NORTH CENTRAL MICHIGAN COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING 4:00 p.m. (Virtual)
Tuesday, December 1, 2020

Prior to beginning, Chairman Millard greeted the participants and reminded everyone of the following:

Good afternoon,
It is Tuesday, December 1, 2020 at 4:00pm. We are going to begin the Regular Meeting of the Board of Trustees that was rescheduled from Tuesday, November 24, 2020. This meeting is being conducted in a virtual manner today per MDHHS and MIOSHA orders. If for any reason we need to end this meeting, I will make the announcement. We will communicate via e-mail as to when and how we will next meet.

Thank you for your participation and patience during this meeting. Please know that this meeting is being recorded and that all participants, with the exception of the Board of Trustees, will be muted to eliminate background noise. Comments may be held for Public Comment or typed into the chat at any time. For Public Comment, we will call upon those who entered a question into the chat to unmute themselves, by the order the chats were received, Next, to assure that everyone has a chance to participate, we will also open up the floor and remind those who called in that they can unmute themselves by entering the sequence *6.

Lastly, Under Public Act 228 of 2020, signed into law on October 16, the following rules hold for public meetings:

- The Act makes clear that it covers hybrid meetings where participation may be both online and in person, as well as totally virtual meetings.
- The Act allows for virtual meetings retroactive to March 18, 2020 and continuing through the end of this calendar year.
- For each member of the public body attending a meeting remotely, a public announcement that the member is attending the meeting remotely. If the remote attending is for a purpose other than for military duty, the member's announcement must identify the member's physical location from which he or she is attending the meeting remotely.

With that being said, we ask the Board of Trustees to state your location during attendance, and as a friendly reminder, I encourage all to keep background noise in mind and remain muted, unless speaking. We will be using roll call votes for all business today.

1. CALL TO ORDER

Board Chair, Phil Millard called the meeting to order at 4:02 p.m.

2. ATTENDANCE

PRESENT: Trustees Fought (Petoskey), Keiswetter (Levering), Kring (Harbor Springs), Millard (Petoskey), Rasmussen (Petoskey) and Shirilla (Petoskey)
ABSENT: Trustee Noël

3. APPROVAL OF AGENDA

It was moved by Trustee Rasmussen and supported by Trustee Fought that the Agenda be approved as written.

AYES: Trustees Fought, Keiswetter, Kring, Millard, Rasmussen and Shirilla
NAYS: None

4. APPROVAL OF MINUTES

It was moved by Trustee Rasmussen and supported by Trustee Fought that the Minutes of the October 27, 2020 Regular Meeting and the November 10, 2020 Special Meeting be approved.

AYES: Trustees Fought, Keiswetter, Kring, Millard, Rasmussen and Shirilla
NAYS: None

5. COMMUNICATIONS

President Finley provided updates on the following:

a. Bob Charlton obituary & contribution to BRAC/LLL Club

On Nov. 1, 2020, the world lost an amazing man, as Robert W. (Bob) Charlton died. Bob served on the Blue-Ribbon Advisory Committee's Steering Committee. He was a key 'spark plug' in convening the group of visionary leaders that has come to provide counsel to North Central Michigan College and had his hand in our newly created Lifelong Learning Club. We are so fortunate for the time he dedicated to our College. To say that he will be missed is an understatement. Please keep him and his family in your thoughts and prayers.

b. PNR Article 2020-11-11 New Name for AD/CL Building

Taken from the article written by Jillian Fellows:

PETOSKEY — In a special board meeting on Tuesday, North Central Michigan College announced a new name for the administration classroom (AD/CL) building, which is currently undergoing extensive renovations.

The building will officially be known as the Borra Learning Center, named for Pier and Renee Borra in recognition of their lead gift to the college's Building Tomorrow Together campaign, following completion of the renovation.

"Pier and Renee Borra have been long standing supporters of the college, and most recently have provided the generous lead gift in support of the college's Building Tomorrow Together campaign," said trustee Dan Rasmussen. "This campaign will renovate the administration classroom building, invest in new campus technology and equipment as well as grow scholarships and other student resources. In recognition of this exceptional gift to advance the work of the college and to create an enhanced facility for classroom instruction and student success, I move that the board of trustees approve the renaming of the admin classroom building to become the Borra Learning Center to take full effect at the completion of the renovation project."

The board unanimously approved the motion.

c. PNR Article 2020-11-16 High schools, colleges switch to remote learning

Taken from the article written by Jillian Fellows:

As part of the Michigan Department of Health and Human Services' latest emergency order, issued on Sunday, high schools and colleges will close for three weeks and switch to remote learning as state officials seek to limit spread of COVID-19.

The school closure, which allows face-to-face instruction to continue for grades K-8, took effect on Wednesday, along with other closure directives related to bars and restaurants, casinos and movie theaters. The order is for a three-week period.

