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**Delta College
Board of Trustees Regular Meeting
Delta College Board Room (B-151)
Tuesday, April 11, 2023
7:00 p.m.**

- BOARD PRESENT** A. Baldwin, A. Clark, S. Gannon, B. Handley-Miller, D. Middleton, M. Nash, M. Rowley
- BOARD ABSENT** M. Thomas, M. Wood
- OTHERS PRESENT** M. Barron, R. Battinkoff, A. Brandell, N. Brasseur, L. Brown, T. Brown, J. Carroll, P. Clark, R. Curry, S. DuFresne, C. Elisech, J. Foco, P. Fox, M. Gavin, L. Govitz, S. Harvey, C. Inabinet, K. Katzer, A. Kramer, C. Kramer, R. Kramer, E. Lazzari, C. McMorris, D. McQuiston, W. Ramirez, S. Raube, D. Redwantz, E. Redwantz, G. Redwantz, S. Redwantz, S. Roche, K. Schuler, O. Stone, E. Suniga, A. Ursuy, J. Young
- PRESS PRESENT** None
- CALL TO ORDER** Board Vice Chair Gannon called the meeting to order at 7:00 p.m.
- APPROVAL OF THE AGENDA** Board Vice Chair Gannon asked for a motion to approve the agenda.
A. Clark made a motion to approve the agenda. M. Nash seconded the motion.
Motion passed unanimously.
- PUBLIC COMMENT** Board Vice Chair Gannon called for public comment.
- TREASURER'S REPORT** S. DuFresne said that the Treasurer's Report presented in board packets is as of March 31, 2023 for all funds.
S. DuFresne shared the following general fund financial highlights:
The College's three major sources of revenue are tuition and fees, State appropriations, and property tax collections. State appropriations and property taxes are expected to come in at projection. Tuition and fees are anticipated to exceed budget projections.
Recorded investment income is coming better than anticipated when the Board adopted the budget last June.
In other funds, the auxiliary budgets combined currently reflect an operating deficit of approximately \$230,000, a portion of this related to the replacement of multi-functional devices across campus. The auxiliary fund balance savings is used

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to fund projects like this. The other portion is related to the food service operations, which slowly is rebounding back since the reduced physical presence of students and staff on campus during the pandemic. The College continues to monitor food operations and sales activity.

The annual plant fund budget most likely will be underspent by our year-end, largely due to the delay of the K-wing renovation. Since the College submitted the K-wing project to the State for their consideration in cost sharing, the project was placed on hold until there is a determination from the State about our project funding.

There have been no new developments in terms of State funding proposals for community colleges from the legislature for next year. So far we have only heard the Governor's proposed budget.

The Michigan State Constitution specifies that the fiscal year must begin on October 1. Legally, the College budget for 2023-2024 must be approved no later than June 30, 2023. We are hoping to have more definitive information prior to our budget approval.

CONSENT AGENDA

Board Vice Chair Gannon called for approval of the consent agenda.

M. Nash made a motion to approve the consent agenda. A. Baldwin seconded the motion. The Board voted to unanimously approve the consent agenda resulting in:

Acceptance of Minutes:

1. Board Dinner Meeting, March 7, 2023
2. Board Regular Meeting, March 7, 2023
3. Board Special Meeting, Bylaws Committee, March 20, 2023

ACCEPTANCE OF THE ESTIMATE OF PROPERTY TAXES AND STATE APPROPRIATIONS FOR THE FISCAL YEAR 2023-2024 (BA5485)

It is the recommendation of the Administration that the Board of Trustees accept the estimate of property taxes of \$25,955,736, and state appropriation of \$18,444,200 necessary for the next fiscal year to comply with Section 141 of the Community College Act of 1966.

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

Motion passed unanimously.

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**APPROVAL OF
HOTCHKISS DRIVE
LIGHTING PROJECT
(BA5486)**

It is the recommendation of Administration that the Board of Trustees approve the bid from Nuechterlein Electric in the amount of \$218,900 for the replacement of roadway lights, poles, bases, and power feed along Hotchkiss Drive.

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

Motion passed unanimously.

D. Middleton said she was glad to see multiple local bidders and a local hire for the project.

**APPROVAL OF
NEW ASSOCIATE
DEGREE IN
APPLIED SCIENCE -
HUMAN SERVICES
(BA5487)**

It is the recommendation of the Administration that the Board of Trustees approve a new program, Human Services - Associate in Applied Science effective Fall semester 2024. This is proposed by the Social Sciences Division.

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

B. Handley-Miller suggested that the faculty look at selecting another required course such as ASL or Spanish instead of having the fourth course as an elective. She said she was making the suggestion since graduates of this program will be serving a diverse population.

M. Gavin said he wanted to caution the Board about getting into curriculum at the level of course selection and noted that the faculty are the subject matter experts for the curriculum. M. Rowley said that he thinks it is fair for the Board to ask about the details of the curriculum.

B. Handley-Miller clarified that she was just making a suggestion for the future.

Motion passed unanimously.

