REPORT OF MINUTES

BOARD OF TRUSTEES REGULAR MEETING

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

November 12, 2025

I CALL TO ORDER: The meeting was called to order at 5:35 p.m. ET.

II ROLL CALL: Roll call was taken by Laura Johnson, Assistant Board Secretary.

Members present: Wendy Middaugh, Cory Kuchenberg, Steve

Soderman, Terri Mileski, Katie VanEnkevort,

Joy Hopkins, Nick Chenier

Members absent: None

Administration: Beth Berube, Travis Blume, Tanner Brown,

Lynn Martinson, Penny Pavlat; Nerita Hughes

attended remotely.

Faculty: Amber Kinonen

Recorder: Laura Johnson, Assistant Board Secretary

III <u>CITIZEN</u>

INTRODUCTIONS
AND COMMENTS: None

IV <u>APPROVAL OF</u> AGENDA & RATIFY

MEETING TIME

CHANGE: The agenda was approved by unanimous consent.

The Regular Meeting time was adjusted and publicly posted to accommodate the Special Meeting for the college audit. A motion

was requested to ratify this time change.

It was moved by Joy Hopkins and seconded by Cory Kuchenberg

to:

"Ratify the time change of the November 12, 2025, Regular Board Meeting from 5:00 p.m. to 5:30 p.m. ET." No discussion.

Motion carried unanimously.

V <u>DECLARATION OF</u>

INTEREST:

None

VI MINUTES:

The meeting minutes from the Regular Meeting on September 24, 2025, and the Special Meeting on October 27, 2025, were approved by unanimous consent.

VII PRESENTATION:

A F25 Enrollment:

Penny Pavlat, Director of Institutional Effectiveness and Tanner Brown, Data Analyst reviewed the final fall 2025 enrollment report. The presentation slides are attached.

Steve Soderman initiated discussion about the disparity between male students (35%) and female students (64%) attending Bay.

Joy Hopkins added that the College tried to address this predicament in 2016-17 by expanding the welding program, reintroducing sports, and adding the EMT and robotics/mechatronics programs to pique the interest of male students. Some increases in male students were shown in 2019-20 but they are decreasing again.

Penny Pavlat added this is also true nationally.

Dr. Hughes stated that Gov. Whitmer and other community colleges are having these same discussions and looking at ways to introduce strategic efforts to increase male completion rates and promote high-growth in-demand careers in addition to the trades.

VIII <u>PRESIDENT'S</u> REPORT:

President Hughes provided her report. The presentation slides are attached.

The need to engage with a third party for project management for the ERP conversion was discussed. More information will be available after a meeting with the third party on November 17.

IX BUSINESS OFFICE REPORTS:

Lynn Martinson, VP of Finance & Operations reported as of October 31, 2025:

- Total Assets of \$45,881,148
- Current Ratio of 3.94 The Current ratio benchmark is between 1.5 and 3 and indicates an institution's ability to pay

short-term debts.

- Days Cash on Hand of 141 days
- Operating Revenues of \$5.691 million, up 2% or \$109,000 compared to last year. This is mostly attributed to the 4% increase in net tuition and fee revenue. Although fall enrollment was down 1% in contact hours, tuition and fee revenue for the semester is at 50% of budgeted tuition for the year. In addition, deferred revenue from the second half of summer semester of \$208,000 brings tuition revenue to-date to 52% of budget. The winter semester and half of the upcoming summer semester enrollments need to make up the other 48% to meet the budgeted tuition revenue for the year.
- Operating Expenses of \$8.318 million are up \$672,000 compared to last year. The increase is due primarily to:
 - Salaries & Benefits are up \$263,000; \$175,000 due to the 2.75% wage increase for staff and administration; increases of \$71,000 for full-time faculty and \$32,000 for part-time faculty; and \$20,000 of reimbursements to the Michigan Public School Retirement System (MPSERS).
 - Advertising & Professional Services are \$139,000 ahead of last year primarily attributed to contracted services with Ellucian for the ERP conversion.
 - Travel, Professional Development & Other costs are up \$133,000. EMS (Emergency Medical Services) workforce grants to students account for \$124,000 of these increased costs.
- Non-operating Revenue (Expenses) increased \$96,000 to date.
 Delta County property tax revenues were up \$40,000 while Pell Grant expenses decreased \$77,000 compared to last year.
- Net Assets decreased \$468,000 over last year at \$1.278 million as of 10/31/25.

