

MINUTES
NORTH CENTRAL MICHIGAN COLLEGE BOARD OF TRUSTEES
REGULAR MEETING – Library Conference Rooms 1 & 2
Tuesday, June 24, 2025 (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 Keiswetter, Kromm, Pretty, Rasmussen, Shirilla, and Wozniak

ABSENT: Trustee Etienne

3. APPROVAL OF AGENDA

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

AYES: Trustees Keiswetter, Kromm, Pretty, Rasmussen, Shirilla, and Wozniak

NAYS: None

ABSENT: Trustee Etienne

4. APPROVAL OF MINUTES

It was moved by Trustee Pretty and supported by Trustee Wozniak that the minutes of the May 27, 2025, Public Budget Hearing, be approved as written.

AYES: Trustees Keiswetter, Kromm, Pretty, Rasmussen, Shirilla, and Wozniak

NAYS: None

ABSENT: Trustee Etienne

It was moved by Trustee Keiswetter and supported by Trustee Kromm that the minutes of the May 27, 2025, Regular Meeting, be approved as written.

AYES: Trustees Keiswetter, Kromm, Pretty, Rasmussen, Shirilla, and Wozniak

NAYS: None

ABSENT: Trustee Etienne

5. STUDENT SUCCESS

Kerri Finlayson introduced six of her students who recently returned from a May Field Studies learning adventure in Mexico. The trip's costs were covered by the Larry Cummings Scholarship fund, and various fundraisers put on by the students. The students reported on and presented a slideshow featuring the highlights of their trip which visited a variety of locations. Notably, they all reported on the value they received from experiencing a foreign city's culture to broaden their horizons.

6. COMMUNICATIONS

President Finley shared the following communications:

a. Passing of Richard "Dick" Ames

I'm saddened to report that Dick Ames passed away on June 3rd. Dick served on the Foundation Board of Directors at North Central Michigan College for many years.

With a brilliant brain for numbers, Dick had rewarding careers as the Controller at Ford Motor Company, the VP of Finance at Union Pacific Railroad, and the CFO at U.S. Agency for International Development (AID) and the Administrative Office of the U.S. Courts.

Our thoughts go out to Dick's wife Marcia and the entire Ames family, friends, and colleagues. Please join me for a moment of silence in honor of Dick.

The obituary can be found here: <https://www.stonefuneralhomeinc.com/obituary/RichardDick-Ames>

b. Local Area Graduates headed to NCMC

Both Karly Graham of the *Petoskey News-Review* and the *Harbor Light News* have published multiple articles highlighting area graduates who plan to attend NCMC this coming Fall:

Alanson Public Schools celebrated its top two Scholars from the class of 2025. Both Valedictorian Ava Kateri Bowman, and Salutatorian Lorelei Ashlin Jean Henderson plan to attend North Central

Pellston celebrated their Top 10 Scholars from the class of 2025. Among those recognized, Valedictorian Sophie Coatta, along with Madison Jutson, Haleigh Bohn, and Alivia Broman, all plan to attend North Central.

From Harbor Springs, we look forward to welcoming Landon Jongxiong ChangSonglue, Joseph Aden Cole, Ellye Ann Deitz, Gimiwanokwe Janice Keller, Olivia Anne-Withany Petoskey, and Charles Allen Ranney

Also joining us is Concord Academy of Petoskey's Valedictorian Makenzie Cunningham.

We are looking forward to seeing these new faces and many more this fall!

c. Thanks from Tip of the Mitt Watershed Council

On June 17, 2025, we received a thank you note from Andrea Coronado with Tip of the Mitt Watershed Council:

Thank you to NCMC for generously hosting our "Linking Lakes" conference. The library was an outstanding venue – what an incredible resource for our community. Your team went above and beyond to make our day a success. From the seamless IT support to the delicious lunch, every detail was handled with professionalism and care. Please pass along our thanks to everyone involved.

7. SCHEDULED PUBLIC COMMENT

Professor of Biology and current AFPS President Ben Crockett greeted the Board and provided the following updates:

- Mathematics Faculty member Gary Kersting will begin phased retirement this Fall. Professor Crockett extended his thanks for providing the option for phased retirement to the faculty.
- Dr. Isis Arsenoe continues to serve as the Membership Chair for the Michigan Community College Biologists and is currently helping to promote the Association's annual Fall Conference.
- Diane Brazier and the Tutoring & Testing staff have done a wonderful job supporting the faculty with their students, particularly with the amount of catching up needed following the ice storm.
- On behalf of the Faculty, he relayed their best wishes to Tom Zeidel during his recovery.

