

**MINUTES**  
**NORTH CENTRAL MICHIGAN COLLEGE BOARD OF TRUSTEES**  
**REGULAR MEETING – Library Conference Rooms 1 & 2**  
**Tuesday, October 28, 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 Etienne, Keiswetter, Kromm, Pretty, Rasmussen, Shirilla, and Wozniak

ABSENT: None

**3. APPROVAL OF AGENDA**

It was moved by Trustee Etienne and supported by Trustee Shirilla that the agenda be approved as written.

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

NAYS: None

ABSENT: None

**4. APPROVAL OF MINUTES**

It was moved by Trustee Pretty and supported by Trustee Keiswetter that the minutes of the September 23, 2025, Regular Meeting, be approved as written.

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

NAYS: None

ABSENT: None

**5. STUDENT SUCCESS**

Chelse Hawkins Olivo, Outreach Recruiter, introduced students who attended the Leadership Conference in Leelanau, Mi this past September. The Conference was a partnership between MCCA and the Phi Theta Kappa (PTK) Honor Society.

- Aiden Burgess is from Boyne Falls and he is pursuing General Studies at NCMC. Aiden ultimately plans to study astrophysics. He is President of PTK, a member of three clubs, and a member of Student Senate.
- Grace Kujawski is from Boyne City, and she is pursuing a degree in General Studies as well as a certificate in Computer Aided Design. Grace plans to pursue a career in architecture. She is a Treasurer on the Student Senate and a member of PTK.
- Troy Johnson is from Alanson and completing his General Studies degree before transferring to Central Michigan University to pursue English Education next year. He is the President of Student Senate.
- JT Greenier also participated in the Leadership Conference, but he was unable to attend today due to Cross Country practice.

The students spoke to the highlights of the Leadership Conference, including building social capital, and connecting with their peers from other institutions. They spoke about the importance of being involved in the campus community and how vital communication is to build social capital.

**6. COMMUNICATIONS**

President Finley shared the following communications:

a. Thank you from Scholarship Recipient

The Board of Trustees received the following thank you note from a scholarship recipient:

*Dear donor,*

*I can't thank you enough for the scholarship awarded to me. I am beyond grateful and cannot express how much this will help me achieve my dreams. I feel more at ease knowing I have support like yours backing me. I also want to thank you for helping other students like me. This scholarship will help me become a criminal psychologist, which has been my dream job since I was fourteen. I will not forget your generosity and kindness. Thank you for your time and support, I wish you all the best.*

*Sincerely,  
Emma Hansen*

b. Volleyball's Councillor thankful for 'home away from home'

On October 16, 2025, Drew Kochanny of the Petoskey News Review reported on NCMC Volleyball freshman Calleigh Councillor, who is attending NCMC all the way from Fort Frances, Ontario (about 12 hours away).

On Monday October 13<sup>th</sup>, NCMC hosted the Bay College Women's volleyball team on a special 'Canada Night' for Councillor, complete with the Canadian National Anthem, Canadian flags around the gym, a special Canada artist playlist during timeouts and between sets and more.

*Calleigh has felt the way a lot of people feel about living in northern Michigan during her short time so far: thankful.*

Read the full story here:

<https://www.petoskeynews.com/story/sports/high-school/2025/10/14/north-central-volleyballs-councillor-thankful-for-canada-night-match/86623965007/>

c. Timberwolves Forward: NCMC's new direct admission partnership

In a press release dated October 16, 2025, North Central announced that four area high schools: Alanson High School, Pellston High School, Harbor Light Christian School, and Concord Academy have all joined the Timberwolves Forward initiative, a program guaranteeing direct admission to NCMC for all graduating seniors.