X BOARD COMMITTEE &

REQUIRED ACTION: None

XI BOARD ACTION:

A Transaction Reports: There were no questions or comments on the Transaction Reports.

On a motion made by Joy Hopkins and seconded by Terri Mileski:

"The Financial Transactions for the months ending September 30 and October 31, 2025, stand approved as presented to place on file." No discussion.

Roll Call: Ayes: Katie VanEnkevort, Steve Soderman, Cory Kuchenberg,

Terri Mileski, Wendy Middaugh, Joy Hopkins, Nick Chenier

Nays: None Abstentions: None

Motion carried unanimously.

B 403b

Recommendation:

The College's Investment Committee along with KerberRose who serves as the 3(38) fiduciary, recommended increasing the automatic enrollment and qualified default investment alternative contribution from 1% to 3% for new hires and employees with less than a 3% deduction into a 403(b) to enhance employee financial wellness.

HR Director Beth Berube responded to questions from Cory Kuchenberg and Joy Hopkins respectively, that grants were not available and hardship withdrawals are allowed.

It was moved by Joy Hopkins and seconded by Cory Kuchenberg to:

"Accept the recommendation of the Bay College Investment Committee to increase the automatic enrollment and qualified default investment alternative contribution from 1% to 3% for new hires and employees with less than a 3% deduction into a 403(b) to enhance employee financial wellness." No further discussion. Motion carried unanimously.

C Updated Dickinson County

Programs & Services

Contract:

The Program & Services Contract with the Dickinson County Board of Commissioners was updated to recognize authorization of the Renewal Millage by the Dickinson County electors on August 5, 2025.

It was moved by Wendy Middaugh and seconded by Katie VanEnkevort to:

"Approve continuing the contractual relationship concerning the funding and operation of the Iron Mountain campus with the County of Dickinson, Michigan, as outlined in the Programs and Services Contract presented." No discussion. Motion carried unanimously.

Racial Equity

Statement Revisions: The Board of Trustees adopted a Statement on Racism in

association with the Michigan Community College Association (MCCA) in 2020 to support the fight against racism. The Statement is appended to Board of Trustees Non-Discrimination and Anti-Harassment Policy 1060. The Statement was updated and presented for approval as a Racial Equity Statement.

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

"Approve the updated Racial Equity Statement as presented."

No discussion. Motion carried unanimously.

XII UNFINISHED

BUSINESS: None

XIII NEW BUSINESS: None

XIV MCCA UPDATE: Dr. Hughes reported that Laura Johnson and Katie VanEnkevort

> will attend the ACCT Governance Leadership Institute hosted by MCCA in December. Dr. Hughes will attend the MCCA Presidents

meeting on November 14.

OTHER: None

XVI ADJOURNMENT: It was moved by Cory Kuchenberg and seconded by Terri Mileski

to:

"Adjourn the meeting." No discussion. Motion carried unanimously. The meeting adjourned at 6:43 p.m. ET.

Approval Date Completion Laura L. Johnson Date **Assistant Board Secretary**

Nicholas M. Chenier

Chair

Approval Date





Enrollment Overview

Fall 2025

Institutional Effectiveness
Penny Pavlat and Tanner Brown
November 12, 2025





Agenda

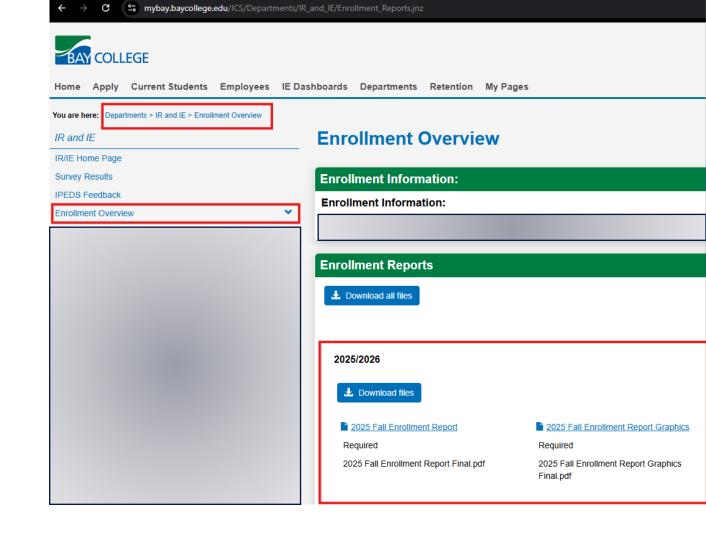
- Context Setting & Background
- Trends in Enrollment Reporting
- Current State of Enrollment
 Data & Analytics at Bay College

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 2025 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.
- Added the IPEDS fall cohort tracking information for the fall-to-fall retention rate tracking.

