

MINUTES
NORTH CENTRAL MICHIGAN COLLEGE BOARD OF TRUSTEES
REGULAR MEETING – Iron Horse Café
Tuesday, January 24, 2023 (4:00 p.m.)

1. CALL TO ORDER

Chairman Rasmussen called the meeting to order at 4:00 p.m.

2. ATTENDANCE

PRESENT: Trustees Kring (via phone), Fought, Rasmussen, Shirilla and Shorter

ABSENT: Trustees Etienne, and Keiswetter

3. APPROVAL OF AGENDA

It was moved by Trustee Rasmussen and supported by Trustee Shorter that the agenda be approved with one modification, the addition of 9., b., ii. Single Audit Report.

AYES: Trustees Kring (via phone), Fought, Rasmussen, Shirilla and Shorter

NAYS: None

ABSENT: Trustees Etienne, and Keiswetter

4. APPROVAL OF MINUTES

It was moved by Trustee Fought and supported by Trustee Shirilla that the minutes of the November 22, 2022, Regular Meeting, the January 9, 2023, Organizational Meeting, as well as the January 9, 2023 Special Meeting, be approved as drafted.

AYES: Trustees Kring (via phone), Fought, Rasmussen, Shirilla and Shorter

NAYS: None

ABSENT: Trustees Etienne, and Keiswetter

5. COMMUNICATIONS

President Finley shared the following communications:

- a. Seeking solutions to child care – PNR Article 2023-01-07

On January 7th, 2023, the Petoskey News Review wrote:

As child care continues to be an issue for parents and employers, North Central Michigan College has pressed forward with its year-long initiative seeking solutions to child care access in Northern Michigan

The NCMC Child Care Initiative involves working with parents and employers to find out what is needed, what barriers exist and how child care can be made more accessible. In the first week of December, the initiative launched an online survey- which received a good response - through the website Survey Monkey. The survey was promoted through community partners, who shared it in their newsletters, in order to bring it to the attention of as many parents and employers in the area as possible.

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For the full article, visit

<https://www.petoskeynews.com/story/news/local/2023/01/07/ncmc-seeks-input-on-child-care-needs-through-parent-employer-survey/69782552007/>

b. The highlight reel of Petoskey News – PNR Article 2022-12-31

Go Timberwolves! The NCMC Athletics program was highlighted as one of Petoskey News Review's five most impactful topics of 2022. It was noted that we joined the NJCAA and later the MCCA with six sports teams. What's more, we dedicated our new indoor athletic space, the Petoskey Plastics Arena, with a ribbon-cutting ceremony on November 18th.

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For the complete article, please visit

<https://www.petoskeynews.com/story/news/local/2022/12/31/year-in-review-the-highlight-reel-of-petoskey-news-in-2022/69735745007/>

c. Thank you letter from Foundation/Donation in recognition of Phil Millard's service

Dear Dr. Finley and Board of Trustees,

Thank you for your generous donation of \$1,000 to the North Central Michigan College Foundation, given in honor of Phil Millard's service to the college. As directed, your gift has been designated for the endowed scholarship honoring past trustees. Your support is greatly appreciated.

On behalf of the Foundation Board of Directors and the College, thank you for investing in North Central, our students, and our greater community.

Sincerely,

Chelsea Platte

d. Thank you from WRCNM

Dear Dr. Finley,

Thank you for your \$10,000 grant to the Women's Resource Center of Northern Michigan (WRCNM), received on 11/14/2022 for JEWEL scholarships.

This grant award is critical to sustaining programs and services provided for women, children, and families in our community. The funding received from NCMC will support women pursuing a better future through education and with the support of WRCNM's Education and Employment Services.

With your help, we are changing lives for the better. Thank you for caring!

Sincerely,

Gail Kloss

e. Former trustee Marion Kuebler has passed away

It is with great sadness that we share Former Trustee Marion Kuebler passed away on Tuesday, January 10, 2023.

Marion was born on August 25, 1932, in Detroit, Michigan. At age 16, Marion's piano teacher retired as organist at Marion's church, but had primed her to take over as organist. This became a lifelong passion.

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In 1970 Marion began her work with Michigan Department of State, serving 22 years, the last 15 as Manager of local Secretary of State office. In addition, she served as 22 years on North Central College Trustee Board, and 18 years on NCMC Foundation Board.

