

MEETING MINUTES

BOARD OF TRUSTEES REGULAR MEETING

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

February 17, 2016

- I **CALL TO ORDER:** The meeting was called to order at 5:59 p.m. ET by Board Chair, Philip Strom.
- II **ROLL CALL:** Roll call was taken by Laura Johnson, Assistant Board Secretary.
- Members present: Jim Hermans, Bill Lake, Joy Hopkins,
Tom England, Philip Strom
- Members absent: Tom Butch, Eric Lundin
- Administration: Matt Barron, Travis Blume, Kevin Carlson,
Kim Carne, Laura Coleman, Ruth Germain,
Patrick Kennedy, Mark Kinney,
Jeanette Stebelton, Chris Williams
- Guests: Business Professional of America students:
Jerri DeMenter, Tristan Kuntze, Steve Lippold,
Bailey Dalgord, Alexis Murray
- Recorder: Laura Johnson, Assistant Board Secretary
- III **CITIZEN
INTRODUCTIONS
AND COMMENTS:** There were no citizen introductions or comments.
- IV **AGENDA:** Additions to the regular agenda included a presentation from Business Professional of America (BPA) students as A and presentation of a donation from the Dr. Mary Cretens Fund as B under VI Presentations.
- It was motioned by Bill Lake and seconded by Joy Hopkins to:
- “Amend the Agenda for the Regular Meeting of February 17, 2016, as revised.”** No discussion. Motion carried unanimously.

- V **CONSENT AGENDA:** The consent agenda included approval of the Regular Board meeting minutes of January 20, 2016 and moving the April Regular Board meeting to April 13, 2016.

It was motioned by Tom England and seconded by Joy Hopkins to:

“Approve the Consent Agenda for the Board of Trustees Regular Meeting on February 17, 2016, as presented.” No discussion. Motion carried unanimously.

VI **PRESENTATIONS:**

A **BPA Recognition:**

Business Professional of America (BPA) students Jerri DeMenter, Tristan Kuntze, Steve Lippold, Bailey Dalgord, and Alexis Murray shared their success in events at the BPA State Leadership Conference and presented their video that took first place in the Video Production Team event.

B **Dr. Mary Cretens Donation:**

Bill Lake presented a check for \$66,533.22 from the Dr. Mary Cretens Fund held by the Community Foundation for Delta County on behalf of Gary LaPlant. The funds will be allocated for scholarships and materials in science.

C **Loan Default Update:**

Ruth Germain, Assistant Director of Financial Aid, presented an update on the student loan default prevention plan. Default prevention efforts will be enhanced through services provided by SALT. The presentation is attached.

Dr. Coleman acknowledged Ruth Germain, Laurie Spangenberg, and Lynn Martinson, for the time and effort they put into moving from one to four semester financial aid disbursement periods. The change reduced the funds returned to federal Title IV programs (R2T4) and the debt students would have to the College and the federal programs if they stopped attending. Feedback from students was positive.

VII **ADMINISTRATIVE REPORTS:**

A **President’s Report:**

President Coleman reported:

Early Colleges:

Memorandums of Understanding (MOU) have been signed for Early College with Bark River-Harris and a CTE Early College with the DSISD. Early College at Gladstone Schools is in operation and the next cohort is being identified. Several other schools will sign MOUs after approval from their school board.

