



MEETING MINUTES

BOARD OF TRUSTEES REGULAR MEETING

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

August 19, 2026

- I CALL TO ORDER:** The meeting was called to order at 5:03 p.m. ET by Chair Wendy Middaugh.
- II PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was recited.
- III ROLL CALL:** Laura Johnson, Assistant Board Secretary, took roll call.
- Members present: Steve Soderman, Katie VanEnkevort, Joy Hopkins, Wendy Middaugh
- Terri Mileski arrived at 5:06 p.m.
- Members absent: Nick Chenier, Cory Kuchenberg
- Administration: Beth Berube, Travis Blume, Nerita Hughes, Lynn Martinson, Jessica Van Slooten
- Faculty: Cassie Callahan, Molly Campbell, Sandra Croasdell
- Guests: Caron Salo & Jonathan Ringel – Northern Lights YMCA
- Recorder: Laura Johnson, Assistant Board Secretary
- IV CITIZEN INTRODUCTIONS AND COMMENTS:** None

**V APPROVAL OF
AGENDA:**

The agenda was approved by unanimous consent.

**VI DECLARATION OF
INTEREST:**

None

**VII APPROVAL OF
MEETING
MINUTES:**

The minutes from the Special and Regular Meetings on June 17, 2026, were approved by unanimous consent.

VIII PRESENTATIONS:

**A Trustee Service
Recognition:**

Service recognition for Nick Chenier was tabled for the September 16, 2026, meeting due to his absence.

**B YMCA Natatorium
Project:**

Caron Salo, Associate Executive Director of Northern Lights YMCA reported progress on the YMCA Delta Program Natatorium project and explained the rationale behind the natatorium design layout. The project vision originated in 2004 and as of today [August 19], 90% of the financial support needed for the project has been met. Groundbreaking is anticipated in September 2027.

Per the lease agreement, the YMCA stated they are responsible for costs associated with filling the existing pool and any related repairs at the Physical Education Complex.

The YMCA Board will present an updated lease agreement to include the natatorium and a construction timeline for approval by the Board of Trustees when the project moves to the construction phase.

Steve Soderman confirmed there are no timelines with the College that need to be met.

Caron Salo responded to a question from Chair Middaugh about security that the YMCA follows the YMCA national child safety standards and the front entrance will remain as the required entrance so they can monitor who is admitted to the building.

Trustees thanked Caron Salo and Jonathan Ringel for the information and extended congratulations on the progress of the project.

C Title IX & FERPA:

Beth Berube, Director of Human Resources, and Travis Blume, Vice President of Student Affairs and Enrollment Management, instructed trustees about Title IX and the Family Educational Rights and Privacy Act (FERPA) from the perspective of a trustee. The slide decks are attached and include scenarios discussed with trustees. Board of Trustees Policy 1060 Non-Discrimination and Anti-Harassment was referenced and distributed.

Chair Middaugh emphasized that trustees are mandatory reporters under Title IX.

In response to a question regarding federal amendments by Steve Soderman, Administration responded that a previous version of Policy 1060 [Non-Discrimination and Anti-Harassment] was restored as the current version. The College's legal counsel advises when revisions must be made.

A training session will be scheduled for absent trustees Nick Chenier and Cory Kuchenberg.

IX PRESIDENT'S REPORT:

President Hughes delivered "Refresh, Renew, and Reset", her fall employee in-service college update.

Chair Middaugh acknowledged that the last three years of transition under Dr. Hughes' leadership is culturally shifting the College into the transformation phase. Dr. Hughes extended thanks to all employees for their hard work because it takes everyone to achieve what has been accomplished.

Dr. Hughes explained in response to a question about the ERP completion date from Steve Soderman that although the payroll system is the last to be implemented in January 2027, the final date will be a year later in 2028 because Ellucian offers one year of support and that is included in the project timeline. Ellucian representatives will come to campus to throw the College a Launch party in spring 2027.

X ADMINISTRATIVE REPORTS:

The Administrative Reports were in the board report.

XI FINANCIAL REPORTS:

The financial reports were unavailable due to the audit taking place.

XII BOARD COMMITTEE & REQUIRED ACTION:

None

XIII BOARD ACTION:

**A Retire BOT
Policy 1080:**

Chair Middaugh reiterated from the board report that since Continuous Improvement Policy 1080 was adopted, accreditation requirements and institutional practices have evolved, and continuous improvement is now embedded throughout the College's operations and strategic planning processes and is reflected in the College's Strategic Pillars that support the College's commitment to a culture of continuous improvement.

Because the policy is no longer relevant to the accreditation process and its objectives are incorporated into existing institutional practices, Board approval was requested to retire General Administration Policy 1080, Continuous Improvement.

It was moved by Joy Hopkins and seconded by Katie VanEnkevort to:

"Retire General Administration Policy 1080 Continuous Improvement." Laura Johnson responded to Steve Soderman's question that no other policies reference Policy 1080 and need updating. Motion carried unanimously.

XIV UNFINISHED BUSINESS:

None

XV NEW BUSINESS:

None

XVI MCCA UPDATE:

Dr. Hughes, Wendy Middaugh, Katie VanEnkevort, and Dean of Arts & Sciences Dr. Jessica Van Slooten attended the MCCA Summer Conference in July.

Katie shared that the conference offered good presentations that focused on ideas to increase financial stability and student supports. She appreciated that Bay provides a lot of the student supports discussed and realized many things students must worry about (food insecurity, transportation, etc.).

Wendy conveyed the value of networking with trustees from Gogebic Community College and Dr. Van Slooten. Bay Mills Community College, North Central Michigan College, and Schoolcraft College presidents were asked to share their college

stories –all were very informative. It was beneficial to have all three tribal schools represented at the conference.

Dr. Van Slooten was invited to attend the conference because she was elected president of the Michigan Liberal Arts Network, a statewide group of those in her position. She appreciated the opportunity to build camaraderie and learn what is top of mind for trustees as she attended the Trustee Institute. She found it interesting that math and biology reform and improving curriculum and pedagogy were appealing topics to trustees and she is considering how she and others at the College can improve telling them our story to support their work as trustees.

XVII OTHER:

Birthday greetings were extended to Joy Hopkins, Katie VanEnkevort and Steve Soderman.

