

**BAY MILLS COMMUNITY COLLEGE
BOARD OF REGENTS MEETING**



October 24, 2025

The meeting was called to order at 10:21 a.m. by Board Chair, Whitney Gravelle, with a quorum present.

Board Members Present:

Whitney Gravelle, Chairperson
Stephanie Walden, Vice Chair
Beverly Carrick, Secretary
Gail Glezen, Treasurer
Jane Rohl, Member
Clayton Kincheloe, Member
Tan-A Hoffman, Member

Board Members Absent:

Jacques LeBlanc, Jr., Member
Mike McKerchie, Member

Others Present:

Duane A. Bedell, President
Raelynn Hunter, Executive Assistant to the President
Laura Postma, Vice President for Business & Finance
Anna Carrick, Director of Human Resources
Samantha Cameron, Vice President of Academic Affairs
Wendy Heyrman, Vice President of Student Affairs
Diana McKenzie, Dean of Science & Allied Health Education
Ashly Ellis, Director of Nursing Program
Sheryl Hammock, Dean of Occupational Education
Holly Powless, Policy Analyst
Rebecca Liebing, Legal Counsel
Doug Deeter, CPA, Principal at Rehmann

APPROVAL OF THE AGENDA

Whitney Gravelle, Chair, asked for approval of the agenda. There was an agenda item added; informational session added before New Business. The Motion was made by Gail Glezen, seconded by Tan-A Hoffman, to approve the agenda. Motion carried with a vote of 6 for, 0 opposed, 1 abstaining, and 2 absent.

APPROVAL OF MINUTES

Whitney Gravelle, Chair, asked for approval of the minutes from July 11, 2025. The Motion was made by Beverly Carrick, seconded by Jane Rohl, to approve the minutes for filing without comment. Motion carried with a vote of 6 for, 0 opposed, 1 abstaining, and 2 absent.

FINANCIAL REPORTS

Auditor Presentation for the Fiscal Year ended June 30, 2025

Doug Deeter, Principal at Rehmann, provided a presentation on the draft audited financial statements for the fiscal year ending June 30, 2025, which included the following:

- Unmodified Opinion – financial statements are fairly presented, in all material aspects, in conformity with Generally Accepted Accounting Principles.
- Governmental Funds Financial Statement Highlights for the General Fund, Title III Quasi-Endowment Special Revenue Fund, and Permanent Fund (Endowment Funds)
- Doug stated that the Single Audit, completed for compliance testing on the Title III Tribally Controlled College Grant Agreement, will not be published yet and is put on hold due to the Federal Government not yet issuing the OMB Compliance Supplement. Based on Rehman’s professional standards, they will not be releasing the Single Audit information until the guidance that must be followed is

published. The Single Audit was performed based on the draft guidance issued.

Although the Single Audit is on hold, Doug noted that the audited financial statements are in the final review process on their side.

- There was one new accounting standard the college had to implement this year; GASB 101 which is related to compensated absences and changed the way the college had to calculate, and record accrued sick, vacation, and personal time of the employees at year-end. This change affected the Governmental Activities only and had no impact on the General Fund.

The information provided was based on a draft, and there may be additional adjustments or changes. The final audited financial statements are expected to be completed soon.

NEW BUSINESS

Ratify Meeting Dates

Whitney Gravelle, Chair, asked for the Board's approval to adopt the meeting dates set at the Charter School's meeting. The 2026 meeting dates are as follows: January 23, 2026, April 10, 2026, July 10, 2026, and October 23, 2026. The motion was made by Jane Rohl, seconded by Beverly Carrick, to ratify the new meeting dates. Motion carried with a vote of 6 for, 0 opposed, 1 abstaining, and 2 absent.

Confer Degrees

Duane Bedell, President, presented the Board with the degrees to be conferred, which there were 57 in total. *A detailed list is attached to the minutes for reference.* The motion was made by Beverly Carrick, seconded by Tan-A Hoffman, to confer the Degrees/Certificates. Motion carried with a vote of 6 for, 0 opposed, 1 abstaining, and 2 absent.

