

D R A F T

Delta College

Board of Trustees Regular Meeting

Virtually via Zoom (1-929-205-6099 Webinar ID 842 7577 0285)

Held virtually in accordance with Public Act 254 of 2020 due to the COVID-19 Pandemic

(Due to declaration of a Local State of Emergency by the Bay County Executive on April 6, 2021, and the Bay County Board of Commissioners resolution No. 2021-59 on April 13, 2021, extending the Local Emergency Order for a three-month period to expire on July 13, 2021, this meeting was not held in person.)

Tuesday, June 15, 2021

7:00 p.m.

BOARD PRESENT	A. Baldwin, M. Benecke, R. Emrich, S. Gannon, D. Middleton, M. Nash, M. Rowley, M. Thomas
BOARD ABSENT	A. Buckley
OTHERS PRESENT	D. Allen, N. Bovid, L. Brown, T. Brown, J. Carroll, P. Clark, A. Cramer, M. Crawmer, R. Curry, C. Curtis, J. Czyzewski, A. Dickinson, S. DuFresne, A. Elias, J. Foco, P. Fox, J. Garn, J. Goodnow, L. Govitz, W. Harness, S. Harrison, S. Lewless, D. McQuiston, J. Mulders, S. Nowicki, M. Pratt, K. Rishe, S. Roche, E. Roth, K. Schuler, S. Shinkel, A. Ursuy
PRESS PRESENT	None
CALL TO ORDER	Board Chair Nash read a meeting overview at 7:09 p.m.

“Good evening,

As I stated earlier this evening, the Board is authorized to hold this virtual meeting with participation through the Zoom platform in compliance with the Michigan Open Meetings Act as amended (Public Act 254 of 2020) which permits a public body to meet by electronic or telephonic means upon declaration of a local state of emergency if meeting in person would place at risk the personal health or safety of members of the public or members of the public body. On April 6, 2021, the County Executive of Bay County declared a Local State of Emergency. On April 13, 2021, the Bay County Board of Commissioners issued resolution No. 2021-59, extending the Local Emergency Order for a three-month period to expire on July 13, 2021.

The Zoom platform allows participants to participate virtually via phone or computer and ensures that the public can participate in this meeting.

For those joining us today, we want to ensure everyone can hear the board meeting. To minimize audio feedback, we ask all virtual participants NOT to use any speakerphone options.

All participants are currently muted to prevent any background noise or feedback. Board members will be unmuted to allow full participation during the meeting.

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I have asked our Assistant Board Secretary, Talisa Brown; and Kay Schuler, Administrative Assistant in the President's Office, to serve as moderators to assist me with today's meeting.

Our moderators will note those who wish to address the Board and will unmute your lines one by one, announcing who is being unmuted.

Please note that all votes will be taken via roll call by our Board Secretary, Andrea Ursuy.

In addition, "the amendments (to the Open Meetings Act that went into effect on October 16, 2020) impose a new requirement for any member of the public body participating remotely to publicly announce, at the outset of the meeting, that he or she is participating remotely. If the announcing member's remote participation is for any reason other than military duty, the member must announce his or her physical location "by stating the county, city, township, or village and state from which he or she is attending the meeting remotely." The member's public announcement must be included in the meeting minutes."

Therefore, our Board Secretary, Andrea Ursuy, will take attendance immediately after I call the meeting to order. When she calls your name, please say "here" and announce the city, township, or village; county; and state from which you are attending the meeting remotely.

If members of the public wish to address the Board, you may do so during the public comment portion of the meeting, which is on our agenda and will be announced by the Board Chair.

At that time, those wishing to address the Board should indicate their desire to speak by pressing *9 (star-9) or the "raise hand" option.

Notes on rules for public comment, when you are acknowledged by the Board Chair, we ask that you state your name and you may state your county of residence. As outlined in the Board of Trustees Bylaws, please limit your comments to five minutes."

Board Chair Nash called the meeting to order at 7:09 p.m.

BOARD MEMBER ATTENDANCE

Board Secretary A. Ursuy took attendance. Each Trustee indicated their presence, township or city, county and state in which they were participating in this meeting.

