REPORT OF MINUTES

BOARD OF TRUSTEES
REGULAR MEETING

BAY de NOC COMMUNITY COLLEGE
Board Room CB 201D
Escanaba, MI

November 13, 2024

I	**CALL TO ORDER:**	The meeting was called to order at 5:03 p.m. ET by Chair Eric Lundin.
II	**ROLL CALL:**	Roll call was taken by Laura Johnson, Assistant Board Secretary.

Members present: Nick Chenier, Joy Hopkins, Terri Mileski, Wendy Middaugh, Eric Lundin

Tom Butch attended by phone as a reasonable accommodation for a disability.

Member absent: Steve Davis

Administration: Beth Berube, Travis Blume, Tanner Brown, Nerita Hughes, Lynn Martinson, Penny Pavlat, Amy Reddinger

Recorder: Laura Johnson, Assistant Board Secretary

Faculty: Amber Kinonen

III	**CITIZEN INTRODUCTIONS AND COMMENTS:**	None
IV	**APPROVAL OF AGENDA:**	The agenda was approved by unanimous consent.
V	**DECLARATION OF INTEREST:**	None
VI	**APPROVAL OF MINUTES:**	The meeting minutes from the Regular Meeting on October 9, 2024, and the Special Meeting on October 21, 2024, were approved by unanimous consent.
VII	**PRESENTATION:**	
	A **F24 Enrollment:**	Penny Pavlat, Director of Institutional Effectiveness, and Tanner

Brown, Data Analyst, presented a closer look at the final 2024 fall enrollment report. The presentation slides are attached.

VIII **PRESIDENT'S REPORT:**

President Hughes reported:

o The organizational chart has been finalized for Student Affairs.

o Dr. Hughes notified trustees of a situation that took place during a third-party hosted event on the Escanaba campus. Trustees reinforced their stance that the College takes all reported incidents seriously, including reports of discrimination and harassment. Bay College is actively investigating this situation under Title IX and with Escanaba Public Safety. A statement was released to the local media shortly after the incident.

o Academic Career and Executive Search has been retained for the Dean of Nursing and Allied Health position due to the upcoming retirement of Evelyn Norkoli.

o The Director of Marketing and Public Relations and the Executive Director of Institutional Advancement positions have been posted due to the upcoming retirement of Kim Carne.

o Three proposals have been received for the ERP (Enterprise Resource Planning) software. The proposals will be reviewed, and the finalists notified by November 22 of invitations to demo on campus in late January to mid-February.

o Advocacy efforts were taking place today at the Capitol to keep the reduced age limit for the MI Reconnect program. The SBs 406 and 407 propose expiring MI Reconnect in 2032.

o Ferrilli will be on campus on December 9 and 10 to launch the gap analysis process with employees and interview stakeholders. Their leadership will assist the College in improving enrollment forecasting and admissions processes and creating a strategic enrollment management plan. The increased enrollment realized in the fall is expected to continue.

o Health insurance premiums for employees increased 9.2% to 13.3% depending on the plan. HR held sessions with employees to educate them about the different plan options.

HR Director Beth Berube continues to talk with our consortium about ways to reduce overall cost.

o Dr. Hughes attended the board meeting remotely while she attended the American Association of Community Colleges (AACC) Commission meeting in Arlington, VA. David Baime, AACC Senior VP for Government Relations, spoke about the impact of federal policy on community colleges. He advised that the removal of the Dept. of Education by the Trump Administration is not a present concern, unless there is talk of eliminating programming (e.g., Pell Grant) and nothing has been said about that.

IX BUSINESS OFFICE REPORTS:

There were no questions or comments on the financial statements. The financial position of the College was discussed during the audit review at the special meeting held prior to this meeting.

X BOARD COMMITTEE & REQUIRED ACTION:

None

XI BOARD ACTION:

A Transaction Report:

There were no questions or comments on the Transaction Report ending October 31, 2024.

On a motion made by Terri Mileski and seconded by Wendy Middaugh:

"The Financial Transactions for the month ending October 31, 2024, stand approved as presented to place on file." No discussion.

Roll Call:

Ayes: Terri Mileski, Joy Hopkins, Nick Chenier, Wendy Middaugh, Tom Butch, Eric Lundin
Nays: None
Abstentions: None
Motion carried unanimously.

B Approval of Mid-Year Employee Wage Increase:

The FY25 budget assumed bonuses for staff, faculty, and administration in December 2024 once the state budget was finalized and the state appropriations allocated to the College were known. Based on discussion at the Board of Trustees Retreat Meeting on October 21, Administration recommended a wage

increase for employees that included a .75% bonus and a 2% increase.

HR Director Beth Berube reviewed the recommendation that regular part-time and regular full-time staff, part-time faculty, and full-time faculty would receive a .75% bonus based upon earned wages from October 1, 2023-September 30, 2024. The amount for the bonus is $81,500 (wages and fringes). A 2% base increase was also recommended effective January 1, 2025, over their 2024-2025 salary. The amount of the 2.0% increase for time between January 1 – June 30, 2025, would be $128,500. The total annual increase would be $256,905 to next year's budget and is compounded annually in future budgets.

The 1.25% increase in July, the .75% bonus, and the 2% increase for January 1, brings the wage increase to 4% for the fiscal year 2024-2025.

Dr. Hughes added that ideally a 2% increase would have been given in July, but without having confirmation of state appropriations and enrollment, a conservative increase of 1.25% was given. The .75% bonus was added to bring the initial wage increase to 2%. Historically, employees have not received raises over 2%. The bonus and additional 2% wage increase that brings the overall wage increase to 4% is intended to help offset the increase of healthcare premiums.