*"North Central is proud to partner with these schools to make the transition from high school to college more seamless than ever," said Katie Navock, NCMC vice president for enrollment management. "Through Timberwolves Forward, students and families can be assured that their next step, continuing their education at a respected local college, is already guaranteed."*

Read the full press release here:

<https://www.ncmich.edu/community-events/news-and-press-releases/timberwolves-forward-direct-admission-program.html>

d. CNA Fast Track program with Grandview

In a press release on October 2, 2025, North Central announced a partnership with Grandvue Medical Care Facility in East Jordan. The partnership will launch a Fast Track Certified Nurse Aide (CNA) training program this November. The two-week course is designed to quickly and effectively prepare individuals for careers as CNAs, addressing the region's growing need for qualified caregivers.

*The Grandvue program builds on the success of NCMC's 2023 partnership with Bay Bluffs Medical Care Facility, highlighting the college's continued efforts to expand access to healthcare careers across Northern Michigan.*

You can view the full press release here:

<https://www.ncmich.edu/community-events/news-and-press-releases/cna-fast-track-grandvue-2025.html>

## 7. SCHEDULED PUBLIC COMMENT

Dr. Ben Crockett, President of Association of Faculty Professional Association and Biology faculty, provided updates from the faculty:

- He noted the integration of AI into faculty coursework. Ben requested continued institutional support to navigate the new and changing educational environment.
- It is Open Enrollment for Health Care plans. Continuing the same options as last year is much appreciated.
- NCMC has been named Aspen Prize top 200 and faculty stand ready to help with the application process.

## 8. FINANCIAL REPORT

Dr. Tom Zeidel, Vice President for Finance & Facilities, was asked by Trustee Rasmussen to provide a financial report for September 2025. Tom certified that the financials as of September 2025 are within the adopted tentative budget for 2025-26.

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, Keiswetter, Kromm, Pretty, Rasmussen, Shirilla, and Wozniak

NAYS: None

ABSENT: None

## 9. PRESIDENT'S REPORTS

### a. CRDAP Certificate Program Inactivation Notification

On September 26, 2025, the Curriculum Review and Development and Academic Policies (CRD/AP) Committee met and voted to recommend inactivation of the following certificate programs due to extremely low to no enrollment for the past five years:

- Advertising Assistant Certificate
- Management Certificate
- Marketing Certificate

President Finley and VP Strom concurred with this recommendation, and the decision was made to inactivate the indicated programs.

### b. Open House for NCMC Library's Indigenous Studies Collection Project

On Thursday, October 23<sup>rd</sup>, North Central held an open house to celebrate the Library's Indigenous Studies Collection Project. The open house featured the newly reimagined collection, which embraces Indigenous ways of knowing through a culturally responsive classification system inspired by *Maawn Doobiigeng* (Gather Together), developed by the Saginaw Chippewa Tribal Libraries. Guests had the opportunity to explore the enhanced collection; learn about the classification system and its cultural significance; view commissioned artwork by Indigenous artists; and connect with community members, educators, and Knowledge Keepers who helped guide this meaningful project.

“This project represents our commitment to honoring Indigenous voices, knowledge systems, and perspectives within our academic environment,” said NCMC Librarian Kendra Lake.

c. Immunization Clinic

North Central hosted an immunization clinic on October 1<sup>st</sup>. 78 clients were seen at the immunization clinic, and of those, 69 had appointments and 12 were walk-ins. The health department administered 148 vaccines. These numbers are up compared to 2024 where 64 clients were seen. Of those, 59 were scheduled and 16 were walk-ins, and 99 vaccines were administered.

d. Director of Admission Hire

The Director of Admission position that was vacated when Corey Lansing was hired as Dean of Student Success, has been filled by Chelse Hawkins Olivo. VP for Enrollment Management, Katie Navock noted the following regarding Chelse’s hire:

Following a hiring search, the hiring Committee recommended Chelse Hawkins Olivo. With over seven years of experience in higher education she has consistently demonstrated strong leadership in admissions and customer service. She is extremely student focused, which comes from her various higher education experience in advising and admissions.

