

**West Shore Community College  
Scottville, MI 49454  
Board of Trustees Meeting  
Board Room  
Administrative and Conference Building  
Monday, May 21, 2018**

The May 21, 2018 Board of Trustees meeting was called to order at 4:00 p.m. by Chairman Bruce Smith. Mr. Bruce Smith 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 Fabaz, Mr. James Jensen, Mr. Richard Wilson, Mrs. Sherry Wyman, and Mr. Bruce Smith, Chair

**Others Present:** Steve Begnoche (Ludington Daily News), Kristen Biggs, Debbie Campbell, Christy Christmas, Ken Grabowski (Manistee News Advocate), Thom Hawley, Debra Hintz, Chad Inabinet, Terry and Avery Johnson, Brooke Portmann, Steve Sparling, Lisa Stankowski, Julie Smith, Scott Ward, and Crystal Young

The minutes of the April 16, 2018, regular meeting were distributed to the board members prior to the meeting.

**Approval of  
April Meeting  
Minutes**

**MOTION:** A motion was made by Mr. James Barker and seconded by Mr. Richard Wilson to approve the April 16, 2018, regular board meeting minutes. Motion carried.

The agenda of the May 21, 2018, regular board meeting was distributed to the board members to review prior to the meeting.

**Approval of  
Agenda**

**MOTION:** A motion was made by Mr. Mike Ennis and seconded by Mr. Richard Wilson to approved the May 21, 2018 Regular Board Meeting Agenda. Motion carried.

Mr. Ennis stated that the topic of discussion has been about the Personal Property Tax. He stated that there are a lot of bills

**Michigan Community  
College Association  
Report**

Dr. Anthony Fabaz presented Terry Johnson with a plaque and a certificate for the staff member of the Fall 2017 semester. Dr. Fabaz provided comments from his nominator. Terry brought along his young son, Avery, so that he could learn by his father's example.

**Presentation of  
Staff  
Member of the  
Semester**

Thom Hawley, Executive Director of College Relations, introduced Julie Page Smith, Director of the Wellness Center and coordinator of the employee wellness program, to present on the College being named as the recipient of the 2017

**West Shore Report**

Healthiest Companies in America award in recognition of our efforts to promote and encourage healthy life styles.

He stated that we are currently registering students for the summer, which begins on June 4 and gearing up for our various camps on campus.

President Ward provided a Year in Review update for the Board of Trustees. He thanked the faculty and staff for their part in helping to accomplish everything.

**Year in Review**

Chairman Bruce Smith invited anyone to address the board. There were no public comments.

**Public Comments**

President Ward presented the Strategic Plan. He thanked the campus and especially Steve Sparling, Jennifer Lundberg Anders, Katie Stewart, and Dr. Olin Joynton for setting the direction and the involvement of the faculty and staff.

**Recommendation on Strategic Plan**

**MOTION: A motion was made by Mr. Richard Wilson and seconded by Dr. Anthony Fabaz to approve the Strategic Plan as presented. Motion carried.**

President Ward presented the recommendation to appoint Dr. Mark Kinney as the Vice President of Academic and Student Services effective July 1, 2018. His cover letter and resume was included in the Board Packet. The recommendation was favorably reviewed by the Board Policy and Personnel Committee at their meeting held on May 17, 2018.

**Recommendation of the Appointment of the Vice President of Academic and Student Services**

**MOTION: A motion was made by Mr. Mike Ennis and seconded by Mr. James Barker to approve the recommendation to appoint Dr. Mark Kinney to the position of Vice President of Academic and Student Services. Motion carried.**

Mr. James Jensen presented the April 2018, monthly financial statement, which was provided to the board prior to meeting. He requested approval of General Fund Expenditures of \$948,307 and Auxiliary Fund Expenditures of \$67,376. The financials were favorably reviewed by the Board Administrative Committee at their meeting held on May 16, 2018.

**April Financial Report**

**MOTION: A motion was made by Mr. James Jensen and seconded by Mr. James Barker to approve the General Fund Expenditures of \$948,307 and Auxiliary Fund Expenditures of \$67,376. Motion carried.**

Mr. Jensen presented the FY2018 General Fund and Auxiliary Fund Budget Amendment. He stated that the Board Administrative Committee spent time discussing with staff. The budget modifications were favorably reviewed by the Board Administrative Committee at their meeting held on May 16, 2018.

**Budget Amendment**

**MOTION:** A motion was made by Mr. James Jensen and seconded by Ms. Sherry Wyman to approve the budget modifications to the FY2018 General Fund and FY2018 Auxiliary Fund Budgets. Motion carried.

Mr. Jensen stated the Board needs to set a date to certify the 2018 property tax levy figures. He recommended that a Special Board of Trustees Meeting to certify the 2018 property tax levy be held on Monday, June 4, 2018 at 5:00 p.m.

**Set Special Board Meeting To Certify the 2018 Property Tax Levy**

**MOTION:** A motion was made by Mr. James Jensen and seconded by Mr. Mike Ennis to set the Special Board Meeting to certify the 2018 Property Tax Levy on June 4, 2018 at 5:00 p.m. in the Board Room of the Administrative and Conference Building. Motion carried.

Mr. James Jensen stated the Board is required by Michigan Law to hold a budget hearing each year. The meeting is generally prior to the regular board meeting in June.

**Resolution to Set Budget Hearing Date**

**MOTION:** A motion was made by Mr. James Jensen and seconded by Mr. James Barker to set the budget hearing for 3:45 p.m. on June 18, 2018, in the Board Room of the Administrative and Conference Building and authorize the administration to publish notice of this hearing as required by law. Motion carried.

President Ward presented the recommendation on the Investigation of Additional Real Estate Acquisition. Mr. Richard Wilson requested that the Board go into Closed Session for the purpose of the additional real estate acquisition.

