

MINUTES
NORTH CENTRAL MICHIGAN COLLEGE BOARD OF TRUSTEES
REGULAR MEETING – Library Conference Rooms 1 & 2
Tuesday, May 28, 2024 (4:00 p.m.)

1. CALL TO ORDER

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

2. ATTENDANCE

ROLL CALL

Trustee Etienne: ABSENT

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 Shirilla that the agenda be approved as written.

AYES: Trustees Fought, Keiswetter, Kring, Pretty, Rasmussen, and Shirilla

NAYS: None

ABSENT: Trustee Etienne

4. APPROVAL OF MINUTES

It was moved by Trustee Keiswetter and supported by Trustee Pretty that the minutes of the April 23, 2024, Regular Meeting, be approved as drafted.

AYES: Trustees Fought, Keiswetter, Kring, Pretty, Rasmussen, and Shirilla

NAYS: None

ABSENT: Trustee Etienne

5. COMMUNICATIONS

President Finley shared the following communications:

a. Presidential Scholarship – Thank You

VP of Student Affairs, Renee DeYoung and her team received the following Thank You note from Ella Birkemeier, Petoskey High School Student, class of 2024:

It was an honor to receive the Presidential Scholarship at the Petoskey High School Awards Assembly this past week. Your words of encouragement and wisdom shared at the event will be cherished for years to come. It has been wonderful being a dual enrolled student, and I can't wait to be full time this fall. Thank you for all that you do for NCMC and the surrounding community.

b. Passing of Betty Munson

An early employee of the College, Betty Jane Munson passed away on May 1, 2024. Her obituary began with this sentence ... *Amazing is the only way to describe the earthly life of Betty Jane Munson!* Following her husband's fatal heart attack and with three young children to raise, Betty earned her associate degree at North Central, and worked for the College for 22 years, retiring in the 1980s. Our thoughts go out to Betty's family, friends, and former colleagues.

The full article can be viewed here:

<https://www.petoskeynews.com/obituaries/ppet0812091>

c. Passing of Lynn Gifford Stedman

Former Trustee, Lynn G. Stedman sailed off into the sunset on April 5, 2024. Lynn was a Trustee for 11 years here at the college, serving from 1983 – 1994. Our thoughts go out to Lynn's family and friends.

The full article can be viewed here:

<https://www.petoskeynews.com/obituaries/ppet0798172>

d. NCMC Featured many times over:

- May 3 – PNR & The Northern Express, both highlighted the research done by two NCMC students studying the Siebert family history.
<https://www.petoskeynews.com/story/news/education/2024/05/03/a-look-into-the-siebert-familys-history-at-ncmc/73524421007/>
- May 4 – PNR & The Harbor Light News featured an article noting the programs offered by North Central to help celebrate International Museum Day, which was held on May 18th.
<https://www.harborlightnews.com/articles/college-celebrates-local-museums-for-international-museum-day/>
- May 5 & May 7 – PNR highlighted photos and shared a write-up about North Central's commencement ceremony, celebrating the Class of 2024
<https://www.petoskeynews.com/picture-gallery/news/education/graduation/2024/05/05/north-central-michigan-college-celebrates-2024-commencement/73579190007/> &
<https://www.petoskeynews.com/story/news/education/graduation/2024/05/07/were-extremely-proud-ncmc-celebrates-class-of-2024/73584079007/>
- May 10 – PNR featured an article 'A whole new world of care': about North Central's second graduating cohort of paramedics.
<https://www.petoskeynews.com/story/news/education/2024/05/10/a-whole-new-world-of-care-ncmc-graduates-second-cohort-of-paramedics/73611433007/>
- May 13 – PNR & the Harbor Light News both featured an article about North Central celebrating a decade of the Early College program. North Central's Dual Enrollment Coordinator, Cassidy Leirstein, was herself a participant in the early college program!
- May 22 – The Harbor Light News, and 9& 10 News shared news releases about North Central's new five-week summer program to help students become 'college ready' called Timberwolves Thrive. Thanks to all involved in making this happen.
<https://www.9and10news.com/2024/05/20/ncmcs-new-timberwolves-thrive-program-gets-high-school-kids-college-ready/>

6. SCHEDULED PUBLIC COMMENT

AFPS – Chet Jessick, President of AFPS, also noted the Siebert Family research conducted by students and led by Professor Kerri Finlayson.

