NCMC BOARD OF TRUSTEES
REGULAR MEETING – *Iron Horse Cafe*
February 17, 2022 (4:00 p.m.)

MINUTES

1. CALL TO ORDER
Board Chair, Phil Millard called the meeting to order at 4:00 p.m.

2. ATTENDANCE
PRESENT: Trustees Fought, Keiswetter (via phone), Kring (via phone), Millard, Rasmussen, and Shirilla
ABSENT: None

3. APPROVAL OF AGENDA
It was moved by Trustee Rasmussen and supported by Trustee Fought that the Agenda be approved with the following four modifications.
- Addition of 7c Early College enrollment communication
- Addition of 11b Finance & Facilities Committee Report
- Addition of 11c Bylaws & Policy Committee Report
- Addition of 14b Foundation Semi-Annual Report

AYES: Trustees Fought, Keiswetter (via phone), Kring (via phone), Millard, Rasmussen, and Shirilla
NAYS: None

4. APPROVAL OF MINUTES
It was moved by Trustee Shirilla and supported by Trustee Rasmussen that the minutes from the January 25th, 2022 Regular Meeting, as well as the January 25th, 2022 Closed Session, be approved following a few minor grammatical edits.

AYES: Trustees Fought, Keiswetter (via phone), Kring (via phone), Millard, Rasmussen, and Shirilla
NAYS: None

5. ELECTION OF SECRETARY
The Board Secretary position became vacant on January 25th, 2022, upon the resignation of former Board Secretary Irma Noel.

Chair of the Board, Trustee Millard, recommended Melissa Keiswetter's election as Board Secretary through the end of the calendar year.

Trustee Fought motioned and Trustee Shirilla supported Melissa Keiswetter to be elected as Board Secretary through the end of the calendar year, effective immediately.

AYES: Trustees Fought, Keiswetter (via phone), Kring (via phone), Millard, Rasmussen, and Shirilla
NAYS: None

6. APPOINTMENT OF BOARD MEMBER
A Trustee position became vacant on Tuesday, January 31st, 2022, upon the resignation of former Trustee Irma Noel.

Chair of the Board, Trustee Millard recommended that Jennifer Shorter be nominated for appointment.

Trustee Kring motioned and Trustee Keiswetter supported the appointment of Jennifer Shorter, effective immediately.

AYES: Trustees Fought, Keiswetter (via phone), Kring (via phone), Millard, Rasmussen, and Shirilla
NAYS: None

7. COMMUNICATIONS

President Finley shared the following communication items:

a. Pellston's Daily is the first-ever athlete to sign with North Central Michigan College
b. Fast-Track Healthcare Program Launch
c. Early College enrollment program brings Gaylord graduate full circle

8. SCHEDULED PUBLIC COMMENT

None.

9. FINANCIAL REPORT

Dr. Tom Zeidel, Vice President for Finance & Facilities, was asked by Trustee Fought to provide a financial report for January 2022. Tom certified that the financials as of January 2022 are within the adopted tentative budget for 2021-22.

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

AYES: Trustees Fought, Keiswetter (via phone), Kring (via phone), Millard, Rasmussen, and Shirilla
NAYS: None

10. PRESIDENTS REPORTS

President Finley provided updates on the following items:

a. Marketing team is a finalist for the Paragon Awards in two categories
b. Efforts to respond to childcare crisis
c. President's Commission meeting
d. Immunizations on Campus 2022-01-31

11. COMMITTEE REPORTS

a. Personnel Committee

Trustee Shirilla reported that the Personnel Committee met on Tuesday, February 15, 2022 to review two letters of recommendation for hire.

<u>Annual Giving & Alumni Coordinator</u>

Trustee Shirilla shared that the Annual Giving & Alumni Coordinator position became available upon the resignation of Heather Rauenhorst and reorganization of the Foundation.

A committee of 6 interviewed 2 candidates for the role and has selected Ms. Caitlin Williams for the position.

Ms. Williams is herself an alumna of North Central Michigan College. She has gone on to receive her Bachelors of Arts in Communication at Grand Valley State University, where she is currently completing her Master of Science in Communication studies. She is also serving as GVSU's Communication Graduate Assistant, where she creates and coordinates the content for the department website, social media pages, and weekly newsletter, in addition to assisting the recruitment of undergraduate students to the department.

Additionally, Ms. Williams completed an internship as the NCMC Foundation's Events and Communications Assistant, where she played a critical role in the successful events to celebrate completion of the Building Tomorrow Together campaign.