In her role as Outreach Recruiter at NCMC, in addition to recruiting students, she has revamped the campus visit program. Additionally, she has played a key role in the Salesforce implementation team, allowing the college to better track and communicate with prospective students. Chelse has fostered collaborative relationships across campus including Marketing and Faculty. She serves on the International Committee, the Institutional Research Committee, and is an advisor for the Phi Theta Kappa Chapter.

We welcome Chelse to this new role at North Central.

e. ACCT Leadership Congress

President Finley attended the 2025 American Community College Trustees (ACCT) Annual Congress in New Orleans, LA held October 22-24.

Participation in this Congress helped him to learn of the latest developments and trends in higher education, particularly those impacting community colleges. In the first 36 hours, he attended sessions that focused on the role that artificial intelligence (AI) will play in student learning and college operations moving forward, navigating crisis communications, the ROI of NJCAA athletics, and the first 3-year, 92-credit bachelor’s degree at a community college. Even more learning was had in the next day and a half.

f. Aspen Prize Top 200 U.S. Community College

North Central Michigan College has been recognized by the Aspen Institute College Excellence Program as one of the Top 200 community colleges in the nation and is now eligible to compete for \$1M in Aspen Prize funds! This recognition highlights colleges that are achieving high and improving student outcomes, noting the practices that drive their success.

Aspen Institute added transfer student success as a consideration this year (National Clearinghouse data) and expanded from 150 to 200 eligible colleges. This year marks the first Michigan college recognized since Gogebic in 2017, with the recognition of three institutions: Alpena, Gogebic, and North Central.

a. Personnel Committee

Trustee Shirilla shared that the Personnel Committee met on Thursday, October 16, 2025, to evaluate President Finley's performance for 2024-2025, and review his goals for 2025-2026. The meeting resulted in a favorable review of President Finley's performance, and the committee recommends that the Finance & Facilities Committee determine the appropriate increases in the President's compensation package.

b. Finance & Facilities Committee

Trustee Pretty shared that the Finance & Facilities Committee met on Tuesday, October 21, 2025, to review the 2024-2025 audit, the Sept. 30 financials, receive updates on the CATEE Project and the Dental Hygiene program development, and discuss President Finley's compensation package.

**Background**

As part of the Finance Committee's meeting, the committee met with Joshua Sullivan from the Traverse City office of Rehmann, to review the College's audit for the Year ended June 30, 2025.

The report before the trustees includes a management discussion of the financial condition of the College, the annual financial statements for the year ended June 30, 2025, the related footnotes, and the auditors' report. The combined financial statements of the College and its Foundation comply with customary US accounting principles. The auditors issued a clean opinion (found on page 3) of those financial statements (found on pages 19-22).

The other report is a letter describing the auditors' communication with the Board regarding various matters.

The auditors will be issuing a separate single audit of federal funds at a future date.

Trustee Pretty motioned and Trustees Etienne supported that the board accept the auditor's report of financial statements for North Central Michigan College for the fiscal year ended June 30, 2025, issued by Rehman.

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

NAYS: None

ABSENT: None

**Background**

Upon receiving a favorable review of President Finley's 2024-2025 performance from the Personnel Committee, the Finance & Facilities Committee has agreed upon a 3% increase in his salary. This adjustment is consistent with the percentage increase received by other full-time personnel at the College earlier this year.

Trustee Pretty moved and Trustee Shirilla supported that the board approve a 3% increase in salary for President Finley, based upon his favorable performance review. This salary increase will be retroactive to July 1, 2025.

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

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 Kromm motioned, and Trustee Etienne supported the meeting be adjourned at 4:33 p.m.

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

NAYS: None

ABSENT: None

A handwritten signature in black ink, appearing to read 'D. D. Rasmussen', with a long horizontal flourish extending to the right.

/S/ Daniel D. Rasmussen, Chairman

A handwritten signature in black ink, appearing to read 'Melissa Keiswetter', written in a cursive style.

/S/ Melissa Keiswetter, Secretary