



West Shore Community College  
Board of Trustees Meeting  
Monday, May 18, 2020 4:00 PM (EDT)  
Zoom

- I. General Function
  - A. Call to Order - Smith
  - B. Roll Call and Pledge of Allegiance - Smith
  - C. Welcome - Smith
  - D. Approval of March 16, 2020 Board of Trustees Meeting Minutes - Smith
  - E. Approval of May 18, 2020 Board of Trustees Meeting Agenda - Smith
  - F. Michigan Community College Association Report - Ward
- II. President's Office Report
- III. Student - Community Issues
  - A. Winter Graduation List - Kinney
- IV. Public Comments - Smith
- V. New Business
  - A. COVID-19 Update and Discussion - Ward
  - B. Resolution to set Special Meeting to Certify the 2020 Tax Levy - Ward/Smith
  - C. Recommendation to Change the Date of the June Board of Trustees Meeting - Ward/Smith
  - D. Resolution to Set the Budget Hearing Date - Ward/Smith
- VI. Board of Trustee Comments - Smith
- VII. Adjournment - Smith

**West Shore Community College  
Board of Trustees Meeting  
North Lounge of the Administrative and Conference Center  
3000 N. Stiles  
Scottville, MI 49454  
Monday, March 16, 2020  
4:00 p.m.**

The March 16, 2020, Board of Trustees Meeting was called to order at 4:00 p.m. by Mr. Bruce Smith, Chairman. Mr. Smith welcomed everyone.

**Call to Order  
and Roll Call**

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

**Board Members Absent:** Dr. Anthony Fabaz

**Others Present:** David Bossick, (Ludington Daily News), Thom Hawley, Debbie Hintz, Mark Kinney, Chris and Amy Loftis (Custom Sheet Metal & Heating), Mike Moore, Lisa Stankowski, Scott Ward and Crystal Young

The meeting minutes of the February 17, 2020, Board of Trustees Meeting were distributed to the members of the Board prior to the meeting.

**Approval of  
Board Meeting  
Minutes**

**MOTION:** A motion was made by Mr. Richard Wilson and seconded by Mr. James Barker to approve the February 17, 2020, regular Board of Trustees Meeting Minutes. Motion carried.

The agenda of the March 16, 2020 regular Board of Trustees meeting was provided to the members of the Board prior to the meeting.

**Approval of  
Board Agenda**

**MOTION:** A motion was made by Mr. Richard Wilson and seconded by Mr. Randy Tomaszewski to approve the March 16, 2020, regular Board of Trustees meeting agenda. Motion carried.

President Scott Ward provided the Michigan Community College Association (MCCA) update. He stated the President's Meeting in Lansing was cancelled due to the coronavirus. In place of the meeting, MCCA will hold a conference call with all the community college presidents on Friday, March 20 at 9:00 a.m. President Ward stated that he was disappointed that the meeting didn't take place as Senate Bill 26, the Reconnect Program, was going to be presented which would provide financial assistance to individuals age 25 and older seeking associate degrees or industry-recognized certificates or credentials.

**Michigan Community  
College Association  
and President's  
Association Report**

President Ward stated in a meeting held last week, he encouraged all faculty to start putting their material online in case of a shutdown due to the coronavirus. Since that time, the College is closed to the public on Monday and Tuesday, and most face-to-face classes are transitioning to online. The president stated he is looking at holding all classes online until the end of the semester. In regard to employees who need to remain at home due to the closing of area K-12 schools or for being at a higher risk to COVID-19 due to a suppressed immune system, they can work with their supervisor or HR to discuss the possibility of working from home, or the need to be off of work. Each situation is going to be different, so it is important to have these discussions on a case by case basis. The president stated everything is changing so fast with this coronavirus and with regard to commencement, he will take direction from the State of Michigan. All events scheduled prior to April 20, 2020, have been cancelled.

**West Shore Report**

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. Richard Wilson presented the new programs that will be in collaboration with the Michigan Colleges Online and the Michigan Radiologic and Imaging. The three new health science certificates and degree programs, which are Computed Tomography (CT) Technologist – Certificated, Magnetic Resonance Imaging (MRI) – AAAS and Neurodiagnostic (EEG) Technology – AAAS will allow us to offer high-cost low-enrollment programs to local students through online courses and clinical sites. These certificates and programs were favorably reviewed at the Board Policy and Personnel Committee at their meeting held on February 26, 2020.