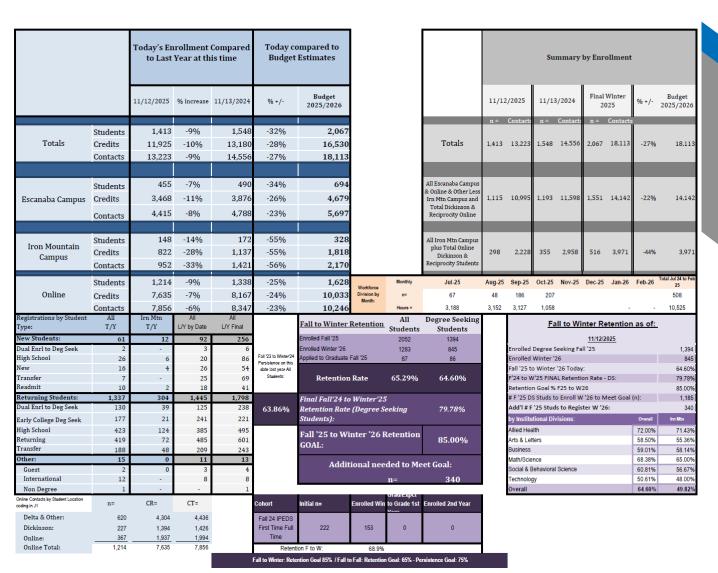
Bay College: Fall 2025 Enrollment as of September 8, 2025

		Today's Enrollment Compared to Last Year at this time			Today compared to Budget (Flat Growth from Actual 2024/2025)			Actual		Actual Same Date 2024 (Last Year)		Final Budget (Flat Growth from Fall 2024 Actual)			
		9/8/2025	% increase	9/9/2024	% +/-	Final Fall 2024		9/8	1/2025		9/9/2024		% +/-	Budget	
								n=	Contacts	n=	Change Conta	Contacts		Contacts	
Totals (Below Summaries are by Course Location - See Additional Data Sheet for breakdown by Residency Codes)	Students	1,968	-3%	2,033	-8%	2,136									
	Credits	16,621	-1%	16,738	-3%	17,169	Totals	1,968	18,167	2,033	0%	18,254	-3%	18,710	
	Contacts	18,167	0%	18,254	-3%	18,710									
Escanaba	Students	702	-3%	724	-3%	720	All Escanaba Campus & Online &								
(and any not Iron Mountain or	Credits	5,108	-5%	5,385	-4%	5,347	Other Less Iron Mountain Campus and Total Dickinson & Reciprocity	1,535	14,734	1,590	2%	14,423	2%	14,423	
Online)	Contacts	6,209	-3%	6,429	-3%	6,376	Online								
	Students	251	-6%	266	-35%	389	All Iron Mountain Campus plus Total								
Iron Mountain	Credits	1,478	-17%	1,787	-33%	2,212	Online Dickinson & Reciprocity	433	3,433	443	-10%	3,831	-20%	4,287	
	Contacts	1,661	-21%	2,100	-35%	2,565	Students								
Online (See below for breakdown by student location tracking)	Students	1,600	-3%	1,655	-4%	1,660	Workforce Division Enrollments	Monthly	Jul'24 to Feb '25	Mar '25	Apr '25	May '25	Jun'25	Total FY '2	
	Credits	10,035	5%	9,566	4%	9,610	by Month:	Participants	521	41	310	117	65	1,05	
	Contacts	10,297	6%	9,725	5%	9,769	,	Total Hours	17,722	1,488	3,437	3,777	2,872	29,29	
by Stud Type:	Fall 2025 All Stud	Fall 2024 All Stud	Fall 2025 Iron Mtn	Fall 2024 Iron Mtn	Current Fall to Fall Retention:				Fall to Fall Retention as of:						
New Students:	776	880	111	193		All Students	Degree Seeking				9/8/2025				
Prior DE to DS	87	89	33	21	F24 Enrolled	2136	1449	Enrolled Fal						2,13	
Current HS	303 29	322 28	18	73	Enrolled W25	1644	1431	Enrolled Winter 25: Retention Rate Fall 24 to Winter 25:					1,64		
Early College - New New	29	236	29	- 44	Grad or Expect to 2425	261	261		ate Fall 24 to W all 24 FINAL Ref				79.7% 52.9%		
Fransfer In	106	131	22	31					oal Fall 24 to Fa					57.3	
Readmit	50	74	9	24	F24 Enrolled for F25	617	616	Fall 24 Students Return Required to n		quired to me	d to meet Fall 25 Goal:			68	
Returning Students:	1,173	1,131	254	274				Fall 24 Students Still Needed to Meet Fall 25 Goa			Fall 25 Goal:		6		
Return DE to DS	95	89	22	23				by Division and Overall:							
Early College - Returning	150	207	13	31	Retention Rate F24 to F25 *	32.9%	51.9%								
Return HS	311	255	88	93	10 F25 *			Allied Health					79.5%	71.4%	
Prior New Return	418 199	417 163	75 56	85 42	F23 to F24 this date (DS)		52.8%	Arts & Letter Business	rs				43.1% 60.2%	37.4% 67.5%	
Return Transfer Other:	19	22		***	P23 to P24 this date (US)		52.8%	Business Math/Science			58.6%	27.3%			
Guest	3	7			Retention Rate F23	51.8%	50.4%	Social & Behavioral Science				55.8%	72.0%		
inti	14	8			to F24 Final*								57.4%	73.9%	
Non-Degree	2	7		-				Overal	l .				51.9%	58.2%	
Online Contacts by Student ocation coding in J1	n=	Credits	Contacts		Cohort	Initial n=	Enrolled Winter	Grad/Expct to Grade 1st Year	Enrolled 2nd Year						
Delta & Other Dickinson Online	808 264 528	5,218 1,786 3,031	5,366 1,835 3,096		Fall 24 IPEDS First Time Full Time	145	124	9	70						
Total	1,600	10,035	10,297		Retention F to W:		85.5%	Retention	51.5%						

