

**MINUTES**  
**NORTH CENTRAL MICHIGAN COLLEGE BOARD OF TRUSTEES**  
**REGULAR MEETING – Library Conference Rooms 1 & 2**  
**Tuesday, February 25, 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 (via phone), Kromm, Pretty, Rasmussen, Shirilla, and Wozniak

ABSENT: Trustee Etienne

**3. APPROVAL OF AGENDA**

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

AYES: Trustees Keiswetter (via phone), Kromm, Pretty, Rasmussen, Shirilla, and Wozniak

NAYS: None

ABSENT: Trustee Etienne

**4. APPROVAL OF MINUTES**

It was moved by Trustee Shirilla and supported by Trustee Keiswetter that the minutes of the January 28, 2025, Organizational Meeting, be approved as written.

AYES: Trustees Keiswetter (via phone), Kromm, Pretty, Rasmussen, Shirilla, and Wozniak

NAYS: None

ABSENT: Trustee Etienne

It was moved by Trustee Wozniak and supported by Trustee Pretty that the minutes of the January 28, 2025, Regular Meeting, be approved as written.

AYES: Trustees Keiswetter (via phone), Kromm, Pretty, Rasmussen, Shirilla, and Wozniak

NAYS: None

ABSENT: Trustee Etienne

**5. STUDENT SUCCESS**

Dean of Nursing, Health Sciences and Public Safety Program, Brent LaFaive, introduced two recent graduates from the first cohort of the Practical Nursing (PN) Program.

-Elizabeth Kinney shared that she moved here from Alaska three years ago and was a former military kid. She has two young children. When she was not accepted into the RN program, she decided to go the LPN route, and it was a great experience. While she was anxious about clinicals at first, the SIM labs were a great opportunity to get accustomed to a clinical setting. She has taken a position at Grandview Medical Center in East Jordan, working in long-term care.

-Teresa Love shared that she is an NCMC alumna and had attended Central Michigan University to be a teacher. After her former employer in the medical field retired, she decided to take the LPN program to better herself. She is raising a teenager and the program enabled her to continue

working and tend to family. She works for a dialysis center where she started as a patient care technician.

Both Elizabeth and Teresa noted they had a great experience in the program. Their cohort was very close, and they created relationships that will last a lifetime. Both graduates also intend to further their education by pursuing and obtain RN licensure.

#### 6. RESOLUTION HONORING JOHN FOUGHT'S SERVICE TO THE BOARD OF TRUSTEES

While we are fortunate that John Fought will still be supporting the Board of Trustees as Treasurer, we share the following resolution to honor his two decades of service as Trustee to the Board and College:

**WHEREAS,** *Trustee Fought has faithfully served North Central Michigan College for over 20 years, since his initial appointment to the Board of Trustees in 2004; and*

**WHEREAS,** *during his time at North Central Michigan College, Trustee Fought has provided exemplary service in a variety of positions – serving as Treasurer of the Board of Trustees from 2005 to 2024, and serving on the Finance & Facilities Committee, the Bylaws & Policy Committee, and as a Foundation liaison; and*

**WHEREAS,** *during his time at North Central Michigan College, Trustee Fought's service was pivotal to many accomplishments such as beginning the Early College programs with Petoskey, Boyne City and Gaylord; reaching the designation of Achieving the Dream Leader College; securing Distance Delivery approval from HLC; and establishing the Fast Track Programs; and*

**WHEREAS,** *Trustee Fought's contributions were key to installation of the Harris Sculpture Garden; construction of the Health Education and Science Center (HESC); restoration of the library; and completion of the newly renovated Borra Learning Center; and*

**WHEREAS,** *Trustee Fought played an important role in 'planting the seeds' to renovate and expand HESC and build the Technology Center anew as part of the Career and Technical Education Enhancement (CATEE) Project; and*

**WHEREAS,** *during his time at North Central Michigan College, Trustee Fought played an important role in the adoption of the Timberwolf mascot and the launch of Intercollegiate Athletics (basketball, volleyball, cross country and eSports); and*

**WHEREAS,** *Trustee Fought was part of awarding the 12,000<sup>th</sup> degree or certificate earned from North Central Michigan College, and awarding the 1<sup>st</sup> Honorary Degree to Paul Keiswetter in 2019; now therefore, be it*

**RESOLVED,** *that the Board of Trustees of North Central Michigan College formally extends to John Fought its sincere appreciation for his loyalty, many contributions, and dedication to our students as evidenced by this resolution; be it further*

**RESOLVED,** *that a copy of this resolution of recognition appears in the minutes of this meeting of the Board of Trustees, so that this heartfelt tribute of respect and gratitude will be included in the permanent records of this College.*

It was moved by Trustee Rasmussen and supported by Trustee Shirilla that this resolution be adopted as written.