**New Programs for Recommendation**

**MOTION: A motion was made by Mr. Richard Wilson and seconded by Mr. James Barker to approve the Computed Tomography (CT) Technologist – Certificate, Magnetic Resonance Imaging (MRI) – AAAS, and Neurodiagnostic (EEG) Technology – AAAS programs.**

Mr. James Jensen presented the February 2020, monthly financial statement, which was provided to the Board prior to meeting. He requested approval of General Fund Expenditures of \$1,089,956 and Auxiliary Fund Expenditures of \$63,102. The financials were favorably reviewed by the Board Administrative Committee at their meeting on Wednesday, March 11, 2020.

**February Financial Report**

**MOTION: A motion was made by Mr. James Jensen and seconded by Mrs. Sherry Wyman to approve the General Fund Expenditures of \$1,089,956 and Auxiliary Fund Expenditures of \$63,102. Motion carried.**

President Ward stated a veteran had approached the staff in the Recreation Center and asked if the college has ever considered providing a veteran discount. Staff contacted other recreation facilities and in most cases, the other facilities provided a discount to veterans. College staff are recommending current service members or veterans be charged the same rate as senior citizens. This was favorably

**Recreation Center Fees**

reviewed by the Board Administrative Committee meeting held on March 11, 2020.

**MOTION: A motion was made by Mr. James Jensen and seconded by Mr. Richard Wilson to approve the proposed recreation center rates for current service members and veterans. Motion carried.**

Construction bids for the 400 River Street Project have been received and evaluated. Sealed bids were opened by Kendra Thompson, project architect, and the College staff. This evaluation includes bid information, past performance, a post bid interview and a financial/safety audit of each contractor. With favorable bids in all work categories, The Christman Company has indicated confidence that the project will be within the budgeted amounts. Out of the 15 work categories, three local contractors are being recommended, which are Schultz Excavating & Asphalt, Inc., Custom Sheet Metal & Heating, Inc., and C & I Electric, Inc. The total work for local contractors totals \$761,709.

**Downtown  
Manistee  
Building  
Construction Bids**

The college administration is also recommending four alternates to be accepted totaling \$71,122. Two alternates improve the exterior building details totaling \$36,647. This work is in accordance with the work with the DDA. A bid alternate of \$25,725 to re-roof the whole building is also recommended. Replacement of one section of roof was bid, this alternative will bring the whole roof to the same standard and warranty. The last bid alternate is an enhancement to the fire suppression system for \$8,750. The bids from the contractors for each work category for the various projects were favorably reviewed by the Board Administrative Committee at their meeting held on March 11, 2020.

**MOTION: A motion was made by Mr. James Jensen and seconded by Mrs. Sherry Wyman to approve and accept the recommended award in the amount of \$3,148,992 from the contractors for each work category for the project located at 400 River Street in downtown Manistee. Motion carried.**

Mr. James Jensen presented the Annual Budget Estimate, which is required by section 141 of the Community College Act of 1966, Act 331 of 1966. The tax and appropriations estimate was favorably reviewed at the Board Administrative Committee meeting held on March 11, 2020.

**Annual Budget  
Estimate**

**MOTION: A motion was made by Mr. James Jensen and seconded by Mr. Richard Wilson to approve the estimated taxes and appropriation necessary to meet the requirement of the State for fiscal year 2020-2021. Motion carried.**

President Ward Stated for many years our practice has been to hold two of our regular monthly Board Meetings at an off-campus location in the college district. In December, the Board approved the calendar to hold the April 20, 2020 – Board of Trustees Meeting off-campus at a location to be determined. On March 5<sup>th</sup>, Chairman Smith and President Ward discussed holding the meeting on campus.

**April  
Board of Trustees  
Meeting**

With recent developments of the coronavirus (COVID-19), the reasons to hold the meeting on campus are further justified.

President Ward recommendation the April 20, 2020, Board of Trustees Meeting remain on the campus in the North Lounge located in the Administrative and Conference Building beginning at 4:00 p.m.

**MOTION: A motion was made by Mrs. Sherry Wyman and seconded by Mr. Randy Tomaszewski to approve to remain on the campus for the Board of Trustees Meeting on April 20<sup>th</sup> at 4:00 p.m. in the North Lounge of the Administrative and Conference Building. Motion carried.**

There being no more business before the Board of Trustees, the meeting was adjourned by motion at 4:57 p.m.

