

West Shore Community College
Scottville, MI 49454
Board of Trustees Meeting
Board Room
Administrative and Conference Building
Monday, February 15, 2016

The February 15, 2016, Board of Trustees Meeting was called to order at 4:00 p.m. by Chairman James Jensen. Mr. Jensen welcomed everyone and led the Pledge of Allegiance.

**Call to Order
and Roll Call**

Board Members Present: Mr. James Barker, Mr. Mike Ennis, Dr. Anthony (Tony) Fabaz, Mr. Steve Urka, and Mr. James Jensen, Chair

Board Members Absent: Mr. Bruce Smith and Mr. Richard Wilson

Others Present: Edgar Arambula (student), Johrie Beadle (CTE AgriScience Instructor), Steve Begnoche (Ludington Daily News), Christy Christmas, Paul Drelles, Dianna Figueroa (student), Ruth Freebury, Ken Grabowski (Manistee News Advocate), Thom Hawley, Aubry Healy, Chad Inabinet, Jennifer Lundberg Anders, Mike McKinney, Mike Moore, Mikey Perez (student), Brooke Portmann, James Pratt (adjunct), Ted Radtke (father of a former student), Amber Sadler, Julie Smith, Steve Sparling, Lisa Stankowski, Kenneth Urban, Heather Vandervest (student), Brianna Walter (student), Bryan Wandrych (student), Scott Ward, and Crystal Young

The minutes of the January 18, 2016, regular meeting were distributed to the Board members prior to the meeting.

**Approval of
January
Meeting Minutes**

MOTION: A motion was made by Mr. Mike Ennis and seconded by Mr. Steve Urka to approve the January 18, 2016, regular Board meeting minutes. Motion carried.

The agenda of the February 15, 2016, regular Board meeting was provided to the Board members to review prior to the meeting.

**Approval of
Agenda**

MOTION: A motion was made by Mr. Mike Ennis and seconded by Mr. James Barker to approve the February 15, 2016, regular Board meeting agenda. Motion carried.

Mr. Mike Ennis provided an update from the Michigan Community College Association. Mike stated that the Governor's budget recommendation is proposing an increase for community colleges. The increase is distributed through a modified version of the existing funding formula, providing long-term planning stability to community colleges. The formula distributes half of new funding as an across-the-board increase. The other half of new funding is distributed based on the following performance metrics: weighted degree and certificate completions, enrollment, and administrative costs as a percentage of expenditures. Also, the community colleges will have to participate in the Michigan Transfer Wizard. He also stated that seven out of our 28 community colleges have dormitories.

**Michigan
Community College
Association Report**

Mr. Mike Ennis called upon Julie Smith to come to the podium to be recognized as the "Staff Member of the fall 2015 Semester." He stated Julie was nominated by Mike Moore and Josh Pyles. Mike stated that Julie has been employed at the College since 1998, which is the same time he became a Trustee. Julie was recognized with a certificate and a plaque.

**Staff Member
of the Semester**

Thom Hawley, Director of College Relations, stated that for many of our students, eventually their plan is to transfer to a four-year university and with that it is important to see their achievement and our educational impact. Thom introduced Dr. Brooke Portmann, Dean of Arts and Sciences to introduce some of our alumni and their faculty mentors. Former students James Pratt and Johrie Beadle spoke regarding their experience at WSCC and how they were prepared for university-level work and the impact of WSCC on their career. Ian Radtke's father, Ted, spoke on Ian's behalf about how dual enrollment in Paul Drelles' Calculus I and Calculus II impacted his son. Mr. Radtke stated that Ian was better prepared and more advanced than most of his classmates.

**West Shore
Report**

Thom provided the Calendar of Events and made reference to the media packet.

Director of Institutional Research Steve Sparling provided the Board with a Winter Enrollment Report. The Board was also provided with a handout regarding enrollment.

**Winter
Enrollment
Report**

President Kenneth Urban provided the Board of Trustees with a Mid-Year Status Report.

**Mid-year
Status Report**

Director of Institutional Research Steve Sparling and Dean of Occupational Services Christy Christmas provided an update on student success initiatives.

**Student
Success
Report**

Chairman James Jensen invited anyone to address the Board at this time. Edgar Arambula, a member of Student Senate, asked how the decision to make the *First Year Seminar* course a pilot or permanent course was made, which Christy Christmas made reference to in her presentation. He stated some students could not transfer the course to another institution and others did not believe the course was beneficial. Christy Christmas provided some insight regarding the *First Year Seminar* course.

Public Comment

President Urban attached the following reading material in the packet for the Board's review: *Michigan's Community Colleges – An Engine for Economic Growth*; and *Answering the Call: Institutions and States Lead the Way toward Better Measures of Postsecondary Performance*.

**Community College
Higher Education
Issues and Trends**

Vice President Ward presented the January 2016, monthly financial statement, which was provided to the Board prior to meeting. He requested approval of General Fund Expenditures of \$1,314,239 and Auxiliary Fund Expenditures of \$241,651. The financials were favorably reviewed by the Board Administrative Committee at their meeting held on February 10, 2016.

