

**West Shore Community College
3000 N. Stiles Rd., Scottville, MI 49454
Board of Trustees Meeting
MBT Room
Monday, August 15, 2022
4:00 p.m.**

The August 15, 2022, Board of Trustees Meeting was called to order at 4:00 p.m. by Mr. Richard Wilson, Jr., Vice-Chair. Mr. Wilson welcomed everyone.

**Call to Order
and Roll Call**

Board Members Present: Mrs. Lyndsay Earl, Dr. Anthony Fabaz (4:01), Mr. Tom Kaminski, Mr. Randy Tomaszewski and Mr. Richard Wilson, Vice-President

Board Members Absent: Mrs. Sherry Wyman

Others Present: Tom Alway, Conny Bax, Justin Cooper (Ludington Daily News), Noah Dodson, Cara Giammalva, Candace Henry-Schroder, Annie Jacobson, Mark Kinney, Erwin Selimos, Julie Page Smith, Lisa Stankowski, Scott Ward, Katie Stewart, Wendy Wells, and Crystal Young

The Meeting Minutes of the July 18, 2022, Board Meeting were provided to the Board, prior to the meeting.

**Approval of
Regular
Meeting Minutes**

MOTION: A motion was made by Mr. Tom Kaminski and seconded by Mrs. Lyndsay Earl to approve the July 18, 2022, Regular Meeting Minutes. Motion Carried.

The Closed Session Meeting Minutes of the July 18, 2022, Board Meeting were distributed to the members of the Board by President Ward.

**Approval of
Closed
Meeting
Minutes**

MOTION: A motion was made by Mr. Randy Tomaszewski and seconded by Mr. Tom Kaminski to approve the July 18, 2022, Closed Session Board Meeting Minutes. Motion Carried.

The agenda of the August 15, 2022, Board of Trustees Meeting was provided to the Board, prior to the meeting.

**Approval of
Board Agenda**

MOTION: A motion was made by Mrs. Lyndsay Earl and seconded by Dr. Anthony Fabaz to approve the August 15, 2022, Board of Trustees Meeting Agenda. Motion Carried.

Mr. Richard Wilson, Jr., Vice-Chair, stated last month the Board evaluated President Ward and found his performance met expectations in all categories, exceeding expectations in others. This is the meeting at which the Board considers changes to President Ward's contract and compensation. The Board Executive Committee met on August 10, 2022, to consider such changes and recommends the following retroactive to July 1, 2022:

President's Contract & Compensation

- An additional (1) year to the term of his contract with an expiration date of June 30, 2025;
- Reimbursement for educational expenses: not to exceed \$9,000;
- An additional \$7,650 to his salary compensation;
- Annual annuity contribution will remain the same;
- Monthly car allowance will remain the same; and
- A one-time bonus of \$15,000 to be paid with the next payroll period.

The Board Executive Committee favorably reviewed the recommended changes at their meeting held on August 10, 2022.

MOTION: A motion was made by Dr. Anthony Fabaz and seconded by Mr. Tom Kaminski to approve the recommended changes to the President's contract and compensation. Motion Carried.

President Ward stated he and Mrs. Sherry Wyman attended the MCCA Summer Conference in Traverse City.

Michigan Community College Association Report

Crystal provided a branding update. There will be an all-campus meeting on the branding guidelines, which will be available online. Julie, Cara, Wendy, and Noah presented on the Muddy Fox Trott and College for Kids. They presented a video to the Board and the audience.

West Shore Report

Vice President of Academic and Student Services, Dr. Mark Kinney, stated there is a full cohort of 12 for the Paramedic Program. The Nursing Program will be implementing a bachelor's program partnering with a university. The college will also be receiving \$2 million in grant funds.

Academic Report

Mr. Richard Wilson, Vice-Chair, invited the public to address the Board of Trustees. There were no public comments.

