

MINUTES
NORTH CENTRAL MICHIGAN COLLEGE BOARD OF TRUSTEES
REGULAR MEETING – Library Conference Rooms 1 & 2
Tuesday, January 28, 2025 (4:00 p.m.)

1. CALL TO ORDER

Chairman Rasmussen called the meeting to order at 4:11 p.m.

2. ATTENDANCE ROLL CALL TAKEN:

PRESENT: Trustees Etienne, Pretty, Rasmussen, Shirilla, and Wozniak

ABSENT: Trustees Keiswetter and Kromm

3. APPROVAL OF AGENDA

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

AYES: Trustees Etienne, Pretty, Rasmussen, Shirilla, and Wozniak

NAYS: None

ABSENT: Trustees Keiswetter and Kromm

4. APPROVAL OF MINUTES

It was moved by Trustee Etienne and supported by Trustee Pretty that the minutes of the December 10, 2024, Special Meeting, be approved as written.

AYES: Trustees Etienne, Pretty, Rasmussen, Shirilla, and Wozniak

NAYS: None

ABSENT: Trustees Keiswetter and Kromm

It was moved by Trustee Shirilla and supported by Trustee Pretty that the minutes of the December 10, 2024, Special Meeting Closed Session, be approved as written.

AYES: Trustees Etienne, Pretty, Rasmussen, Shirilla, and Wozniak

NAYS: None

ABSENT: Trustees Keiswetter and Kromm

It was moved by Trustee Etienne and supported by Trustee Pretty that the minutes of the December 10, 2024, Regular Meeting, be approved as written.

AYES: Trustees Etienne, Pretty, Rasmussen, Shirilla, and Wozniak

NAYS: None

ABSENT: Trustees Keiswetter and Kromm

5. STUDENT SUCCESS

VP of Student Affairs, Renee DeYoung welcomed four players from the women's Volleyball team. The team finished second in the MCCA Northern conference and qualified for the Great Lakes District Tournament for the second year in a row. They achieved the best record in school history, going 20-8 in total matches. Each student shared a little about themselves:

- Olivia Boensch comes from Carlton, Michigan. She is a freshman studying Biology and would like to become a PA with a focus in dermatology.

- Ava Wendel hails from Traverse City. She is a sophomore and will graduate with an associate in general studies. She plans to move to Grand Rapids to pursue cosmetology school.
- Sophie Kieliszewski is from Rogers City. She is a freshman who is pursuing a general studies degree and plans to transfer to a four-year university.
- Mya Collino is from Indian River. She is a sophomore and is working towards her associate in science degree. She plans to transfer to Grand Valley and study Biology.

6. COMMUNICATIONS

President Finley shared the following communications:

a. NCMC Press Release - NCMC Celebrates Inaugural Practical Nursing Class of 2024

On December 19, 2024, a North Central Michigan College (NCMC) press release featured the inaugural Pinning Ceremony for its Practical Nursing (PN) Class of 2024.

A link to the article can be found here:

<https://www.ncmich.edu/community-events/news-and-press-releases/lpn-pinning-ceremony-2024.html>

b. NCMC Press Release – NCMC Receives Major Gift for CATEE Project

On December 11, 2025, a North Central Michigan College (NCMC) press release and the Harbor Light News shared that a transformative lead gift was made for its Career and Technical Education Enhancement (CATEE) project, a \$22 million initiative that will redefine workforce education in Northern Michigan.

The full story can be found here:

<https://www.ncmich.edu/community-events/news-and-press-releases/catee-martin-jahn-technology-center-gift.html>

c. NCMC Hosts Char-Em Quiz Bowl

On December 26, 2024, the Petoskey News Review (PNR) published an article reporting on the recent Char-Em Quiz Bowl tournaments held here at North Central Michigan College. The Char-Em Quiz Bowl 2024-25 season will continue starting at 9 a.m. on Jan. 10 here on campus. The public is welcome to attend.

