

**West Shore Community College
3000 N. Stiles Rd., Scottville, MI 49454
Board of Trustees Meeting
John M. Eaton Board Room
Monday, October 18, 2021
4:00 p.m.**

The October 18, 2021, Board of Trustees Meeting was called to order at 4:00 p.m. by Mrs. Sherry Wyman, Chair. Mrs. Wyman welcomed everyone.

**Call to Order
and Roll Call**

Board Members Present: Mr. James Barker, Dr. Anthony Fabaz, Mr. Tom Kaminski, Mr. Randy Tomaszewski, Mr. Richard Wilson, and Mrs. Sherry Wyman, Chair

Others Present: Conny Bax, Justin Cooper (Ludington Daily News), Eric Doezema (Rehmann Robson), Lyndsay Earl, Deb Hintz, Annie Jacobson, Darby Johnsen, Mark Kinney, Tom Mathison (Mathison/Mathison), Eric McClearn, Erwin Selimos, Lisa Stankowski, James Taylor, Scott Ward, and Crystal Young

The meeting minutes of the September 20, 2021, Board of Trustees Meeting were distributed to the members of the Board prior to the meeting.

**Approval of
Meeting Minutes**

MOTION: A motion was made by Mr. Richard Wilson and seconded by Dr. Anthony Fabaz to approve the September 20, 2021, Board of Trustees Meeting Minutes. Motion Carried.

The agenda for the October 18, 2021, Board of Trustees meeting was provided to the members of the Board prior to the meeting. There was one noted change added to the agenda. The Audit Report was moved up to item "H" under General Function.

**Approval of
Board Agenda**

MOTION: A motion was made by Mr. Richard Wilson and seconded by Dr. Anthony Fabaz to approve the October 18, 2021, Board of Trustees meeting agenda moving the Audit Report up to H under General Function. Motion Carried.

Mrs. Sherry Wyman, Board Chair, stated the Board Executive Committee conducted an interview with Mrs. Lyndsay Earl on October 11th. After the interview, the Board Executive Committee discussed her qualifications and is recommending Lyndsay Earl be appointed to fill the board vacancy, which expires on December 31, 2022.

**Board Executive
Committee Report**

MOTION: A motion was made by Mr. Randy Tomaszewski and seconded by Mr. Richard Wilson to approve the appointment of Lyndsay Earl to fill the which expires on December 31, 2022, on the Board of Trustees created by the resignation of Bruce Smith. Motion Carried.

President Scott Ward provided the Michigan Community College Association update. He stated Mike Hansen, President of the Michigan Community College Association, will be retiring and interviews for his replacement have been conducted.

**MCCA
Report**

Crystal Young, Executive Director of College Relations, provided an introduction of our new Director of Criminal Justice, James Taylor. He brings with him over 20 years of Law Enforcement Experience. He most recently was the undersheriff for Mecosta County. Crystal also introduced Dr. Eric McClearn, Associate Professor of Biological Sciences.

**Introduction
of New Employee**

Mr. Eric Doezema from Rehmann Robson presented the audit report. There were no findings in the Audit. The Board will have the next two weeks to review the Audit Report.

Audit Report

Crystal Young, Executive Director of College Relations, presented the upcoming events.

West Shore Report

Dr. Mark Kinney presented the Enrollment Report to the Board of Trustees. He distributed a hand out to the Board. Enrollment is currently at 1,004 students.

**Enrollment
Report**

Annie Jacobson, Director of Enrollment & Student Engagement, presented on Transfer Day and College Night. Both events were well attended and went well.

**Transfer Day/
College Night
Report**

Mrs. Sherry Wyman, Chair, invited the public to address the Board of Trustees. There were no public comments.

Public Comments

Mr. Randy Tomaszewski presented the Quarterly Investment Report for September 30, 2021, which is required by Board Policy number 6022. The report was favorably reviewed by the Board Administrative Committee at their meeting held on October 13, 2021.

**Quarterly
Investment
Report**

Mr. Randy Tomaszewski presented the September 2021 Financial Statement of General Fund Expenditures of \$1,109,186 and Auxilliary Fund Expenditures of \$52,713 for the Board's review and approval. The September financials were favorably reviewed by the Board Administrative Committee at their meeting held on October 13, 2021.

**September
Financial
Report**

MOTION: A motion was made by Mr. Randy Tomaszewski and seconded by Mr. Richard Wilson to approve the September General Fund Expenditures of \$1,109,186 and Auxiliary Fund Expenditures of \$52,713. Motion Carried.