**BOARD OF TRUSTEES
REGULAR MEETING MINUTES
February 17, 2016
Page 3**

- Enrollment Report:*** Final winter 2016 enrollment was reported in the Board Report. The winter decline mirrored the fall semester. Reductions to the current budget were made in an anticipation of the final numbers.
- B Academic Affairs:** Matt Barron, Executive Dean of Arts, Sciences, and Academic Support, reported:
- Supplemental Instruction:*** Supplemental Instruction (SI) results from the fall 2015 semester reported in the Board Report (pg. 33) were highlighted. The pass rate for SI courses was 72% compared to 58% prior to SI implementation. These are the best results for the program to date. Matt acknowledged the contributions of Heidi Perryman as the SI & MS Manager toward reaching these results.
- C Student Services:** Travis Blume, Executive Dean of Student Services, had nothing additional to report.
- D Operations:** Christine Williams, VP of Operations, reported:
- ASC Pre-Bid Meeting:*** A mandatory pre-bid meeting was held on campus for anyone who wanted to bid on the Academic Success Center renovation project. Approximately 24 people attended including seven general contractors. The number of general contractors who will bid the project will be posted to the public by the end of this week. The bid deadline is February 24 at 3 p.m. The bids will be opened that afternoon and awarded at the Special Board Meeting on February 29.
- E College Advancement:** Kim Carne, VP of College Advancement, had nothing additional to report.
- F Bay College West:** Patrick Kennedy, VP of West Campus, reported:
- DCCAN:*** The Dickinson County College Access Network has become a formal entity. Goals and work groups have been identified to accomplish like efforts of the Delta County College Access Network.
- G Finance Office:** Kevin Carlson, CFO, reported:
- W2s:*** The W2s went out smoothly this year and everything reconciled perfectly which was a first. This success is attributed to the migration to Jenzabar EX.

Financial Analysis:

For the Month Ended January 31, 2016:

- Total Assets of \$36 million
- Total Current Assets of \$5.7 million
- Total Liabilities and Net Assets of \$36 million
- Total Current Liabilities of \$2 million
- Current Ratio of 2.86

The Income Statement improved in January as expected. A loss of \$625,000 is attributed to CCSTEP grant purchases awaiting reimbursement. Otherwise, the bottom line would be around zero.

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

Bill Lake, Personnel Chair, reported the Personnel Committee met prior to the Regular meeting to review the evaluation instrument for the upcoming Presidential evaluation. The instrument will not change for this year's evaluation. Minor changes will be made for the following year to include adding goals from the strategic agenda and a few items from another instrument that make the instrument more comprehensive. Formal recommendations will be presented at next month's meeting for discussion and board approval. The timeline was set for this year's evaluation process.

IX BOARD ACTION:

A Transaction Report:

Chris Williams responded to a question on the Transaction Report referring to internet service.

On a motion made by Tom England and seconded by Joy Hopkins:

“The Financial Transactions for the month ending January 31, 2016, stand approved as presented.”

Roll Call:

Ayes: Tom England, Joy Hopkins, Bill Lake, Jim Hermans,
Philip Strom
Nays: None
Abstentions: None

No discussion. Motion carried unanimously.

**B Bond Resolution
for ASC:**

The resolution to approve issuance of bonds in the amount not to exceed \$4.7 million to fund the Academic Success Center was presented. The bond sale will be held on April 13 and the final amount of the bonds approved at the April 13 Regular Board meeting.

It was motioned by Bill Lake and seconded by Joy Hopkins to:

“Adopt the preamble and resolution as presented on pages 61-68 and referenced Exhibits and Appendixes in the Board Report to issue bonds in an amount not to exceed \$4.7 million for the Academic Success Center.”

Roll Call:

Ayes: Jim Hermans, Bill Lake, Tom England, Joy Hopkins,
Philip Strom
Nays: None
Abstentions: None

No discussion. Motion carried unanimously.

C First Reading

BOT Bylaws Revision:

The Board of Trustees Bylaws were revised after the Board adopted a consent agenda format at the January 20 meeting. Revisions of Section 11 Order of Business found on page 94 were presented for first reading approval.

It was motioned by Tom England and seconded by Joy Hopkins to:

“Approve first reading revisions to Section 11 Order of Business of the Board of Trustees Bylaws as presented.”

No discussion. Motion carried unanimously.

**X UNFINISHED
BUSINESS:**

A Second Reading

**2025 Business Affairs
Continuing Disclosure
Compliance Policy:**

The Board passed first reading of policy 2025 Business Affairs Continuing Disclosure Compliance at the January 20 meeting. Compliance requires adoption of the preamble and resolution on pages 97& 98 and final approval of the policy found on pages 99-102 as Exhibit A.

It was motioned by Bill Lake and seconded by Joy Hopkins to:

“Adopt the preamble and resolution as presented on pages 97 & 98 and second reading of policy 2025 Business Affairs Continuing Disclosure Compliance as presented as Exhibit A on pages 99-102.”