A link to the article featuring the winners and results can be found here:

<https://www.petoskeynews.com/story/news/education/2024/12/26/petoskey-harbor-springs-excel-at-recent-char-em-quiz-bowl-tournaments/77176399007/>

d. Luncheon Lecture Series kicked off this month

On January 8, 2025, both the PNR and the Harbor Light News spotlighted the College's Winter Luncheon Lecture series which resumed this past Friday, January 24 with our own Scott LaDeur, professor of political science, providing his analysis of the results of the November 5 presidential election.

For the full winter Luncheon Lecture schedule, a link to the article can be found here:

<https://www.petoskeynews.com/story/news/local/2025/01/08/north-central-michigan-colleges-winter-2025-luncheon-lecture-series-to-kick-off-in-january/77491298007/>

- e. NCMC CATEE Project Groundbreaking scheduled for February 3
On January 15, 2025, an NCMC press release published the details of next Monday's groundbreaking event for the CATEE Project's Phase II.

This article may be found here:

<https://www.ncmich.edu/community-events/news-and-press-releases/catee-groundbreaking.html>

- f. NCMC Participating in MCCA Hunger Games
On January 21, 2025, an NCMC press release shared details about the upcoming MCCA Hunger Games, an annual competition to raise awareness surrounding student food insecurity. This year's competition culminates with a January 29 basketball doubleheader vs. the Alpena Community College Lumberjacks. You are all invited to attend on Wednesday, January 29 in the Petoskey Plastic's Arena. The Women's game starts at 5:30 pm and the Men's game starts at 7:30 pm.

A link to the press release can be found here:

<https://www.ncmich.edu/community-events/news-and-press-releases/2025-hunger-games.html>

7. SCHEDULED PUBLIC COMMENT

Professor of Marketing and AFPS President Chet Jessick welcomed Trustee Wozniak and shared the following:

- Real Talk cohort four is underway, and they are doing many extraordinary things to increase student success and retention.
- Dr. Joelle Drader, NCMC Counselor recently provided a presentation in preparation for the 2025 American College Counseling Association meeting. Her topic is An Exploration of Spiritual and Religious Trauma.
- English Faculty member Shae Long-Kish's second novel, *Court of the Unwanted*, was recently released. She will be publishing an anthology that will include the work of three North Central Students.

8. FINANCIAL REPORT

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

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

AYES: Trustees Etienne, Pretty, Rasmussen, Shirilla, and Wozniak

NAYS: None

ABSENT: Trustees Keiswetter and Kromm

9. PRESIDENT'S REPORTS

President Finley shared the following:

- a. Welcome Back Week
On Monday, January 13th, we kicked off our Welcome Back Week in preparation for this semester's students. We welcomed new employees into the pack, provided updates on initiatives including what is being done to respond to the climate survey, HLC Reaccreditation, Child Care, and so much more. It was a great start to the semester!
- b. 2025 School Board Recognition
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, who give of themselves for the betterment of their schools and communities. January is School Board Recognition Month, a time to honor and thank these publicly elected individuals for their untiring dedication to students.
- c. HLC Accreditation Report Completed
Thank you to everyone who has played a role in developing and writing the HLC Assurance Argument, and a big thank you to the core team of Stephen Strom, Erin Sonneveldt, Jennifer Wood, Melanie Leaver, and Mary Tsaloff. We plan to submit and lock it in this week. We expect to hear from the visit team February 10th, which is one month prior to the visit at which time the visit schedule will be developed. Once completed, that information will be promptly shared out.
- d. NCMC Selected for Modern Campus' Top Higher Ed Websites of 2024
North Central Michigan College has been selected for Modern Campus' Top Higher Ed Websites of 2024 list! This is an annual list that celebrates higher ed websites that provide an exceptional digital experience, effectively serving diverse audiences such as prospective and current students, faculty, staff, and alumni. Our hats go off to VP of Marketing & Strategy Carol Laenen, and her Marketing Team, Megan Van Horn, Catherine Coe, Kathy Bardins, and Rachel Lefor for this achievement!
- e. NCMC wins two 2024 Medallion Awards from NCMPR
North Central Michigan College has once again won two 2024 Medallion Awards from NCMPR. The NCMPR Medallion Awards recognize outstanding achievement in design and communication at community and technical colleges in each of NCMPR's seven districts. Another big congrats to the Marketing Team for earning Gold in the Newsletter category and Silver in the Brochure category!