Eric Lundin stated that the Board recognizes all the hard work of employees and is pleased to be able to reward employees after the budget could be finalized with enrollment and state appropriations.

It was motioned by Joy Hopkins and seconded by Wendy Middaugh to:

"Provide regular part-time and regular full-time staff, part-time faculty, and full-time faculty with a .75% bonus based upon earned wages from October 1, 2023 – September 30, 2024, and a base increase of 2.0% effective for January 1, 2025, over their 2024-2025 salary." No further discussion.

Roll Call:	**Ayes**:	Nick Chenier, Tom Butch, Joy Hopkins, Wendy Middaugh, Terri Mileski, Eric Lundin
	Nays:	None
	Abstentions:	None

Motion carried unanimously.

C   <u>**FY25 Budget**</u>
<u>**Amendment:**</u>   Vice President of Finance and Operations Lynn Martinson
reviewed the FY25 budget amendment presented for approval.

Due to a larger than anticipated enrollment (11% above budget),
we find ourselves in the favorable position to update the 24-25
budget to reflect a significant increase in tuition revenues. The
College has recognized over $5 million in tuition and fee revenue
to-date this fiscal year, combined with the adjusted projection for
winter semester tuition, amounts to a projected additional
$867,500 in tuition revenue.

The projection for winter semester tuition was conservatively
estimated at 94% of fall tuition based on the comparison of
percentages of fall to winter semester tuition over the last two
years. Current winter semester enrollment reports support this
projection. Fees were not included in the projection.

Additional adjustments to revenue include a reduction in state
appropriations of $462 thousand. This resulted from the
reallocation of state ITEMS funding received during the 23-24 fiscal
year. A portion of these revenues were originally deferred to the
24-25 fiscal year when the planned expenses would be incurred.
During our annual audit, after the 24-25 budget was approved,
Rehmann, our audit firm, advised us that although there are
specific purpose limitations for these funds there is no specified
timeframe for the monies to be spent. Also since the source of the
funds is state appropriations, all the ITEMS revenue should be
recognized in the 23-24 fiscal year.

All areas of the budget were reviewed, and it was also determined
that the amount budgeted for investment income was low. After a
review of income received to-date, the rates of current funds and
investments, and the current interest rate climate, projected
investment income was increased by $145,000. The Federal
Reserve recently cut interest rates by 0.25 percent after this
review.

Many adjustments were made on the expense side totaling
$498,080 comprised of wage increases of the .75% fall bonus and
2% mid-year raise, additional contracted services (Ferrilli, ATD

coaching and advising, search for Dean of Nursing), professional development, technology expenses, and facility repairs.

The proposed budget modification increases net assets by $76,420 for an overall projected increase in net assets of $94,329.

Eric Lundin stated that some of this was discussed at the retreat meeting on October 21.

With no further discussion, it was motioned by Joy Hopkins and seconded by Terri Mileski to:

"Approve the amended FY25 budget as presented."

Roll Call:	**Ayes**:	Tom Butch, Joy Hopkins, Wendy Middaugh, Terri Mileski, Nick Chenier, Eric Lundin
	Nays:	None
	Abstentions:	None

Motion carried unanimously.

D First Reading Board Bylaws:

The revisions to the Board Bylaws captured proposed changes to the Board's regular meeting schedule as discussed at the retreat meeting on October 21. A section for the post-retirement status of Trustee Emeritus approved by the Board on December 13, 2023, and minor language revisions were also added.

It was moved by Terri Mileski and seconded by Wendy Middaugh to:

"Approve first reading of the revisions to the Board of Trustees Bylaws as presented." No discussion. Motion carried unanimously.

E Retire BOT Title IX Resolution:

The Board of Trustees passed a resolution reaffirming its commitment to comply with Title IX of the Education Amendments of 1972 and its regulations in 2018. While reviewing and revising the College's Title IX policy 1060 Non-Discrimination, Anti-Harassment and Non-Retaliation, legal counsel advised that the resolution be retired. Some definitions are outdated and the College's commitment to Title IX aligns with what Title IX is as it evolves. Therefore, the Board was asked to retire its Resolution Reaffirming Commitment to Title IX.

It was moved by Terri Mileski and seconded by Joy Hopkins to:

"Retire the 2018 Board of Trustees Resolution Reaffirming Commitment to Title IX as advised by the College's legal counsel due to outdated definitions and the College's commitment to Title IX as it evolves." No discussion. Motion carried unanimously.

XII UNFINISHED BUSINESS:
A Second Reading:
BOT Policy 1060:

First reading of Board of Trustees Policy 1060 Non-Discrimination, Anti-Harassment, and Non-Retaliation was approved at the October 9 board meeting. The policy was presented for second reading approval.

It was moved by Wendy Middaugh and seconded by Joy Hopkins to:

"Approve second reading of Board of Trustees Policy 1060 Non-Discrimination, Anti-Harassment, and Non-Retaliation as presented." No further discussion. Motion carried unanimously.

XIII NEW BUSINESS:

None

XIV MCCA UPDATE:

Joy Hopkins reported that in the State, the Republicans have majority in the House, but Democrats have the majority in the Senate so no major changes should be expected with legislative support.

Dr. Hughes added that colleges were asked to vote for their top 10 legislative priorities to help align MCCA's 2025 legislative priorities. She expects to hear the results at the MCCA Presidents Committee meeting on Friday [November 15].

XV OTHER:

None

XVI ADJOURNMENT:

It was moved by Nick Chenier and seconded by Tom Butch to:

"Adjourn the meeting." No discussion. Motion carried unanimously. The meeting adjourned at 5:54 p.m. ET.