Professor Jessick relayed the association is going on 16 months of negotiations. He assured the Trustees they are doing their best work in earnest to conclude this process.

Professor Jessick distributed handouts regarding the M220 Marketing Management Class, where students recently did marketing plans for numerous local 501c3 organizations. Librarian Kendra Lake and her staff supported the students through these projects. He noted the good work done by the students in engaging with our community.

8. FINANCIAL REPORT

Dr. Tom Zeidel, Vice President for Finance & Facilities was asked by Trustee Fought to provide a financial report for April 2024. Tom certified that the financials as of April 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 Fought, Keiswetter, Kring, Pretty, Rasmussen, and Shirilla

NAYS: None

ABSENT: Trustee Etienne

9. PRESIDENT'S REPORTS

President Finley shared the following:

a. Commencement – May 3, 2024

On Friday, May 3, 2024, North Central Michigan College held a Nurse Pinning Ceremony, the Trustees Reception, Commencement, and a Reception for Graduates. Members of the Board of Trustees, Faculty, Staff, Students, and their families gathered to celebrate the class of 2024, along with keynote speaker, Monica Peck. Thank you to all who helped make this a success – there are many!

b. PTK Continues to excel!

We have spoken a lot lately about the college's honor society Phi Theta Kappa and all their accomplishments, and they continue to impress! Today, I'm very pleased to share that outgoing PTK President, Kira Miller has a piece being published in the upcoming edition of the *Nota Bene*. Inclusion in this journal is a 'first' for our chapter.

In addition, the three new incoming PTK officers recently travelled to the Michigan PTK Regional Conference. Our chapter, Alpha Omicron Upsilon, won the Michigan Region Distinguished Chapter Officer Team Award. This award reflects the hard work of our outgoing officers: Kira Miller (Past President), Allison Huzek (Past Vice President), Mark Hoover (Past Treasurer), and Hannah Neff (Past Recording Officer). Our incoming leadership accepted the award on their behalf.

c. Leadership Charlevoix County Graduation 2024

On Wednesday, May 8, 2024, NCMC Assistant Registrar, Nicki Morris graduated from the Leadership Charlevoix County class of 2024. Congratulations to Nicki on this notable accomplishment. We are very proud of you and your work here at North Central, and in the community – thank you!

d. Leadership Little Traverse Graduation 2024

On Thursday, May 23, 2024, NCMC Director of IT, Alex Freds graduated from the Leadership Little Traverse class of 2024. Congrats to Alex on your accomplishment. Thank you for the work you do not only for North Central, but also the work you do for this community!

e. The Petoskey Siebert Family, Student Presentation

On Friday, April 26, 2024, I had the pleasure of briefly attending a presentation by two North Central Students, Phoenix Backus, and Anna Ruhling. With the guidance of Professor Kerri Finlayson, they researched and presented on the Siebert family – also known locally as the Russian Swamp Family. The students are also working to update and correct signage in the NCMC Natural Area that identifies what remains of the family’s homestead.

f. CD in Retail Management

On Friday, April 26, the CRDAP Committee recommended a new Certificate of Development in Retail Management. This new program will offer a student looking to specialize in the retail field the opportunity to advance into management, and it will seamlessly allow students to continue their studies in AAS Business Management should they wish to further their study in this field.

As President, I have given my approval for this new Certificate of Development, which represents an innovative approach to prepare students for a meaningful career. It does not need Board approval. I commend the CRDAP Committee, including Chet Jessick, Michele Andrews, Stephen Strom ... and all who had a role in developing this program!

g. NLEA Symposium Attendance/Representation

On Friday, May 17, 2024, four representatives from North Central attended the NLEA Symposium and Showcase at Boyne Mountain. At this event, we were represented by Dean of Business, Education, & Adjunct Faculty, Michele Andrews, Career Development Specialist, Wendy Kresnak, Early Childhood Education Faculty, Jennifer Wixson, and Foundation Gift Officer Jenny Johnson. Michele Andrews represented North Central by serving on a panel for one of the breakout sessions. In front of a packed room, she shared some of the exciting initiatives happening here at the college. I thank you all for being wonderful representatives of the college and furthering your connections in the community!