Reaffirmation of Email Votes: Resolution NO: 25-10-24A, 25-10-24B, 25-10-24C, 25-10-24D, 25-10-24F

Holly Powless, Policy Analyst, requested approval to reaffirm email votes regarding Resolution NO: 25-10-24A, 25-10-24B, 25-10-24C, 25-10-24D, & 25-10-24F. Resolution 25-10-24A grants a limited waiver of sovereign immunity and consent to waiver of tribal court jurisdiction for the software license agreement with Turnitin to utilize a software program that monitors plagiarism and academic integrity. Resolution 25-10-24B grants a limited waiver of sovereign immunity and consent to waiver of tribal court jurisdiction for the Internet 2 Eduroam to obtain enhanced internet connection software. Resolution 25-10-24C grants a limited waiver of sovereign immunity and consent to waiver of tribal court jurisdiction for the Orange Shirt Society trademark license agreement to use their “Every Child Matters” Trademark for T-shirt designs using said trademark. Resolution 25-10-24D grants a limited waiver of sovereign immunity and consent to waiver of tribal court jurisdiction for the Master Services Agreement with CARCO Group, Inc., dba PreCheck to perform background checks on nursing students. Resolution 25-10-24F grants a limited waiver of sovereign immunity and consent to waiver of tribal court jurisdiction to accept grant funds from the Michigan Fitness Foundation. The Motion was made by Jane Rohl, seconded by Gail Glezen, to approve Resolution NO: 25-10-24A, 25-10-24B, 25-10-24C, 25-10-24D, & 25-10-24F. Motion carried with a vote of 6 for, 0 opposed, 1 abstaining, and 2 absent.

**There was an update to the approval of the Reaffirmation of Email Votes: Resolution NO: 25-10-24A, 25-10-24B, 25-10-24C, 25-10-24D, 25-10-24F to amend the prior approval of the Reaffirmation of Email Votes striking 25-07-11D and Reaffirming Email Votes: Resolution NO: 25-10-24A, 25-10-24B, 25-10-24C, 25-10-24D, 25-10-24F.* The Motion was made by Jane*

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Rohl, seconded by Beverly Carrick, to approve the amended Reaffirmation of Email Votes:

Resolution NO: 25-10-24A, 25-10-24B, 25-10-24C, 25-10-24D, & 25-10-24E. Motion carried

with a vote of 6 for, 0 opposed, 1 abstaining, and 2 absent.

Resolution NO: 25-10-24E

Holly Powless, Policy Analyst, requested approval regarding Resolution NO: 25-10-24E which grants a limited waiver of sovereign immunity and consent to waiver of tribal court jurisdiction for the Master Services Agreement with Assessment Technologies Institute, L.L.C. (ATI) to purchase license subscriptions for nursing student software. The Motion was made by Stephanie Walden, seconded by Beverly Carrick, to approve Resolution NO: 25-10-24E. Motion carried with a vote of 6 for, 0 opposed, 1 abstaining, and 2 absent.

Policy 400.105 – Administrative Withdrawal Policy

Wendy Heyrman, Vice President of Student Affairs, requested approval to update Policy 400.105, Administrative Withdrawal Policy. This will be a revision to the current policy to remove the certified mail requirement due to time constraints and ineffectiveness of this component. Wendy stated that the update will include sending emails to the student's personal and student emails, which will include read and delivery receipts along with phone calls. Communication goes out to a student when a student is absent for two weeks in their courses; this is verified by generating a report for attendance. The notice states if they do not attend courses for the following week, they will be administratively withdrawn if they have three weeks of consecutive absences. When communications are sent out to students, their faculty are included in communication as well. Whitney discussed the concerns when this was brought to the Board to be implemented regarding an email not being sufficient to notify a student of withdrawal. It was noted by Wendy that an administrative withdrawal is similar to a regular

withdrawal; it just shows on their transcripts as AW. The Board stated that if read and delivery receipts are on the email, changing to electronic communication would be sufficient. Duane noted that you cannot turn off the delivery receipt for email. The Board asked if letters could be mailed to the student's last known address if the email comes back as undeliverable. The Motion was made by Gail Glezen, seconded by Clayton Kincheloe, to approve Policy 400.105 – Administrative Withdrawal Policy. Motion carried with a vote of 6 for, 0 opposed, 1 abstaining, and 2 absent.

President's Report

Duane Bedell, President, presented the Board with the following updates:

- Highlighted the importance of the work BMCC employees do along with the high-quality education provided for students; testament to this statement comes from him starting in his position, enrollment was just under 400 students, and the latest count was 839 students.
- Welcomed Tan-A Hoffman to the Board and let her know he will reach out to plan a visit down to her to give an overview.
- Thanked Gail for her dedication, leadership, and public service to the Board and Council.
- Registration for spring semester opens next week.
- Career Fair hosted on campus that was very successful, which had about 38 employers in attendance. Thanked Renae Wiczorek for her dedication to planning and coordination for the event; was extremely successful and looking forward to the next one.
- Snap-Ed Funding was secured for another year.