Tom Mathison, architect from Mathison/Mathison presented the Facilities Master Plan that is due to the State on October 29, 2021, and is a prerequisite for the opportunity of State Capital Outlay Funding. Our number (1) priority, the site development at the Riemer Regional Public Safety Training Center is our top priority project. At a Board Work Session held on August 16, 2021, Tom Mathison provided a presentation of the Facilities Master Plan and discussed and

**Recommendation
of Facilities Master
Plan Project
Priority**

reviewed with the Board the priorities for the campus. The Facilities Master Plan was favorably reviewed by the Board Administrative Committee at their meeting held on October 13, 2021.

MOTION: A Motion was made by Mr. Randy Tomaszewski and seconded by Mr. James Barker to approve the Facilities Master Plan and submission to the State Budget Office, the site development of the Reimer Regional Facility Training Center as the number one priority request for Capital Outlay funding. Motion Carried.

Mr. Randy Tomaszewski presented the bid of the Fume Hood for the Arts and Sciences Center. The fume hood mechanical systems in the science laboratories are obsolete and cannot be updated or repaired. The current systems are also not at current energy standards. A fume hood is typically a large piece of equipment enclosing a work area for protection. There are two main types of fume hoods that exist, ducted and recirculating (ductless). The principle is the same for both types: air is drawn in from the front (open) side of the cabinet, and either expelled outside the building or through a filtering system and then fed back into the room. Our system is a ducted system. Fume hoods are used to protect students and staff from the following: inhaling toxic gases; protect the product or experiment; and protect the environment (recirculating fume hoods, certain biosafety cabinets, and any other type when fitted with appropriate filters in the exhaust airstream).

**Recommendation
of Bid for Arts
and Sciences
Fume Hood**

The maintenance of the fume hoods is necessary to ensure the safety of our staff and students. An updated system will eliminate old pneumatic controls and new digital controls will be integrated into our building management system software. A Request for Bid (RFB) for the installation of new fume hood controls was sent out and two sealed bids were received from the following: Control Solutions, Inc. (Wyoming, MI) in the amount of \$162,646 Quality Air Service, Inc. (Kalamazoo, MI) in the amount of \$137,843. The College has worked with *Quality Air Service, Inc.* in the past and had a positive experience. Due to the specialized nature of this work limited contractors are available. Additional bids beyond these two were not expected. Following the bid opening, and reviewing that both of the bids were complete with the scope of the work outlined and were satisfactorily understood by the bidder. Administration is recommending the low bid of *Quality Air Service, Inc.* in the amount of \$137,843. The bid amount includes all required performance and payment bonds. I recommend the College award the installation of a fume hood to *Quality Air Service, Inc.* in the amount of \$137,843. This recommendation was favorably reviewed by the Board Administrative Committee at their meeting held on October 13, 2021.

MOTION: A motion was made by Mr. Randy Tomaszewski and seconded by Mr. Tom Kaminski to approve the bid in the amount of \$137,843 from *Quality Air Service, Inc.* to replace fume hood mechanical systems in the Arts and Sciences Center. Motion Carried.

For many years our practice has been to hold two of our regular monthly Board Meetings off-campus at a location in the college district. In December, the Board approved the annual calendar to hold the off-campus meetings in April 19, 2021 and November 15, 2021. On April 19th, the Board of Trustees were able to meet at WSCC's new downtown location in Manistee. However, holding our November meeting somewhere else in the community could be difficult, since we are still facing challenges caused by the Covid-19 pandemic, especially at our area K-12 school districts. For this reason, it is recommended that the November 15, 2021, Board of Trustees Meeting be held on campus in the John M. Eaton Board Room in the Administrative and Conference Building beginning at 4:00 p.m.

**November
Board
of Trustees
Meeting**

MOTION: A Motion was made by Mr. Richard Wilson and seconded by Mr. Randy Tomaszewski to approve to remain on campus for the November 15, 2021, Board of Trustees Meeting beginning at 4:00 p.m. Motion carried.

President Ward provided the Board with a Power Outage Update. On the evening of August 30th, the first day of class for the fall semester, the campus lost power due to a lightning strike. As a result of the power outage, the next four days of classes were cancelled. Many faculty had to readjust their lesson plans for the semester. In addition, concerns have surfaced regarding negative impacts on student retention and overall instructional progress in courses.

**Power
Outage
Update**

Power was fully restored to the campus on September 3rd, with work still on-going for permanent solutions to replace temporary repairs. There is an insurance claim submitted for this outage. As WSCC is insured through a self-insured association along with 19 other community colleges, our claims are reviewed by agents working on our behalf. We believe all costs incurred will be covered by our insurance. There are currently approximately \$100,000 worth of expenses incurred and up to an additional \$20,000 in expected costs. Of those costs, approximately \$60,000 was spent on the underground boring of new lines to the Tech Center and Ag/Auto Building.

