

**West Shore Community College
Off-Campus Board of Trustees Meeting
Riemer Regional Public Safety Training Center
Room 119
Free Soil, MI 49411
Monday, April 18, 2022
4:00 p.m.**

**Call to Order
and Roll Call**

The April 18, 2022, off-campus Board of Trustees Meeting was called to order at 4:00 p.m. by Mrs. Sherry Wyman, Board Chair. Mrs. Wyman welcomed everyone to the Riemer Regional Public Safety Training Center.

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

Board Members Absent: Dr. Anthony Fabaz

Others Present: Conny Bax, Justin Cooper (Ludington Daily News), Adam Hatchew, Rachel Henderson, Annie Jacobson, Darby Johnsen, Kyle Kotecki (Manistee News Advocate), Matt Sanderson, Lisa Stankowski, James Taylor, Scott Ward, and Crystal Young

The minutes of the March 21, 2022, Board of Trustees Meeting were distributed to the members of the Board prior to the meeting.

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

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

The agenda of the April 18, 2022, off-campus 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. Richard Wilson and seconded by Mr. Tom Kaminski to approve the April 18, 2022, Board of Trustees Meeting Agenda. Motion Carried.

President Ward provided the Michigan Community College Association update. The House of Appropriations is looking anywhere from a 1% to 10% increase for community colleges. Students ages 21 – 24 are eligible for the program, Michigan Reconnect. Annie Jacobson has been selected to attend a national conference in Portland, OR. President Ward stated he believes she is the only representative from a Michigan community college invited. The conference is hosted by the ECMC Foundation, the entity funding the MI-Best initiative in Michigan. The initiative is working to help develop solutions to help students overcome economic barriers (food, housing, transportation, and childcare).

**MCCA
Report**

Crystal Young, Executive Director of College Relations, introduced the college's most recent hires, Rachel Henderson, Success Coach for the Manistee Commitment Scholarship, and Adam Hatchew, Director of Advising and Retention. Their resumes are included in the packet. The Board of Trustees welcomed both Rachel and Adam.

Introduction of New Employees

Chair Sherry Wyman provided some talking points regarding the logo and branding project. She stated the Board Executive Committee met with Rightside Design on April 12 regarding the progress of the project. She stated this is an investment in the college's consistent messaging and is very important. She stated a final proposal on the logo and branding project is forthcoming.

West Shore Report

Crystal presented the upcoming events.

President Ward introduced Dr. Matt Sanderson to provide a recap of this year's HumanKind activities. Dr. Sanderson provided a handout of the fall 2021 and winter 2022 events for the board. Dr. Sanderson stated the theme of the series was "movement". The events went very well with good attendance.

Academic Report

President Scott Ward presented the list of graduates. There are 137 individuals who have completed their studies and are presented for approval for graduation. There is a total of 138 degrees/certificates with one student earning two degrees.

MOTION: A motion was made by Mr. Richard Wilson and seconded by Mrs. Lyndsay Earl to approve the graduate list for the winter of 2022 as distributed as well as any late additions who have met the graduation requirements. Motion Carried.

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

Treasurer Randy Tomaszewski presented the Quarterly Investment Report for March 31, 2022, as required by Board Policy number 6022. The Quarterly Investment Report was favorably reviewed by the Board Administrative Committee at their meeting held on April 13, 2022.

Quarterly Investment Report

Treasurer Randy Tomaszewski presented the March Financial Statement of the General Fund Expenditures of \$1,058,345 and the Auxiliary Fund Expenditures of \$57,310. The Board Administrative Committee favorably reviewed the March Financials at their meeting held on April 13, 2022.

March Financial Report

MOTION: A motion was made by Mr. Randy Tomaszewski and seconded by Mr. Richard Wilson to approve the March 31, 2022, General Fund Expenditures of \$1,058,345 and Auxiliary Fund Expenditures of \$57,310. Motion carried

Treasurer Randy Tomaszewski deferred to President Ward to present the Higher Education Emergency Relief Funds (HEERF) Recommendation. President Ward explained the college has until June of 2023 to utilize the remainder of the funds that have been awarded to the college. During the pandemic, the college increased the number of computer devices connecting to the cloud and on premises. There is also an increasing number of threats against devices and the college's network. The recommended upgrade will provide a management platform for mobile device management. In addition, the Board has already approved \$180,000 for the Video and Audio project however the scope of the project grew. The project is designed to enhance academic offerings, performing and cultural arts events, college relation needs, and as a student and community resource. An additional \$70,000 is needed for the video broadcast studio, studio B, Academic Video Capture and Editing Room and an Audio Control Room. These recommendations were favorably reviewed by the Board Administrative Committee at their meeting held on April 13, 2022.

