

**West Shore Community College Board Meeting**  
**West Shore Community College**  
**Board of Trustees**  
**Mason County Eastern Schools**  
**18 S. Main St. Custer**  
**Custer, MI 49405**  
**Monday, November 19, 2018**  
**5:00 p.m.**

The November 19, 2018, Board of Trustees Meeting was called to order at 5:00 p.m. by Bruce Smith, Chair. Mr. Smith welcomed everyone to the off-campus meeting hosted by Mason County Eastern.

**Call to Order  
and Roll Call**

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

**Board Members Absent:** Dr. Anthony Fabaz

**Others Present:** Debbie Campbell, Shirley Chancellor (MCE Board Member), Christy Christmas, Dan Dellar, Paul Drewery (MCE Board Member), Ken Grabowski (Manistee News Advocate), Thom Hawley, Noah Hausmann (Ludington Daily News), Chad Inabinet, Jennifer Lundberg Anders, Ed Miller (MCE Board member), Brooke Portmann, Paul Shoup (MCE Superintendent), Steve Sparling, Lisa Stankowski, Kristy Stewart (MCE Board Secretary), Scott Ward, and Crystal Young

The meeting minutes of the October 15, 2018, Board of Trustees Meeting were distributed to the Board Members prior to the meeting.

**Approval of  
October 15, Board  
Meeting Minutes**

**MOTION:** A motion was made by Mr. Mike Ennis and seconded by Mr. Richard Wilson to approve the October 15, 2018, Regular Board Meeting Minutes. Motion carried.

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

**Approval of  
November 19,  
Board Agenda**

**MOTION:** A motion was made by Mr. Richard Wilson and seconded by Mr. Mike Ennis to approve the November 19, 2018, Regular Board Meeting Agenda. Motion carried.

Mr. Mike Ennis provided a Michigan Community College Association (MCCA) update. He spoke about the election and laws that are under review. President Scott Ward talked about the pension reform regarding student employment. He also stated that Governor-elect Whitmer ran on the platform of “free” College, so we will have to see what the future brings.

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

Mr. Thom Hawley, Executive Director of College Relations, thanked Mason County Eastern for hosting our off-campus Board Meeting. He provided some statistics regarding their students.

**West Shore Report**

Superintendent Paul Shoup stated that he was a 1988 graduate of West Shore Community College and then went on to pursue his teaching degree. He stated the importance of the cost savings by attending a community college. He worked his way up to superintendent after working as a teacher, coach, athletic director, director of transportation and principal. He stated that one of their students graduated with their associates from WSCC before graduating from high school because of the opportunities with dual enrollment.

Mr. Thom Hawley provided the Board with the calendar of events.

Vice President Mark Kinney presented the academic report stating that a team of seven went to the Higher Learning Commission's Assessment Academy. The purpose of this assessment team is to develop mechanisms to help our students be successful. A mentor from the Higher Learning Commission has been assigned to WSCC as guidance, as we work on our project.

**Academic Report**

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

**Public Comments**

Mr. James Jensen stated the Board of Trustees have had a month to review the Annual Financial Audit and the Single Audit Reports, which were presented at a Board Work Session on October 15, 2018. The annual Financial Audit and Single Audit Reports have been favorably reviewed by the Board Administrative Committee at their meeting held on November 14, 2018.

**Acceptance of Audit**

**MOTION: A motion was made by Mr. James Jensen and seconded by Mr. James Barker to accept the year ended June 30, 2018, West Shore Community College Financial and Single Audit Reports. Motion carried.**

Mr. James Jensen presented the October 2018, monthly financial statement, which was provided to the Board prior to meeting. He requested approval of General Fund Expenditures of \$1,068,707 and Auxiliary Fund Expenditures of \$83,192. The financials were favorably reviewed by the Board Administrative Committee at their meeting on November 14, 2018.

**October Financial Report**

**MOTION: A motion was made by Mr. James Jensen and seconded by Mr. Mike Ennis to approve the General Fund Expenditures of \$1,068,707 and Auxiliary Fund Expenditures of \$83,192. Motion carried.**

Mr. James Jensen presented the information for the feasibility study for the Student Housing Feasibility Study. He stated that the evaluation team considered each firm's presentation, experience, references, ability to do the work and cost and based on their assessment they recommended the Scion Group. The recommendation is to contract with the Scion Group to complete a student housing feasibility study in the amount of \$59,500. This recommendation was favorably reviewed by the Board Administrative Committee at their meeting held on November 14, 2018

**Recommendation to  
select Firm to  
Conduct Feasibility  
Study for  
Student Housing**

**MOTION: A motion was made by Mr. James Jensen and seconded by Mr. Richard Wilson to approve the recommendation to contract with the Scion Group to complete a student housing feasibility study in the amount of \$59,500. Motion carried.**

Mr. Mike Ennis presented the sabbatical for Jennifer Lundberg Anders. He stated that it was the most impactful and ties in well with the strategic plan. Professor Lundberg Anders' request for a Sabbatical Leave was favorably reviewed by the Board Policy and Personnel Committee for one semester, winter 2020.

**Sabbatical Leave  
Request**

**MOTION: A motion was made by Mr. Mike Ennis and seconded by Mr. Richard Wilson to approve Professor Lundberg Anders' request for Sabbatical Leave for one semester, winter 2020. Motion carried.**

Mr. Mike Ennis stated the Board Policy and Personnel Committee reviewed Board Policies 1001 – 1016, Division I, Board of Trustee Election and Qualifications, at their committee meeting earlier this afternoon. He stated there were several suggested changes that will be presented at a future meeting.

**Board Policy  
Review**

Mr. Mike Ennis presented the Board Policies from Division III – Instruction, 3000 – *Educational Philosophy and General Education Program*, 3001 – *Student Success*, 3002 – *Academic Calendar and Credit Hour*, 3003 – *Curriculum*, 3004 – *Graduation Requirements*, 3005 – *Prerequisites and Co-requisites*, 3006 – *Earning Credit*, 3010 – *Academic Freedom and Integrity*, 3012 – *Articulation and Partnerships*, 3015 – *Library*, 3030 – *Employee Participation*, 3040 – *Advisory Committees*. The Board Policy and Personnel Committee favorably reviewed the suggested changes for first reading to the Board Policies at their meeting.

**First Reading of  
Division III**

**MOTION: A motion was made by Mr. Mike Ennis and seconded by Mr. Richard Wilson to approve the first reading of Board Policies: 3000 – *Educational Philosophy and General Education Program*, 3001 – *Student Success*, 3002 – *Academic Calendar and Credit Hour*, 3003 – *Curriculum*, 3004 – *Graduation Requirements*, 3005 – *Prerequisites and Co-requisites*, 3006 – *Earning Credit*, 3010 – *Academic Freedom and Integrity*, 3012 – *Articulation and Partnerships*, 3015 – *Library*, 3030 – *Employee Participation*, 3040 – *Advisory Committees*. Motion carried.**

An open discussion was held regarding the use of capital funds to purchase a property in downtown Manistee.

There being no more business before the Board, the meeting was adjourned by motion at 6:56 p.m.

**MOTION: A motion was made by Mr. Mike Ennis and seconded by Mr. Richard Wilson to adjourn the meeting at 6:56 p.m. Motion carried.**

Respectfully submitted,  
Anthony Fabaz, Secretary

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

**The Use of  
Capital Funds  
to Purchase  
Real Property**

**Adjournment**