

MINUTES
NORTH CENTRAL MICHIGAN COLLEGE BOARD OF TRUSTEES
REGULAR MEETING – Borra Learning Center Student Commons
Tuesday, January 23, 2024 (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), Etienne, Fought, Keiswetter (via phone), Pretty, Rasmussen, and Shirilla

ABSENT: None

3. APPROVAL OF AGENDA

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

AYES: Trustees Kring (via phone), Etienne, Fought, Keiswetter (via phone), 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 November 28, 2023, Regular Meeting, be approved as drafted.

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

NAYS: None

ABSENT: None

It was moved by Trustee Shirilla and supported by Trustee Pretty that the minutes of the November 28, 2023, Special Meeting, be approved as drafted.

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

NAYS: None

ABSENT: None

5. STUDENT SUCCESS

President Finley welcomed Phi Theta Kappa (PTK) (Honor Society Co-Advisors Chelse Olivo-Hawkins (Outreach Recruiter), Erin Sonneveldt (Associate Dean of Institutional Research and Assessment), and Kate Gardner (Instructional Designer).

Kate Gardner shared that NCMC's PTK chapter recently earned Four-Star Status. The student board introduced themselves: Kira Miller (President), Allison Huzek (Vice President), Mark Hoover (Treasurer), and Hannah Neff (Recording Officer), all shared various projects and events they worked on to earn this status. They partnered with faculty and staff to plan events that help with student success on campus, organized an international travel panel, hosted a

communications event, partnered with LTB Humane Society for a donation drive, and completed PTK Edge courses.

Several PTK members were also present in the audience and recognized with a round of applause.

6. COMMUNICATIONS

President Finley shared the following communications:

a. PNR – NCMC and Clark Construction Partner in Petoskey Holiday Parade

On November 29, the Petoskey News Review published an article on the Downtown Petoskey Holiday Parade. The theme this year was “Light Up the Night”. North Central Partnered with Clark Construction to recreate the family favorite movie Frosty the Snowman, complete with two singers, our own Allie Jablinski and Stephanie Maendel.

The article can be found here:

<https://www.petoskeynews.com/story/news/local/2023/11/29/petoskey-celebrates-holiday-season/71726624007/>

b. PNR, Harbor Light News, NCMC Press Release - Child Care Initiative Grants total over \$600,000

The Petoskey News Review (Dec. 2) Harbor Light News (Dec. 6), NCMC Press Release (Nov. 30) all highlighted the support received by NCMC’s Child Care Initiative, led by NCMC Early Childhood Education Program Coordinator, Jennifer Wixson. Grants have been received from the U.S. Dept. of Education’s Child Care Access Means Parents in School Program (CCAMPIS), Petoskey-Harbor Springs Area Community Foundation (PHSAF), and additional funding has been provided by the Emmet County Board of Commissioners,

Articles can be found here:

<https://www.petoskeynews.com/story/news/education/2023/12/02/ncmc-child-care-initiative-receives-more-than-600k-in-funding/71765362007/>

<https://www.harborlightnews.com/articles/north-central-michigan-colleges-child-care-initiative-receives-support-to-help-expand-child-care-access-for-student-parents/>

<https://www.ncmich.edu/community-events/news-and-press-releases/cci-phase-2-grant-funding.html>

c. PNR, Harbor Light News, NCMC Press Release – 100% first-time Pass Rate for RN NCLEX exam

The Petoskey News Review (Dec. 15) Harbor Light News (Dec. 27), NCMC Press Release (Dec. 12) all featured the 2023 NCMC nursing graduates who achieved 100% first-time NCLEX pass rate.

NCMC Dean of Nursing and Health Sciences Brent LaFaive said the accomplishment further establishes North Central as a top-tier nursing program in the state.

Congratulations to the nursing students, nursing faculty, clinical instructors, adjuncts, Dean LaFaive, and all who had a hand in this accomplishment!

The full stories can be found here:

<https://www.petoskeynews.com/story/news/education/2023/12/15/ncmc-sees-100-first-time-pass-rate-for-registered-nurses-nclex-exam/71917144007/>

<https://www.harborlightnews.com/articles/nursing-grads-achieve-perfect-pass-rate-on-license-exam/>

<https://www.ncmich.edu/community-events/news-and-press-releases/2023-nclex-pass-rate.html>

d. PNR – Michigan Gains 500 miles of National Park Land

On December 20, 2023, the Petoskey News review published an article featuring the North Country Scenic Trail, which was officially recognized by the National Park Service on December 7th. As such, Michigan has gained 5,000 linear miles of National Park. This is of note as the North Country Scenic Trail winds through a portion of the Natural Area here on campus!

e. PNR – NCMC Exhibit, Lecture, More to Celebrate Women In Medicine

On January 9, 2023, the Petoskey News review published an article about “Rise, Serve, Lead! America’s Women Physicians” The exhibit showcases U.S. Physicians and the work they did through their practice and research. In addition to the exhibit, the college held a Luncheon Lecture on Jan. 19 with Natasha Bagdasarian, Michigan’s chief medical executive and member of Gov. Gretchen Whitmer’s Cabinet. We thank Davina Gutierrez, Kendra Lake and the Library team for bringing this wonderful exhibit to campus!

