

**MINUTES**  
**NORTH CENTRAL MICHIGAN COLLEGE BOARD OF TRUSTEES**  
**REGULAR MEETING – Library Conference Rooms 1 & 2**  
**Tuesday, December 10, 2024 (4:00 p.m.)**

1. CALL TO ORDER

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

2. ATTENDANCE ROLL CALL TAKEN:

PRESENT: Trustees Etienne, Fought, Keiswetter, Kromm, Pretty, Rasmussen, and Shirilla

ABSENT: None

3. APPROVAL OF AGENDA

It was moved by Trustee Pretty and supported by Trustee Shirilla that the agenda be approved.

AYES: Trustees Etienne, Fought, Keiswetter, Kromm, Pretty, Rasmussen, and Shirilla

NAYS: None

ABSENT: None

4. APPROVAL OF MINUTES

It was moved by Trustee Etienne and supported by Trustee Shirilla that the minutes of the October 22, 2024, Regular Meeting, be approved as written.

AYES: Trustees Etienne, Fought, Keiswetter, Kromm, Pretty, Rasmussen, and Shirilla

NAYS: None

ABSENT: None

5. STUDENT SUCCESS

President Finley introduced Maria Crawford, current second year student at NCMC and Vice President of the NCMC chapter of the PTK Honors Society. Maria spoke of her recent successes including having a photo published in *Nota Bene* the PTK Honors anthology publication; and also receiving the PTK Coca-Cola Leaders of Promise scholarship. Maria is also a Social Media Ambassador for NCMC. She will be attending Central Michigan University to study Neuroscience. President Finley noted we are very proud of Maria and her accomplishments here.

Athletic Director Ashley Antonishen introduced three Cross Country Athletes:

- Truman Maher, a second-year student originally from St. George, Utah, who graduated High School in Sault Ste. Marie.
- Zach Maendel, a second-year student from Petoskey. He is studying business and planning to transfer.
- Kendra Couturier, a first-year student from Lake Leelanau. She is in the general studies program.

Both Zach and Kendra both represented our team at the NJCAA DII National Championship this year and were named All-MCCAA Northern Conference

6. COMMUNICATIONS

President Finley shared the following communications:

- a. NCMC professor speaks to voter turnout.

Petoskey News Review on October 24 published an article titled “Inspiring youth to ‘turn out and vote’. NCMC Professor of political science Scott LaDeur was interviewed by reporter Ron Brabanec. We are looking forward to learning more about the election when Professor LaDeur speaks at a Luncheon Lecture in January.

b. NCMC offers summer seasonal housing option.

Multiple media outlets reported on NCMC’s affordable summer employee housing in Petoskey. Thanks to both Laura Wolgast and the Marketing team for sharing the news.

More information may be found here:

<https://www.ncmich.edu/community-events/news-and-press-releases/summer-employee-housing.html>

c. NCMC Library reaches milestone in decolonization project.

North Central Michigan College is proud to announce an important milestone of the NCMC Library Decolonization Project, an initiative undertaken in collaboration with the Little Traverse Bay Bands of Odawa Indians (LTBB) Education Department.

The project involved a comprehensive evaluation and reorganization of the Library’s 400-title Indigenous collection, transitioning from the Western-focused Dewey Decimal Classification (DDC) system to a new classification structure adopted with guidance from LTBB partners. Thanks to Beth Fisher-Polasky for that work.

More information may be found here:

<https://www.ncmich.edu/community-events/news-and-press-releases/library-decolonization-project.html>

d. Michigan Reconnect still offered to students 21-24 until the end of the year.

Petoskey News Review on October 30 published an article highlighting the Michigan Reconnect program, a tuition-free pathway to an associate’s degree for students aged 25 and older. The application period for those 21 to 24 ends on Dec. 31.

## 7. SCHEDULED PUBLIC COMMENT

Professor of Marketing and AFPS President shared the following:

- Jen Wixson was the latest recipient of the Athena Award, which is a prestigious leadership award that recognizes individuals that demonstrate professional excellence, community service, and commitment to helping women achieve their professional goals.
- Professor LaDeur’s presence throughout this political season has been a good representation of the College in our community.
- Ben Crockett successfully defended his dissertation and will now be known as Dr. Crockett.
- The AFPS extends their thanks to Trustee Fought for his years of committed service and financial acumen in this institution, and for making sure the College’s financial house is in order.

Melissa Mansfield conveyed correspondence from CMO President Randy Greenacre who regretted he could not be there in person but wanted to share CMO’s appreciation of Cabinet for working with them on some recent issues.

## 8. FINANCIAL REPORT

Dr. Tom Zeidel, Vice President for Finance & Facilities, was asked by Trustee Fought to provide a financial report for October 2024. Tom certified that the financials as of October 2024 are within the adopted tentative budget for 2024-25.

