

**West Shore Community College
Board of Trustees
Monday, April 18, 2016
5:00 PM
Bear Lake Schools
Media Center
7748 Cody Street
Bear Lake, MI 49614**

The April 18, 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. Bruce Smith, Mr. Steve Urka, Richard Wilson and Mr. James Jensen, Chair

Board Members Absent: Mr. James Barker, Mr. Mike Ennis, Dr. Anthony (Tony) Fabaz

Others Present: Charlie Brooks (Bear Lake Schools Board Member), Shad Buckner (Bear Lake Schools Board Member), Marlen Cordes (Bear Lake Superintendent), Becky Fink (Bear Lake Schools Board Member), Sarah Harless (Bear Lake Principal), Thom Hawley, Aubry Healy (Student Senate), Julie Johnson (Superintendent's Secretary), Bethany Merrill (Bear Lake Schools Board Member), Mikey Perez (Student Senate), Sean Pollock (Student Senate), Lisa Stankowski, Kenneth Urban, Brianna Walter (Student Senate), Bryan Wandrych (Student Senate), and Scott Ward

The minutes of the March 21, 2016, regular meeting were distributed to the Board members prior to the meeting. Mr. Richard Wilson's name was excluded from the meeting minutes and needed to be included.

**Approval of
March 21, 2016
Meeting Minutes**

MOTION: A motion was made by Mr. Bruce Smith and seconded by Mr. Steve Urka to approve the March 21, 2016, regular Board meeting minutes with the addition of Mr. Richard Wilson's name to the meeting minutes. Motion carried.

The agenda of the April 18, 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. Bruce Smith and seconded by Mr. Richard Wilson to approve the April 18, 2016, regular Board meeting agenda. Motion carried.

Thom Hawley, Executive Director of Communications and Community Engagement, provided some statistics regarding the number of students from Bear Lake that attend West Shore Community College. He invited Superintendent Cordes to the podium to say a few remarks. Mr. Cordes introduced his Board members that were in attendance. He also provided examples of how they are sharing services with neighboring districts including Kaleva Norman Dickson and Onekama to reduce costs, such as transportation, food services, and business office duties.

West Shore Report

Thom introduced Student Senate members, Aubry Healy, Brianna Walters, and Sean Pollock. The students provided a presentation on this past academic year and distributed a list of their accomplishments as a senate.

Thom provided the Board with the calendar of events. Thom also noted that each Board member received a Media Packet which includes clippings of WSCC related articles from area newspapers and our new Curriculum Guide.

President Kenneth Urban presented the winter 2016 Graduate list. He stated 183 individuals have completed their studies and are presented for the Board's approval for graduation. President Urban stated that there are a total of 201 degree/certificates that are recommended with one student receiving four degrees; two students receiving three degrees; and 11 students receiving two degrees.

Winter Graduation List

MOTION: A motion was made by Mr. Richard Wilson and seconded by Mr. Steve Urka to approve the winter 2016 Graduate listing as distributed. Motion carried.

Chairman James Jensen invited anyone to address the Board. There were no public comments.

Public Comment

Treasurer Bruce Smith presented the Quarterly Investment Report. The Quarterly Investment Report was favorably reviewed at the Board Administrative Committee Meeting held on April 13, 2016.

Quarterly Investment Report

President Urban presented Board Policy 2215 – *Vacation* for the second and final reading. He stated that the changes clarify to whom the President Reports uses of paid leave, clarifies required leave provisions for the president and vice-presidents, and makes minor grammatical corrections. The Board reviewed Board Policy 2215 – *Vacation* for first reading last month and was also reviewed by the Board Policy and Personnel Committee.

Second and Final Reading of Board Policy

MOTION: A motion was made by Mr. Bruce Smith and seconded by Mr. Steve Urka to approve the second and final reading of Board Policy 2215 – *Vacation*. Motion carried.

President Urban presented Board Policy 6010 – *Purchasing* for the second and final reading. He stated that the policy modification maintains signing limits requiring Board approval for new contacts, but increases it slightly for renewals of previously approved, existing contracts. The Board reviewed Board Policy 6010 – *Purchasing* for first reading last month and was also reviewed by the Board Policy and Personnel Committee.

Second and Final Reading of Board Policy

MOTION: A motion was made by Mr. Steve Urka and seconded by Mr. Richard Wilson to approve the second and final reading of Board Policy 6010 – *Purchasing*. Motion carried

Bruce Smith presented the March 2016, monthly financial statement, which was provided to the Board prior to meeting. He requested approval of General Fund Expenditures of \$1,051,405 and Auxiliary Fund Expenditures of \$79,830. The financials were favorably reviewed by the Board Administrative Committee at their meeting held on April 13, 2016.

March Financial Report

MOTION: A motion was made by Mr. Bruce Smith and seconded by Mr. Richard Wilson to approve the General Fund Expenditures of \$1,051,405 and Auxiliary Fund Expenditures of \$79,830. Motion carried.