The article may be found here:

<https://www.petoskeynews.com/story/news/education/2024/01/09/ncmc-to-celebrate-women-in-medicine-with-traveling-exhibit/72148108007/>

7. SCHEDULED PUBLIC COMMENT

- a. AFPS – Chet Jessick, President of AFPS, noted that the faculty echo Dean LaFaive and Dr. Finley’s comments, commending the nursing students and faculty on their recent achievements in earning a 100% pass rate on the NCLEX the first time.

He spoke about the faculty who are team-teaching a course titled A Special Topic: Sports, Society, and Culture. This team is Professors Kerri Finlayson, Scott LaDeur,

Rod Anderson, and Jennifer Maginnis. Enrollment was solid, and this suggests a lot of student interest in this type of course offering.

Chet also thanked the board for engaging the services of consultant Libby Wagner to provide insight into concerns about the campus climate.

- b. CMO – Laurie Cornett, Co-President of CMO read the following statement:
The CMO Executive board would like to commend the board of trustees in hiring Libby Wagner, an outside consultant to do the cultural assessment of the college in relation to communication, trust, and working relationships. They look forward to reading the summary report and are hopeful it will be a catalyst to real and positive change and improvement in those areas and the work culture as a whole.

8. FINANCIAL REPORT

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

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

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

NAYS: None

ABSENT: None

9. PRESIDENT'S REPORTS

- a. School Board Recognition Month!
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. These are 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 our publicly elected trustees for their untiring dedication to our students.

President Finley asked the audience to join him in recognizing *our* North Central Michigan College Board of Trustees.

- b. AA Concentration in Teacher Education Program Approved
In November, the CRDAP Committee reviewed and recommended a new AA concentration in Teacher Education. This new concentration will be offered online and on campus with the inclusion of field experience hours. The program will prepare students who plan to pursue bachelor's degree in education by providing a foundational introduction to the field of education. This program will provide students opportunities for applied learning and fieldwork in area schools. Graduates are also

prepared to serve as instructional aides in pre-kindergarten-grade 3 elementary classrooms.

I have given my approval for this new concentration, which represents an innovative approach for the College to prepare students for a meaningful career in teacher education. I commend Michele Andrews, Jennifer Wixson and her teammates, Dr. Stephen Strom, Kim Drury, all those on the CRDAP committee, and all others who had a hand in its development.

c. AS Concentration in Medical and Health Sciences Program Approved

In December, the CRDAP Committee reviewed and recommended a new AS concentration in Medical and Health Sciences. The program aims to provide students with a strong science curriculum by preparing them for various healthcare-related careers and facilitating their transfer to four-year universities, primarily Grand Valley State University (GVSU). By leveraging NCMC's exceptional education legacy, the program seeks to offer local students an accessible and cost-effective option while ensuring their academic success and seamless credit transfer.

I have given my approval for this new concentration and applaud those who had a hand in its development: Dean LaFaive and the Health Science faculty, Dr. Stephen Strom, Kim Drury, and all those on the CRDAP Committee. Thank you!

d. AAS Digital Art & Design Degree Approved by HLC

On, January 4, 2024, North Central received formal notification from the Higher Learning Commission that the AAS in Digital Art & Design has been approved.

Again, big Thanks and Congratulations to Anne Morningstar, Leon Nash, Lynn Dinning, and Egan Franks-Holzhausen. Sara Glasgow, Dr. Strom, Kim Drury, and all the members of the CRDAP Committee are also to be commended for their role in making this happen.

President Finley shared that a press release about these three new offerings will be shared tomorrow, and thanked Megan Van Horn for her work to pull that together.

10. COMMITTEE REPORTS

a. Finance & Facilities Committee

The Finance & Facilities Committee met on Tuesday, December 19, 2023, to review the November Financials, and also on Tuesday, January 16, 2024, 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 2024-2025

This is the time of year that we need to set tuition and other rates for fall semester of 2024, the winter semester of 2025, and the summer session of 2025. 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.

