

West Shore Community College
3000 N. Stiles Rd., Scottville, MI 49454
Special Board of Trustees Meeting to Certify the 2020 Tax Levy
Via Zoom
Monday, June 1, 2020
4:00 p.m.

The June 1, 2020, Special 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: Kristen Biggs, David Bossick (Ludington Daily News), Ken Grabowski (Manistee News Advocate), Thom Hawley, Seán Henne, Debbie Hintz, Cheryl Hogan, Mark Kinney, Jennifer Lundberg Anders, Mike Moore, Mike Nagle, Amy Pepper, Connie Schwass, Sonja Siewert, Lisa Stankowski, and President Scott Ward

The meeting minutes of the May 18, 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 May 18, 2020 Board of Trustees Meeting Minutes. Roll call vote: Barker – aye, Jensen – aye, Tomaszewski - aye, Wilson – aye, Wyman – aye, and Smith – aye. Motion carried 6 – aye and 0 - no.

The agenda of the June 1, 2020 Special 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 Mrs. Sherry Wyman and seconded by Mr. Richard Wilson to approve the June 1, 2020 Special Board of Trustees meeting agenda. Roll call vote: Barker – aye, Jensen – aye, Tomaszewski - aye, Wilson – aye, Wyman – aye, and Smith – aye. Motion carried 6 – aye and 0 - no.

President Scott Ward provided the Michigan Community College Association (MCCA) update.

**Michigan Community
College Association
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. James Jensen presented the March 31, 2020, Quarterly Investment Report, which is required by Board Policy number 6022. The Quarterly Investment Report was favorably reviewed by the Board Administrative Committee at their Meeting held on May 27, 2020.

Quarterly Investment Report

Mr. James Jensen presented the March 2020 Financial Statement of General Fund Expenditures of \$1,156,931 and Auxilliary Fund Expenditures of \$62,673 for the Board's review and approval. The March Financials were favorably reviewed by the Board Administrative Committee at their meeting held on May 27, 2020.

March Financial Report

MOTION: A motion was made by Mr. James Jensen and seconded by Mrs. Sherry Wyman to approve the March General Fund Expenditures of \$1,156,931 and Auxiliary Fund Expenditures of \$62,673. Roll call vote: Barker – aye, Jensen – aye, Tomaszewski - aye, Wilson – aye, Wyman – aye, and Smith – aye. Motion carried 6 – aye and 0 - no.

Mr. James Jensen presented the April 2020 Financial Statement of General Fund Expenditures of \$961,783 and Auxilliary Fund Expenditures of \$43,438 for the Board's review and approval. The April Financials were favorably reviewed by the Board Administrative Committee at their meeting held on May 27, 2020.

April Financial Report

MOTION: A motion was made by Mr. James Jensen and seconded by Mr. Richard Wilson to approve the April General Fund Expenditures of \$961,783 and Auxiliary Fund Expenditures of \$43,438. Roll call vote: Barker – aye, Jensen – aye, Tomaszewski - aye, Wilson – aye, Wyman – aye, and Smith – aye. Motion carried 6 – aye and 0 - no.

Mr. James Jensen stated a resolution must be passed every year to give the college the authority to assess the property tax levy. The resolution proposes to levy 100% of the authorized millage rate of 2.1175 mills for operations and 65% of the authorized millage rate of .9732 mills for capital improvements. There is no Headlee Amendment rollback for this year. The Resolution to Certify the 2020 Tax Levy was favorably reviewed by the Board Administrative Committee at their meeting held on May 27, 2020.

Resolution to Certify the 2020 Tax Levy

MOTION: A motion was made by Mr. Richard Wilson and seconded by Mr. Randy Tomaszewski to approve the resolution to certify the 2020 Property Tax Levy. Roll call vote: Barker – aye, Jensen – aye, Tomaszewski - aye, Wilson – aye, Wyman – aye, and Smith – aye. Motion carried 6 – aye and 0 - no

Mr. James Jensen asked President Scott Ward to present the contractor recommendation for network infrastructure installation for the Manistee Downtown Building Project. This recommendation was favorably reviewed by the Board Administrative Committee at their meeting held on May 27, 2020.

**Contractor
Recommendation
for Network
Infrastructure
Installation
Manistee
Downtown
Building
Project**

MOTION: A motion was made by Mr. James Jensen and seconded by Mrs. Sherry Wyman to approve the proposal in the amount of \$36,546 from Feyen Zylstra for the network infrastructure installation for the Manistee Downtown Building Project. Roll call vote: Barker – aye, Jensen – aye, Tomaszewski - aye, Wilson – aye, Wyman – aye, and Smith – aye. Motion carried 6 – aye and 0 - no.

Mr. James Jensen presented the FY 2020 Audit Schedule.

**FY 2020 Audit
Schedule**

At the request of Chairman Bruce Smith, the Board went into a Closed Session, *Open Meetings Act 15.268 Section 8(c)*, at 4:23 p.m. for the purpose of a collective bargaining strategy.

Closed Session

MOTION: A motion was made by Mr. Richard Wilson and seconded by Mrs. Sherry Wyman to approve going into a Closed Session at the request of the Chairman for the purpose of a collective bargaining strategy at 4:23 p.m. Roll call vote: Barker – aye, Jensen – aye, Tomaszewski - aye, Wilson – aye, Wyman – aye, and Smith – aye. Motion carried 6 – aye and 0 - no.

The Board of Trustees concluded the Closed Session at 4:42 p.m.

**Return to
Open
Session**

MOTION: A motion was made by Mr. Richard Wilson and seconded by Mr. James Jensen to return to Open Session at 4:42 p.m. Roll call vote: Barker – aye, Jensen – aye, Tomaszewski - aye, Wilson – aye, Wyman – aye, and Smith – aye. Motion carried 6 – aye and 0 - no.

There being no more business before the Board of Trustees, the Special Board of Trustees Meeting to Certify the 2020 Tax Levy was adjourned by motion at 4:49 p.m.

Adjournment

MOTION: A motion was made by Mr. Randy Tomaszewski and seconded by Mr. Richard Wilson to adjourn the meeting at 4:49 p.m. Motion carried.

Respectfully submitted,
Anthony Fabaz, Secretary

Recorded by: Lisa M. Stankowski

Approved: _____