A. Baldwin – Present, Bridgeport, Spaulding County, Michigan
M. Benecke – Present, Frankenlust Township, Bay County, Michigan
R. Emrich – Present, Saginaw Township, Saginaw County, Michigan
S. Gannon – Present, Jerome Township, Midland County, Michigan
D. Middleton – Present, Williams Township, Bay County, Michigan
M. Nash – Present, Larkin Township, Midland County, Michigan
M. Rowley – Present, Hampton Township, Bay County, Michigan
M. Thomas – Present, Saginaw Township, Saginaw County, Michigan

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APPROVAL OF THE AGENDA

Board Chair Nash called for approval of the agenda. S. Gannon made a motion to approve the agenda. A. Baldwin seconded the motion.

The results of the roll call vote to approve the agenda are as follows:

A. Baldwin – Yes
M. Benecke – Yes
R. Emrich – Yes
S. Gannon – Yes
D. Middleton – Yes
M. Nash – Yes
M. Rowley – Yes
M. Thomas – Yes

Motion passed unanimously.

PUBLIC COMMENTS

Board Chair Nash called for public comments.

TREASURER'S REPORT

S. DuFresne said that the Board has received the financial statements for the month ended May 31, 2021. General fund revenues are coming in better than projected, primarily due to State Appropriations. This includes the Delta's Personal Property Tax or PPT reimbursement from the State. In May, the College receives from the State what is called the bonus PPT payment. The College does not budget for the entire bonus amount. It is very difficult to project this calculation. Instead the College remains conservative and does not budget with reliance on what could potentially be one-time funding.

Tuition and fees are under budget as the College did not achieve our projected target of 164, 000 contact hours. The dashboard shows approximately 163,000 contact hours. In addition, approximately \$1.5 million dollars of online course fee revenue covered by COVID-19 federal grants has been recorded in our "fund transfer" line instead of the tuition and fees account.

Examples of revenues which have been lost over this year as a result of the COVID-19 pandemic and can be recovered using COVID-19 federal grants are enrollment declines, auxiliary closures, and training cancellations in Corporate Services and criminal justice programs. The College has not recorded what this amount will be. The College is following strict grant guidelines and these amounts are still being calculated – lost revenues recouped will impact the general, designated, and the auxiliary funds.

Regarding the general fund expenditure, we are trending under budget for salaries, wages and benefits. This is due to various reasons. Health insurance utilization was better than anticipated, some compensation expenses were not incurred due to our furloughed employees and reassignments of some staff to be funded with COVID-19 grant dollars that were providing COVID functions on campus. The College also did not employ many student workers during the 2020-21 year due to COVID.

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S. DuFresne said the College is starting to close year-end and that process takes many months.

CONSENT AGENDA

M. Nash called for approval of the consent agenda. R. Emrich made a motion to approve the consent agenda with support from S. Gannon.

The results of the roll call vote to approve the consent agenda are as follows:

A. Baldwin – Yes
M. Benecke – Yes
R. Emrich – Yes
S. Gannon – Yes
D. Middleton – Yes
M. Nash – Yes
M. Rowley – Yes
M. Thomas – Yes

The consent agenda passed unanimously resulting in:

Acceptance of Minutes:

1. Board Special Meeting, April 28, 2021
2. Board Dinner Meeting, May 11, 2021
3. Board Regular Meeting, May 11, 2021
4. Board Special Meeting, May 13, 2021
5. Board Special Meeting, May 27, 2021

Acceptance of Closed Meeting Minutes

1. May 11, 2021, Regular Meeting
2. May 13, 2021, Special Meeting

2021-2022 BUDGET AND TAX LEVY RESOLUTION (BA5395)

It is the recommendation of the administration that the Board of Trustees approve the 2021-2022 Budget and Tax Levy Resolution.

