

**West Shore Community College**  
**3000 N. Stiles Rd., Scottville, MI 49454**  
**Board of Trustees Meeting**  
**Via Zoom**  
**Monday, June 22, 2020**  
**4:00 p.m.**

The June 22, 2020, Board of Trustees Meeting was called to order at 4:00 p.m. by Mr. Bruce Smith, Chairman. Mr. Smith welcomed everyone via Zoom.

**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, Chairman

**Others Present:** Kristen Biggs, Christy Christmas, Ken Grabowski (Manistee News Advocate), Thom Hawley, Debbie Hintz, Cheryl Hogan, Mark Kinney, Mike Nagle, John O'Hagan, Craig Peterson, Katie Stewart, Lisa Stankowski, Jill Sweet and Scott Ward

The meeting minutes of the June 1, 2020 Special Board of Trustees Meeting to certify the 2020 Tax Levy Meeting were distributed to the members of the Board prior to the meeting.

**Approval of  
Special Board  
Meeting  
Minutes**

**MOTION:** A motion was made by Mr. Richard Wilson and seconded by Dr. Anthony Fabaz to approve the June 1, 2020 Special Board of Trustees Meeting Minutes to certify the 2020 Tax Levy. Roll call vote: Barker – aye, Fabaz – aye, Jensen – aye, Tomaszewski - aye, Wilson – aye, Wyman – aye, and Smith – aye. Motion carried 7 – ayes and 0 - no.

The agenda of the June 22, 2020 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. Randy Tomaszewski and seconded by Mr. Richard Wilson to approve the June 22, 2020 Board of Trustees meeting agenda. Roll call vote: Barker – aye, Fabaz – aye, Jensen – aye, Tomaszewski - aye, Wilson – aye, Wyman – aye, and Smith – aye. Motion carried 7 – ayes and 0 - no.

President Scott Ward provided the Michigan Community College Association update.

**Michigan Community  
College Association  
Report**

President Scott Ward provided an update on the downtown Manistee building project and the campus water project.

**West Shore Report**

President Scott Ward provided an update on COVID-19.

Vice President Mark Kinney provided a summer enrollment update. He stated we have a 14% enrollment increase compared to last year, which is 301 students. He stated we continue to review the numbers for fall as enrollment began a month later than last year due to COVID-19.

## Academic 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 May 2020 Financial Statement of General Fund Expenditures of \$1,304,695 and Auxilliary Fund Expenditures of \$58,669 for the Board's review and approval. The May financials were favorably reviewed by the Board Administrative Committee at their meeting held on June 17, 2020.

## May Financial Report

**MOTION:** A motion was made by Mr. James Jensen and seconded by Mrs. Sherry Wyman to approve the May General Fund Expenditures of \$1,304,695 and Auxiliary Fund Expenditures of \$58,669. Roll call vote: Barker – aye, Fabaz – aye, Jensen – aye, Tomaszewski - aye, Wilson – aye, Wyman – aye, and Smith – aye. Motion carried 7 – ayes and 0 - no.

Mr. James Jensen presented the General Fund Budget for Fiscal Year 20-21. The General Fund Budget was favorably reviewed by the Board Administrative Committee at their meeting held on June 17, 2020.

## FY 20-21 General Fund Budget

**MOTION:** A motion was made by Mr. James Jensen and seconded by Mr. Richard Wilson to approve the General Fund Budget for FY 20-21. Roll call vote: Barker – aye, Fabaz – aye, Jensen – aye, Tomaszewski - aye, Wilson – aye, Wyman – aye, and Smith – aye. Motion carried 7 – ayes and 0 - no.

Mr. James Jensen presented the Auxiliary Fund Budget for Fiscal Year 20-21. The Auxiliary Fund Budget was favorably reviewed by the Board Administrative Committee at their meeting held on June 17, 2020.

## FY 20-21 Auxiliary Fund Budget

**MOTION:** A motion was made by Mr. James Jensen and seconded by Mr. Richard Wilson to approve the Auxiliary Fund Budget for FY 20-21. Roll call vote: Barker – aye, Fabaz – aye, Jensen – aye, Tomaszewski - aye, Wilson – aye, Wyman – aye, and Smith – aye. Motion carried 7 – ayes and 0 - no.

