

**West Shore Community College
Scottville, MI 49454
Board of Trustees Meeting
Monday, June 18, 2018
4:00 p.m.**

Board Room of the Administrative & Conference Building

The June 18, 2018, Board of Trustees Meeting was called to order at 4:00 p.m. by Mr. Bruce Smith, Chair. Mr. Smith welcomed everyone.

**Call to Order
and Roll Call**

Board Members Present: Mr. James Barker, Mr. Mike Ennis, Dr. Anthony Fabaz, Mr. James Jensen, Mrs. Sherry Wyman, Mr. Richard Wilson and Mr. Bruce Smith, Chair

Others Present: Kristen Biggs, Debbie Campbell, Christy Christmas, Thomas Hawley, Debra Hintz, Chad Inabinet, Mark Kinney, Lisa Stankowski, and Scott Ward.

The minutes of the May 21, 2018, Regular Board meeting were distributed to the Board members prior to the meeting. The minutes were recommended for approval.

**Approval of
Regular Board
Meeting Minutes**

MOTION: A motion was made by Mr. Richard Wilson and seconded by Mr. Mike Ennis to approve the May 21, 2018, regular Board meeting minutes. Motion carried.

The minutes of the May 21, 2018, 1st Closed Session Board Meeting were distributed by Chairman Bruce Smith to the Board members during the meeting. The Closed Session Meeting Minutes were reviewed.

**Approval of
1st Closed
Session Board
Meeting Minutes**

MOTION: A motion was made by Mr. Richard Wilson and seconded by Mr. James Barker to approve the May 21, 2018, 1st set of Closed Session Board Meeting Minutes. Motion carried.

The minutes of the May 21, 2018, 2nd Closed Session Board Meeting were distributed by Chairman Bruce Smith to the Board members during the meeting. The Closed Session Meeting Minutes were reviewed.

**Approval of
2nd Closed Session
Board Meeting
Minutes**

MOTION: A motion was made by Mr. James Jensen and seconded by Mr. James Barker to approve the May 21, 2018, 2nd set of Closed Session Board Meeting Minutes. Motion carried.

The minutes of the June 4, 2018, Special Board Meeting to certify the 2018 Tax Levy were distributed to the Board members prior to the meeting. The minutes were recommended for approval.

**Approval of
June 4, 2018
Special Board
Meeting Minutes**

MOTION: A motion was made by Mr. Richard Wilson and seconded by Mr. James Barker to approve the June 4, 2018, Special Board meeting minutes to certify the 2018 Tax Levy. Motion carried

The agenda of the June 18, 2018, regular Board meeting was provided to the Board members prior to the meeting. After reviewing the agenda, President Ward asked to add the word “second” to letter (F) of the agenda to indicate the second set of Closed Session meeting minutes.

Approval of Amended Agenda

MOTION: A motion was made by Mr. Mike Ennis and seconded by Mr. Richard Wilson to amend item (F) of the agenda by adding the word “second” to read “Approval of the May 21, 2018, second Closed Session Meeting Minutes”. Motion carried.

Chairman Bruce Smith stated that the Board evaluated President Ward last month and found his performance met expectations. He stated the Board Executive Committee met on June 13, 2018, to consider the President’s contract and recommends an additional year to the term of his contract, an additional \$3,000 to his salary compensation, an additional \$3,000 to his annuity, and an additional \$1,000 to his office holder’s account. He stated when reviewing the contract, the committee considered the compensation of other community college presidents, both in western Michigan and other small institutions.

Board Executive Committee Report

MOTION: A motion was made by Mr. Richard Wilson and seconded by Dr. Anthony Fabaz to approve the changes of President Ward’s contract and compensation as outlined in the memorandum. Motion carried.

Mr. Ennis stated that community college graduation rates are slightly up by 26%.

Michigan Community College Association Report

Thom Hawley, Executive Director of College Relations, provided a video about WSCC featuring Hannah Edwards that will be utilized as a promotional piece for the College.