**Adjournment**

**MOTION: A motion was made by Mr. Richard Wilson and seconded by Mrs. Sherry Wyman to adjourn the meeting at 4:57 p.m. Motion carried.**

Respectfully submitted,  
Anthony Fabaz, Secretary

Recorded by: Lisa M. Stankowski  
Approved: \_\_\_\_\_

**West Shore Community College  
Scottville, MI**

**MEMORANDUM**

**TO:** Board of Trustees

**FROM:** Scott C. Ward, President

**DATE:** May 18, 2020

**SUBJECT:** Winter 2020 Graduate List

The attached document includes a list of 136 individuals who have completed their studies and presented for approval for graduation.

There are a total of 145 degrees/certificates that are recommended with 6 students earning two degrees, 2 students earning two degrees and one certificate, and 1 student earning one degree and two certificates.

**Recommended Motion:**

**Approve the graduate list for the winter of 2020 as distributed as well as any late additions who have met the requirements.**

West Shore Community College  
Winter 2019-20 Graduate List

FIRST NAME	MI	LAST NAME	HONOR	DEGREE	MAJOR	RESIDING CITY
Keane	R	Adamczyk		Associate of Science	Liberal Arts and Sciences	Scottville
Grace	E	Alvesteffer		One Year Certificate	Practical Nursing	Hart
Elijah	Y	Andrews	H	Associate of Applied Arts & Sciences	Nursing - RN	Ludington
Carlos	D	Avilez		Associate of Applied Arts & Sciences	Medical Assistant-Science Focus	Shelby
Andrea	N	Bialik		Associate Degree	General Studies	Kaleva
Bethany	H	Blankinship	H	Associate of Arts	Liberal Arts and Sciences	Ludington
T'Lia	V	Bowden	HH	Associate of Arts	Liberal Arts and Sciences	Ludington
Thomas	H	Bradford		Associate of Arts	Liberal Arts and Sciences	Bear Lake
Thomas	H	Bradford		Associate of Science	Liberal Arts and Sciences	Bear Lake
Crystal	R	Bromley		Associate of Applied Arts & Sciences	Accounting	Hart
Tyra	J	Bromley		Associate of Arts	Liberal Arts and Sciences	Hart
Tyra	J	Bromley		Associate of Science	Liberal Arts and Sciences	Hart
Kelsey	A	Bruno	H	Associate of Applied Arts & Sciences	Nursing - RN	Ludington
Ellen	T	Castillo		Associate of Applied Arts & Sciences	Accounting	Free Soil
Billie Jo		Chimel	H	Associate of Applied Arts & Sciences	Marketing/Management	Scottville
Mikayla		Collins		Associate of Arts	Liberal Arts and Sciences	Ludington
Benjamin	R	Cossette		One Year Certificate	Practical Nursing	Custer
Heidi	J	Crain		One Year Certificate	Practical Nursing	Fremont
Leah	R	Cutler		Associate of Arts	Liberal Arts and Sciences	Ludington
Carly	A	Davis		Associate of Applied Arts & Sciences	Nursing - RN	Baldwin
Madison	R	Davis		Associate of Arts	Liberal Arts and Sciences	Shelby
Cara	M	Dionne		Associate of Applied Arts & Sciences	Paraprofessional	Manistee
Elise	K	Doan		Associate of Arts	Liberal Arts and Sciences	Ludington
Caleb	L	Duran	HH	Associate of Arts	Liberal Arts and Sciences	Ludington
Raine	A	Eisenlohr	HH	Associate of Arts	Liberal Arts and Sciences	Pentwater
Laura	G	Erley		Associate of Science	Liberal Arts and Sciences	Ludington
Cynthia	G	Espinoza		Associate of Applied Arts & Sciences	Marketing/Management	Shelby
Aaron	I	Facundo	H	Associate of Applied Arts & Sciences	Law Enforcement	Mears
Veronica	C	Fajardo		Associate of Applied Arts & Sciences	Medical Office Information Systems	Manistee
Marie	E	Falls		One Year Certificate	Practical Nursing	Brethren
Kendall	L	Felt	HH	Associate of Applied Arts & Sciences	Nursing - RN	New Era
Lydia	M	Fessenden	HH	Associate of Applied Arts & Sciences	Early Childhood Education	Hesperia
Rene	I	Figueroa II		Associate of Arts	Liberal Arts and Sciences	Shelby
A'Leah	H	Fockler	HH	Associate of Arts	Liberal Arts and Sciences	Pentwater
Cynthia	E	Fout	HH	Associate of Arts	Liberal Arts and Sciences	Hart
Daisa	N	Fowler		Associate of Arts	Liberal Arts and Sciences	Manistee