The September 16 meeting is at the Iron Mountain campus with dinner before the meeting.

The Business After Hours and tree dedication for Dwight Romagnoli is September 17 at 5p CT/6p ET at the Iron Mountain campus.

XVIII ADJOURNMENT:

It was moved by Joy Hopkins and seconded by Steve Soderman to:

“Adjourn the meeting.” No discussion. Motion carried unanimously. The meeting adjourned at 6:50 p.m. ET.

Laura L. Johnson
Assistant Board Secretary

Completion
Date

Approval Date

Wendy B. Middaugh
Chair

Approval Date



TITLE IX OVERVIEW

Board of Trustees

Beth Berube

Director of Human Resources and Title IX Coordinator

beth.berube@baycollege.edu



Purpose and Scope of Title IX

For Board of Trustees

Title IX Governance Responsibility

Trustees hold high-level governance duties ensuring compliance with Title IX law affecting integrity and safety.

Scope of Title IX Protections

Title IX covers discrimination protections for students, employees, and third parties on various sex-based issues.

Role in Policy and Accountability

Boards set expectations, allocate resources, and hold leadership accountable for preventing discrimination and harassment.

Strategic Oversight Importance

Understanding Title IX is critical for trustees to manage risk and uphold a safe, equitable learning environment.





The Board's Role: Oversight, Accountability, and Support

Distinction Between Oversight and Operations

Boards are responsible for governance, ensuring policies and resources meet obligations, not investigating cases.

Accountability Through Informed Governance

Trustees promote accountability by reviewing reports, approving policies, and supporting continuous improvement.

Supporting Compliance and Integrity

Boards ensure Title IX Coordinators have authority, training, independence, and access to leadership.

Maintaining Role Boundaries for Legal Protection

Trustees avoid case management to prevent legal risks and uphold due process and public confidence.



Title IX Definition

No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

- We want a safe campus, free from sexual violence, sexual assault, sexual harassment, stalking, dating violence, etc.
- Title IX also protects individuals from discrimination because of pregnancy, childbirth, termination of pregnancy, or related medical conditions.
- Regulatory – required training and process by Office of Civil Rights

Athletics

Three parts to compliance

Part 1: Opportunities for males and females substantially proportionate to their respective enrollments; OR

Part 2: Where one sex has been underrepresented, a history and continuing practice of program expansion responsive to the developing interests and abilities of that sex;
OR

Part 3: Where one sex is underrepresented and cannot show a continuing practice of program expansion, whether it can be demonstrated that the interests and abilities of that sex have been fully and effectively accommodated by that present program.

Also, equitable allocation of resources, practice times, travel, equipment, etc.

Title IX Coordinators

Title IX Coordinator

Beth Berube, Director of Human Resources



Deputy Title IX Coordinators



Becky Landenberger, Co-Advisor



Shena Turan, HR Specialist



Understanding of Title IX

Reporting Pathways

Trustees should be familiar with how concerns can be reported by students, employees, and community members.

Scope of Title IX Conduct

Trustees must understand covered conduct including discrimination, harassment, sexual misconduct, and retaliation.

Confidentiality and Culture

Understanding confidentiality limits and promoting a respectful, equitable culture is crucial for trustees.

Prevention and Awareness

Policies, website, and reporting

Policy & Trainings

- Policy 1060: Anti-Discrimination and Harassment
- Annual trainings for all employees – in person and virtual through Vector Solutions
- Student trainings through Vector Solutions
- Onboardings, student orientations

Title IX Personnel trainings

- Annual trainings required for Title IX Coordinates, Investigators, Hearing Officers
- Trainings posted on the website
- www.baycollege.edu/reporting



How to handle concerns as a Trustee

Respectful Listening

Trustees should listen calmly and respectfully when concerns are shared, acknowledging the individual's willingness to speak up.

No Investigation or Promises

Trustees must avoid investigating, assessing credibility, or promising confidentiality to protect formal processes and institutional integrity.

Prompt Referral

Concerns should be promptly reported/referred to the President, who would inform the Title IX Coordinator for proper handling.

Confidentiality and Documentation

Documentation should be minimal and confidentiality maintained by avoiding discussions outside appropriate channels.



Supporting a discrimination-free educational environment

Trustees Shape Culture

Trustees model respectful behavior and support equity to cultivate discrimination-free environments in education.

Policy and Strategic Influence

Trustees influence culture through policy approval and strategic planning efforts.

Proactive Safety and Inclusion

Supporting training and prevention programs.

Leadership Commitment to Equity

Visible trustee support of Title IX signals equity as an institutional priority, building trust and confidence.



Questions?



Beth Berube



906-217-4036



Beth.berube@baycollege.edu



baycollege.edu



FERPA 101

Student Information and Privacy

Travis Blume

Vice President of Student Affairs and Enrollment Management

travis.blume@baycollege.edu

FERPA Basics

- Family Educational Rights and Privacy Act (1974)
- Like HIPAA and patient information, FERPA guides those working in education about the privacy of student information.
- Educational Rights Are:
 - With the parent/guardian
 - Until a student turns 18 or enrolls in a college class
 - With a student
 - When they turn 18, or when they enroll in a college class
- Educational information is private and shared on a need-to-know basis with college employees/representative to do their work.
 - Additionally, educational data can be shared with third-party contractors of the college, depending on the contract language, and state and federal agencies for reporting purposes.
- Disclosure of any student educational information is controlled and documented appropriately in compliance with FERPA guidelines
- Students must be notified annually of their rights under FERPA

Directory Information

- Directory information is information that can be released without the consent of a student.
 - The list of directory information must be shared annually
- The following information is considered directory information and may be disclosed upon request, without prior consent of the student in question...

Directory Information, which may be disclosed without student consent includes:

- Name
- Address
- E-mail address
- Telephone listing (campus, home, emergency, and cell)
- Date and place of birth
- Enrollment status (full-time, part-time, classification) and course load
- Major fields of study
- Dates of attendance & graduation
- Degrees and awards received
- Most recent educational agency or institution attended
- Photographs
- Position, weight, and height of athletes
- Participation in officially recognized activities and sports

College Employees and Representatives

- Ensure any protected educational information, such as grades, course schedules, course performance, and educational assistance (tutoring, accommodations, etc.), is kept confidential from other students.
- Have access to appropriate student information if “legitimate educational interest exists”
 - Examples:
 - Academic Advisors can view transcripts and grades
 - Financial Aid can view personal financial documents

Student Communication

Communicating information correctly helps protect student education records

Colleague (Experience and Self Service)

Students can access most, if not all, of their academic record information via their student portal

Bay College Secure Email

Baycollege.edu e-mail is the college's official communication method. This ensures student information is protected.