**Recommendation for the Investigation of Additional Real Estate Acquisition**

**MOTION:** A motion was made by Mr. Richard Wilson and seconded by Mr. Mike Ennis to move into Closed Session for the purpose of discussing the investigation of the acquisition of additional real estate. A roll call vote was taken:

**ROLL CALL VOTE:** Mr. James Barker – yes, Mr. Mike Ennis – yes, Mr. James Jensen – no, Dr. Anthony Fabaz – yes, Mr. Richard Wilson – yes, Ms. Wyman – yes, and Mr. Bruce Smith – yes. Motion carried 6/1.

**MOTION:** A motion was made by Dr. Anthony Fabaz seconded by Mr. Mike Ennis to return to Open Session. Motion carried.

**Return to Open Session**

**MOTION:** A motion was made by Mr. James Jensen and seconded by Ms. Sherry Wyman to approve the College administration to investigate and pursue due diligence on the acquisition of real estate adjacent to the College property located at 6050 N. U.S. 31. Motion carried.

President Ward stated that we will be bringing a recommendation to the next meeting to name the building located at 6050 N. U.S. 31.

Mr. James Jensen presented the audit schedule for FY 2018 and stated no action was required.

**Audit Date  
for FY18**

Mr. Ennis asked President Ward to go over the recommendation of administrative, adjunct faculty, and campus employment salary changes for FY 18-19. Mr. Ward stated that he is recommending a 1% increase in base salary and longevity steps for those who qualify, a 5% increase to adjunct faculty rounded to the nearest \$5 increment, the College services assistant II from \$9.25 to \$9.65 to separate the wage from the Assistant I adjustment, and a 1% increase rounded to the nearest five cents for the college services assistant III, IV, V, VI and the professional campus employment positions, I, II, III, IV, & V.

**Recommendation for  
Staff Compensation**

**MOTION: A motion was made by Dr. Anthony Fabaz and seconded by Mr. Mike Ennis to approve the salary and wage changes. Motion carried.**

Mr. Mike Ennis deferred to President Ward to present the curriculum changes. The changes were favorably reviewed by the Board Policy and Personnel Committee at their meeting held on May 17, 2018.

**Recommendation of  
Curriculum Changes**

**MOTION: A motion was made by Mr. Richard Wilson and seconded by Dr. Anthony Fabaz to approve the curriculum changes as noted. Motion carried.**

Mr. Ennis presented the first reading of 2007 – Authorization to Offer Employment, 2024 – Interview Expense Reimbursement; and 2025 – Moving Expense. The Board Policy and Personnel Committee favorably reviewed the recommended changes at their meeting held on May 17, 2018.

**First Reading of  
Board Policies  
2007, 2024,  
& 2025**

**MOTION: A motion was made by Mr. Mike Ennis and seconded by Dr. Anthony Fabaz to approve the first reading of Board Policies 2007 – Authorization to Offer Employment, 2024 – Interview Expense Reimbursement; and 2025 – Moving Expense. Motion carried.**

Mr. Ennis stated that the Board Policy and Personnel Committee reviewed Division IV, Business Services – 6001 through 6028 and have identified some changes to bring back to the Board at a future meeting.

**Board Policy Review  
of Board Policies  
in Division VI**

Mr. Ward stated that he provided a memorandum to the Board of Trustees stating that he will be actively involved in working with economic entities to enhance the partnerships with the College. He will keep the Board apprised of any ideas he would like to bring forward.

**Economic  
Development  
Memorandum**

The Budget Work Session began at 5:27 p.m. The Budget Work Session concluded at 6:17 p.m. Trustees took a short recess. Trustee Richard Wilson left the meeting as he had another meeting scheduled.

**Budget Work Session**

At 6:17 p.m., President Scott Ward requested the Board go into closed session for the purpose of his evaluation.

**Closed Session**

**MOTION: A motion was made by Mr. James Jensen and seconded by Mr. James Jensen to approve going into Closed Session for the purpose of evaluating the President. Motion carried.**

The Board met in closed session to discuss the evaluation of President Scott Ward.

**President's Evaluation**

The Board concluded the Closed Session at 7:00 p.m.

**MOTION: A motion was made by Mr. James Barker and seconded by Dr. Anthony Fabaz to return to Open Session at 7:00 p.m. Motion carried.**

**Return to Open Session**

Chairman Bruce Smith reported on the closed session. Chairman Smith presented the following consensus statement:

**Approval of Consensus and Comments Regarding President's Evaluation**

*The Board of Trustees has evaluated the performance of President Scott Ward. The expectations evaluated included Meets, Does not Meet, and In Progress. The Board has found his performance consistently meet expectations in all categories, which included College Mission, Integrity: Ethical and Responsible Conduct, Teaching and Learning: Quality, Resources, and Support, Teaching and Learning: Evaluation and Improvement, and Resources Planning and Institutional Effectiveness.*

*The Board feels that the evaluation process for the President is one of the most important responsibilities of the College Trustee's position. As in the past, the Board has agreed to evaluate on all those areas of the President's responsibilities that we have firsthand knowledge to evaluate and a set of indicators or explanations for each area. Based on everything that has been accomplished this year, the performance of the President has met expectations.*

**MOTION: A motion was made by Mrs. Sherry Wyman and seconded by Mr. Mike Ennis to accept and approve President Scott Ward's evaluation and consensus statement from the Board of Trustees. Motion carried.**

There being no more business before the board, the meeting was adjourned by motion at 7:20 p.m.

**Adjournment**

**MOTION: A motion was made by Mr. James Jensen and seconded by Mr. James Barker to adjourn the meeting at 7:20 p.m. Motion carried.**

Respectfully submitted,  
Dr. Anthony Fabaz, Secretary

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