

D R A F T
Delta College
Board of Trustees Regular Meeting
Delta College Main Campus
Tuesday, November 9, 2021
7:00 p.m.

BOARD PRESENT A. Baldwin, M. Benecke, S. Gannon, D. Middleton, M. Nash, M. Rowley, M. Thomas, M. Wood

BOARD ABSENT R. Emrich

OTHERS PRESENT D. Allen, R. Battinkoff, T. Brown, P. Clark, S. Clauss, A. Cramer, M. Crawmer, R. Curry, C. Curtis, S. DuFresne, A. Elias, J. Foco, M. Gavin, M. Haswell, S. Lewless, D. McQuiston, T. Moon, J. Mulders, A. Proux, S. Raube, K. Rishe, S. Roche, K. Schuler, S. Shinkel, A. Ursuy

PRESS PRESENT None

CALL TO ORDER Board Chair Nash called the meeting to order at 7:03 p.m.

APPROVAL OF THE AGENDA Board Chair Nash called for approval of the agenda.
M. Wood made a motion to approve the agenda. M. Thomas seconded the motion.
Motion passed unanimously.

TREASURER’S REPORT S. DuFresne said that the Board has received the financial statements for the month ended October 2021. She has reviewed the financial statement activity.
S. DuFresne said she does not have any major variances to report to the Board at this time. The College is closely monitoring winter enrollment and will see how this presents itself within the next few weeks.

CONSENT AGENDA M. Nash called for approval of the consent agenda. M. Rowley asked that item 5 (A)(1) be removed from the consent agenda.
M. Benecke made a motion to approve the amended consent agenda. M. Wood seconded the motion.
The Board voted unanimously to approve the amended consented agenda resulting in:
Acceptance of Minutes:
o Board Regular Meeting, October 5, 2021

APPROVAL OF MINUTES – BOARD SPECIAL MEETING, DEI COMMITTEE SEPTEMBER 28, 2021 (BA5416) M. Rowley made a motion to approve the minutes of the September 28, 2021 DEI Committee meeting with one change. He asked that the minutes be amended to reflect that he departed the meeting at 8:00 a.m.
S. Gannon seconded the motion.
The motion passed unanimously.

DRAFT

PRESENTATION OF THE FY 2020-2021 FINANCIAL STATEMENTS AND AUDIT

S. DuFresne thanked the entire staff of the College for their hard work and accountability as it relates to the fiscal responsibility and sustainability of Delta College. She said that the College is very fortunate to have excellent staff that take fiscal responsibility very seriously in their roles, by adhering to college policies and procedures. The audit results presented will highlight and summarize the hard work of many.

She also thanked Angela Cramer, College Controller, who continues to do an outstanding job leading the audit process, and supports the team in managing the finances and all the complexities of work that goes along with it. S. Dufresne recognized Jill Mulders, Assistant Controller, who also plays an integral role in supporting the team.

S. DuFresne introduced Traci Moon, Partner at Andrews Hooper Pavlik (AHP). T. Moon presented AHP's audit findings for the 2020-2021 fiscal year.

T. Moon said that AHP conducted the following services:

- Audit of Delta College – Unmodified opinion
- Audit of Delta College Foundation – Unmodified opinion
- Audit of WDCQ-TV and WUCX-FM – Unmodified opinions
- Uniform Guidance Audit on Federal Expenditures – In process

She provided an overview of operating results for the year noting that tuition and fees and auxiliaries were down. T. Moon reviewed increases in HEERF and CRF Revenue – \$13.8 million compared to \$1.9 million in the prior year. These dollars were awarded to the College because of COVID and came with strict guidelines regarding spending. She also noted that investment income saw an increase of \$4.8 million (Endowment Funds-unrealized gains).

T. Moon provided benchmarking information (in comparison to the 27 other Michigan Community Colleges) in the areas of operating funds - revenue sources and operating funds – expenses. She noted that the College continues to spend more on instruction (53%) than the other 27 community colleges on average (42%). This is due to the fact that Delta College employs more full-time faculty while other institutions rely on more adjuncts.

M. Nash noted the College's continued investment in full-time faculty and said that he wonders if there is a correlation between that investment and student success and retention.

She provided an overview of COVID-19 grants and said that the uniform guidance audit on federal expenditures was nearly complete.

M. Rowley asked if the Board should wait to accept the audit until the last part was complete. T. Moon said she fully expects that the audit will have no findings and said she is comfortable recommending that the Board accept the audit. If, for some reason, there is a finding, she will come back to the Board to report it.

ACCEPTANCE OF THE ANNUAL FINANCIAL STATEMENTS AND

M. Rowley recommended that the Board accept the annual financial statements and audit FY 2020-2021 as presented by Andrews Hooper & Pavlik P.L.C.

DRAFT

AUDIT FOR FY 2020-2021(BA5417)

M. Benecke seconded the motion.

Motion passed unanimously.