Enrollment Reports: Current State - Winter

Bay College: Winter 2026 Enrollment as of November 12, 2025

- 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.
- Added the IPEDS fall cohort tracking information for the fall-to-winter retention rate tracking.



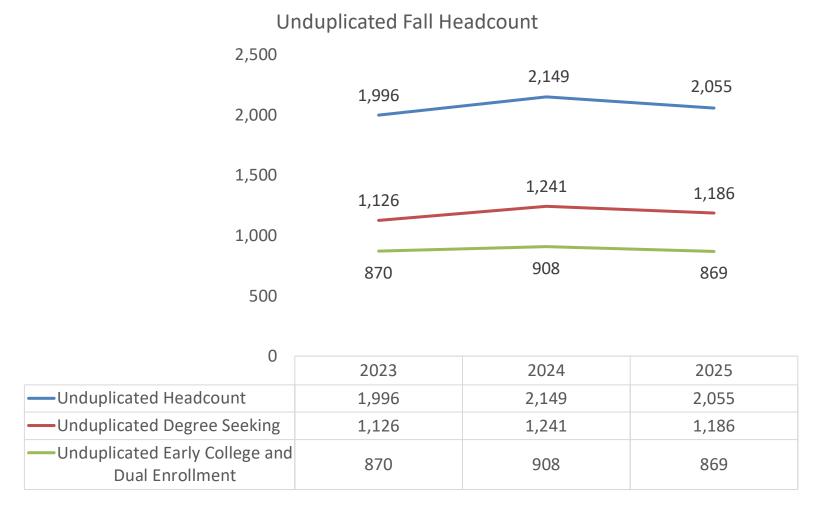
Trending Data in Enrollments

Three year - 2023 - 2024 - 2025 Fall Semesters

- Headcount / Credits / Contacts
- By Student Type
 - First Generation
 - Low Income
 - BIPOC
 - Age
 - Enrollment Status