Personal email addresses are not considered verified communication with the student

Possible Parent Involvement

Please direct any parents attempting to discuss their student's record with you to the Registrar's Office

Student Rights

- Students have the right to:
 - review their educational records. This examination happens in collaboration with the Registrar.
 - request a meeting to challenge the content of their record
 - add a note to their record to explain the contents
- Student can also control their educational record (release and increased protection)
 - At Bay College, students have the option to fill out a consent form, which provides permission for the college to release very specific information to individuals of their choosing.
 - Students also can “lock down” their record to prevent release of information
 - Please direct any questions regarding this form to the Registrar’s Office.
 - Email: registration@baycollege.edu
 - Phone: 906-217-4129

Parent/Guardian Rights

- Parents and Guardians of a college student:
 - Are limited
 - Access can be granted by a student if the student completes a form to do so with the Registrar's Office
 - Proof of dependency can be used
 - Exceptions must be processed by the Registrar's Office

Not Sure What to Do?

- When in doubt...ASK!

Jennifer Forshey, Registrar
registration@baycollege.edu

Or

Travis Blume, VP of Student Affairs and Enrollment Management

- The Registrar is the college's FERPA compliance officer
 - They are here to:
 - Assist with questions
 - Navigate difficult situations
 - Handle all exceptions
 - Train employees (In-person and Vector)

Quiz Time!

Let's Test Your Knowledge

Please put on your “employee hat”. These are scenarios that our employees encounter. As a Trustee, it is important to know the situations our employees encounter in their FERPA-related work.



Scenario #1

- As a faculty member, a parent calls you about a recent experience their student had in class. The parent demands that you provide them with the quiz and test scores. Additionally, they want to know what their student did wrong on each assignment so that they can help tutor them at home.
- What do you do?

Answer #1

- Thank them for their concern, and share that you will need to get back with them, then:
 - Talk with the Registrar's Office to explore if the student has a release for the parent on file
 - Confirm what information you can share with the Registrar's Office

Scenario #2

- A student's boyfriend comes into your office and asks where their girlfriend's class is meeting. They need to share with them that a family member has been taken to the hospital.
- What do you do?

Answer #2

- You can share that you are not able to confirm if the person is a student, but you can relay a message if the person is a student.

Scenario #3

- A student's parent calls to better understand the course requirements of the criminal justice program, in which their student is enrolled. They want to better understand the program for a conversation they will have with their student at dinner this evening.
- What do you do?

Answer #3

- Point the parent to the Bay College website or the catalog and answer questions they have about the program requirements. General information, which is not part of an educational record, is not protected under FERPA.
- Do not share what courses a student has taken or discuss grades received.

Questions?

Dr. Travis Blume

Vice President of Student Affairs
and Enrollment Management

travis.blume@baycollege.edu

906-217-4266



Refresh, Renew, and Reset

Presented by: Dr. Nerita Hughes



**Welcome
Back**

GOOD NEWS





ERP Implementation Go-LIVE:

- **Financial Aid 12/1/25**
 - **Student Registration 3/27/26**
 - **Business Office 7/1/26**
-

Bay College is leading Statewide endeavors:

- **Michigan College Credit Apprenticeship Program (Mi-CCAP)**
 - **Data Sharing Agreement of Unemployment Insurance (UI)**
-

Capital Outlay

- **State construction authorization**
 - **Manufacturing Innovation Center**

**Appointed to the
AACCC Commission
on the Future
of Work**



**Appointed to the
AACCC Board of
Directors**



REMINDER
2026
Focus Word
TRANSFORMATION



Refresh, Renew, and Reset

- **Create space for us to:**
 - **Refresh** – our thinking
 - **Renew** – our commitment to do this work
 - **Reset** – how we move forward together
- **Continue to Transform**
 - **Be Intentional**
 - **Be Purposeful**
 - **Be Authentic**

**Just be YOU! ~ Practice being
contagious calm!**



Key Projects – Institution

Culture shift

Rural Guided Pathways

Housing Partnership Plan

Capital Outlay Five-Year Plan

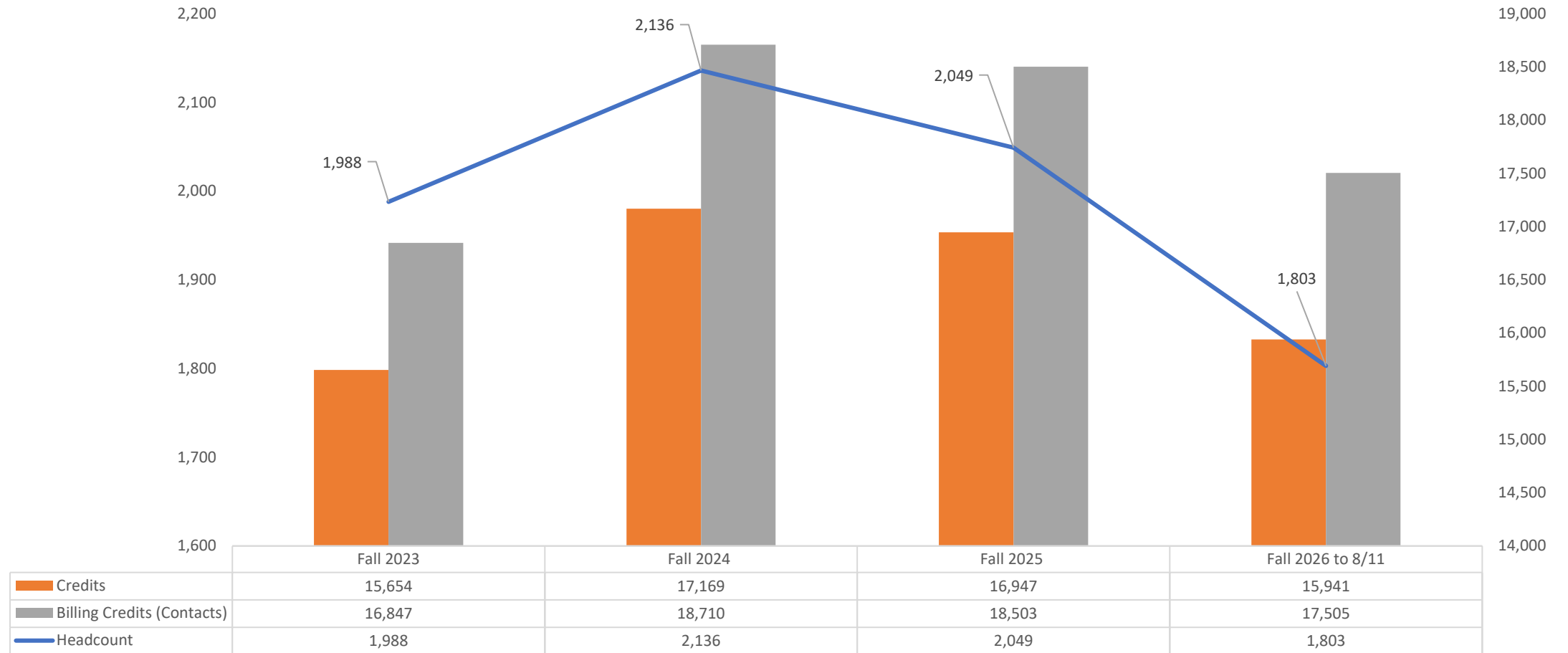
**Strategic Enrollment
Management (SEM) Plan**