	Completion Date	Approval Date
Laura L. Johnson Assistant Board Secretary		

		Approval Date
Eric L. Lundin Chair		

Enrollment Overview

Fall 2024

Institutional Effectiveness

Penny Pavlat and Tanner Brown

November 13, 2024

Agenda

- Context Setting & Background

- Trends in Enrollment Reporting

- Current State of Enrollment Data & Analytics at Bay College

Context Setting and Overview:
Current State

- myBay has an **Enrollment Overview** page with links to view or download Adobe PDF reports.

- Each academic year will have reports for the Fall and Winter/Spring semesters.

- Weekly email and report to all employees from pavlatp@ with updated enrollment/retention numbers and progress status against target goals.

Page Link: myBay >> Enrollment Overview

Demo Report Link: Fall 2024 Graphics Enrollment Report

Enrollment Reports: Current State - Fall

- Example of **Fall Enrollment Report**

- **Fall-to-Fall** retention rates

- Weekly email and report to all employees from pavlatp@ with updated enrollment/retention numbers and progress status against target goals.

Bay College: Fall 2024
Enrollment as of October 15, 2024

Enrollment Reports: Current State - Winter

- Example of **Winter** (next term in sequence) **Enrollment Report**

- **Fall-to-Winter** retention rates

- Weekly email and report to all employees from pavlatp@ with updated enrollment/retention numbers and progress status against target goals.

Bay College: Winter 2025
Enrollment as of November 4, 2024

Trending Data in Enrollments

Three year – 2022 – 2023 – 2024
Fall Semesters

- Headcount / Credits / Contacts

- By Student Type
  - First Generation
  - Low Income
  - BIPOC
  - Age
  - Enrollment Status

Enrollment Trend – Headcount (1 of 2)

Unduplicated Fall Headcount
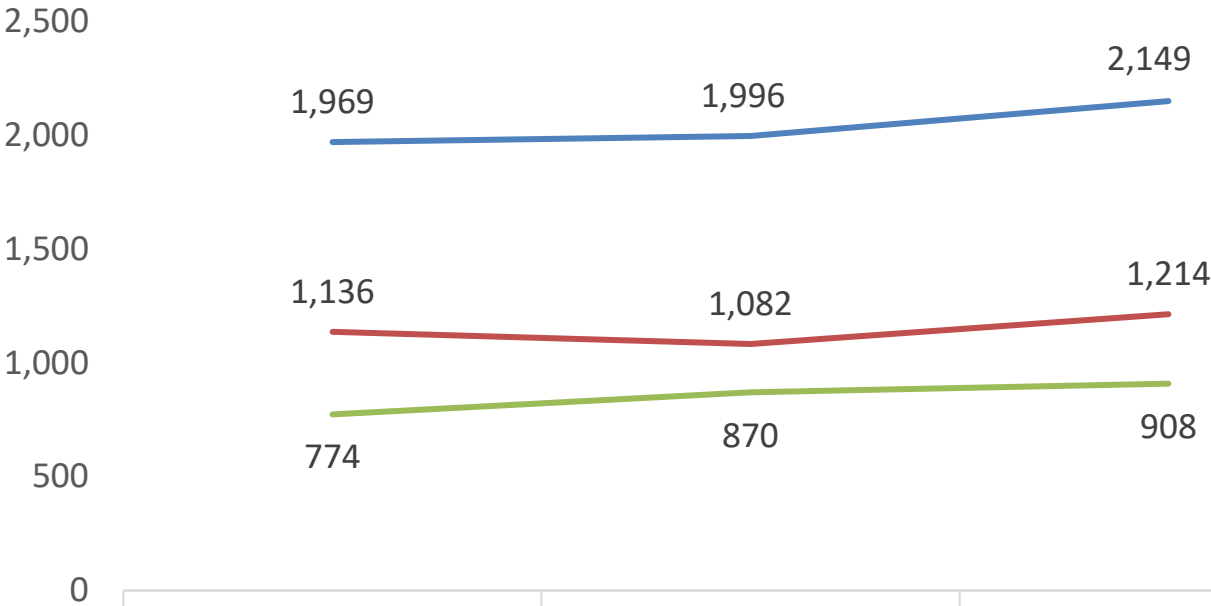
	2022	2023	2024
Unduplicated Headcount	1,969	1,996	2,149
Unduplicated Degree Seeking	1,136	1,082	1,214
Unduplicated Early College and Dual Enrollment	774	870	908

Enrollment Trend – Headcount (2 of 2)

