

MINUTES
NORTH CENTRAL MICHIGAN COLLEGE BOARD OF TRUSTEES
REGULAR MEETING – Library Conference Rooms 1 & 2
Tuesday, June 25, 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

Trustee Etienne: ATTENDING VIA PHONE

Trustee Fought: PRESENT

Trustee Keiswetter: PRESENT

Trustee Kring: PRESENT

Trustee Pretty: PRESENT

Trustee Shirilla: PRESENT

Trustee Rasmussen: PRESENT

3. APPROVAL OF AGENDA

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

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

NAYS: None

4. APPROVAL OF MINUTES

- a. It was moved by Trustee Pretty and supported by Trustee Shirilla that the minutes of the May 28, 2024, Regular Meeting, be approved as drafted.

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

NAYS: None

- b. It was moved by Trustee Pretty and supported by Trustee Shirilla that the minutes of the May 28, 2024, Public Budget Hearing, be approved as drafted.

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

NAYS: None

5. COMMUNICATIONS

President Finley shared the following communications:

a. NCMC Begins CATEE Renovations

On June 17, channel 7 & 4's top news story featured the launch of our Career and Technical Education Enhancement (CATEE) Project. This subject was also featured on the front pages of both the Petoskey News Review, and Harbor Light News.

All three media outlets focused on the start of \$20M renovations which will encompass NCMC's Health Education and Science Center (HESC) and the Technology building. The first phase renovations of the nursing corridor will be completed this October, as the new licensed practical

nursing program will need access to those resources. The bulk of construction will begin in early 2025 and everything else should wrap up by fall 2026.

More information may be found here:

<https://www.ncmich.edu/about-us/our-campus/CATEE/index.html>

<https://upnorthlive.com/news/local/major-renovation-projects-begin-at-north-central-michigan-college>

<https://www.petoskeynews.com/story/news/education/2024/06/15/ncmc-to-begin-renovation-project-as-part-of-20-million-initiative/74082566007/>

b. NCMC Winter Scholars List

On June 3, 2024, North Central Michigan College announced our Winter 2024 Scholars List, which includes 398 students who have achieved top academic honors.

Forty-eight students notched highest academic honors and were named to the President’s List for earning a 4.0 grade point average in at least 12 credit hours (full-time status). An additional 128 full-time students earned a GPA of 3.5—3.999 and were named to the Dean’s List, and 222 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

<https://www.ncmich.edu/academics/scholars.html>

c. Local Area Graduates headed to NCMC

On May 29, 2024, Karly Graham of the Petoskey News Review reported on Petoskey High School’s 2024 Summa Cum Laude graduates. Of the 62 students, 13, or just over 20%, plan to attend North Central after they graduate. We look forward to those students joining the pack!

Additional information can be found here:

<https://www.petoskeynews.com/story/news/education/2024/05/29/petoskey-celebrates-2024-summa-cum-laude-graduates/73875385007/>

d. Entrepreneurs Can Benefit from A Local College’s Presence

On June 7, 2024, Petoskey News Review published an article by our very own Kathy Bardins, who is also a Tip of the Mitt SCORE business mentor. The article highlights all the benefits North Central offers to the community, including access to a talent pool, networking opportunities, access to resources and training, access to continuing education, community engagement and brand building, and a supportive ecosystem.

The full article may be found here:

<https://www.petoskeynews.com/story/business/columns/2024/06/07/entrepreneurs-can-benefit-from-a-local-colleges-presence/73996585007/>

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 May 2024. Tom certified that the financials as of May 2024 are within the adopted tentative budget for 2023-24.

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

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

NAYS: None

9. PRESIDENT'S REPORTS

President Finley shared the following:

a. Employee accepted as associate editor for *The Community College Enterprise*

I'm happy to share that our own Associate Dean of Institutional Research & Assessment, Erin Sonneveldt, was accepted as an associate editor for *The Community College Enterprise*, This is a semiannual publication out of Schoolcraft College here in Michigan. Erin joins Stephen Strom, VP of Academic Affairs in this role.

