

**West Shore Community College
Scottville, MI 49454
Board of Trustees Meeting
Monday, August 20, 2018
4:00 p.m.**

Board Room of the Administrative & Conference Building

The August 20, 2018, Board of Trustees Meeting was called to order at 4:00 p.m. by Chairman Bruce Smith. 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, Mr. Richard Wilson, Mrs. Sherry Wyman, and Mr. Bruce Smith, Chairman

Others Present: Debbie Campbell, Christy Christmas, Ken Grabowski (Manistee News Advocate), Thom Hawley, Debra Hintz, Mark Kinney, Amy Pepper, Julie Smith, Lisa Stankowski, Scott Ward and Crystal Young

The minutes of the July 16, 2018, Regular Meeting were distributed to the Board members prior to the meeting.

**Approval of
July 16, 2018
Regular Board
Meeting Minutes**

MOTION: A motion was made by Mr. James Barker and seconded by Mr. Mike Ennis to approve the July 16, 2018, Regular Board Meeting Minutes. Motion carried.

The minutes of the July 23, 2018, Special Board Meeting were distributed to the Board members prior to the meeting.

**Approval of
July 23, 2018
Special Board
Meeting Minutes**

MOTION: A motion was made by Mr. Richard Wilson and seconded by Mr. Mike Ennis to approve the July 23, 2018, Special Board Meeting Minutes. Motion carried

The agenda of the August 20, 2018, Regular Board Meeting was provided to the Board members prior to the meeting. President Scott Ward stated that under “New Business”, “Glossary” was added to item D.

**Approval of
Agenda**

MOTION: A motion was made by Mr. Mike Ennis and seconded by Mr. Richard Wilson to approve the August 20, 2018 Regular Board Meeting Agenda as amended. Motion carried.

Mr. Mike Ennis provided a Michigan Community College Association (MCCA) update. He stated that the Michigan Summer Conference was held last month and he along with Trustees Smith and Fabaz attended the event with President Ward. The conference had some very good speakers. He stated that the Legislature will continue on summer recess until after Labor Day. President Ward spoke on the Marshall Plan Grant launched by the Michigan Department of Talent and Economic Development, which is a partnership between educators, employers, and other stakeholders to transform Michigan’s talent pipeline and redesign the

**Michigan
Community
College
Association**

ways we invest, develop and attract talent in our state. He stated that Michigan is facing a talent shortage across multiple industries.

Dr. Mark Kinney provided the Board of Trustees with an academic update. He stated that the focus will continue on student success and we have contracted with EAB to conduct research to assist with enrollment services by reviewing our processes and helping us improve our processes. He stated that we are currently advertising for a Director of Manufacturing as we see the need with area businesses in finding skilled workers.

Academic Update

Thom Hawley, Executive Director of College Relations, stated that the College sponsored two successful events that are growing in scope and in participants. *The Muddy Fox Trot*, which is a family-friendly 5K mud run and the *College for Kids* program, designed for motivated learners' grades 4th through 8th. Julie Smith, the Director of the Wellness Center, and Crystal Young, Director of the Business Opportunity Center, provided a report on each event.

West Shore Report

Thom provided the calendar of events.

Chairman Bruce Smith asked if there were any public comments at this time. There were no public comments.

Public Comment:

Mr. Ennis presented the second reading of Board Policy – *Freedom of Expression* for the second and final reading. This was favorably reviewed by the Board Policy and Personnel Committee.

Second Reading of Board Policy 5008 – Freedom of Expression

MOTION: A motion was made by Mr. Mike Ennis and seconded by Mr. Richard Wilson to approve the second and final reading of Board Policy, 5008 – *Freedom of Expression* categorized under Division V – Community Services. Motion carried.

Mr. James Jensen presented the FY2019 General Fund Budget Amendment. He stated that due to reporting changes at the state level, it is necessary to reclassify certain expenditures in our General Fund. This was favorably reviewed by the Board Administrative Committee at their meeting held on August 15, 2018.

FY2019 General Fund Budget Amendment

MOTION: A motion was made by Mr. James Jensen and seconded by Mr. James Barker to approve the budget modifications to the FY2019 General Fund Budget. Motion carried.

Mr. James Jensen presented the July 2018, monthly financial statement, which was provided in the Board Packet for the Board prior to the meeting for review. He requested approval of General Fund Expenditures of \$650,653 and Auxiliary Fund Expenditures of \$47,641. The financials were favorably reviewed by the Board Administrative Committee at their meeting on August 15, 2018.

July Financial Report

MOTION: A motion was made by Mr. James Jensen and seconded by Mr. James Barker to approve the General Fund Expenditures of \$650,653 and Auxiliary Fund Expenditures of \$47,641. Motion carried.

Mr. Mike Ennis stated that the Board Policy and Personnel Committee reviewed Board Policies from Division IV, 4000, 4010, 4011, 4012, 4030, 4034, 4035, 4040, 4050, 4051, 4070, 4071, and 4080. Mr. Ennis stated that they identified some changes and will bring them forward to a future meeting for first reading.

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

Mr. Mike Ennis asked the Board to review and consider for first reading Board Policies, 2002 – *Definition of Human Resources Group Assignments*, 2003 – *Conflicts of Interest*, 2009 – *Tuition and Fee Grants*, 2402 – *Leaves of Absence – Unpaid*, 2404 – *Absence Requests*, 2408 – *Emeritus Faculty*.

**First Reading of
Board Policies**

He stated at a previous Board Policy and Personnel Committee discussion, a recommendation was made to add a glossary. The glossary of terms is included and recommended to be added to Board Policy. Glossary editions and changes, as part of Board Policy, require Board approval. Mr. Ennis stated that the glossary terms presented are pertinent to the policies herein presented. The inclusion of glossary terms has already proven beneficial in drafting policy, allowing more simple policy language and removing ambiguity.

Mr. Ennis stated that the Board Policy and Personnel Committee favorably reviewed the suggested changes for first reading to the Board Policies at their meeting held earlier this afternoon.

MOTION: A motion was made by Mr. Mike Ennis and seconded by Mr. Richard Wilson to approve for the first reading of Board Policies, 2002 – *Definition of Human Resources Group Assignments*, 2003 – *Conflicts of Interest*, 2009 – *Tuition and Fee Grants*, 2402 – *Leaves of Absence – Unpaid*, 2404 – *Absence Requests*, 2408 – *Emeritus Faculty*; and the glossary. Motion carried.

Mr. Smith reminded the Board of Trustees of the Board Work Session that will be held this Friday, August 24 from 3:00 p.m. to 9:00 p.m. He stated that some of the board members from the local school districts will be joining us.

There being no more business before the Board, the meeting was adjourned by motion at 5:05 p.m.

MOTION: A motion was made by Dr. Anthony Fabaz and seconded by Mr. Richard Wilson to adjourn the meeting at 5:05 p.m. Motion carried.

Adjournment

Respectfully submitted,
Anthony Fabaz, Secretary

Recorded by: Lisa M. Stankowski
Approved: _____