Headcount Percentage of Degree Seeking and Dual Enrolled/Early College

	2022	2023	2024
Unduplicated Dual Enrolled/Early College	39%	44%	42%
Unduplicated Degree Seeking	58%	54%	56%
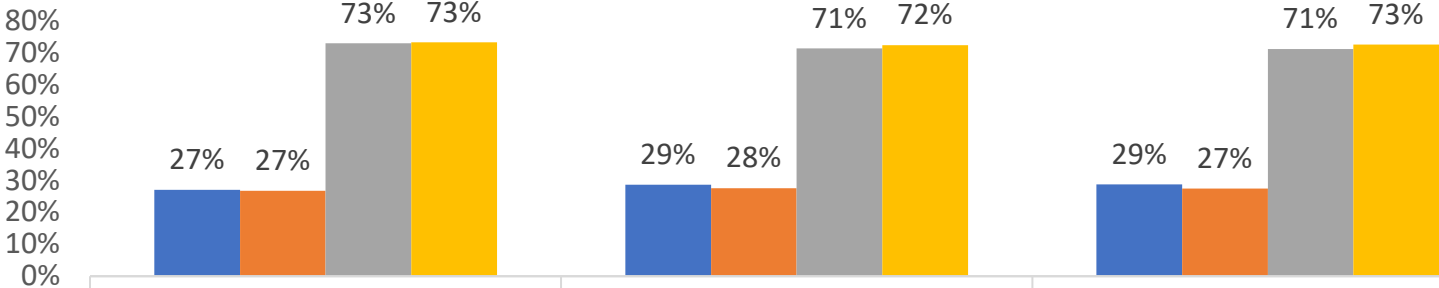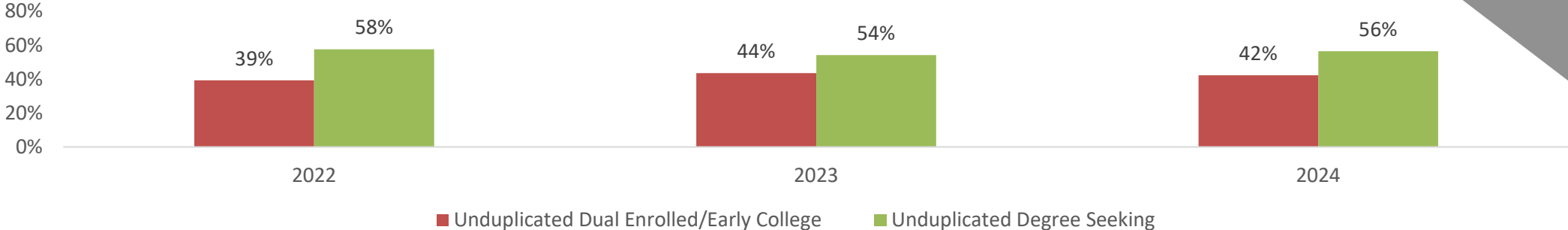
	2223	2324	2425
■ Dual Enrolled and Early College - % Semester Credits	27.01%	28.68%	28.78%
■ Dual Enrolled and Early College - % Semester Contacts	26.77%	27.58%	27.45%
■ Degree Seeking - % Semester Credits	72.99%	71.32%	71.22%
■ Degree Seeking - % Semester Contacts	73.23%	72.42%	72.55%

8

Dual Enrolled / Early College Trend Data

Dual Enrolled / Early College Students by Accommodations Requirements
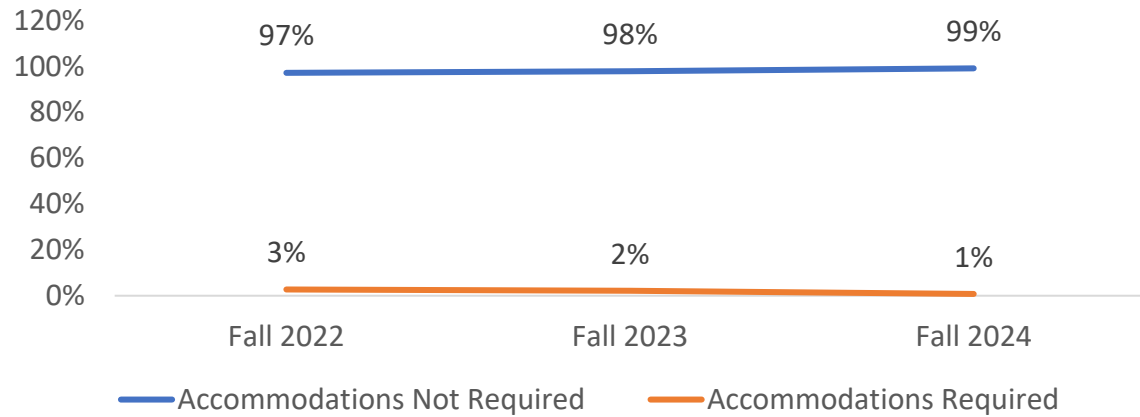
Dual Enrolled / Early College Students by Gender
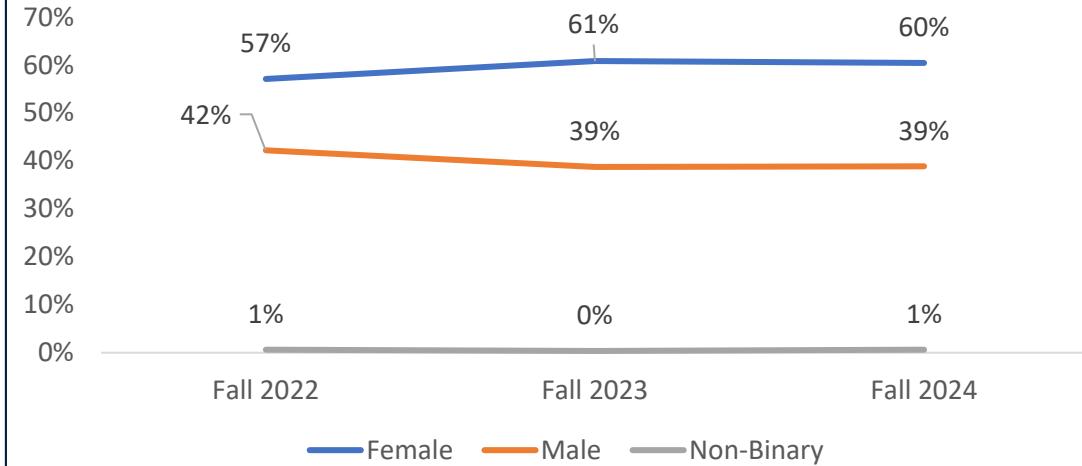
Dual Enrolled / Early College Students by BIPOC Classification
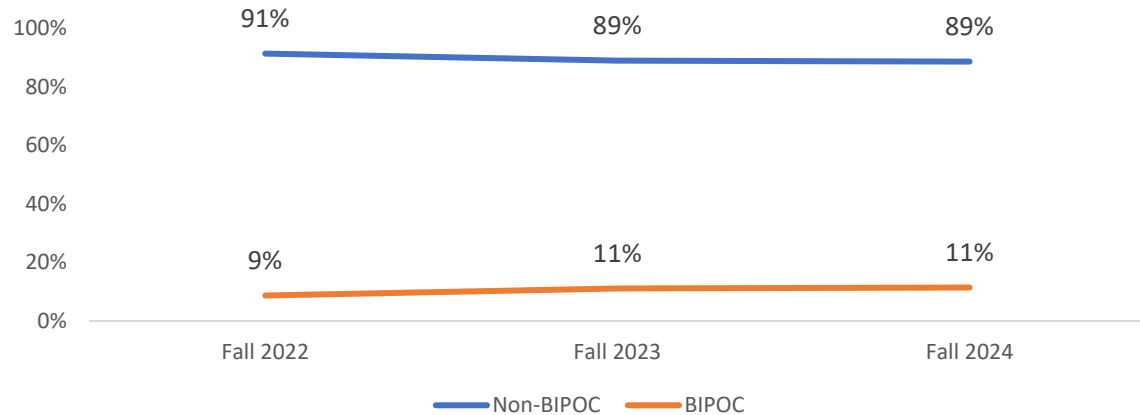
Dual Enrolled / Early College Students by First Generation Status
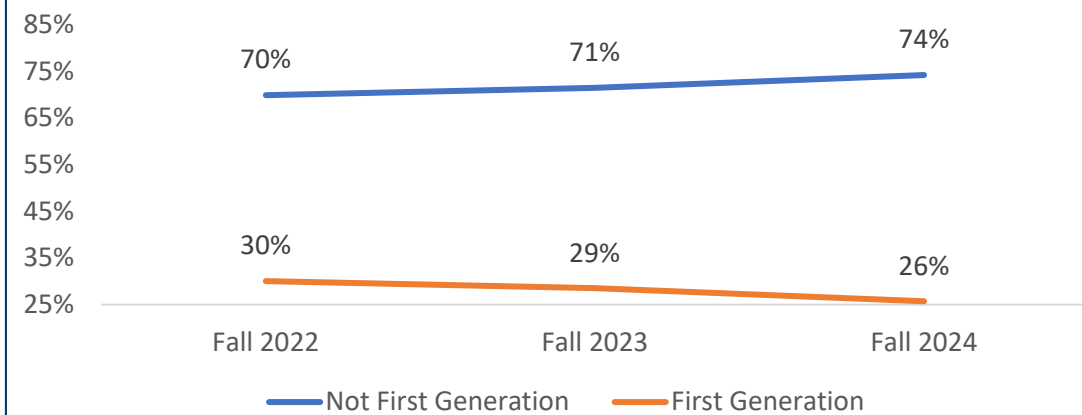
Dual Enrolled / Early College Persona for Fall 2024

