

West Shore Community College
Scottville, MI 49454
Board of Trustees Meeting
Monday, June 17, 2019
4:00 p.m.
Riemer Regional Public Safety Training Center

The June 17, 2019, Board of Trustees Meeting was called to order at 4:00 p.m. by Mr. Bruce Smith, Chair. Mr. Smith welcomed everyone.

**Call to Order
and Roll Call**

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

Others Present: Debbie Campbell, Christy Christmas, Greg Collins, Ken Grabowski (Manistee News Advocate), Noah Hausmann (Ludington Daily News), Thom Hawley, Chad Inabinet, Jeff Kiessel (Ludington Daily News), Mark Kinney, Mike Moore, Craig Peterson, Brooke Portmann, Lisa Stankowski, Scott Ward, and Crystal Young.

The minutes of the May 20, 2019, Regular Board meeting were distributed to the Board members prior to the meeting. The minutes were recommended for approval.

**Approval of
Regular Board
Meeting Minutes**

MOTION: A motion was made by Mr. Richard Wilson and seconded by Mr. James Jensen to approve the May 20, 2019, regular Board meeting minutes. Motion carried.

The minutes of the May 20, 2019, Closed Session Board Meeting were distributed by Chairman Bruce Smith to the Board members during the meeting. The Closed Session Meeting Minutes were reviewed and recommended for approval.

**Approval of
Closed Session
Board Meeting
Minutes**

MOTION: A motion was made by Mr. Richard Wilson and seconded by Mr. James Barker to approve the May 20, 2019, Closed Session Board Meeting Minutes. Motion carried.

The minutes of the June 4, 2019, Special Board Meeting to certify the 2019 Tax Levy were distributed to the Board members prior to the meeting. The minutes were recommended for approval.

**Approval of
Special
Board Meeting
Minutes**

MOTION: A motion was made by Mr. James Barker and seconded by Dr. Anthony Fabaz to approve the June 4, 2019, Special Board meeting minutes to certify the 2019 Tax Levy. Motion carried.

The minutes of the June 4, 2019, Closed Session Board Meeting were distributed by Chairman Bruce Smith to the Board members during the meeting. The Closed Session Meeting Minutes were reviewed.

**Approval of
Closed Session
Board Meeting
Minutes**

MOTION: A motion was made by Mr. Richard Wilson and seconded by Mr. James Jensen to approve the June 4, 2019, Closed Session Board Meeting Minutes. Motion carried.

The agenda of the June 17, 2019, regular Board meeting was provided to the Board members prior to the meeting.

**Approval of
June 17, 2019
Board
Meeting Agenda**

MOTION: A motion was made by Mrs. Sherry Wyman and seconded by Mr. Richard Wilson to approve the June 17, 2019 regular Board meeting agenda. Motion carried.

Chairman Bruce Smith stated that the Board evaluated President Ward last month and found his performance met expectations. He stated the Board Executive Committee met on June 4, 2019, to consider the President's contract and recommends an additional year to the term of his contract; reimbursement for educational expenses in the amounts of \$18,000 for FY 19-20, \$6,000 for FY 20-21, and \$0 for FY 21-22; an additional \$5,000 to his salary compensation; and an additional \$1,500 to his annuity. The Board Executive Committee favorably reviewed the recommended changes to the President's contract on June 4, 2019.

**Board Executive
Committee Report**

MOTION: A motion was made by Mr. Richard Wilson and seconded by Mrs. Sherry Wyman to approve the changes of President Ward's contract and compensation as outlined in the memorandum and above. Motion carried.

President Ward stated that he anticipates hearing about state funding in October.

**Michigan Community
College Association
Report**

Thom Hawley, Executive Director of College Relations, provided a PowerPoint presentation on the sculpture project which is a replica of Manierre Dawson's *Daedyl*. The sculpture was created by Tyson Snow.

**West Shore
Report**

President Ward provided an update on projects.

Project Report

Thom provided the Board with the calendar of events for the upcoming month.

**Summer
Enrollment
Report**

Dr. Mark Kinney, Vice President of Academics & Student Services, and Chad Inabinet, Dean of Student Services, presented the summer enrollment report.

Chairman Bruce Smith invited anyone to address the Board at this time. Mr. Greg Collins provided a public comment.

Public Comments

Dr. Brooke Portmann, Dean of Arts & Sciences, presented information on the grant submitted for Michigan Council for Arts & Cultural Affairs (MCACA). She stated we are seeking a grant for \$15,000 to provide partial support of the arts and cultural components of WSCC's 2019-2020 Humankind Series.

**Grant
Submission**

Treasurer James Jensen presented the May 2019 monthly financial statement that was provided to the Board prior to the meeting. He requested approval of General Fund Expenditures of \$1,238,925 and Auxiliary Fund Expenditures of \$95,299. The financials were favorably reviewed by the Board Administrative Committee at their meeting held on June 12, 2019.

**May
Financial
Report**

MOTION: A motion was made by Mr. James Jensen and seconded by Mr. Richard Wilson to approve the General Fund Expenditures of \$1,238,925 and Auxiliary Fund Expenditures of \$95,299. Motion carried.

