

REPORT OF MINUTES

**BOARD OF TRUSTEES
REGULAR MEETING**

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

January 17, 2024

- I CALL TO ORDER:** The meeting was called to order at 5 p.m. ET by Chair Eric Lundin.
- II ROLL CALL:** Roll call was taken by Laura Johnson, Assistant Board Secretary.
- Members present: Joy Hopkins, Terri Mileski, Nick Chenier,
Steve Davis, Wendy Middaugh, Eric Lundin
- Member absent: Tom Butch
- Administration: Beth Berube, Travis Blume, Kim Carne, Cindy
Carter, Nerita Hughes, Jonathan Lane, Amy
Reddinger, Eileen Sparpana
- Recorder: Laura Johnson, Assistant Board Secretary
- Faculty: Molly Campbell
- 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 Open and Closed Sessions of the
Special Meeting on December 13, 2023, and the Meeting Minutes
from the Regular Meeting on December 13, 2023, were approved
by unanimous consent.
- VII PRESENTATION:**
- A Intro. to FERPA:** Travis Blume shared information on the Family Educational Rights
& Privacy Act known as FERPA. Scenarios in the presentation
were discussed with trustees. The presentation slides are
attached.

**VIII ADMINISTRATIVE
REPORTS:**

A President's Report: President Hughes reported:

***Open Administrative
Positions:***

The application period for the Vice President of Finance and Operations has closed and the search committee organized, with the first search committee meeting to convene next week.

The Dean of Business and Technology position will post next month. The position description is being revised to include responsibility for workforce.

***Technology Needs
Assessment:***

A kick-off meeting was held with Ferrilli IT Consulting Services to plan for the technology needs assessment. The engagement manager will hold interviews February 12-15, and visit both campuses. The information collected will be comprised in the assessment.

Hanover Research:

The contract with Hanover Research begins on February 1, to provide research services. The two areas of focus will be the needs of adult students as enrollment of adult students are prevalent for both campuses, and the nursing program as the College looks at ways to address the workforce shortage in health care.

Bay Briefs:

Weekly updates from the President, "Bay Briefs", will begin in February to discuss institutional initiatives from a high level overview and to provide an opportunity to share information from across campus.

Strategic Planning:

The strategic planning process will begin on January 19.

Upcoming:

- March: FY25 budget development
- April: Key stakeholders from different sectors in Delta and Dickinson counties will be selected through an application process, to form a President's Advisory Council that will be a direct advisee to the president.
- January to April: employees from academics and student affairs will meet with the President to gauge input toward a reorganization design to position the College for growth. The focus will be on process flow and continuity of services.

- May: The model of shared governance will be developed to provide faculty and administration an avenue to share concerns with an effective model in place for July 1.
- Dr. Hughes will be traveling to many conferences over the next several weeks: AACC's Workforce Development Institute with Vice President Cindy Gallagher and Business Development Managers Michele Campbell and Renee Lundberg; the Reckoning for Truth, Trust and Racial Justice Tour; ACCT's National Legislative Summit; the Achieving the Dream DREAM Conference; and the Alliance for Innovation and Transformation (AFIT) CEO Forum.

***Program Board
Presentations:***

Presentations that highlight the top ten programs at Bay and how these programs are positioned for growth, retention, persistence, and completion will be given to the Board, two at a time, at regular meetings from February through May. The programs are Liberal Arts and Nursing (February); Business, Business Administration, and Computer Networking (March); Social Work and Criminal Justice (April); Early Childhood and Welding (May).

Terri Mileski left the meeting at 5:33 p.m.

Dual Enrollment:

Dr. Hughes and Jessica LaMarch, Director of Dual Enrollment/Early College, attended a recent Delta Schoolcraft Intermediate School District (DSISD) Superintendent's Meeting and heard schools experienced a great fall semester with support from Bay for dual enrolled students. Dr. Hughes committed to attending the DSISD and DIISD (Dickinson Iron ISD) Superintendent meetings quarterly and representation from the College to attend monthly.

***Delta County
Commissioners:***

Delta County Commissioners John Malnar and Steven Viau met with Dr. Hughes to make introductions and talk about ways the College and Delta County can work together.

Focus Word for 2024:

Dr. Hughes charged employees during winter in-service to contemplate on her 2024 focus word "intentional" and apply being intentional in all we do toward student success.

B IT:

Dr. Hughes introduced Jonathan Lane, Director of Information Technology, who will begin reporting to her with the restructure of the Vice President for Finance & Operations position.

Jonathan shared he has been employed at the College for eight years. He has been the Director of IT for the last one and a half years and served as the Enterprise Application Manager.

Trustees welcomed Jonathan.

