

**West Shore Community College Board Meeting**  
**3000 N. Stiles**  
**Scottville, MI 49454**  
**Monday, January 15, 2018**  
**4:00 p.m.**

The January 15, 2018, Board of Trustees Meeting at was called to order at 4:00 p.m. by Bruce Smith, Chair. Mr. Smith welcomed everyone.

**Call to Order  
and Roll Call**

**Board Members Present:** Mr. James Barker, Mr. James Jensen, Mr. Richard Wilson, Mrs. Sherry Wyman, and Mr. Bruce Smith, Chair

**Board Members Absent:** Mike Ennis and Anthony Fabaz

**Others Present:** Paul Bilinski, Kristie Bruesch, Debbie Campbell, Christy Christmas, Ken Grabowski (Manistee News Advocate), Thom Hawley, Chad Inabinet, Riley Kelley (Ludington Daily News), Mike McKinney, Kellon Petzak, Brooke Portmann, Kendra Quick (WMOM), Melinda Riggs, Matt Sanderson, Steve Sparling, Lisa Stankowski, and Scott Ward

The meeting minutes of the off-campus December 18, 2017, Board of Trustees Meeting were distributed to the Board Members prior to the meeting.

**Approval of  
December 18,  
Off-campus  
Board Meeting  
Minutes**

**MOTION:** A motion was made by Mr. James Jensen and seconded by Mr. Mr. Richard Wilson to approve the December 18, 2017, regular off-campus Board Meeting Minutes. Motion carried.

The agenda of the January 15, 2018, regular Board meeting was provided to the Board members prior to the meeting.

**Approval of  
January 15  
Board Agenda**

**MOTION:** A motion was made by Mr. Richard Wilson and seconded by Mr. James Barker to approve the January 15, 2018, Regular Board Meeting Agenda. Motion carried.

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

President Ward stated he will be attending the Michigan Community College Legislative Summit on January 24<sup>th</sup> in Lansing.

Christy Christmas, Dean of Occupational Programs introduced Kellon Petzak, Associate Professor of Computer Information Systems, Kristie Bruesch, Associate Professor of Nursing, and Melinda Riggs, Allied Health Coordinator. She also introduced Shelley Boes, who has been a Professor of Nursing and is now taking on the role as the Director of Nursing.

**Introduction of  
New Employees**

Brooke Portmann, Dean of Arts and Sciences, introduced Paul Bilinski, Associate Professor of Biology and provided the Board with some of his background.

President Ward stated Tom Alway has been promoted to the Learning Management System Analyst.

### President's Office Report

Thom Hawley, Director of College Relations, introduced Dr. Mike McKinney, Professor of Biological Sciences, to report on his Sabbatical Leave. Dr. McKinney stated that the purpose of his sabbatical was not only to refresh and rejuvenate in the company of other scientist, but to improve his credentials to ensure that he met the new Higher Learning Commission's qualifications to teach Anatomy and Physiology at WSCC. He thanked former president, Dr. Kenneth Urban, and the Board of Trustees for granting him the opportunity to take the Sabbatical Leave.

### **West Shore Report**

Thom Hawley provided the calendar of events. He also provided a tribute to Dr. Martin Luther King.

President Scott Ward provided an explanation on the power outage that took place Thursday evening. He stated that, currently, we have a temporary fix in place and the issue will need to be addressed in the spring. He stated that even if the College had a generator in place, we still would have lost power as it was a bad switch gear.

President Ward stated our winter in-service for faculty and staff was held on January 10. The faculty and staff broke into three separate groups of faculty, administrators, and educational support personnel for an exercise to identify institutional goals for the strategic plan. After we met in groups, we came together as a campus and identified collectively the areas of focus, which were similar. President Ward stated he will provide an update to the Board in the coming months.

President Ward stated that we will begin the search for a Vice President of Academic and Student Services and he has asked Chairman Bruce Smith to serve on the interview team and Mr. Smith agreed.

Chairman Bruce Smith invited anyone from the public to address the Board of Trustees at this time. There were no public comments.

### **Public Comments**

Mr. James Jensen presented the Quarterly Investment Report for December 31, 2017, which is required by Board Policy 6022. The report was favorably reviewed by the Board Administrative Committee at their meeting held on January 10, 2018.

### **Quarterly Investment Report**

Mr. James Jensen presented the December 2017, monthly financial statement, which was provided to the Board prior to meeting. He requested approval of General Fund Expenditures of \$1,225,715 and Auxiliary Fund Expenditures of \$96,389. The financials were favorably reviewed by the Board Administrative Committee at their meeting on Wednesday, January 10, 2018.

### **December Financial Report**

**MOTION: A motion was made by Mr. James Jensen and seconded by Mr. Richard Wilson to approve the General Fund Expenditures of \$1,225,715 and Auxiliary Fund Expenditures of \$96,389. Motion carried.**

Trustee Richard Wilson stated that the Board Policy and Personnel Committee will be reviewing Board Policies on a monthly basis just to have policies fresh in their minds and address anything that needs to be updated and provide suggested changes to the full Board as we have in the past with a first and second reading. Mr. Wilson stated that the committee noted some changes to some of the policies that were presented such as minor wording. President Ward asked the other Board members to review the Board Policies and get in touch with Lisa if they have any suggested changes.

**Board  
Policy  
Review**

Chairman Bruce Smith stated at last summer's Michigan Community College Association conference he and a few other Board members had the opportunity to attend a session with Susan Meier regarding board culture and dynamics and the key practices of high performing boards. Mr. Smith stated that it just so happens that Ms. Meier spends the month of August in Ludington and has agreed to facilitate a session to the Board of Trustees at a Work Session. Mr. Smith would like to extend this opportunity to local school boards, as well, if they are interested. Mr. Smith asked the Board Members if they prefer just an all-day Friday or both a Friday evening and Saturday morning. The Board of Trustees chose the Friday (late afternoon/evening) and Saturday morning combination. Mr. Smith will provide the logistics at a later Board of Trustees Meeting.

**Review Dates for  
Board Work  
Session in August**

There being no more business before the Board, the meeting was adjourned by motion at 4:50 p.m.

**Adjournment**

**MOTION: A motion was made by Mr. Richard Wilson and seconded by Mr. James Barker to adjourn the meeting at 4:50 p.m. Motion carried.**

Respectfully submitted,  
Anthony Fabaz, Secretary

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