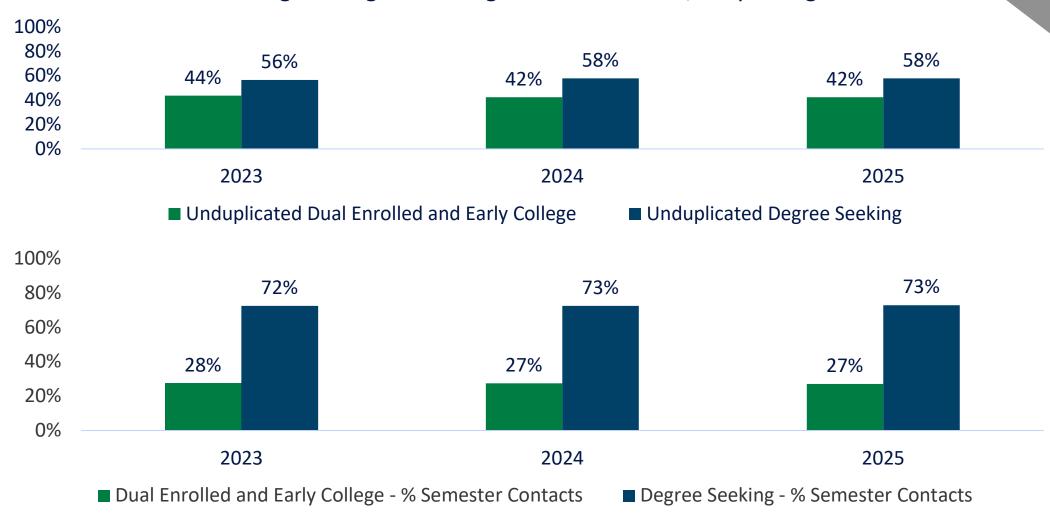


Enrollment Trend – Headcount (1 of 2)

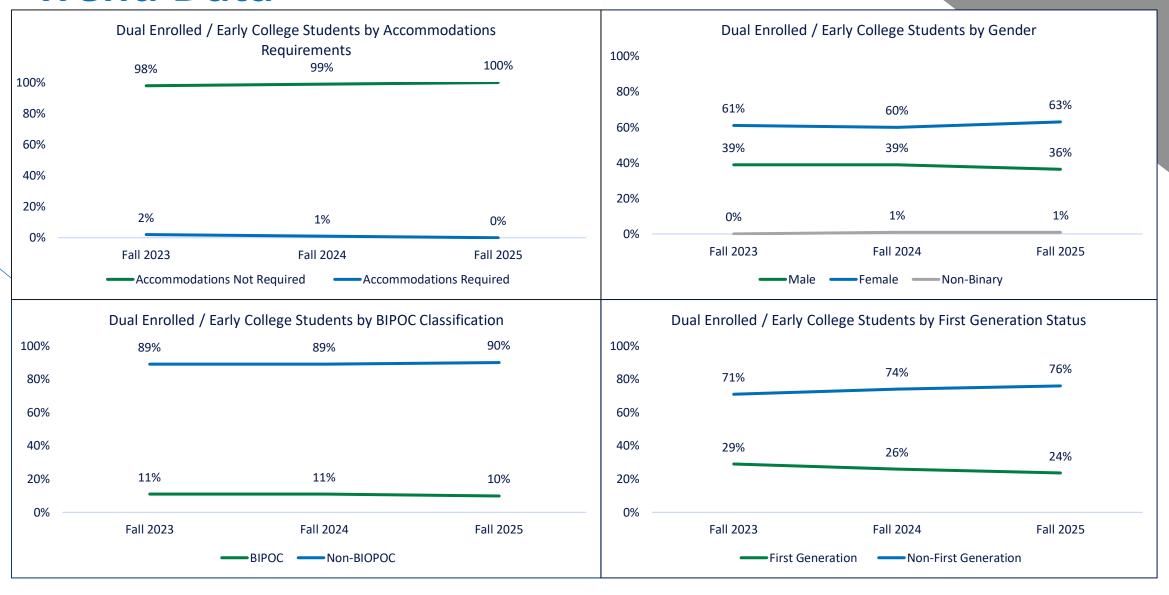


Enrollment Trend – Headcount (2 of 2)