C Human Resources:

Beth Berube, Director of Human Resources, reported:

New Employee:

Bryan Corbiere was hired for the IT Helpdesk Coordinator position and began onboarding on January 16. This position works out of the Iron Mountain campus. Bryan has a strong technical knowledge related to the position: windows server administration, AD management, HyperV and vSphere, SQL, inventory, and many years of customer IT support. He has worked in both higher education and healthcare environments. Bryan attended Holyoke Community College and earned a Computer and Information Systems with Networking Certificate. He has over 13 years of experience working within the IT field as a Technical Support and System/Network technician.

D Academic Affairs:

Cindy Gallagher, Vice President of Business, Technology, Allied Health, & Workforce Training reported:

IM Welding Lab:

The Iron Mountain welding lab opened for students last night [January 16] for the first time. Systems Control will be in the space next week for workforce training.

Cindy clarified that all minor electrical issues were addressed by the contractor.

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

Health Clinic:

The Center for Youth Health and Wellness opened on January 2. A full-time nurse staffed by Public Health will begin in February. Public Health is still looking for an MSW [counselor position].

Civil Rights Speaker:

Guest speaker Lew Zuchman will be at the Escanaba campus on January 18, to share his experiences as a Freedom Rider in the 1960's and how it influenced his life and career working with youth in NY City. He will also meet with Bay Pines students and Nah Tah Wahsh students. The event will be available remotely and recorded. A reception and local media interviews will follow the event.

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

Enrollment: Winter semester 2024 headcount is up 3% and contact and credit hours are even compared to the same time last year. Drops for students who have not attended or paid will take place on Friday of this week [Jan. 19]. Enrollment for dual enrolled students at the ISDs will be included in the report at the February board meeting.

Coaching Honor: Mike Pankow, Head Baseball Coach, was invited to coach at the All-American Women’s Baseball Classic November 17-19, 2023. This tournament was put on by the American Girls Professional League Players Association in Sarasota, Florida (*A League of Their Own* players emulated in this movie are supporters of this program and Mike worked with them.) This event, one of the premier women’s baseball events in the world, had players from the United States, Canada, Mexico, and Puerto Rico.

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

MI Reconnect: Winter 2024 enrollment includes 36 MI Reconnect students benefiting from the State’s tuition assistance program for students 21 years of age or older. The age limitation was expanded from 25 to 21 years of age for the fall 2024 semester by the State of Michigan. This expanded opportunity likely encouraged people to return to school.

Foundation Campaigns: Thanks were extended to everyone who contributed to the Foundation’s “Open Your Heart” annual campaign. The employee campaign was down by one employee but up over 30% in giving pledges. The community campaign brought in \$165,745. The gifts will provide all types of student support from the food pantry to scholarships.

Campus event cards promoting upcoming events on campus were distributed to trustees.

G Operations & Business Office: Eileen Sparpana, VP of Finance & Operations, had nothing to report in addition to the written report.

IX BOARD COMMITTEE REPORT & REQUIRED ACTION:

None

X BOARD ACTION:

A Transaction Report:

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

On a motion made by Joy Hopkins and seconded by Steve Davis:

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

Roll Call:

Ayes: Nick Chenier, Joy Hopkins, Steve Davis, Wendy Middaugh, Eric Lundin

Nays: None

Abstentions: None

Motion carried unanimously.

B 2024 Board Committees:

The Board committee assignments for 2024 were presented for approval as provided in the Board Report.

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

“Approve the Board Committee assignments for 2024 as presented.” No discussion. Motion carried unanimously.

XI UNFINISHED BUSINESS:

A Second Reading Budget Policy 2001:

The Board approved first reading of a policy revision to Board of Trustees Budget Policy 2001 at the December 13, 2023, Regular meeting. The policy was presented for second reading approval.

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

“Approve the policy revision to Board Policy 2001 Budget Policy as presented for second reading.” No discussion. Motion carried unanimously.

XII NEW BUSINESS:

A FORVIS, LLP Contract:

The College must submit a financial feasibility study with the USDA loan application to fund additional student housing. Board approval was requested to contract with FORVIS, LLP to perform an Examination of Financial Forecast Services for the years ending June 30, 2024 through 2028 to complete this requirement. The fee will range between \$60,000 and \$65,000, and will be supported from

the ITEMS (Infrastructure, Technology, Equipment, Maintenance, Safety) funding from the State. The ITEMS funding was received by the College today.

Eileen Sparpana added that the study would provide five years of historical data and a five-year projection of financial data required for the full loan application with the USDA. The examination by FORVIS assures the USDA that Bay can pay the debt service on the loan. The final report is expected by the end of February to be submitted with the USDA loan application. Eileen reviewed one of FORVIS's reports for a community college they prepared for the USDA.

