

West Shore Community College
3000 N. Stiles Rd., Scottville, MI 49454
Board of Trustees Meeting
Monday, March 21, 2022
John M. Eaton Board Room
4:00 p.m.

The March 21, 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,
Dr. Anthony Fabaz, Mr. Randy
Tomaszewski, Mr. Richard Wilson
and Mrs. Sherry Wyman, Chair

Board Members Absent: Mr. Tom Kaminski

Others Present: Tom Alway, Conny Bax, Debbie Campbell, Justin Cooper
(Ludington Daily News), Kathi Doan, Cameron Foggo,
Todd Froncek, Cheryl Hogan, Darby Johnsen, Mark
Kinney, Kyle Kotecki (Manistee News Advocate), Una
Miller, Staci Rybicki, Lisa Stankowski, Scott Ward, and
Crystal Young.

The February 21, 2022, Board of Trustees Meeting Minutes were distributed to the members of the Board prior to the meeting. Mr. James Barker stated he did not second the motion for the approval of the February 21, 2022, meeting agenda. Mr. Richard Wilson stated he approved the agenda as amended.

**Approval of
February 21, 2022
Board of Trustee
Meeting Minutes**

MOTION: A motion was made by Mr. Richard Wilson and seconded by Dr. Anthony Fabaz to approve the February 21, 2022, Board of Trustees Meeting Minutes as amended, removing Mr. Barker's name from the motion of approving the agenda. Motion Carried.

Note: the February Meeting Minutes were corrected with the motion made by Mr. Richard Wilson and seconded by Mr. Randy Tomaszewski to approve the February 21, 2022, Board of Trustees Meeting Agenda.

The March 21, 2022, Board of Trustees Meeting Agenda was provided to the Board prior to the meeting.

**Approval of
March 21, 2022
Board of
Trustees Agenda**

MOTION: A motion was made by Mrs. Lyndsay Earl and seconded by Mr. Richard Wilson to approve the March 21, 2022, Board of Trustees Meeting Agenda. Motion Carried.

President Ward provided the Michigan Community College Report updating the Board of Trustees. He stated there has been no action on the budget for community colleges.

**MCCA
Report**

Ms. Sherry Wyman, Chair of the Board, introduced the staff members of both the fall and winter semester. She stated the College recognizes an employee who has demonstrated noteworthy achievements or service to the College and rewards them for a “job well done”.

**Staff Member
of the Semester**

She presented Todd Froncek with an award for the Staff Member of the Fall 2021 Semester. She stated Todd has been working at the college for the last 17 years. He has done a wonderful job in keeping the Schoenherr Campus Center, not only welcoming, but a sparkling clean environment. If anything is needed, Todd is always helpful even if it is outside the realm of his regular duties. He consistently goes the extra mile with a friendly and cheerful attitude, helping faculty, staff, and students. He quickly responds to requests with a positive attitude. Todd is someone we can all count on, no matter what the situation may be. If he sees a need on campus, he gets it done. His positive attitude and pleasant demeanor are contagious!

She presented Staci Rybicki with an award for the Staff Member of the Winter 2022 Semester. She stated Staci has been working at the college for the past 12 years. She is a very kind and hard-working individual who sums up this award to a tee. Her customer service skills are top-notch with both students and staff. When she caters events at other buildings and sees a student who appears to have that look on their face that something is wrong, she sends them in the right direction. She is always thinking of ways to make the work area more effective and efficient.

Crystal Young, Executive Director of College Relations, provided a Commencement Update. She stated there will be two Commencement Ceremonies to accommodate all students in Center Stage Theater on Saturday, May 7, 2022. The first ceremony will be held at 11:00 a.m. and the second ceremony will be held at 2:00 p.m.

**West Shore
Report –
Commencement
Update**

Dr. Mark McKinney, Vice President of Academic and Student Services, provided a detailed Enrollment Report and distributed a handout.

**Academic Report
on Enrollment**

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

**Public
Comments**

Treasurer Randy Tomaszewski presented the February Financial Statement of the General Fund Expenditures of \$1,104,197 and the Auxiliary Fund Expenditures of \$64,673. The Board Administrative Committee favorably reviewed the Financials at their meeting held on March 16, 2022.

**February
Financial
Report**

MOTION: A motion was made by Mr. Randy Tomaszewski and seconded by Mrs. Lyndsay Earl to approve the February 28, 2022 General Fund Expenditures of \$1,104,197 and Auxiliary Fund Expenditures of \$64,673. Motion Carried.

Mr. Randy Tomaszewski presented the Annual Budget Estimate, which is required by section 141 of the Community College Act of 1966, Act 331. College Administration estimates taxes and appropriation deemed necessary for fiscal year 2022-2023 are as follows:

**Annual
Budget
Estimate**

- Property Tax – Operations \$7,340,785
- Property Tax – Capital \$3,350,249
- State Allocation \$2,788,170

The annual budget estimate was favorably reviewed by the Board Administrative Committee at their meeting held on March 16, 2022.

