

MINUTES
NORTH CENTRAL MICHIGAN COLLEGE BOARD OF TRUSTEES
REGULAR MEETING – Library Conference Rooms 1 & 2
Tuesday, April 23, 2024 (4:00 p.m.)

1. CALL TO ORDER

Chairman Rasmussen called the meeting to order at 4:01 p.m.

2. ATTENDANCE: ROLL CALL

Trustee Etienne: AYE

Trustee Fought: AYE

Trustee Keiswetter: AYE (via phone)

Trustee Kring: AYE

Trustee Pretty: AYE

Trustee Shirilla: AYE

Trustee Rasmussen: AYE

3. APPROVAL OF AGENDA

It was moved by Trustee Pretty and supported by Trustee Etienne that the agenda be approved as written.

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

NAYS: None

ABSENT: None

4. APPROVAL OF MINUTES

It was moved by Trustee Shirilla and supported by Trustee Fought that the minutes of the March 26, 2024, Regular Meeting, be approved as drafted.

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

NAYS: None

ABSENT: None

5. STUDENT SUCCESS

President Finley welcomed North Central's Librarian, Kendra Lake, to introduce the two students working in the library this semester.

Nyomie Hallenbeck, from Indian River, has worked in the library for two years. This is her last semester at North Central before leaving for NMU in the fall. Nyomie is an artistic guru and has done design work for Take Your Kid to Work Day, and cover art for the bookbinding session held recently. Nyomie lives on campus and her best experience here has been with the people.

Angelique Lozon, also from Indian River, has worked in the library for one year. She has interest and work experience with libraries and archives. She has been working on North Central's archives and has compiled images for the Emeritus wall. Angelique has also been working on scanning, digitizing, and cataloging old yearbooks. She plans to transfer to Wayne State to pursue a BS in English and Library Science. Her best experiences here at North Central have been the people and faculty she has met along the way.

6. COMMUNICATIONS

President Finley shared the following communications:

a. NCMC plans free family activities for Month of the Young Child

On Thursday, March 21, the College shared a press release and PNR and Harbor Light News also shared that NCMC celebrates the Month of the Young Child throughout April. All events in the college's Family Activity Series are free and open to all ages and all members of the community.

"Highlighting the Month of The Young Child through our Family Activity Series underscores North Central's dedication to fostering strong beginnings for future leaders," said Jennifer Wixson, NCMC early childhood education program coordinator and head of the college's Child Care Initiative. "These activities affirm our commitment to nurturing early learning experiences that set the stage for lifelong success."

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For the latest updates, activities, and events related to the NCMC Child Care Initiative, visit www.ncmich.edu/cci.

The full press release can be viewed here:

<https://www.ncmich.edu/community-events/news-and-press-releases/2024-family-activity-series.html>

b. NCMC to expand college credit for completion of high school CTE programs.

On Monday, April 8, a NCMC press release announced and Harbor Light News picked up and published an article highlighting the expansion of college credit for completion of high school CTE programs.

"North Central is helping high school graduates get a head start on their college journey by expanding college credit for students who have completed high school career and technical education (CTE) programs. North Central has partnered with the Michigan Department of Education's Office of Career and Technical Education to provide NCMC credit for high school CTE courses aligned with 13 of the college's academic programs.

"This initiative underscores North Central's commitment to fostering seamless transitions from high school to college and providing even more accessible pathways to higher education," said NCMC Dual Enrollment Coordinator Cassidy Leirstein. "Now CTE graduates can save money on tuition while accelerating their progress in programs they're already interested and invested in, including accounting, business, education, and engineering."

The full article can be viewed here:

<https://www.ncmich.edu/community-events/news-and-press-releases/career-tech-articulation.html>

c. NCMC are MCCA Hunger Games Champions for second consecutive year

On Tuesday, April 2, a North Central Press release shared the results from the 2023-2024 MCCA Hunger Games competition. For the second year in a row, North Central topped the leader board!