Tuition Rates:

In-District	\$148 per contact hour
Out-of-District	\$250 per contact hour
Out-of-State	\$320 per contact hour
In-District Nursing	\$183 per contact hour
Out-of-District Nursing	\$280 per contact hour
Out-of-State Nursing	\$355 per contact hour
In-District Dual	\$148 per contact hour
Out-of-District Dual	\$185 per contact hour
Concurrent Out-of-District	\$45 per contact hour
Concurrent In-District	\$40 per contact hour

These rates reflect a varying increase from the prior rates as should be expected, with increases ranging from 2.78% for in-district students to 4.17% for out-of-district students.

It was moved by Trustee Fought and supported by Trustee Shirilla that the above-mentioned tuition rates be approved for the fall semester of 2024, winter semester of 2025, and summer semester of 2025.

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

It was moved by Trustee Fought and supported by Trustee Pretty that the Universal Single Fee for the fall semester of 2024, winter semester of 2025, and summer semester of 2025 be changed to \$33 per contact hour.

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

It was moved by Trustee Fought and supported by Trustee Shirilla that the Dorm Room Rates for the fall semester of 2024, winter semester of 2025, and summer semester of 2025 be changed to:

Dorm Room Rates:

Single room occupancy	\$3,800
Double room occupancy	\$2,300

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

It was moved by Trustee Fought and supported by Trustee Shirilla that the meal plan rates for the fall semester of 2024, winter semester of 2025, and summer semester of 2025 be changed to:

Meal Plan Rates:

Silver Meal Plan	\$990
Gold Meal Plan	\$1,300
Platinum Meal Plan	\$1,680

Meal plan rates reflect an increase of between 7 and 10% due to increasing food costs.

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

b. Bylaws & Policy Committee

The Bylaws & Policy Committee met on Tuesday, January 16, 2024 to review proposed changes to Policy 110 – Residency for Tuition, discuss Bylaw Article VI, and to discuss working with an ACCT consultant for an upcoming review of all Bylaws and Policies.

Trustee Pretty provided the following background and motion:

i. Residency for Tuition | Policy 110

The need to update Policy 110 was identified and presented to the Bylaws & Policy Committee.

The proposed policy verbiage changes the time to determine residency for students from six months prior to the first day of classes to the end of the add/drop period, which is approximately one week after the start of the semester. This change will better accommodate students and is more in line with what our peer institutions around the state and the country.

It was moved by Trustee Pretty and supported by Trustee Etienne that the revision(s) to Board Policy 110 Residency for Tuition Policy be accepted as written. This Policy change is effective 1/23/2024.

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

NAYS: None

ABSENT: None

c. Personnel Committee

The Personnel Committee met on Thursday, January 18, 2024, to conduct its business. The Committee received updates on grievances for which there are currently none, and negotiations, which have made slight progress. Trustee Shirilla urged everyone to complete this contract as soon as possible, and to meet on a frequent basis to get that accomplished.

He also shared that every year this committee establishes a Goals Grid with the President. This grid is used for his evaluation of the President at the end of the year.

The Personnel Committee also received a DEI resolution proposal from the DEI Committee. Trustee Shirilla noted the Strategic Plan includes a statement regarding DEI, which the board supports. The Personnel Committee would like more time to review and consider the proposed DEI Resolution and will get back to the DEI Committee with a written response.

The Committee discussed new hires. We welcome a new hire: Jennifer “Jenny” Johnson, who will start on February 5, 2024 as a Gift Officer for the Foundation. Jenny replaces Christian Smith in this role. Per Trustee Shirilla’s request, Sandi Lehky, Foundation Database Coordinator, shared background information regarding Jenny Johnson.

i. Foundation Gift Officer

This new position is in addition to those contained in the adopted FY 23/24 General Fund Operating Budget. As a new position, the Finance Committee has reviewed and approved the addition to the budget. The Personnel Committee has reviewed the recommended candidate.

Per Trustee Shirilla’s request, Sandi Lehky shared background information on candidate Miranda Fisher.

It was moved by Trustee Shirilla, and supported by Trustee Pretty that the College hire Miranda Fisher for the position of Foundation Gift Officer, with a start date of February 5, 2024.

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

NAYS: None

ABSENT: None

ii. Full Time Instructor - LPN

This is a new position that was included in the adopted FY 23/24 General Fund Operating Budget. As a new position, the Personnel Committee has reviewed the recommended candidate.

Per Trustee Shirilla's request, VP Strom shared background information on candidate Michele Niles

It was moved by Trustee Shirilla and supported by Trustee Fought that the College hire Michele Niles for the position of Full-time Instructor of Nursing (LPN), with a start date of April 29, 2024.

AYES: Trustees Kring (via phone), Etienne, Fought, Keiswetter (via phone), 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 Trustee Etienne supported that the meeting be adjourned at 4:41 p.m.

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

NAYS: None

ABSENT: None



/S/ Daniel D. Rasmussen, Chairman



/S/ Melissa Keiswetter, Secretary