- Recently awarded several grants; Early Childhood Education, Accelerate Grant through MiLEAP, and NASA Building Bridges to continue partnerships with Boys and Girls club to offer STEM camps.
- New Building Update – met with Wells Fargo recently to obtain rate sheets. Meeting will be held soon to discuss which bank will be selected for funding. After all legal requirements are met, Duane will present the information to the Board. After meeting with DSGW, this should be a 13-month project.
- Approached by National Fitness Campaign to build an outside fitness center facility that will have stationary fitness equipment; this will be located outside of Mukwa Fitness Center. Received funding from Priority Health Assurance group. Will start fundraising campaign to receive the rest of the funds for the project. If all goes well, plans will be in place before July 1, 2026. The letter of intent will be signed by October 31, 2025. This project will be beneficial for the community. Additionally, there will be an opportunity for a local artist to provide the artwork for the facility which will face Spectacle Lake Road.
- There is a full Student Council this year. Duane met with them recently and is excited to hear about the ideas they have for the student body.
- HLC team has been meeting to discuss the 10-year accreditation approaching.
- The current Strategic Plan expires in 2026. Michigan State University consultants will be brought in to start formalizing a plan to start gathering

data. The goal is to have the Strategic Plan presented to the Board at the October meeting in 2026.

- Multiple partnership meetings have taken place recently:
 - Northern Michigan University leadership team came to BMCC for a luncheon and networking event with our leadership team.
 - Raelynn and Duane met with the President of Baker College along with their Director from their Cadillac location to discuss articulation agreements.
- Visited the final Charter School on his list of schools to attend to meet his goal.
- Serves on the Legislative Committee for the Michigan Community College Association. Has been doing a lot of work helping with the proposals for the State Budget. Although BMCC does not receive funding from the state, it is good to be supportive of the other members of community colleges.
- Recently chaired the Audit and Finance Committee for the College Fund; serves as their Second Chair for the Executive Committee. There is a Board Meeting scheduled for Tuesday, October 28, 2025.
- Recently attended the AIHEC Board Meeting in Spokane, WA in conjunction with NIEA.
- Attended a Board Meeting for MCCA in Battle Creek, MI hosted by Kellogg Community College.
- The Early Childhood Education team will be heading to South Carolina in November to meet with a new HOPE partner – Catawba Nation; Duane will

potentially be joining on this trip for a networking opportunity and meet their leadership team as well.

- Participated in an evaluation for the President & CEO of the College Fund for their annual performance review.
- Recently attended a Tri-County Superintendent meeting hosted at the EUPISD and was included in a UPCED meeting which brought all the Superintendents from the Upper Peninsula together. This helps build a strong relationship with local ISD's.
- Annual Christmas Party is on December 12, 2025, at Bay Mills Resort & Casino.
- Upcoming Travel:
 - FALCON Conference in Scottsdale, AZ. The Land Grant staff from all tribal colleges come together for this event to advocate for funding from NIFA. Duane will be advocating for funding for MILES, Michigan Inter-Tribal Land Grant Extension, which is made up of the four land grant institutions in Michigan. This provides an opportunity for Duane to observe the student research presentations.
 - At the end of November, will meet with the new President from Central Michigan University. This will provide an opportunity to discuss current articulation agreements in place along with other possibilities.

Departmental Updates

Student Affairs

Wendy Heyrman, Vice President of Student Affairs, gave the following updates:

- Student Handbook was recently updated, which included revisions to sections for student email expectations, closures and delay procedures, Financial Aid, and Student Billing. Working on updates for next year to include a registered student organization section to help strengthen this area; currently, there are no active student organizations on campus. The Student Affairs department is looking for ideas for potential organizations to include online students.
- There were 122 students eligible for Fall scholarships and will be sent out soon.
- Received unrestricted funds from AICF to support Emergency Aid funding for students. Although these funds could be used for anything related to student success, the team has agreed to allocate it directly to Emergency Aid funds. A notice went out to students last week to let them know of the available funding.
- Spring registration opens next week. Early advising weeks will be taking place the first two weeks registration is open.
- Full Student Council this year and have already met and provided new ideas.

H.R. Update

Anna Carrick, HR Director, presented the Board with the following updates:

New Hires

- April Evans, Science Faculty, 08.18.2025
- Kyla Hammock, Nursing Faculty, 08.18.2025
- Carly Belleau, Facilities Custodian, 08.25.2025

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- Rashida Anderson-Abdullah, Adjunct Faculty (English), 09.02.2025
- Helen Chacon, Adjunct Faculty (Business), 09.02.2025
- Jacob Jurss, Adjunct Faculty (Tribal Law), 09.02.2025
- Noelle Mongene, Adjunct Faculty (Native Studies), 09.02.2025
- Tammy Rutledge, Adjunct Faculty (Business), 09.02.2025
- Sherie Swint, Adjunct Faculty (Business), 09.02.2025
- Todd Van Deslunt, Adjunct Faculty (English), 09.02.2025
- Albert LeBlanc IV, Food Service Employee, 09.02.2025
- Jessica Corbiere, Receptionist/Admissions Assistant, 09.29.2025
- Rennel Ailing, Food Service Employee, 10.22.2025