An annual tradition in the MCCA since 2014, the Hunger Games bring all 24 member institutions closer together through friendly competition and mutual participation in acts of

service. In addition to increasing awareness about food insecurity, the Hunger Games provide an opportunity to raise funds and secure donations for the local community. The donations are then tallied and delivered to local community food pantries.

In this year's competition, MCCA member schools collected enough food and monetary donations to provide 9,833 meals for students. According to the Food Bank of Eastern Michigan, every dollar donated is equal to six meals, and every pound donated is equal to one meal. NCMC held its annual Hunger Games on February 21 when the Timberwolves hosted the Alpena Community College Lumberjacks. NCMC fans donated 4,606 meals in support of the Campus Cupboard, the college's year-round, on-campus food pantry available to any North Central student.

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North Central is now two for two, winning the Hunger Games award in each season the Timberwolves have been part of the MCCA.

The full article can be found online at:

https://www.ncmctimberwolves.com/general/2023-24/releases/hunger_games_24

7. SCHEDULED PUBLIC COMMENT

a. AFPS – Chet Jessick, President of AFPS, noted that after 15 months of negotiations, the AFPS has requested the Michigan Employment Relations Commission to provide a mediator to assist with the process.

The Institutional Research Committee are reviewing the results of the PACE survey to gain insight into the health of the college environment, understand the employees perceptions and perspectives. They will continue that work into the fall.

Faculty member Brian Goetz was North Central's nominee for Outstanding Person in Education (OPIE) Awards last night at the Gypsy Distillery. Two of the three nurses that assisted with a medical emergency at the event were our own faculty member Erayna Paquette, and former graduate Jamie Moore.

b. CMO – Randy Greenacre, President of the CMO reported the CMO is in calm waters and have had good results with the summer hours. Supervisors are working very well with staff to best accommodate everyone's hours. He expressed that he hopes the faculty is able to reach smoother waters soon.

8. FINANCIAL REPORT

Dr. Tom Zeidel, Vice President for Finance & Facilities was asked by Trustee Fought to provide a financial report for March 2024. Tom certified that the financials as of March 2024 are within the adopted tentative budget for 2023-24.

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

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

NAYS: None

ABSENT: None

9. PRESIDENT'S REPORTS

President Finley shared the following:

a. Project Connect held on campus – April 10

On Wednesday, April 10, Project Connect hosted a day of service for those in need in Charlevoix, and Emmet Counties. This event was held in the SCRC here on campus and was very well attended. This one-day event connected individuals with a range of health and human services provided by nearly 60 local non-profit agencies and other businesses. Free services were available in areas such as: Education & Employment, Food & Nutrition, Health & Wellness, Housing & Finance, Kids & Parenting, Veterans Affairs and other Social Services.

The idea behind the event is for people, struggling to make ends meet, to have access to the services they need without the confusion, red tape, and waits that often characterize social services.

b. Partnership with DU | ADN-to-BSN update

Last week, VP of Academic Affairs Stephen Strom shared that our partnership with Davenport University and the ADN-to-BSN program is already paying off. DU is enrolling 11 of our ADN graduates in their BSN program. Thanks to all who helped and continue to make this opportunity available to our students!

c. 2024 NCMC Emerging Artists Exhibition at CTAC

NCMC students currently have an Emerging Artist Exhibition at Crooked Tree Arts Center. I had a chance to visit the show last week and came away very impressed! We have some excellent student artists in a variety of media, and it was a joy to view their work.

Thank you to Anne Morningstar, Lynn Dinning, Stephen Stuchell, Egan Franks-Holzhausen, Kermit Barrette, and Leon Nash for the important role that they play in the development and life of these students!

d. Community College Day in Lansing – April 24

Tomorrow, April 24, a small team, including the Timberwolf mascot, will be headed to the Capital Building in Lansing to participate in Community College Day. I will be meeting with legislators to discuss MCCA priorities and advocate for North Central. Our Mascot will be joining mascots from across the state to showcase Michigan's outstanding community colleges.

e. Annual Athletics Banquet – April 25

The annual NCMC Athletics Banquet will be held this Thursday, April 25. We will be celebrating the successes of our student-athletes, volunteers, and everyone who contributed to another fantastic year of NCMC athletics.

f. Commencement Plans – May 3

The 2023-24 academic year culminates with Commencement on Friday, May 3rd at 7:30pm. For our nursing students, Nurse Pinning, a few hours earlier at 4:00pm, is also a very special ceremony.