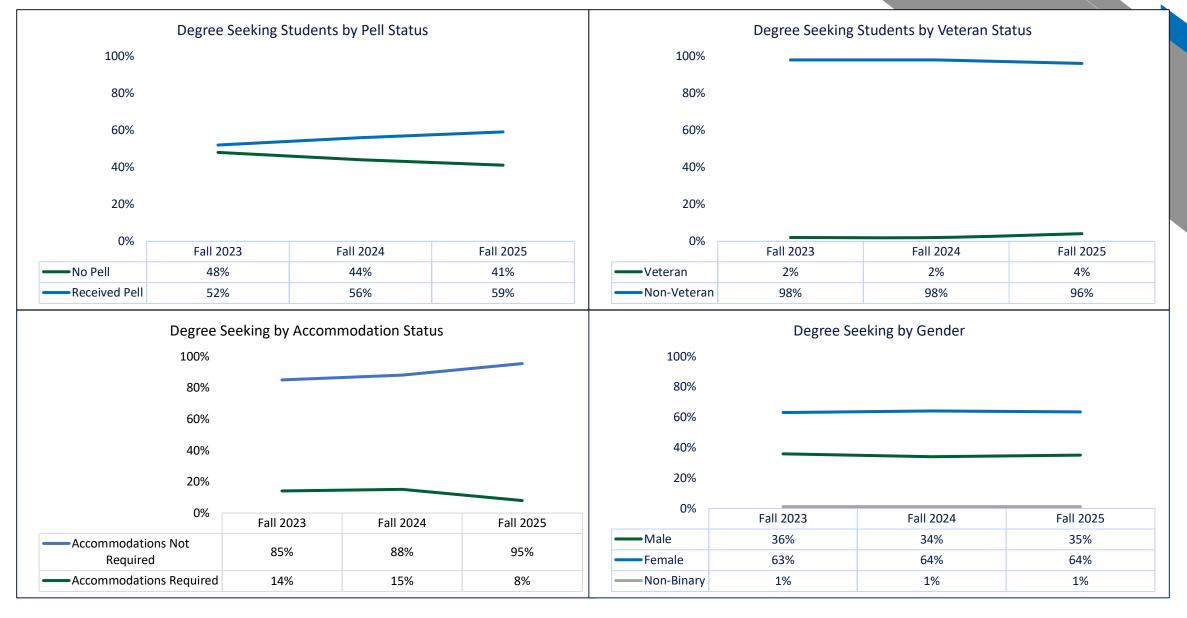
Headcount Percentage of Degree Seeking and Dual Enrolled/Early College



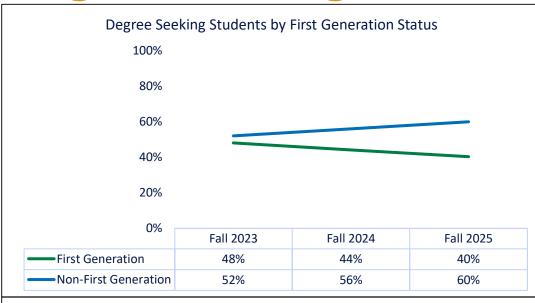
Dual Enrolled / Early College Trend Data

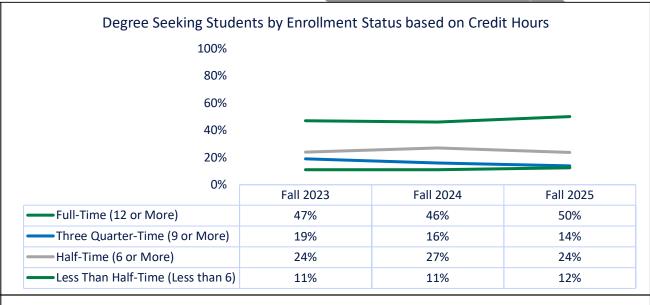


Degree Seeking Trend Data (1 of 2)

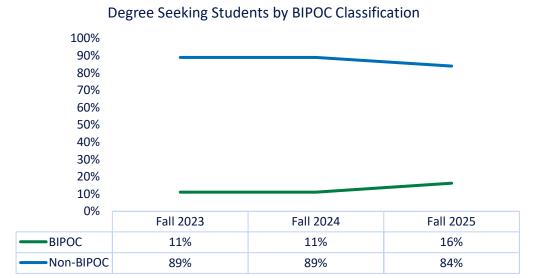


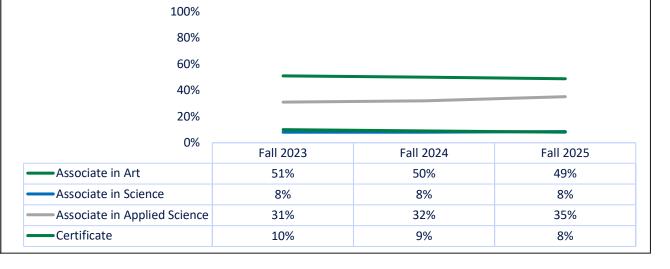
Degree Seeking Trend Data (2 of 2)