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In 1997, Marion received a Paul Harris Fellowship award, given by Rotary Club of Petoskey, for "making a difference in the community". In 2012 she was awarded recognition by North Central Michigan College with a Founder's Day award for dedication to the college. Marion also received many letters of recognition of her communication skills when working as Manager of Michigan Secretary of State in Petoskey. On May 6, 2022, Marion received an Honorary Degree from North Central Michigan Collage recognizing her as a lifelong champion of education.

Special friends are too numerous to mention. They also have a special place in her life. They know who they are and how much they added to care and joy they brought.

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A celebration of life will be held in the spring on Thursday, May 25th with details to follow. In lieu of flowers, Marion asks that you each take your family out to dinner and enjoy looking back on family remembrances. Donations in Marion's honor may be sent to North Central Michigan College or Harbor Springs United Methodist Church.

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For the complete obituary, please visit
<https://www.stonefuneralhomeinc.com/obituary/Marion-Kuebler>

6. SCHEDULED PUBLIC COMMENT

None.

7. FINANCIAL REPORT

Dr. Tom Zeidel, Vice President for Finance & Facilities was asked by Trustee Fought to provide a financial report for December 2022. Tom certified that the financials as of December 2022 are within the adopted tentative budget for 2022-23.

It was moved by Trustee Fought and supported by Trustee Shorter that the financial report and statement of bills be accepted as submitted.

AYES: Trustees Kring (via phone), Fought, Rasmussen, Shirilla and Shorter

NAYS: None

ABSENT: Trustees Etienne, and Keiswetter

8. PRESIDENT'S REPORTS

a. Welcome Back Week

On Tuesday, January 3rd, we kicked off our Welcome Back Week in preparation for this semester's students. We highlighted five things that made us proud in 2022: ACEN Nursing Accreditation, Intercollegiate Athletics launch, HLC Assessment Academy Interim Monitory Report completion, Classroom tech upgrades, and our Real Talk initiatives, and so many more! Allow me to add a sixth, which is the launch of our Fast Track programs.

Priorities that will grow our pack in 2023 were also shared: Thrive 2035 Strategic Plan, LPN Certificate Program, more Fast Track Programs, online programs growth, new program development, and continued progress of our Athletic programs, HLC Assessment Academy, and Real Talk initiatives.

Moving forward, we will continue to focus on People, Programs, and Places. A Campus Climate Survey will be administered at the end of this month, and a student engagement survey will be administered at the beginning of March.

The State of Michigan Community College Funding Formula was shared, as well as Dr. Finley's wish for the New Year... *that we might all work in 2023 to lessen the animosity that exists between various groups on campus.*

b. 2023 School Board Recognition

Each year Char-Em ISD recognizes the commitment it takes to serve on a Board of Education. Important decisions affecting thousands of students and families are made by these elected leaders, who give of themselves for the betterment of their schools and communities. January Is School Board Recognition Month, a time to honor and thank these publicly elected individuals for their untiring dedication to students.

I'd like to take a moment to thank each member of our Board of Trustees for their commitment to North Central Michigan College, to our students, faculty, staff, and the communities in which we serve. Thank you!

c. HLC Interim Report Completed

The HLC Interim Monitoring Report for NCMC was successfully submitted on January 12, 2023. Congratulations to Sara Glasgow, Erin Sonneveldt, Jennifer Wood, Melanie Leaver, and Stephen Strom, who each took a lead role in authoring this report. Thank you to all HLC Assessment Academy participants for input and efforts. Finally, thanks to all faculty, who have been working in earnest on Assessment Days, for all your hard work to create an even better learning environment for our students.

d. Inactivation of Hospitality and Casino Management AAS & Certificate programs, and Hospitality and Hotel Certificate of Development

On November 22, 2022, Rod Anderson, Chair of the Curriculum Review and Development and Academic Policies Committee (CRDAP) notified President Finley that the committee recently considered and approved (November 4, 2022) the inactivation of the Hospitality and Casino Management AAS degree program, Hospitality and Casino Management Certificate program, and the Hospitality and Hotel Certificate of Development program.

The committee's action is based on the lack of enrollment in these programs, as well as supporting courses. Hospitality (HTM) courses were last scheduled in 2019 as part of the Boyne Culinary Apprenticeship cohort. This cohort ran only once, and with three students. Prior to that, HTM courses have not run since the Winter 2010 semester.

