

**West Shore Community College  
Scottville, MI 49454  
Board of Trustees Meeting  
Monday, December 19, 2016  
Board Room of the Administrative & Conference Building**

The December 19, 2016, Board of Trustees Meeting was called to order at 4:00 p.m. by James Jensen, Chair. Mr. Jensen welcomed everyone to the Manistee Intermediate School District and led the Pledge of Allegiance.

**Call to Order  
and Roll Call**

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

**Others Present:** Christy Christmas, Thom Hawley, Debra Hintz, Chad Inabinet, Mike Nagle, Steve Sparling, Lisa Stankowski, Mike Szymanski (WSCC Alumnus), Kenneth E. Urban, Scott Ward, and Crystal Young

The meeting minutes of the November 21, 2016, Board of Trustees Meeting were distributed to the Board Members prior to the meeting. One correction to the meeting minutes was noted, which was deleting Mr. James Barker from “Others Present”.

**Approval of  
November 21, Board  
Meeting Minutes**

**MOTION:** A motion was made by Mr. Richard Wilson and seconded by Mr. Mike Ennis to approve the November 21, 2016, Regular Board meeting minutes and deleting Mr. James Barker’s name off of the “Others Present”. Motion carried.

The agenda of the December 19, 2016, regular Board meeting was provided to the Board members prior to the meeting.

**Approval of  
December 19, 2016  
Board Agenda**

**MOTION:** A motion was made by Mr. Mike Ennis and seconded by Mr. Bruce Smith to approve the December 19, 2016, Regular Board meeting Agenda. Motion carried.

Mr. Mike Ennis provided a Michigan Community College Association (MCCA) update. He stated that the MCCA is tracking specific bills during the lame duck session. He stated that the Governor has received House Bill 4575, which would allow for a noncontiguous annexation to a community college district. He stated that more bills will be introduced when they return back from the lame duck session.

**Michigan Community  
College Association  
and President’s  
Association Report**

President Urban stated that since there wasn’t a President’s MCCA committee meeting scheduled this past month, he would be reporting on statistics of our former students who have transferred to Ferris State University. He stated that we had 52 students transfer to Ferris State University and they had an average GPA of 3.45 compared to Ferris’ average GPA of 3.35.

Mr. Jensen recited the Resolution in honor of Trustee Steve Urka. Mr. Jensen stated that Mr. Urka's term will expire December 31, 2016. He stated that on behalf of the Board of Trustees he would like to thank Mr. Urka for his dedication to the Board service to the community and wishes him the best of luck.

**Resolution  
Recognizing  
Trustee Steve Urka**

**MOTION: A motion was made by Mr. Richard Wilson and seconded by Mr. James Barker to accept the Resolution in honor of Trustee Steven Urka. Motion Carried.**

Vice President Ward introduced Debra Hintz, the new Director of Information Technology. After a national search, she has been selected for the position. He stated that she received her Master of Arts in Educational Technology from Michigan State University and brings to us a wealth of knowledge and experience. The Board of Trustees welcomed Debra.

**Introduction of  
New Employee**

President Urban introduced Mike Szymanski, a WSCC alumnus of 1972, who will be speaking about his experience at WSCC. Mr. Szymanski talked about his successful career and stated that WSCC laid the ground work for him as a young student out of high school. He stated that the faculty and staff, at the time, were influential in his life and he still remembers them today.

**50<sup>th</sup> Anniversary  
Spotlight**

Mr. Thomas Hawley, Executive Director of Communications and Community Engagement, provided information regarding the closings in areas on campus for the upcoming holiday. He also provided the calendar of events.

**West Shore Report**

Dean of Student Services, Chad Inabinet, presented the Fall Semester 2016 Graduate list of twenty-five (25) individuals who have completed their studies and are being presented for the Board's approval.

**Fall Graduate List**

**MOTION: A motion was made by Mr. Mike Ennis and seconded by Mr. Richard Wilson to approve the graduate list for the Fall Semester of 2016 of twenty-five (25), as distributed. Motion carried.**

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

**Public Comment**

President Kenneth Urban presented the recommended Board Meeting dates and times for calendar year 2017. He stated that our consistent practice is to go off-campus in April and November and with that being said, the April 17, 2017, Board Meeting location will be held at the West Shore Educational Service District at 5:00 p.m. The location of the November Board Meeting will be determined at a later date. He also stated that the March Board of Trustees Meeting will be held on Monday, March 27, 2017, as that is the date of the first Board Meeting that took place fifty years ago.

