

REPORT OF MINUTES

BOARD OF TRUSTEES REGULAR MEETING

**BAY DE NOC COMMUNITY COLLEGE
Catherine Bonifas Board Room (201D)
Escanaba, MI**

June 20, 2012

- I CALL TO ORDER:** The meeting was called to order at 7 p.m. EDT by Board Chair, Jim Hermans.
- II ROLL CALL:** Roll call was taken by Assistant Board Secretary, Laura Johnson.
- Members present: Jim Moberg, Bill Lake, Tom England,
Jim Hermans, Tom Butch, Philip Strom
- Member absent: Margaret Noreus
- Administration: Deb Anderson, Matt Barron, Laura Coleman,
Patrick Kennedy, Wendolyn Tetlow,
Barb Walden, Christine Williams
- Faculty/Staff: Brian Black, Denise Cutler
- Guest: Deanna Coleman, Executive Financial
Management Consultant
- Recorder: Laura Johnson, Assistant Board Secretary
- III CITIZEN
INTRODUCTIONS
AND COMMENTS:** Nothing at this time.
- IV APPROVAL OF
AGENDA:** On a motion made by Bill Lake and seconded by Jim Moberg:

“The agenda for the meeting dated June 20, 2012, was approved as presented.” No discussion. Motion carried unanimously.

V **APPROVAL OF MINUTES:**

Jim Hermans directed all minutes listed on the agenda be approved in one motion. Executive session minutes were provided to trustees in their board folders to review.

On a motion made by Tom Butch and seconded by Phil Strom:

“The Minutes of the Special and Regular Meetings held on May 16, June 1, and June 4, 2012; the Executive Session Minutes from June 1 and June 4, 2012; and the Minutes of the Buildings and Grounds Committee Meeting held on June 8, 2012 of the Board of Trustees, stand approved as presented.”
No discussion. Motion carried unanimously.

VI **COMMUNICATIONS:**

Jim Hermans acknowledged the communications found on pages 35-71 of the Board Report.

VII **PRESENTATIONS:**

A **TORCH Award Recipient**

Denise Cutler:

Dr. Coleman introduced Denise Cutler as the quarterly TORCH Award recipient. Deb Anderson, Dean of Arts & Sciences, shared Denise works as a Supplemental Instructor in the Math Science Center and is credited with developing active learning techniques used by students and instructors. Denise also teaches as a math adjunct instructor in Manistique. Comments from students credit her for being organized, good at communicating complex information, and for treating them fairly and equally.

VIII **ADMINISTRATIVE REPORTS:**

A **President's**

Report:

Dr. Coleman reported:

Capital Outlay:

Capital Outlay HB 5541 passed the Senate and the House. Governor Snyder is expected to sign it in the next two weeks. Ralph Curry, Patti Henning, and Kim Carne are leading the project which will be a great addition to the College and for students.

Project Bridges:

Project BRIDGES, a community based skills development program through Lakestate Industries, completed its second year on campus. High school students receiving special education services for employment in the community during their senior year integrate classroom instruction with on-the-job training at various sites on campus and at the YMCA on a rotating schedule. The students received real work experience and were able to explore tasks in preparation for gainful employment. Dr. Coleman thanked Laura Johnson for coordinating the program on campus.

Sustainability: Over the past 10 years, Ralph Curry, Superintendent of Buildings and Grounds, has worked to reduce the College's energy consumption. Recent lighting projects at the YMCA Pool, the Hartwig Gallery, and the J. Heirman University Center will result in savings to the College of approximately \$1,400 per month. The lighting updates will also save 97,330 kilowatt hours per year, which is equivalent to taking 17 cars off the road or planting 290 trees. Rebates for the three projects total \$4,775.

1 **Administrative:**
Services:

A report was unavailable due to the vacancy of the Vice President for Administrative Services.

