

**MINUTES**  
**NORTH CENTRAL MICHIGAN COLLEGE BOARD OF TRUSTEES**  
**REGULAR MEETING – Library Conference Rooms 1 & 2**  
**Wednesday, February 22, 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 Etienne, Fought, Keiswetter (via phone), Kring, Rasmussen, Shirilla and Shorter  
ABSENT: None

3. APPROVAL OF AGENDA

It was moved by Trustee Fought and supported by Trustee Shorter that the agenda be approved.

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

4. APPROVAL OF MINUTES

It was moved by Trustee Kring and supported by Trustee Etienne that the minutes of the January 24, 2023, Regular Meeting be approved as drafted.

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

5. COMMUNICATIONS

President Finley shared the following communications:

a. Petoskey State of the Community

On Tuesday, February 7, 2023, Jillian Fellows from the Petoskey News-Review published the article “*‘Challenge and change’: Petoskey hears State of the Community.*”

*“PETOSKEY — Community leaders gathered at the Crooked Tree Arts Center in Petoskey on Friday to celebrate the successes of 2022 and look ahead to the challenges and opportunities waiting in 2023.*

*Hosted by the Petoskey Regional Chamber of Commerce, the 2023 State of the Community highlighted six areas: education, philanthropy and community, health care, tourism, housing, and government and economy. “*

*Pinch-hitting for Christy Lyons, President Finley spoke to the college’s Fast Track programs, which began last year with the “Fast-Track Healthcare Bundle Program”, and result in valuable, industry-specific certification designed to meet local employers’ needs requirements.*

...

Full story can be viewed here: ['Challenge and change': Petoskey hears State of the Community \(petoskeynews.com\)](#)

b. North Central Michigan College to Host Career Fair

*PETOSKEY — NCMC's Career Services department will host a Career Fair on Thursday, April 13, from 11 a.m.— 3 p.m. in the in the Student and Community Resource Center gymnasium on the Petoskey campus.*

*Open to employers and jobseekers, the event will provide opportunities to network, recruit and interview candidates for career-track and entry-level positions as well as internships. The event is open to the public. Attendance is free.*

...

For more information about the Career Fair, contact Lori Morgan at [lmorgan@ncmich.edu](mailto:lmorgan@ncmich.edu) or 231-439-6265.

...

Full story was also published on February 14, 2023 in the Petoskey News-Review, and can be viewed here: [North Central Michigan College to host job fair this April \(petoskeynews.com\)](#)

c. NCMC Releases Fall 2022 Scholars List, Opens New Scholarship Cycle

*Thursday, February 9, 2023 – NCMC's Fall 2022 Scholars List includes 388 students who achieved top academic honors. Thirty-seven full-time students notched highest academic honors and were named to the President's List for earning a 4.0 grade point average. An additional 132 full-time students earned a GPA of 3.5—3.999 and were named to the Dean's List, and 219 students earned a place on the Scholar's List with a 3.5 or higher GPA for 6—11 credit hours (part-time status).*

The complete list of students who earned academic honors is available at [ncmich.edu/academics/scholars.html](http://ncmich.edu/academics/scholars.html).

Scholarship application window opens February 15

*North Central is issuing a call for applications for the first of two scholarship award cycles. Applications for Cycle 1 funds will be accepted February 15 through August 15, with funds to be awarded during the Fall 2023 and Winter 2024 semesters. A second application window, for funds to be awarded during the Winter 2024 semester only, will run October 15 through December 15. The college awarded more than \$557,000 in scholarships during the 2021-22 academic year.*

Find more information about scholarship opportunities at [ncmich.edu/scholarships.html](http://ncmich.edu/scholarships.html).

North Central has also added a new scholarship opportunity: the Joint Endeavor for Women in Education and Leadership, or JEWEL.

