A Regular Meeting of the Board of Trustees of Community College District of Gogebic County was held on Tuesday evening, September 27, 2022 at 6:00 pm in the upper level of the Lindquist Student and Conference Center on the Ironwood campus.

**Budget Hearing**
Chairman Lupino called the Budget Hearing open at 6:00 pm. Vice President of Business Services Chad Lashua presented an overview of the proposed College budget. With no further discussion, Chairman Lupino declared the Budget Hearing closed at 6:01 pm.

**Call to Order, Pledge of Allegiance, Roll Call**
Chairman Lupino called the Regular meeting to order at 6:01 pm and opened with the Pledge of Allegiance.

Those present: Mrs. Beals, Mr. Brown, Mr. Burchell, Mr. Fitting, Mr. Kolesar, Mr. Lupino, Mr. Malloy
Those Absent: None
Also present: President Dr. George McNulty, Vice President of Academic Services David Darrow, Vice President of Business Services Chad Lashua, Roberta Anders, Miranda Heglund, Rozina Doss, Zackary Bowers, Dayle Jackson, Glen Ackerman-Behr and Mike McPherson.

Chairman Lupino welcomed future board member Mike McPherson, and noted the following additions to the agenda:

- 6.3.7 Bid Approval – New Door Handles
- 6.3.8 Accounts Receivable Write Offs

**Report of Secretary**
Moved by Mr. Brown, supported by Mr. Fitting, and carried, to approve the minutes of the August 30, 2022 Regular Board Meeting.

**Conflict of Interest**
None

**Institutional Reports**

**Introduction of New Employees**
The following new employees were introduced to the board: Zackary Bowers, Psychology Instructor and Rozina Doss, Grant Coordinator.

**Enrollment Report – Miranda Heglund**
Miranda Heglund reported on Enrollment:
- Fall 2022 headcount is 836 students taking 8,356 credits. This represents -2.5% down in headcount and just over -5% down in credits from fall 2021. Enrollment by division is down by a total of 21 students and 491 credits. Retention rate for first-time-in-college students from fall 2021 to fall 2022 is 52% for full-time and 64% for part-time.

Mr. Burchell requested the number of students that physically attend at the Ironwood campus. Mr. Malloy requested the breakdown of male and female students. Miranda will send this information.

**Houghton Update – Glen Guilbault**
Glen Guilbault provided the following update:
- Organizing community resources for students.
- Chad Lashua is coordinating with Houghton County Emergency Management team to discuss emergency management.
- Initial work on the spring schedule.
- CTE Education course has 2 sections and new books were just ordered.
- UPEA working with the contractor to complete work in preparation for the hoods - is currently leaking in science lab.
President’s Update – Dr. George McNulty

Dr. McNulty provided the following update:

- Working with a food truck for a food option for students and events.
- Student events - Pumpkin carving scheduled for Oct 20. Game night went well; he thanked faculty for engaging with students. Costume contest on October 31.
- Website redesign has progressed very well. Planning for mid to late November for implementation. Training for employees will occur in October.
- Association of Community College Trustees held a drawing and GCC was selected out of 100 colleges to receive a complimentary board retreat. The board will consider topics and the retreat must be held prior to June 30, 2023 to receive the complimentary service.
- The Joint Capital Outlay committee is meeting tomorrow to consider SB78. The Committee is chaired by Senator Horn. The bill includes a $250M for a “Talent Attraction and Retention Grants” fund for colleges to purchase technology, equipment, student housing improvements and other capital improvements. GCC would qualify for an additional $6 million. He will keep everyone posted.
- Working with state police for active shooter training on November 4. Thanked Chad for coordinating.

Public Comment on Topics Relating to GCC

None

New Business – Financial Reports

Mr. Lashua, Vice President of Business Services, presented the August 2022 financial statements. The General Fund Revenue and Expense Summary shows the college budget for fiscal year 2022-2023 and the activity through August 31, 2022. In August, the College has not posted tuition, which was posted at this time last year. The revenues are not comparable due to this posting, but the expenditures follow a similar course.

The Balance Sheet shows assets and liabilities incurred through August 31, 2022. The comparison between years shows differences due to tuition not being posted in August in the current year against the prior year where tuition was posted in August.