Mr. James Jensen presented the General Fund Budget for Fiscal Year 2020. The General Fund Budget was favorably reviewed by the Board Administrative Committee at their meeting held on June 12, 2019.

**FY 20 General
Fund Budget**

MOTION: A motion was made by Mr. James Jensen and seconded by Mrs. Sherry Wyman to approve the General Fund fiscal year 2020 proposed budget as presented. Motion carried.

Mr. James Jensen presented the Auxiliary Fund Budget for Fiscal Year 2020. The Auxiliary Fund Budget was favorably reviewed by the Board Administrative Committee at their meeting held on June 12, 2019.

**FY 20 Auxiliary
Fund Budget**

MOTION: A motion was made by Mr. James Jensen and seconded by Mr. Randy Tomaszewski to approve the Auxiliary Fund fiscal year 2020 proposed budget as presented. Motion carried.

Mr. James Jensen presented the Capital Fund Budget for Fiscal Year 2020. The Capital Fund Budget was favorably reviewed by the Board Administrative Committee at their meeting held on June 12, 2019.

**FY 20 Capital
Fund Budget**

MOTION: A motion was made by Mr. James Jensen and seconded by Mrs. Sherry Wyman to approve the Capital Fund fiscal year 2020 proposed budget as presented. Motion carried.

Mr. James Jensen presented the Heating, Ventilation, & Air Conditioning (HVAC) bid in the amount of \$149,332 for the north end of the Administrative & Conference Building. The recommendation was favorably reviewed by the Board Administrative Committee at their meeting held on June 12, 2019.

**Recommendation
of Bid for the HVAC
System for the
Administrative &
Conference Building**

MOTION: A motion was made by Mr. James Jensen and seconded by Mr. Richard Wilson to approve the Administrative & Conference Building HVAC project bid in the amount of \$149,332 to Franklin Holwerda Company, a bonded contractor. Motion carried.

Chairman Bruce Smith noted the memorandum from the Michigan Community College Board of Directors regarding the certification of appointments for the 2019–2020 MCCA Board of Directors. He stated the College’s President is a director by virtue of the position.

**Certification
of Appointments
for 2019-2020
MCCA Board of
Directors**

MOTION: A motion was made by Mr. Richard Wilson and seconded by Mr. James Barker to approve Mr. Bruce Smith to serve as Trustee Director and Dr. Anthony Fabaz as the Alternate Trustee Director for the Michigan Community College Association beginning July 1, 2019. Motion carried.

Mr. James Jensen asked President Ward to present the recommendation of administrative, adjunct faculty, and campus employment salary changes for FY 19-20. Mr. Ward stated that he is recommending a 1% increase to administration in base salary and longevity steps for those who qualify, a 2% increase to adjunct faculty rounded to the nearest \$5 increment, a new position of College Services Assistant VII at the rate of \$12.50, and a 1% increase rounded to the nearest five cents for the college services assistant II, III, IV, V, VI and the professional campus employment positions, I, II, III, IV, & V.

**Recommendation for
Staff Compensation**

MOTION: A motion was made by Mrs. Sherry Wyman and seconded by Mr. Randy Tomaszewski to approve the salary and wage changes. Motion carried.

Mr. Richard Wilson presented the first reading of Board Policies 2009 – *Tuition and Fee Grants* and 6058 – *Senior Tuition Grants*. The changes in policy 2009 align the policy with the fee changes approved at the April Board meeting. The Board Policy and Personnel Committee favorably reviewed the suggested changes for first reading at their meeting held on May 20, 2019.

**First Reading of
Board Policies
2009 & 6058**

MOTION: A motion was made by Mr. Richard Wilson and seconded by Mr. James Barker to approve the first reading of Board Policies 2009 – *Tuition and Fee Grants* and 6058 – *Senior Tuition Grants*. Motion carried.

Mr. James Jensen recommended fee changes for FY 19-20. These fee changes were favorably reviewed by the Board Administrative Committee at their meeting held on June 12, 2019.

**Recommendation of
Course Fees**

MOTION: A motion was made by Mr. James Jensen and seconded by Mr. Richard Wilson to approve the course fee changes and fee refunds. Motion carried.

Mr. Richard Wilson presented the curriculum changes, additions, and revisions approved by the Curriculum and Academic Policy Team for the period of September 2019 to May 2020. These changes were favorably reviewed at the Board Policy and Personnel Committee at their meeting held on May 20, 2019.

**Curriculum
Changes**

MOTION: A motion was made by Mr. Richard Wilson and seconded by Mrs. Sherry Wyman to approve the recommended curriculum changes as presented. Motion carried.

There being no more business before the Board, the meeting was adjourned by motion at 5:21 p.m. **Adjournment**

MOTION: A motion was made by Dr. Anthony Fabaz and seconded by Mr. Richard Wilson to adjourn the meeting at 5:21 p.m. Motion carried.

Respectfully submitted,
Anthony Fabaz, Secretary

Recorded by: Lisa M. Stankowski
Approved: _____