Mr. Bruce Smith presented the tuition recommendation. The recommendation is a \$5.00 increase for in-district tuition and a \$5.00 increase for Out-of-State tuition. He stated that out-of-district will remain the same. A memorandum comparing the small 10 community colleges was included in the Board Packet. Bruce stated that WSCC charges the least amount in tuition among 10 of the smallest Michigan community colleges.

Tuition Recommendation

MOTION: A motion was made by Mr. Bruce Smith and seconded by Mr. Richard Wilson to approve tuition changes as follows: In-District tuition from \$91 to \$96, Out-of-District to remain the same at \$160; Out-of-State tuition from \$215 to \$220. Motion carried.

Mr. Bruce Smith stated that in regard to fees, members of Student Senate presented to the Board Administrative Committee at their meeting held on April 13, 2016. He stated that after their presentation, he realized the importance of developing an “activity fee” which will in turn provide the needed resources to increase student engagement on campus. He stated that one of the examples the students provided was the opportunity to have a “drunk driving simulator”

Fee Changes

brought to campus to present the dangers of drinking and driving. The recommended fees are as follows:

| Student Services Fee | Current | Proposed |
|--|----------------|-----------------|
| 1 to 5 contact hours | \$26.00 | \$20.00 |
| 6 to 11 contact hours | \$49.00 | \$43.00 |
| 12 or more contact hours | \$56.00 | \$46.00 |
| Student Activities Fee Per Contact (CH) Hour up to 13 (14 or more contact hours will be \$42.00 maximum) | | \$3.00/CH |

MOTION: A motion was made by Mr. Bruce Smith and seconded by Mr. Richard Wilson to approve the 2016-2017 fee changes as presented. Motion carried.

Mr. Bruce Smith asked Vice President Ward to present the Architect selection for Technical Center Addition and Renovation Project. Vice President Ward stated that they conducted interviews with six firms; all six have experience with working on State of Michigan Capital Outlay projects. After the interviews, no firm was excluded, but the team recommended Hooker DeJong. The recommendation was also favorably reviewed by the Board Administrative Committee at their meeting held on April 13, 2016.

**Architect
Selection for
the Technical
Center**

MOTION: A motion was made by Mr. Bruce Smith and seconded by Mr. Steve Urka to approve retaining the firm of Hooker DeJong of Muskegon as the architect for the Technical Center Addition and Renovation Project. Motion carried.

President Urban reminded the Board of Trustees that Commencement will take place on Friday, April 29 at 7:00 p.m. in the Recreation Center. He asked Board Members to meet in the racquet ball court room at 6:30 p.m.

**Commencement
Review**

Mr. Richard Wilson thanked the Bear Lake Board and staff for hosting our off-campus Board Meeting. He also thanked Aubry, Sean and Brianna for their presentation on this past year's activities.

**Board
Member
Comments**

Mr. Steve Urka echoed Mr. Wilson's comments and stated the importance of the college going off-campus and visiting schools within our districts.

Mr. Bruce Smith thanked the officials of the Bear Lake Board and stated the importance of going off campus. He commends all three school districts: Onekama, KND and Bear Lake for working together and coordinating efforts to reduce costs for the districts.

Mr. James Jensen echoed the remarks for his fellow trustees. He thanked the staff and the Board of Bear Lake for their hospitality. He also thanked the Board

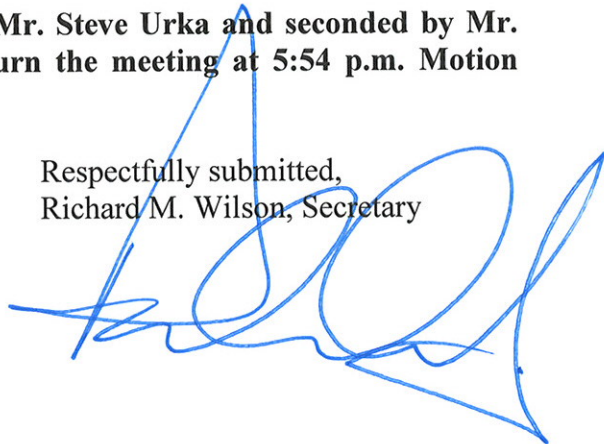
Administrative Committee for their work this month reviewing tuition and fees. He stated that he is looking forward to celebrating the College's 50th Anniversary. Lastly, he stated that the College's Jazz Ensemble was outstanding.

There being no more business before the Board, the meeting was adjourned by motion at 5:54 p.m.

Adjournment

MOTION: A motion was made by Mr. Steve Urka and seconded by Mr. Richard Wilson to adjourn the meeting at 5:54 p.m. Motion carried.

Respectfully submitted,
Richard M. Wilson, Secretary



Recorded by: Lisa M. Stankowski

Approved: May 16, 2016