*The result of a partnership between North Central and the Women's Resource Center of Northern Michigan (WRCNM), the JEWEL program is designed to support students by providing improved access to resources that address barriers disproportionately faced by women. In addition to being matched with a mentor to encourage their professional and personal development, JEWEL participants will receive a \$1,000 scholarship split between the fall and winter semesters. The scholarship is renewable for up to two years.*

*The JEWEL program is funded by a generous gift from John Holder and Julie Fasone Holder, businesswoman and advocate for women in the workplace.*

...

*The JEWEL scholarship is open to 10 current or returning students with financial need and a high school diploma or GED. The program will expand to include an additional cohort of 10 students each subsequent year. Qualifying students will participate in a success program designed to improve academic outcomes by providing supportive services and consistent opportunities to meet with their mentor.*

*Applications for the JEWEL Scholarship are due April 15, and completion of the FAFSA is required. For more information or to apply, visit [ncmich.edu/scholarships.html](http://ncmich.edu/scholarships.html).*

d. NCMC Sees Winter 2023 Enrollment Increase

NCMC reports 8.6 percent increase in credit hours, largest increase among Michigan colleges.

*PETOSKEY—NCMC welcomed more students who took almost 9 percent more credit hours this winter compared to last winter, according to new data from the registrar's office.*

*Enrollment increased across the board, as North Central saw upticks in both student headcount and credit hours. While total enrollment increased only slightly—by six students—credit hours increased by 1,001, or 8.6 percent, compared to Winter 2022. The college's full-time equivalent (FTE), which aggregates part-time students into full-time students, increased by 8.56 percent, or 67 students.*

*North Central's increase in credit hours was the largest among the 25 Michigan community colleges that reported data for Winter 2023. Southwestern Michigan College in Dowagiac and Alpena Community College notched the second and third largest credit hour gains, with 8.3 and 7.9 percent, respectively. Only nine colleges reported an increase in credit hours, with increases ranging from .9 percent to 8.6 percent.*

...

*Corey Lansing, North Central's director of Admission, cited a campuswide focus on belonging and student success as critical to the college's enrollment success.*

*“These increases are thanks to great teamwork across campus,” Lansing said. “In addition to employing new strategies aimed at new-student recruitment, we’re also focused on efforts to retain and support our current students to make sure they’re successful on their educational journey toward graduation. Both aspects are reflected in our Winter 2023 numbers.”*

For more information, visit [www.ncmich.edu](http://www.ncmich.edu).

e. *North Central Men’s basketball win second straight game*

On Thursday, January 26, 2023, Drew Kochanny from the Petoskey News-Review published the article “*North Central Men win second straight ...*”

*Grayling - The Timberwolves picked up a second straight victory earlier this week with a 67-58 final over Kirtland Community College in Grayling. They also earned an 80-74 win over Delta College last Saturday, which ended a six-game losing streak.*

Full story can be viewed here: [North Central men win second straight; Harbor Light, Alanson girls roll \(petoskeynews.com\)](http://www.petoskeynews.com).

## 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 January 2023. Tom certified that the financials as of January 2023 are within the adopted tentative budget for 2022-23.

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

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

NAYS: None

ABSENT: None

## 8. PRESIDENT’S REPORTS

### a. HLC Interim Report Staff Analysis

Higher Learning Commission (HLC) quickly analyzed our Interim Report addressing concerns from the 2019 mid-cycle review, and they have provided promising feedback. In a nutshell, the staff review stated “good progress on your efforts to meet Core Components 3A, 3C, 4A, and 4B, keep it up. We’ll see you in 2025-2026 for your Next General Review.” This is wonderful news! Congratulations to all!

## b. Institutional Learning Outcomes

President Finley recently received a recommendation from the curriculum committee (CRD/AP), to adopt the Higher Learning Commission (HLC) Assessment Academy's newly-crafted Institutional Learning Outcomes (ILOs). ILO's are the knowledge, skills, abilities, and attitudes that students are expected to develop as a result of their overall experiences with any aspect of the College, including courses, programs, and student services. President Finley approved CRD/AP's recommendation, and this information is shared for your reference.