WHEREAS, the Board of Trustees has carefully examined the financial circumstances of the College District for the 2021-2022 fiscal year, including the following: (a) Estimated General Fund expenditures: \$68,353,110 (b) Estimated General Fund revenue from Tuition & Fees: \$26,920,680 (c) Estimated General Fund revenue from State Appropriation: \$17,674,794 (d) Estimated General Fund revenue from Property Taxes: \$23,488,146 (e) Estimated General Fund revenue from Other: \$818,710 (f) Estimated Total General Fund Revenue: \$68,902,330 A total levy of 2.0427 mills, consisting of 1.5563 charter mills, and .4864 extra voted mills on the taxable value of all taxable property within the district necessary for the sound management and operation of the College District for such fiscal year; and

WHEREAS, the Board of Trustees has complete authority to direct a 2021 tax levy of 2.0427 mills for operating purposes for fiscal year 2021-2022 from within its authorized millage rate in order to raise approximately \$23,488,146 by taxation;

NOW, THEREFORE, BE IT RESOLVED THAT: For the year 2021, the sum of \$23,488,146 be raised by taxation which shall require a total millage rate of 2.0427 mills to be

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levied against the taxable value of all taxable property located within the College District for community college purposes, that appropriate notification of such tax levy be sent to all taxing authorities within the College District with instructions that the taxes so collected should be turned over to the College Treasurer as required by law and

FURTHERMORE, THAT: The 2021-2022 operating budget be adopted for the entire College in the amount of \$116,281,916 which includes the General Fund budget of \$68,353,110 as contained in the attached budget document.

BE IT FURTHER RESOLVED that the administration be authorized to effect modifications and additions to the budgets where such modifications and/or additions are in keeping with sound business and fiscal practices.

R. Emrich made a motion to approve the resolution. S. Gannon seconded the motion.

The results of the roll call vote to approve the motion are as follows:

A. Baldwin – Yes
M. Benecke – Yes
R. Emrich – Yes
S. Gannon – Yes
D. Middleton – Yes
M. Nash – Yes
M. Rowley – Yes
M. Thomas – Yes

Motion passed unanimously.

**APPROVAL OF ELLUCIAN CRM
ADVISE CONTRACT RENEWAL
(BA5396)**

It is the recommendation of the administration that the Board of Trustees authorize the administration to enter into a renewal contract with Ellucian for CRM Advise for the four (4) year period beginning July 1st, 2021 and ending June 30th, 2025, for an annual amount of \$76,368.

D. Middleton made a motion to approve the recommendation. M. Thomas seconded the motion.

The results of the roll call vote to approve the motion are as follows:

A. Baldwin – Yes
M. Benecke – Yes
R. Emrich – Yes
S. Gannon – Yes
D. Middleton – Yes
M. Nash – Yes
M. Rowley – Yes
M. Thomas – Yes

Motion passed unanimously.

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APPROVAL OF HVAC IMPROVEMENTS AT ALL SITES (BA5397)

It is the recommendation of the administration that the Board of Trustees approve the project budget of \$3,515,000 and authorize the Facilities Management Department and administration to award contracts as the project components are bid for HVAC Improvements at all sites.

D. Middleton made a motion to approve the recommendation. S. Gannon seconded the motion.

M. Rowley said that as the College considers additional infrastructure improvements with grant funding, he has information regarding a possible business (Advanced Communications & Data – acd.net) the College could work with if the College is looking to improve internet connectivity and fiber connection. J. Foco said the College is considering MERIT at this time. J. Goodnow thanked M. Rowley for sharing the information.

The results of the roll call vote to approve the motion are as follows:

A. Baldwin – Yes
M. Benecke – Yes
R. Emrich – Yes
S. Gannon – Yes
D. Middleton – Yes
M. Nash – Yes
M. Rowley – Yes
M. Thomas – Yes

Motion passed unanimously.

APPROVAL OF MAIN CAMPUS ROOF REPLACEMENT PROJECT (BA5398)

It is the recommendation of the Administration that the Board of Trustees approve the project budget of \$1,703,000 and authorize the Facilities Department and administration to award contracts to Mid-Michigan Roofing in the amount of \$1,547,188 to complete the Main Campus Roof Replacement Project.

S. Gannon made a motion to approve the recommendation. M. Rowley seconded the motion.

The results of the roll call vote to approve the motion are as follows:

A. Baldwin – Yes
M. Benecke – Yes
R. Emrich – Yes
S. Gannon – Yes
D. Middleton – Yes
M. Nash – Yes
M. Rowley – Yes
M. Thomas – Yes

Motion passed unanimously.