2 **Instruction &**
Student Learning:

Wendolyn Tetlow reported:

Health Careers
Certificate Elective:

Board members were referred to the memo found in the board folders informing them of the addition of course, NURS 115 Nursing Assistant, to the list of approved electives for the Health Careers Certificate. The change was not significant and did not require board approval.

Assessment Update:

Updated assessment results were presented to trustees through the document attached at the end of these minutes. Wendolyn responded to questions from trustees.

Dr. Coleman thanked Wendolyn for the work accomplished in the assessment project.

3 **Student Services:**

Matt Soucy was absent. Dr. Coleman reviewed the enrollment reports at the Special Board meeting held prior to the Regular meeting.

4 **Information**
Technology:

Christine Williams reported:

Email Conversion:

The conversion to Microsoft Exchange for email service will occur next week and provide new features for staff and students.

Scheduling Software:

EMS scheduling software will go live before the fall semester and provide the ability to streamline academic scheduling and present an improved interface for scheduling facility use.

JAM Conference: Employees who recently attended the Jenzabar Annual Meeting (JAM) experienced an amazing conference and came away with learning outcomes that will be implemented over the next few years.

Sherry Segal, Beth Noreus, and Chris Williams co-presented a session on the Advising module, which was very well attended and received by other attendees. Bay College is the first college in the nation to use the advising module effectively. Dr. Coleman stated great leadership and hard work from many across campus contributed to this achievement.

5 **Institutional
Advancement:**

Kim Carne was absent. There were no questions or comments from her report.

6 **Institutional
Effectiveness
and Research:**

Mark Kinney was absent. There were no questions or comments from his report.

7 **Workforce
Development:**

Barb Walden reported:

***Regional Skills
Alliance Survey:***

A regional skills alliance survey which looks at employer needs across the state, was recently conducted to update information from 2009. Fifty-five employers were surveyed in our region with 21 responses received. The survey measures the number of new positions and positions that will open due to retirements expected in the next three to five years. Results projected 542 new positions and 292 positions through retirements. These positions would not take Marinette Marine into account because it is located outside of the region. Three hundred and fourteen of those positions are assembler/production positions with a focus on lean manufacturing and quality assistance skills. Welders, machinists, and electrical positions will also be in demand.

Employers were identified on the survey so individual employer needs can be addressed. A training program is being reviewed by M-TEC staff for implementation in response to the survey results and employers' needs. Additionally, Wendolyn Tetlow and Mark Kinney are looking at ways to increase capacity for welding courses in Escanaba.

Dr. Coleman stated this is the last board meeting for Barb and thanked her for all her hard work throughout her employment at Bay. Trustees extended their best wishes.

8 Bay College West: Patrick Kennedy reported:

Welding Course: A fall welding course has been added in the past week with three additional stations, bringing the stations available up to 16. The course is expected to fill within the month. Patrick is also working with Wendolyn Tetlow, Mark Kinney, and Barb Walden to obtain grant funding to continue increasing capacity in the welding program at Bay West.

Nursing Sim Lab: The human simulation lab renovation project in the Nursing Lab is on target for the August 1 completion date.

**IX BOARD COMMITTEE
REPORT &
REQUIRED ACTION:**

**A Buildings and Grounds
Committee Report:**

Tom England, Buildings and Grounds Committee Chair, reported the June 8, 2012, committee meeting was held to hear information reported by Ralph Curry, Superintendent of Buildings and Grounds, regarding the possibility of high voltage electrical towers coming through the area to reach NewPage Corp. Ralph attended an informational meeting hosted by American Transmission Company (ATC) to provide information to the community regarding their upcoming project to reinforce the electrical transmission grid in the Upper Peninsula.

Tom advised trustees may go to the ATC website to view maps and the project description. The committee will continue to review the information as it becomes available and will keep the full board informed. The concern is that the towers would come too close to the Escanaba campus. City officials have been contacted for their input.