AYES: Trustees Keiswetter (via phone), Kromm, Pretty, Rasmussen, Shirilla, and Wozniak

NAYS: None

ABSENT: Trustee Etienne

## 7. COMMUNICATIONS

President Finley shared the following communications:

a. NCMC Partners with IAI, COPESD

A press release dated January 27, was picked up in PNR and Harbor Light News, noting that North Central has partnered with the Industrial Arts Institute (IAI) in Onaway and the Cheboygan-Otsego-Presque Isle Educational Service District (COPESD). With this partnership, we will expand training opportunities in CNC programming for NE lower Michigan. The temporary relocation of our automated machining equipment will support the construction of the new Martin Jahn Technology Center, part of our \$22 million CATEE initiative.

A link to the article can be found here:

<https://ncmich.edu/community-events/news-and-press-releases/cnc-training-partnership-iai-copesd.html>

b. NCMC Begins Phase II of CATEE Project with Snowbreaking

February 5, 2025 – PNR's Karly Graham reported on the groundbreaking ceremony held to celebrate the beginning of Phase II of the Career and Technical Enhancement (CATEE) Project. A ceremonial shoveling of the snow put a Northern Michigan flair on the occasion. A photo from this event, taken by Charlie MacInnis, made it into the Harbor Light Newspaper.

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. Note from Charlevoix County Community Foundation

February 18, 2025 – Ashley Cousens and Sara Ford of the Charlevoix County Community Foundation sent the following note, after wrapping up a four-day training for nonprofits in our library conference room.

*Thank NCMC for being SO incredible this week.*

*First of all, the room was the perfect space for our group. It was set up in a great way for us and the shining star was how easy and smooth the technology worked in that room. I have honestly never enjoyed such smooth and seamless technology for any event I've hosted anywhere! Way to go!*

*Secondly, the food was great! We appreciated the healthy options, the variety, and especially the accommodations for all of the various dietary needs of our group. Your staff handled all of them and made sure there was variety for everyone.*

*Finally, and most importantly, we want to commend your staff, specifically. They are all so friendly, graceful, attentive, and professional. We had everything we needed, and they responded so quickly to anything that came up. Thanks especially to Laura and her team, including Shantelle and Derek on the food/beverage detail. Thanks to Scott and his team on the microphones and IT solutions. Thanks to your library staff for filling in the gaps for us and helping us with random questions. Thanks to Liv Rollinger and Miranda Fisher for helping us strategize about possible school closures when weather was impending. And thanks also to Chas, who kept the lobby picked up/clean and made sure paper towels never ran out for too long in the bathrooms.*

*In short, we appreciate you! So happy to have you as partners and thanks for hosting us for these trainings! We look forward to coming back in April and September!*

d. NCMC Releases Fall 2024 Scholars List

February 3, 2025 – North Central released the Fall 2024 Scholars List, which included 419 students who have achieved top academic honors. Thirty-nine 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 144 full-time students earned a GPA of 3.5—3.999 and were named to the Dean’s List, and 236 students earned a place on the Scholar’s List with a 3.5 or higher GPA for 6—11 credit hours (part-time status).

For the full scholars list, click the following link:

<https://www.ncmich.edu/community-events/news-and-press-releases/fall-2024-scholars-list.html>

e. Marketing Team Member Speaks to *The Future of Institutional Websites in a Data-Driven Era*

North Central’s Digital Marketing Manager, Catherine Coe, recently spoke on Modern Campus’s Illumination podcast about the challenge Higher ed institutions face in creating websites that cater to both personalization and accessibility daily. She discussed the balance between personalization and accessibility, along with the opportunity for data-driven optimization.

The interview may be viewed here:

<https://moderncampus.com/podcast/episode-onehundredeightynine.html>

f. NCMC Sees 2025 Enrollment Growth

North Central continued its upward enrollment trend for Winter 2025, with a 5% increase in both credit and contact hours compared to Winter 2024, alongside notable growth in full-time students.

Winter 2025 enrollment stands at 1,722 students, with the number of returning students increasing by 5% over the previous year. The number of full-time students has increased by 10%, occurring alongside a 5% increase in Full-Time Enrollment Equivalency (FTE), a measure that aggregates part-time students into full-time

student equivalents. This growth is a strong indicator of student success, as full-time students gain greater momentum toward degree completion.