The Statement of Changes in Fund Balance shows the cumulative revenues and expenditures through August 2022. The General Fund is recording a healthy fund balance. The auxiliary funds are recording negative and positive fund balances for the current year with as increased costs continue to erode profits. The beginning of the year does not record much for revenue, so this period will see expenses outpacing the revenue.

Included is a summary of COVID funding for the college. This report shows the COVID funding by category and line item through August 31, 2022. The columns compare the initial authorization to the amount expensed under each category for each of the four fiscal years so far affected by COVID funding. The total expense from the four years is compared to the total authorization to show the remaining balance. All student funds have been expended through the end of February 2022. There has been an automatic extension until June 30, 2023 for HEERF funds, with both the student and institutional portions.

The presented financial statements show a draft pre-audit financial position at the end of the 2022 fiscal year and the revenues and expenditures for the current year through August. The College is bringing a balanced budget to the Board tonight for approval based on the variables and conditions discussed.

Motion made by Mr. Burchell supported by Mr. Fitting, and carried, to approve the August 2022 financial statements, as presented.
New Business – 2022-23 College Budget

Motion made by Mr. Burchell, supported by Mr. Fitting, and carried, to accept the budget for fiscal year 2022-2023, as presented.

New Business – Consent Agenda Items – Board Policy Series 635 – Social Media Policy – Second Reading

Mr. Lashua stated this is the second reading for a new Board Policy Series No. 635 – Social Media Policy. The purpose of this policy is to provide personnel guidance for use of social media.

Motion made by Mr. Brown, supported by Mrs. Beals, and carried, to approve the second reading of Board Policy Series 635 – Social Media Policy, as presented.

New Business – Consent Agenda Items – Local Strategic Value Best Practices Resolution

Mr. Lashua explained the Governor requires this report annually. The College meets or exceeds all categories.

Mrs. Beals asked if there is a way to let the public know about this. Dr. McNulty stated it is on our website under Transparency Requirements, but we could do a better job to promote it. Mr. Kolesar suggested submitting it to the Globe to do an article.

Motion made by Mrs. Beals, supported by Mr. Malloy, and carried, to approve the Local Strategic Value Best Practices Resolution, as presented.

New Business – Consent Agenda Items – Five-Year Campus Master Plan

Mr. Lashua presented the revised Five-Year Campus Master Plan, which sets the stage for capital outlay items and must be submitted to the state budget office.

Motion made by Mr. Brown, supported by Mr. Kolesar, and carried, to approve the revised Five-Year Campus Master Plan, as presented.

Mr. Burchell had an issue with some items that have not been looked at thoroughly, such as Mt. Zion Lodge. Also, the repurposing of the facility since there is not an allocation for a study to be done. He has seen the document for years and believes it needs attention. Mr. Malloy, Mrs. Beals and Mr. Lupino agreed that it needs a deeper dive.

Roll call vote: Beals – Yes; Brown – Yes; Burchell – No; Fitting – Yes; Kolesar – Yes; Lupino – Yes; Malloy – Yes. Motion carried – 6 Yes, 1 No, 0 Absent.

New Business – Consent Agenda Items – Fall 2022 Adjunct Faculty List

Mr. Darrow provided a list of adjunct faculty who are instructing for fall 2022. Mrs. Beals mentioned complaints regarding EduStaff. This might be a good year to look at how we are using it or if we need to make some changes. May need to have a deeper conversation about this, even though there are wonderful adjuncts. Mr. Darrow agreed.

Motion made by Mrs. Beals, supported by Mr. Brown, and carried, to approve the adjunct faculty for fall 2022, as presented.

New Business – Consent Agenda Items – Emeritus Status – James Halverson

Mr. Darrow stated that following Board Policy Series 627, James Halverson has been nominated for Emeritus Status. Barry Nelson brought this nomination forward. Jim worked at the college for 33 years and has served as faculty, division chair, MAHE representative, and Esports coach. Jim Halverson was the first person who introduced file servers, networked computers, digital pictures, e-mail, print servers, the college website, wireless networking, and many other technical innovations.