10. COMMITTEE REPORTS

a. Finance & Facilities Committee

Trustee Fought shared that the Finance & Facilities Committee met last Tuesday. They discussed several items including the 2024-2025 budget. They also learned that the bonds we have proposed to sell required a rating by Moody’s, who rated us Aa2, which is a very high rating and should help us secure better interest rates.

i. 2024-2025 Tentative Budget

Trustee Fought provided the following background:

This is the time of year that the board needs to consider a tentative general fund budget for the ensuing fiscal year. The required public hearing has been held and now the Board needs to act on the budget.

It was moved by Trustee Fought and supported by Trustee Kring to BE IT RESOLVED that the Board adopt a Tentative General Fund Operating Budget in the aggregate amount of \$19,127,470 for the College's fiscal year starting July 1, 2024, and ending June 30, 2025. To cover the budget, BE IT RESOLVED that the Board levy the maximum ongoing charter millage calculated at 1.0371 mills of ad valorem property taxes. BE IT FURTHER RESOLVED that the Board levy the voted operating millage of 0.9315 mills. The operating millage levy was approved by the voters of Emmet County during November 2016 for a period of ten years.

AYES: Trustees Fought, Keiswetter, Kring, Pretty, Rasmussen, and Shirilla

NAYS: None

ABSENT: Trustee Etienne

ii. CATEE Construction Manager (Phase II)

Trustee Fought provided the following background:

The CATEE project has been split into two phases. Phase I involves the remodeling of a portion of the Health Education and Science Center building while phase II involves an addition to that Center and replacing the Tech Building. To undertake these projects the College needs to retain the services of a construction manager.

During the April Board meeting the Board approved the retention of Clark Construction Company as the construction manager for phase I of the project.

In order to embark on phase II of the project, the Board needs to approve a construction manager for that phase. Three companies submitted construction manager bids for phase II including Clark Construction Company. Unlike the other two bidders, Clark's bid was very detailed identifying their employees who would be assigned to the job, their hourly rates, and the projected time the job would require of each of their employees.

Clark also has the advantage of experience of managing projects of this size and managing phase I, which is a plus factor as there is some overlap between phase I and II regarding the Health Education and Science Center.

Trustee Fought motioned and Trustee Pretty supported that Clark Construction Company be retained as construction manager for phase II of the CATEE project at a cost of \$2,263,116. Chair Rasmussen called for a Roll Call vote:

Trustee Etienne: ABSENT

Trustee Fought: AYE

Trustee Keiswetter: ABSTAIN (due to conflict of interest)

Trustee Kring: AYE

Trustee Pretty: AYE

Trustee Shirilla: AYE

Trustee Rasmussen: ABSTAIN (due to conflict of interest)

iii. Emmet County | NCMC Childcare Agreement

Trustee Fought provided the following background:

Emmet County has received an allocation of \$6.49 million under the State and Local Fiscal Recovery Fund which is a program under the American Rescue Plan Act. The County Board of Commissioners has assigned \$500,000 to fund grants to Emmet County Action Group. The College's Child Care Initiative qualifies as an Action Group therefore being eligible for financial assistance under this Act.

The County has offered a grant to North Central Michigan College in the amount of \$50,000 for its Child Care Initiative. To receive the grant, the College Board needs to approve the 10-page agreement that accompanies the grant. A copy of this agreement was included in the board packet. The language of the agreement is standard detailing the responsibilities of both the College and County.

Trustee Fought moved and Trustee Pretty supported that North Central Michigan College approve the agreement between Emmet County and the College for the County grant to the College of \$50,000 for its Child Care Initiative.