It was moved by Nick Chenier and seconded by Wendy Middaugh to:

“Approve the contract with FORVIS, LLP as presented, for a fee between \$60,000 and \$65,000 to perform an Examination of Financial Forecast Services for the years ending June 30, 2024 through 2028, to complete this requirement for the USDA Loan application to fund additional student housing.” No further discussion.

Roll Call:

Ayes: Steve Davis, Wendy Middaugh, Joy Hopkins, Nick Chenier, Eric Lundin

Nays: None

Abstentions: None

Motion carried unanimously.

XIII MCCA UPDATE:

Joy Hopkins reported from the MCCA Executive Committee, that legislators are proposing changes to the Open Meetings Act to accommodate remote attendance for board members if there is a quorum in person.

The needs assessment of schools for the MCCA was reviewed and Bay's responses weren't too far off the other colleges. There will be more discussion on this at the next MCCA President's meeting February 15.

Joy will miss the April 19, MCCA Executive Committee meeting.

XIV OTHER:

Dr. Hughes and Board Chair Eric Lundin decided that as of the next board meeting, the Senior Leadership Team is welcome, but not required, to attend board meetings unless they are asked to present information. This will open time on the agenda for other discussion items.

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 6:02 p.m. ET.

Laura L. Johnson Assistant Board Secretary	Completion Date	Approval Date
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Eric L. Lundin Chair		Approval Date
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FERPA 101

Protecting Student
Information

Travis Blume
Vice President of Student Services
travis.blume@baycollege.edu

What is FERPA?

Family Educational Rights and Privacy Act (1974)

- The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.



What is FERPA

- FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."
- Parents or eligible students have the right to view their student records and to request that a school correct records that they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

What is FERPA (CON'T)

- Generally, schools must have written permission from the parent or eligible student to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

What is FERPA (CON'T)

- Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

FERPA at Bay College

- Annual FERPA training is provided to each employee of the college
- The Registrar's Office is the oversight department for FERPA and works with various other departments to supply training, answer questions, and work with students
- Students are informed of FERPA via the Catalog, Semester Notifications, and the DE Contract
 - These notifications include information about rights under FERPA, release of information, and ways to protect personal information
- Directory information at Bay that may be disclosed:
 - Name
 - Address
 - E-mail address
 - Telephone listing
 - Date and Place of Birth
 - Official Bay College ID Card Photo
 - Major Participation in Official Recognized Activities
 - Enrollment Status and Course Load
 - Dates of Attendance and Graduation
 - Degrees and Awards Received
 - Most Previous School Attended
 - Sports Photographs
 - Position, Weight, and Height of Athletes.



Release of Student Information FERPA

Records/Registration
2001 N. Lincoln Road
Escanaba, MI 49829
registrar@baycollege.edu
FAX: 906-217-1656

Present a valid picture ID when signing this form.

The Family Educational Rights and Privacy Act (FERPA) requires written consent from the student for disclosure of personal information contained in the student's educational records.

All information pertaining may be released to individuals other than the student ONLY if the student consents by completing and returning this form.

Student Information

Name (Last) _____ (First) _____ Bay ID# _____

Types of Information to Release

- Billing *Includes tuition and fee balances, financial holds, mailing and billing addresses, payment plans, accounting statements and collection and debt information.*
- Financial Aid *Includes all general financial aid information.*
- Educational Record *Verbal disclosure of current enrollment, dates of enrollment activity, enrollment status, residency status, semester attended and mailing address information.*

Check One:	Releasee:	Relationship:	
<input type="checkbox"/> Release to <input type="checkbox"/> Cancel	_____	_____	_____
	Individual's Name	Relationship to Student	Date of Birth
<input type="checkbox"/> Release to <input type="checkbox"/> Cancel	_____	_____	_____
	Individual's Name	Relationship to Student	Date of Birth
<input type="checkbox"/> Release to <input type="checkbox"/> Cancel	_____	_____	_____
	Individual's Name	Relationship to Student	Date of Birth

FERPA Confidentiality
Confidentiality will withhold you from all types of release. See back of this form for additional information.

Authorization

I have discussed this release and understand the nature of the release. This release will remain in effect until revoked in writing by me.

Student's Signature _____ Date: _____

FOR OFFICE USE ONLY

ID Type: Drivers Lic. Bay ID Other Verified By: _____ Date: _____

RR FERPA

FERPA Do's and Don'ts

- You cannot share specific information, but you can speak in generalities
- FERPA is a may and can...not a must
- There are exceptions to FERPA
 - Refer those to the Registrar's Office or the VP of Student Services
 - Examples:
 - Health or safety crisis
 - Subpoenas and Court Orders
 - Dependent Status
- When in doubt...
 - Do not share information
 - ASK!
 - Registrar or VP of Student Services

FERPA Scenarios

Test Your Knowledge



FERPA Scenario #1

The Dual Enrolled Student

- A 13-year-old student is taking a dual enrollment Math course. Her mom calls you to confirm her daughter's report that she has a 97 average after taking the midterm. The student actually failed the midterm and, in fact, is frequently absent.



