

**West Shore Community College
Scottville, MI 49454
Board of Trustees Meeting
Board Room
Administrative and Conference Building
Monday, May 20, 2019**

The May 20, 2019 Board of Trustees meeting was called to order at 4:00 p.m. by Chairman Bruce Smith. Mr. Bruce Smith welcomed everyone and led the Pledge of Allegiance.

**Call to Order
and Roll Call**

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

Others Present: Kristen Biggs, Shelley Boes, Debbie Campbell, Christy Christmas, Adam Fulton (student), Cynthia Fout (student), Ken Grabowski (Manistee News Advocate), Ryan Gregorski, Thom Hawley, Debra Hintz, Lynda Matson (Principal – CTE), Paula Moul (ASM TECH), Brooke Portmann, Renee Snodgrass, Lisa Stankowski, Scott Ward, and Crystal Young

The minutes of the April 15, 2019, regular meeting were distributed to the board members prior to the meeting.

**Approval of
April Meeting
Minutes**

MOTION: A motion was made by Mr. Richard Wilson and seconded by Mr. James Jensen to approve the April 15, 2019, regular board meeting minutes. Motion carried.

The agenda of the May 20, 2019, regular board meeting was distributed to the board members to review prior to the meeting.

**Approval of
Agenda**

MOTION: A motion was made by Mr. James Jensen and seconded by Mr. Richard Wilson to approved the May 20, 2019 Regular Board Meeting Agenda. Motion carried.

President Scott Ward stated that the topic of discussion has been about the tuition cap at 3%. He stated that the Michigan Community College Association will be selling their building in Lansing.

**Michigan Community
College Association
Report**

Dr. Anthony Fabaz presented Lisa Stankowski with a plaque and a certificate for the staff member of the fall 2018 semester. Dr. Fabaz provided comments from her nominator. Dr. Fabaz presented Shelley Boes with a plaque and a certificate for the staff member of the winter 2019 semester.

**Presentation of
Staff
Member of the
Semester**

Thom Hawley, Executive Director of College Relations, introduced Ryan Gregorski as the new Enterprise Database Manager. Ryan is also an alumnus of West Shore Community College.

**Introduction of
New Employee**

Thom Hawley introduced Paula Moul who oversees the ASM TECH Program to talk about the program and provide statistics. She stated that so far there have been 128 graduates with an associate's degree. She introduced both Cynthia Fout and Adam Fulton who are currently students in the 6th cohort in the ASM TECH program.

West Shore Report

He stated that we are currently registering students for the summer, which begins on June 3 and gearing up for various activities on campus.

President Ward provided a Year in Review update for the Board of Trustees. He thanked the faculty and staff for their part in helping to accomplish everything.

Year in Review

Thom Hawley introduced Renee Snodgrass, Director of Library Services, to provide a presentation on Open Educational Resources. Renee stated that this has been a cost savings to students.

Academic Report

Chairman Bruce Smith invited anyone to address the board. There were no public comments.

Public Comments

Mr. James Jensen presented the April 2019, monthly financial statement, which was provided to the board prior to meeting. He requested approval of General Fund Expenditures of \$1,063,132 and Auxiliary Fund Expenditures of \$82,195. The financials were favorably reviewed by the Board Administrative Committee at their meeting held on May 15, 2019.

**April
Financial
Report**

MOTION: A motion was made by Mr. James Jensen and seconded by Dr. Anthony Fabaz to approve the General Fund Expenditures of \$1,063,132 and Auxiliary Fund Expenditures of \$82,195. Motion carried.

Mr. Smith stated that on June 17, 2019, we would like to have a 'soft' opening for the new *Riemer Regional Public Safety Training Center*, located at 6050 N. U.S. 31. With that being said, he recommended to hold our regular monthly Board of Trustees Meeting on June 17th at the *Riemer Regional Public Safety Training Center* at 4:00 p.m. in room 119, with a tour of the facility immediately following the meeting.

**Recommendation
of the Change of
Location for the
June 17, 2019
Board Meetings**

MOTION: A motion was made by Mr. James Barker and seconded by Ms. Sherry Wyman to approve to change the location of the June 17th Board of Trustees Meeting to the Riemer Regional Public Safety Training Center, located at 6050 N. U.S. 31. Motion carried.