West Shore Community College  
Winter 2019-20 Graduate List

Amy	R	Frederick		One Year Certificate	Practical Nursing	Bitely
Adam	D	Fulton	H	Associate Degree	General Studies	Scottville
Alexis	R	Gale	HH	Associate of Applied Arts & Sciences	Agricultural Science - Agricultural Oper	Mears
Christina	M	Garcia		Associate of Applied Arts & Sciences	Early Childhood Education	Shelby
Anthony	I	Gomez		One Year Certificate	Welding Technology	Ludington
Juliet	R	Goodrich		Associate Degree	General Studies	Free Soil
Anthony	J	Green	H	Associate of Arts	Liberal Arts and Sciences	Shelby
Rose	E	Grugal	H	Associate of Applied Arts & Sciences	Nursing - RN	Leroy
Bryanna	L	Hamilton	H	Associate of Applied Arts & Sciences	Law Enforcement	Hesperia
Marissa	L	Hansen		One Year Certificate	Practical Nursing	Ludington
Amanda	R	Hepworth		Associate of Applied Arts & Sciences	Marketing/Management	Custer
Amelia	C	Hilden		Associate of Arts	Liberal Arts and Sciences	Ludington
Alyssa	R	Hinojosa		Associate of Applied Arts & Sciences	Early Childhood Education	Hart
Kristynn	M	Hintz		One Year Certificate	Practical Nursing	Hart
Ari	B	Hoekstra		Associate of Arts	Liberal Arts and Sciences	Ludington
Anja	R	Holland	H	Associate of Arts	Liberal Arts and Sciences	Manistee
Emma	J	Howell	HH	Associate of Arts	Liberal Arts and Sciences	Scottville
Grace	E	Huffman		Associate Degree	General Studies	New Era
Allison	K	Janowiak	HH	Associate of Arts	Liberal Arts and Sciences	Ludington
Richard	P	Johnson II		Associate of Applied Arts & Sciences	Electrical/Electronic Systems	Pentwater
Kaleigh	E	Kamaloski	H	Associate of Science	Liberal Arts and Sciences	Manistee
Stephanie	J	Kawalec	HH	Associate of Applied Arts & Sciences	Marketing/Management	Manistee
Jonah	D	Kelley	HH	Associate of Arts	Liberal Arts and Sciences	New Era
Jonah	D	Kelley	HH	One Year Certificate	Network Services	New Era
Jonah	D	Kelley	HH	One Year Certificate	Management Skills	New Era
Faith	L	Kidd	HH	Associate of Arts	Liberal Arts and Sciences	Bear Lake
Kaitlyn	R	Knoll	H	Associate of Applied Arts & Sciences	Early Childhood Education	Hart
Brian	A	Lafata	HH	Associate of Arts	Liberal Arts and Sciences	Free Soil
Brian	A	Lafata	HH	Associate of Science	Liberal Arts and Sciences	Free Soil
Victor	R	Lafata	H	Associate of Arts	Liberal Arts and Sciences	Free Soil
Breanna	M	Lauber		Associate of Applied Arts & Sciences	Nursing - RN	Ludington
Kraylee	M	Ledger	HH	Associate of Arts	Liberal Arts and Sciences	Shelby
Kraylee	M	Ledger	HH	Associate of Science	Liberal Arts and Sciences	Shelby
Cody	R	Leedham	H	Associate of Applied Arts & Sciences	Mechatronics	Ludington
Jenny	L	Leonard		Associate Degree	General Studies	Scottville
Lucia	M	LeRay	HH	Associate of Arts	Liberal Arts and Sciences	Ludington
Kendra	L	Lifer	H	One Year Certificate	Practical Nursing	Hesperia