10. COMMITTEE REPORTS

- a. Finance & Facilities Committee
Trustee Pretty noted that the Finance & Facilities Committee met on Tuesday, January 21, 2025, to review December Financials, review the Tuition Rate Recommendations, and discuss the CATEE Project Demolition Bid Package.

Trustee Pretty provided the following backgrounds and motions:

- i. Proposed Tuition Rates 2025-2026

Background: This is the time of year that we need to set tuition and other rates for Fall 2025-Summer 2026 to comply with the federal student financial aid timetable. Accordingly, I will offer a series of motions dealing with tuition, room, and meal plan rates for this coming year. The rates will become effective starting with the Fall 2025 session.

Accordingly, I will offer a series of motions dealing with tuition, room rates, meal plans, and other fees.

Tuition Rates:

In-district	\$152 per contact hour
Out-of-district	\$260 per contact hour
Out-of-state	\$330 per contact hour
In-district nursing	\$190 per contact hour
Out-of-district nursing	\$290 per contact hour
Out-of-state nursing	\$368 per contact hour
In-district dual	\$152 per contact hour
Out- of district dual	\$190 per contact hour
Concurrent High School	\$50 per contact hour
Concurrent NCMC	\$45 per contact hour

It was moved by Trustee Pretty and supported by Trustee Rasmussen that the above-mentioned tuition rates be approved for the fall semester of 2025, winter semester of 2026, and summer semester of 2026.

AYES: Trustees Etienne, Pretty, Rasmussen, Shirilla, and Wozniak

NAYS: None

ABSENT: Trustees Keiswetter and Kromm

Background: It is necessary to increase the semester room rates per student to recognize cost increases. These rates represent an increase of \$100 per student for double occupancy, and \$100 per student for single occupancy per semester over the rates in effect during the school year 2024-2025.

It was moved by Trustee Pretty and supported by Trustee Etienne that the Dorm Room Rates for the fall semester of 2025 through summer 2026 be changed to:

Double room occupancy	\$2,400
Single room occupancy	\$3,900

AYES: Trustees Etienne, Pretty, Rasmussen, Shirilla, and Wozniak

NAYS: None

ABSENT: Trustees Keiswetter and Kromm

Background: It is necessary to increase meal plan-related charges to recognize cost increases. This represents an increase of 15%.

It was moved by Trustee Pretty and supported by Trustee Shirilla that the meal plan rates for the fall semester of 2025, winter semester of 2026, and summer semester of 2026 be changed to:

Meal Plan Rates:

Silver Meal Plan \$1,140

Gold Meal Plan \$1,495

The Platinum Meal Plan shall be eliminated as it is not frequently utilized.

AYES: Trustees Etienne, Pretty, Rasmussen, Shirilla, and Wozniak

NAYS: None

ABSENT: Trustees Keiswetter and Kromm

Background: Several years ago, the Student Success Fee, Building and Energy Fee, Technology Fee, Registration Fee, and Activities Fee were bundled together into one Universal Fee in order to streamline the registration process. Last year, the College levied the Universal Fee at \$33 per contact hour. It is recommended to increase this fee to \$36 per contact hour.

It was moved by Trustee Pretty and supported by Trustee Rasmussen that the Universal Single Fee for the fall semester of 2025, winter semester of 2026, and summer semester of 2026 be changed to \$36 per contact hour.