- Dual Enrolled Student
- From Escanaba High School
- Average of 1.7 Courses
- Average of 5.4 Credits
- Average of 5.9 Contacts
- Female
- White
- Not a first-generation college student
- Requires no accommodations
- Approximately 16.8 Years Old

Degree Seeking by Pell Status
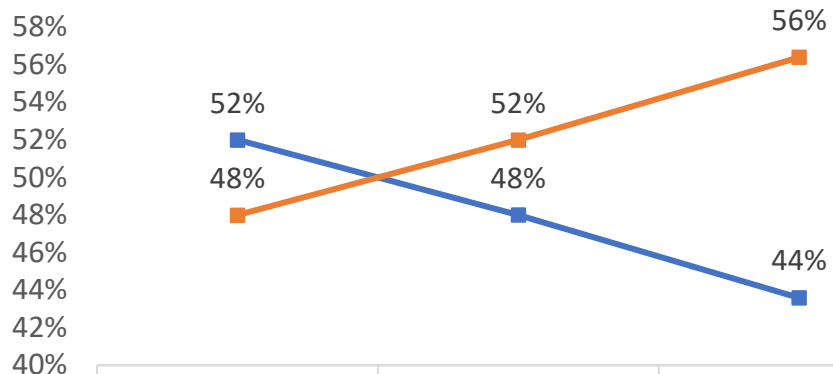
	Fall 2022	Fall 2023	Fall 2024
No Pell	52%	48%	44%
Received Pell	48%	52%	56%

Degree Seeking by Veteran Status
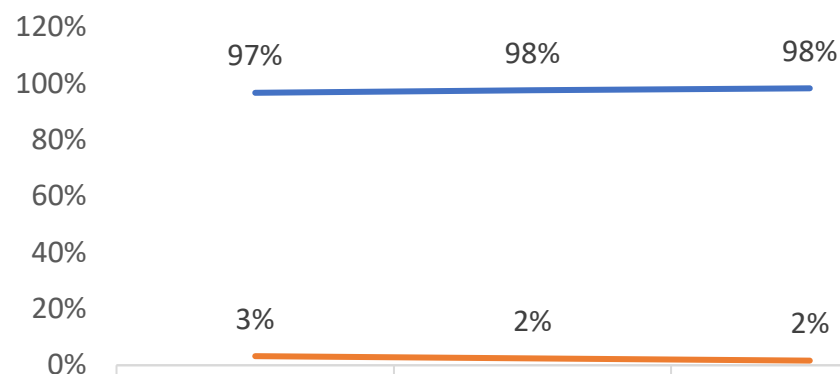
	Fall 2022	Fall 2023	Fall 2024
Not a Veteran	97%	98%	98%
Veteran	3%	2%	2%