**Meeting Dates and  
times for 2017**

**MOTION: A motion was made by Mr. Mike Ennis and seconded by Mr. Bruce Smith to approve the 2017 Board of Trustees Meeting Dates and Times. Motion carried.**

President Urban presented the Board Calendar for 2017 with an outline of items that will be covered each month.

**Board Calendar  
for 2017**

**MOTION: A motion was made by Mr. Mike Ennis and seconded by Mr. Bruce Smith to approve the 2017 Board of Trustees Calendar. Motion carried.**

Mr. Bruce Smith presented the November 2016, monthly financial statement, which was provided to the Board prior to meeting. He requested approval of General Fund Expenditures of \$1,189,578 and Auxiliary Fund Expenditures of \$77,866. The financials were favorably reviewed by the Board Administrative Committee at their meeting on Wednesday, December 14, 2016.

**November  
Financial  
Report**

**MOTION: A motion was made by Mr. Bruce Smith and seconded by Mr. Steve Urka to approve the General Fund Expenditures of \$1,189,578 and Auxiliary Fund Expenditures of \$77,866. Motion carried.**

Mr. Bruce Smith presented the information regarding provisional employee staffing (part-time non-benefitted) and moving to EDUStaff and out of the Michigan Public Service Employee' Retirement System (MPSERS). He asked Vice President Scott Ward to provide more detailed information. Vice President Ward stated that EDUStaff has established a process and system to provide staffing services. He stated more colleges in the State of Michigan are moving toward this service. The company provides pre-screened candidates, along with training, benefits, recruiting, and payroll management. He stated that while we are not modifying the current wage rate structure, the transition to EDUStaff provides an opportunity to increase provisional employee earnings, and yield an annual savings to the College by reducing payments to MPSERS. Because provisional employees need an equivalent of 10 years of full-service to become vested in the retirement system, few employees ever see the benefits, therefore, moving toward this is positive for both the College and the employees.

**Provisional  
Employee Staffing**

**MOTION: A motion was made by Mr. Richard Wilson and seconded by Mr. Mike Ennis to approve the President to contract with EDUStaff to hire Provisional Employees (part-time non-benefitted), effective January 1, 2017. Motion carried.**

President Kenneth Urban stated that there are two faculty that will discontinue service with the College effective December 31, 2016. Because this date falls after April 1, 2016 and thus with the contract year, it is necessary for the Board to consent to this discontinuance of service. President Urban stated that two faculty members, Professor John Poindexter and Professor Peggy Sheffer, have both expressed a voluntary desire to discontinue service with the College effective December 31, 2016. Dr. Urban stated that the deans and directors for whom the faculty members currently report to are aware of these discontinuances of service and have plans in place to seamlessly serve students. Dr. Urban recommended

**Approval of Mid-year  
Faculty Departures**

that the Board of Trustees authorize the faculty members to discontinue service with West Shore Community College, effective December 31, 2016.

**MOTION: A motion was made by Mr. Richard Wilson and seconded by Mr. Bruce Smith to authorize faculty members John Poindexter and Peggy Sheffer to voluntarily discontinue service with West Shore Community College, effective December 31, 2016. Motion carried.**

Mr. Bruce Smith thanked Steve Urka for his dedication and service to the Board. He also thanked Mike Szymanski for speaking to the Board about the foundation and learning experience that WSCC provided him to go on to have an outstanding career. He also thanked him for his service to our country. Bruce wished everyone a Merry Christmas.

**Board  
Member  
Comments**

Mr. Steve Urka thanked Mike Szymanski for his presentation to the Board. Steve also thanked the staff at WSCC and the Board members for their guidance and leadership both in good times and in bad. He stated that every challenge that we were faced with was handled with eloquence and in a professional matter.

Mr. Richard Wilson thanked Steve Urka for his service to the Board. He also thanked Mike Szymanski for his presentation. He stated that they were friends when they were younger and just reconnected a year ago.

Mr. Mike Ennis thanked Mike Szymanski and stated that hearing his story is the compensation that we get as a Board member. He also thanked Steve Urka for his service and dedication to the Board of Trustees.

Mr. James Jensen thanked Mike Szymanski for his presentation regarding the impact that WSCC had on his life. He also wished everyone a Merry Christmas.

There being no more business before the Board, the meeting was adjourned by motion at 5:00 p.m.

**MOTION: A motion was made by Mr. Steve Urka and seconded by Dr. Tony Fabaz to adjourn the meeting at 5:00 p.m. Motion carried.**

Respectfully submitted,  
Richard M. Wilson, Secretary

Recorded by: Lisa M. Stankowski  
Approved: \_\_\_\_\_