Roll Call:

Ayes: Joy Hopkins, Jim Hermans, Bill Lake, Tom England,
Philip Strom
Nays: None
Abstentions: None

No discussion. Motion carried unanimously.

XI NEW BUSINESS:

A Honorary Degree
for Sen. Casperson:

Dr. Coleman requested granting an honorary Associate of Arts degree by resolution to Senator Tom Casperson to recognize his efforts, advocacy, and dedication, to Bay College. He has been a strong supporter of the College as a representative and now as a senator. He has stayed fast on support of legislation that allows community colleges to confer baccalaureate degrees; namely the BSN issue, and advocated the addition of \$285,000 to our base foundation several years ago among many other examples cited in the resolution.

It was motioned by Tom England and seconded by Bill Lake to:

“Accept the Resolution of Approval Granting an Honorary Degree to Senator Tom Casperson to recognize his efforts, advocacy, and dedication, to Bay College.” No discussion. Motion carried unanimously.

XII MCCA:

Dr. Coleman will attend the MCCA Executive Board Meeting and President’s Meeting in Lansing on February 18 and 19. The Executive Board will pass the MCCA audit and the President’s meeting will include discussion about moving the BSN legislation forward and consideration of a professional development program to assist a cohort of young leaders pursue their goals.

State Budget:

Bay College ended up with a 1.8% increase or ~\$100,000 in the state budget. The increase is still below the average compared to other schools. The disparity is due to conferring fewer degrees and certificates in STEM areas and the proportion of administrative costs compared to other schools. However, the State is covering the differential in MPSEs which would otherwise equate to a 6% increase. The College is receiving a lot of help and aide from the State.

XIII OTHER:

Birthday greetings were extended to Kim Carne for February 10.

XIV ADJOURNMENT:

On a motion made by Tom England and seconded by Joy Hopkins:

“The meeting was adjourned.” No discussion. Motion carried unanimously. The meeting adjourned at 6:44 p.m. ET.

	2/18/2016	
_____ Laura L. Johnson Assistant Board Secretary	Completion Date	Approval Date


_____ Philip L. Strom Board Chair	Approval Date
---	---------------

DEFAULT PREVENTION

Ruth Germain

Assistant Director of Financial Aid

DEFAULT PREVENTION PLAN

- Meet with most students one-on-one when the student requests a loan.
 - Loan Request Form requires the student to review their outstanding principle balance, outstanding interest, and their Loan Servicer
 - Follow up with students when they are no longer enrolled at Bay College
 - Contact the delinquent students in multiple ways; email, phone call, and letter.
 - Campaigns created regarding loan servicers and financial literacy
 - Offer “Repaying your Student Loan” seminars
- 

DEFAULT PREVENTION-CAMPUS WIDE

- The Financial Aid Office changed Satisfactory Academic Progress Policy for more one-on-one interaction with students.
- The Records Office collects and updates contact information from students at each point of registration.
- The Financial Aid Office reviews the classes enrolled and alerts the student when taking a class outside their program of study. Financial aid is adjusted to only include the classes toward the student's major.
- Through the multiple disbursement process (disburse financial aid to students throughout the semester verses all that once), attendance is taken four times. This allows for student outreach for those who may not finish the semester.
- Guided Pathways initiative to lead to intrusive advising. Top majors of our defaulters: General Studies, Liberal Arts, Automotive, Welding, Medical Office Specialist.

DEFAULT RATE TRENDS

All initiatives take at least three years to make a difference on our Cohort Default Rate. We should see a change in 2017 with cohort 2014.

3-Year Cohort Default Rates

Year	Rate
2009	13.9%
2010	17.1%
2011	20.4%
2012	23.9%

2012 National and State Rates

National Public 2 year	19.1%
Michigan Public 2 year	19.5%

DEFAULT PREVENTION-ENHANCED EFFORTS

- Reviewed companies other Michigan Colleges are using to outsource and enhance our delinquency efforts.
 - SALT
 - EdFinancial
 - Incepia
- Benefits Offered through **SALT**
 - In school outreach focusing on student loans, financial literacy, and engagement
 - Education Debt Management
 - Outreach to students from grace to three years into repayment through multiple efforts and media
 - Skip tracing
 - Saltmoney.org offers a wide range of tools and resources from student borrowing to career information.