Higher Education Emergency Relief Funds

MOTION: A motion was made by Mr. Randy Tomaszewski and seconded by Mr. Tom Kaminski to approve the utilization of institutional HEERF Funds of \$25,000 for the Microsoft Suite Security Upgrade and the \$70,000 for the Video and Audio Studio. Motion Carried.

Treasurer Randy Tomaszewski deferred to President Ward to present the tuition recommendation. President Ward stated the college's tuition rates are the lowest among the small 10 Michigan community colleges. The college's modest tuition rates have always focused on our foundational value of putting students first and our tuition increase has averaged 3.33% since 2009. President Ward is recommending a 4.5% increase to the in-district tuition for FY 22-23. It would increase in-district tuition from \$110 to \$115. In addition, he recommended changing non-district tuition from \$175 to \$180, and out-of-state tuition from \$250 to \$255. This recommendation was favorably reviewed by the Board Administrative Committee at their meeting held on April 13, 2022.

Tuition Recommendation

MOTION: A motion was made by Mr. Randy Tomaszewski and seconded by Mrs. Lyndsay Earl to approve FY22-23 per contact hour tuition rates of \$115 for indistrict, \$180 for out-of-district, and \$255 for out-of-state students. Motion Carried.

Treasurer Randy Tomaszewski presented the FY-23 Student Fees recommended. The college has had to increase resources to provide to students such as expanded mental health services, and rising contractual costs for bus services, and insurance. If approved, the changes would become effective July 1, 2022. The fee changes were favorably reviewed by the Board Administrative Committee at their meeting held on April 13, 2022.

Fee Recommendation

MOTION: A motion was made by Mr. Randy Tomaszewski and seconded by Mr. Tom Kaminski to approve the fee changes to a rate of \$22.50 per contact hour, capped at 20 contact hours. Motion Carried.

Treasurer Randy Tomaszewski presented the recommendation for a roof replacement on a portion of the Tech Center. The new roofing would cover the mechatronics, electronics, and machine shop rooms, which have developed leaks and have been covered with patching from previous leaks. A request for bids was sent out and two companies attended a mandatory pre-bid meeting and both companies submitted a bid. The results of the bids included \$81,700 from J. Stevens Construction of Muskegon and \$120,000 from Great Lakes Systems of Jenison. Both bids were responsive with bonding and insurance requirements. References for the low bidder, J. Stevens Construction, came back favorable. The Board Administrative Committee favorably reviewed the recommended motion at their meeting held on April 13, 2022.

**Recommendation for
a portion of
Roof Replacement
for Tech Center**

MOTION: A motion was made by Mr. Randy Tomaszewski and seconded by Mr. Richard Wilson to accept the bid from J. Stevens Construction in the amount of \$81,700 for the Tech Center Roof Replacement. Motion Carried.

Treasurer Randy Tomaszewski deferred to President Ward to present the Schoenherr Campus Center Remodel project. The project has been identified as a campus priority for several years in the Facilities Master Plan. Student Senate input on overall campus space includes requests for more quiet space for studying, small group meeting space, and plugins for portable devices. The unisex restroom is also a request from Student Senate. The Board Administrative Committee favorably reviewed the recommended motion at their meeting held on April 13, 2022.

**Schoenherr Campus
Center Remodel**

MOTION: A motion was made by Mr. Randy Tomaszewski and seconded by Mr. Tom Kaminski to approve the amount of \$143,000 to purchase new partitions and reconfiguration of existing partitions and solicit a request for bid for the construction component of the remodel at an estimated cost of \$115,000. Motion Carried.

Treasurer Randy Tomaszewski stated the Board needs to set a Special Board Meeting to certify the tax levy, which should be held no later than the second Monday of June so all taxing jurisdictions can get the information to print tax bills. The recommended meeting date is Monday, June 6 at 5:00 p.m. in the John M. Eaton Board Room of the Administrative and Conference Building. This recommendation was favorably reviewed by the Board Administrative Committee at their meeting held on April 13, 2022.

**Resolution to
Set Special Meeting
To Certify the 2022
Tax Levy**

MOTION: A motion was made by Mr. Randy Tomaszewski and seconded by Mr. Richard Wilson to approve to hold a Special Board Meeting on Monday, June 6 at 5:00 p.m. to certify the 2022 property tax levy. Motion Carried.

The Board of Trustees had the opportunity to provide comments regarding today's meeting, which included congratulating the graduates, congratulations to Annie Jacobson, thanking the presenters, and welcoming new employees, Adam Hatchew and Rachel Henderson.

**Board Member
Comments**

There being no more business before the Board of Trustees, the meeting was adjourned at 5:00 p.m.

Respectfully submitted,
Dr. Anthony Fabaz, Secretary

Recorded by: Lisa M. Stankowski
Approved: _____