

West Shore Community College
3000 N. Stiles Rd., Scottville, MI 49454
Board of Trustees Meeting
Administrative and Conference Building & Via Zoom
Monday, July 20, 2020
4:00 p.m.

The July 20, 2020, Board of Trustees Meeting was called to order at 4:00 p.m. by Mr. Bruce Smith, Chairman. Mr. Smith welcomed everyone at the meeting on campus and also 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: Tom Alway, Christian Bateson, Conny Bax, Tim Fink, Thom Hawley, Deb Hintz, Cheryl Hogan, Mark Kinney, Craig Peterson, Lisa Stankowski and Scott Ward

The Budget Hearing Meeting Minutes of the June 22, 2020 meeting were distributed to the members of the Board of Trustees prior to the meeting.

**Approval of
June 22,
Budget Hearing
Meeting Minutes**

MOTION: A motion was made by Mrs. Sherry Wyman and seconded by Mr. Randy Tomaszewski to approve the June 22, 2020 Budget Hearing Meeting Minutes: Barker – aye, Fabaz – aye, Jensen – aye, Tomaszewski - aye, Wilson – aye, Wyman – aye, and Smith – aye. Motion carried 7 – ayes and 0 - no.

The minutes of the June 22, 2020 Board of Trustees meeting were distributed to the members of the Board of Trustees prior to the meeting.

**Approval of
June 22, Board
of Trustees
Meeting Minutes**

MOTION: A motion was made by Mr. Richard Wilson and seconded by Mrs. Sherry Wyman to approve the June 22, 2020 Board of Trustees Meeting Minutes: 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 July 20, 2020 Board of Trustees meeting was provided to the members of the Board of Trustees 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 July 20, 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

Thom Hawley introduced Cornelia (Conny) Bax, the new Chief Financial Officer in the Business Office. Her resume was provided in the Board Packet.

Introduction of New Employee

President Scott Ward provided an update on COVID-19.

COVID-19 Update

President Scott Ward provided an update on the campus water project. The campus will be closed Thursday, July 30 and Friday, July 31 to complete the connection to the city water.

Project Updates

President Scott Ward provided an update on the downtown Manistee building project. He stated with the delay of construction due to COVID-19, the occupancy date has been pushed back to November 1.

Ted Malt, Director of Performing Arts, provided a performing arts update. For the past several months, he has been working on a virtual component due to the COVID-19.

West Shore Report – Performing Arts Update

Vice President Mark Kinney introduced Professor Sonja Siewert and Professor Wade James to discuss different ways of online learning. Professor Siewert talked about *Labster*, which provides students with a virtual version of the lab practical to use beforehand, teaching students techniques, skills, processes, protocols and underlying theory. She also talked about her Geology class and how for her online course each student receives their own kit to take home. Professor James provided information of some innovative things he is doing for his online classes to keep the students engaged while showing their evidence of knowledge and learning.

Academic Report

Vice President Kinney stated the Higher Learning Commission has received our Assurance Argument, which was due today. He stated a Peer Review Team will provide us with feedback.

Vice President Kinney presented the Summer 2020 Graduate List. He stated 21 students who have completed their studies and are presented to the Board of Trustees for approval.

Summer Graduate List

MOTION: A motion was made by Mr. Randy Tomaszewski and seconded by Mr. Richard Wilson to approve the 2020 Summer Graduate list as distributed and any additional late applicants who meet the requirements. 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 Bruce Smith invited anyone from the public to address the Board of Trustees at this time. There were no public comments.

Public Comments

Mr. Jensen presented the Quarterly Investment Report for the June 30, 2020, 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 July 15, 2020.

**Quarterly
Investment
Report**

Mr. James Jensen presented the June 2020 Financial Statement of General Fund Expenditures of \$751,616 and Auxilliary Fund Expenditures of \$33,299 for the Board's review and approval. The June financials were favorably reviewed by the Board Administrative Committee at their meeting held on July 15, 2020.

**June Financial
Report**

MOTION: A motion was made by Mr. James Jensen and seconded by Mrs. Sherry Wyman to approve the June General Fund Expenditures of \$751,616 and Auxiliary Fund Expenditures of \$33,299. 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 Tuition Recommendation, which is to freeze tuition at it's current rate as follows: indistrict - \$106, out-of-district tuition - \$170, and out-of-state tuition at \$240. In addition to freezing tuition, the College will continue to increase awards of local financial aid through scholarships funded by local organizations, local businesses and also through the funds raised by the WSCC Foundation. The recommendation was favorably reviewed by the Board Administrative Committee at their meeting held on July 15, 2020.

**Tuition
Recommendation**

MOTION: A motion was made by Mr. James Jensen and seconded by Mr. Randy Tomaszewski to approve no tuition increase 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.

President Ward presented the tentative agreement with the Educational Support Personnel, which includes a new 1-year contract, a salary increase of 2% and longevity steps for those employees who qualify and a single \$200 signing bonus, elimination of the probationary period compensation rate, an increase of \$50 in dental and \$200 in vision benefits, an increase in maintenance staff uniform allowance, and a letter of agreement that the College will conduct a classification and compensation study in preparation for the next bargaining period. This recommendation was favorably reviewed by the Board Administrative Committee at their meeting held on July 15, 2020.

**Educational
Support
Personnel
Contract**

MOTION: A motion was made by Mr. James Jensen and seconded by Mrs. Sherry Wyman to approve the Master Agreement between West Shore Community College and the West Shore Community College Educational Support Personnel for the period of July 1, 2020 through June 30, 2021 as presented. 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.

Adjournment

There being no more business before the Board of Trustees, the meeting was adjourned at 5:02 p.m.

MOTION: A motion was made by Dr. Anthony Fabaz and seconded by Mr. Randy Tomaszewski to adjourn the meeting at 5:02 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: _____