The November 21, 2022, Board of Trustees Meeting was called to order at 4:00 p.m. by Mrs. Sherry Wyman, Chair of the Board of Trustees. Mrs. Wyman welcomed everyone and led the group with the pledge of allegiance.

**Board Members Present:** Mrs. Lyndsay Earl, Dr. Anthony Fabaz, Mr. Tom Kaminski, Mr. Randy Tomaszewski and Mr. Richard Wilson, and Mrs. Sherry Wyman

**Others Present:** Conny Bax, Braden Beaver, Paul Bilinski, Shelley Boes, Debbie Campbell, Dan Connolly (community member), Kathi Doan, Wade James, Darby Johnsen, Jennifer Lundberg Anders, Michael Masters, Cathy Schindler (community member), Lisa Stankowski, Scott Ward, Kate Watkins (Ludington Daily News), Wendy Gradwohl Wells, Crystal Young and other members of the public.

The Meeting Minutes of the October 17, 2022, Board Meeting were provided to the Board, prior to the meeting.

**MOTION:** A motion was made by Mr. Richard Wilson and seconded by Mrs. Lyndsay Earl to approve the October 17, 2022, Regular Meeting Minutes. Motion Carried.

The agenda of the November 21, 2022, Board of Trustees Meeting was provided to the Board, prior to the meeting.

**MOTION:** A motion was made by Mr. Richard Wilson and seconded by Dr. Anthony Fabaz to approve the November 21, 2022, Board of Trustees Meeting Agenda. Motion Carried.

Mrs. Sherry Wyman, Chair of the Board of Trustees, stated Mr. Barker provided notice of his resignation from the Board of Trustees effective July 31, 2022. The College received a letter of interest from Mr. Drew Dostal to fill the vacancy. Mr. Dostal is the President & NW Regional Market Leader for Corewell Health. Sherry stated the Board Executive Committee met with Mr. Dostal on November 8th. After the interview, the committee discussed the appointment of Mr. Dostal and his qualifications. Mr. Dostal is a graduate of WSCC’s Nursing Program. The Board Executive Committee is recommending Mr. Dostal be appointed to fill the board vacancy, with a term that expires on December 31, 2024.
MOTION: A motion was made by Mrs. Sherry Wyman and seconded by Dr. Anthony Fabaz to approve the appointment of Mr. Drew Dostal to the Board of Trustees to fill the unexpired term of Mr. James Barker. Motion Carried.

President Scott Ward provided an update on the Michigan Community College Association. He stated with changes in the Michigan House and Senate, he is hopeful the Capital Outlay funds will still move through.

Crystal Young, Executive Director of College Relations, introduced Braden Beaver, as the new Utility Maintenance Technician I. Braden started his position last week. He is a former student of WSCC. He comes to WSCC from the State of Michigan, Parks and Recreation where he was a supervisor.

Crystal Young, Executive Director of College Relations, invited Shelley Boes, Director of Nursing, to the podium to discuss the Department of Labor Registered Nurse Apprentice Program. This first-ever registered nurse apprentice program in the State of Michigan. The entities involved in the RN apprenticeship include: WSCC, Corewell Health of Ludington, Michigan Works! West Central and the Michigan Department of Labor. Shelley Boes stated this will help apprentices with the roadblocks that traditionally get in the way of someone’s education. This partnership will facilitate childcare resources, provide gas cards, and transportation vouchers that are often areas of need for those in northwest Michigan rural communities. The next step is to develop admission and application criteria. Shelley stated the nursing students had a 100% pass rate for the National Council Licensing Exam (NCLEX). During the pandemic, WSCC students were able to continue their clinicals, which was not the case for other students at other colleges.

Crystal provided information on the upcoming events.

President Scott Ward invited Professor Jennifer Lundberg Anders to talk about the communications survey. The four categories surveyed were on the following skills: Oral, Written, Listening, and Team Work. It is important for students to have not only written communication skills, but oral speaking skills. It is important for students to have transition from college to the business world.

Professor Jennifer Lundberg-Anders and Professor Paul Bilinski presented information on the Higher Learning Commission Student Success Academy, which is a structured, mentor-facilitated multi-year program aimed at evaluating and improving institutional factors that affect student success. This aligns with the college’s Strategic Plan and accreditation efforts in advancing to a data driven culture.