AYES: Trustees Etienne, Pretty, Rasmussen, Shirilla, and Wozniak

NAYS: None

ABSENT: Trustees Keiswetter and Kromm

- ii. Background: The Committee also reviewed and discussed a Preliminary Bid Recommendation Letter from Clark Construction for demolition of the Tech Center. The Finance & Facilities Committee recommends proceeding with the proposed bid package.

It was moved by Trustee Pretty and supported by Trustee Shirilla that the Board accept the bid package for the CATEE Project Tech Center demolition, as recommended by Clark Construction, in the amount of \$151,506.

AYES: Trustees Etienne, Pretty, Rasmussen, Shirilla, and Wozniak

NAYS: None

ABSENT: Trustees Keiswetter and Kromm

b. Personnel Committee

Trustee Shirilla shared that the Personnel Committee met on Thursday, January 16, 2024, to discuss new hires and several items of business.

The Committee reviewed a newly developed Board of Trustees Conflict of Interest Disclosure Form, which will be shared with the trustees today.

They also reviewed a Board Duties Checklist for Effectiveness, which has been drafted to assist our newest Trustees with learning duties and to serve as a resource for all trustees. This will also be shared with all the Trustees today.

The committee was notified of one new hire that does not require approval as it is a replacement hire for the Academic Advisor Position. Renee DeYoung, VP of Student Affairs, provided a brief introduction to Beth Senecal. Beth started this week. She has experience as a Financial Aid Coordinator and was an Academic Advisor at two other colleges and has worked as a Student Services Coordinator. Bachelor of Business Administration in Finance and Business Economics (B.A.A) from the University of Notre Dame. She also has received a Master of Education in College Student Personnel Administration (M.Ed.) from Western Washington University. Her thesis concentrated on an intensive advising program for at-risk students.

Trustee Shirilla noted the Committee also reviewed the recommended candidate for the Grants Manager position. This is a new position that has already been approved from a financial aspect in this year's budget.

Erin Sonneveldt Associate Dean of Institutional Research & Assessment provided a brief background on candidate Gretchen Greenwood.

A committee consisting of Erin Sonneveldt, Michele Andrews, Wendy Kresnak, Chelsea Platte, Troy Slater, and Jennifer Wixson reviewed nine applications for the full-time Grants Manager position. Five in-person interviews were conducted. Each campus visit included interviews with the search advisory committee, the Associate Dean of Institutional Research & Assessment, and the Vice Presidents of the College as well as a campus tour provided by Human Resources.

Gretchen holds a Bachelor of Science in Technical Communications from Michigan Technological University, a Project Management Professional (PMP) Certification, and training in Capability Maturity Model Integration (CMMI) & System Life Cycle Development. Ms. Greenwood's professional career has focused on financial and administrative systems management in the private and public sectors, including higher education.

Members of the search advisory committee noted her wealth of experience as an effective project manager, systems developer, business/finance analyst, and technical writer. Her skill set in process development and breadth of knowledge in grant management set her apart. In addition, her strong interpersonal, collaborative, critical thinking, and communication skills stood out among the final applicants interviewed.

It was moved by Trustee Shirilla and supported by Trustee Pretty that the College hire Gretchen Greenwood for the position of Grants Manager, with a start date of March 3, 2025.

AYES: Trustees Etienne, Pretty, Rasmussen, Shirilla, and Wozniak

NAYS: None

ABSENT: Trustees Keiswetter and Kromm

11. OLD BUSINESS

None.

12. NEW BUSINESS

None.

13. UNSCHEDULED PUBLIC COMMENT.

None.

14. ADJOURNMENT.

There being no further business, Trustee Pretty motioned, and Trustee Etienne supported that the meeting be adjourned at 4:42 p.m.

AYES: Trustees Etienne, Pretty, Rasmussen, Shirilla, and Wozniak

NAYS: None

ABSENT: Trustees Keiswetter and Kromm



/S/ Daniel D. Rasmussen, Chairman



/S/ Melissa Keiswetter, Secretary