**January
Financial
Report**

MOTION: A motion was made by Mr. Mike Ennis and seconded by Mr. Steve Urka to approve the General Fund Expenditures of \$1,314,239 and Auxiliary Fund Expenditures of \$241,651. Motion carried.

Mr. Mike Ennis stated that the Division II – Human Resources: 2002, 2003, 2005, 2008, 2009, 2013, 2016, 2018, 2019, 2021, and 2022; Division IV – Student Support Services: 4000, 4010, 4011, 4012, 4030, 4035, 4040, 4050, 4051, 4070, 4071, and 4080; Division VI – Student Services: 6022 are the Board Policies being considered for first reading. He stated that the changes were reviewed by the Academic and Curriculum Team and by legal counsel. The Board Policy and Personnel Committee thoroughly discussed and favorably reviewed the recommended changes at their meeting held earlier today.

**First Reading
of Board Policies**

MOTION: A motion was made by Mr. Mike Ennis and seconded by Dr. Tony Fabaz to approve Division II – Human Resources: 2002, 2003, 2005, 2008, 2009, 2013, 2016, 2018, 2019, 2021, and 2022; Division IV – Student Support Services: 4000, 4010, 4011, 4012, 4030, 4035, 4040, 4050, 4051, 4070, 4071, and 4080; Division VI – Student Services: 6022 are the Board Policies being considered for first reading. Motion carried.

Mr. James Jensen stated he appreciated the cover sheet for each policy highlighting the changes.

Vice President Ward stated that the West Shore ESD requested space on campus for AgriScience programming with outdoor laboratory space. He stated that over the past several months, more adequate classroom space has been sought with future programming needs and easy access to the outdoor laboratory space.

**Maintenance
Building/
Storage Building**

He stated that basic designs have been done for both the storage building and the new maintenance offices. With contingencies, both projects are slated to be completed for less than \$250,000. Scott stated that approval of a yet-to-be-negotiated agreement with WSESD regarding building and/or lease costs would be brought back to the Board for approval.

This complete project will provide the following benefits:

- Provide space for WSCC and WSESD agricultural programming.
- Complete the planned storage building in the current College Facilities Master Plan benefitting the WSCC maintenance department, theater, and WSESD automotive program as well as agricultural programs.
- Free space in the Technical Center for other programming.
- Centralize maintenance operations.

All these advantages will be achieved at a lower cost than was planned for just the new storage building. With approval, staff will begin final drafts of plans and begin negotiations with the WSESD regarding the costs of the project and/or lease costs. All bids and negotiated agreements will be brought back to the Board for approval.

With the intent that the College provide current maintenance office space for agricultural programming in the fall of 2016, this was favorably reviewed by the Board Administrative Committee at their meeting held on February 10, 2016.

MOTION: A motion was made by Mr. Mike Ennis and seconded by Dr. Tony Fabaz to authorize the College staff to design and bid both a storage building and maintenance office and initiate negotiations with the West Shore Educational Service District for the cost incurred in providing agricultural programming space and a storage building. Motion carried.

Mr. James Jensen stated that a Board Executive Committee Meeting was held on January 27 and one of the items discussed at the meeting was the President's Evaluation Instrument. He stated that after reviewing the Presidential Evaluation that President Urban presented, the Board Executive Committee favorably reviewed the revised document and is recommending the evaluation instrument to the full Board.

**Presidential
Evaluation**

MOTION: A motion was made by Mr. Mike Ennis and seconded by Dr. Tony Fabaz to approve the new Presidential Evaluation Instrument. Motion carried.

Mr. Mike Ennis thanked the students and Mr. Radtke, a parent of a former student, for coming to speak regarding the preparation the students received at WSCC prior to transferring to a university. He also congratulated Julie Smith on receiving the Staff Member of the Semester award.

**Board
Member
Comments**

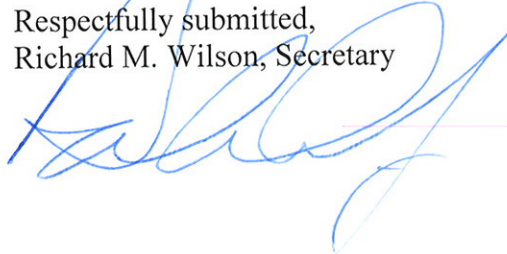
Mr. James Jensen stated that he appreciates staff stepping forward to fill in positions where there are staff vacancies.

There being no more business before the Board, the meeting was adjourned by motion at 5:27 p.m.

MOTION: A motion was made by Dr. Tony Fabaz and seconded by Mr. James Barker to adjourn the meeting at 5:27 p.m. Motion carried.

Adjournment

Respectfully submitted,
Richard M. Wilson, Secretary



Recorded by: Lisa M. Stankowski
Approved: March 21, 2016