I concurred with CRDAP's recommendation to inactivate this degree program and associated certificates. This is simply a matter of housekeeping, and it is good practice. As one of these programs is an AAS degree, I am notifying you. No further action is required.

e. # of graduates and exam pass rates for MA/Phlebotomy

Christy Lyons, Dean of Corporate and Community Education for NCMC, recently reported the 2022 Final pass rates for Medical Assistant and Phlebotomy students here at NCMC are 94%, as compared to 68% for the entire State of Michigan. So far for 2023 we are at 100%.

NCMC students are scoring above average in all NHA testing categories!

f. \$2M Congressionally-directed spending (earmark) secured in FY23 federal budget

NCMC has secured a \$2M federal earmark as part of the FY23 federal omnibus budget bill. While we await official notification from the Department of Labor, Health and Human Services, Education and related Agencies, we understand these funds may be

used for program development, personnel, equipment, and infrastructure in the health sciences area. This will greatly assist our efforts to raise the 50% match for our State of Michigan Career & Technical Education Enhancement (CATEE) Complex Capital Outlay Request.

9. COMMITTEE REPORTS

a. Bylaws & Policy Committee

The Bylaws & Policy Committee met on Thursday, January 12, 2023, to review one policy modification and to consider two new proposed Board Policies.

Trustee Shorter provided the following background and motions:

i. Pets on Campus | Policy 413

The need to update Policy 413 was identified and presented to the Bylaws & Policy Committee. This policy details when, where, and under what circumstances pets are allowed on campus.

It was moved by Trustee Shorter and supported by Trustee Shirilla that the revision(s) to Board Policy 413 Pets on Campus Policy be accepted as written. This Policy change is effective 1/24/2023.

AYES: Trustees Kring (via phone), Fought, Rasmussen, Shirilla and Shorter

NAYS: None

ABSENT: Trustees Etienne, and Keiswetter

ii. Posthumous Degrees | Policy 316

The need to create Policy 316 was identified and presented to the Bylaws & Policy Committee. This policy provides guidance with regard to awarding a degree in the case of a student death.

It was moved by Trustee Shorter and supported by Trustees Shirilla & Fought that the Board Policy 316 Posthumous Degrees Policy be accepted as written. This policy change is effective 1/24/2023.

AYES: Trustees Kring (via phone), Fought, Rasmussen, Shirilla and Shorter

NAYS: None

ABSENT: Trustees Etienne, and Keiswetter

iii. Gramm-Leach-Bliley Act; Required Information Security Program | Policy 427

The need to create Policy 427 was identified and presented to the Bylaws & Policy Committee. This policy is written as mandated by the Federal Trade Commission's Safeguards Rule and the Gramm-Leach-Bliley Act (GLBA). This document describes the Program elements pursuant to which the Institution intends to ensure the security and confidentiality of covered records,

protect against any anticipated threats or hazards to the security of such records, and protect against the unauthorized access or use of such records or information in ways that could result in substantial harm or inconvenience to students.

It was moved by Trustee Shorter and supported by Trustees Fought & Shirilla that the 427 Gramm-Leach-Bliley Act; Required Information Security Program Policy be accepted as written. This policy change is effective 1/24/2023.

AYES: Trustees Kring (via phone), Fought, Rasmussen, Shirilla and Shorter

NAYS: None

ABSENT: Trustees Etienne, and Keiswetter

b. Finance & Facilities Committee

The Finance & Facilities Committee met on Thursday, December 20, 2022, to review the November Financials, the final single audit report, and several other items, and also on Tuesday, January 17, 2023, to review December Financials, the tuition rate updates, fundraising goals, and several other items.

Trustee Fought provided the following backgrounds and motions:

i. Proposed Tuition Rates 2023-2024

This is the time of year that we need to set tuition and other rates for fall semester of 2023, the winter semester of 2024, and the summer session of 2024. It is necessary to set rates for the ensuing semesters at this time to facilitate establishing the level of student financial aid for each of those periods.

Accordingly, I will offer a series of motions dealing with tuition, room rates, meal plans, and other fees. The rates will become effective starting with the Fall 2023 session.

Tuition Rates:

In-District	\$144 per contact hour
Out-of-District	\$240 per contact hour
Out-of-State	\$310 per contact hour
In-District Nursing	\$176 per contact hour
Out-of-District Nursing	\$270 per contact hour
Out-of-State Nursing	\$341 per contact hour
In-District Dual	\$144 per contact hour
Out-of-District Dual	\$178 per contact hour

These rates reflect a varying increase from the prior rates as should be expected, but all increases are less than 5%.

