

**West Shore Community College
Scottville, MI 49454
Board of Trustees Meeting
Board Room
Administrative and Conference Building
Monday, June 20, 2016**

The June 20, 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. Bruce Smith, Mr. Steve Urka, and Mr. James Jensen, Chair

Board Members Absent: Richard Wilson

Others Present: Christy Christmas, Ruth Freebury, Ken Grabowski (Manistee News Advocate), Thom Hawley, Chad Inabinet, Brooke Kainsler (Ludington Daily News), Ted Malt, Nick Richert, Brooke Portmann (4:17 p.m.), Steve Sparling, Lisa Stankowski, Kenneth Urban, Scott Ward, and Crystal Young

The notes of May 13, 2016 Board Retreat were distributed to the Board members prior to the meeting.

**Approval of
May 13, 2016
Board Retreat
Notes**

MOTION: A motion was made by Mr. Mike Ennis and seconded by Mr. Bruce Smith to approve the May 13, 2016, Board Retreat Notes. Motion carried.

The minutes of the May 16, 2016, regular meeting were distributed to the Board members prior to the meeting.

**Approval of
May 16, 2016
Meeting Minutes**

MOTION: A motion was made by Mr. Mike Ennis and seconded by Mr. Steve Urka to approve the May 16, 2016, regular Board meeting minutes. Motion carried.

The Closed Session Meeting Minutes were distributed among the Board members for their review. The Closed Session Meeting Minutes were then returned back to the Executive Assistant for proper record keeping.

**Approval of
May 16, 2016
Closed Session
Meeting Minutes**

MOTION: A motion was made by Mr. Mike Ennis and seconded by Mr. James Barker to approve the May 16, 2016, Closed Session Meeting Minutes. Motion carried.

The minutes of the June 2, 2016, Special Board Meeting to certify the tax levy were distributed to the Board members prior to the meeting.

**Approval of
June 2, 2016
Special Board
Meeting Minutes**

MOTION: A motion was made by Mr. Bruce Smith and seconded by Mr. Mike Ennis to approve the June 2, 2016, regular Board meeting minutes. Motion carried

The agenda of the June 20, 2016, regular Board meeting was provided to the Board members to review prior to the meeting. Mr. Jensen asked Dr. Urban and the other Board members if they had any additions to the agenda. There were no additions made.

Approval of Agenda

MOTION: A motion was made by Mr. Steve Urka and seconded by Mr. James Barker to approve the June 20, 2016, regular Board meeting agenda as presented. Motion carried.

Mr. James Jensen reported that the Board Executive Committee met on June 13 and recommended that there be no changes at this time to the President's contract.

Board Executive Committee Report

Mr. Mike Ennis presented Cindy Lopez, Manager of Payroll Services, with the Staff Member of the Semester award for the winter semester. He stated that Cindy was nominated by Christy Christmas.

Staff Member of the Semester

Mr. Mike Ennis stated that the Michigan Community College Association Summer Conference will be held on Mackinaw Island this year. He stated that they have some great speakers lined up to speak to the college presidents, board and staff. Mike also stated that Michigan is rated in the top ten as far as students with college debt and also the average cost of a college textbook is at \$1,300.

Michigan Community College Association Report

Thom Hawley, Executive Director of Communication and Community Engagement, introduced Ted Malt to talk about the upcoming Performing Arts Series featuring *Godspell* in November. He stated that over \$20,000 in performing arts scholarships were presented at area school awards ceremonies. He thanked the Board for their support of the performing arts here at WSCC.

West Shore Report

Thom presented the calendar of events.

Chad Inabinet, Dean of Student Services, provided the Board with the Summer Enrollment Report. He stated that we are currently up in head count and up in credit hours from last year.

Summer Enrollment Report

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

Public Comments

Thom Hawley provided an update on all the great things the WSCC Foundation is doing. He also distributed a written report to the Board members.

Foundation Report

Mr. Bruce Smith, treasurer, presented the May 2016, monthly financial statement, which was provided to the Board prior to meeting. He requested approval of General Fund Expenditures of \$938,820 and Auxiliary Fund Expenditures of \$78,904. The financials were favorably reviewed by the Board Administrative Committee at their meeting held on June 15, 2016.