Mr. James Jensen presented the Capital Fund Budget for Fiscal Year 20-21. The Capital Fund Budget was favorably reviewed by the Board Administrative Committee at their meeting held on June 17, 2020.

## FY 20-21 Capital Fund Budget

**MOTION:** A motion was made by Mr. James Jensen and seconded by Mr. Richard Wilson to approve the Capital Fund Budget for FY 20-21. Roll call vote: Barker – aye, Fabaz – aye, Jensen – aye, Tomaszewski - aye, Wilson – aye, Wyman – aye, and Smith – aye. Motion carried 7 – ayes and 0 - no.

Mr. James Jensen and President Ward presented the Tech Center Building Zone-A Network Cabling to replace the equipment that is sixteen years old. The planned upgrade and replacement of our current cabling infrastructure for Zone – A, which is utilized by the Career Technical Education (CTE) program, will provide the entirety of the Technical Center technological support needed for an educational environment that is changing continuously. This recommendation was favorably reviewed by the Board Administrative Committee at their meeting held on June 17, 2020.

**Recommendation  
Of wiring for  
Zone A of the  
Technical Center**

**MOTION:** A motion was made by Mr. James Jensen and seconded by Mr. Randy Tomaszewski to approve to accept the bid from Feyen Zylstra for \$50,780.00 to provide network cabling in Zone A of the Technical Center. Roll call vote: Barker – aye, Fabaz – aye, Jensen – aye, Tomaszewski - aye, Wilson – aye, Wyman – aye, and Smith – aye. Motion carried 7 – ayes and 0 - no.

Mr. James Jensen presented the recommendation of the 2% salary change for administrative, adjunct faculty, and campus employees for FY 20-21. President Ward stated the Educational Support Personnel and the Faculty are covered under their separate bargaining agreements; which negotiations are ongoing.

**Staff Compensation**

**MOTION:** A motion was made by Mr. James Jensen and seconded by Mr. Richard Wilson to approve the 2% salary change for administrative staff, adjunct faculty, and campus employment. Roll call vote: Barker – aye, Fabaz – aye, Jensen – aye, Tomaszewski - aye, Wilson – aye, Wyman – aye, and Smith – aye. Motion carried 7 – ayes and 0 - no.

Mr. Richard Wilson presented the curriculum changes, which includes the Emergency Medical Technician – one-year certificate and Associate of Arts and Associate of Science, some program reactivations, new courses and course inactivations. This recommendation was favorably reviewed by the Board Policy and Personnel Committee at their meeting held on June 16, 2020.

**Curriculum  
Changes**

**MOTION:** A motion was made by Mr. Richard Wilson and seconded by Dr. Anthony Fabaz to approve the curriculum additions and changes as noted in the presented memorandum. Roll Call Vote: Barker – aye, Fabaz – aye, Jensen – aye, Tomaszewski - aye, Wilson – aye, Wyman – aye, and Smith – aye. Motion carried 7 – ayes and 0 - no.

Chairman Smith stated with the new fiscal year, it is time to select the Trustee Director and an Alternate Trustee Director for the Michigan Community College Association Board of Directors, beginning July 1, 2020 and ending June 30, 2021.

**MCCA  
Certification  
of Appointments  
For FY 20-21**

**MOTION:** A motion was made by Mr. Richard Wilson and seconded by Dr. Anthony Fabaz to appoint Chairman Bruce Smith as Trustee Director and Trustee Anthony Fabaz as the alternate Trustee Director as our representatives on the Michigan Community College Association Board of Directors, beginning July 1, 2020 and ending June 30, 2021. Roll Call Vote: Barker – aye, Fabaz – aye, Jensen – aye, Tomaszewski - aye, Wilson – aye, Wyman – aye, and Smith – aye. Motion carried 7 – ayes and 0 - no.

There being no more business before the Board of Trustees, the meeting was adjourned at 5:01 p.m.

**Adjournment**

**MOTION:** A motion was made by Dr. Anthony Fabaz and seconded by Mr. Richard Wilson to adjourn the meeting at 5:01 p.m. Roll call vote: Barker – aye, Fabaz – aye, Jensen – aye, Tomaszewski - aye, Wilson – aye, Wyman – aye, and Smith – aye. Motion carried 7 – ayes and 0 - no.

Respectfully submitted,  
Anthony Fabaz, Secretary

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