APPROVAL OF REPLACEMENT PLOW TRUCK PURCHASE (BA5418)

It is the recommendation of the Administration that the Board of Trustees approve a project budget of \$190,000 to purchase a plow truck and authorize the Facilities Department and administration to award purchase orders to complete the purchase.

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

Following discussion about using local vendors when possible, M. Rowley made a friendly amendment to specify that Wieland Sales be the vendor for the purchase of the truck.

The maker of the motion and the seconder accepted the friendly amendment.

Motion passed unanimously.

CANCELLATION OF THE DECEMBER 14, 2021 REGULAR BOARD MEETING (BA5419)

M. Gavin said that it is the recommendation of the Administration that the Board of Trustees cancel the December 14, 2021 Regular Board Meeting, as no major agenda items are anticipated.

M. Benecke made a motion to approve the recommendation. A. Baldwin seconded the motion.

Motion passed unanimously.

PRELIMINARY APPROVAL OF THE BOARD OF TRUSTEES 2022 REGULAR MEETING SCHEDULE (BA5420)

It is the recommendation of the Administration that the Board of Trustees approve the preliminary 2022 Regular Meeting Schedule.

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

D. Middleton pointed out that the proposed date for the November Regular Meeting would be on an election day. M. Gavin said that the Administration will adjust the schedule to reflect a revised date for November when it brings back the schedule for final approval in January.

Motion passed unanimously.

APPROVAL OF PURCHASE OF MERIT FIBER LINE FOR INTERNET CONNECTION (BA5421)

It is the recommendation of the administration that the Board of Trustees approve the project budget of \$401,125 and authorize Business Services and administration to proceed with the installation of MERIT fiber line(s) for our internet connection.

D. Middleton made a motion to approve the recommendation. A. Baldwin seconded the motion.

Motion passed unanimously.

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PRESIDENT'S REPORT Enrollment Report

Winter 2022 registration is underway. As of today, 4,949 students are registered. After fall semester, the College adjusted our contact hour goal for the winter semester to 66,910, and are currently about 70 percent of the way there. Understanding student registration patterns, we're trending well.

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

Information Sharing

Conversations regarding COVID protocol for next semester are underway. Those discussions include what come back plans are and the new normal for the long-term. Of course, this means being in compliance with regulations such as ETS (Emergency Temporary Standard). The College doesn't want to get ahead of federal regulations. More information on our planning for Winter semester will be shared as it is finalized.

Planning is occurring for a half day Board retreat in January or early February. Dr. Gavin said he and Kay will be sending additional information.

A Chocolate Affair was a great success. Dr. Gavin thanked the Trustees in attendance for their support. Final results are not available yet, but 500 tickets were sold. Dr. Gavin said he would inform the Board when final numbers become available.

A new intranet site for students and faculty/staff will launch tomorrow, called Inside Delta. It's a streamlined space to better serve these groups.

We've brought back the Fantastic Faculty newsletter, which you'll find in your Board Book.

Together with Pam Clark, Dr. Gavin has been meeting legislators and discussing with them our needs to achieve student success.

Dr. Gavin wished Trustee Rowley a happy birthday and, since the Board won't be meeting next month, he also wished everyone a great holiday season.

TRUSTEE COMMENTS M. Wood thanked the Administration, especially the Finance team for the clean audit.

D. Middleton echoed Trustee Wood's comments. She also said that she appreciated Trustee Rowley's friendly amendment regarding the purchase of the plow truck. She said that Delta College is supported locally and it is important to purchase locally.

A. Baldwin said that she enjoyed the Chocolate Affair. She also thanked the Finance Department for their good work.

M. Rowley echoed M. Wood's comments. He said he appreciated Dr. Gavin's comments on ETS and said it is important not to get too far ahead because ETS has been stayed in the courts. He suggested that since ETS does not require masks for those who are vaccinated, that the College consider allowing removal of masks for those that are vaccinated in the future.

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S. Gannon thanked T. Moon for her presentation this evening. She said that the Chocolate Affair was outstanding and wished the Pioneer Soccer team luck as they travel to New York to defend their national championship.

M. Benecke echoed comments by her fellow Trustees. She thanked all in attendance and noted that she appreciates all they do for the College.

M. Thomas congratulated the College on the audit. She thanked J. Foco for the detail he provided this evening when presenting agenda items. Finally, she thanked all of the faculty and staff at the College for keeping students first during a rough year.

CHAIR COMMENTS

M. Nash congratulated the College for sponsoring the vaccine clinic for kids age 5-11. He wished the soccer team well and said he was honored to attend the ring ceremony last month. He said at some point it might be nice to bring the team in to meet the Board.

ADJOURNMENT

There being no further business, Board Chair Nash adjourned the meeting at 8:04 p.m.

Andrea Ursuy, Board Secretary