Degree Seeking by Accommodation Status
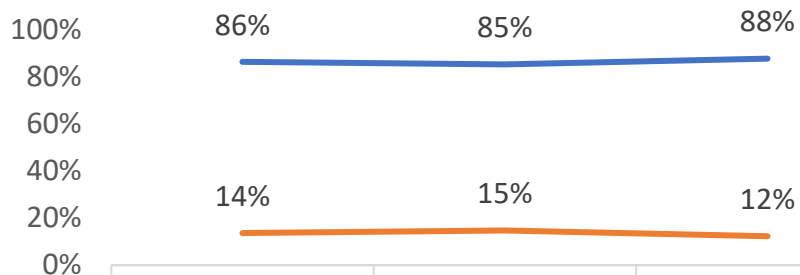
	Fall 2022	Fall 2023	Fall 2024
Does not Require Accommodations	86%	85%	88%
Requires Accommodations	14%	15%	12%

Degree Seeking by Gender
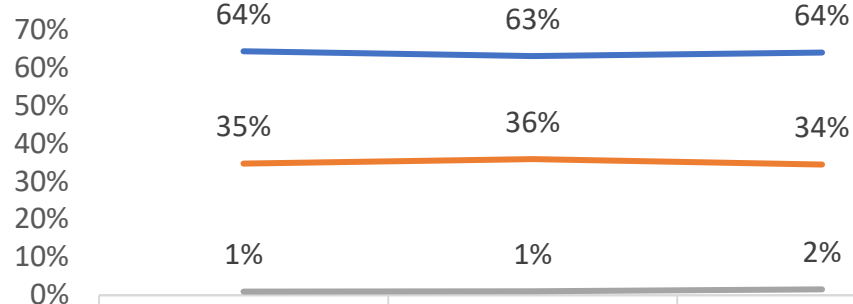
	Fall 2022	Fall 2023	Fall 2024
Female	64%	63%	64%
Male	35%	36%	34%
Non-Binary	1%	1%	2%

Degree Seeking by First Generation Status
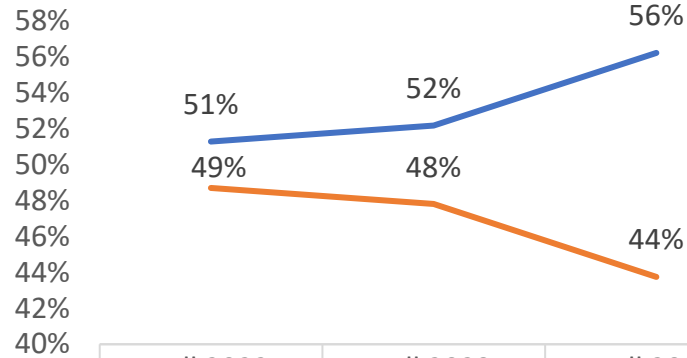
	Fall 2022	Fall 2023	Fall 2024
Not First Generation	51%	52%	56%
First Generation	49%	48%	44%

Degree Seeking by Enrollment Status (Based on Credit Hours)
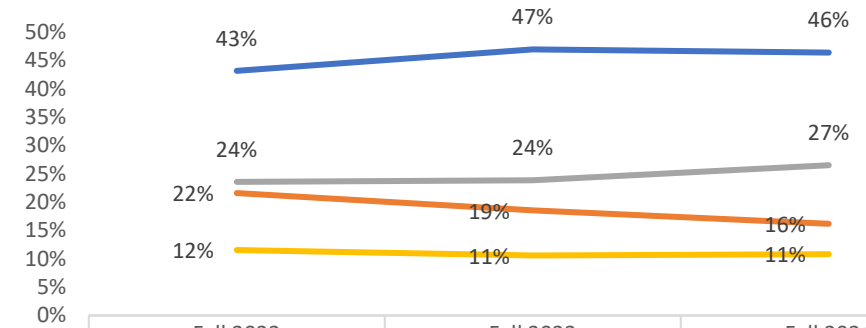
	Fall 2022	Fall 2023	Fall 2024
Full-Time (12 or More)	43%	47%	46%
Quarter Time (9 or more)	22%	19%	16%
Half Time (6 or more)	24%	24%	27%
Less than Half (Less than 6)	12%	11%	11%

Degree Seeking Students by BIPOC Classification
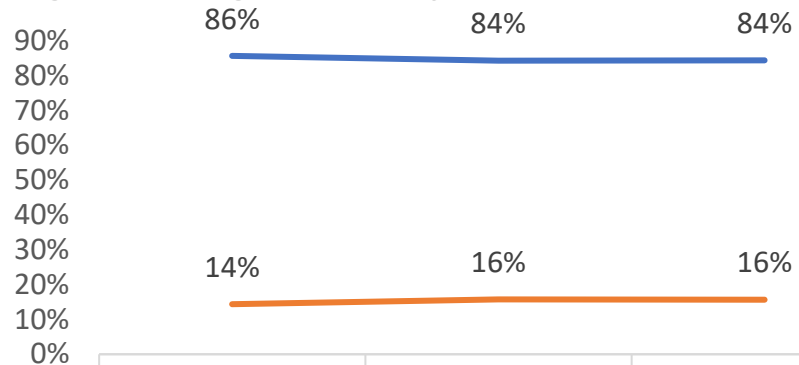
	Fall 2022	Fall 2023	Fall 2024
Not BIPOC	86%	84%	84%
BIPOC	14%	16%	16%