Nurse Pinning, recognizing this year's 26 graduates and the beginning of their healthcare careers, will feature alumna Lily (Kingma) Wilcox as the keynote speaker.

Commencement will showcase more than 250 graduates. It will also include the awarding of honorary degrees to Pier and Renee Borra for their educational and community service to Northern Michigan these past 15 years. North Central alumna and Boyne District Library Director Monica Peck will provide the keynote address.

I am pleased to share that we are also reinstating the Graduation Reception with refreshments and hors d'oeuvres immediately following Commencement.

g. OPIE Awards Winner

President Finley extended congratulations to Brian Goetz for receiving the MEA's Outstanding Person In Education (OPIE) award for North Central.

h. Passing of Jolene Amo

President Finley shared the sad news of the passing of Jolene Amo. Jolene served North Central for 14 years as Executive Assistant to the President, first for Bob Graham and then Cameron Brunet-Koch.

10. COMMITTEE REPORTS

a. Finance & Facilities Committee

Trustee Fought shared that the Finance & Facilities Committee met last Tuesday. They reviewed the financial statements through March of this year. They also discussed the purchase of another house on Howard Street, the status of the purchase of bonds, and the architect and construction manager for the CATEE Project.

i. Purchase of Property

Trustee Fought provided the following background:

The College is aware that new staff members continue to have difficulty finding temporary rental housing upon moving to Petoskey.

Recently the College was advised by the owner of 1418 Howard Street that they were planning to build a house in the area and were looking to sell their home on Howard Street. The College obtained three appraisals which confirmed that a price of \$380,000 was reasonable. Further, a property inspection report on the house was favorable.

An offer to purchase the property has been signed.

Trustee Fought moved and Trustee Kring supported that the College proceed with the purchase of the house at 1418 Howard Street, Petoskey, MI for a cash purchase price of \$380,000 plus closing costs with the stipulation that the current owner be permitted to remain in the house until May 31, 2025, with rent charged at \$2,000 per month, January thru May, 2025.

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

NAYS: None

ABSENT: None

ii. 2024 Proposed Bond Issuance

Trustee Fought provided the following background:

During the March 26, 2024 meeting, the Board agreed to issue College Building and Site Bonds in the aggregate amount of \$6.5 million.

It is now necessary to formalize that action to comply with the bond requirements.

Trustee Fought put forth and Trustee Kring supported the following resolution Authorizing Issuance and Sale of College Building And Site Bonds, Series 2024.

WHEREAS, North Central Michigan College (the “College”) is a community college district operating under the Community College Act of 1966, Act 331, Public Acts of Michigan, 1966, as amended (“Act 331”); and

WHEREAS, Section 122(b) of Act 331 authorizes the board of a community college district, subject to the provisions of the Revised Municipal Finance Act, Act 34, Public Acts of Michigan, 2001, as amended (“Act 34”), to borrow money to pay for various capital improvements to be made or acquired for community college facilities through the issuance of bonds, which bonds may be issued without a vote of the electors of the district, in amounts which, together with the total outstanding bonded indebtedness of the community college district, do not exceed 1-1/2% of the first \$250,000,000 of state equalized valuation of taxable property within the district plus 1% of the excess over \$250,000,000 of the last confirmed state equalized valuation of all taxable property in the district; and

WHEREAS, the last confirmed state equalized valuation of taxable property within the College district is \$5,435,491,050, and consequently the College’s current limit on debt which may be issued without a vote of the electors is \$55,604,911; and

WHEREAS, the total outstanding general obligation bonded indebtedness of the College as of May 2, 2024 will be \$2,345,000; and

