

West Shore Community College
3000 N. Stiles Rd., Scottville, MI 49454
Board of Trustees Meeting
Administrative and Conference Building & Via Zoom
Monday, October 19, 2020
4:00 p.m.

The October 19, 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 Physically Present: Mr. James Barker, Mr. James Jensen, Mr. Randy Tomaszewski, Mrs. Sherry Wyman and Mr. Bruce Smith, Chairman of the Board

Board Members Virtually Present: Dr. Anthony Fabaz and Mr. Richard Wilson

Others Present: Conny Bax, Kristen Biggs, Dave Bostwick (Ludington Daily News), Christy Christmas, Tim Fink, Thom Hawley, Chad Inabinet, Annie Jacobson, Mark Kinney, Kyle Kotecki (Manistee News Advocate), Mike Moore, Amy Pepper, Craig Peterson, Lisa Stankowski, Scott Ward and (other individuals attended, but were not identifiable by their cell phone numbers).

The minutes of the October 5, 2020 Special Board of Trustees Meeting and Public Hearing were distributed to the members of the Board of Trustees prior to the meeting.

MOTION: A motion was made by Mrs. Sherry Wyman and seconded by Dr. Anthony Fabaz to approve the October 19, 2020 Special Board of Trustees Meeting and Public Hearing Minutes. Roll call vote: Barker – aye, Fabaz – aye, Jensen – aye, Tomaszewski – aye, Wilson – aye, Wyman – aye, and Smith – aye. Motion carried: 7 – ayes and 0 – nay.

**Approval of
October 5, 2020
Special Board of
Trustee Meeting
Minutes and
Public Hearing**

The agenda of the October 19, 2020 Board of Trustees Meeting was provided to the members of the Board prior to the meeting.

**Approval of
Board of
Trustees
Agenda**

MOTION: A motion was made by Mr. James Jensen and seconded by Mr. Richard Wilson to approve the October 19, 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 - nay.

President Ward stated On Friday, October 16, Governor Whitmer signed into law Senate Bill 1108, which addresses the ongoing question of remote participation of Board members in public meetings. This is effective until December 31, 2020, but may be extended.

**Michigan
Community
College
Association**
Association

Thom Hawley introduced Annie Jacobson, Director of Enrollment & Student Engagement. Annie presented short videos she has created for the students on the registration process and information regarding the College. She talked about the MI-BEST Initiative. She also discussed Trauma Informed Advising and created a Student Financial Wellness Survey for students who may be struggling at this time.

**West Shore
Report**
Report

Thom presented the Calendar of Events. The events will be available online and will allow everyone to reach many individuals while keeping safe.

Dr. Mark Kinney, Vice President of Academic and Student Services, presented the Fall Enrollment Report. Currently, with the Covid-19 pandemic, 45% of our classes are held face-to-face, 11% are hybrid and 44% are online. He stated the statewide community college enrollment average is at a 10.7% decline. We are currently up in credit hours.

Academic Report
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
Comments

Mr. Jensen presented the Quarterly Investment Report required by Board Policy number 6022. The Quarterly Investment Report was favorably reviewed by the Board Administrative Committee at their meeting held on October 14, 2020.

**Quarterly
Investment
Report**
Report

Mr. James Jensen presented the September Financial Statement of the General Fund Expenditures of \$1,022,635 and Auxiliary Fund Expenditures of \$49,904. The Board Administrative Committee favorably reviewed the September Financials at their meeting held on October 14, 2020.

**September
Financial
Report**
Report

MOTION: A motion was made by Mr. James Jensen and seconded by Mr. Richard Wilson to approve the General Fund Expenditures of \$1,022,635 and Auxiliary Fund Expenditures of \$49,904. Roll call vote: Barker – aye, Fabaz – aye, Jensen – aye, Tomaszewski - aye, Wilson – aye, Wyman – aye, and Smith – aye. Motion carried: 7 – ayes and 0 - nay.