Degree Seeking by Type of Degree
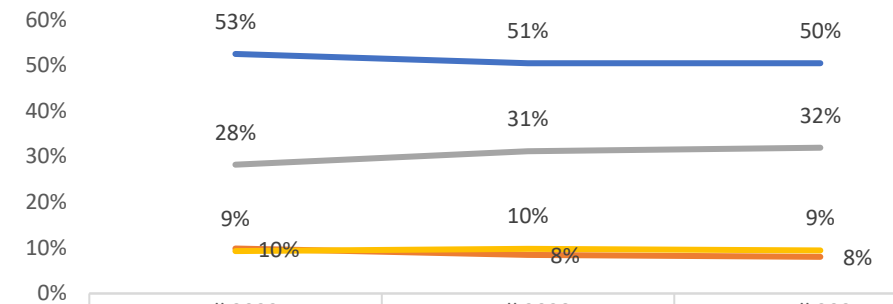
	Fall 2022	Fall 2023	Fall 2024
Associate in Art	53%	51%	50%
Associate in Science	10%	8%	8%
Associate in Applied Science	28%	31%	32%
Certificate	9%	10%	9%

Degree Seeking Persona for Fall 2024

- Enrolled in an Allied Health Program
- In an Associate in Art Degree
- From Delta County
- Average of 3.1 Courses
- Average of 10.1 Credits
- Average of 11.2 Contacts
- White Female
- Not a first-generation college student
- Requires no accommodations
- Not a Veteran
- Receives Pell
- Approximately 25.9 Years Old

Enrollments by Division / Program (1 of 3)

Enrollments by Program:

Enrollment by Division:

Enrollments by Institutional Division

	Allied Health	Arts & Letters	Business	Math/Science	Social & Behavioral Science	Technology
Fall 2022	22%	10%	21%	13%	23%	11%
Fall 2023	22%	12%	20%	12%	22%	11%
Fall 2024	27%	12%	16%	12%	21%	12%
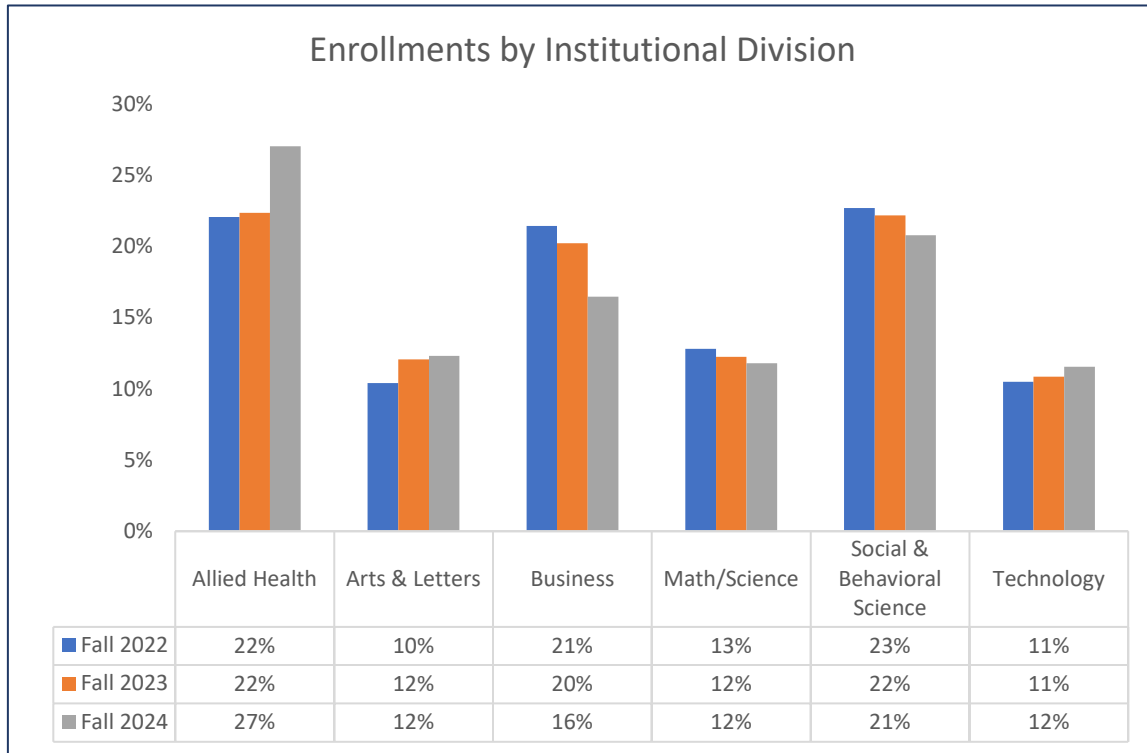
| Top Programs by Division	Fall 2022	Fall 2023	Fall 2024
Allied Health	**100%**	**100%**	**100%**
Nursing (Pre)	40%	39%	33%
Nursing	29%	23%	28%
Radiography (Pre)	0%	0%	11%
Radiography	0%	7%	7%
Practical Nursing	5%	12%	5%
ADN Bridge (Pre)	5%	1%	3%
EMT-Basic	2%	3%	3%

Top Programs by Division	Fall 2022	Fall 2023	Fall 2024
Arts & Letters	**100%**	**100%**	**100%**
Liberal Arts	62%	74%	83%
Art and Design	22%	17%	12%
English	6%	4%	2%
Journalism	3%	1%	1%