Chairman Lupino stated that he does not want anyone missed from previous years. Mr. Darrow noted that the board policy would have to be changed since it now reads that a person needs to be nominated within one year after retirement.
Motion made by Mr. Beals, supported by Mr. Malloy, and carried, to approve the nomination of James Halverson for Emeritus Status, as presented.

New Business – Consent
Agenda Items – Winter Intersession Tuition Rates

Mr. Darrow stated for the fourth year, Gogebic Community College will hold a winter intersession between the fall and spring semesters. The College proposes offering a flat-rate tuition charge of $195 per credit, which includes fees.

Motion made by Mr. Malloy, supported by Mr. Brown, and carried, to approve the tuition rate of $195 per credit, which includes all fees, for the winter intersession, as presented.

New Business – Consent
Agenda Items – Bid Approval – New Door Handles

Mr. Lashua reported that GCC is going through the process of replacing and upgrading all handle sets on campus to the lever style for ADA compliance. Our handle set upgrade will be a multi-year upgrade and we would like to use the same style of handles for the entire project. The vendor that is selected will be the vendor we use going forward for the next 4 years as we buy handles systematically each year to maintain a balanced budget and implementation plan. The quotes include all necessary equipment costs. Although LaForce’s quote is the middle of the three, we recommend them as a trusted provider based on the service and equipment they have provided for us up to this point. LaForce is also guaranteeing availability, where the other suppliers do not.

Motion made by Mr. Kolesar, supported by Mr. Fitting, and carried, to approve the bid from LaForce in the amount of $74,330.70, as presented.

New Business – Consent
Agenda Items – Accounts Receivable Write-Offs

Mr. Lashua listed the three types of accounts that are being recommended for write-off as they have been determined uncollectable: DE-EC, Under $100, and Fees/Discounts. The accounts will still be flagged and still collectable if the student wishes to return or requests a transcript. He thanked Michelle Wasielewski for working on this and Mr. Kolesar stated that the board appreciates the work that Michelle has done.

Motion made by Mr. Burchell, supported by Mr. Fitting, and carried, to accept the listed accounts to be written off for the 2021-2022 fiscal year, as presented.

New Business – Consent
Agenda Items – Personnel – Non-Affiliated Staff Appointment – Registrar

Mr. Darrow stated that Gogebic Community College searched for a Registrar. Interviews were held and Karen Ball was selected. Her start date was September 26, 2022.

Motion made by Mr. Burchell, supported by Mrs. Beals, and carried, to approve Karen Ball for the position of Registrar at Grade 7, Step 0 on the Non-Affiliated pay scale, as presented.

New Business – Consent
Agenda Items – Personnel – MAHE Faculty Retirement – Criminal Justice Instructor

Mr. Darrow stated that Gogebic Community College is in receipt of a letter of retirement from Carrie Yon, Criminal Justice Instructor. She has done a wonderful job, has been a great presence and has worked extremely well with students.

Motion made by Mr. Burchell, supported by Mrs. Beals, and carried, to accept the letter of retirement from Carrie Yon, Criminal Justice Instructor, effective May 31, 2023, thanking her for many years of service and dedication to the College, with authorization to search for a replacement, as presented.

New Business – Consent
Agenda Items – Personnel – MAHE Faculty Resignation – CMV Instructor

Mr. Darrow stated that Gogebic Community College is in receipt of a letter of resignation from Travis Smee, CMV Instructor, effective date of September 23, 2022. Travis has served as faculty in the CMV program during the past four years, working primarily as the range instructor and improving the curriculum for the program. He has also done maintenance and upkeep on the vehicles to support the program.
Motion made by Mr. Burchell, supported by Mr. Fitting, and carried, to accept the letter of resignation from Travis Smee, CMV Instructor, thanking him for his service, with authorization to search for a replacement, as presented.

Mr. Darrow stated that Derrick Jeske was one of several applicants for CMV Instructor. He has CDL A and B licenses and has previously worked for the Gogebic County Road Commission as a corrections officer and carpenter. In addition, he studied CAD at GCC.

Motion made by Mr. Burchell, supported by Mr. Kolesar, and carried, to approve Derrick Jeske for the position of CMV Instructor at the initial step of the MAHE pay scale, as presented.