May Financial Report

MOTION: A motion was made by Mr. Bruce Smith and seconded by Mr. James Barker to approve the General Fund Expenditures of \$938,820 and Auxiliary Fund Expenditures of \$78,904. Motion carried.

Mr. Bruce Smith presented the General Fund Budget for Fiscal Year 2017. The General Fund Budget was favorably reviewed by the Board Administrative Committee at their meeting held on June 15, 2016.

FY 17 General Fund Budget

MOTION: A motion was made by Mr. Bruce Smith and seconded by Mr. Mike Ennis to approve the General Fund fiscal year 2017 proposed budgets as presented. Motion carried.

Mr. Bruce Smith presented the Auxiliary Fund Budget for Fiscal Year 2017. The Auxiliary Fund Budget was favorably reviewed by the Board Administrative Committee at their meeting held on June 15, 2016.

FY 17 Auxiliary Fund Budget

MOTION: A motion was made by Mr. Bruce Smith and seconded by Mr. Steve Urka to approve the Auxiliary Fund fiscal year 2017 proposed budget as presented. Motion carried.

Mr. Bruce Smith presented the Capital Fund Budget for Fiscal Year 2017. The Capital Fund Budget was favorably reviewed by the Board Administrative Committee at their meeting held on June 15, 2016.

FY 17 Capital Fund Budget

MOTION: A motion was made by Mr. Mike Ennis and seconded by Mr. Richard Wilson to approve the Capital Fund fiscal year 2017 proposed budget as presented. Motion carried.

President Urban noted that he received the memorandum from the Michigan Community College Board of Directors regarding the certification of appointments for the 2016–2017 MCCA Board of Directors. He recommended that Mike Ennis be the Board Representative and that James Jensen be the alternate.

Certification of Appointments for 2016-2017 MCCA Board of Directors

MOTION: A motion was made by Mr. Bruce Smith and seconded by Mr. Mr. James Barker to approve Mr. Mike Ennis to serve as Trustee Director and Mr. James Jensen as Alternate Trustee Director for the Michigan Community College Association beginning July 1, 2016 and ending June 30, 2017. Motion carried.

President Urban presented the staff compensation. He stated that because the College is facing operational budget constraints due to decreasing enrollments tied in part to the low unemployment rate in Michigan, at this time, he is not recommending any salary increases. President Urban stated that the longevity steps will be honored to those that qualify. The Educational Support Staff and Faculty have existing three-year contracts that will expire in 2017. This was

Staff Compensation Review

favorably reviewed at the Board Administrative Committee at their meeting held on June

MOTION: A motion was made by Mr. Bruce Smith and seconded by Mr. Mr. Steve Urka to approve a 0% salary increase for administrative staff, the adjunct faculty, and campus employment staff and longevity steps for those who qualify as outlined above for FY 17. Motion carried

Mr. Bruce Smith asked Vice President Ward to speak on behalf of the feasibility study. Vice President Ward stated that the College is considering a connection to the City of Ludington water supply to improve the water quality on campus. He stated that the feasibility study was completed and we are recommending that the College proceed with an RFP to identify a firm to construct connecting the water line and the associated infrastructure.

Recommendation for Issuance of a RFP

MOTION: A motion was made by Mr. Bruce Smith and seconded by Mr. Mike Ennis to approve the issuance of an RFP to identify an engineering firm to develop the project described in the water study. Motion carried

Mr. Steve Urka thanked Ted Malt for all the great work he is doing.

Board Member Comments

Mr. Bruce Smith thanked Ted Malt for his presentation. He also stated that the Board Administrative Committee met with the auditors as they will be conducting our annual audit.

Mr. Mike Ennis congratulated Cindy Lopez on her staff member of the semester award. He also thanked Ted Malt on all the good work he does.

Mr. James Jensen stated that it's hard when you cannot provide an increase as everyone works so hard, but this is the difficult decision we are faced with at this time.

There being no more business before the Board, the meeting was adjourned by motion at 4:55 p.m.

Adjournment

MOTION: A motion was made by Dr. Anthony Fabaz and seconded by Mr. Steve Urka to adjourn the meeting at 4:55 p.m. Motion carried.

Respectfully submitted,
Richard M. Wilson, Jr., Secretary

Recorded by: Lisa M. Stankowski
Approved: _____