Universal Single Fee:
Remains unchanged at \$30 per contact hour.

Dorm Room Rates:
Single room occupancy \$3,700
Double room occupancy \$2,200

Meal Plan Rates:
Silver Meal Plan \$900
Gold Meal Plan \$1,210
Platinum Meal Plan \$1,430

Meal plan rates reflect an increase of between 9 and 10% due to increasing food costs.

It was moved by Trustee Fought and supported by Trustee Shirilla that the above-mentioned tuition rates, dorm room rates, Universal (Single Fee), and meal plan rates be approved for school year 2023-2024.

AYES: Trustees Kring (via phone), Fought, Rasmussen, Shirilla and Shorter
NAYS: None
ABSENT: Trustees Etienne, and Keiswetter

ii. Single Audit Report

As a part of the audit of the College's June 30, 2022 financial statements, the auditors also audit the schedule of expenditures of federal awards and the College's internal control over financial reporting and its compliance with the rules and regulations of the various federal financial aid programs the College administers, the most prominent being the Pell Grant Program and Covid Higher Education Relief programs.

This year the federal government was late in publishing audit requirements, therefore delaying the auditor's report on the various federal financial aid programs. Because this report covers a number of federal aid programs it is referred to as the "Single Audit Report". This is the report that you have before you.

The auditors expressed a clean opinion on the Schedule of Expenditures of Federal Awards found on page two of the Single Audit Report. They also gave what amounts to a clean report on internal control over financial reporting and on compliance with requirements of the federal programs. Finally, the auditors reported that the College has prepared a Corrective Action Plan to address one minor matter of noncompliance that it did not impact their clean opinion.

It was moved by Trustee Fought and supported by Trustee Shirilla that the auditors' single audit report on the College's participation in various federal financial aid programs during the year

ended June 30, 2022, be accepted, and if necessary that proper notice of the acceptance of the report be published in the Petoskey News Review.

AYES: Trustees Kring (via phone), Fought, Rasmussen, Shirilla and Shorter

NAYS: None

ABSENT: Trustees Etienne, and Keiswetter

c. Personnel Committee

The Personnel Committee met on Thursday, January 19, 2023, to conduct its meeting. At that meeting, the Personnel Committee voted to recommend approval of four new Foundation Board members.

i. New Foundation Board Members

The Foundation by-laws require board membership be approved by the Board of Trustees. The Personnel Committee is seeking approval of membership for the following new Foundation Board members: Dave Boor, Walt Byers, Sharon Schappacher, and Jim Votruba.

It was moved by Trustee Shirilla and supported by Trustee Rasmussen that the Board approve appointment of Dave Boor, Walt Byers, Sharon Shappacher, and Jim Votruba to a three-year term of the Foundation Board.

AYES: Trustees Kring (via phone), Fought, Rasmussen, Shirilla and Shorter

NAYS: None

ABSENT: Trustees Etienne, and Keiswetter

10. STUDENT SUCCESS

a. Cecelia (Cece) Scheffler

President Finley welcomed Cece Scheffler. Cece was born here in Petoskey, Michigan, and graduated from Wolverine High School. While at Wolverine, she was the Class President and National Honor Society member. She also played every sport that was offered at the school.

She started her career at North Central as a Dual enrolled student, and is currently the lead RA in the dorms, Secretary of the Student Senate, and leader of the Timberwolf Nation (the student section for home athletic games).

Cece's favorite classes have been the psychology and biology classes. She most enjoys attending and participating in the home games, and very much enjoys having Leon Nash, Director of Campus Housing, as a boss. Her long-term goal is to pursue a career in Psychiatry.

President Finley and all the Trustees thanked Cece for her contributions here at North Central.

11. OLD BUSINESS

None.

12. NEW BUSINESS

a. February Regular Meeting Rescheduled

Chair Rasmussen stated that a request was made to reschedule the February Board meeting to Wednesday, February 22nd at 4 p.m. All Trustees present agreed to the rescheduled meeting date.

13. UNSCHEDULED PUBLIC COMMENT.

None.


14. ADJOURNMENT.

There being no further business, Trustee Fought motioned and Trustee Shorter supported that the meeting be adjourned at 4:38 p.m.

AYES: Trustees Kring (via phone), Fought, Rasmussen, Shirilla and Shorter

NAYS: None

ABSENT: Trustees Etienne, and Keiswetter



/S/ Daniel D. Rasmussen, Chairman



/S/ Melissa Keiswetter, Secretary