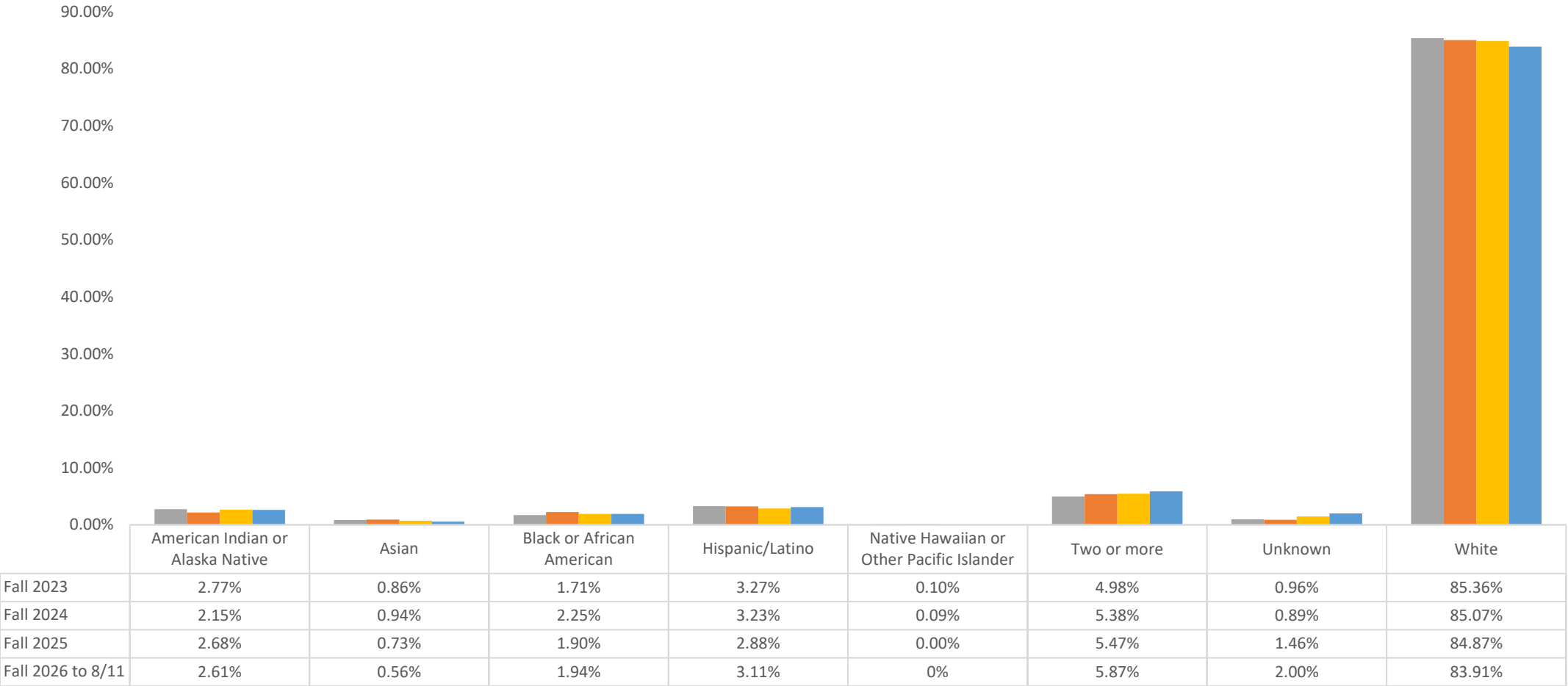


Institutional Data

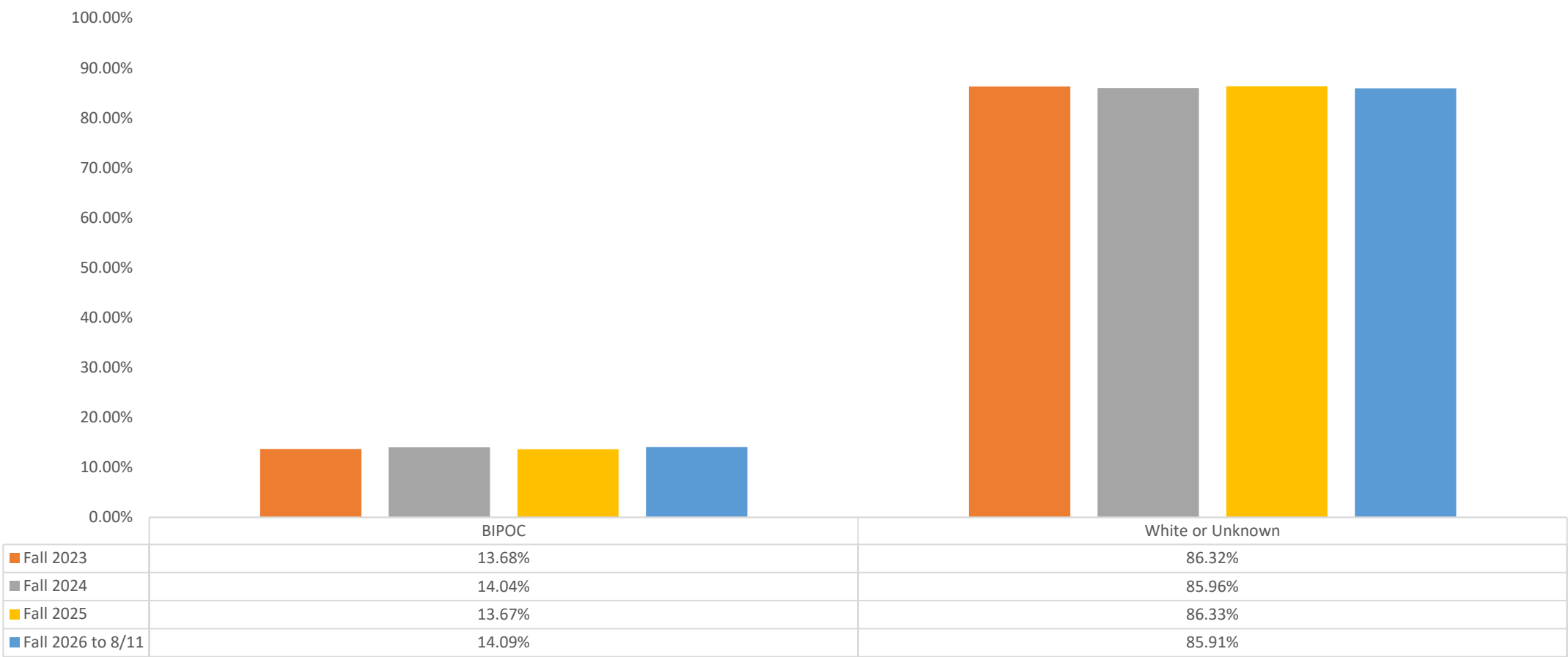
Three – Year History of Enrollments



