

## MEETING MINUTES

### BOARD OF TRUSTEES REGULAR MEETING

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

January 20, 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: Philip Strom, Bill Lake, Joy Hopkins,  
Eric Lundin, Tom England
- Members absent: Tom Butch, Jim Hermans
- Administration: Matt Barron, Travis Blume, Kevin Carlson,  
Kim Carne, Laura Coleman,  
Kim Reeve DeLong, Mark Kinney,  
Jeanette Stebelton, Christine Williams
- Faculty/Staff: None
- Guest: Jordan Beck, *Daily Press*
- Recorder: Laura Johnson, Assistant Board Secretary
- III **CITIZEN  
INTRODUCTIONS  
AND COMMENTS:** Bill Lake extended thanks on behalf of Gary LaPlant and the Community Foundation for Delta County to Dr. Coleman for her assistance at the Feeding America distribution last week. The event distributed 15,000 lbs. of food at the fairgrounds to residents in need. Dr. Coleman responded it was her pleasure to participate and sad to see the depth of poverty in Delta County.
- IV **AGENDA:** The agenda stood as presented.
- V **APPROVAL OF  
MINUTES:** Minutes from the Regular Meeting held on December 16, 2015, and the Special Meeting held on January 15, 2016, were presented for approval.

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

**“Approve the Minutes from the Board of Trustees Regular Meeting on December 16, 2015, and Special Meeting on January 15, 2016, as presented.”**

Eric Lundin stated his nay vote on the bonding for the Academic Success Center was due to his lack of clarity on the numbers at that time. He is now comfortable with the financial information available and the project due to subsequent conversations.

Motion passed unanimously.

**VI COMMUNICATIONS:**

Philip Strom noted the thank you notes on pages 19 & 20 of the Board Report.

**VII PRESENTATIONS:**

**A Five-Year Service**

**Award:**

Dr. Coleman presented Trustee, Tom England, with a five-year service pin for his service on the Board of Trustees.

**B Survey Results:**

Kim Reeve DeLong, Research Data Analyst, presented survey results for the National Community College Benchmark Project (NCCBP) and 2015 Student Satisfaction Survey (Noel Levitz). The presentations are attached.

***NCCBP:***

Discussion was held about the fall to fall persistence rates. The decline is likely attributed to part time students taking longer to complete, the decrease in unemployment, and the overall decline in enrollment.

***Noel Levitz:***

Students responding to the Noel Levitz survey in April 2015 were asked how important aspects were and how satisfied they were with them. The results are compared to national community colleges.

Discussion was held about advising as the most important challenge identified. Matt Barron stated the Guided Pathways team working on advising and student intake will look at the processes leading students to enrollment. Guided Pathways will reduce the number of degrees and courses students will have to choose from which will make advising easier. Other Guided Pathways schools have also identified advising as an area of concern.

**VIII ADMINISTRATIVE  
REPORTS:**

**A President's  
Report:**

President Coleman reported:

***Employee  
Professional  
Development:***

Certification of full time employees in Partners in Leadership (PIL) increased approximately 60% to 82% since August 2015. Sessions were offered online and through Bay Leadership Training with Greg Cutler and Denise Dufek.

Ninety-nine percent of our full time employees participated in DiSC training with Bridget DeGroot, Director of Human Resources. DiSC is a workplace communication and behavioral assessment that allows employees to better engage with and understand the motivations and behavioral styles of others.

**B Finance Office:**

Kevin Carlson, CFO, reported:

***Budget Module:***

The Jenzabar EX Budget Module has been implemented in time for developing next year's budget. Training is complete and feedback from employees has been good.

**C Academic Affairs:**

Matt Barron, Executive Dean of Arts, Sciences, and Academic Support reported:

***Early College:***

Dr. Coleman, Mark Kinney, and Matt Barron presented the College's version of Early College to local superintendents in Delta County on January 11. Dr. Coleman, Matt Barron, and Patrick Kennedy also met with Dickinson County superintendents on January 14.

High school students can take college classes as dual enrolled students as early as 10<sup>th</sup> grade. Students who enroll in Early College remain in high school a fifth year but predominantly take college classes and earn their high school degree and associate degree at the same time.

Bark River-Harris' board approved entering into an Early College agreement. The DSISD will apply to become a Career & Technical Education (CTE) Early College next month. Area superintendents are excited about the CTE program. We expect more local students to obtain degrees through Bay because of Early College agreements.

**BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
January 20, 2016  
Page 4**

- D Student Services:** Travis Blume, Executive Dean of Student Services, reported:
- W16 Enrollment:*** The enrollment report for winter reflected students finalizing their schedule with adds/drops and payment status. The final report will be available in February.
- E Operations:** Christine Williams, VP of Operations, reported:
- Clery White Paper:*** Bay is affiliated with the National Association of Clery Compliance Officers (NACCOP), an organization that supports organizations in their efforts to stay within compliance of the Clery Act. Chris explained it is a lot of work for community colleges to stay in compliance because the regulations are written primarily for universities. A group of community colleges approached NACCOP about this challenge and have worked to submit a white paper to legislators to change the Clery Act regulations to better suit community colleges. Bay has been asked to serve as one of the reviewers for the white paper because of the work we are doing with Early College and dual enrollment.
- F College Advancement:** Kim Carne, VP of College Advancement, reported:
- Anatomage Table:*** Donations from the annual and employee campaigns and the Mary Cretens fund are close to the amount needed to purchase the Anatomage 3D Anatomy Imaging Table. The Foundation is working to raise the remaining \$10,000 needed.
- College Ambulance:*** The marketing design for the ambulance scheduled to arrive in February was shared. Plans are already being made to drive it in local parades.
- G Bay College West:** Patrick Kennedy, VP of West Campus, was absent to attend the visitation service for Warren Brule, a supporter of Bay College West and Joyel Brule's father.

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

None

**X BOARD ACTION:**

**A Asst. Treasurer's Report:**

Kevin Carlson reviewed the financial analysis for month end statements as of December 31, 2015:

- Total Assets of \$33 million
- Total Current Assets of \$2.5 million
- Total Liabilities and Net Assets of \$33 million
- Total Current Liabilities of \$1.7 million
- Current Ratio of 1.49

1 **Transaction Report:** There were no questions or comments on the Transaction Report.  
On a motion made by Tom England and seconded by Eric Lundin:

**“The Financial Transactions for the month ending December 31, 2015, stand approved as presented.”**

**Roll Call:**                      **Ayes:**                      Tom England, Joy Hopkins, Eric Lundin, Bill Lake, Philip Strom  
**Nays:**                              None  
**Abstentions:**                      None

No discussion. Motion carried unanimously.

B **2016 Board of Trustees Committee Assignments:**

The Board of Trustees committee membership proposed for 2016 on page 48 of the Board Report was presented for approval. All trustees indicated their willingness to serve as requested by Chair, Philip Strom.

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

**“Approve the Board of Trustees Committee assignments for 2016 as set forth on the memorandum on page 48 of the Board Report.”** No discussion. Motion carried unanimously.

XI **UNFINISHED BUSINESS:**

None

XII **NEW BUSINESS:**

A **First Reading**  
**2025 Business Affairs**  
**Continuing Disclosure**  
**Compliance Policy:**

Philip Strom referenced the memo from Thrun Law Firm on page 49 explaining the reason for the Continuing Disclosure Compliance Policy. Kevin Carlson stated the College must have the policy in place to support our compliance for issuance of bonds.

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

**“Accept first reading of 2025 Business Affairs Continuing Disclosure Compliance Policy as presented on pages 51-54.”**

No discussion. Motion carried unanimously.

**B Consent Agenda**  
**Format:**

Philip Strom proposed discussion about applying a consent agenda format to the board meeting agenda to streamline action on routine agenda items.

Laura Johnson, Assistant Board Secretary, reviewed examples of the items placed on a consent agenda and the process for using it.

Discussion was held.

It was motioned by Tom England and seconded by Eric Lundin to:

**“Adopt the consent agenda format and amend the bylaws to include the consent agenda format.”** No discussion. Motion carried unanimously.

**XIII MCCA:**

Dr. Coleman provided trustees with the report of findings and recommendations by the Performance Indicators Review Task Force. This Legislative Taskforce established to make recommendations for improving the current funding formula for community colleges unanimously approved the funding formula as recommended by the MCCA. It is expected the new formula will be applied to the appropriations process this spring. New focus is on accountability for completion in the formula.

Phil Strom thanked Dr. Coleman for being a member of the task force.

**IV OTHER:**

Birthday greetings were extended to Christine Williams for January 24 and Patrick Kennedy for January 27.

**XV ADJOURNMENT:**

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

**“The meeting was adjourned.”** No discussion. Motion carried unanimously. The meeting adjourned at 6:50 p.m. ET.

**BOARD OF TRUSTEES  
REGULAR MEETING MINUTES  
January 20, 2016  
Page 7**

---

Laura L. Johnson Assistant Board Secretary	1/21/2016 Completion Date	Approval Date
---	------------------------------	---------------

---

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