**B 2012-2013 Operating
Budget:**

The 2012-2013 Operating Budget was approved at the Special Board Meeting held prior to the Regular meeting.

X BOARD ACTION:

A Treasurer's Report:

Jim Hermans requested Deanna Coleman review the financial statements and transactions with trustees.

Deanna reviewed the financial documents as requested and noted a correction on the financial overview found on page 88. The Dickinson County property tax revenue was expected in June but was actually received and is included in the financial statements.

Deanna responded to questions from trustees and commended Ann Valiquette for her help in gathering the information to date.

Financial statements will not be available in July and August due to the upcoming audit. The audit visit has been scheduled.

Deanna reviewed the tuition receivable aging report and commended Lynn Martinson for the great work she does.

On a motion made by Tom England and seconded by Jim Moberg:

“The Financial Transactions thru May 31, 2012, stand approved as presented.”

Roll Call:

Ayes: Jim Hermans, Tom Butch, Phil Strom, Tom England, Jim Moberg, Bill Lake

Nays: None

Abstaining: None

No discussion. Motion carried unanimously.

On a motion made by Bill Lake and seconded by Tom England:

“The Financial Reports for the period ended May 31, 2012, will be placed on file as presented.” No discussion. Motion carried unanimously.

Philip Strom requested an update on the search for VP of Administrative Services position. Dr. Coleman responded candidates are being reviewed and a timeline for interviews developed.

B Personnel:
1 Resignation of
Barb Walden:

Jim Hermans referenced the letter of resignation from Director of Workforce Development, Barb Walden.

Dr. Coleman stated Barb came to Bay with goals in mind and has completed those goals. She has been a great asset to the College.

It was moved by Phil Strom and seconded by Tom Butch to:

“Accept the resignation of Director of Workforce Development, Barbara Walden with regret.” No discussion. Motion carried unanimously.

2 Retirement of
Sue Young:

Jim Hermans referenced the letter of retirement from Shipping and Receiving Operations Clerk, Sue Young.

Dr. Coleman stated Sue has been wonderful employee for over 30 years and has done an excellent job of managing fixed assets.

It was moved by Jim Moberg and seconded by Bill Lake to:

“Accept the retirement of Shipping and Receiving Operations Clerk, Sue Young.” No discussion. Motion carried unanimously.

C Approval of RFP for
Classroom Projectors
and Screens:

Jim Hermans requested Christine Williams explain the vendor approval request.

Christine referred trustees to page 97 of the board report for the RFP recommendation requesting approval of Innovative Communications, Inc. as the vendor of choice for the RFP released on May 17, 2012. All bids were similar and narrowed by price and the ability to support bring-your-own devices. They will begin work next week so the project will be complete and training provided in time for the fall semester. The project will cost approximately \$67,000 at the Escanaba campus and \$30,000 at Bay West. The funds were earmarked in the current budget.

On a motion made by Tom Butch and seconded by Jim Moberg:

“Innovative Communications, Inc. of Saginaw, MI was approved as the vendor of choice for replacement and/or upgrade of projectors and screens in classrooms on both the

Escanaba and Bay West campuses.” No discussion. Motion carried unanimously.

D Accept Community Wellness Grant from Hannahville Indian Community for YMCA:

Jim Hermans referred trustees to page 98 of the board report for the 2 percent grant agreement received from Hannahville Indian Community for the Community Wellness Grant to the YMCA. The College acts as fiduciary agent.

On a motion made by Phil Strom and seconded by Bill Lake:

“The Community Wellness Grant from Hannahville Indian Community for the YMCA in the amount of \$49,294 was accepted.” No discussion. Motion carried unanimously.

XI UNFINISHED BUSINESS:

Nothing at this time.

XII NEW BUSINESS:

A West Campus Advisory Committee Reappointments:

Patrick Kennedy, Vice President at West Campus, presented candidates for reappointment to the Bay College West Advisory Committee.