Mr. James Jensen stated the Board is required by Michigan Law to hold a budget hearing each year. The meeting is generally prior to the regular board meeting in June. With the regular Board Meeting scheduled at the Riemer Regional Public Safety Training Center in room 119, the Budget Hearing will take place prior to the meeting at 3:45 p.m. This was favorably reviewed by the Board Administrative Committee at their meeting held on May 15, 2019.

Resolution to Set Budget Hearing Date

MOTION: A motion was made by Mr. James Jensen and seconded by Mr. James Barker to set the budget hearing for 3:45 p.m. on June 17, 2019, at the Riemer Regional Public Safety Training Center in room 119 and authorize the administration to publish the notice to the media of this hearing as required by law. Motion carried.

President Ward presented the information on the property located in downtown Manistee. All due-diligence has been completed and he recommended to purchase the real estate located at 400 River St., Manistee, for \$470,000 in addition to any associated closing cost. This was favorably reviewed by the Board Administrative Committee at their meeting held on May 15, 2019.

Recommendation on Property located at 400 River St. in Manistee

MOTION: A motion was made by Mrs. Sherry Wyman and seconded by Dr. Anthony Fabaz to approve the purchase the real estate located at 400 River St., Manistee, for \$470,000 in addition to any associated closing cost. Motion carried.

President Ward presented the State Building Authority Commercial Paper Note Program Resolution. The resolution along with documents and agreements related to the resolution has been reviewed by the College's legal representative, Christopher J. Iamarino of the law firm of Thrun Law Firm, P.C. and are in order. The resolution was favorably reviewed by the Board Administrative Committee at their meeting on May 15, 2019.

MOTION: A motion was made by Dr. Anthony Fabaz and seconded by Mr. Richard Wilson to approve the presented resolution approving a "Construction and Completion Assurance Agreement," a "Conveyance of Property," a "Lease and an Easement Agreement" for the West Shore Community College Technical Center. Motion carried.

State Building Authority Commercial Paper Note Program Resolution

The audit schedule for FY 2019 was presented and no action is required.

Audit Date for FY19

The Budget Work Session began at 5:10 p.m. The Budget Work Session concluded at 5:43 p.m.

Budget Work Session

At 5:44 p.m., President Scott Ward requested the Board to go into Closed Session for the purpose of his evaluation.

Closed Session

MOTION: A motion was made by Dr. Anthony Fabaz and seconded by Mrs. Sherry Wyman to approve going into Closed Session for the purpose of evaluating the President. Motion carried.

The Board met in closed session to discuss the evaluation of President Scott Ward.

President's Evaluation

The Board concluded the Closed Session at 7:22 p.m.

MOTION: A motion was made by Mr. James Barker and seconded by Dr. Anthony Fabaz to return to Open Session at 7:22 p.m. Motion carried.

Return to Open Session

Chairman Bruce Smith reported on the closed session. Chairman Smith presented the following consensus statement:

Approval of Consensus and Comments Regarding President's Evaluation

The West Shore Community College Board of Trustees met to evaluate President Ward's performance as President of WSCC during the 2018-2019 academic year. President Ward asked the Board to meet in Closed Session. The Board evaluated his performance expectations in the following areas:

1. Leadership;
2. Diversity & Respect;
3. Accountability;
4. Professional Development;
5. Community Building;
6. Decision Making, Problem Solving and Judgement; and
7. Resources, Planning and Institutional Efficiency.

The Board's consensus is that President Scott C. Ward has met the Board's performance expectations.

MOTION: A motion was made by Mrs. Sherry Wyman and seconded by Mr. James Barker to accept and approve President Scott Ward's evaluation and consensus statement from the Board of Trustees. Motion carried.

There being no more business before the board, the meeting was adjourned by motion at 7:25 p.m.

Adjournment

MOTION: A motion was made by Mr. James Jensen and seconded by Mr. James Barker to adjourn the meeting at 7:25 p.m. Motion carried.

Respectfully submitted,
Dr. Anthony Fabaz, Secretary

Recorded by: Lisa M. Stankowski

Approved: _____