West Shore Report

Thom provided the Board with the calendar of the upcoming events.

Chad Inabinet, Dean of Student Services, presented the summer enrollment report. He stated there are currently 290 students, which is up 20 students compared to last year. We are also up 17.4% in credit hours.

Summer Enrollment Report

President Ward provided a visual update on the U.S. 31 building remodel, the Tech Center remodel and the Ice Arena remodel and addition.

Project Updates

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

Public Comments

Mr. Mike Ennis presented the second and final reading of Board Policies 2007 – *Authorization to Offer Employment*; 2024 – *Interview Expense Reimbursement*; and 2025 *Moving Expenses*. The Board Policy and Personnel Committee

Second Reading of Board Policies

favorably reviewed the recommended changes at their meeting held on June 18, 2018.

MOTION: A motion was made by Mr. Mike Ennis and seconded by Mr. Richard Wilson to approved the second and final reading of **Board Policies: 2007 – Authorization to Offer Employment, 2024 – Interview Expense Reimbursement (Full-time Administrators and Faculty); and 2025 – Moving Expenses.**

Mr. James Jensen, treasurer, presented the May 2018, monthly financial statement, which was provided to the Board prior to meeting. He requested approval of General Fund Expenditures of \$1,034,428 and Auxiliary Fund Expenditures of \$73,389. The financials were favorably reviewed by the Board Administrative Committee at their meeting held on June 13, 2018.

**May
Financial
Report**

MOTION: A motion was made by Mr. James Jensen and seconded by Mr. James Barker to approve the General Fund Expenditures of \$1,034,428 and Auxiliary Fund Expenditures of \$73,389. Motion carried.

Mr. James Jensen presented the General Fund Budget for Fiscal Year 2019. The General Fund Budget was favorably reviewed by the Board Administrative Committee at their meeting held on June 13, 2018.

**FY 19 General
Fund Budget**

MOTION: A motion was made by Mr. James Jensen and seconded by Dr. Anthony Fabaz to approve the General Fund fiscal year 2019 proposed budgets as presented. Motion carried.

Mr. James Jensen presented the Auxiliary Fund Budget for Fiscal Year 2019. The Auxiliary Fund Budget was favorably reviewed by the Board Administrative Committee at their meeting held on June 13, 2018.

**FY 19 Auxiliary
Fund Budget**

MOTION: A motion was made by Mr. James Jensen and seconded by Mr. Mike Ennis to approve the Auxiliary Fund fiscal year 2019 proposed budget as presented. Motion carried.

Mr. James Jensen presented the Capital Fund Budget for Fiscal Year 2019. The Capital Fund Budget was favorably reviewed by the Board Administrative Committee at their meeting held on June 13, 2018.

**FY 19 Capital
Fund Budget**

MOTION: A motion was made by Mr. James Jensen and seconded by Mr. Mike Ennis to approve the Capital Fund fiscal year 2019 proposed budget as presented. Motion carried.

Mr. James Jensen presented the recommendation on the design and construction management of the Water System project, which has been a part of the facilities master plan for year because of its unsavory odors, taste and discoloration. Three firms were chosen for an on-campus interview. The evaluation team considered each firm highly capable and qualified for the project. The evaluation team recommended Fleis & Vandenbrink for the design and construction management

**Recommendation
on Design and
Construction
of Water Main
Project**

of the water main project. The recommendation was favorably reviewed by the Board Administrative Committee at their meeting held on June 13, 2018.

MOTION: A motion was made by Mr. James Jensen and seconded by Mr. Richard Wilson to accept the bid in the amount of \$267,400 from Fleis & Vandenbrink for the design and construction management of the water system and project. Motion carried.

Chairman Bruce Smith noted the memorandum from the Michigan Community College Board of Directors regarding the certification of appointments for the 2018–2019 MCCA Board of Directors. He stated the College’s President is a director by virtue of the position.