Mr. Darrow stated that after conducting a search and interviews, the search committee recommended Wendy Hagstrom for the position of Administrative Assistant to the Allied Health Director. She has years of experience performing administrative duties.

Motion made by Mr. Burchell, supported by Mrs. Beals, and carried, to approve Wendy Hagstrom for the position of Administrative Assistant to the Allied Health Director at Grade 3, Step 1 on the MESPA pay scale, as presented.

Mr. Darrow stated that after conducting a search and interviews, the search committee recommends Robin Bock for the position of Allied Health Coordinator.

Motion made by Mr. Malloy, supported by Mr. Fitting, and carried, to approve Robin Bock for the position of Allied Health Coordinator at Grade 3, Step 0 on the Non-Affiliated pay scale, as presented.

Mr. Lashua stated that after conducting a search and interviews, the search committee recommends William Beltrone for the position of Controller.

Motion made by Mr. Burchell, supported by Mr. Fitting, and carried, to approve William Beltrone for the position of Controller at Grade 8, Step 0 on the Non-Affiliated pay scale, as presented.

Dayle Jackson reported that members of the expanded Enrollment Management Committee are meeting weekly and provided some key highlights of what they have been working on, with the immediate goal of prioritizing list of objectives for 2022-23 at October 6 meeting. She discussed key actions taking place:

- Improve Early Student Update process for the start of fall 2022 semester.
- Working with GOISD, superintendents and principals to better prepare students for transition to college.
- Hosted a Community Resource Fair on campus last week to help students connect with area resources.
- Thanks to Susan Beals, we partnered with Gogebic-Ontonagon Community Action Agency for our campus food pantry.
- Data collection for 2 particular groups: students enrolled fall 2021 but were not retained to fall 2022, and outreach to students that applied for fall 2022 but did not register.

Board members had questions and there was further discussion. Chairman Lupino thanked her for the report.
Program Development

Glen Ackerman-Behr reported:
- Within the Strategic Plan there are several objectives around programming. There are 4 subcommittees working on this.
- Currently have a new program development group that has been meeting. Over past years the number of new programs that have been introduced are not high. The College is not resource-poor but it is constrained. The College does not have a well-defined pathway to introduce new programs and this smaller group will focus on developing a framework that can evaluate the approximately 30 new programs on his list.
- Have 2 programs they have been working on: Analytical Lab Technician program and the CIT program.

Chairman Lupino commented that it is so nice to hear about everything that is being done in both Enrollment Management and Program Development and thanked Glen for coming.

Public Comment on Topics Related to GCC

None

Other Business

Chairman Lupino reminded the board that the Foundation Celebration of Achievements Banquet will be held on October 6 and encouraged everyone to attend. Contact Kelly Marczak for tickets.

Closed Session

Moved by Mr. Brown, and supported by Mr. Burchell, that the meeting be moved to Closed Session to discuss matters exempt from disclosure.

Roll call vote: Beals – Yes; Brown – Yes; Burchell – Yes; Fitting – Yes; Kolesar – Yes; Lupino – Yes; Malloy – Yes. Motion carried – 7 Yes, 0 No, 0 Absent. The meeting moved into Closed Session at 7:33 pm.

Return to Regular Session

Moved by Mr. Brown and supported by Mr. Malloy that the meeting return to Regular Session.

Roll call vote: Beals – Yes; Brown – Yes; Burchell – Absent; Fitting – Absent (7:52pm); Kolesar – Yes; Lupino – Yes; Malloy – Yes. Motion carried – 5 Yes, 0 No, 2 Absent. The meeting returned to Regular Session at 8:30 pm.

Action in Regular Session: Accept MESPA contract.

Motion made by Mr. Brown, supported by Mrs. Beals, and carried, to accept the MESPA contract.

Adjournment

Moved by Mr. Brown, supported by Mr. Malloy, and carried, that the meeting be adjourned. The meeting was adjourned at 8:31 pm.

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John J. Lupino, Chairman

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Susan Beals, Secretary

Next GCC Board of Trustees Regular Meeting

Tuesday, October 25, 2022 at 6:00 pm – Upper Level of the Lindquist Student and Conference Center.