VP Zeidel also noted that we are now in the middle of the CATEE Project. He noted none of these expenses are coming out of the College's General Fund Budget. This includes temporary relocation costs associated with the project. Bids will be released in packages, the first of which is going out this week for the demolition of the Technology building. These bids will then come back to the board for approval, and they are anticipated to come before the board in January.

Early Child Care renovation costs for the ECE building are grant and donation funded, and they are also not coming out of the College's General Fund Budget.

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, Kromm, Pretty, Rasmussen, and Shirilla

NAYS: None

ABSENT: None

## 9. PRESIDENT'S REPORTS

President Finley shared the following:

### a. Inactivation of academic offerings

On October 17, 2024, Kim Drury, Chair of the Curriculum Review and Development and Academic Policies Committee (CRDAP) notified President Finley that the committee recently considered and recommended the inactivation of the following degree and certificates: Certified Nurse Aid (CD), Corrections (CD), Law Enforcement Aide (Cert.), Medical Assistant (Cert.), Phlebotomy (CD), Surgical Technologist (AAS and Cert.) General Office Professional (Cert.), Microsoft Office Specialist (CD), Office Support Specialist (CD), and Receptionist (CD) programs.

The committee's actions are based on the lack of enrollment in these programs, as well as the supporting courses. Several of these certificates are now offered as Fast Track Career Programs, and they are successful in this delivery modality. Thanks to Kim Drury and all on the CRDAP Committee for this work.

### b. Articulation Agreement with GVSU

NCMC recently signed an articulation agreement with Grand Valley State University (GVSU) that will provide an incredible pathway opportunity for students interested in pursuing the Physician Assistant Studies program in Traverse City. Thanks to Dean Lafaive and team for this work.

### c. Letter of thanks for donation

Thank you letter received from Chelsea Platte, Executive Director NCMC Foundation:

*Thank you for your generous donation of \$1,000 to the North Central Michigan College Foundation, given in honor of Dave Kring's many years of dedicated board service. As instructed, the gift has been designated for the KC Festerling/Trustees Memorial Scholarship (endowed). What a wonderful way to honor Dave and the work he has done, the support he's given to the college over the years!*

d. Library awarded PHSACF Grant

The Diversifying NCMC Library Collections project was recently awarded a total of \$4,500 in grant money from the Petosky-Harbor Springs Area Community Foundation (PHSACF) with grant support from: Fund for the Community, Everyone Matters Fund, and the Mary Elliot Rapin Fund.

This project will allow the NCMC Library to provide wider representation of the community it serves and provide access to materials by a wider range of creators writing in fields studied at North Central. Thanks to Kendra Lake and team for leading this project.

e. Two NCMC employees and one student receive awards

- i. Congratulations to Jen Wixon on winning the Athena Award at the Petoskey Chamber's Celebration of Champions last week.
- ii. Kristin Jardine, NCMC CCAMPIS advisor and activity coordinator, received the Advocacy Award from the Women's Resource Center.
- iii. Former Student Alumna, Kira Miller received the Youth Award from the Women's Resource Center. Kira is now a student at U of M.

f. Strategic Plan Annual Report

Carol Laenen, VP of Marketing and Strategy, presented an annual report on the Strategic Plan. A detailed handout was provided, and an overview of the progress of the Strategic Plan was covered. New are a more streamlined plan, data-driven objectives, and a focus on employee sense of belonging.

## 10. COMMITTEE REPORTS

a. Finance & Facilities Committee

Trustee Fought noted that the Finance & Facilities Committee met on Tuesday, November 19. They reviewed the October financials, as well as looking at the naming opportunities for the CATEE Project.

**Background:**

The College currently has a policy that with a significant contribution towards construction or renovation of a building the donor receives the right to name the building with the name to remain with the building for a period of 25 to 30 years. That is Board Policy 106.

Recently a lead gift offer was received towards construction of the new technology building, commonly referred to as phase two of the CATEE project, with the stipulation that the name chosen by the donor for the building be retained in perpetuity. This condition is at variance with the College's current naming policy which can terminate after 25 to 30 years.

In order to finalize the gift, the donor has requested a one-time exception to the College's naming policy.

Trustee Fought motioned and Trustee Pretty supported that for the purpose of accepting the proposed gift from the Martin and Patricia Jahn Foundation, that a one-time exception be made to the College's Building Naming Policy, Board Policy 106, so that the donor's chosen name for the building, the Martin Jahn Technology Center, will be permanent until such time the building is demolished.

AYES: Trustees Etienne, Fought, Keiswetter, Kromm, Pretty, Rasmussen, and Shirilla  
NAYS: None  
ABSENT: None

b. Bylaws & Policy Committee

Trustee Pretty shared that the Bylaws and Policy Committee met on Tuesday, November 19, 2024, to review two Policies, both of which were first considered and approved by the CRDAP Committee. The first policy was an update to our Academic Calendar Policy:

Background:

The need to update Policy 201 was identified by VP of Academic Affairs, Stephen Stom. The proposed policy update is a matter of housekeeping and ensuring this policy remains current.