MOTION: A motion was made by Mr. Richard Wilson and seconded by Dr. Anthony Fabaz to approve Mr. Mike Ennis to serve as Trustee Director and Mr. Bruce Smith as the Alternate Trustee Director for the Michigan Community College Association beginning July 1, 2018. Motion carried.

President Ward stated that we need to schedule a special Board Meeting to review the construction projects for the ice arena, U.S. 31 building and the Technical Center, in order to move forward and not delay any construction time.

MOTION: A motion was made by Mr. Mike Ennis and seconded by Mr. James Jensen to approve the special Board of Trustees Meeting to be held on July 23, 2018 at 5:00 p.m. in the Board Room of the Administrative and Conference Building. Motion carried.

President Ward stated he received an invitation from Superintendent Ron Stoneman to have a Board of Trustees meeting at Manistee Area Public Schools. Scott stated that he had spoken with Chairman Bruce Smith and all the committees regarding the invite and all felt we should honor our current schedule for April and November, but since there is a light agenda for July, accept the invitation from Superintendent Stoneman.

MOTION: A motion was made by Mr. James Jensen and seconded by Mr. Mike Ennis to approve going off-campus to Manistee High School on July 16, 2018 at 6:00 p.m. for the Board of Trustees. Motion carried.

Mr. Ennis stated that the Board Policy and Personnel Committee reviewed Division VI – Business Services 6029-6052 and have identified some changes to bring back to the Board at a future meeting.

Mr. Ennis presented the first reading of Board Policies 2213 and 6022. Mr. Wilson stated with regard to Board Policy 6022 *Investment of Funds*, the wording “as the same from time to time may be amended” needed to be added to the end of the sentence. The Board Policy and Personnel Committee

**Certification
of Appointments
for 2018-2019
MCCA Board of
Directors**

**Recommendation of
Special Board
Meeting in July**

**Recommendation to hold
the Board of Trustees
Meeting on July 16, 2018
off-campus at Manistee
Area Public Schools**

**Board Policy Review
of Board Policies
in Division VI –
Business Services –
6029-6052**

**First Reading of
Board Policies –
Professional Growth
Leave – Paid – 2213
and Investment of
Funds – 6022**

favorably reviewed the recommended changes at their meeting held on June 13, 2018.

MOTION: A motion was made by Mr. Mike Ennis and seconded by Mr. Richard Wilson to approve eliminating Board Policy 2213 – Professional Growth Leave and approve the first reading with the addition of the wording “as the same from time to time may be amended” of Board Policy 6022 – Investment of Funds. Motion carried.

President Ward stated that earlier this month, Thom Hawley sent an email to staff requesting input on the name for the building located at U.S. 31. The Board Policy and Personnel Committee met on June 13, 2018 and reviewed the names brought forward from the staff by the President and recommend and favorably review the building be named the, *Regional Public Safety Training Center*.

**Recommendation of
Name of U.S. 31
Building**

MOTION: A motion was made by Mr. Mike Ennis and seconded by Mr. Richard Wilson to approve the U.S. 31 location being named the, *Regional Public Safety Training Center*. Motion carried.

President Ward stated pursuant to Board Policy 6029 – *Grants*, he is informing the Board that on June 1, 2018, the College submitted a request for \$15,000 to the Michigan Council for Arts and Cultural Affairs to partially support five art events occurring during the Humankind series 2018-2019 academic year.

**Grant Submission
to the Michigan
Council for Arts &
Cultural Affairs**

There being no more business before the Board, the meeting was adjourned by motion at 5:30 p.m.

Adjournment

MOTION: A motion was made by Mr. Mike Ennis and seconded by Mr. James Barker to adjourn the meeting at 5:30 p.m. Motion carried.

Respectfully submitted,
Anthony Fabaz, Secretary

Recorded by: Lisa M. Stankowski
Approved: _____