More information on this publication may be found here: <https://www.schoolcraft.edu/cee/>

b. Fast Track Certified Medication Aide Program

On Tuesday, September 3, 2024, we will be kicking off a new Fast Track Program for a Certified Medication Aide. This program is in partnership with Bay Bluffs and runs through October 11, 2024. The tuition is \$1,450 and grant funding opportunities are available with registration.

The Medication Aide Training Program is a comprehensive course designed to equip healthcare professionals with the knowledge and skills necessary to safely and effectively administer medications in a variety of healthcare settings. This program combines theoretical instruction with practical, hands-on experience to ensure that participants are well-prepared to support licensed nursing staff and enhance patient care.

For further details, please visit our website here: <https://www.ncmclifelonglearning.com/event-5750645>

c. 42 ADN (RN) Nursing Students Entering Fall 2024 Cohort

I'm pleased to report that we have offered ADN (RN) slots to 42 students for the Fall 2024 semester cohort, and all 42 students have accepted. Shout out to VP Strom, Dean Lafave, and the entire nursing staff who continue to make this program strong!

d. NCMC Summer Learning Academy

The first ever 2024 Summer Learning Academy kicked off here yesterday. We were thrilled to welcome 245 students to campus for the next 8 weeks! There are 32 classes offered on 16 different topics. Thank you to Dean of Corporate and Community Education, Christy Lyons and her team for making this happen!

10. COMMITTEE REPORTS

a. Finance & Facilities Committee

Trustee Fought shared that the Finance & Facilities Committee met last Tuesday. They discussed several items including the 2023-2024 amended budget. They also learned that the bonds previously approved were sold at a premium. This reduces the interest rate we pay on them. Trustee Fought also shared the following background:

During the final board meeting of each school year the Board needs to amend the general fund budget for the school year closing at the end of June to ensure that the final budget is balanced in accordance with State requirements and that actual expenditures and transfers for the year are within the budgeted amounts.

The 2023 - 2024 revenues, expenditures and transfers have been projected through the end of June 2024 and the amended budget is based on those projections.

Trustee Fought motioned and Trustee Keiswetter supported the motion, BE IT RESOLVED that the Board adopt the Final General Fund Operating Budget for North Central Michigan College for the fiscal year 2023 -2024 in the aggregate amount of \$18,985,200 of revenues and a like amount of expenditures and transfers.

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

11. OLD BUSINESS

None.

12. NEW BUSINESS

a. Business Office Report.

President Finley introduced Troy Slater, Director of Business Services. Troy shared a brief report from the Business Office, focused on “Keeping you out of trouble”.

Compliance. There are many things their office focuses on to maintain compliance, including the annual audit. There are various reports including payroll, ACA, bonds, state filings, federal tax returns, and filings for our college’s Foundation. Compliance ensures we continue to receive state and federal funding.

Control. Many internal controls are in place to prevent fraud. We have enough staff to have a second set of eyes on everything, and three sets of eyes on our monthly bank reconciliations. We feel, and the auditors concur, that we have very good processes in place to ensure the college kept out of trouble.

Troy introduced two employees of the business office, Carrie Kiteley, General Ledger and Payroll Administrator, and Kelli Blanchard, Payroll Administrator. Also contributing to their work, but not present today are Jennifer Niemiec, Accounts Payable Clerk, Kristine Willis, Accounts Receivable Clerk, and a Student Account Specialist.

13. UNSCHEDULED PUBLIC COMMENT.

None.

14. ADJOURNMENT.

There being no further business, Trustee Kring motioned and Trustee Keiswetter supported that the meeting be adjourned at 4:20 p.m.

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

NAYS: None



/S/ Daniel D. Rasmussen, Chairman



/S/ Melissa Keiswetter, Secretary