

**West Shore Community College
Scottville, MI 49454
Board of Trustees Meeting
Monday, September 17, 2018
4:00 p.m.**

Board Room of the Administrative & Conference Building

The September 17, 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: Erin Brown, Debbie Campbell, Christy Christmas, Thom Hawley, Ken Grabowski (Manistee News Advocate), Peg Gramas, Debra Hintz, Mark Kinney, Tim Landino, Tom Mathison, Brooke Portmann, Jim Scatena, Erin Selimos, Lisa Stankowski, and Scott Ward

The minutes of the August 20, 2018, Board Meeting were distributed to the Board members prior to the meeting.

**Approval of
Board Meeting
Minutes**

MOTION: A motion was made by Mr. Mike Ennis and seconded by Mr. James Barker to approve the August 20, 2018, Board Meeting Minutes. Motion carried.

The minutes of the August 24, 2018, Board Work Session were distributed to the Board members prior to the meeting.

**Approval of
Board Work Session
Meeting Minutes**

MOTION: A motion was made by Mr. James Jensen and seconded by Dr. Anthony Fabaz to approve the August 24, 2018, Board Work Session Meeting Minutes. Motion carried.

The agenda of the September 17, 2018, Regular Board Meeting was provided to the Board members prior to the meeting. President Ward asked that Board Policy – 2003 *Conflicts of Interest* move from under Old Business to under New Business, item F. – First Reading of 2003 – *Conflicts of Interest*.

**Approval of
Agenda**

MOTION: A motion was made by Mr. Richard Wilson and seconded by Mr. Mike Ennis to approve the September 17, 2018 Regular Board Meeting Agenda with noted changes to the agenda, adding item (F – First Reading of 2003) under New Business. Motion carried.

Mr. Mike Ennis provided an update from the Michigan Community College Association (MCCA). President Ward stated that Thom, Crystal and two Foundation Board members, Carolyn Schnepel and Dan LaMore will be attending the Fund Raising Academy at the Michigan Community College Association.

Michigan Community College Association Report and President's Report

Thom Hawley, Executive Director of College Relations, introduced new employees Erin Brown, Recreation Center Assistant Manager, Peg Gramas, Associate Professor of Nursing, Tim Landino, Ice Arena Assistant Manager, and Erwin Selimos, Associate Professor of Sociology. The Board of Trustees welcomed the new employees.

Introduction of New Employees

Dr. Mark Kinney provided an Academic Report. He stated he and Steve Sparling attended the Higher Learning Commission's Assessment Academy earlier in the month. He also stated WSCC has been chosen as the host site for the Health Occupation Student Association (HOSA) competition for approximately 400 high school students. Dr. Kinney presented an enrollment report. He stated although we have a slight decline in student headcount, our focus is going to be on student success and persistence and finding opportunities for improvement while providing our students with a quality education and positive experience.

Academic Report

Thom Hawley, Executive Director of College Relations, introduced Dr. Brooke Portmann, Dean of Arts and Sciences and Dr. Mike McKinney, Professor of Biological Sciences to talk about the upcoming Humankind Series.

West Shore Report

Thom provided the calendar of events.

Debra Hintz, Director of Information Technology, presented on the information technology security measures her department has been leading through the Michigan College's Risk Management team. She stated that as a College we did very well on the phishing test that was sent to the staff and faculty as we had less than a 5% click rate and in some tiers we were under 3.94%. She informed the Board of the security project completed by staff in IT, which included the installation of 27 security cameras with backup capability. President Ward stated that we had funds set aside for this project, but doing this inhouse provided a significant cost savings to the College and he is very proud of Deb and her staff. He stated that we have a public responsibility to enhance security on campus and will also have additional measures in place.

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 and final 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 of terms.

Second Reading of Board Policies

The Board Policy and Personnel Committee favorably reviewed the second and final changes to the Board Policies and the addition of the glossary at their meeting held earlier this afternoon.

MOTION: A motion was made by Mr. Mike Ennis and seconded by Mr. Richard Wilson to approve the second and final 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 Glossary. Motion carried.

Mr. James Jensen presented the August 2018, monthly financial statement, which was provided to the Board prior to meeting. He requested approval of the General Fund Expenditures of \$654,047 and Auxiliary Fund Expenditures of \$218,082. The financials were favorably reviewed by the Board Administrative Committee at their meeting held on September 12, 2018.

August Financial Report

MOTION: A motion was made by Mr. James Jensen and seconded by Mr. Mr. James Barker to approve the General Fund Expenditures of \$654,047 and Auxiliary Fund Expenditures of \$218,082. Motion carried.

President Scott Ward presented the *Best Practices Resolution*, Michigan Public Act 265 of 2018, Section 230. He stated that this originates from an omnibus public education bill passed by the Michigan Legislature that includes a \$2,573,400 appropriation for WSCC. The Best Practices Resolution was favorably reviewed by the Board Administrative Committee at their meeting held on September 12, 2018.

Best Practices Resolution

MOTION: A motion was made by Mr. James Jensen and seconded by Mr. James Barker to approve and adopt the *Best Practices Resolution*. Motion carried.

Mr. Mike Ennis stated the Board Policy and Personnel Committee reviewed Board Policies, 6053 – *Smoking*, 6054 – *Weapons*, 6055 – *Children on Campus*, 6056 – *Use of College Name, Seal and Logotype*, and 6057 – *Inclement Weather* 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. James Jensen presented the change order for the the design and construction management of the water system project. The scope of the project requires surveying for the water project and the College administration requested a quote from Fleis and Vandenbrink for the entire campus as it considers potential future projects, such as student housing. Fleis and Vandenbrink responded to the College with a proposal to do a topographical survey of the entire property for \$21,000. The change order was favorably reviewed by the Board Administrative Committee at their meeting held on September 12, 2018.

**Fleis &
Vandenbrink
Contract Change
Order**

MOTION: A motion was made by Mr. James Jensen seconded by Mr. James Barker to approve a change order to the contract with Fleis & Vanderbrink in the amount of \$21,000 for the addition of a topographical survey of the entire College property. Motion carried.

Mr. Tom Mathison, Mathison/Mathison, provided a PowerPoint presentation on the Facilities Master Plan. He talked about the three projects currently under construction. He stated the College is in the process of putting out a request for proposal for the feasibility of student housing. He stated that our Facilities Master Plan with our number one priority is due to the State of Michigan by November 1st.

**Facilities Master
Plan**

Mr. Mike Ennis presented the first reading of Board Policy 2003 – *Conflicts of Interest*. He stated during a Board Policy and Personnel Committee discussion this afternoon, additional revisions were recommended and, therefore, brought back to the Board for a first reading.

**Board Policy
First Reading**

The Board Policy and Personnel Committee favorably reviewed the suggested changes to Board Policy 2003 – *Conflicts of Interest* at their meeting held earlier this afternoon.

MOTION: A motion was made by Mr. Mike Ennis and seconded by Dr. Anthony Fabaz to approve the first reading of Board Policy, 2003 – *Conflicts of Interest*. Motion carried.

There being no further business before the Board of Trustees, the meeting was adjourned by motion at 5:38 p.m.

MOTION: A motion was made by Mr. Mike Ennis and seconded by Dr. Anthony Fabaz to adjourn the meeting at 5:38 p.m. Motion carried.

Adjournment

Respectfully submitted,
Anthony Fabaz, Secretary

Recorded by: Lisa M. Stankowski
Approved: _____