

**MINUTES**  
**NORTH CENTRAL MICHIGAN COLLEGE BOARD OF TRUSTEES**  
**REGULAR MEETING – Library Conference Rooms 1 & 2**  
**Tuesday, May 23, 2023 (4:00 p.m.)**

1. CALL TO ORDER

Chairman Rasmussen called the meeting to order at 4:04 p.m.

2. ATTENDANCE

PRESENT: Trustees Etienne, Fought, Keiswetter (via phone), Rasmussen, and Shirilla

ABSENT: Trustees Kring and Shorter

3. APPROVAL OF AGENDA

It was moved by Trustee Fought and supported by Trustee Etienne that the Agenda be approved as written, with the addition of New Business item b. Personnel Discussion (Closed Session).

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

NAYS: None

ABSENT: Trustees Kring and Shorter

4. APPROVAL OF MINUTES

It was moved by Trustee Shirilla and supported by Trustee Fought that the minutes of the April 25, 2023 Regular Meeting be approved as written.

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

NAYS: None

ABSENT: Trustees Kring and Shorter

5. COMMUNICATIONS

President Finley shared the following communications:

a. NLEA – Thank you

On Tuesday, May 16, 2023, David Emmel, President, and Sam Bailey, Strategic Initiatives Manager of Northern Lakes Economic Alliance (NLEA), wrote:

*Dear Dr. Finley,*

*We want to thank North Central Michigan College for its financial commitment to the mission of the Northern Lakes Economic Alliance. We have received your most recent membership dues of \$3,000.*

*The Alliance depends on a broad range of investors from both the public and private sectors. We do appreciate all the support NCMC provides for our region and specifically the Alliance. Your investment will continue to strengthen the staffing, programming, and events offered by your Alliance.*

*Economic development happens only when people, communities, and organizations work together.*

*Thank you for your continued support!*

b. Community College Daily article

On Wednesday, May 17, 2023, the American Association of Community Colleges publication, Community College Daily, published an article written by Megan VanHorn titled *A career ladder for aspiring nurses*.

This article highlights the value of the pending nursing career ladder to our students and the community. Congratulations to Megan on a wonderful article!

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The article can be read here: <https://www.ccdaily.com/2023/05/a-career-ladder-for-aspiring-nurses/>

c. 2022 Paragon Award Winners

This spring, our Marketing team was honored with two 2022 Paragon Awards from the National Council for Marketing & Public Relations. They achieved a gold award for North Central in both Excellence in Writing-Short Form, and Excellence in Writing-Long Form. Congratulations!

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 April 30, 2023. Tom certified that the financials as of April 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, Fought, Keiswetter (via phone), Rasmussen, and Shirilla

NAYS: None

ABSENT: Trustees Kring and Shorter

8. PRESIDENT'S REPORTS

President Finley provided updates on the following items:

a. Commencement – May 5, 2023

On Friday, May 5, 2023, North Central Michigan College held a Nurse Pinning Ceremony, Trustees Reception, and Commencement. Members of the Board of Trustees, Faculty, Staff, Students, and their families gathered to celebrate the class of 2023, along with keynote speaker,

Senator Debbie Stabenow. Congressman Jack Bergman and State Senator John Damoose also attended Commencement.

All three events were a great success, and full of NCMC pride, and excitement for the future! Thank you to all who worked hard to make each ceremony special and create wonderful memories for our students and their families.

b. OPIE Awards

At this year's 26th annual MEA Outstanding Person in Education (OPIE) Awards, Dominic Borowiak was honored as outstanding Professor of English. Congratulations Dom, and thank you for everything you contribute to NCMC and our students.

c. Leadership Charlevoix County Graduation 2023

On Wednesday, May 10, 2023, NCMC Librarian Kendra "Killer" Lake graduated from the Leadership Charlevoix County class of 2023. Congratulations to Kendra on this accomplishment.

We also extend Congratulations to Jordan Olivo, who recently completed Leadership Little Traverse. Renee DeYoung attended his graduation ceremony on May 18<sup>th</sup>, 2023.

We are so proud of both of you and your achievements here at NCMC, and in the community, thank you!

d. LPN Program Approval

Thursday, May 4, 2023 – The Michigan Board of Nursing approved North Central's application for approval of the Licensed Practical Nursing (LPN). Congratulations to Dean Brent LaFaive, VP Stephen Strom, and the nursing faculty and staff for this accomplishment!

e. English Candidate Hire

We are pleased to share the hiring of Mary Brower as Full-time Instructor of English. This is a replacement position, and already exists in the budget. A committee consisting of six individuals reviewed more than 50 applications for the full-time Instructor of English position. On-campus interviews and teaching demonstrations were conducted with three finalists. Ultimately, Mary was selected for her innovative approach to teaching, thoughtfully designed teaching demonstrations. Instructor Brower will start on August 28<sup>th</sup>, 2023.

f. WOCTEP MOU Signing

On Thursday, May 11, 2023, members of the Little Traverse Bay Bands of Odawa met on campus to discuss the draft Waganakising Odawa Career and Technical Education Program (WOCTEP)

MOU with North Central Michigan College. This updated document is now fully executed. We look forward to continuing our collaboration with the LTBB's WOCTEP Program.

g. Short story publications

Our Dean of Arts and Sciences, Sara Glasgow recently shared that Shaelynn Long-Kish, Instructor of English, will have a short story "Too Beautiful a Creature" and a poem "Storm" published in the anthology, the Carnation Collection this September. Congratulations Shae on your achievement!