Top Programs by Division	Fall 2022	Fall 2023	Fall 2024
Business	**100%**	**100%**	**100%**
Business	27%	30%	29%
Business Administration	19%	14%	16%
Accounting	14%	14%	16%
LSSU-BS Business Admin	9%	8%	9%
Marketing	3%	4%	6%
Computer Information Systems: Programming and User	5%	6%	6%
Computer Information Systems: Software/Network Sup	2%	4%	4%
Office Systems/Administrative Assistant	3%	4%	4%

Enrollments by Program:

Top Programs by Division	Fall 2022	Fall 2023	Fall 2024
Math/Science	**100%**	**100%**	**100%**
Pre-Engineering	14%	16%	20%
Computer Science	13%	11%	11%
Athletic Training	6%	8%	7%
Forest Technology	0%	2%	7%
General Science	4%	6%	6%
Pre-Veterinary Medicine	3%	3%	6%
Pre-Professional Health	9%	3%	5%
Pre-Physical Therapy	5%	5%	4%
Biology	6%	2%	4%
Construction Management	3%	5%	4%
Fisheries & Wildlife Mgmt	2%	2%	3%
Mechanical Engineering: Bachelor of Science (LSSU)	2%	2%	2%
Pre-Natural Resources	0%	1%	2%
Biology - Pre-Vet Concen.: Bachelor of Sci. (LSSU)	1%	5%	2%
Forestry	2%	0%	2%

Top Programs by Division	Fall 2022	Fall 2023	Fall 2024
Social & Behavioral Science	**100%**	**100%**	**100%**
Early Childhood Education	14%	17%	23%
Social Work	24%	21%	19%
Criminal Justice	17%	21%	12%
Psychology	11%	11%	11%
Elementary Education	8%	7%	8%
Secondary Education	4%	5%	5%
Education	4%	3%	4%
Early Childhood Care & Education	4%	2%	3%
History	3%	2%	2%
Law, Pre-Professional	2%	1%	2%
Special Education	2%	2%	2%
Social Work/Sociology	0%	1%	2%
Political Science	2%	1%	2%
LSSU-BS Criminal Justice	1%	2%	1%

Enrollments by Program:

Top Programs by Division	Fall 2022	Fall 2023	Fall 2024
Technology	**100%**	**100%**	**100%**
Computer Network Systems & Security	14%	21%	18%
Water Resource Management	14%	9%	14%
Welding	19%	10%	14%
Water Technology	8%	16%	13%
Mechatronics and Robotics Systems	7%	8%	10%
Mechatronics	3%	3%	8%
Automotive Maintenance Technician	1%	3%	6%
Automotive Technology	8%	9%	6%
Automotive Master Technician	7%	3%	3%
Geographic Information Systems	3%	3%	3%
Auto Engineering Tech	1%	3%	2%

Data Overview:
Current State of Enrollment Data and Analytics at Bay College

- ***What data is available today at Bay College?***
  - ✓ Headcount / Credits (Hours) / Contacts (Hours)
  - ✓ First Generation
  - ✓ Low Income
  - ✓ BIPOC
  - ✓ Age
  - ✓ Enrollment Status
- ***What data do we need to be able to track at Bay College?***
  - ❑ *Transfer out information and degree attainment after Bay College*
  - ❑ *Need semester snapshot of "changeable" student information – Current address, tuition structure, first degree seeking semester, prior dual enrolled/early college flag, single parent, college ready tracking.*
  - ❑ *Clear tracking of tutoring, support services (visited food pantry, met with a counselor, number of advising visits, etc.).*
  - ❑ *Survey tracking connection to student record.*
  - ❑ *Graduate follow-up data connected to student record.*
  - ❑ *Campus connectivity tracking (involved in a campus club, participated in campus activity).*

Thank you!

Bay de Noc Community College - All Locations
Statement of Revenues, Expenses and Changes in Net Position

As of November 13, 2024	24-25 Budget	Proposed Budget Modification	24-25 Modified Budget
Operating Revenue			
Tuition And Fees	8,487,423	867,500	9,354,923
Scholarships, Discounts & Waivers	(809,306)		(809,306)
Net Tuition and Fees	7,678,117	867,500	8,545,617
Federal Grants and Contracts	1,155,525		1,155,525
Noncredit and Contracts	573,992		573,992
State and Local Grants and Contracts	469,402		469,402
Sales and Services	674,056		674,056
Other Revenues	854,976		854,976
Total Operating Revenues	11,406,068	867,500	12,273,568
Operating Expenses			
Salary and Wages	11,203,145	232,700	11,435,845
Benefits	6,136,531	38,780	6,175,311
Advertising and Professional Services	1,520,844	132,600	1,653,444
Supplies and Materials	758,225	15,000	773,225
Rent, Utilities, and Insurance	1,315,782		1,315,782
Travel, Prof. Development and Other	2,396,208	51,500	2,447,708
Minor Equipment < $5,000 & Grant Capital	227,996	3,500	231,496
Depreciation Expense	2,284,035		2,284,035
Total Operating Expense	25,842,766	474,080	26,316,846
Net Income (Loss) from Operations	(14,436,698)	393,420	(14,043,278)
Nonoperating Revenue (Expenses)			
State Appropriations	8,306,998	(462,000)	7,844,998
Property Tax Levy	4,810,464		4,810,464
Property Tax Dickinson County	1,280,305		1,280,305
Private Gift (Restricted)	336,033		336,033
Investment Income	165,000	145,000	310,000
Interest on Long-Term Debt	(444,193)		(444,193)
Net Nonoperating Revenue (Exp)	14,454,607	(317,000)	14,137,607
Increase (decrease) in Net Assets	17,909	76,420	94,329