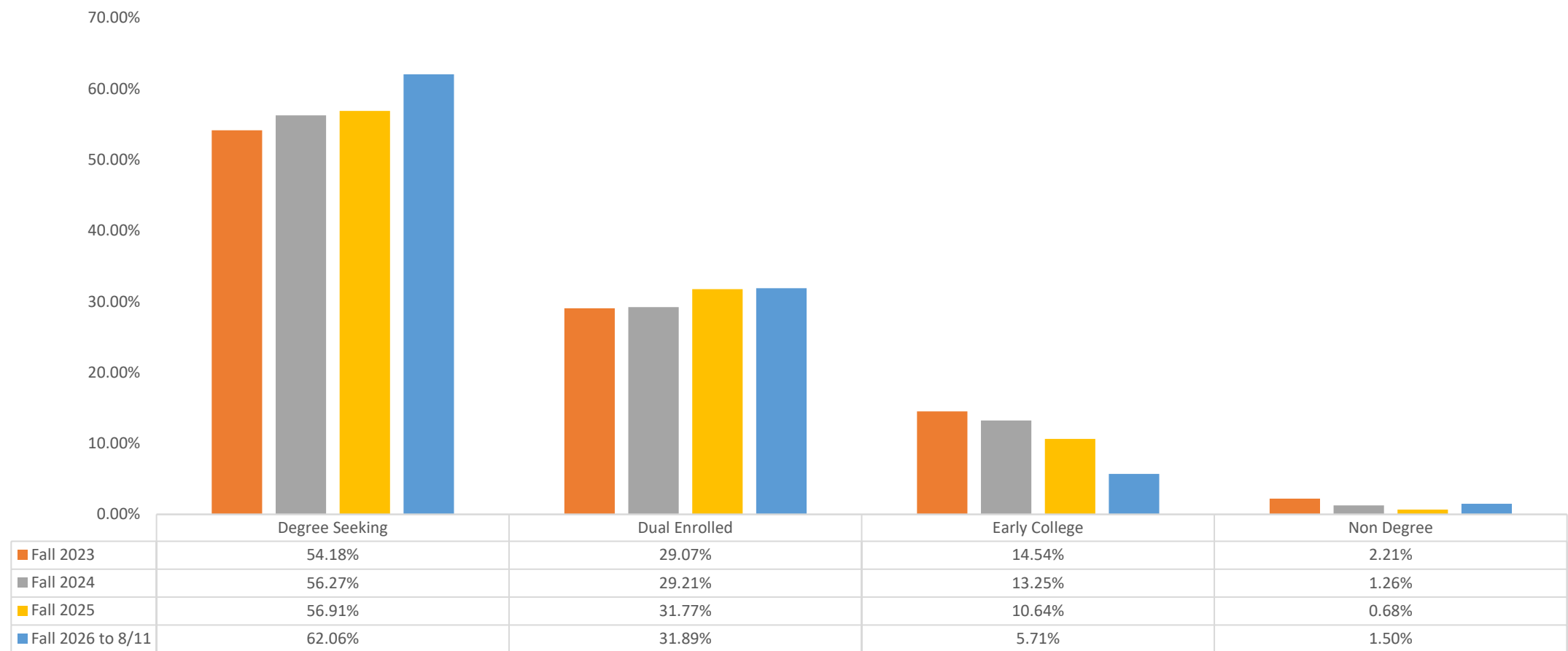
Three – Year History by Race/Ethnicity



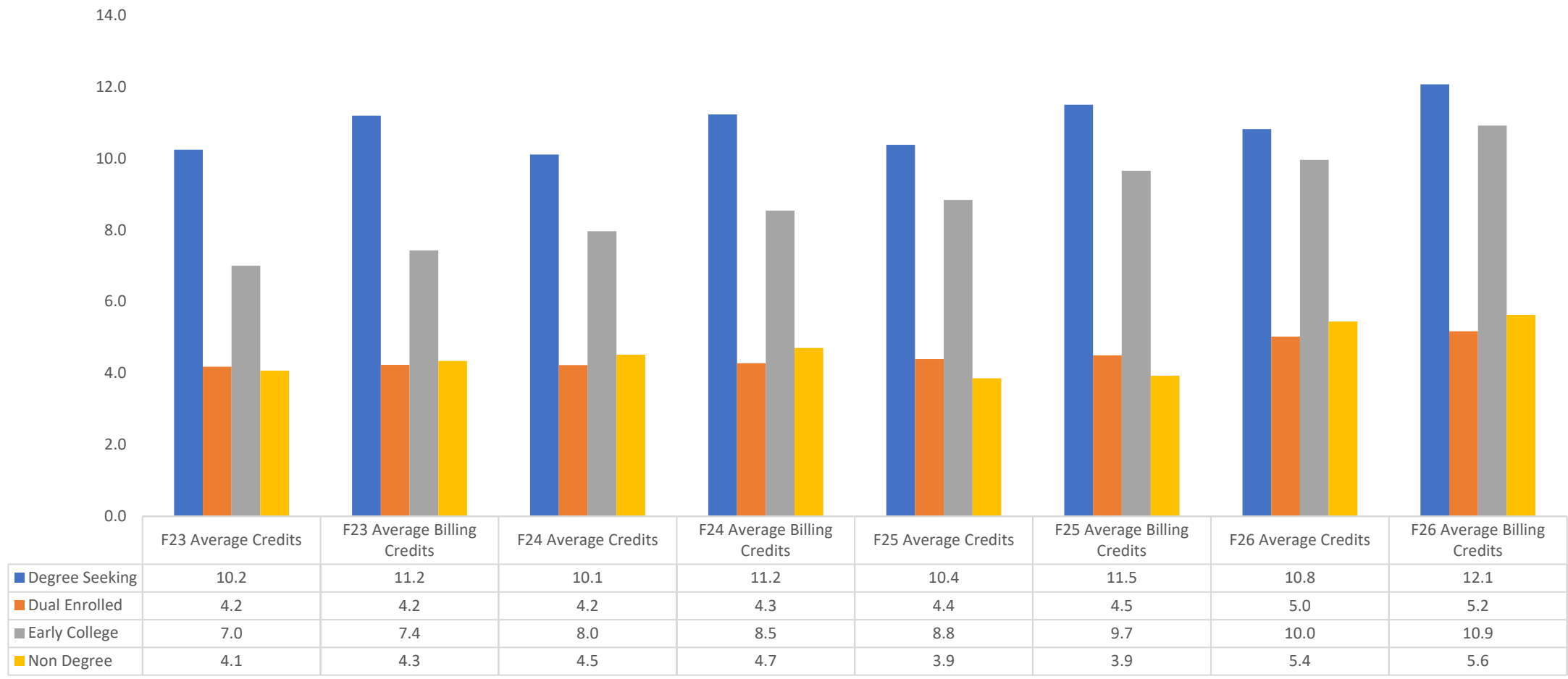
Three – Year History by BIPOC and All Others