The CRDAP committee approved the following:

*The committee recommends, to the college President, the adoption of the five listed outcomes as North Central Michigan College's Institutional Learning Outcomes and that these outcomes replace the Lumina Degree Qualifications Profile for the assessment of student learning at North Central Michigan College.*

The five Institutional Learning Outcomes are:

1. Demonstrate solutions to problems from multiple perspectives.
2. Demonstrate appropriate verbal and nonverbal communication across contexts.
3. Demonstrate ethical reasoning in varied contexts.
4. Apply field-appropriate knowledge and skills to address common issues in an academic, professional, or community context.
5. Develop intercultural competence for living globally connected world.

*Additional documentation from the Assessment Academy supported this recommendation. This action will replace the Lumina Degree Qualifications Profile as the basis for student learning outcomes at the institution level.*

*We thank Kim Drury and Rod Anderson, co-chairs of the CRD/AP Committee, and Dr. Sara Glasgow and Dr. Erin Sonneveldt, the primary leaders of the HLC Assessment Academy team for their efforts on this project.*

## c. President's Commission Report

A President's Commission Meeting was held via zoom on January 31<sup>st</sup> to share college updates, and gain input on our strategic directions. Good conversations were had around emerging trends in business & industry, certificate programs, enrollment, and marketing initiatives. We especially liked the question "what are the headwinds that prevent us from being what we want to be." This is a good question to consider and work through. A productive meeting resulted from this dialog. We are working to answer questions posed and follow up with this group.

## d. ACCT National Legislative Summit

At the beginning of February, President Finley traveled to Washington, DC for the ACCT National Legislative Summit. He was able to thank federal legislators for the FY23 federal congressionally directed spending grant (earmark) of \$2M to grow our nursing and allied health programs here at North Central. ACCT shared their top three community college federal

legislative priorities: Bolstering the Role of Community Colleges in Workforce Development, Funding Key Education and Workforce Programs, and Supporting Dreamers.

e. Lansing Legislative Recap

Last week, Dr. Finley travelled to Lansing to meet with key legislators who will determine North Central's FY24 appropriation and the fate of our CATEE Complex Capital Outlay Request. He was able to share the story of NCMC's impact ... both the life-changing impact on individual students and the value-add impact to our host communities. Our story resonated with the state and federal legislators with whom he met, and we are optimistic these conversations will 'bear fruit' in the days ahead.

9. COMMITTEE REPORTS

a. Personnel Committee

Trustee Shirilla provided the following background and motion:

The Personnel Committee met via zoom on Thursday, February 16, 2023, to discuss several topics, including the newly crafted Employee Handbook which has now been ratified by both the Association of Faculty and Professional Staff, and the Educational Support Professionals.

It was moved by Trustee Shirilla and supported by Trustee Kring that the Board of Trustees approve the proposed Employee Handbook for North Central Michigan College. The Employee Handbook will be effective today, 2/22/2023.

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

b. Bylaws & Policy Committee

Trustee Shorter provided the following background and motion:

The Bylaws & Policy Committee met on Friday, February 10, 2023 to consider four proposed new Board Policies. VP of Academic Affairs Stephen Strom shared the four policies, recommended by the Curriculum Committee (CRD/AP), which provide direction to the college for creating and maintaining procedures.

**Policy 213 Academic Degrees, Programs, and Courses Policy**

**Background:**

Policy 213 was put in place for the Board to direct the College (Administration, Faculty and Staff) to create the necessary academic degrees, programs, and courses. This policy is in direct support of Accreditation through the Higher Learning Commission.

### **Policy 214 General Education Policy**

#### **Background:**

The need to create Policy 214 was identified to ensure the general education curriculum is appropriate to each academic credential. The policy directs that the Faculty and Administration develop the general education curriculum via procedures developed through the college, and in accordance with the Higher Learning Commission (HLC) standards, Michigan Transfer Agreement (MTA) guidelines, and other best practices.

### **Policy 215 Program Review Policy**

#### **Background:**

Policy 215 was created to define how we review those degrees, certificates, and programs referenced in policy 213. This ensures all academic credentials - generally referred to as programs – be systematically reviewed and evaluated by Faculty, Administration, and Students for quality, effectiveness, and efficiency.