Mr. Tom Mathison of Mathison and Mathison Architects and the college's architect presented a PowerPoint presentation of the college's project priorities and site development for the Riemer Regional Public Safety Training Center and remodeling of the Recreation Center and updates needed for the pool. The Facilities Master Plan is due to the State of Michigan on or before on November 1, 2020 and is a prerequisite for the opportunity of State Capital Outlay Funding. The number one priority is the site development at the Riemer Regional Public Safety Training Center is our top priority project. The Facilities Master Plan and submitting to the State Budget Office, the site development of the Riemer Regional Facility Training Center as the number one priority was favorably reviewed by the Board Administrative Committee at their meeting held on October 14, 2020.

**Facilities
Master
Plan and
Project
Priority**

MOTION: A motion was made by Mr. James Jensen and seconded by Mr. Richard Wilson to approve the Facilities Master Plan and submitting to the State Budget Office, the site development of the Riemer Regional Facility Training Center as the number one priority request for Capital Outlay funding. Roll call vote: Barker – aye, Fabaz – aye, Jensen – aye, Tomaszewski - aye, Wilson – aye, Wyman – aye, and Smith – aye. Motion carried: 7 – ayes and 0 - nay.

Mr. James Jensen along with President Ward presented the recommendation of the selection of the contractor for janitorial services for the Arts and Sciences Center, Recreation Center, Ice Arena, and the Riemer Regional Public Safety Training Center. The needs of the College could not be met by DM Burr Group. Solicitations were sent to several prospective contractors. After careful review of all the bids and reference checks, the college evaluation team along with the President Ward recommends Zervas Facility Maintenance to provide janitorial services to the college. The Board Administrative Committee favorably reviewed the recommendation at their meeting held on October 14, 2020.

**Recommendation
to Approve
Janitorial Services
Contract**

MOTION: A motion was made by Mrs. Sherry Wyman and seconded by Mr. Richard Wilson to approve the bid in the amount of \$167,450 from Zervas Facility Maintenance to provide janitorial services to the College. Roll call vote: Barker – aye, Fabaz – aye, Jensen – aye, Tomaszewski - aye, Wilson – aye, Wyman – aye, and Smith – aye. Motion carried: 7 – ayes and 0 - nay.

Chairman Smith along with 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 and the November 16, 2020 Board of Trustees Meetings off-campus at a location to be determined. At the March Board of Trustees

**Decision regarding
November
off-Campus
Meeting**

Meeting, it was approved by the Board to stay on campus for the April meeting, which was later cancelled due to the coronavirus pandemic (COVID-19).

Since we are still facing the challenges of this pandemic, I am recommending the November 16th Board of Trustees Meeting to be held on campus in the Administrative and Conference Building beginning at 4:00 p.m. The meeting will also be available via Zoom for staff members, the public and the media.

MOTION: A motion was made by Mr. Richard Wilson and seconded by Dr. Anthony Fabaz to approve to remain on the campus for the November 16, 2020 Board of Trustees Meeting, which will be held at 4:00 p.m. in the administrative and Conference Building. Roll call vote: Barker – aye, Fabaz – aye, Jensen – aye, Tomaszewski - aye, Wilson – aye, Wyman – aye, and Smith – aye. Motion carried: 7 – ayes and 0 – nay.

There being no more business before the Board of Trustees, the meeting was adjourned at 5:04 p.m.

Adjournment

MOTION: A motion was made by Dr. Anthony Fabaz and seconded by Mr. Richard Wilson to adjourn the meeting at 5:04 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 - nay.

Respectfully submitted,
Anthony Fabaz, Secretary

Recorded by: Lisa M. Stankowski
Approved: _____

Note:

A Board Work Session on the College’s audit was held immediately following the board meeting. Mr. Tom Winkelman of Rehmann Robson presented the single audit and the statements of financial position. The Board Audit Work Session concluded at 5:28 p.m.