A link to the full press release can be found here:

<https://www.ncmich.edu/community-events/news-and-press-releases/winter-2025-enrollment-growth.html>

g. Note from Interim Director of Financial Aid

Interim Director of Financial Aid, Dawn Patak, recently sent the following note:

*While I am not a permanent member of the NCMC staff, in the short time I have been lucky enough to work for Renee, I have come to realize that she is one of the best. I've worked for a number of Assoc VPs and VPs. There hasn't been a Renee in quite some time, definitely over 20 years. People like Renee are hard to come by. She not only "gets" students and higher education, but she "gets" financial aid. That's extremely rare in a VP that oversees financial aid. Her shoes will be hard to fill.*

*Thank you for the opportunity to work with all of you. I am most certainly blessed.*

VP of Student Services, Renee DeYoung announced her planned retirement this June 30, 2025. There was a round of applause for Renee.

## 8. SCHEDULED PUBLIC COMMENT

Professor of Marketing and AFPS President Chet Jessick shared the sad news that Ben Crockett's sister, Jennifer Crockett, recently passed away. Condolences to the Crockett and North Central Family. He also shared the following:

-Librarian Kendra Lake is running March Mammal Madness (MMM) as an alternative to March Madness, focusing on simulated encounters between non-human mammals.

-Two professors are headed to the American Physiology Summit in April. Breanne Wozniak and Davina Gutierrez will be attending the event which is hosted by the Center for Physiology Education. The information gained from the summit will greatly benefit their classes. This is a product of the mentoring process and reflects commitment to our faculty.

-A handout was shared from Mary Brower's Environmental Literature & Writing Course. Her class has a temporary art installation in the natural area called Words in the Woods. The license-plate inspired theme of *Water, Winter, Wonderland* uses poetry to look at ways that climate change is impacting our part of the world.

## 9. FINANCIAL REPORT

Dr. Tom Zeidel, Vice President for Finance & Facilities, was asked by Trustee Rasmussen to provide a financial report for January 2025. Tom certified that the financials as of January 2025 are within the adopted tentative budget for 2024-25.

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

AYES: Trustees Keiswetter (via phone), Kromm, Pretty, Rasmussen, Shirilla, and Wozniak

NAYS: None

ABSENT: Trustee Etienne

## 10. PRESIDENT'S REPORTS

President Finley shared the following:

- a. Capital Outlay Request Scoring  
North Central has the top-scoring Capital Outlay Request for the State's FY26 budget out of 15 community college requests! We picked up 11.7 points compared to last year, and this made all the difference. It was a team effort, and I am so proud of our team. He gave a special thank you to Jennifer Wood for her work.

While we're still far from obtaining planning approval for the State's \$3.5M, this significantly strengthens our position for pursuing those funds. I'll soon (late March/early April) be meeting with key legislators to make our case.

- b. 2025 Summer Learning Academy  
Registration for the 2025 Summer Learning Academy is now open. This is the second year North Central has offered these dynamic and enriching programs specially crafted for young minds eager to explore, learn, and have fun during the summer months.

- c. Timberwolf Tributes  
Earlier this month we launched Timberwolf Tributes, a new Peer-to-Peer Recognition Program designed to celebrate the incredible team members who make a difference at North Central. This program provides an opportunity to recognize a colleague who has gone above and beyond, making a positive impact on our students, faculty, and staff.

We have a good number of nominations so far and are looking forward to receiving the email after the end of this month and each month afterward when all those nominated are shared out!

- d. Years of Service Awards – February 27  
We will be honoring the career milestones of our North Central Colleagues this Thursday, February 27<sup>th</sup>. This is always a wonderful event, and we hope you all can join us to celebrate these team members.

## 11. COMMITTEE REPORTS

- a. Finance & Facilities Committee  
Trustee Pretty shared that the Finance & Facilities Committee met on Tuesday, February 18, 2025, to review January Financials, the MILAF Annual Report, Single Audit Draft Report, discuss CATEE Project updates, and other business.
  - i. CATEE Phase II – Structural, Concrete, and Earthwork  
Background: A Preliminary Bid Recommendation Letter from Clark Construction for concrete, structural steel & miscellaneous metals, and excavation/site demo and utilities for the Tech Center was reviewed. The Finance & Facilities Committee recommends proceeding with the proposed bid package.

It was moved by Trustee Pretty and supported by Trustee Rasmussen that the Board accept Clark Construction's proposed bid package for the CATEE Phase II Tech Center and Nursing Center Project. This package recommends the bid for concrete be awarded to Grand Traverse Construction in the amount of \$767,700; the bid for structural steel & miscellaneous metals be awarded to Valley Steel in the amount of \$971,950; and the bid for excavation/site demo and utilities be awarded to Harbor Springs Excavating for their proposed amount of \$512,418, with potential deducts forthcoming. To commence this work, the Board also approves a signed Prime Contract Change Order for Clark Construction in the amount of \$2,485,088 (the total of the three amounts listed above).