It was moved by Tom Butch and seconded by Jim Moberg to:

“Reappoint Mr. Dave Brisson, Mr. Steve Pontbriand, Mr. Jon Pryor, and Mr. Al Santoni for additional two-year terms to the Dickinson County (West Campus) Advisory Committee.” No discussion. Motion carried unanimously.

XIII MCCA:

A 2012-2013 MCCA Board of Directors Certification of Appointment:

Representatives to the MCCA Board of Directors for 2012-2013 must be submitted to MCCA. Tom Butch serves as Trustee Director and Tom England as Alternate Trustee Director. Each has agreed to continue serving in these positions for 2012-2013.

Assessment of Student Learning Outcomes

Update
June 20, 2012

The Good News

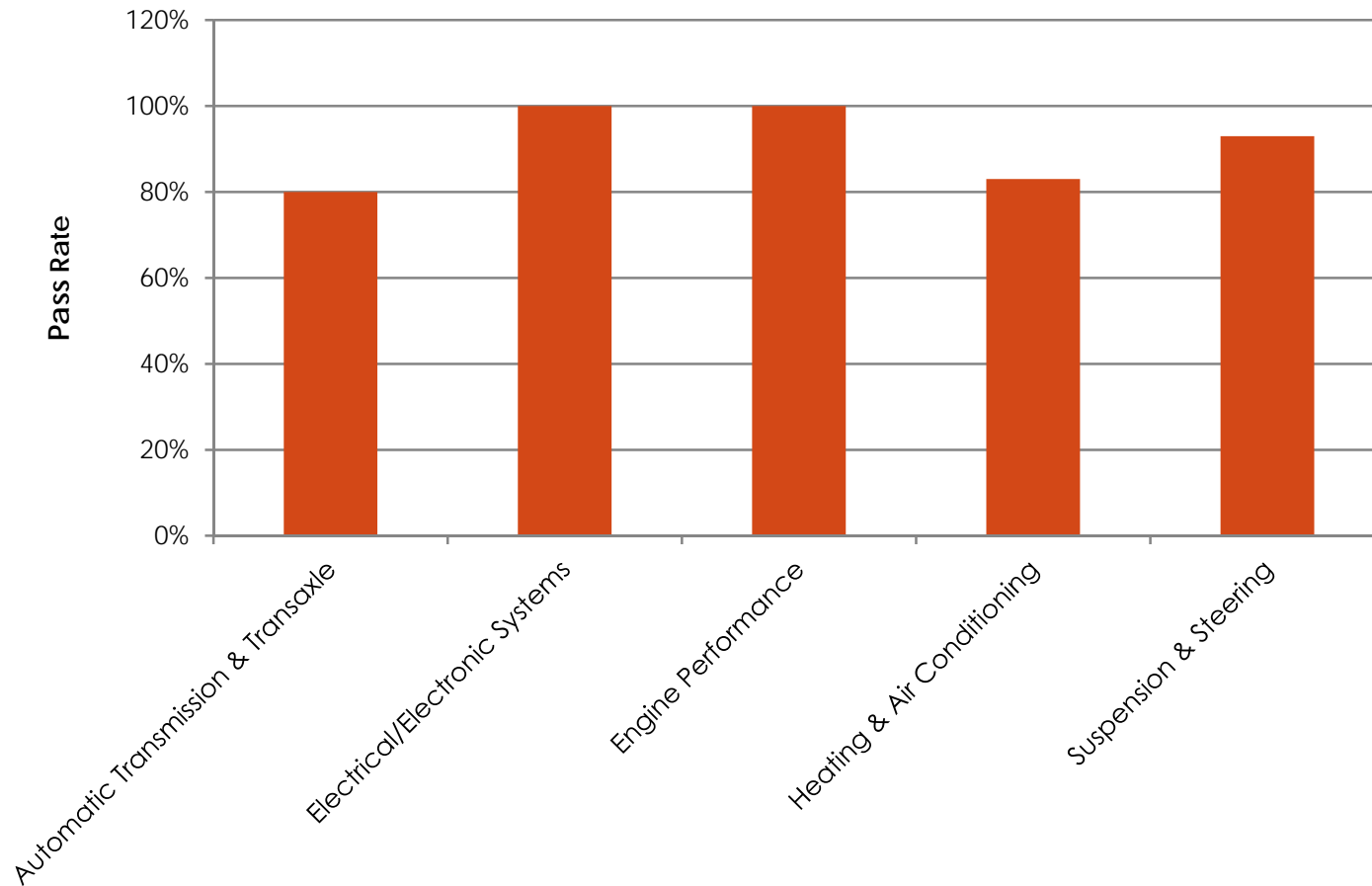


All AAS Programs and
General Education have
completed assessment of student
learning outcomes.

Where are we to date?

- Shared results of three AAS programs in March
- Four more AAS programs shared today; one Certificate
- Deadline June 30 for all other programs to provide data

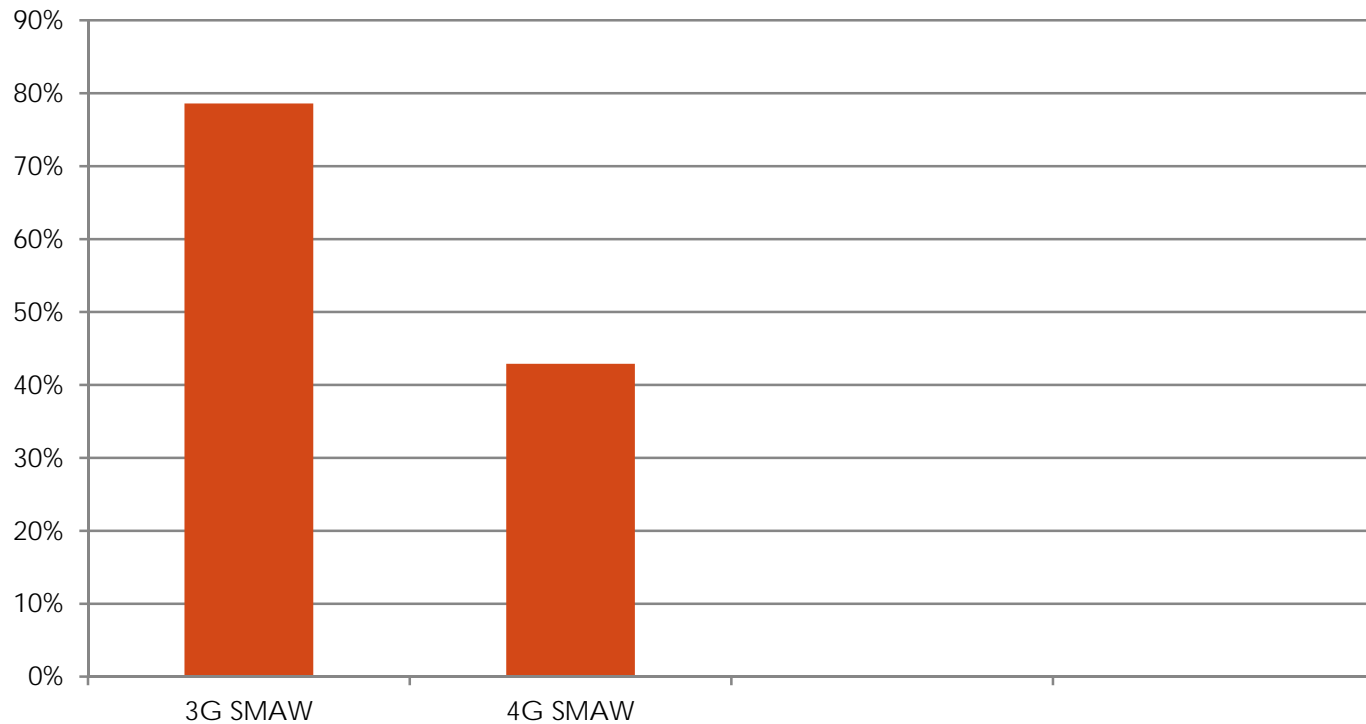
Automotive Technology Assessment Results— 14 Students



