

**West Shore Community College
Scottville, MI 49454**

Board of Trustees Meeting

Monday, August 15, 2016

4:00 p.m.

Board Room of the Administrative & Conference Building

The August 15, 2016, Board of Trustees Meeting was called to order at 4:00 p.m. by Chairman James Jensen. Mr. Jensen welcomed everyone.

**Call to Order
and Roll Call**

Board Members Present: Mr. James Barker, Mr. Mike Ennis, Dr. Anthony Fabaz, Mr. Bruce Smith, Mr. Steve Urka, and Mr. James Jensen, Chairman

Board Members Absent: Mr. Richard Wilson

Others Present: Debbie Campbell, Christy Christmas, Patti Davidson, Ken Grabowski (Manistee News Advocate), Thom Hawley, Riley Kelly (Ludington Daily News), Brooke Portmann, Amber Sadler (Student Senate), Steve Sparling, Lisa Stankowski, Kenneth Urban, Scott Ward and Crystal Young

The minutes of the July 18, 2016, Regular Meeting were distributed to the Board members prior to the meeting.

**Approval of
July 18, 2016
Regular Board
Meeting Minutes**

MOTION: A motion was made by Mr. Mike Ennis and seconded by Mr. Bruce Smith to approve the July 18, 2016 Regular Board Meeting Minutes. Motion carried.

The agenda of the August 15, 2016, Regular Board Meeting was provided to the Board members prior to the meeting.

**Approval of
Agenda**

MOTION: A motion was made by Mr. James Barker and seconded by Dr. Tony Fabaz to approve the August 15, 2016 Regular Board Meeting Agenda. Motion carried.

Mr. Mike Ennis provided a Michigan Community College Association (MCCA) update. He stated that he attended the MCCA Summer Conference and the focus of the conference was on community colleges changing with the times and staying relevant and remaining competitive. He congratulated Mr. Jensen on receiving recognition from MCCA for his 15-year service as a Michigan community college board member.

**Michigan
Community
College
Association**

President Kenneth Urban stated that we will be kicking off our 50th Anniversary on Friday, September 16 at 4:30 p.m. in the Schoenherr Campus Center where we

**50th
Anniversary
Update**

will unveil a photo mosaic of pictures from over the last 50 years. President Urban stated that we will be honoring our past and building for our future with a variety of events running from September through June of next year. At our monthly Board Meeting, we will showcase something for our 50th Anniversary. There will be many activities on and off-campus.

Mr. James Jensen stated that he and Thom Hawley have been working on a history book for the college's 50th Anniversary. He is hoping the book is available sometime next year.

Thom Hawley, Executive Director of Communications and Community Engagement, introduced Brooke Portmann, Dean of Arts and Sciences, to talk about online offerings.

West Shore Report

Thom stated that College for Kids will be offered August 1 to August 5. Thom invited Crystal Young, Director of the Business Opportunity Center, to the podium who stated that we have 146 registrations for College for Kids with 15 new offerings.

Thom provided the calendar of events.

Thom provided the Calendar of Events. He stated that the staff and faculty in-service will be held starting with a family picnic on August 23. The in-service will be held through August 25. He also stated that classes for our students begin on August 29 and we will welcome the students back to campus with our annual Back to the Books Bash.

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

Public Comments

President Urban presented information regarding the importance of creating clear educational pathways extending from within our PK-12 systems into WSCC and beyond to baccalaureate institutions. The information is a snapshot report from the National Student Clearinghouse Research Center which provides evidence of the value of pathways in a community college.

Community College Higher Education Issues and Trends

Mr. Bruce Smith presented the budget amendment for FY16. Mr. Smith asked Vice President Ward to present the item. Scott stated that revenue for tuition and fees is reduced to reflect the actual amounts which are lower than originally budgeted due to lower than anticipated enrollment. He stated that institutional administration had less administrative salary and benefit costs mainly due to the change in the development office and the absence of a vice president. He stated that there are other variables that are noted in the memorandum.

Operating Budget Modification

The budget modifications were favorably reviewed by the Board Administrative Committee at their meeting held on August 10, 2016.

MOTION: A motion was made by Mr. Bruce Smith and seconded by Mr. James Barker to approve the budget modifications to the FY2016 General Fund Budget. Motion carried.

Mr. Bruce Smith presented the July 2016, monthly financial statement, which was provided to the Board prior to meeting. He requested approval of General Fund Expenditures of \$171,848 and Auxiliary Fund Expenditures of \$74,711. The financials were favorably reviewed by the Board Administrative Committee at their meeting on August 10, 2016.

**July
Financial
Report**

MOTION: A motion was made by Mr. Bruce Smith and seconded by Mr. Mike Ennis to approve the General Fund Expenditures of \$171,848 and Auxiliary Fund Expenditures of \$74,711. Motion carried.

President Urban stated that in December of each year, he provides a recommended schedule to the Board for Board Meeting dates and times. He stated that he will still be doing that, but wanted to change the March meeting date to the fourth Monday (March 27, 2017) as it was the first time fifty years ago that the Board of Trustees met in 1967.

**Change Meeting
Date for
March 2017**

MOTION: A motion was made by Dr. Tony Fabaz and seconded by Mr. Mike Ennis to approve the March Board of Trustees Meeting for Monday, March 27, 2017. Motion carried.

Mr. Bruce Smith presented the information regarding the Administrative Building HVAC unit. Mr. Smith presented the three pricing options provided to the College. College staff reviewed and agreed with the recommendation to pursue option 3. The rooftop unit for the system under Option 3 is available under an existing State of Michigan contract. The engineer recommended that this project be split in two with the College directly purchasing the physical unit under state contract. The estimated cost of the unit is \$49,000. Mr. Smith stated that additional funds will need to be allocated to this project and are available in the Capital Fund through reserves. The recommendation is to increase the budget for the project from \$70,000 to \$240,000. Bruce stated that the expectation is that the amount of the project will not surpass \$232,000; the not-to-exceed amount covers for any additional contingencies. The recommendations were favorably reviewed by the Board Administrative Committee at their meeting held on August 10, 2016.

**Administrative
Building HVAC**

MOTION: A motion was made by Mr. Bruce Smith and seconded by Mr. James Barker to approve the Administrative Building HVAC project budget to be increased to, but not to exceed, \$240,000 and allow the President to award the contract to the lowest priced qualified, bonded contractor. Motion carried.

Dr. Anthony Fabaz thanked the presenters.

**Board Member
Comments**

There being no more business before the Board, the meeting was adjourned by motion at 5:15 p.m.

MOTION: A motion was made by Mr. Mike Ennis and seconded by Mr. Bruce Smith to adjourn the meeting at 5:15 p.m. Motion carried.

Adjournment

Respectfully submitted,
Richard M. Wilson, Secretary

Recorded by: Lisa M. Stankowski
Approved: _____