AYES: Trustees Fought, Keiswetter, Kring, Pretty, Rasmussen, and Shirilla

NAYS: None

ABSENT: Trustee Etienne

iv. CATEE Naming Opportunity List

Trustee Fought provided the following background:

The College Foundation is planning a capital campaign to assist in the financing of the CATEE project. To encourage donations, the Foundation has developed a schedule of naming opportunities for those donors inclined to make significant donations. For example, a donation of \$1,000,000 or better would give the donor the right to name the new tech building while a donation of \$500,000 or more would provide the donor the right to name the new Health Education and Science Center addition.

Trustee Fought motioned and Trustee Shirilla supported that the North Central Michigan College Board of Trustees approve the list of naming opportunities for the CATEE project.

AYES: Trustees Fought, Keiswetter, Kring, Pretty, Rasmussen, and Shirilla

NAYS: None

ABSENT: Trustee Etienne

c. Personnel Committee

Trustee Shirilla shared that the Personnel Committee met on May 15, 2024, to conduct business. There were no grievances to review, and the Committee was updated on negotiations with the AFPS and MEA mediator that took place on May 9. The committee has not yet received a report on the negotiations that took place on May 20. The committee encourages the team to facilitate a rapid resolution to the contract negotiations.

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

VP of Student Affairs, Renee DeYoung, shared information about the recent hire of Kristin Hathaway for the position of Director of Financial Aid. Kristin has over twenty-five years of

experience in higher education including overseeing financial aid operations. She has experience managing all aspects of financial aid operations and was Director of Student Service/Affairs for twelve years. Kristin started at the college on May 20, 2024.

VP of Academic Affairs, Stephen Strom, shared information about the new Chemistry Faculty hire. After reviewing 35 applications, the hiring committee agreed and recommended Kelsey Perry, who has served as an instructor of chemistry and biochemistry at the University of Colorado-Colorado Springs since 2022. The committee noted Kelsey's teaching-specific professional development in graduate school as particularly useful in transitioning to community college teaching. Her emphasis on the importance of students trying (role of effort) and supporting them where they are at came through in the interviews and teaching demonstrations. She appreciates diversity, equity, and inclusion and works to develop professionally based on her current surroundings. Kelsey will start on August 26, 2024.

Trustee Shirilla noted that the committee continues to work on the Resolution to commitment to Diversity, Equity, and Inclusion, and will get back to the DEI Committee regarding the draft presented.

Trustee Shirilla noted the committee also reviewed the list of Probationary Faculty, which they do annually to ensure everyone is on track.

11. OLD BUSINESS

None.

12. NEW BUSINESS

a. Library Report.

President Finley introduced Librarian, Kendra Lake, who reported on work and progress happening in North Central's Library. Kendra provided the Trustees with a report on Open Education Resources (OER) and Alternative Course Materials at NCMC. This initiative is very important, as it gives students access to course content from day one, and students can retain that content. OER course materials are often free or low cost to students and gives faculty the flexibility to retain and modify content. Overall, the shared savings of our students over the past four years has been over \$575K.

Professor of Psychology Erick Haight recently stated "OER has been a fantastic addition to his face-to-face and online classes. In uncertain and unstable financial times, it is one of the best benefits we can directly offer our students. Student's ability to access the content after the class is completed gives them a sense of ownership they would not have otherwise." He hopes that the college continues to grow in the use of OER materials to benefit all stakeholders.

Another faculty proponent of the OER materials is Jeff Lockridge, who uses it in his Earth Science Classes. Professor Lockridge stated, "In addition to reducing the financial barrier and anxiety for students, the online text was searchable and always available, making it quick and easy for students to access."

President Finley and the Trustees thanked Kendra and her outstanding team in the library, who also provide instructional design and online course support.

13. UNSCHEDULED PUBLIC COMMENT.

None

14. ADJOURNMENT.

There being no further business, Trustee Fought motioned and Trustee Kring supported that the meeting be adjourned at 4:47 p.m.

AYES: Trustees Fought, Keiswetter, Kring, Pretty, Rasmussen, and Shirilla

NAYS: None

ABSENT: Trustee Etienne



/S/ Daniel D. Rasmussen, Chairman



/S/ Melissa Keiswetter, Secretary