AYES: Trustees Keiswetter (via phone), Kromm, Pretty, Rasmussen, Shirilla, and Wozniak

NAYS: None

ABSENT: Trustee Etienne

b. Personnel Committee

Trustee Shirilla shared that the Personnel Committee met virtually this month to discuss Foundation Board Member Appointments and Term renewals, and a Full Status recommendation.

i. Full Status Recommendation

Background: In accordance with the 2023-2028 AFPS Collective Bargaining Agreement, Section 27 Full Status, President Finley has provided the following recommendation for Holly Owen:

"I fully support Vice President for Academic Affairs Stephen Strom's recommendation to grant Holly Owen full status as a faculty member at North Central Michigan College. Holly has been a great addition to our instructional team, serving as the lead simulation nursing faculty since August 2021. She has made many contributions—both on and off campus—since her hire. The attached memorandum from Dr. Strom provides a thorough synopsis of her recent activity.

Prior to her time at North Central, Ms. Owen worked on the Cardiovascular Unit at McLaren Northern Michigan (MNM). She further states, "*I began my career as a Nursing Educator in the Clinical Education department at MNM.*" In the cover letter of her application for promotion, Holly reiterated her motivation as a nurse educator. She states, "*Educating and mentoring aspiring nurses allows me to instill values of empathy, compassion, and patient-centered care. Witnessing students' growth and achievements brings me immense joy and reinforces my passion for teaching.* We embrace Holly's thinking, and we're pleased to support her work to achieve nursing simulation excellence at the College.

We are delighted to have Ms. Owen as a member of our team, and we hold high expectations for her continued contributions to the life of North Central."

VP Strom spoke to Holly's many contributions to the Nursing Faculty team.

It was moved by Trustee Shirilla and supported by Trustee Rasmussen that the Board accept President Finley's recommendation to accept Holly Owen's request for Full Status. Ms. Owens' new status will be in effect beginning with the 2025-2026 contract.

AYES: Trustees Keiswetter (via phone), Kromm, Pretty, Rasmussen, Shirilla, and Wozniak

NAYS: None

ABSENT: Trustee Etienne

ii. Foundation Board Member Appointments and Term Renewals

Background: The Foundation Board of Directors requires new memberships and term renewals to be approved by the Board of Trustees. Standard Foundation Board Terms are a three-year commitment.

Following the Foundation Board meetings in December and February, the Foundation Board voted to recommend approval of initial board terms and renewals for six Foundation Board members. VP Platte spoke to the individuals being considered.

It was moved by Trustee Shirilla and supported by Trustee Wozniak, that the Board approve the following Foundation appointments and term renewals, effective January 2025 through December 2027:

- **John Fought** – 1st, three-year term
- **Dan CasaSanta** – 2nd, three-year term
- **Chris Morley** – 2nd, three-year term
- **Stan Smith** – 2nd, three-year term
- **Max Bunker** – 3rd, three-year term

Additionally, Monica Peck will be appointed for her 1st, 3.5-year term, effective April 2025 through December 2028.

AYES: Trustees Keiswetter (via phone), Kromm, Pretty, Rasmussen, Shirilla, and Wozniak

NAYS: None

ABSENT: Trustee Etienne

b. Curriculum Committee

Trustee Shirilla shared that the Curriculum Committee met virtually this month to review proposed Honorary Degree Recipients.

i. Honorary Degree Recommendation

Background: A broad-based internal committee consisting of six staff and two faculty met to review potential honorary degree recipients for the 2025 Commencement Ceremony. They have recommended both Stafford Smith and Dudley Marvin for this year's honorary degrees, to be awarded at Commencement.

Per Board Policy 116, we would like to recognize both Stafford Smith and Dudley Marvin.

Trustee Shirilla moved, and Trustee Keiswetter supported that Stafford Smith and Dudley Marvin be awarded Honorary Degrees to recognize outstanding contributions to the community in the areas of Entrepreneurial Leadership, Servant Leadership, and Humanitarian Service at the Commencement Exercises to be held May 9, 2025.



AYES: Trustees Keiswetter (via phone), Kromm, Pretty, Rasmussen, Shirilla, and Wozniak  
NAYS: None  
ABSENT: Trustee Etienne

12. OLD BUSINESS

None.

13. NEW BUSINESS

None.

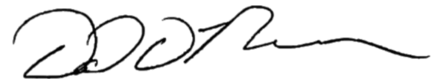
14. UNSCHEDULED PUBLIC COMMENT.

None.

15. ADJOURNMENT.

There being no further business, Trustee Shirilla motioned, and Trustee Wozniak supported that the meeting be adjourned at 4:45 p.m.

AYES: Trustees Keiswetter (via phone), Kromm, Pretty, Rasmussen, Shirilla, and Wozniak  
NAYS: None  
ABSENT: Trustee Etienne



/S/ Daniel D. Rasmussen, Chairman



/S/ Melissa Keiswetter, Secretary