### **Policy 216: Outcomes Assessment (Assessment of Student Learning) Policy**

#### **Background:**

This policy states that the board directs the college to ensure learning outcomes assessment opportunities are available to improve the teaching and learning process for students. This policy commits the board to an assessment policy which directs Faculty, Staff, and Administration to identify institutional learning outcomes, determine effective assessment measures, analyze the results of assessment measures, and use the results of the outcomes assessment process to improve teaching and learning at the College.

It was moved by Trustee Shorter and supported by Trustee Fought that the four new Board Policies 213, 214, 215 and 216, be accepted as written.

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

NAYS: None

ABSENT: None

## 10. OLD BUSINESS

### a. Thrive 2035 Strategic Plan

Trustee Kring provided the following background and motion:

The College has updated the Thrive 2035 Strategic Plan, with input from many stakeholders, including both the Association of Faculty and Professional Staff (AFPS), and the Educational Support Professionals (CMO). This revised strategic plan places the focus on People – Programs – Places, in that order. The final version of the Thrive 2035 Strategic Plan has been shared with both the Personnel, and the Finance & Facilities Committees. Finally, drafts of the proposed Thrive 2035 Strategic Plan have been shared with the entire board over the past several months.

It was moved by Trustee Kring and supported by trustee Etienne that the Board of Trustees approve the Thrive 2035 Strategic Plan. This Strategic Plan will be effective today, 2/22/2023.

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

## 11. NEW BUSINESS

### a. Foundation Report

Chairman Rasmussen called upon Chelsea Platte, Executive Director of the Foundation to provide the semi-annual update to the board.

Chelsea shared that the Foundation's Performance this year has been strong. Since July 1<sup>st</sup>, 2022, \$793,000 in donations have been raised. Over \$500K has been raised toward scholarships, \$100K toward athletics, and over \$100K in unrestricted donations.

Funding priorities for this fiscal year have been drawn from the evolving strategic plan that was just finalized. The focus is on four areas: student success, program support in manufacturing & engineering technology and skilled trades, program support in nursing & health sciences, and athletics.

The Foundation Finance Committee met recently and is making plans to develop policies on investments and spending, craft guidelines around funds usage, and look at the management of their audit process. The foundation's audited financial statement information already rolls up into the college's audited financial statements, so we are considering the time and cost savings to eliminate the process of creating a separate process and documents specific to the foundation.

## 12. STUDENT SUCCESS

### a. Phi Theta Kappa (PTK)

PTK Advisor Chelse Hawkins Olivo introduced herself and two new co-advisors, Erin Sonneveldt and Kathryn Gardner. Chelse explained PTK is the two-year college honor society, and their goal is to recognize and encourage scholarship among students.

Chelse explained NCMC's PTK chapter has four board members, and introduced the three board members present:

Haley Dixon (Secretary) is an early college student through Petoskey High School. In high school, she had participated in many sports and also the steel drum band. Haley will be graduating with her Associate Science degree in the spring and will then be going to MSU to major in Human Biology, with a long-term goal to work as an orthodontist.

Elaine Harris (Treasurer) is a Harbor Springs graduate, where she participated in theater and music. Ellie joined PTK to branch out and broaden her horizons. She is studying science here and plans to transfer to Grand Valley to study Geology, after which she plans to work as an environmental geologist.

Sarah Baldwin (President) was previously home-schooled, where she studied ballet, piano, Taekwondo, and was a professional sailing instructor. She has quite the family history here, as her grandparents met while students at North Central. Her favorite subjects are Dr. LaDeur's political

science classes. Sarah plans to pursue International Relations and specialize in Chinese international relations.

13. UNSCHEDULED PUBLIC COMMENT.

None.

14. ADJOURNMENT.

There being no further business, Trustee Fought motioned and Trustees Etienne and Shorter supported that the meeting be adjourned at 4:35 p.m.

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

NAYS: None

ABSENT: None



/S/ Daniel D. Rasmussen, Chairman



/S/ Melissa Keiswetter, Secretary