At North Central Michigan College in Petoskey, college president David Roland Finley said staff learned from the spring closure what worked well and are prepared for a shift to remote instruction on Wednesday.

"The good news is that I know that we're even better prepared for this possibility now than we were in the spring," he said. "The transition in the spring went remarkably well. I'm optimistic that that will be the case this fall as well."

Finley added that the state-mandated closure extends until Dec. 8, which would be near the colleges' scheduled final exams week. College officials will "play that by ear" to see if students can return to campus for their final exams or will remain online through the end of the semester.

"Students are amazingly resilient and adaptable, and our faculty are the same," Finley said. "So I'm confident we'll make the very best of it."

Although North Central Michigan College has only seen three COVID-19 cases on campus, Finley said it is "vitally important that we all pull together and do all that we can."

"I'll say thus far this semester, I've been really pleased with how well folks have responded," he said. "Here, we have had very few cases on campus. To date there have been only three on campus, 14 in total associated with staff and students, but the vast majority became symptomatic away from campus. We want to do all that we can, and will, to prevent the spread. I truly hope we can get back to face-to-face learning just as soon as possible. We've demonstrated that it can be done safely and effectively."

d. PNR Article 2020-11-13 North Central introduces esports
Taken from the article written by Jillian Fellows:

PETOSKEY — North Central Michigan College will debut its third club sport this winter, and student athletes will not have to leave campus in order to compete.

Ashley Antonishen, athletic director for North Central, announced it is launching an esports team and is currently looking for both a coach and interested students to join the team.

"Esports is one of the fastest growing sports/activities/clubs at the collegiate level right now," Antonishen said. "Community colleges, four-year colleges, private, public, you name it, have been adding esports and seeing huge growth. What they thought would be a small little club has turned into a huge amount of members. It's just a testament to how much it's growing at the youth levels as well across our whole country."

Antonishen said that, prior to doing research into esports, she was skeptical that video games could be categorized as a sport.

"As I learned more, and now in this role have done a ton of research, all the things you see and you preach as a coach about what sport teaches — the teamwork, the relationship building, the problem solving, communication — all of those aspects are in esports because they are multi-player-level

games," she said. "You're working at the same time in live action, just computer-based as your skill set and as your venue."

The college has purchased new equipment, including chairs, keyboards, computers and video cards, to outfit the new club. Antonishen also noted that the equipment can be used in academic classes as well, especially in the college's computer information systems program.

"So classes can be using this same technology through the day, benefiting them, and then practices and competitions are mostly late afternoon into evening so we're able to share the space and share the equipment," she said.

The esports team has just recently been announced, so Antonishen is still looking for students interested in joining. Those interested should email aantonishen@ncmich.edu."I've spoken with some of our students who live in the residence hall who at this point have never competitively played games, have just mostly played recreationally, and they are kind of intrigued to come this winter and test it out a little more and see how they feel and see if they want to move into a more competitive realm," Antonishen said.

e. Health Ticket System – Adjunct Feedback

Thank you to Michele Andrews for sharing a compliment we received from one of our adjuncts that will be teaching an OL History section for us this coming winter. She teaches full time for another institution, so has F2F classes as well.

"By the way, I really was impressed with the weekly Covid email from your president complete with a chart of cases week by week. I actually showed one of my colleagues the latest email and she was really impressed too. We do not have that kind of transparent and regular communication regarding Covid here and it's been a bit frustrating. We have a "dashboard" but it rarely seems accurate based on the number of cases just in my department alone from week to week. … Anyway just wanted to say I was very glad to see that weekly email, it's the way things should be done."

f. Egan Franks-Holzhausen's profile on "The Four" segment for 9&10 News

On November 10, 2020 Sarah Himes and Michelle Dunaway wrote:
In this 'Artist Profile', we meet an artist whose works are just as interesting as her full name. From her cartoon-like interpretations to her use of color, she finds inspiration wherever she goes. Full article can be seen online at 9&10 news, under "The Four".

6. SCHEDULED PUBLIC COMMENT

None.

7. FINANCIAL REPORT

Dr. Tom Zeidel, Interim Vice President for Finance & Facilities was asked by Trustee Fought to provide a financial report for October 2020. Tom certified that the financials from October 2020 are within the adopted tentative budget for 2020-21.

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

AYES: Trustees Fought, Keiswetter, Kring, Millard, Rasmussen and Shirilla
NAYS: None

8. PRESIDENTS REPORT

President Finley shared the following updates:

a. Campus COVID-19 Updates

On Monday, November 16, 2020 a communication titled Campus COVID-19 Update Special Edition (MDHHS Emergency Order--More Info #1) went out to provide clarification to the implications of Sunday's Michigan Department of Health and Human Services (MDHHS) gatherings and face mask order.