West Shore Community College  
Winter 2019-20 Graduate List

Hunter	M	Lindstrom		Associate of Science	Liberal Arts and Sciences	Manistee
Carrie	M	Linna		One Year Certificate	Practical Nursing	Ludington
Adriana		Lopez	HH	One Year Certificate	Management Skills	Ludington
Natalie	E	Lyon		Associate of Arts	Liberal Arts and Sciences	Free Soil
Taylor	M	Mallison		Associate of Applied Arts & Sciences	Nursing - RN	Bear Lake
McKenzi	K	Mangold		One Year Certificate	Practical Nursing	Hart
Tyler	J	Marek	HH	Associate of Science	Liberal Arts and Sciences	Ludington
Amy	S	McBrian		Associate Degree	General Studies	Cadillac
Amy	S	McBrian		Associate of Applied Arts & Sciences	Nursing - RN	Cadillac
Zachary	P	McCarthy		Associate of Applied Arts & Sciences	Network Services	Ludington
Joyce	E	McLean		One Year Certificate	Practical Nursing	Hesperia
Logan	T	Merrick		Associate of Applied Arts & Sciences	Nursing - RN	Scottville
Danielle	K	Miller		Associate Degree	General Studies	Ludington
Kelli	L	Morrison		Associate of Arts	Liberal Arts and Sciences	Irons
Silas	R	Motyka	HH	Associate of Science	Liberal Arts and Sciences	Ludington
Lauren	K	Murchie	HH	Associate of Arts	Liberal Arts and Sciences	Branch
Erin	T	Murphy		Associate of Arts	Liberal Arts and Sciences	Ludington
Elizabeth	V	Nagle	HH	Associate Degree	General Studies	Ludington
Stacee		ODell		Associate of Arts	Liberal Arts and Sciences	Manistee
Kelly	A	Omness	HH	Associate of Applied Arts & Sciences	Medical Office Information Systems	Shelby
Dana	A	Parent		One Year Certificate	Practical Nursing	Manistee
Alex	E	Pearson	HH	Associate Degree	General Studies	Ludington
Case	D	Pease		Associate of Arts	Liberal Arts and Sciences	Ludington
Stephanie		Pelky		One Year Certificate	Practical Nursing	Ludington
Gabrielle		Perez		Associate of Arts	Liberal Arts and Sciences	Hart
Steven	T	Peterson	H	Associate of Applied Arts & Sciences	Nursing - RN	Pentwater
Autumn	R	Phillips	H	Associate of Applied Arts & Sciences	Welding Technology	Manistee
Autumn	R	Phillips	H	Associate of Applied Arts & Sciences	Marketing/Management	Manistee
Autumn	R	Phillips	H	One Year Certificate	Welding Technology	Manistee
Joshua	A	Pomorski		Associate of Applied Arts & Sciences	Law Enforcement	Custer
Clive	J	Pyke, Jr	H	Associate of Applied Arts & Sciences	Accounting	Ludington
Jennifer	A	Rasmussen		One Year Certificate	Practical Nursing	Ludington
Kiowa	S	Ray	H	Associate of Applied Arts & Sciences	Accounting	Manistee
Misty	D	Rederstorf		One Year Certificate	Practical Nursing	Shelby
Amy	L	Roberson	HH	Associate of Applied Arts & Sciences	Early Childhood Education	Pentwater
Sarah	I	Roberson	H	Associate of Applied Arts & Sciences	Marketing/Management	Manistee
Jamie		Rosenow		Associate of Applied Arts & Sciences	Early Childhood Education	Ludington