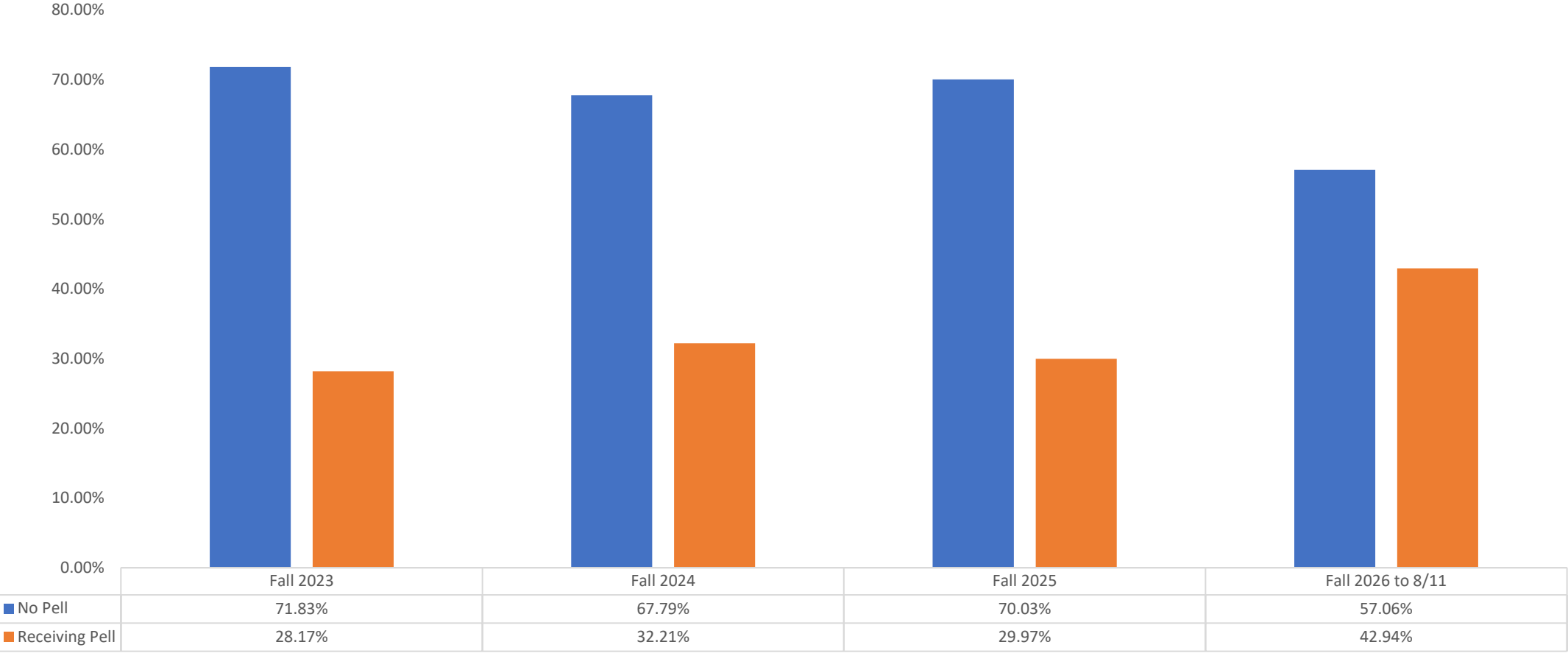
Enrollment by Student Type



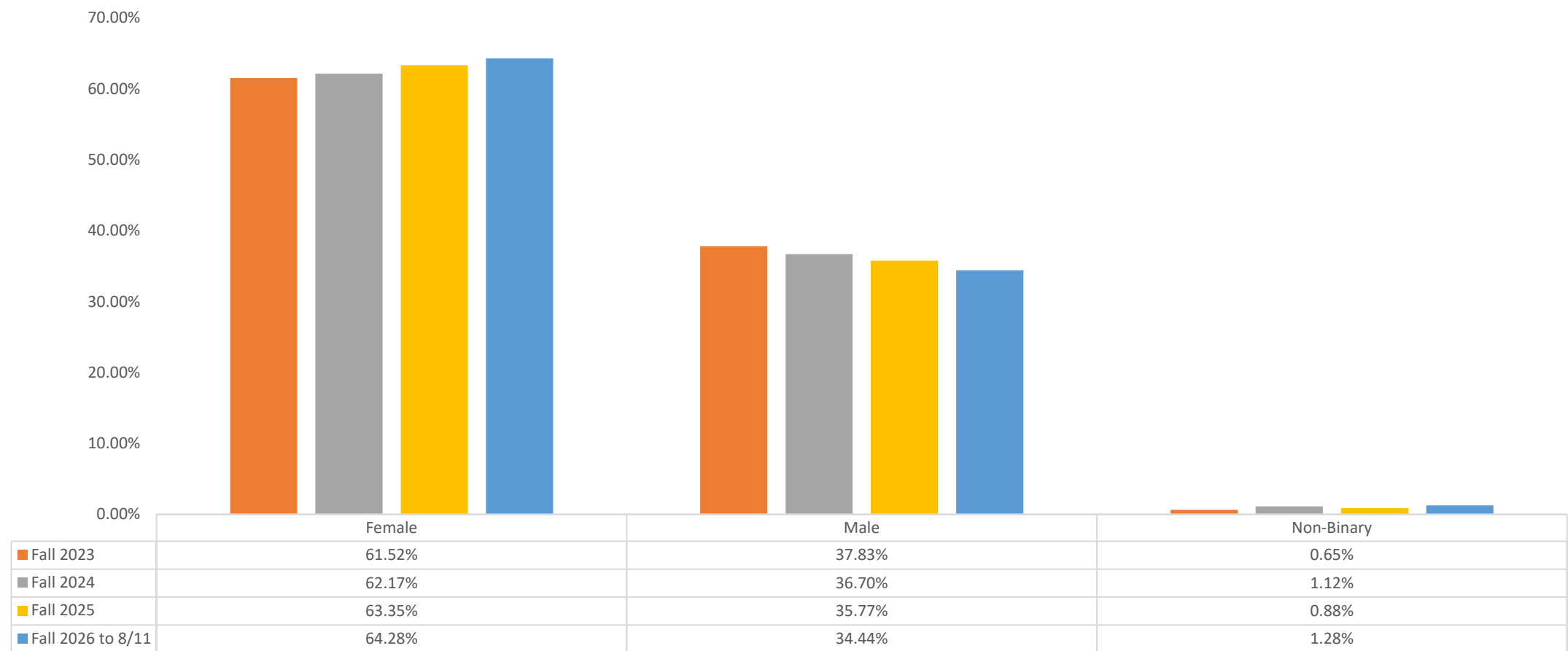
Average Semester Credits and Contact Load by Student Type



Enrollments by Pell Status



Enrollment by Gender





What's next?

