

**West Shore Community College
Board of Trustees Meeting
3000 N. Stiles
Scottville, MI 49454
Monday, March 19, 2018
4:00 p.m.**

The March 19, 2018, Board of Trustees Meeting was called to order at 4:00 p.m. by Mr. Bruce Smith, Chairman. 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, Chairman

Board Members Absent: Mr. Mike Ennis and Dr. Anthony Fabaz

Others Present: Christy Christmas, Ana Figueroa (Student Senate President), Tim Fink, Nick Gordon, Ken Grabowski (Manistee News Advocate), Thom Hawley, Seán Henne, Chad Inabinet, Patti Klevorn (Ludington Daily News), Brooke Portmann, Kendra Quick (WMOM), Matt Sanderson, Lisa Stankowski, Dillon Towne (student), Scott Ward, John Wolff, and Crystal Young

The meeting minutes of the February 19, 2018, Board of Trustees Meeting were distributed to the Board Members prior to the meeting.

**Approval of
Board Meeting
Minutes**

MOTION: A motion was made by Mr. Richard Wilson and seconded by Mr. James Barker to approve the February 19, 2018, regular Board of Trustees Meeting Minutes. Motion carried.

The agenda of the March 19, 2018, regular Board meeting was provided to the Board members prior to the meeting.

**Approval of
Board Agenda**

MOTION: A motion was made by Mr. James Jensen and seconded by Mr. Richard Wilson to approve the March 19, 2018, Regular Board Meeting Agenda. Motion carried.

President Scott Ward provided the Michigan Community College Association (MCCA) update.

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

Executive Director of College Relations, Thom Hawley, introduced Nick Gordon. He stated that Nick has been hired as the Computer Systems Media Services Technician. Thom stated that Nick is currently attending Grand Valley State University and enjoys skiing, programming, and reading in his free time. Thom stated that the future is bright for him. The Board welcomed Nick.

**Introduction to
New Employee**

President's Office Report

Thom Hawley, Executive Director of College Relations, introduced Dr. Brooke Portmann, Dean of Arts and Sciences, to provide an introduction of the Digital Literacy Program that is being recommended for the Board's approval today. Professor Seán Henne and Professor John Wolf provided a more in depth presentation of the program and highlighted the need for the program. Detailed information on the program was included in the Board Packet.

West Shore Report

Thom Hawley provided the calendar of events.

Ana Figueroa provided an update from Student Senate regarding some of their recent activities. She talked about some of the upcoming events such as the "drunk driving simulator" next month and the "night of procrastination" event geared for students prior to the start of exams. She stated that there will be two students attending a training conference hosted by the *Truth Initiative* in Washington, D.C. which is a grant the College received to educate students on the dangers of smoking and tobacco. She stated that many of the Michigan community colleges do not allow smoking/tobacco on their campus.

Update from Student Senate

President Scott Ward provided an update on the Strategic Plan. He stated in the past, we have tried to do too much and it has been difficult to focus on 30 items and we need to narrow the focus so that the goals are attainable. President Ward provided the Board with handouts of the "draft" of the Strategic Plan. President Ward stated that the measurements will tie nicely with a scorecard and he will report the progress throughout the year to the Board of Trustees.

Strategic Plan Draft

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 February 2018, monthly financial statement, which was provided to the Board prior to meeting. He requested approval of General Fund Expenditures of \$907,870 and Auxiliary Fund Expenditures of \$90,142. The financials were favorably reviewed by the Board Administrative Committee at their meeting on Wednesday, March 14, 2018.

February Financial Report

MOTION: A motion was made by Mr. James Jensen and seconded by Mr. James Barker to approve the General Fund Expenditures of \$907,870 and Auxiliary Fund Expenditures of \$90,142. Motion carried.

Mr. James Jensen presented the Annual Budget Estimate, which is required by section 141 of the Community College Act of 1966, Act 331 of 1966. The tax and appropriations estimate was favorably reviewed at the Board Administrative Committee meeting held on March 14, 2018.

Annual Budget Estimate

MOTION: A motion was made by Mr. James Jensen and seconded by Mr. James Barker to approve the estimated taxes and appropriation necessary to meet the requirement of the State for fiscal year 2018-2019. Motion carried.

President Scott Ward presented the Curriculum Changes to add a new degree, *Digital Literacy*, and new courses, *Small Group Communication* and *Advanced Composition*. President Ward stated that the Board Policy and Personnel Committee favorably reviewed the recommended new program, *Digital Literacy*, and the two new courses for approval at their committee meeting.

Curriculum Changes

MOTION: A motion was made by Mr. Richard Wilson and seconded by Mrs. Sherry Wyman to approve the Digital Literacy Program and the new courses listed. Motion carried.

President Ward stated that the Board Policy and Personnel Committee met earlier to review the Board Policies for this month that are presented in the Board Packet. The Committee identified the need for some changes that will be presented at a future meeting. President Ward stated that the Board Policy and Personnel Committee also reviewed and discussed the need to develop a Board Policy on “Freedom of Expression”.

Board Policy Review

Chairman Smith reminded the Board of Trustees that the meeting next month will be held at Onekama Consolidated Schools at 5:00 p.m. on Monday, April 16.

Off-Campus Board of Trustees Meeting

There being no more business before the Board, the meeting was adjourned by motion at 5:29 p.m.

Adjournment

MOTION: A motion was made by Mr. James Jensen and seconded by Mr. James Barker to adjourn the meeting at 5:29 p.m. Motion carried.

Respectfully submitted,
Anthony Fabaz, Secretary

Recorded by: Lisa M. Stankowski and Approved:_____