

**West Shore Community College
Board of Trustees Meeting
Monday, July 15, 2019
4:00 p.m.
John M. Eaton Board Room**

The July 15, 2019, Board of Trustees Meeting was called to order at 4:00 p.m. by Mr. Bruce Smith, Chair. Mr. Smith welcomed everyone to the Board of Trustees meeting.

**Call to Order
and Roll Call**

Board Members Present: Mr. James Barker, Mr. James Jensen, Mr. Bruce Smith, Chair, Mr. Randy Tomaszewski, and Mrs. Sherry Wyman

Board Members Absent: Dr. Anthony Fabaz and Mr. Richard Wilson

Others Present: Christy Christmas, Noah Hausmann (Ludington Daily News), Cheryl Hogan, Mark Kinney, Brooke Portmann, Lisa Stankowski, and Scott Ward

The minutes of the June 17, 2019, Budget Hearing meeting were distributed to the Board members prior to the meeting. The minutes were recommended for approval.

**Approval of
Budget Hearing
Meeting Minutes**

MOTION: A motion was made by Mrs. Sherry Wyman and seconded by Mr. Randy Tomaszewski to approve the June 17, 2019, Budget Hearing meeting minutes. Motion carried.

The minutes of the June 17, 2019, Board of Trustees 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. James Barker and seconded by Mrs. Sherry Wyman to approve the June 17, 2019, Regular Board Meeting Minutes. Motion carried.

The agenda of the July 15, 2019, regular Board meeting was provided to the Board members prior to the meeting.

**Approval of
Agenda**

MOTION: A motion was made by Mr. Randy Tomaszewski and seconded by Mr. James Jensen to approve the Board Meeting Agenda for July 15, 2019. Motion carried.

President Ward stated that there is no budget update at this time. The Michigan Community College Association Summer Conference is coming up next week titled, "Learning Spaces, Vibrant Places". He stated that MCCA is offering a grant to assist with economic stability and is interested in applying for the grant.

**Michigan
Community
College Association
Report**

President Ward provided the Board with the calendar of events. President Ward noted that the August 19th Board of Trustees Meeting was missing from the calendar.

West Shore Report

Mark Kinney, Vice President of Academics & Student Services, presented the academic report. He stated that the Mason County Promise will fund our First Year Seminar course to be taught in high schools in the district.

Academic Report

Mark Kinney presented the summer graduation list.

Summer Graduation List

MOTION: A motion was made by Mr. James Barker and seconded by Mrs. Sherry Wyman to approve the summer graduate list of 5 students who have completed their studies and are presented for approval for graduation. Motion carried.

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

Public Comments

Treasurer James Jensen presented the Quarterly Investment Report. The report was favorably reviewed by the Board Administrative Committee at their meeting held on July 10, 2019.

Quarterly Investment Report

President Ward presented the second and final reading of Board Policies 2009 – *Tuition and Fee Grants* and 6058 – *Senior Citizen Tuition Grants*. The Board Policy and Personnel Committee favorably reviewed the recommended changes. The changes were recommended for first reading last month.

Second Reading of Board Policies

MOTION: A motion was made by Mr. James Barker and seconded by Mr. Randy Tomaszewski to approve the second and final reading of Board Policy 2009 – *Tuition and Fee Grants* and 6058 – *Senior Citizen Tuition Grants*. Motion carried.

Mr. James Jensen, treasurer, presented the June 2019, monthly financial statement, which was provided to the Board members prior to meeting. He requested approval of General Fund Expenditures of \$705,727 and Auxiliary Fund Expenditures of \$60,438. The financials were favorably reviewed by the Board Administrative Committee at their meeting held on July 10, 2019.

June Financial Report

MOTION: A motion was made by Mr. James Jensen and seconded by Mrs. Sherry Wyman to approve the General Fund Expenditures of \$705,727 and Auxiliary Fund Expenditures of \$60,438. Motion carried.

Mr. Jensen stated that the Water Main Connection has been a priority on the Facilities Master Plan. He stated that both RFBs were issued on May 14th. On June 6th, six (6) sealed bids were received for the water main, (Contract A) and three (3) sealed bids were received for the water tower (Contract B).

Recommendation on Construction Contracts for Water Main Connection and Elevated Tank

Contract A – Water Main Extension: the lowest bidder is Hallack Contracting of Hart, Michigan with a bid amount of \$1,796,907; and

Contract B – 50,000 Gallon Elevated Tank: the lowest bidder is Caldwell Tanks of Louisville, Kentucky with a bid amount of \$939,000.

The College's evaluation team, including Fleis & Vandenbrink, carefully considered each bidder's costs, their ability to do the work, their references and experience. In doing so, the team recommends Hallack Contracting for construction of the water main (Contract A) and Caldwell Tanks for construction of the water tower (Contract B). The total bid amount of both contracts is \$2,735,907, which is below Fleis & Vandenbrink's estimate. Fleis & Vandenbrink have prior work experience with both Hallack Construction and Caldwell Tanks.

If approved, Hallack Construction and Caldwell Tanks could begin the work immediately. A project completion date has been estimated in late September 2019 for the water main extension and spring of 2020 for the water tower construction and erection. This was favorably reviewed by the Board Administrative Committee at their meeting held on July 10, 2019.

MOTION: A motion was made by Mr. James Jensen and seconded by Mr. James Barker to accept the bid amount of \$1,796,907 from Hallack Contracting for the Water Main Extension (Contract A) and accept the bid amount of \$939,000 for the water tower construction and erection (Contract B). Motion carried.

Mr. Jensen stated that upon completion of the construction projects, the College will convey the infrastructure to the City of Ludington via a Bill of Sale and Assignment, as presented in exhibit (D) of the Agreement. The City of Ludington will operate and maintain the infrastructure and sell water to the College. The College will provide the City access to the infrastructure via an Easement and Right of Way for Public Utilities, also presented in exhibit (D). The Agreement has been created and vetted by both College and City legal counsel. The Agreement is slated to be presented to the City Council for approval in July.

**Recommendation
on Agreement for
Extension of
Water Supply Line**

In preparation for this agreement, the City has established an agreement with Victory Township allowing the City to sell water in the township and approved a water rate for the College.

This was favorably reviewed by the Board Administrative Committee at their meeting held on July 10, 2019.

MOTION: A motion was made by Mr. James Jensen and seconded by Mr. James Barker to approve the agreement for the extension of the water supply line between the College and the City of Ludington and authorize the president to accept non-substantive changes, if necessary, in consultation with legal counsel and present any such changes to the Board of Trustees at the next Board of Trustees Meeting.

There being no more business before the Board, the meeting was adjourned by motion at 4:51 p.m.

Adjournment

MOTION: A motion was made by Mr. James Jensen and seconded by Mr. James Barker to adjourn the meeting at 4:51 p.m. Motion carried.

Respectfully submitted,
Anthony Fabaz, Secretary

Recorded by: Lisa M. Stankowski

Approved: _____