

West Shore Community College
3000 N. Stiles Rd., Scottville, MI 49454
Board of Trustees Meeting
Monday, January 17, 2022
John M. Eaton Board Room
4:00 p.m.

The January 17, 2022, 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, Mrs. Lyndsay Earl, Mr. Tom Kaminski, Mr. Richard Wilson and Mrs. Sherry Wyman, Chair

Board Members Absent: Dr. Anthony Fabaz (viewed via Zoom) and Randy Tomaszewski

Others Present: Conny Bax, Justin Cooper (Ludington Daily News), Darby Johnson, Mark Kinney, Kyle Kotecki (Manistee News Advocate), Duran Navarro, Lisa Stankowski (via zoom), Scott Ward, and Crystal Young.

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

**Approval of
December 20, 2021
Board of Trustee
Meeting Minutes**

MOTION: A motion was made by Mr. Richard Wilson and seconded by Mrs. Lyndsay Earl to approve the December 20, 2021, Board of Trustees Meeting Minutes. Motion Carried.

The January 17, 2022, Board of Trustees Meeting Agenda was provided to the Board prior to the meeting. President Ward requested an addition to the agenda, which is the Approval of the December 20, 2021, Closed Session Meeting Minutes be added to the agenda.

**Approval of
Board of
Trustees
Agenda**

MOTION: A motion was made by Mr. Tom Kaminski and seconded by Mr. Richard Wilson to approve the January 17, 2022, Board of Trustees Meeting Agenda with the addition of the Approval of the December 20, 2021, Closed Session Meeting Minutes. Motion Carried.

The December 21, 2020, Board of Trustees Closed Session Meeting Minutes were distributed to the members of the Board for their review.

**Closed Session
Meeting Minutes**

MOTION: A motion was made by Mr. Tom Kaminski and seconded by Mr. Richard Wilson to approve the December 20, 2021, Board of Trustees Closed Session Meeting Minutes. Motion Carried.

President Ward provided the Michigan Community College Report updating the Board of Trustees on issues going on at the state level such as the Bachelor of Science in Nursing and other community college funding issues.

**MCCA
Report**

Executive Director of College Relations, Crystal Young, provided a branding update for the Board of Trustees. In addition, she stated the third Monday in January is Martin Luther King Day and in his honor it's a national day of service.

**West Shore
Report**

Dr. Mark Kinney, Vice President of Academic and Student Services, reported on the strategic focus which has been on learning environments and successful student experiences. Darby stated the faculty in-service took place last week and the topics were: Introducing Your Courses, Maintaining Student Support & Engagement, Committing to Accessibility, Syllabus Improvement, Content Accessibility, Increased Variety and Student Resources.

**Academic
Report**

Board Chair Sherry Wyman invited anyone from the public to address the Board of Trustees at this time. There were no public comments.

**Public
Comments**

President Ward presented the Quarterly Investment Report for the period ending December 31, 2021, which is required by Board Policy 6022. The report was favorably reviewed by the Board Administrative Committee at their meeting held on January 12, 2022 and does not require action by the Board.

**Quarterly
Investment
Report**

President Ward presented the December Financial Statement of the General Fund Expenditures of \$1,116,038 and the Auxiliary Fund Expenditures of \$59,718. The Board Administrative Committee favorably reviewed the December Financials at their meeting held on January 12, 2022.

**December
Financial
Report**

MOTION: A motion was made by Mr. Richard Wilson and seconded by Mrs. Lyndsay Earl to approve the December 31, 2021 General Fund Expenditures of \$1,116,038 and Auxiliary Fund Expenditures of \$59,718. Motion Carried.

President Ward presented the plan for the renovation of the upper level of the Schoenherr Campus Center. He stated some elements need to be worked out, but elements are still under consideration and can easily be changed or accommodated. The proposed design has minimal construction except for the unisex restroom and a door for the student senate office. He stated the building was built with movable walls that can be rearranged to accommodate most of the changes. It is anticipated that this remodel will cost somewhere between \$100,000 - \$125,000, far less than originally anticipated. The planning of the Schoenherr Campus Remodel was favorably reviewed by the Board Administrative Committee at their meeting held on January 12, 2022.

**Recommendation
for Schoenherr
Campus Center
Second Floor
Remodel**

MOTION: A motion was made by Mr. Richard Wilson and seconded by Mr. Tom Kaminski to approve the planning of the Schoenherr Campus Center remodel based on the proposed design. Motion Carried.

President Ward stated as we continue to move through the pandemic, we continue to find needs to utilize the federal Higher Education Emergency Relief Funds (HEERF) that meets allowable criteria. The College has until August of 2022 to utilize the remainder of the funds that have been awarded to the College. As of December 31, 2021, the College has distributed over \$673,000 in direct student financial aid and we have over \$900,000 to expend over the remaining grant period. President Ward recommended \$30,000 for Student Debt Relief, \$400,000 for lost revenue due to the pandemic, \$145,000 in Indirect Costs, \$75,000 for Online Robotics Training Portal, \$40,000 for Student Orientation Videos, \$180,000 for Video and Audio Studio, \$100,000 for HIFLEX Classrooms, and \$20,000 for the College Website Redesign. The outlined recommendations were favorably reviewed by the Board Administrative Committee at their meeting held on January 12, 2022.

**Recommendation
Regarding FY22
HEERF**

MOTION: A motion was made by Mr. Richard Wilson and seconded by Mrs. Lyndsay Earl to approve the utilization of Institutional HEERF Funds for the recommended expenditures. Motion Carried.

There being no more business before the Board of Trustees, the meeting was adjourned at 5:03 p.m.

Adjournment

Respectfully submitted,
Anthony Fabaz, Secretary

Recorded by: Lisa M. Stankowski
Approved: _____