Mrs. Sherry Wyman, Chair, invited the public to address the Board of Trustees. Dan Connolly of Ludington and Cathy Schindler of Ludington provided comments related to the Recreation Center and the pool.
Mr. Randy Tomaszewski presented the October 2022 Financial Statement of General Fund Expenditures of $1,169,127 and Auxiliary Fund Expenditures of $60,712 for the Board’s review and approval. The October financials were favorably reviewed by the Board Administrative Committee at their meeting held on November 16, 2022.

**MOTION:** A motion was made by Mr. Randy Tomaszewski and seconded by Mr. Richard Wilson to approve the October General Fund Expenditures of $1,169,127 and Auxiliary Fund Expenditures of $60,712. Motion Carried.

The annual Financial Audit and Single Audit Reports for West Shore Community College were presented to the Board at the Board Work Session held in October. No questions or concerns were received regarding the report from any of the board members. President Ward requested the Board to accept the College Financial and Single Audit Reports as presented at the Board Work Session on October 17, 2022. The Audit Report has been favorably reviewed by the Board Administrative Committee.

**MOTION:** A motion was made by Mr. Richard Wilson and seconded by Mr. Randy Tomaszewski to accept the College’s Financial and Single Audit Reports for year ending June 30, 2022.

President Ward stated he is requesting the Board of Trustees to add one additional year to the audit services contract with Rehmann Robson. A proposal in the amount of $58,000 for an additional year of service was received, which includes single audit fees for testing two major programs, Student Financial Aid and Higher Education Emergency Relief Funds (HEERF). As discussed during the audit presentations, next year will be the first time the College has two major programs audited. The contracted rate for Rehmann Robson in 2022 was $52,900. With an estimated fee of $5,000-$6,000 for a second major program audit, College administration finds the cost of the extension fair and reasonable.

The recommendation to extend the contract with Rehmann Robson was favorably reviewed by the Board Administrative Committee at their meeting held on November 16, 2022.

**MOTION:** A motion was made by Mr. Tom Kaminski and seconded by Mr. Randy Tomaszewski to approve extending the contract with Rehmann Robson for audit services for one additional year in the amount of $58,000. Motion Carried.

Mr. Richard Wilson stated for your review and consideration, the first reading of Board Policies: 3006 – Earning Credit, 4000 – Philosophy of Student Services, 4010 – Admission Policy, 4011 – Admission Requirements (Rescind), 4012 – Transfer Credits (Rescind), 1015 – Financial Matters, 6004 – Periodic Financial Reports (Rescind), and 3007 – Awarding Honorary Degrees (new). He stated by updating, rescinding, and creating these policies, redundancy will be removed and implementing a board policy for an honorary degree. The Board Policy and Personnel Committee
discussed and favorably reviewed the Board Policies above for first reading at their meeting held on November 16, 2022.

MOTION: A motion was made by Mr. Richard Wilson and seconded by Mr. Randy Tomaszewski to approve the first reading of Board Policies, 3006 – Earning Credit, 4000 – Philosophy of Student Services, 4010 – Admission Policy, 4011 – Admission Requirements (Rescind), 4012 – Transfer Credits (Rescind), 1015 – Financial Matters, 6004 – Periodic Financial Reports (Rescind), and 3007 – Awarding Honorary Degrees (new). Motion Carried.

Mr. Randy Tomaszewski stated the college’s current phone system is outdated, and support services are coming to the end of life. Keeping the current system is not an option. After evaluating the needs of both internal and external stakeholders, the College has found a system that will seamlessly integrate with our current technical systems, providing much needed changes. With the technological improvements of the new system, it is a suitable HEERF expenditure. The expenditure will be through a State of Michigan contract. Board Policy 6010 exempts purchases through state contracts from competitive bidding. Although this purchase is exempt from competitive bidding and Board approval, an extensive review process evaluating options and pricing from several vendors was undertaken.

This recommendation was favorably reviewed by the Board Administrative Committee at their meeting held on November 16, 2022.

MOTION: A motion was made by Mr. Randy Tomaszewski and seconded by Mrs. Lyndsay Earl to approve the utilization of HEERF funds in the amount of $50,000 for the replacement of the College telephone system. Motion Carried.

The Board thanked the presenters for their outstanding and informative reports and welcomed Braden Beaver. The Board also welcomed Drew Dostal as the new trustee. President Ward thanked the staff for the impressive presentations.

There being no more business before the Board of Trustees, the meeting adjourned at 5:34 p.m.

Respectfully submitted,
Anthony Fabaz, Secretary

Recorded by: Lisa M. Stankowski
Approved: _______________