The purpose was to communicate what we knew to-date about how this order would affect North Central operations beginning Wednesday, November 18 through Tuesday, December 8.

All in-person classes, with the exception of EMS, nursing, and allied health, were moved to remote instructional methods. Instructors in exempted disciplines were asked to contact students regarding how the next three weeks would go. All instructors retained access to their offices during this three-week period. The handling of final exams is yet to be determined.

In compliance with 2.c.2. of the order that allows for gatherings between an employee and a customer for the purpose of receiving services, Gaylord and Cheboygan offices will remain open by appointment to handle any student needs. Also open by appointment will be the library and student services, including advising and LSS. The foundation will remain open for scheduled appointments, and SCRC staff for individual exercise patrons using the college's fitness facilities.

Because 3.b.1. of the order allows for students to gather at food service operations in college cafeterias, as long as they observe safe social distancing protocols, the Iron Horse Café will be operational. Our residence hall will remain open to serve our students who call NCMC home and choose to stay.

In compliance with MIOSHA Executive Rule 5(8), we begin with the assumption that each employee will work remotely. However, this is not a blanket stay-at-home action like in the spring; therefore, it leaves open on-site work that cannot be feasibly performed from home. We are in the process of fulfilling the MIOSHA requirement that an analysis be conducted, and a written policy be created that demonstrates the infeasibility of remote work for various positions. Once complete, this policy will be part of the college's COVID-19 preparedness and response planning documents. Supervisors will inform employees of their ability to work remotely or the need to stay on-site to perform work activities.

North Central's mission is to provide exceptional, accessible, relevant higher education of and for the community, which includes the many support services our capable staff provide to our students daily. We are providing an important service – a critical service – to educate members of our community. To date, we all have been doing an admirable job of remaining safe.

We must continue our efforts to serve current students and do the same for the students arriving in 2021 and beyond. Key admission and marketing staff members shall remain engaged in their efforts to attract students to North Central by continuing their work here on campus.

We understand that the current order was put in place to moderate disease spread and promote public health by restricting unsafe gatherings. The college protocols that have been put in place so far have protected our employees from much of the COVID -19 virus spread. Our data to date points to the fact that our employees are safe when they follow protocols that the college has implemented. The safety of our college employees, students, guests, and community is the college's highest priority. Your efforts to minimize the risk of COVID-19 infection, both on and off campus, are greatly appreciated. Thank you.

b. AD/CL Building Renovation

On September 8, the AD/CL Building was opened to the campus community from the outside in, while the middle remains under construction. This approach enabled many existing classrooms and a few which were renovated to be used for the Fall 2020 semester. The Foundation move into the AD/CL Building the week of November 2. Next to follow will be the First Stop a few between Thanksgiving and Christmas. It's planned that the Business Office will move in late January once Winter Semester is underway. It is planned that passage through the middle of the building will reopen prior to the year-end holidays, which will complete Phase I of the project. Phase II construction (the Addition) will continue thru April 2021.

c. Health Care Benefits – switching from Priority Health to BCBS

The Health Care Benefits Advisory Committee met to review and recommend health care insurance plans identified by the College's employee benefit consultant. The committees goal is to provide, high quality, comprehensive group insurance coverage to College employees in balance with annual rising costs of health care insurance coverages.

This committee consists of ten employees, it represents all groups on campus and consists of employees at all levels of the organization.

After reviewing, the committee recommended switching from Priority Health insurance to Blue Cross Blue Shield. This shift minimized the employee contribution the first year, and it locks into a smaller contribution for the second year.

d. Veterans Breakfast

This year's Veteran's Event had a very different look and feel due to executive order restrictions. However, I must say to all involved, efforts to make this event come together during a pandemic, and then to have to switch course at the last minute when our Iron Horse Café closed due to COVID were commendable.

A special thanks to Dallas for the great job he did with the Channel 7&4 interview which spoke to the modified format.

Thanks to all who pulled together to make this year's Veteran's Day Breakfast memorable. We can't thank our Veteran's enough for all they have done, and continue to do for our country's freedom, and this is the least we can do to show our support.

This event is a good reminder of our ability to come together on campus, to 'pivot' quickly, and adapt during times of uncertainty. Our ability to do just that, provided breakfast for 39 veterans that day, and I couldn't be prouder of the work we do here.

"On behalf of the Board of Trustees and our campus community, "Thank You to all of our Veterans out there."

e. Carrie Tebeau, had her article, "Wine Tasting for Synesthetes," published

Dr. Sara Glasgow, Dean of Liberal Arts shares:
Please join me in congratulating Carrie Tebeau, as she has had her article, "Wine Tasting for Synesthetes," accepted for publication by Writing on the Edge. (Carrie informs me that the title will be updated from the one appearing in the attached draft). Writing on the Edge is a publication put out by UC Davis, and they will be including Carrie's piece in the upcoming Fall 2020 issue.