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**APPROVAL OF
ADMINISTRATIVE
PROFESSIONAL, SUPPORT
STAFF, AND CORPORATE
SERVICES COMPENSATION
RECOMMENDATION FY 2021-
2022
(BA5399)**

It is the recommendation of the administration that the Board of Trustees approve for fiscal year 2021-2022, an increase in the Administrative/Professional, Support Staff, and Corporate Service non-grant funded employees a wage and salary schedule increase of 1.5% on base to individual staff in accordance with the performance management system calculation of annual increases. This would include the contribution to medical insurance premium remaining at 20%, and rate adjustments effective July 1, 2021 through December 31, 2022.

M. Benecke made a motion to approve the recommendation. M. Thomas seconded the motion.

The results of the roll call vote to approve the motion are as follows:

A. Baldwin – Yes
M. Benecke – Yes
R. Emrich – Yes
S. Gannon – Yes
D. Middleton – Yes
M. Nash – Yes
M. Rowley – Yes
M. Thomas – Yes

Motion passed unanimously.

**APPROVAL OF 2020-2021
AFSCME AFL-CIO LOCAL
UNION NO. 845 COUNCIL 25
FACILITIES MANAGEMENT
AGREEMENT
(BA5400)**

It is the recommendation of the administration that the Board of Trustees approve the Memorandum of Understanding for fiscal year 2021-2022 for the AFSCME AFL-CIO Local Union No. 845 Council 25 Facilities Management which includes a wage increase of 1.5% on base. This would include the contribution to medical insurance premium remaining at 20% and the employee monthly cost adjusted effective July 1, 2021 through December 31, 2022.

R. Emrich made a motion to approve the recommendation. D. Middleton seconded the motion.

The results of the roll call vote to approve the motion are as follows:

A. Baldwin – Yes
M. Benecke – Yes
R. Emrich – Yes
S. Gannon – Yes
D. Middleton – Yes
M. Nash – Yes
M. Rowley – Yes
M. Thomas – Yes

Motion passed unanimously.

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**APPOINTMENT TO 2021-2022
MCCA BOARD OF DIRECTORS
(BA5401)**

R. Emrich made a motion that the Board appoint Trustee Mike Rowley as MCCA Director and Trustee Stacey Gannon as MCCA Director Alternate. M. Benecke seconded the motion.

The results of the roll call vote to approve the motion are as follows:

A. Baldwin – Yes
M. Benecke – Yes
R. Emrich – Yes
S. Gannon – Yes
D. Middleton – Yes
M. Nash – Yes
M. Rowley – Yes
M. Thomas – Yes

Motion passed unanimously.

**BOARD COMMITTEE
ASSIGNMENTS**

Board Chair Nash appointed Trustees to Board Committees as noted below:

Delta Foundation Board

Mary Lou Benecke
Stacey Gannon
Marcia Thomas

Sabbatical Leave Committee

Arshen Baldwin
Mike Nash, Alternate

Nominating Committee

Arshen Baldwin
Stacey Gannon
Diane Middleton, Committee Chair

Budget Cabinet

Marcia Thomas

Bylaws Committee

Robert Emrich
Diane Middleton
Mike Rowley, Committee Chair

Audit Committee

Andre Buckley
Robert Emrich
Mike Rowley

Investment Advisory Committee

Andre Buckley
Robert Emrich, Alternate

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Evaluation and Compensation Committee

Mary Lou Benecke, Committee Chair
Robert Emrich
Mike Nash

Diversity Equity and Inclusion Committee

Stacey Gannon
Mike Nash
Marcia Thomas, Committee Chair

Presidential Onboarding Committee

Arshen Baldwin
Mary Lou Benecke, Committee Chair
Stacey Gannon

PRESIDENT'S REPORT

Enrollment Report

The Spring/Summer 2021 semester began on May 10. As of today, 3,240 students are enrolled. We projected 15,574 contact hours for the spring semester and we are at 118.8% of budgeted projection.

Registration is underway for the Fall 2021 Semester. As of today, 3,732 students have registered.

Personnel Report

The complete report of hires, promotions, and separations for the month of May can be found in Board packets this evening.

