

REPORT OF MINUTES

**BOARD OF TRUSTEES
REGULAR MEETING**

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

December 18, 2024

- I CALL TO ORDER:** The meeting was called to order at 6 p.m. ET by Chair Eric Lundin.
- II ROLL CALL:** Roll call was taken by Laura Johnson, Assistant Board Secretary.
- Members present: Joy Hopkins, Nick Chenier, Terri Mileski,
Wendy Middaugh, Eric Lundin
- Members absent: Tom Butch, Steve Davis
- Administration: Travis Blume, Nerita Hughes, Lynn
Martinson, Penny Pavlat
- Recorder: Laura Johnson, Assistant Board Secretary
- Faculty: Amber Kinonen
- 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 Special and Regular Meetings on
November 13, 2024, were approved by unanimous consent.
- VII PRESIDENT'S
REPORT:** President Hughes delivered a presentation on the College's
initiatives and their alignment with the strategic pillars. Employees
will receive the presentation at winter in-service.
- VIII BUSINESS OFFICE
REPORTS:** Vice President of Finance & Operations Lynn Martinson reported
that the College received a one-time refund of \$259,000,

representing 5.75% of our MPSEs employer contributions, as part of our state appropriations. This refund was an additional payment not included in the budget due to a change in the state formula. The legislative intent of the refund is to support student mental health, campus safety, the educator workforce, and academic interventions.

IX BOARD COMMITTEE & REQUIRED ACTION:

None

X BOARD ACTION:

A Transaction Report:

There were no questions or comments on the Transaction Report ending November 30, 2024.

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

“The Financial Transactions for the month ending November 30, 2024, stand approved as presented to place on file.” No discussion.

Roll Call:

Ayes: Nick Chenier, Wendy Middaugh, Terri Mileski, Joy Hopkins, Eric Lundin

Nays: None

Abstentions: None

Motion carried unanimously.

B JHUC Chiller System Proposal:

VP of Finance & Operations Lynn Martinson provided information in the board report about replacement of the condensing unit used to cool the Joseph Heirman University Center with a chiller system. A proposal from Trane Technologies, through a cooperative purchasing agreement with Omnia Partners, was presented for approval. Lynn added that the equipment is 25 years old and despite spending \$15,000 to repair the unit over the summer, the issue was not resolved, and future total failure is expected.

The project would be funded from the current 2024-2025 Capital Budget with \$200 thousand originally set aside for the project, and \$220 thousand in parking lot maintenance, \$190 thousand in parking lot lighting, \$35 thousand originally earmarked for auxiliary heat and \$8 thousand designated for interior painting foregone and allocated to future budgets.

The cooperative organization, Omnia Partners, put out an RFP and awarded the project to Trane, who will use local subcontractors.

Discussion took place regarding the breadth of access to the cooperative RFP proposal. Trustees requested additional information about the process which could require an RFP by the College.

The equipment lead time for the project is 23 weeks (into June) and going out for an RFP would add about another six to eight weeks.

Trustees concluded that they would approve the cooperative purchasing proposal with Trane contingent on additional information from Administration.

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

“The Board accepted the Turnkey Proposal ID# 7883717 of \$652,108 from Trane Technologies to replace the condensing unit with a chiller system in the Joseph Heirman University Center and authorized President Hughes as the authorized representative contingent on additional information from Administration.”

Roll Call:

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

C Resolutions of Appreciation:

Resolutions of Appreciation were presented for board approval for the retirements of Evelyn Norkoli, Dean of Allied Health; Patricia Bough-Kolich, Part-time Nursing Instructor; and Tom Butch, Trustee.

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

“Approve the Resolutions of Appreciation as presented for Evelyn Norkoli, Dean of Allied Health; Patricia Bough-Kolich, Part-time Nursing Instructor; and Thomas L. Butch, Trustee for their years of service to the College.” Eric Lundin recognized their contributions on behalf of the Board, and

especially Tom Butch for his 50 years of service. Motion carried unanimously.

D Trustee Emeritus Designation:

Tom Butch is invited to claim the post-retirement status of Trustee Emeritus upon his retirement from the Board, which allows the Board to invite him to participate in certain college ceremonial events. Tom expressed interest in accepting the designation of Trustee Emeritus.

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

“Designate Thomas L. Butch as Trustee Emeritus of the Bay de Noc Community College Board of Trustees upon his retirement from serving as a Trustee for 50 years.” No discussion. Motion carried unanimously.

XI UNFINISHED BUSINESS:

A Second Reading:

BOT Bylaw Revisions:

First reading of revisions to the Board of Trustees Bylaws was approved at the November 13 Regular meeting. The revisions were presented for second reading approval.

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

“Approve second reading of the revisions to the Board of Trustees Bylaws as presented.” No discussion. Motion carried unanimously.

XII NEW BUSINESS:

None

XIII MCCA UPDATE:

Joy Hopkins reported that the MCCA Executive Committee met on December 12. A contract extension for MCCA President Brandy Johnson will be recommended to the Board of Directors. Several bills to revise the Open Meetings Act are awaiting legislative approval in the House and the Senate.

XIV OTHER:

Birthday greetings and many thanks were extended on behalf of the entire college to Tom Butch for his 50 years of service.

Terri Mileski acknowledged Pat Fittante who retired from the Escanaba Public Library as the Children’s Librarian for 40 years.

XV ADJOURNMENT:

It was moved by Joy Hopkins and seconded by Wendy Middaugh to:

“Adjourn the meeting.” No discussion. Motion carried unanimously. The meeting adjourned at 7:12 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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