West Shore Community College  
Winter 2019-20 Graduate List

Erin	V	Ross		Associate of Science	Liberal Arts and Sciences	New Era
Nancy	R	Ruemmler-Nehm	HH	Associate of Applied Arts & Sciences	Office Information Systems	Ludington
Jonah	T	Scouten	HH	Associate of Arts	Liberal Arts and Sciences	Shelby
Alexis	L	Sheaffer	H	Associate of Science	Liberal Arts and Sciences	Ludington
Alycia	D	Shepard		Associate of Arts	Liberal Arts and Sciences	Manistee
Andrea	L	Shoop		Associate of Science	Liberal Arts and Sciences	Ludington
Danica		Shuck	H	One Year Certificate	Medical Office Biller/Coder	Ludington
Heather	N	Shular		One Year Certificate	Practical Nursing	Brohman
Conor	L	Smith		One Year Certificate	Welding Technology	Manistee
Jamie	M	Smith		Associate of Applied Arts & Sciences	Nursing - RN	Brethren
Jessica	A	Sobers	H	One Year Certificate	Practical Nursing	New Era
Lindsay	J	Spence		Associate of Applied Arts & Sciences	Marketing/Management	Ludington
Anya	M	Stakenas	H	Associate of Arts	Liberal Arts and Sciences	Scottville
Anya	M	Stakenas	H	Associate of Science	Liberal Arts and Sciences	Scottville
Shayna	E	Stewart		Associate of Applied Arts & Sciences	Nursing - RN	Ludington
Dustin	R	Storm		Associate of Applied Arts & Sciences	Welding Technology	Ludington
Nicole		Stowe	H	One Year Certificate	Practical Nursing	Ludington
Hannah	C	Stuck		Associate of Applied Arts & Sciences	Nursing - RN	Manistee
Sarah	L	Stuck	H	Associate Degree	General Studies	Manistee
Tyler	D	Swanson		Associate of Applied Arts & Sciences	Welding Technology	Ludington
Allison		Thompson	H	Associate of Applied Arts & Sciences	Nursing - RN	Scottville
Joshua	A	Trim	H	Associate of Applied Arts & Sciences	Nursing - RN	Custer
Heather	L	Vandervest		Associate of Science	Liberal Arts and Sciences	Ludington
Hunter	S	VanderWall		Associate of Applied Arts & Sciences	Accounting	Ludington
Hunter	S	VanderWall		Associate of Applied Arts & Sciences	Marketing/Management	Ludington
Hunter	S	VanderWall		One Year Certificate	Management Skills	Ludington
Erin	M	Whitaker	H	Associate of Applied Arts & Sciences	Medical Assistant-Science Focus	Ludington
Erin	M	Whitaker	H	Associate of Arts	Liberal Arts and Sciences	Ludington
Jocelyn	H	White	HH	Associate of Arts	Liberal Arts and Sciences	Ludington
Kendal	P	Wietecha		Associate of Applied Arts & Sciences	Nursing - RN	Ludington
Marion		Wilke		One Year Certificate	Practical Nursing	Shelby
Samantha		Wilkosz		Associate of Science	Liberal Arts and Sciences	Manistee
Rose	L	Williams		Associate Degree	General Studies	Baldwin
Andrea		Young		Associate of Arts	Liberal Arts and Sciences	Hart
Randee	L	Zajac		Associate of Applied Arts & Sciences	Nursing - RN	Manistee

**West Shore Community College  
Scottville, MI 49454**

**MEMORANDUM**

**TO: Board of Trustees**

**FROM: Scott C. Ward, President**

**DATE: May 18, 2020**

**SUBJECT: Set Special Board Meeting to Certify the 2020 Property Tax Levy**

The Board must set a special meeting to certify the final property tax levy figures. The meeting to certify the tax levy shall be held no later than the second Monday of June so that all taxing jurisdictions can get receive the information in a timely fashion.

For 2020, the meeting shall be held by no later than Monday, June 8, 2020. Therefore, I recommend a Special Board of Trustees Meeting to certify the 2020 property tax levy be held on Monday, June 1, 2020, at 4:00 p.m.

**Recommended Motion:**

**Approve to hold a Special Board of Trustees meeting on Monday, June 1, 2020 at 4:00 p.m. to certify the 2020 property tax levy.**

**West Shore Community College  
Scottville, MI**

**MEMORANDUM**

**TO: Board of Trustees**

**FROM: Scott C. Ward, President**

**DATE: May 18, 2020**

**SUBJECT: Recommendation to change date of June Board Meeting**

At the Board of Trustees Meeting held on December 16, 2019, the Board approved the Board of Trustees meeting dates for 2020. Since that time a lot has changed in the world due to COVID-19.

With the Governor's "Stay at Home" order extended until May 28<sup>th</sup>, the administrative staff will need additional time to get items ready for the June Board Meeting. Therefore, I am recommending the June 15, 2020 Board of Trustees Meeting be rescheduled for the Monday, June 22, 2020.

**Recommended Motion:**

**Approve rescheduling the Board of Trustees Meeting Date originally scheduled for June 15 to Monday, June 22 at 4:00 p.m. in the North Lounge of the Administrative and Conference Building and also via Zoom.**

**West Shore Community College  
Scottville, MI 49454**

**MEMORANDUM**

**TO: Board of Trustees**

**FROM: Scott C. Ward, President**

**DATE: May 18, 2020**

**SUBJECT: Resolution to Set Budget Hearing Date**

The Board is required by Michigan law to hold a Budget Hearing each year. We need to set a date and time for that Budget Hearing on the FY20-21 budget.

Generally, this meeting is held on the same day and just prior to the June Board meeting, which has been rescheduled for Monday, June 22, 2020.

**Recommended motion:**

**Set the budget hearing for Monday, June 22, 2020 at 3:45 p.m. in the North Lounge of the Administrative and Conference Building and also via Zoom and authorize the administration to publish the notice to the media of this hearing as required by law.**