WHEREAS, the College intends to acquire, construct, renovate, furnish, and equip classroom buildings on the main campus of the College, including but not limited to renovation of the Health Education and Science Center and construction of an addition thereto, construction of new facilities dedicated to learning spaces for career and technical education, including demolition of an existing building, and related landscaping and site improvements (collectively, the “Capital Improvements”); and

WHEREAS, the Board of Trustees determines to authorize bonds in an aggregate amount not-to-exceed \$6,500,000 to pay for a portion of the costs of the Capital Improvements; and

WHEREAS, the Board of Trustees wishes to authorize either the Vice President of Finance and Facilities or the Director of Business Services of the College (each, an “Authorized Officer”) to sell and deliver and receive payment for the bonds without the necessity of the Board of Trustees taking further action.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. College Building and Site Bonds. The College shall issue Bonds designated as the COLLEGE BUILDING AND SITE BONDS, SERIES 2024 (LIMITED TAX GENERAL OBLIGATION) (the “Bonds”) in the aggregate principal amount of not-to-exceed Six Million Five Hundred Thousand Dollars (\$6,500,000), as determined by an Authorized Officer at the time of sale, for the purpose of defraying all or a portion of the costs of the Capital Improvements, including payment of legal, engineering, financial and other expenses incident thereto.

2. Bond Details and Bond Form information is included in the full resolution attached to this motion.

3. Full Faith and Credit Pledge for Payment of Bonds. The College expressly and irrevocably pledges its full faith and credit for the prompt and timely payment of the principal of and interest on the Bonds. The Bonds shall be payable, as a first budget obligation, from the general fund of the College, and the College shall annually levy ad valorem taxes on all the taxable property in the community college district of the College in an amount which, taking into consideration estimated delinquencies in tax collections, shall be fully sufficient to pay the principal and interest on the Bonds, provided, however, that if at the time of making any such tax levy there shall be other legally available funds for the payment of principal of and interest on the Bonds, then credit therefor may be taken against the levy for payment of the Bonds. The levy shall be subject to constitutional and statutory tax rate limitations.

The full Resolution Authorizing Issuance and Sale of College Building and Site Bonds, Serial 2024, be added as an attachment to this motion.

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

iii. CATEE Architect

Trustee Fought provided the following background:

During the April 2023 board meeting, the Board approved the retention of Cornerstone Architects, Inc, of Grand Rapids, MI to design renovations and additions to the College's facilities to accommodate expansion of the health sciences and technical programs offered by the College. The renovations and additions are referred to as the CATEE Program.

The designs have been completed and the construction phase of the program is scheduled to begin. Construction drawings are needed.

The architect's fee for construction drawings is a percentage of actual construction costs. Construction costs for both phase I and phase II are estimated at a total of \$14,895,882. Based on the estimated construction costs, the fee for construction drawings will be \$1,009,860.

Trustee Fought moved and Trustee Pretty supported that the firm of Cornerstone Architects, Inc. of Grand Rapids be retained to provide construction drawings for the renovation and additions to the College's facilities as set forth in the design drawings for the Career and Technical Education Enhancement Program at a cost of 6.8 percent of actual construction costs, approximately \$1,009,860 based on estimated construction costs.

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

iv. CATEE Construction Manager

Trustee Fought provided the following background:

It has been the practice of the College to use construction managers to manage and supervise its various construction projects. In preparation for proceeding with the CATEE Project, RFPs were

sent to 6 construction management firms with an April 15, 2024 response date for phase I and an April 24, 2024 response date for phase II. Four firms responded to both phases I and II.

Since the response date for phase II was the day after this meeting, it was decided to approve the construction manager for just phase I today and delay the move for phase II until the May board meeting.

Clark Construction submitted the lowest bid of the two firms well qualified to perform the construction management function.

Trustee Fought moved and Trustee Kring supported that the firm of Clark Construction be retained as construction manager for Phase I of the CATEE Project at a cost of \$91,399.