Trustee Pretty motioned and Trustee Fought supported that the revisions to Board Policy 201 Academic Calendar be accepted as written. This policy will be effective December 10, 2024.

AYES: Trustees Etienne, Fought, Keiswetter, Kromm, Pretty, Rasmussen, and Shirilla  
NAYS: None  
ABSENT: None

Background:

The proposed Policy 217 Credit Hour Definition Policy guides the establishment of new course credit hours and validated current course credit hours.

Trustee Pretty motioned and Trustee Shirilla supported that Board Policy 217 Credit Hour Definition Policy be accepted as written. This policy will be effective December 10, 2024

AYES: Trustees Etienne, Fought, Keiswetter, Kromm, Pretty, Rasmussen, and Shirilla  
NAYS: None  
ABSENT: None

Trustee Pretty reported that the North Central Michigan College Board of Trustees held a Special Meeting earlier today at which they reviewed five proposed amendments to the Bylaws.

The first amendment is an update to Article IV: Meetings, item 1. The current requirements of the biennial organizational meeting date can be restrictive due to the holiday schedules. Therefore, the proposed verbiage update is more accommodating and aligns directly with that in Act 331 of 1996 (Community College Act), 389.111, section (2).

The second amendment under Article IV: Meetings, item 10.a. is an amendment to allow flexibility in the order of the agenda for regular monthly Board of Trustee meetings. At times, the order will need to be modified to accommodate individuals presenting, such as Student Success.

The third amendment under Article VI: Committees, item 1 subsection a. is a verbiage update to more accurately reflect the role of the Finance Committee in the reporting of the audit.

The fourth amendment under Article VI: Committees, item 1 subsection e. amends the number of Trustees who serve as liaison(s) to the Foundation. There will now be a minimum of one trustee and a maximum of three on the Foundation Board of Directors.

The fifth amendment falls under Article VII: Conflicts of interest. The language proposed is an update to include in-laws in the noted individuals who represent a conflict of interest. This change will align with the verbiage in the two collective bargaining agreements and the NCMC employee handbook.

Trustee Pretty Motioned and Trustee Etienne supported that Board Bylaw amendments be accepted as written. These amendments will be effective December 10, 2024.

AYES: Trustees Etienne, Fought, Keiswetter, Kromm, Pretty, Rasmussen, and Shirilla

NAYS: None

ABSENT: None

b. Personnel Committee

Trustee Shirilla reported that the Personnel Committee met on Thursday, November 21. They received notification of two replacement hires and discussed three new hires for approval. These three new hires are new positions that have been financially vetted by the Finance & Facilities Committee. Trustee Shirilla then asked the VPs/Deans for background information on their respective hires.

VP of Student Affairs, Renee DeYoung, shared notification of the two replacement hires:

1. Dual Enrollment Coordinator/Academic Advisor - Cara Deschermeier.
2. Financial Aid Associate – Allyson VanAntwerp.

Dean Lafaive spoke to the candidate for the new position of EMS Faculty/Director. Marc Richards holds a Bachelor of Science in Biology from Hillsdale College and is completing a Master of Science in Respiratory Care from the University of South Wales. He also holds active certifications as a Paramedic and Instructor/Coordinator – Paramedic. Marc has served as the EMS Program Director and adjunct faculty at Jackson College. He served as a critical care paramedic from 2015 to 2024 with the Reading Emergency Unit, Reading, MI.

VP DeYoung spoke to the new position of Financial Aid State Programs Administrator/Academic Advisor. Kristin Hathaway is the candidate being recommended for reassignment. She is the current Director of Financial Aid and has a lot of background in both higher education and financial aid.

VP Zeidel spoke to IT Systems Engineer candidate Nicki Morris. A search committee is pleased to recommend Nicki Morris for the position. Nicki has been our Assistant Registrar since 2008. She holds an AA from NCMC and a BS from LSSU. While employed here at NCMC, Nicki has been a tremendous advocate for our students.

Trustee Shirilla motioned, and Trustee Kromm supported that the College hire Mark Richards for the position as EMS Faculty/Director, Kristin Hathaway as Financial Aid State Programs Administrator/Academic Advisor, and Nicki Morris as IT Systems Engineer.

AYES: Trustees Etienne, Fought, Keiswetter, Kromm, Pretty, Rasmussen, and Shirilla  
NAYS: None  
ABSENT: None

11. OLD BUSINESS

None.

12. NEW BUSINESS

None.

13. UNSCHEDULED PUBLIC COMMENT.

None.

14. ADJOURNMENT.

There being no further business, Trustee Fought motioned, and Trustees Shirilla supported that the meeting be adjourned at 4:50 p.m.

AYES: Trustees Etienne, Fought, Keiswetter, Kromm, Pretty, Rasmussen, and Shirilla  
NAYS: None  
ABSENT: None



/S/ Daniel D. Rasmussen, Chairman



/S/ Melissa Keiswetter, Secretary