MOTION: A motion was made by Mr. Randy Tomaszewski and seconded by Mr. Richard Wilson to approve the estimated taxes and appropriation necessary to meet the requirement of the State for fiscal year 2022-2023. Motion carried.

President Ward stated our practice has been to hold the April and November monthly meetings at an off-campus location. He stated with Covid-19 pandemic, off-campus meetings at community sites has been suspended and the meetings have been held on the main campus or at one of our other sites. Even with the recent lifting of restrictions, he suggested not starting meetings at community partner locations until 2023. President Ward recommended to hold the April 18, 2022, Board of Trustees Meeting at the Reimer Regional Public Safety Training Center in Room 119 and the November 21, 2022, Board of Trustees Meeting at the downtown Manistee building located at 400 River St. in classrooms 121 & 122. I suggest the starting time of both meeting remains at 4:00 p.m.

**Location of
off-campus
Meeting**

Motion: A motion was made Mrs. Lyndsay Earl and seconded by Mr. Richard Wilson to approve the location of the April 18, 2022, Board of Trustees Meeting at the Riemer Regional Public Safety Training Center, Room 119 and the location of the November 21, 2022, Board of Trustees Meeting at the downtown Manistee building located at 400 River St., classrooms 121 & 122 at 4:00 p.m. Motion carried.

President Ward stated back in 1987, the College celebrated its 20th anniversary with the first Founders Day Banquet. The event is held every five years and this year marks the 55th Anniversary of the College. So far forty-one individuals have been added to the Mentors Society and three organizations into the Cornerstone Society. I am recommending five distinguished individuals for the Mentors Society and one business for the Cornerstone Society. They are as follows:

**Mentors Society
Recommendation**

- **Mike Ennis** – Member of the Board of Trustees from July of 1998 through December of 2018, currently serves on the Foundation Board, former business owner, business leader, and philanthropist of Manistee County;

- **James Jensen** – Member of the Board of Trustees from July of 2001 through December of 2020, business leader, philanthropist, and historian of Mason County;
- **Raymond Plank** (posthumously) – Served in the United States Army, former business leader and former owner of WKLA-FM, instrumental in the founding of the College, and a philanthropist formerly of Mason County;
- **Carolyn Schnepel** – Currently serves on the Foundation Board, first Director and founding member of the College’s Women’s Resource Center, educator & counselor, and philanthropist of Mason County; and
- **Bruce Smith** – member of the Board of Trustees from July of 2003 through June of 2021, former member of the Foundation Board, former Principal and Superintendent of Mason County Central Schools, and philanthropist of Mason County.

Cornerstone Society

- **Hardman Construction** – Philanthropic Organization

President Ward stated more will be said about each of these outstanding individuals on Thursday, May 12, 2022, at the Founders Day Banquet. This recommendation has been favorably reviewed by the Board Executive Committee at their meeting held on February 21, 2022.

MOTION: A motion was made by Mr. Richard Wilson and seconded by Dr. Anthony Fabaz to approve the five distinguished individuals to be inducted into the West Shore Community College’s Mentors Society and one business be inducted into the Cornerstone Society at the Founders Day Banquet of the College’s 55th year celebration on Thursday, May 12, 2022. Motion carried.

President Ward presented the Remote Work Procedure to the Board for discussion. He stated the Board of Trustees do not approve College procedures, and the President has that authority, but due to the nature of this procedure and possible impacts on the culture, atmosphere, and image of the College, he felt it was important to have the discussion about the procedure with the full Board. At this time there is a lack of daycare in the community and employees have no options when the schools are closed due to inclement weather. He stated accommodations have been made for employees in these types of situations. He stated the Board Policy and Personnel Committee reviewed the Remote Work Procedure at their meeting held on February 18th and felt comfortable with the information and language of the procedure.

**Remote
Work
Discussion**

President Ward provided the Board with a memorandum to review tuition in advance of the meeting for discussion. He stated the College is the lowest among Michigan's ten smallest community colleges. He stated he believes all community colleges will raise tuition this year. President Ward along with administration recommend a \$4.00 or \$5.00 increase for FY 22-23. Even with the increase in tuition, there will be funding from the pandemic that will offset the tuition increase this upcoming year for the students. The Board of Trustees agreed increasing the tuition. President Ward stated he will present the tuition increase at next month's meeting.

Tuition Discussion

The Board members congratulated Todd and Staci on being awarded the staff member of the semester for fall and winter and Dr. Kinney for the Enrollment Report. The Board also commented positively on the digital signage on display. Crystal stated the signage is interactive and will be beneficial to the students.

Board Member Comments

There being no more business before the Board of Trustees, the meeting was adjourned at 4:50p.m.

Adjournment

Respectfully submitted,
Anthony Fabaz, Secretary

Recorded by: Lisa M. Stankowski

Approved: _____