ERP Update

GIVE GRACE!

**Excitement of the
timeline**



FY27 Expectations

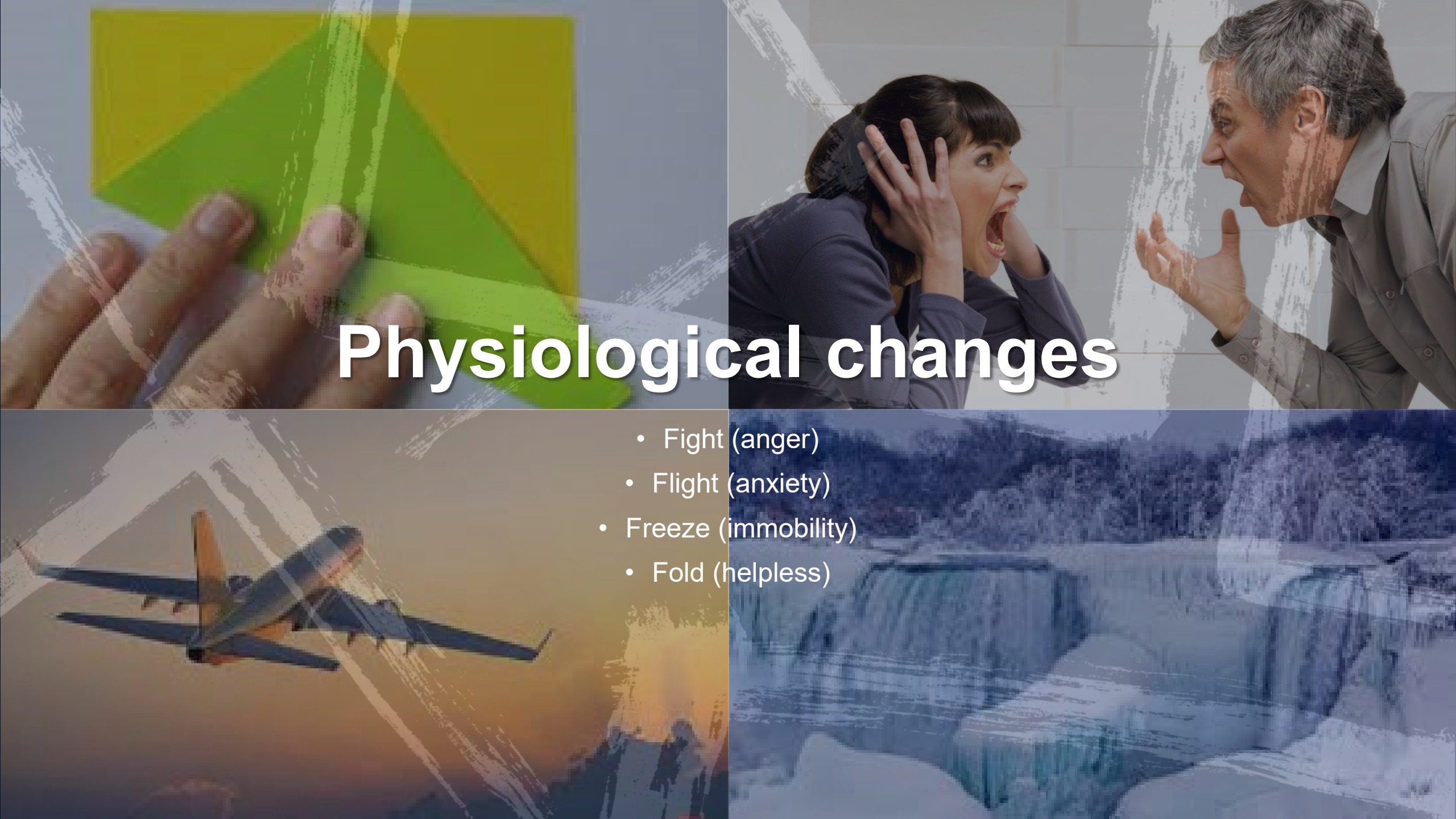
- **Communication is KEY**
- **10-ft Rule**
- **Contagious Calm**
- **Student Success is EVERYONE's responsibility**