Due to the loss of power, information technology resources were limited during the outage. Several transitions were underway that would have helped alleviate some of the problems if they had been completed earlier. That statement is to emphasize that continual improvements are occurring, and not to imply these transitions were tardy in planning and implementation. Two critical pieces were transitioning the email system to the cloud and changing contractors on our emergency alert system. In addition to missing the first crucial days of instruction, the lack of access to the cloud-based learning management software negatively impacted instruction. The loss of this system prevented instruction from happening, unlike when the campus closed due to the pandemic and instruction transitioned to online.

Through this experience, the College is better prepared for future events. The physical infrastructure is improved from updated wiring to several buildings. Several IT improvements, most that have been planned, have been expedited

including further improving the robust back-up systems to not only better protect data from system outages, but to also enhance data security against off-campus attacks. Emergency communications are being improved and coordinated with local agencies to better reach the campus community and public.

President Ward provided the Board with information on Camp Douglas Smith. He stated over six years ago, the owner of a summer camp property on Hamlin Lake approached the College with the interest of the College owning the property. This interest is multifaceted, but two main elements were to protect the property from commercial or residential development and to continue to provide, and expand, usage of the facilities for the betterment of youth and young adults.

From the initial discussion, President Ward saw numerous opportunities for the College with this property. From the experiences we have had over several years, the original vision of potential has grown. This property, the surrounding national forest, and sand dunes, provides a unique outdoor learning laboratory with housing. This setting is not only conducive to ecology and biology-type classes, but other uses such as writing and art classes. As a college, we continually try to build leadership, raise aspirations, and create meaningful connections with our students and our area youth. These goals have been exemplified through sports camps and other activities. In addition, through experience, see the College can use this property to build further collaborations with existing and new partners. For these and many more reasons, this project has been explored for several years as an opportunity to further the College mission “to make the community a better place to live, learn, work, and prosper.”

Camp Douglas Smith operated from 1916 to 1982 as a summer camp for girls, boys, and families. The approximately 73-acre property was purchased in 1982 by private owners for private usage before it was sold to the current owner. The current owner renovated and added facilities and has allowed usage by university and high school track teams, scouts, and youth groups. After discussions began, the College has managed the camp operations, under an agreement with the owner for several summers. Coordinated activities during this time included two successful Google Startup weekends, as well as a weekend writer's workshop, in addition to assisting with group camps.

After years of discussion, the owner and I have reached a tentative plan. Through a planned operating endowment in the West Shore Community College Foundation, my concern has narrowed. An additional factor was the need for the College to build capacity for the operations of summer camps. Camp Newaygo, a TrueNorth Community Service, became involved in the discussions last year and is interested in operating summer camp programs. Camp Newaygo has over 90-years of summer camp operational experience. As an experienced non-profit community service organization with a mission of “Because every child should have a safe place to grow into their best self,” I am very comfortable with the partnership between WSCC and Camp Newaygo. Camp Newaygo managed Camp Douglas Smith operations this summer to gain operational experience.

Camp Douglas Smith Discussion

President Ward presented some of the opportunities such as, College programming, classes, workshops, and retreats; Summer camps for youth. Camp Newaygo is interested in a long-term commitment to operate the camp programs; Partnership with West Shore ESD/CTE programs. (E.g., construction trade programs build additional camper cabins); and Grant Township Fire Department is interested in improving the roadway to serve as a fire break.

Camp Newaygo conducted a feasibility study of Camp Douglas Smith in the fall of 2020. A copy of that study was sent to the Board electronically. An appraisal of 42-acres of the property, including all the camp buildings, was completed in the spring of 2020. A copy of the appraisal was provided to the Board electronically. The appraised amount is \$1,285,000.

President Ward stated he is interested in continuing to explore this opportunity if the Board of Trustees would like to move forward. If the Board discussion indicates an interest to continue exploring this opportunity, President Ward will proceed in continuing to gather the information necessary to provide a recommendation, including any other information the Board desires. The Board previously established a fund for strategic initiatives, with the belief this opportunity directly furthers the mission of the College, my intent would be to use those funds for these due diligence activities.

The Board welcomed James Taylor and Eric McClearn and thanked all the presenters.

The Board of Trustees meeting concluded at 4:50 p.m.

Adjournment

Respectfully submitted,
Anthony Fabaz, Secretary

Recorded by: Lisa M. Stankowski
Approved: _____