Total Pass Rate 2011-12

Automatic Transmission & Transaxle = 80%; Electrical/Electronic Systems = 100%;
Engine Performance = 100%; Heating and Air Conditioning = 83%; Suspension and
Steering = 93%

Welding Assessment Results

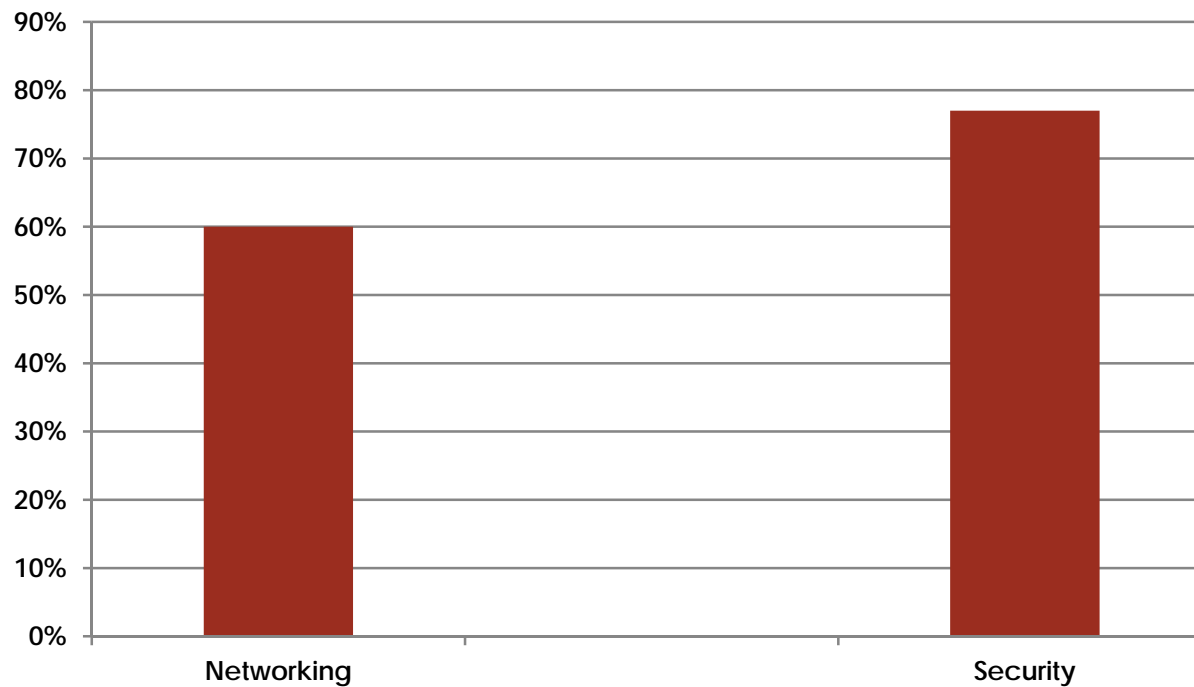


Total Pass Rate 2011-12

Test 3G SMAW 22/28 = 78.6%

Test 4G SMAW 12/28 = 42.9%

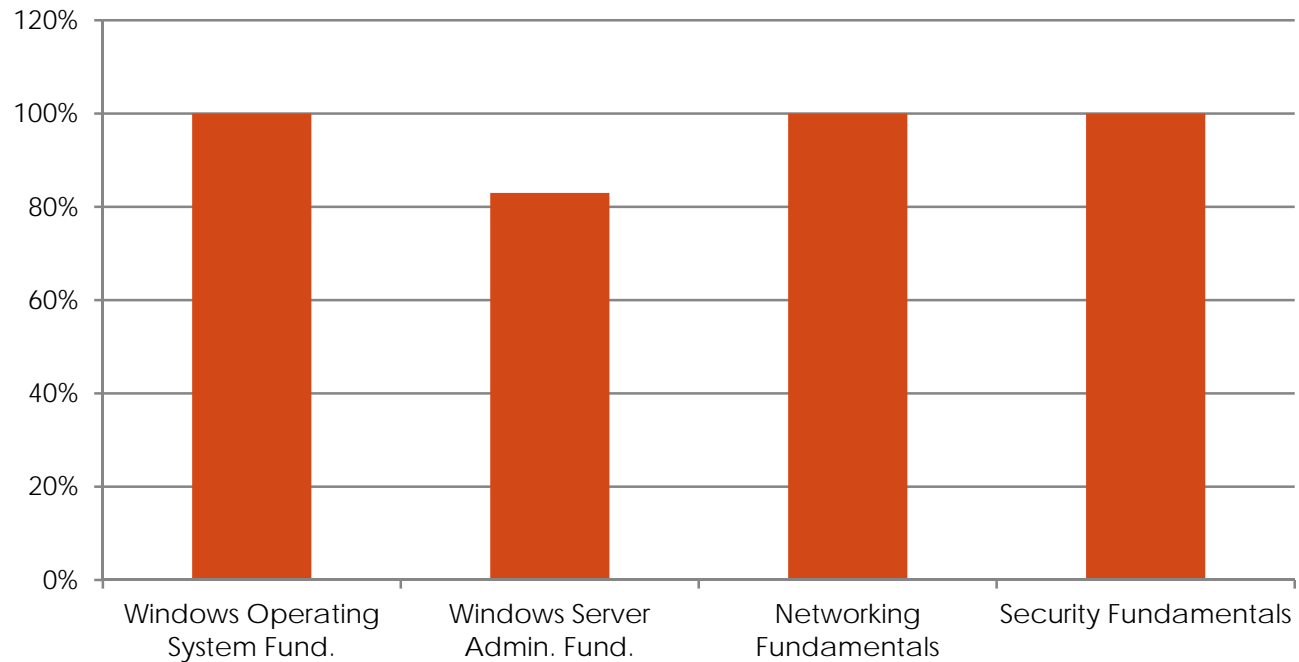
CNSS MTA Assessment Results



Total Pass Rate in Winter Semester 2011-12

Networking 25/42 60%
Security 27/35 77%

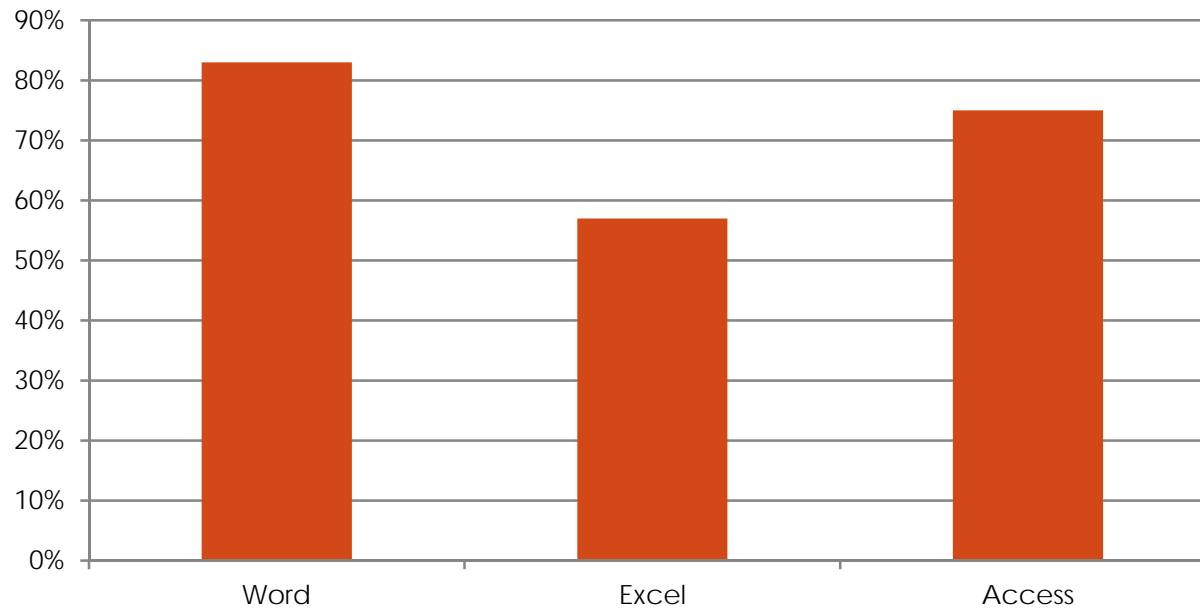
CIS Majors Assessment Results for MTA



Total Pass Rates 2011-12 - MTA Tests

Windows Operating System Fundamentals 3/3 = 100%; Windows Server Administration Fundamentals 5/6 = 83%; Networking Fundamentals 3/3 = 100%; Security Fundamentals 3/3 = 100%

CIS Majors Assessment Results



Total Pass Rate for 2011-12 – MOS Tests