- Professor Crockett reported that he met with President Finley, VP Strom, and outgoing AFPS Faculty President Professor Jessick as part of the leadership transition for the Association.

8. FINANCIAL REPORT

Troy Slater, Director for the Business Office, was asked by Trustee Rasmussen to provide a financial report for May 2025. Troy certified that the financials as of May 2025 are within the adopted tentative budget for 2024-25.

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

AYES: Trustees Keiswetter, Kromm, Pretty, Rasmussen, Shirilla, and Wozniak

NAYS: None

ABSENT: Trustee Etienne

9. PRESIDENT'S REPORTS

President Finley shared the following:

a. Summer Semester Kicked Off: May 12 – August 22, 2025

This Summer Semester Kicked off on Monday, May 12 and runs through August 22nd. Our summer unduplicated headcount is 334 students, up almost 10% from last summer with contact hours up almost 4% from last summer.

b. President's Circle Event – June 18, 2025

On Wednesday, June 18th, the Foundation hosted the President's Circle event. It was a huge success with 120 RSVP's. These donors and friends of the college left knowing how they are helping to change our students' lives and supporting the forward progress of North Central. Thanks for putting on this successful event go out to our Foundation Team, Liv Rollinger, Maria Fantozzi, Sandi Lehky, Jenny Johnson, Miranda Fisher, and Chelsea Platte. Laura Wolgast and the Iron Horse crew did a fantastic job with catering. Thanks to Brent LaFaive, Gerald Brusher, Jen Wixson and their teams for showing off the highlights of our academic programs and to Joe Balinski for escorting our guests with an umbrella through the rain. And finally, thanks to all our donors who continue to make great things possible here at North Central.

c. Summer Learning Academy

The second year of North Central's Summer Learning Academy started yesterday, June 23rd. We are excited to welcome these 3rd through 8th graders to our campus! The program runs now through August 22nd.

10. COMMITTEE REPORTS

a. Finance & Facilities Committee

Trustee Pretty shared that the Finance & Facilities Committee met on Thursday, June 19 to review May Financials, the 2024-25 Amended budget, receive CATEE Project Updates, review a proposal for design service from Cornerstone Architects, and discuss future initiatives.

i. 2024-2025 Amended Budget

Background:

During the final board meeting of each fiscal year the Board needs to amend the general fund budget for the fiscal 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 2024 - 2025 revenues, expenditures and transfers have been projected through the end of June 2025 and the amended budget is based on those projections.

It was moved by Trustee Pretty and supported by Trustee Keiswetter that BE IT RESOLVED, the Board adopt the Final General Fund Operating Budget for North Central Michigan College for the fiscal year 2024 -2025 in the aggregate amount of \$20,617,783 of revenues and a like amount of expenditures and transfers.

AYES: Trustees Keiswetter, Kromm, Pretty, Rasmussen, Shirilla, and Wozniak

NAYS: None

ABSENT: Trustee Etienne

ii. Dental Hygiene Clinic Design Proposal

Background:

In order to move forward with the Dental Hygiene clinic and reach and negotiate terms of a lease, we must first do schematic design and design developments to more accurately determine costs, including electrical, plumbing, and HVAC. The proposed Design Services from Cornerstone Architects include schematic design, design development, construction documents, bidding and negotiation, and construction administration in the total amount of \$140,000

It was moved by Trustee Pretty and supported by Trustee Shirilla that the Board approve the Dental Hygiene Clinic Proposal with Cornerstone Architects for only the schematic design in the amount of \$21,000 and Design Development in the amount of \$28,000 at this time.

AYES: Trustees Keiswetter, Kromm, Pretty, Rasmussen, Shirilla, and Wozniak

NAYS: None

ABSENT: Trustee Etienne

b. Personnel Committee

Trustee Shirilla reported that the Personnel Committee met last Thursday, June 19, 2025, to receive CMO updates, discuss administrative reorganization, review a new hire, and discuss a needed revision to the employee handbook.

i. Dean of Student Success

Background: This is a new position that is included under the approved FY 2025-26 Proposed General Fund Operating Budget. As a new position, the Personnel Committee reviewed both the position description and recommended candidate for approval.