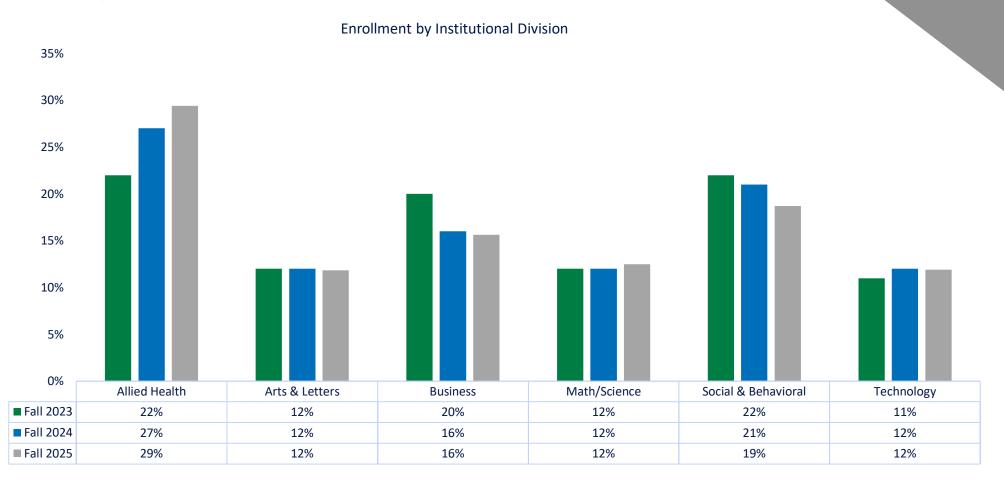
Degree Seeking Students by Degree Level





Enrollments by Division / Program (1 of 3)

Enrollment by Division:



Enrollments by Division / Program (2 of 3) Enrollments by Division by Program:

Program Enrollments by Division - Top to Bottom	Fall 2023	Fall 2024	Fall 2025
Allied Health	262	360	414
Nursing (Pre)	113	134	148
Nursing, ADN	58	93	95
Radiography(Pre)	0	37	59
Radiography	19	22	39
Paramedic	8	5	19
EMT - Basic	7	9	14
Magnetic resonance Imaging Technologist (Pre)	0	8	12
Health Careers	5	2	9
Occupational Studies	3	2	5
Paramedic (Pre)	0	0	4
ADN Bridge (Pre)	2	11	4
Surgical Technology (Pre)	0	2	2
Nursing (Transfer)	2	0	2
Emergency Medical Technician-Basic (Pre)	2	7	2
Surgical Technology	1	4	0
General Applied Science, Health Care Interest	1	0	0
Magnetic Resonance Imaging Technologist	0	1	0
Certified Medical Assistant	9	6	0
Nursing - LPN	32	17	0

Program Enrollments by Division - Top to Bottom	Fall 2023	Fall 2024	Fall 2025			
Arts and Letters	316	338	227			
Liberal Arts	199	227	142			
Education	92	92	74			
Art and Design	25	19	11			
Business	234	220	217			
Business Administration	96	87	87			
Business	67	60	54			
Accounting	24	26	21			
Office Systems/Admin Assistant	9	7	13			
Marketing	10	12	12			
CIS: Programming & User Support	13	12	12			
CIS: Software/Network Support	8	7	11			
Entrepreneurial/Small Business	5	3	5			
Microsoft Office Specialist	2	3	2			
Office Assistant	0	3	0			

Enrollments by Division / Program (3 of 3) Enrollments by Division by Program:

Program Enrollments by Division - Top to Bottom	Fall 2023	Fall 2024	Fall 2025	Program Enrollments by Division - Top to Bottom	Fall 2023	Fall 2024	Fall 2025
Math Science	168	171	168	Technology	194	204	169
Math/Science, General	70	63	71	Water Resource Management	11	23	31
Pre-Medical Fields	44	45	42	Computer Network Systems & Security	43	35	31
Engineering	45	50	42	Welding	38	37	29
Forest Technology	3	11	11	Mechatronics and Robotics Systems	35	31	23
Agricultural Operations	4	1	2	Water Technology	19	18	14
Agriculture	2	1	0	Computer Science	17	19	10
Social and Behavioral Science	195	189	182	Mechatronics	7	16	9
Social Work	55	49	51	Automotive Technology	11	9	9
Social Sciences	43	44	41	Automotive Master Technician	3	4	7
Early Child Care and Education	29	39	40	Automotive Maintenance Technician	3	8	3
Criminal Justice	60	47	40	Geographic Information Systems (GIS)	3	4	2
Early Childhood Care & Education	7	8	9	General Applied Science, General	0	0	1
Corrections Officer/Correctional Officer	0	2	1	Environmental Management	1	0	0
Human Services	1	0	0	Network Administration	3	0	0

Questions?