Transfers/Promotions:

- Ashly Ellis, Nursing Faculty to Director of Nursing Program, 08.15.2025
- Tina Huffman, Assistant Financial Aid Director to Student Services Assistant, 08.11.2025
- Ashley Shinault, Financial Aid & Student Billing Assistant to Financial Aid Specialist, 08.25.2025
- Bryana Leapley-Priest, Receptionist/Admissions Assistant to Student Billing & Scholarships Specialist, 09.22.2025

Resignations/Retirements:

- Cindy Teeple, Facilities Custodian, 07.31.2025
- Michelle Hank, Adjunct Faculty, 04.25.2025
- Randy Miller, Adjunct Faculty/EMT & Paramedic Department Chair, 08.14.2025

- Carrie Perez, Director of Nursing Program, 08.14.2025
- Katie Thompson, Science Faculty, 08.14.2025
- Stacey Walden, Adjunct Faculty, 09.02.2025
- Ildiko Melis, Adjunct Faculty, 09.22.2025
- Susan Morningstar, HOPE Student Engagement Specialist/Adjunct Faculty,
09.22.2025
- Wendy Dawson, Adjunct Faculty, 09.22.2025
- Netawn Kiogima, Adjunct Faculty, 09.22.2025
- Albert LeBlanc IV, Food Service Employee, 10.08.2025

Current Vacancies

- Nursing Lab Coordinator
- Farm Tech
- HOPE Student Engagement Specialist
- Business Adjunct Faculty (Accounting)
- Office Administration Adjunct Faculty (Medical Coding & Billing)
- Office Administration Adjunct Faculty

Colleague of the Month

- Lily Kuzmik, September

Benefit Renewal

- Increase in renewal but keeping plans the same.
- Scheduled for Open Enrollment, November 3rd-14th, 2025.
- Previous renewal history included in paper report of HR updates.

In September, October, and November, performance reviews take place. In September, peer reviews take place. In October, individual assessments take place; the question sent to all employees is included in paper report of HR updates. One-on-One meetings will take place in November which allows the manager and the staff member to share successes and provides a line of communication to speak together directly.

Academic Affairs

Samantha Cameron, Vice President of Academic Affairs, gave the following updates:

- The catalog was updated to include updates. Sheryl Hammock, Dean of Occupational Education, provided an overview of an update in the catalog which included the new Certificate of Completion for Accounting; classes will start in Spring. Diana McKenzie, Dean of Science & Allied Health Education, provided an overview of an update in the catalog which included the new LPN Program that will start in the Spring 2026 semester. Students will start applying for the LPN program in the second week of November; there will be 8 students in the first cohort.

Sheryl Hammock, Dean of Occupational Education, gave the following updates:

- Highlighted the ECE grant recently received.
- There are 8 new HOPE Partners from South Carolina, Washington, Oregon; three more tribes from Alaska, Wisconsin, and Minnesota.
- ECE staff went to Alaska last week; had a total of 26 students interested in ECE HOPE program.

Diana McKenzie, Dean of Science & Allied Health Education, gave the following updates:

- Ashly Ellis, Director of Nursing, has been helping ensure the LPN program is ready for students to begin and be prepared for NCLEX testing. The precheck, background check software, will begin for these students.
- Accepting a Michigan Accelerate Grant to help with nursing programming.
- Working under Science programming with the National Science Foundation. In 2023, there was a grant awarded to help provide science camps and the first one was initiated last summer. NASA AIHEC grant funding has helped supplement this for the upcoming summer and in the future as well. With this funding, there is an opportunity to bring an astronaut to campus, and requests can start in January. Work closely with Boys & Girls Club to partner up for these camps and host teen nights related to STEM. With these funds, working with Chippewa, Luce, & Mackinac County head start programming to continue family STEM nights. Working on a program with Mind Trekkers to bring middle school students to the Norris Center at LSSU. Additionally, this funding will be able to bring on a new student intern in the science department in January to help with these programs.
- The Certificate for Completion for Fitness Training and Associate of Arts for Sport & Fitness Management were included in the updated catalog.
- There was a change to the Exercise Science program. Used to be the Associate of Arts and was updated to an Associate of Science.

PUBLIC COMMENT

Whitney Gravelle, Chair, highlighted Gail will no longer be serving on the Executive Council and will be entering into retirement and thanked her for her work.

NEXT MEETING DATE

The next meeting date is scheduled for January 23, 2026.

ADJOURNMENT

With no further business, Whitney Gravelle, Chair, adjourned the meeting without objection.

Meeting Adjourned at 11:36 a.m.

Respectively Submitted:

Minutes Taken By:

Beverly Carrick, Secretary

Raelynn Hunter
Executive Assistant to the President