

**West Shore Community College
Off-campus Board of Trustees Meeting
Kaleva Norman Dickson
4400 N. High Bridge Rd.
Brethren, MI
Monday, April 15, 2019
5:00 p.m.**

The April 15, 2019, off-campus Board of Trustees Meeting was called to order at 5:00 p.m. by Mr. Bruce Smith, Chairman. Mr. Smith welcomed everyone to Kaleva Norman Dickson and thanked Superintendent Marlen Cordes for hosting the College.

**Call to Order
and Roll Call**

Board Members Present: Dr. Anthony Fabaz, Mr. James Jensen, Mr. Richard Wilson, Mrs. Sherry Wyman, Mr. Randy Tomaszewski and Mr. Bruce Smith, Chairman

Board Members Absent: James Barker

Others Present: Marlen Cordes, (Superintendent of KND), Bill Edmondson (KND Board Member), Kathleen Fairbanks (KND Board Member), Ken Grabowski (Manistee News Advocate), Rob Guenther (KND Board Member), Thom Hawley, Chad Inabinet, Mark Kinney, Karen McIntire (KND School Board), Brooke Portmann, Lisa Stankowski, and Scott Ward

The meeting minutes of the March 18, 2019, Board of Trustees Meeting were distributed to the Board Members prior to the meeting.

**Approval of
Board Meeting
Minutes**

MOTION: A motion was made by Mr. Richard Wilson and seconded by Mr. James Jensen to approve the March 18, 2019, regular Board of Trustees Meeting Minutes. Motion carried.

The meeting minutes of the March 25, 2019, Special Board of Trustees Meeting were distributed to the Board Members prior to the meeting.

**Approval of
Special
Board Meeting
Minutes**

MOTION: A motion was made by Mrs. Sherry Wyman and seconded by Mr. Randy Tomaszewski to approve the March 25, 2019, Special Board of Trustees Meeting Minutes. Motion carried.

The agenda of the April 15, 2019, off-campus regular Board meeting was provided to the Board members prior to the meeting.

**Approval of
Board Agenda**

MOTION: A motion was made by Mr. Richard Wilson and seconded by Dr. Anthony Fabaz to approve the April 15, 2019, off-campus Regular Board Meeting Agenda with one change noted, a revised memorandum on fees. Motion carried.

President Scott Ward and Chairman Bruce Smith attended the MCAA Spring Conference at Schoolcraft College. President Ward provided an update regarding activities of the Michigan Community College Association.

Michigan Community College Association and President's Association Report

President's Office Report

Thom Hawley, Executive Director of College Relations, stated it is always a pleasure when we can bring the College to the community and meeting off-campus gives us the opportunity to go directly into the community we serve. Thom provided some student statistics and introduced Jake Veith, Principal of KND Schools, who provided information about the school district.

West Shore Report

Thom Hawley provided the calendar of events.

Vice President Kinney stated he and President Ward attended the Higher Learning Commission Conference in Chicago earlier this month.

Graduation List

Dean Chad Inabinet presented the list of 128 graduates who have completed their studies and are presented for approval for graduation.

MOTION: A motion was made by Mr. Richard Wilson seconded by Mrs. Sherry Wyman to approve the winter 2019 graduate list with the proviso that more may apply between now and graduation. Motion carried.

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

Public Comments

Mr. James Jensen presented the Quarterly Investment Report and stated no action is required. He stated that the Board Administrative Committee favorably reviewed it at their meeting held on April 10, 2019.

Quarterly Investment Report

The second and final reading of Board Policy 6060 – *Veterans Tuition and Fees* was presented. The Board Policy and Personnel Committee discussed and favorably reviewed Board Policy 6060 – *Veterans Tuition and Fees* at their meeting held on March 13, 2019.

Second Reading of Board Policy 6060

MOTION: A motion was made by Mr. Richard Wilson and seconded by Dr. Anthony Fabaz to approve the second and final reading of Board Policy 6060 – *Veterans Tuition and Fees*. Motion carried.

Mr. James Jensen presented the March 2019, monthly financial statement, which was provided to the Board prior to meeting. He requested approval of General Fund Expenditures of \$1,066,248 and Auxiliary Fund Expenditures of \$83,255. The financials were favorably reviewed by the Board Administrative Committee at their meeting on Wednesday, April 10, 2019.

March Financial Report

MOTION: A motion was made by Mr. James Jensen and seconded by Mrs. Sherry Wyman to approve the General Fund Expenditures of \$1,066,248 and Auxiliary Fund Expenditures of \$83,255. Motion carried.

Mr. James Jensen presented the tuition recommendation for the upcoming year. President Ward stated that even with the recommended increase, West Shore Community College has the lowest tuition among the “small ten” community colleges in Michigan. He believed that this increase would not burden the students. President Ward included in the memorandum comparisons of the tuition amounts among the small ten and nearby universities. The recommendation of the tuition amounts listed below was favorably reviewed by the Board Administrative Committee at its meeting held on April 10, 2019.

Tuition Recommendations

Tuition	Current	Proposed
In-District Tuition	\$103	\$106
Out-of-District Tuition	\$165	\$170
Out-of-State Tuition	\$230	\$240

MOTION: A motion was made by Mr. James Jensen and seconded by Dr. Tony Fabaz to approve the 2019-2020 tuition changes for in-district - \$106, out-of-district - \$170 and out-of-state - \$240 as presented. Motion carried.

Mr. James Jensen presented the recommendation on the fee changes for FY20. Our current fee schedule will be replaced with a single flat rate, student services fee, of \$20 capped 20 contact hours. If approved the fee changes will become effective July 1, 2019. These fee changes were favorably reviewed by the Board Administrative Committee at their meeting held on April 10, 2019.

FY20 Fee Changes

MOTION: A motion was made by Dr. Anthony Fabaz and seconded by Mrs. Sherry Wyman to approve the fee changes to a flat rate of \$20 per contact hour, capped at 20 contact hours. Motion carried.

Mr. Jensen stated the Board needs to set a date to certify the 2019 property tax levy figures. He recommended that a Special Board of Trustees Meeting to certify the 2019 property tax levy be held on Tuesday, June 4, 2019 at 4:00 p.m.

Resolution to set Special Meeting to Certify the 2019 Tax Levy

MOTION: A motion was made by Mr. James Jensen and seconded by Mr. Randy Tomaszewski to set the Special Board Meeting to certify the 2019 Property Tax Levy on Tuesday, June 4, 2019 at 4:00 p.m. in the John M. Eaton Board Room of the Administrative and Conference Building. Motion carried.

President Ward stated that the commencement ceremony will be held on Friday, May 3, 2019 at 7:00 p.m. The member of the Board of Trustees will meet in the Recreation Center at 6:30 p.m. in the racquet ball room.

Commencement Review

There being no more business before the Board, the meeting was adjourned by motion at 5:52 p.m.

Adjournment

MOTION: A motion was made by Dr. Anthony Fabaz and seconded by Mr. Richard Wilson to adjourn the off-campus meeting at 5:52 p.m. Motion carried.

Respectfully submitted,
Anthony Fabaz, Secretary

Recorded by: Lisa M. Stankowski
Approved: _____