Information Sharing

- “Cruise-in Commencement” took place on Friday, May 21. More than 200 graduates participated in the celebration with their family and friends. Thanks to Trustee Nash, Trustee Benecke, and Trustee Middleton that were able to attend and to all of our faculty and staff that made the event spectacular for our students on what turned out to be a beautiful evening.
- This morning, Dr. Goodnow was one of four panelists on a leadership panel for the Michigan Ace Women’s Network Annual State Conference. The theme was “Advancing Women in Higher Education” which focused on leading and learning during a crisis.
- In March, we had a structural engineer inspect the barn by the Farmhouse and asked for recommendations. He indicated that attempting to repair the foundation wall and structural framing to bring the structure back to a serviceable state would be cost-prohibitive, if not impossible. In its current condition, the barn is not safe for occupancy and should be demolished.

On April 15, Sarah DuFresne, Nick Bovid, Pam Clark, and Dr. Goodnow met with Trustee Emrich via zoom to discuss the recommendation. It was agreed that the building is a liability hazard and should be demolished. If possible, some wood and/or other contents would be saved for future incorporation into benches or outdoor furniture, etc.

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The College secured three bids for the demolition of the barn. Bierlein Companies of Midland was the low bidder at \$24,700. They performed the demolition of the dormitories.

Costs include complete removal of the barn and foundations, clean backfill and grading of the disturbed areas.

The demolition will take place in June.

- Michelle Whitaker, Associate Professor in Criminal Justice, just completed the 2020 Annual Report for the 20/21 Academic Year for the Correction Officer Academic Program. Dr. Goodnow shared some of the highlights:
 - Seven students applied to receive their “Certificates of Completion” up one from last year.
 - 113 students were enrolled in the corrections program in the past academic year, down slightly from last year’s 118. Overall, our numbers remain stable from last year, even in the face of a pandemic. We anticipate enrollments in online classes to remain strong.
 - In the fall semester of 2020, we achieved our goal of putting the entire corrections program online, both to accommodate the demand for distance-learning, and to respond with agility to new demands made by the pandemic.
 - Offering more online classes made a significant positive impact in our enrollments for both fall and winter semesters. Most classes filled at capacity or to acceptable levels allowing the offering of the course. No fall or winter courses were canceled for low enrollments
 - To accommodate the educational needs of incoming, new corrections recruits, Delta has offered four spring/summer 7-week corrections classes only for MDOC recruits.
 - We continue our “Delta difference” tradition of offering all five certificate classes each semester, enabling students to earn their certificate in a single semester, making us one of only a few colleges regularly doing so, out of 21 certified programs.
 - We continue to work with MDOC Recruitment to bring our students up-to-date job information. New information is posted for students online, as it becomes available from MDOC.
- Dr. Goodnow shared information about three different federal grants that address COVID-19 and have given Delta College dollars to spend.
 - Coronavirus Aid, Relief, and Economic Security Act – approved in March 2020 (CARES Act)
 - the Coronavirus Response and Relief Supplemental Appropriations Act – approved in December 2020 (CRRSAA grant)
 - American Rescue Plan Act of 2021 – approved in March 2021
 - Under these three Acts, Delta was awarded the following:
 - \$14.6 million to be given directly as cash support to students