FY27 & Beyond— Institution

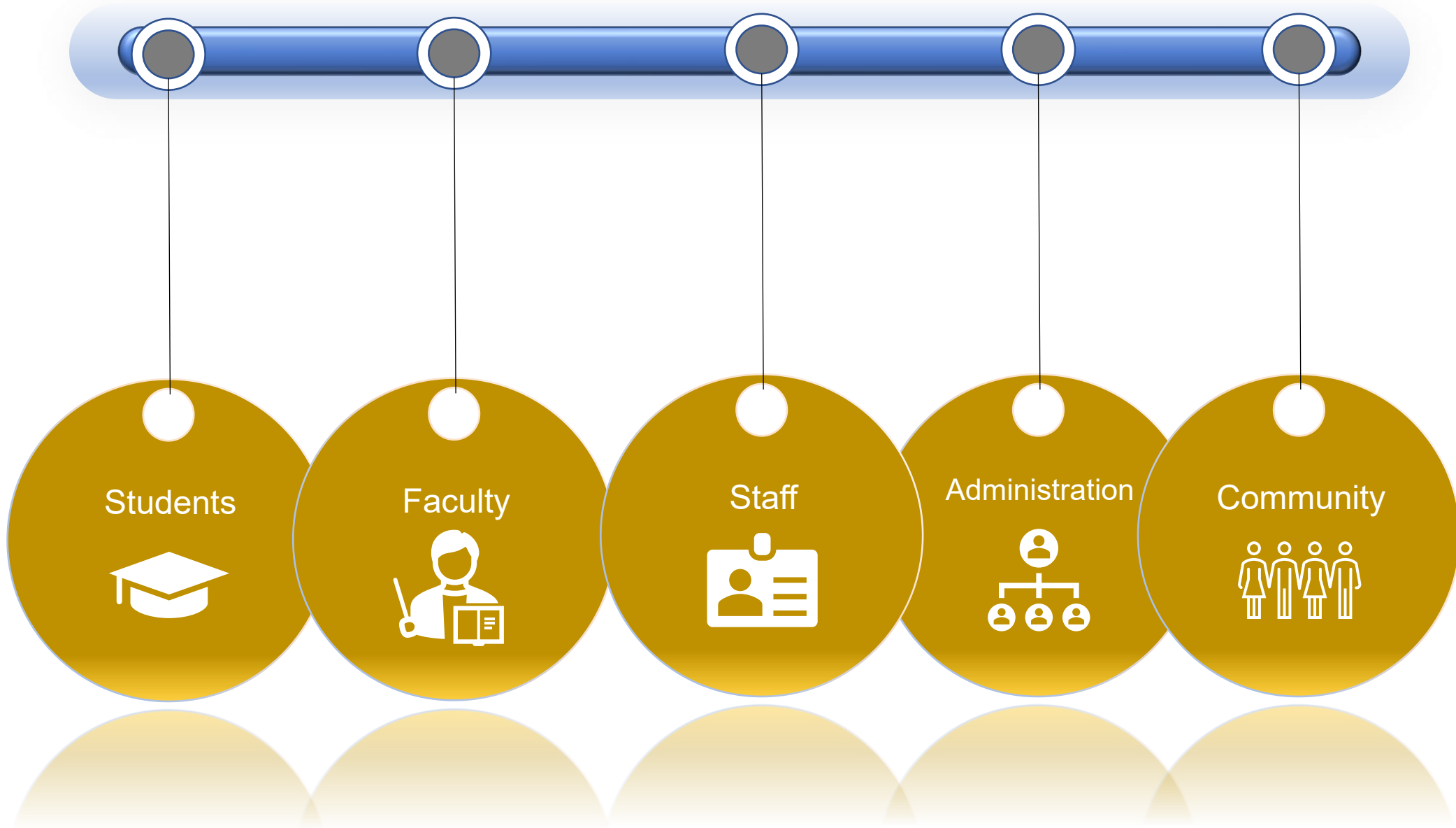
- Complete the SEM Plan
- Begin Renovations for the Manufacturing Innovation Center (MIC)
- Build institutional capacity
- Use data - informed decisions



Physiological changes

- Fight (anger)
- Flight (anxiety)
- Freeze (immobility)
- Fold (helpless)

We need each other to make things happen



Three Years of Transformation...

Strategic Plan – Organizational
Restructure – Technology Assessment



Rural Guided Pathways – Go Big Grant –
Capital Outlay Planning –
Enrollment Gap Analysis



Workforce Engagement – Ratified FT
Faculty Contract – Shared Governance –
ERP – ATD ICAT



Thank you