Trustee Rasmussen requested a roll call vote as follows:

Trustee Etienne: AYE

Trustee Fought: AYE

Trustee Keiswetter: ABSTAIN (Conflict of Interest)

Trustee Kring: AYE

Trustee Pretty: AYE

Trustee Shirilla: AYE

Trustee Rasmussen: ABSTAIN (Conflict of Interest)

b. Bylaws & Policy Committee

Trustee Pretty shared that the Bylaws & Policy Committee reviewed proposed changes to policy 427 – Gramm-Leach-Bliley Act (GLBA) Required Information Security Program.

Trustee Pretty provided the following background:

In order to remain compliant with Federal guidelines, policy 427 – the Gramm-Leach-Bliley Act (GLBA) Required Information Security Program policy, must be updated to include four additional internal policies and procedures for information security including: Access Control; Encryption and Sensitive Data; Data Logging; and Secure Development policies. The policies are being updated to reflect the necessary practices required by the federal government and protect the security and confidentiality of records here at North Central.

Trustee Pretty motioned and Trustee Shirilla supported that the proposed revisions to Board policy 427 Gramm-Leach-Bliley Act (GLBA) Required Information Security Program Policy be accepted as written. This policy change is effective 4/23/2024.

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

NAYS: None

ABSENT: None

c. Personnel Committee

Trustee Shirilla shared that the Personnel Committee met on April 18, 2024, to conduct business. They reviewed the status of negotiations, new hires, and a submission for sabbatical request. He reported that the committee was advised that the AFPS has requested mediation from the MEA.

Trustee Shirilla asked the supervisors of our recent hires to provide some background.

Communications & Public Relations Manager Megan VanHorn introduced Rachel Lefor who was hired as Digital Media Administrator. She is responsible for developing and executing digital and social media content that tells the North Central Story.

VP of Academic Affairs Stephen Strom shared information about the new hire for Full Time Instructor of Nursing. A hiring committee agreed and recommended Colleen Vazales, who has experience in areas of mother and baby, surgery, transplant, and trauma, and is a pediatric nurse. Colleen will join us in the Fall.

An application for a Summer Academic Semester Sabbatical was submitted for committee review. It is recommended by the Sabbatical Committee, Dean Glasgow, VP Strom, and President Finley, in accordance with Section 60 of the 2019-2023 Faculty Agreement.

This sabbatical will further explore domains of cultural diversity as it applies to the content areas of Psychology and General Humanities and contribute to enriching the quality of the educational process in our institution.

Trustee Shirilla moved and Trustee Pretty supported that the Board approval Erick Haight's request for a Sabbatical for Summer 2024.

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

11. OLD BUSINESS

None.

12. NEW BUSINESS

a. Foundation Report.

VP for Advancement and Executive Director of the Foundation, Chelsea Platte provided an interim FY24 report for the Foundation.

Performance is strong in the Foundation, which has raised \$650K since July 1 from 327 donors. Looking back, over the years demonstrates the number of donors has remained relatively consistent. The dollars raised is under this year's goal; however, that is a direct reflection of not having any gift officers in place until recently.

About 60% of the \$650K raised is for scholarships, 15% goes towards College programs and the childcare initiative, 20% is for unrestricted and flexible use funding, and 5% is towards student success resources. There are 97 new donors this year. Chelsea also expressed thanks to the employees, whose giving has increased 30% this year!

Funding priorities right now are focused on the CATEE Project (\$3M goal), the childcare initiative (\$60K raised with \$300K left to raise), and ongoing needs around FastTrack.

VP Platte introduced new gift officers Jenny Johnson, and Miranda Fisher. She also noted they have an opening for Annual Giving & Alumni Coordinator. The Foundation is in the process of interviewing Investment Fund Managers this week.

13. UNSCHEDULED PUBLIC COMMENT.

Erick Haight, Professor of Psychology and Humanities at North Central since 1998, thanked everyone for approving his sabbatical request. He is excited about generating an end product to use for the assessment process.

14. ADJOURNMENT.

There being no further business, Trustee Fought motioned and Trustee Etienne supported the idea that the meeting be adjourned at 4:56 p.m.

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

NAYS: None

ABSENT: None



/S/ Daniel D. Rasmussen, Chairman



/S/ Melissa Keiswetter, Secretary