Board of Trustees Meeting Executive Highlights Wednesday, November 12, 2025



Today's Highlights

- > Student Success & Academic Innovation
- Community, Philanthropy, and Workforce Partnerships
- ➤ People & Culture HR, Wellness, and Student Supports
- > Technology, Data, Finance, and Facilities



Academic Affairs Highlights



- Nearly 100% adoption of Blackboard Ultra by January 2026
- ➤ Bay leads region in digital engagement: 87% active instructors; 82% accessibility score
- HLC Interim Report commended as a "compelling" reflection of Bay's positive trajectory



- RN Nursing Program ACEN visited –
 35 of 42 standards in compliance; final decision expected April 2026
- > PN Program Contingent Approval
- Over \$3M saved for students through
 Open Educational Resources (OER) to date



Foundation & Community Engagement Highlights



- Year-end giving and Building Tomorrow Together events deepened donor relationships
- ➤ Gordon Lightfoot Tribute and Players de Noc productions drew strong community attendance



- > Over \$650,000 in scholarships to be awarded to Bay Students in 2025-26
- Significant increase in donor inquiries following events from individuals eager to support student success



Human Resources & People Highlights



- > Staff retention at 90.08% (November 2024- October 2025) with 9.92% attrition
- Gallup CliftonStrengths training expanding across leaders and teams
- Wellness initiatives (i.e., desk yoga,
 Plaidurday coffee) supporting employee
 wellbeing



➤ MESSA confirmed as the most costeffective and competitive employee benefits provider after statewide RFP



Information Technology & Institutional Effectiveness Highlights



- Exterior security cameras upgraded; AI
 enhanced detection strengthens
 campus safety
- Legacy automations being modernized using Microsoft tools and updated scripting
- Institutional Effectiveness leading
 Colleague data migration and Data
 Governance with 19 functional areas
 represented



- ➤ Need to engage with a 3rd party for project management for ERP Conversion
- New AI Use & Ethics Committee forming to guide responsible AI use for instruction, operations, and students
- Fall 2025 enrollment contact hours within 0.75% of budget; continued growth in fully online schedules



Student Affairs & Student Life Highlights



- ➤ Food pantry served 256 visits and distributed 3,526 lbs. of food in September; 46 Necessity Baskets provided
- New MCAN College Completion Coaches focused on adult learners returned to campus
- ➤ 266 tutoring sessions delivered across 38 courses in the first four weeks of the term



- High-impact activities (Trunk or Treat, Halloween events, CAB programming)
 strengthening belonging
- Athletic milestones: cross-country national qualifier and volleyball advancing to district championship



Iron Mountain Campus Highlights



- > Student engagement events (movie night, registration lunch, gas & grocery bingo) boosted connection and awareness
- Community partnerships through Everyone Plays! Inclusive playground and lights at the lake fundraiser
- Bay's "Unwrap your Future at Bay
 College" display showcased at a major
 community holiday event



 Executive Director Jason Sullivan serving as President –Elect of the Iron Mountain-Kingsford Kiwanis



Workforce Innovation & Strategic Partnerships Highlights



- National NCWE Exemplary Credit
 Program Award for Water Resource
 Management partnership with GRCC
- First FAET + program in the U.P. launched to support welding students with additional financial resources
- > \$80,000 MIOSHA CET grant awarded for statewide chainsaw safety training
- ➤ 4,000+ hours of workforce training delivered to 207 learners (Sept-Oct)



➤ Growing demand for work-based learning with new employer accounts and internship/co-op inquiries



MCAN awarded Bay College with the Endurance Award – 2025 Impact awards





Finance, Business, & Facilities Highlights



- ➤ NACUBO scholarship allowance update implemented FY2025 allowance of \$3.9M (+\$1.7M over two-year average)
- Besse Theater roof repairs completed under warranty; greenhouse roof solution identified at lower cost
- > 2,000 LED fixtures acquired through rebate program, accelerating energyefficiency upgrades



- > 900 building chiller replacement 70% complete, with controls integration planned by year-end
- ➤ Key RFPs awarded for Manufacturing Innovation Center design and Bongo video-based assessment system
- Engaging with PFM financial advisors to discuss bonding for housing
- Hannahville Indian Community housing discussion



Momentum Moving Forward



- > Strong alignment across academics, student services, workforce and operations
- Data-informed decisions driving resource stewardship and enrollment strategy



- Deepening community, donor, and employer partnerships across the Upper Peninsula
- Continued focus on student success, belonging, and future-ready technology





Thank you!