## 9. COMMITTEE REPORTS

a. Finance & Facilities Committee

Trustee Fought shared that the Finance & Facilities Committee met on Tuesday, May 16<sup>th</sup>, to conduct business. In addition to reviewing the April Financial Statements, the following two items were moved forward for full Board approval: FY 23/24 Proposed General Fund Operating Budget, and a signage bid approval.

- i. It was moved by Trustee Fought and supported by Trustee Rasmussen that BE IT RESOLVED that the Board adopt a Tentative General Fund Operating Budget in the aggregate amount of \$18,323,145 for the College's fiscal year starting July 1, 2023 and ending June 30, 2024. To cover the budget, BE IT RESOLVED that the Board levy the maximum ongoing charter millage calculated at 1.0514 mills of ad valorem property taxes. BE IT FURTHER RESOLVED that the Board levy the voted operating millage of .94444 mills. The operating millage levy was approved by the voters of Emmet County in November, 2016 for a period of ten years.

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

NAYS: None

ABSENT: Trustees Kring and Shorter

- ii. Background: There has been an interest in enhancing the College's signage with a uniform theme. Earlier this fiscal year, the College contracted with a firm to design the signage that would meet this objective. The design work has been completed. The next step is to have the signs constructed and installed.

Four bids were received for this phase of re-signing the College and all were considered for this work. The firm judged best able to perform this service and have it completed by October 15, 2023, was Signplicity, a northern Michigan firm.

Their bid was for \$516,377. The College's Foundation has agreed to contribute \$100,000 towards this cost, and other gifts are being pursued.

It was moved by Trustee Fought and supported by Trustee Shirilla that the College enter into a contract with Signplicity at a cost not to exceed \$516,377 for the construction and

installation of the College's re-designed signage with the completion date of this project being October 15, 2023.

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

#### 10. STUDENT SUCCESS

##### a. Logan & Justice McQueen

President Finley shared that we are proud to welcome recent graduates, Logan and Justice McQueen. Both Logan and Justice graduated in May, 2023.

Logan shared that both he and his brother started their education at Blackbird Elementary in Petoskey but have primarily been home schooled. Logan was employed during the Pandemic and earned a Frontliners Scholarship to pursue Law Enforcement. His favorite classes were American Government and Earth Science. Logan has already applied to the Michigan State Police Trooper's Training Academy.

Justice shared that he originally hadn't thought of college as a path for him. He pursued several career paths before he settled on Law Enforcement. His favorite class was American Government, taught by Scott LaDeur. Justice is preparing to apply to the Michigan State Police Trooper's Training Academy as well.

#### 11. OLD BUSINESS

None.

#### 12. NEW BUSINESS

President Finley requested that that the board move into Closed Session to discuss:

- a. Purchase, sale, or lease of real property
- b. Personnel discussion

A roll call vote was taken prior to moving into Closed Session at 4:27 p.m.

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

Trustee Keiswetter left the meeting (via phone call) at 5:07 p.m.

The Board of Trustees and President Finley returned to the Regular Meeting at 5:07 p.m. Upon returning, Trustee Rasmussen asked for a motion to return to Open Session. Trustee Fought moved and Trustees Rasmussen and Shirilla supported this request.

AYES: Trustees Etienne, Fought, Rasmussen, and Shirilla  
NAYS: None  
ABSENT: Trustees Keiswetter, Kring and Shorter

Trustee Fought motioned and Trustee Shirilla supported to proceed with the negotiations for the purchase of real property.

AYES: Trustees Etienne, Fought, Rasmussen, and Shirilla

NAYS: None

ABSENT: Trustees Keiswetter, Kring and Shorter

13. UNSCHEDULED PUBLIC COMMENT.

None.

14. ADJOURNMENT.

There being no further business, Trustee Fought motioned and Trustees Shirilla and Etienne supported that the meeting be adjourned at 5:10 p.m.

AYES: Trustees Etienne, Fought, Rasmussen, and Shirilla

NAYS: None

ABSENT: Trustees Keiswetter , Kring and Shorter



/S/ Daniel D. Rasmussen, Chairman



/S/ Melissa Keiswetter, Secretary`