**APPROVAL OF
NEW CERTIFICATE
OF ACHIEVEMENT
IN OFFICE
PROFESSIONS -
VIRTUAL
ASSISTANT
(BA5488)**

It is the recommendation of the Administration that the Board of Trustees approve a new program, Office Professions - Virtual Assistant - Certificate of Achievement effective Fall semester 2024. This is proposed by the Business and Technology Division.

A. Clark made a motion to approve the recommendation. A. Baldwin seconded the motion.

M. Rowley said that the title jumped out when he reviewed this proposal. He noted that the program title sounds like a technology replacement.

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E. Suniga said that virtual assistant is the focus of the program supporting a process and is the common terminology found within job descriptions for this type of work.

Motion passed unanimously.

**APPROVAL OF
ELIMINATION OF
OFFICE
PROFESSIONS -
VIRTUAL
ASSISTANT
ADVANCED
CERTIFICATE
(BA5489)**

It is the recommendation of the Administration that the Board of Trustees approve the elimination of the Office Professions - Virtual Assistant Advanced Certificate.

M. Rowley made a motion to approve the recommendation. M. Nash seconded the motion.

Motion passed unanimously.

**APPROVAL OF
ELIMINATION OF
COMPUTER
SCIENCE AND
INFORMATION
TECHNOLOGY - IST
- CRIMINAL
TECHNOLOGY -
POST ASSOCIATE
CERTIFICATE OF
COMPLETION
(BA5490)**

It is the recommendation of the Administration that the Board of Trustees approve the elimination of the Computer Science and Information Technology - IST - Criminal Technology - Post Associate Certificate of Completion.

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

E. Suniga said that this change is a result of feedback from the advisory board and the program review process. Students do not see additional value for a post-associate certificate. This content remains in the current program.

Motion passed unanimously.

**REPORT OF
BYLAWS
COMMITTEE**

M. Rowley, Chair of the Bylaws Committee, thanked T. Brown for her minutes of the meeting.

He said that the Bylaws Committee met in late March and after discussion is not planning to bring forward changes to the Bylaws.

They are planning to recommend changes to the Operating Parameters but will need to meet again to finalize the recommendation. That meeting is scheduled for May 4.

M. Rowley said the committee will bring the changes to the Board within the next two months.

STUDENT SUCCESS

An Administrative Report on Student Success featuring student award and scholarship recipients was given by Shelly Raube, Dean of Student Success.

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- Crystal McMorris, Associate Professor of English, announced that the Collegiate won 19 Michigan Community College Press Association awards, including 2nd for general excellence. She introduced several of the staff and discussed their awards. Award winners included Noah Brasseur, Onnie Stone, Misty Barron, and Courtney Elisech.
- Cindy Kramer, Professor of Radiography, introduced Amanda Kramer, who was chosen as one of the two Michigan student representatives to attend the American Society of Radiologic Technologists Leadership Conference in Florida.
- Dr. Susan Harvey, Professor of Psychology, announced the Paul Moore Social Sciences Award winner: Grace Redwanz.

PRESIDENT'S REPORT

Dr. Gavin began his report with reference to the earlier conversation about curriculum. He said that he should have begun his response with a reference to the importance of discussing BEDI in our curriculum. He thanked the Board members for engaging in the work of the College and for supporting him.

Enrollment Report

The Winter Semester began on January 7. As of today, 7,054 students are enrolled (1804FT, 5250PT).

Registration for spring semester is underway. To-date, 3,289 students are registered (2970PT, 319FT). The College projected 18,636 contact hours for the spring semester and as of today is at 132% (24,631 contact hours) of projection.

Personnel Report

Dr. Gavin said he has approved the reappointments of several tenure-track and one-year renewable faculty members.

ONE-YEAR APPOINTMENTS

Business and Technology - Jim Miller, Greg Tacey

Health and Wellness – Erica Collins, Deborah Uhlian

Social Sciences – Melissa Wallace

TENURE TRACK

Arts and Letters - Donny Winter

Business and Technology - JP Carroll, Steven Gormley, AJ Neumann, Keith Proctor, Ethan Short

Health and Wellness - Erica Diegel, Bryan Graybill, Jessica Herek, Kato Kocot, Danielle Linton, Pam Livingston, Breanne Paisley, LeAnn Reif, Katti Reynolds, Amber Sleight, Molly Stapish, Amy Wegener, Carol Wieland, Jeanne Woodbury

Science and Mathematics – Casey Armour, Tim McGuire, Brad Pretzer, Maggie Zimmerman

Social Sciences - Michael Evans, Angela Guy-Lee, Christina Miller-Bellor

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Dr. Gavin said he has also approved the following faculty for promotion and/or tenure effective with the 23/24 academic year beginning July 1, 2023:

Promotion from Instructor to Assistant Professor

Business and Technology – JP Carroll, Steve Gormley

Health and Wellness – Molly Stapish

Promotion from Assistant Professor to Associate Professor

Arts and Letters – Darci Doll

Promotion from Associate Professor to Full Professor

Arts and Letters – Michael Glowacki, Kathie Marchlewski

Health and Wellness – Chris Hausbeck, Dan Sabourin

Science and Mathematics – Aurelian Balan

Social Sciences – Maureen Donegan

Congratulations to all!