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- \$20.5 million for institutional support for expenses directly related to COVID-19 (We are allowed and encouraged to shift some of this funding to support students.)
- Last year, we also received \$1.7 million from the State of Michigan from their allocation of CARES Act funding.
- Dr. Goodnow gave ideas of how we are using some of this funding:
 - We have given out \$6.9 million directly to students in emergency financial aid grants, so far. We will give out more in the fall and winter semesters.
 - We have written off nearly half a million dollars in students' outstanding debt that resulted since the pandemic began, so they could again apply for FAFSA or register again for classes.
 - Other things we have covered are direct COVID expenses, like paying staff to be screeners and COVID case managers, and for purchases of personal protective equipment and supplies. We have also spent money to purchase laptops for students, to buy instructional equipment, technology, and other upgrades around campus, and for refunds of student online fees.
 - Some of the institutional dollars will also be used to recoup College revenues lost due to the pandemic as a result of declining enrollments and shutdowns of Auxiliary Services.
- The item on tonight's agenda, to spend \$3.5 million on the air handling system, will be covered by our institutional grant funding.
- Congratulations to our Pioneer soccer team for winning its first national championship title! The team won the NJCAA Division III Women's Soccer National Tournament on June 5 in New Jersey. This was the team's third trip to the national championship and its first win. Dr. Goodnow hosted a picnic at the Farmhouse for all the coaches, team members and their families to recognize this achievement and it was well attended. Thank you to Trustees Benecke, Gannon, Rowley, and Thomas who were able to join the celebration. We also had area legislators in attendance:
 - Representative Rodney Wakeman – 94th District (Saginaw)
 - Representative Amos O'Neal – 95th District (Saginaw/Bridgeport)
 - Representative Timothy Beson - 96th District (Bay City)
 - Representative Annette Glenn 98th District (Midland)
- One of our student athletes, soccer player Elizabeth Green, received the Dick Shilts Female Athlete of the Year Award from the Michigan Community College Athletic Association. The award is presented to a sophomore with a 3.75 GPA or higher who is successful in their sport. Congratulations Elizabeth!
- In other athletics news, Delta was recently awarded the All-Sports Trophy from the Michigan Community College Athletic Association, an honor that is given to the top community college in Michigan with the highest average of points for the school year. Delta took first place, with Grand Rapids Community College in second place and Muskegon Community College in third place.
- Finally, Delta has hired a new head men's basketball coach, Vincent Turner. He most recently served as head coach for Northwest High School in Tennessee and

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spent four seasons as head coach for the University of Michigan-Dearborn.

- Dr. Goodnow thanked the Facilities department for their hard work, teamwork and collaboration. She said that they did a great job setting up for the picnic event for the women's soccer celebration. This morning, the pump room for the Fountain flooded. She said the facilities team was doing an excellent job cleaning the water and taking care of the situation. N. Bovid commented that the pump seal failed causing the floor to flood and some dry wall damage in the lower level near the Foundation and Broadcasting areas.
- Please be reminded that there is not a regular Board Meeting scheduled in July.
- The MCCA Summer Conference will be held virtually July 20-22. Trustees will receive information as it becomes available.

TRUSTEE COMMENTS

M. Thomas thanked the presenters for excellent reports tonight.

S. Gannon congratulated the team who conducted the Presidential Search. She also congratulated the Soccer Team on the National Championship.

M. Benecke said that Cruise-In Commencement was awesome. She said that the soccer celebration was great. She brought her granddaughter along and she was able to meet some wonderful role models.

M. Benecke thanked Chair Nash for all he has done behind the scenes to facilitate the Presidential Search. It has been a rigorous first six months as Board Chair. Trustee Benecke said that it is a pleasure to serve on this Board with Chair Nash.

D. Middleton thanked tonight's presenters as well as all of the employees who contribute to the strategic plan and budget report. She said that she recognizes how much work goes into the planning and budgeting process.

D. Middleton also thanked all employees who work at Delta College. She said she is proud and honored to be affiliated with such a great college.

CHAIR COMMENTS

Chair Nash said that he participated a virtual site visit for Dr. Michael Gavin. Vice Chair Thomas, Trustee Benecke, and Trustee Emrich participated as well. He said that the representatives from the Board had 3 meetings. One was with the faculty, one with administration, and one with Anne Arundel's President.

Chair Nash said that the virtual visit was very positive. Themes about Dr. Gavin included his commitment to student success, his ability to drive innovation, his out of the box thinking around DEI, and his caring approach as a leader.

R. Emrich said it was very comforting to hear such positive comments from the Anne Arundel faculty, administration, and the President. He commented that Delta College has had wonderful leaders and will continue to in the future.

Chair Nash said that former President Don Carlyon reached out to welcome Dr. Gavin.

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Chair Nash commented that with cybersecurity in the news so much, he would like to request a future presentation on cybersecurity at Delta College.

ADJOURNMENT

There being no further business, Board Chair Nash adjourned the meeting at 8:29 p.m.

Andrea Ursuy, Board Secretary