Microsoft Word 2010 $\frac{5}{6} = 83\%$; Microsoft Excel 2010 $\frac{4}{7} = 57\%$; Microsoft Access 2010 $\frac{3}{4} = 75\%$

Water Technology Assessment Results

2009-10

Of the 9 graduates:

4 D Level Operator Certification – Licensed to work in Activated Sludge Facility Wastewater Treatment

6 S-4 Level Operator Certification – Licensed to distribute drinking water

7 F-4 Level Operator Certification – Licensed to operate a Drinking Water Complete Treatment Plant

2010-11

Of the 18 graduates:

7 D Level Operator Certification – Licensed to work in Activated Sludge Facility Wastewater Treatment

11 S-4 Level Operator Certification – Licensed to distribute drinking water

8 F-4 Level Operator Certification – Licensed to operate a Drinking Water Complete Treatment Plant

State Exams are administered in May; results available in August.

Not all Bay students take Michigan exams; some take exams in other States.

What do the results mean?

There is “ . . . a growing convergence of accountability requirements and accreditation requirements regarding the central importance of student learning outcomes as measures of institutional performance.”

In other words, an institution is only as good as the results of assessment of student learning outcomes.

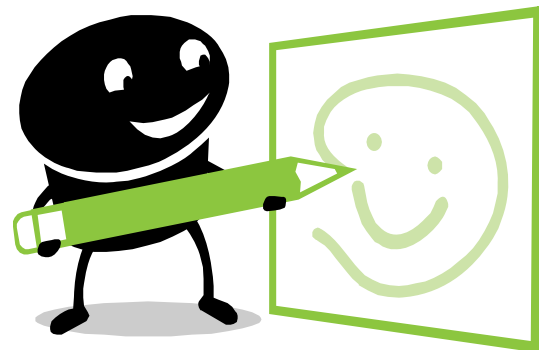
The Real Measure of Student Success

Is not measured by grades, or degrees granted, or even improved persistence by course or program . . .

Student success is how well our students do on external exams (often designed by employers).

The Other Good News

We have lots of work ahead of us!



Next Steps

*Use results data to make improvements
as necessary to:*

- a. Curriculum
- b. Teaching styles
- c. Student preparation

“Awarding more degrees will only be meaningful if those degrees reflect a high level of student accomplishment.”

New Leadership Alliance for Student Learning and Accountability