Way to go, Carrie!

f. Dr. Bill Marsh, published a book, *Do You Believe? A Meditation on Faith*

On Thursday, November 19, 2020 Dr. Sara Glasgow, Dean of Liberal Arts shared:
There's so many cool things happening in the division right now! Please join me in congratulating another Liberal Arts faculty member, Dr. Bill Marsh, who teaches Philosophy for North Central. Dr. Marsh shared that he has recently published a book, Do You Believe? A Meditation on Faith, and also recently gave an invited presentation on "Religious Perspectives on Humanism" for the Unitarian Universalist Church of Palatine, IL (November 2020).

There is so much talent amongst our faculty and staff, and it is wonderful to be able to celebrate and share out the good news. Congratulations, Dr. Marsh!

9. COMMITTEE REPORTS

a. Bylaws & Policy

<u>Policy #417 Snow Days</u>
The College has had a snow policy in place for a number of years. The proposed policy change, which was included in the board packet, makes a revision in the options available to College employees in the situation where an employee is snowbound even though the College is in session. The change is to make the policy consistent with actual practice, which permits an employee to take a vacation or personal day if snowbound when the College is in session.

It was motioned by Trustee Fought and supported by Trustee Rasmussen that the snow policy, policy #417, revised to permit an employee to take a vacation or personal day when snowbound while the College is in session.

AYES: Trustees Fought, Keiswetter, Kring, Millard, Rasmussen and Shirilla
NAYS: None

<u>Policy #109 Service Fees</u>
Beginning 2020-21 the College changed its Registration Fee to a Service Fee.

Effective September 2020, the start of the 2020-2021 school year, the College charges a Service Fee. The Service Fee replaced the Registration Fee and will be established annually as a part of the annual budgeting process.

It was motioned by Trustee Fought and Supported by Trustee Rasmussen that Board Policy 109 Service Fees revisions be accepted.

AYES: Trustees Fought, Keiswetter, Kring, Millard, Rasmussen and Shirilla
NAYS: None

Policy #425 Remote Work

In response to State of Michigan orders, rules, and guidelines related to the COVID-19 public health emergency, the College's Remote Work Policy #425 was developed.

This policy is paraphrased as follows. The College will promote remote work to the extent that such work can be completed in a feasible manner to meet a temporary need. Remote work, however, is not feasible for all positions or employees. Employees may work remotely on a continuous or intermittent basis depending on feasibility at the discretion of the College. Not all roles are suited to remote work because, for example, they require hands-on work or use of onsite resources. Employees' remote work feasibility has been or will be assessed by the College. Such assessment has been or will be documented on the College's Remote Work Determination Spreadsheet. After the College assesses a position's or an employee's responsibilities and duties, the affected employees will be informed whether and on what schedule they will be required to work in-person and/or remotely. All remote work must receive prior approval from the College's Human Resources Department or other designated persons, as appropriate.

It was motioned by Trustee Rasmussen and Supported by Trustee Keiswetter that Board Policy 425 Remote Work be effective immediately.

AYES: Trustees Fought, Keiswetter, Kring, Millard, Rasmussen and Shirilla
NAYS: None

b. Foundation

Chelsea Platte, Executive Director of the Foundation provided a Quarterly Update Presentation.

10. OLD BUSINESS

None.

11. NEW BUSINESS

Trustee Millard clarified that an Organizational Meeting would be held in January 2021. During this meeting, officers are elected and a schedule of future meetings is established. Chairman Millard explained that an ad-hoc nominating committee is needed to help coordinate the nomination process and to provide a proposed slate of officers to be reviewed in the January meeting.

Trustee Millard motioned that Personnel Committee Chairman, Trustee Shirilla and Trustee Rasmussen be appointed to serve on this committee. The motion was moved by Trustee Fought and supported by Trustee Rasmussen.

12. STUDENT SUCCESS

a. Sharon Williams

Sharon Williams called the President's Office on November 9th to share that she was thankful for the "quality of education" we provide here at NCMC. As a former student, Sharon expressed pride in the learning opportunities available. She was reading the national news, and it reminded Sharon of her education here, and she thought to call to say thanks.

Sharon is from Cheboygan. She is willing to answer any questions (231-625-2302). Lea asked if she was still involved with the campus community and shared Lifelong Learning Club information with her, but Sharon shared that she does not have internet access.

b. Cross-Country Team – Video

At last month's Board Meeting, we celebrated North Central's Cross-Country Team taking 1st in Bay College's Invitational. The team was invited to speak to their NCMC experiences at today's November Board Meeting. The team worked with coach Rod Anderson and athletic director Ashley Antonishen to create a video for our viewing.

President Finley introduced the video letting students speak for themselves.