programming II and replace them with CSCI 101 Computer

Science I and CSCI 120 Principles of Programming in the Network Administration, AA program.” No discussion. Motion carried unanimously.

XI UNFINISHED

BUSINESS:

A Recognition of Presidential Search Committee:

Discussion was held at the Special Meeting on April 6 about formally recognizing the members of the Presidential Search Committee during this meeting. Joy proposed recognition as a motion that extended sincere thanks from the Board of Trustees for commitment and dedication to the future of Bay College through their gift of time by prioritizing the needs of Bay College above other important responsibilities; their gift of vision for providing continued higher education excellence in our communities; and their gift of expertise by providing valuable insights and perspectives that produced four excellent candidates for the presidency of Bay College. Each team member was also given a Bay College branded stainless thermos.

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

“Recognize John Degenauer for representing the Dickinson County Board of Commissioners and West Campus Advisory Board; Jennifer Huotari for representing the K12s as the Superintendent of the Dickinson Iron Intermediate School District and the West Campus Advisory Board; Vickie Micheau for representing Delta County as the Executive Director of the Delta County Chamber of Commerce and for graciously hosting the semifinalist interviews at the Commerce Center; Brad Lebouef for representing industry in Dickinson County as the CEO of Systems Control; Marty Fittante for representing business and industry across the U.P. as the CEO of InvestUP and the 2022 Distinguished Alumni of the Year; Doug Leisenring for representing the K12s as the Superintendent of the Delta Schoolcraft Intermediate School District; Bill Marmalick for representing the Bay College Foundation as the Foundation Board Vice President and local business as a local business owner; Caitlin Capodilupo for representing Bay College full-time faculty and the Allied Health division as a nursing instructor; Amber Kinonen for representing Bay College full-time faculty and the Arts & Letters division as an English instructor and the College Readiness Coordinator; David Bosilovatz for representing Bay College part-time faculty and the Technology division with

experience teaching high schools students career and technical education, and Athletics as a former volunteer assistant softball coach; Matt Hayen for representing Bay College part-time faculty as the Part-Time Instructors' Association President and the Math Science division as a biology instructor; Michael Klein for representing Bay College employees as the President's Cabinet Co-Chair and the IT Department as the Enterprise Application Manager; Eileen Sparpana for representing Bay College senior level administration and the fiscal and operational side of the College as the VP of Finance & Operations; Beth Berube for representing employees and coordinating the interview process with exceptional expertise as the Director of Human Resources; and Laura Johnson for representing employees and coordinating the search process as the Board of Trustees Liaison, with sincere thanks and appreciation for each member's contribution, commitment, and dedication to the future of Bay College through their gift of time by prioritizing the needs of Bay College above other important responsibilities; their gift of vision for providing continued higher education excellence in our communities; and their gift of expertise by providing valuable insights and perspectives that produced four excellent candidates for the presidency of Bay College."

Trustees also extended thanks to Steve Davis and Joy Hopkins for their work leading the committee.

Motion carried unanimously.

XII NEW BUSINESS:
A First Reading
Policy 4011:

The new Student Services Policy 4011 "Campus Name Policy" was proposed for board approval by Dr. Amy Reddinger, VP of Arts & Sciences and Diversity, Equity, & Belonging. The policy aligns with national best practices and Title IX policy and will allow Bay College students to use a chosen campus name on campus, in classes, and elsewhere while retaining the legal requirement to use the student's legal name in external documentation. The policy was vetted by legal counsel. Once the policy is adopted, Administration is requesting 60 days for implementation. Steve Davis added that the policy was very well written.

It was moved by Terri Mileski and seconded by Steve Davis to:

“Approve first reading of new Board of Trustees Student Services Campus Name Policy 4011 as presented.” No further discussion. Motion carried unanimously.

XIII MCCA UPDATE:

Joy Hopkins reported:

- The MCCA budget is in a good position.
- Gov. Whitmer declared April “Community College Month”. Community College Day in Lansing was April 13 and was very successful.
- Bay College is hosting the MCCA Spring Board of Directors meeting on May 18 and 19.
- The MCCA Executive Board has three openings for presidents and several trustee positions. They look for representation from small, large, rural, and urban colleges. Bay’s new president will be too new to serve. Trustees begin their first term as members at large and then become more active. Joy will run again for her one-year term. There are fewer long-term presidents and trustees available to serve.

XIV OTHER:

Birthday wishes were extended to Eileen Sparpana, Nick Chenier, and Wendy Middaugh for April birthdays.

XV ADJOURNMENT:

It was moved by Terri Mileski and seconded by Steve Davis to:

“Adjourn the meeting.” No discussion. Motion carried unanimously. The meeting adjourned at 5:52 p.m. ET.

Laura L. Johnson
Assistant Board Secretary

Completion
Date

Approval Date

Joy E. Hopkins
Chair

Approval Date