FERPA Scenario #1

FERPA FACTS:

- Regardless of a student's age, once they are enrolled in a postsecondary institution, FERPA rights transfer from the parent to the student.
- Parents do not have access to any educational records of their children unless the student has signed a parental release form or the parent has provided proof of dependency based on a review of the most recent tax return.
 - Verification should be done in the Registrar's Office.

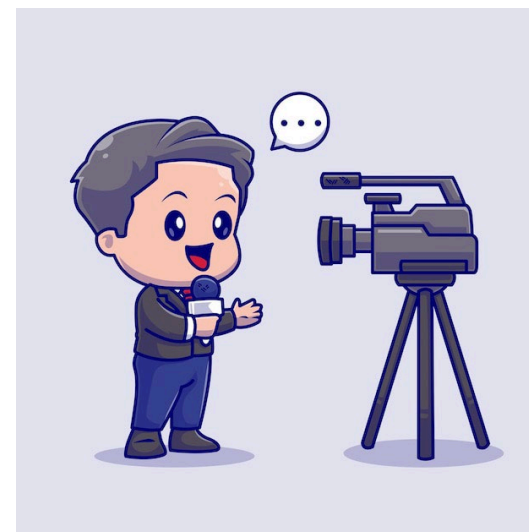
What to do:

- Do not share information about the student. You can encourage the parent to talk to their student. The student has access to their grades online.
- Use general statements about process or contacts

FERPA Scenario #2

News Reporter Asking Questions

- A news reporter contacts you about a student conduct issue that the reporter heard recently took place on campus. The reporter heard about the issue from a community member. The reporter is asking about what students were involved in the situation, what took place, and what will happen to the students.



FERPA Scenario #2

FERPA FACTS:

- Student disciplinary records are protected as education records under FERPA.
- There are certain circumstances in which disciplinary records may be disclosed without the student's consent.
 - may disclose to an alleged victim of any crime of violence or non-forcible sex offense the final results of a disciplinary proceeding conducted by the institution against the alleged perpetrator of that crime, regardless of whether the institution concluded a violation was committed.
 - may disclose to anyone--not just the victim--the final results of a disciplinary proceeding if it determines that the student is an alleged perpetrator of a crime of violence or non-forcible sex offense, and with respect to the allegation made against him or her, the student has committed a violation of the institution's rules or policies.
- Only school officials with legitimate educational interest have access to student records

What to do:

- The information provided is hearsay
- Do not share information about specific students or specific situations.
 - The potential release of FERPA-protected information would be reviewed on a case-by-case basis by the VP of Student Services.
 - A general college statement would be created and shared for public relations purposes.

FERPA Scenario #3

Finding a student

- You are in the halls of Bay College prior to a board meeting when someone asks you to help find their child so they can give them an important message. The student has not been answering calls and texts from the parent. The parent does not remember the student's classroom and asks you to take them to the student.



FERPA Scenario #3

FERPA FACTS:

- FERPA protects student records, including their schedule

What to do:

- Take the student to the Student Services front desk. A message can be relayed to a student if needed.
- Do not take the person to the student or release their location
- This can be a safety situation

FERPA Scenario #4

Investigating a crime

- A friend, who is also a public safety officer, sees you at dinner on a Saturday evening and asks for your assistance to connect with a student about a recent hit-and-run accident in the community. The officer is hoping to locate the student. To do so, the officer wants the student's campus housing address, phone number, and home address information to reach out to explore what they might know about the hit-and-run.



FERPA Scenario #4

FERPA FACTS:

- FERPA protects student records
- FERPA protected information can be released to protect the health or safety of the student or individuals
- A subpoena or court order can require information to be released

What to do:

- The incident is not a campus issue
- Do not release the information
- Point the officer to the Registrar or VP of Student Services for assistance
 - These individuals will review the request and possible subpoena
 - If there is a Subpoena or Court Order, information can be released, but only after making a reasonable effort to notify the student of the records release
 - USA Patriot Act and ex parte records release

A large group of graduates in blue caps and gowns is walking away from the camera on a paved path. The graduates are seen from behind, creating a sense of movement and shared experience. The scene is outdoors with trees in the background. A white rectangular box with the word "QUESTIONS?" in green text is overlaid on the center of the image.

QUESTIONS?