

REPORT OF MINUTES

BOARD OF TRUSTEES REGULAR MEETING

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

August 20, 2014

- I **CALL TO ORDER:** The meeting was called to order at 7:01 p.m. ET by Board Chair, Tom Butch.
- II **ROLL CALL:** Roll call was taken by Laura Johnson, Assistant Board Secretary.
- Members present: Joy Hopkins, Philip Strom, Margaret Noreus, Bill Lake, Tom Butch, Jim Hermans
- Member absent: Tom England
- Administration: Kim Carne, Laura Coleman, Patrick Kennedy, Mark Kinney, Heidi Perryman, Brian Riste, Matt Soucy, Christine Williams
- Faculty/Staff: Brian Black, Ken Hinzman, David Konkel, Todd McCann, Dave McGinnis, Ashley Rogers
- Media: Jordan Beck, *The Daily Press*
- Recorder: Laura Johnson, Assistant Board Secretary
- III **CITIZEN INTRODUCTIONS AND COMMENTS:** None
- IV **AGENDA:** The agenda stood as presented.
- V **APPROVAL OF MINUTES:** The Executive Session Minutes from the Special Meetings held on August 1 and August 7, 2014, were provided for trustees to review.
- It was motioned by Bill Lake and Joy Hopkins to:
- “Approve Executive Session Minutes from the Board of Trustees Special Meetings held on August 1, 2014 and August 7, 2014, as presented.”** No discussion. Motion carried unanimously.

It was motioned by Philip Strom and Jim Hermans to:

“Approve Minutes from the Board of Trustees Special and Regular Meetings held on July 16, 2014; Minutes from the Special Meeting held on August 1, 2014; and Minutes from the Special Meeting held on August 7, 2014, as presented.”

No discussion. Motion carried unanimously.

VI COMMUNICATIONS:

Communications were available in the Board Report on pages 12-20.

VII PRESENTATIONS:

A New Employees:

1 Dave McGinnis:

Todd McCann, Arts & Letters Division Chair, introduced Dave McGinnis, as the full-time Theater Arts Instructor. Dave was the Head of Theatre and Dramaturgy at Saint Leo University in FL from 2007-2014 where he also taught theatre and English and produced several stage productions. He is a member of several professional associations and has extensive experience in playwriting, dramaturgy, directing, acting, and design. Several of his plays have been published and performed internationally. Dave holds a MFA in Theatre/Playwriting from the University of Nevada and a BA in Theatre Performance from West Texas A&M University.

2 Ken Hinzman:

Brian Black, Math & Science Division Chair, introduced Ken Hinzman, as the full-time Developmental Math Instructor. Ken has a MA in Mathematics from Wayne State University and a BS from the University of Michigan – Dearborn. He taught Mathematics at Wayne State University since 2006 and at Henry Ford Community College since 2010.

3 David Konkel:

Mark Kinney, Dean of Business & Technology, introduced David Konkel, as the full-time Welding Instructor. David worked as a Welding Engineer at Tyco Fire Protection Products and Excelco Newbrook, Inc. He was a Materials and Process Engineer at Northrop Grumman Shipbuilding and a Petty Officer in the U.S. Navy. David holds a BS in Welding Engineering Technology from Ferris State University and attended Bay College.

4 Ashley Rogers:

Heidi Perryman, Supplemental Instruction and Math-Science Center Manager, introduced Ashley Rogers as the Math-Science Center & Student Success Office Assistant Coordinator. Ashley holds an AA in Business Administration from Bay and a BS in Business Administration – Management, with a Marketing Minor from Lake Superior State University. She held positions as a

Supplemental Instruction Leader, Tutor, and Adjunct Instructor at Bay.

Trustees welcomed the new employees.

VIII ADMINISTRATIVE REPORTS:

A President's Report:

President Coleman reported:

University Relationships:

Dr. Fritz Erickson, the new President at Northern Michigan University, toured the Escanaba campus on August 6 and expressed interest in new partnerships with Bay College.

A celebration will be held on September 16 in the Heirman University Center to commemorate the 25th anniversary of the partnership between LSSU and Bay College in offering bachelor's degrees in Escanaba. To date over 635 adults have graduated from the LSSU Escanaba Regional Center.