The list of the tenure-track reappointments, one-year renewable appointments, and those receiving promotion and/or tenure, as well as the complete report of hires, promotions, and separations for the month of March can be found in the Board packets.

Information Sharing

- **Marketing Department Awards!**
 - This is the time of year that many of the organizations Delta College belongs to hold award competitions. Since our last meeting, the marketing team has received eight gold awards, two silver awards and two bronze awards.
 - The organizations that provided the recognition include the National Council for Marketing and Public Relations, the Collegiate Advertising Awards and the Annual Educational Advertising Awards. The designs receiving the accolades include the Planetarium's logo redesign, our "hands" billboard campaign, the college's view book, and many other worthy projects.
- **Capital Outlay Project – Information Technology and Computer Science (K-wing)**
 - On Friday, March 17th, Delta College hosted five of our area legislators on campus for a tour of the K-wing. As you'll recall, the College proposed the Information Technology & Computer Science wing for capital outlay dollars from the state. Delta's project was ranked #2 among all of the community colleges in the state.
 - Then, on Tuesday, March 21, Pam Clark and Dr. Gavin visited with nine legislators in their offices and seven of those are members of the Joint Capital Outlay Subcommittee, which is the group that proposes projects for funding.

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- And, tomorrow, Dr. Gavin will be in Lansing before the Joint Capital Outlay Subcommittee, to present our K-wing project before their members and to answer any additional questions they may have.
- The committee hasn't yet given out what their anticipated timeline is for their decision-making, but it could be as early as June when the College would know if planning authorization is received for the renovation.
- Dr. Gavin thanked the President's Speakers Series committee for bringing John Quinones to campus on Wednesday, March 29. He said it was an awesome event and thanked Barb Handley-Miller (President's Speaker Series committee member), Mike Rowley and Alex Clark for attending.
- Dr. Gavin said that he attended an event with Governor Whitmer on Monday, March 20.
- The Higher Learning Commission conducted site visits of our downtown campuses on Thursday, March 30.
 - Thanks to Kristy Nelson for organizing and
 - Staff at each center that met with the site reviewer
- Cesar Chavez Solidarity Walk
 - Friday, March 31
 - Downtown Saginaw Center

Dr. Gavin reminded the Trustees about the following events coming up in April and May:

- Employee Awards Banquet – Wednesday, April 19
 - 1:00-4:00pm
 - Pioneer Gymnasium
- Student Graduate Awards – Tuesday, April 25
 - 4:00pm
 - Lecture Theater
- Commencement Ceremonies – Friday, April 28
 - Pioneer Gymnasium
 - 6:00pm
 - More details will be shared
- 112th Delta College Basic Police Training Academy – Friday, May 5
 - Lecture Theater
 - 2:00pm
 - Invitations were distributed to the Board this evening.
- Dr. Gavin encouraged the Board to read this month's Fantastic Faculty which has been uploaded to your BoardBook.
Dr. Gavin said that the Board received the Delta College Innovations Report that was submitted as part of the League reaffirmation process in January 2023 and the latest issue of the Delta Collegiate.
- Happy Birthday to Arshen Baldwin on Friday, May 5!

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- Dr. Gavin said that the next Board Meeting is Tuesday, May 9, at the Downtown Midland Center.

**TRUSTEE
COMMENTS**

B. Handley-Miller congratulated the student award recipients and the Collegiate. She said she loves higher education because we get to celebrate beginnings and endings all the time.

B. Handley-Miller said she is looking forward to attending the employee and student awards celebrations that are coming up.

A. Baldwin said that Delta College is “winning.” She said that it is because of our excellent staff and students (and Board too).

M. Rowley congratulated award winners. He then gave the Collegiate several ideas as possible future news stories including the impact of marijuana licensing on the community.

M. Nash congratulated tonight’s student award recipients. He thanked the staff who prepared for Dr. Biden’s visit and recognized that even though it was canceled it still took a tremendous effort to be ready for her arrival.

In reflecting upon the earlier curriculum discussion, M. Nash suggested that Dr. Ross McClain could help with reviewing our curriculum for BEDI blind spots.

A. Clark said that he connected with Coach Turner recently and encouraged the Board to participate in an upcoming pancake breakfast fundraiser during Walleye Festival.

D. Middleton said that she loves this time of year. She looks forward to upcoming celebrations and recognition. She thanked S. DuFresne for her thorough explanation of the budget.

CHAIR COMMENTS

S. Gannon thanked her fellow Trustees for their contributions this evening. She said that the room is full of joy tonight and she enjoys this celebratory time of year. She thanked the faculty, staff, and students for all that they do to make Delta College a success.

ADJOURNMENT

There being no further business, Board Vice Chair Gannon adjourned the meeting at 8:12 p.m.

Andrea Ursuy, Board Secretary