VP Strom provided a brief background on the recommended candidate, Corey Lansing.

Trustee Shirilla moved and Trustee Kromm supported that the College hire Corey Lansing for the position of Dean of Student Success, to start later in August of this year.

AYES: Trustees Keiswetter, Kromm, Pretty, Rasmussen, Shirilla, and Wozniak

NAYS: None

ABSENT: Trustee Etienne

ii. Amendment to the Employee Handbook

Background: The Personnel Committee reviewed a proposed update to the Employee Handbook. This proposal updates the language of the handbook regarding Part Time Employees Paid Time Off Benefits and is required to remain in compliance with the Earned Sick Time Leave Act (ESTA), Act 338 of 2018 of Michigan which went into effect earlier this year.

Trustee Shirilla moved and Trustee Keiswetter supported that the Board approve the update in verbiage to the Employee Handbook regarding Part Time Employees Paid Time Off Benefits as proposed in your packets, to remain in compliance with the Earned Sick Time Act 338 of Michigan Law.

AYES: Trustees Keiswetter, Kromm, Pretty, Rasmussen, Shirilla, and Wozniak

NAYS: None

ABSENT: Trustee Etienne

b. Bylaws & Policy Committee

Trustee Kromm reported that the Personnel Committee met last Thursday, June 19, 2025, to review two new policies and revisions to an existing policy.

Background: The two new policies pertain to Hazing and are part of a new requirement recently put in place under both Federal and State Laws, the Stop Campus Hazing Act (Michigan Compiled Law Section 750.411t and Congressional Act H.R. 5646). These include requirements for reporting added to the Annual Safety and Security Report and ensure we maintain compliance with transparency reporting under the Jeanne Clery Campus Safety Act. Verbiage for both motions are included in your packet. As such I bring forth the following two motions:

i. New Policy: Hazing Reporting and Investigation – 428

Trustee Kromm moved and Trustee Rasmussen supported that the Board Policy 428, Hazing Reporting and Investigation, be accepted as written. This policy will be effective June 24, 2025.

AYES: Trustees Keiswetter, Kromm, Pretty, Rasmussen, Shirilla, and Wozniak

NAYS: None

ABSENT: Trustee Etienne

ii. New Policy: Hazing Prevention and Awareness – 429

Trustee Kromm moved and Trustee Wozniak supported that the Board Policy 429, Hazing Prevention and Awareness, be accepted as written. This policy will be effective June 24, 2025.

AYES: Trustees Keiswetter, Kromm, Pretty, Rasmussen, Shirilla, and Wozniak

NAYS: None

ABSENT: Trustee Etienne

iii. Revision: College Vehicle Policy for Faculty and Staff - 418

Background: The Committee also reviewed one proposed revision which is an update to policy 418. This policy, currently named the Van Policy for Faculty and Staff, needs to be updated to be brought current. The revisions include renaming the policy, updating position titles, and

modifying requirements to include a valid driver's license be kept on file and a driving record check be completed before a vehicle may be reserved and driven.

Trustee Kromm moved and Trustee Shirilla supported that the Board approve the revisions to Board Policy 418 as written, and rename it the College Vehicle Policy for Faculty and Staff.

AYES: Trustees Keiswetter, Kromm, Pretty, Rasmussen, Shirilla, and Wozniak

NAYS: None

ABSENT: Trustee Etienne

11. OLD BUSINESS

None.

12. NEW BUSINESS

None.

13. UNSCHEDULED PUBLIC COMMENT.

Professor of Psychology and AFPS Treasurer Erik Haight reported that he recently completed professional development in Durham, North Carolina. He attended a Psychology 1 conference on AI, and he spoke to and shared out information about a presentation on recent MIT research demonstrating some of the negative effects of AI on students.

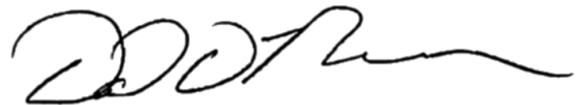
14. ADJOURNMENT.

There being no further business, Trustee Pretty motioned, and Wozniak supported that the meeting be adjourned at 4:56 p.m.

AYES: Trustees Keiswetter, Kromm, Pretty, Rasmussen, Shirilla, and Wozniak

NAYS: None

ABSENT: Trustee Etienne



/S/ Daniel D. Rasmussen, Chairman



/S/ Melissa Keiswetter, Secretary