MEDC Visit:

Lois Ellis, Business Development Manager – Region 1, for the Michigan Economic Development Corporation was on campus on August 11. Dr. Coleman gave her a tour of the campus including the M-TEC and Welding Lab.

1 Administrative Services:

Brian Riste had nothing to add to his written report.

2 Academic Affairs:

Cathi Gatewood-Keim was absent due to the adjunct faculty in-service. Dr. Coleman stated the morning in-service organized by Cathi, with guest speaker, Dr. Rob Johnstone, was well received.

3 Student Services:

Matt Soucy reported:

Fall 2014 Enrollment:

Fall 2014 enrollment remains down compared to last year. Ninety students were registered between Monday and Tuesday of this week. Efforts to contact students were made and the data collected will be analyzed soon. Follow-up plans are being created for contacting students who shared future plans to attend Bay.

Tot Watch Program:

The Northern Lights YMCA Delta Campus is offering a new short term childcare program called "Tot Watch". The service is free for Bay students with six or more credits and YMCA members and will provide a maximum stay per day of up to two and one-half hours for children aged 1-6.

Trustees extended thanks to Gary Nash, Northern Lights YMCA Executive Director, for offering the initiative to Bay students.

4 Information
Technology,
Institutional
Research &
Effectiveness,
and Sustainability:

Christine Williams reported:

CQIN 2014:

Bay College sent a team of 11 faculty and staff to the 2014 CQIN Summer Institute held in St Louis, MO from July 31 - August 2. The material presented tied in well with recent professional development: Bay College Leadership Training and Systems Thinking. Overall, the team recognized the importance of building relationships and identified the following action plan:

- Integrate action reviews (what worked what didn't) and document
- Create pocket card with KPIs and cultural beliefs for employees
- Tell stories about the great things our employees do for each other
- Define the purpose of what you do - not just the function
- Have students tell their stories (SOAR, catalog, Student News, Career Focus, social media)
- Weave cultural beliefs and positive stories into employee orientation

Poster Symposium:

Posters communicated the updates typically given by PAC members during in-service. The posters are displayed in Room 525. PAC members will be available to answer questions about the posters from 9-11 a.m. on Friday, August 22 in Room 525. The posters will also be displayed at west campus the following week with PAC members available to answer questions on September 3.

5 College
Advancement:

Kim Carne reported:

Foundation Golf
Outing 2014:

Earnings from the Foundation Golf Outing were up 12% over last year and doubled from five years ago for a record high. The earnings will result in more scholarships for students.

Bids for Bay/
Silent Auction:

The Bids for Bay auction at in-service resulted in \$1,625 toward

student scholarships. The silent auction will close on Thursday, August 28.

Strings on the Bay: The Strings on the Bay events held this summer were attended and sponsored by record numbers this year. Over 300 people attended the series.

College Logo Introduction: The new college logo was revealed publicly at the U.P. State Fair and the first set of campus signage installed on August 11. The web page update and west campus signage installation will occur soon.

Dr. Coleman and trustees thanked Kim for her leadership in developing the new logo.

6 **Bay College West:** Patrick Kennedy reported:

Logo Cake Winner: The Bay College West cake depicting the new logo was the winner of the cake auction entries.

Art Exhibit: The art exhibit series at Bay College West has begun with the first exhibit by Joe Stevens, a member of the Dickinson County Board of Commissioners. His exhibit will run through October 1.

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

None

X **BOARD ACTION:**

A **Treasurer's Report:**

1 **Transaction Report:**

Brian Riste referred trustees to the Financial Transaction report found on pages 51-54 in the Board Report. There were no questions or comments.

On a motion made by Jim Hermans and seconded by Margaret Noreus:

“The Financial Transactions thru July 31, 2014, stand approved as presented.”

Roll Call:

Ayes: Philip Strom, Margaret Noreus, Bill Lake, Jim Hermans, Tom Butch, Joy Hopkins

Nays: None

Abstentions: None

No discussion. Motion carried unanimously.