Public Comments

Mr. Randy Tomaszewski presented the July 2022 Financial Statement of General Fund Expenditures of \$980,506 and Auxilliary Fund Expenditures of \$45,060 for the Board's review and approval. The July financials were favorably reviewed by the Board Administrative Committee at their meeting held on August 10, 2022.

July Financial Report

MOTION: A motion was made by Mr. Randy Tomaszewski and seconded by Dr. Anthony Fabaz to approve the July General Fund Expenditures of \$980,506 and Auxiliary Fund Expenditures of \$45,060. Motion Carried.

As part of the creation of the production studio in the Arts & Sciences Center, modifications to the HVAC ductwork are necessary. The scope of the project is to install larger ductwork in the main runs and flexible ductwork to connect to the diffusers. Request for bids were advertised in the Manistee and Ludington newspapers as well as the Builder's Exchange of Michigan. The bids for the upgrading of the ductwork were received and evaluated by administration. Representatives from both bidding companies were present during the bid opening. Upon conclusion of the post-bid interview, the bid received from Premier Heating & Cooling of Ludington is complete and in compliance. The company is in the College district and is currently working on the renovations in the Schoenherr Campus Center. Premier Heating & Cooling has performed numerous jobs for the College and administration is satisfied with their work quality. Funding will come from capital reserves. The boiler replacement bids were favorably reviewed by the Board Administrative Committee at their meeting held on August 10, 2022.

**Recommendation
on Bid for
Ductwork Bids for
Production Studio**

MOTION: A motion was made by Mr. Randy Tomaszewski and seconded by Mr. Tom Kaminski to approve the bid in the amount of \$17,052 from Premier Heating & Cooling for ductwork replacement. Motion Carried.

The last original boiler in the Ice Arena needs to be replaced. Request for bids were advertised in the Manistee and Ludington newspapers as well as the Builder's Exchange of Michigan. Two bids were received and evaluated by administration. Representatives from both bidding companies were present during the bid opening. A post-bid interview was conducted with the apparent low bidder to evaluate the Bid Proposal for completeness and compliance with the design intent outlined in the bidding documents. Upon conclusion of the post-bid interview, the administrative team determined the bid received from Temperature Control of Traverse City is complete and in compliance. The company has performed work at the College in the past with good results. The project is bonded as required by State law. Funding will come from capital reserves. President Ward recommended to award the bid for the boiler replacement to Temperature Control of Traverse City. This recommendation was favorably reviewed by the Board Administrative Committee at their meeting held on August 10, 2022.

**Recommendation
On Bid for the
Replacement of the
Ice Arena Boiler**

MOTION: A motion was made by Mr. Randy Tomaszewski and seconded by Dr. Anthony Fabaz to approve the bid in the amount of \$54,000 from Temperature Control of Traverse City for the replacement and pipe reworking in the Ice Arena. Motion Carried.

Mr. Richard Wilson presented for first reading Board Policy 6060 – *Veterans Tuition and Fees, Division VI*: Business Services. He stated by updating this policy, the College will be in compliance with State and Federal regulations providing all veteran chapter members with equal tuition rates.

**Recommendation
of First Reading of
Board Policy 6060 –
Veterans Tuition
and Fees**

The Board Policy and Personnel Committee discussed and favorably reviewed Board Policy 6060 – *Veterans Tuition and Fees* first reading at their meeting held on August 11, 2022.

MOTION: A motion was made by Mr. Richard Wilson and seconded by Dr. Anthony Fabaz to approve the second and final reading of Board Policy 4005 – *Military Leave of Absence, Division, IV: Student Services.* Motion Carried.

The Board thanked all the staff that were involved in planning and implementing the Muddy Fox Trott and the College for Kids Program.

**Board Member
Comments**

There being no more business before the Board of Trustees, the meeting adjourned at 5:09 p.m.

Adjournment

Respectfully submitted,
Anthony Fabaz, Secretary

Recorded by: Lisa M. Stankowski
Approved: _____