Trustee Shirilla moved and Trustee Rasmussen supported that Ms. Caitlin Williams is hired as the Foundation's Annual Giving & Alumni Coordinator at a starting salary of $52,000/year plus full benefits with a start date of May 2, 2022. (This was later revised to May 9, 2022)

AYES: Trustees Fought, Keiswetter (via phone), Kring (via phone), Millard, Rasmussen, and Shirilla
NAYS: None

Payroll Administrator

A committee of 4 interviewed the top candidate from the applicant pool and with great pleasure have recommended Christine Schmidt for the position.

Christine graduated Magna Cum Laude with a Bachelor's degree in Accounting from Saginaw Valley State University. She has worked in public accounting; then as a Senior Accountant at Saginaw Charter Township, with a variety of responsibilities including payroll and retirement services.

Trustee Shirilla motioned and Trustee Fought supported that the college hires Christine Schmidt as a Payroll Administrator at a prorated salary up to the amount of $59,000/year. Her start date is pending reference and background checks, as well as her relocation to Petoskey.

AYES: Trustees Fought, Keiswetter (via phone), Kring (via phone), Millard, Rasmussen, and Shirilla
NAYS: None

b. Finance & Facilities Committee

Trustee Fought shared that the Finance & Facilities Committee met on Tuesday, February 15, 2022, to conduct business. During that meeting, the committee had a lengthy discussion regarding tuition rates for the 2022-2023 academic year.

The committee proposed the following (please see attached document for reference):

- 4.5% Tuition Increase
- 10% Meal Plan Increase
- $100 Dorm Increase (per semester on both single and double occupancy)
- $2/contact hour Universal Fee Increase

Trustee Fought motioned and Trustee Rasmussen supported a 4.5% Tuition Increase, 10% Meal Plan increase, $100 Dorm Increase, and $2/contact hour Universal Fee increase.
AYES: Trustees Fought, Keiswetter (via phone), Kring (via phone), Millard, Rasmussen, and Shirilla

NAYS: None

c. Bylaws & Policy Committee

The Bylaws & Policy Committee reviewed proposed changes to both Board Policy 108 – Refund Policy and Board Policy 314 – Military/Veterans Policy.

The need to update Policy 108 was identified and presented to the Bylaws & Policy Committee. The College does not grant refunds for tuition and course fees to students who withdraw or reduce credit hours after the add/drop period of each semester. The college may be required to adjust a student's financial aid based on the student's last date of academic-related activity. Refer to Return of Title IV fund policy 313 regarding Federal Aid adjustments. If the college cancels a course, 100 percent of the tuition and fees will be reversed.

It was moved by Trustee Rasmussen and supported by Trustee Shirilla that the revision(s) to Board policy 108 Refund Policy be accepted as written. This policy change is effective 2/17/2022.

AYES: Trustees Fought, Keiswetter (via phone), Kring (via phone), Millard, Rasmussen, and Shirilla
NAYS: None

The need to update Policy 314 follows the Federal Requirement of Chapter 35, as the U. S. Department of Veteran Affairs has recently included Chapter 35 (benefits for dependents and survivors) to receive the same assistance at educational institutions that Chapter 30 and 31 receives.

This includes in-state tuition for those who live in the state of Michigan while attending North Central Michigan College (regardless of his/her formal state of residence).

It was moved by Trustee Rasmussen and supported by Trustee Fought that the revision(s) to Board Policy 314 Military/Veterans be accepted as written. This policy change is effective 2/17/2022.

AYES: Trustees Fought, Keiswetter (via phone), Kring (via phone), Millard, Rasmussen, and Shirilla
NAYS: None

12. STUDENT SUCCESS

a. CIS Student Internship

President Finley thanked Career Development Specialist, Doug Tippett for speaking on behalf of North Central Michigan College student, Victor Harris. Victor recently secured a CIS Student Internship experience which came to fruition due to the efforts of several members across campus, including, but not limited to faculty, student services, and career services.

Doug provided insight on North Central's internship program and shared that the college is currently supporting five internships, each unique, but all sharing the same goal.

A special thank you was given to Jamie Blaauw-Hara, and all that had a hand in Victor's CIS Internship. He was able to gain experience in an industry he is learning about, supporting an organization in another state, while remaining here in Northern Michigan.

13. OLD BUSINESS

None.

14. NEW BUSINESS

a. Former Trustee, Wesley D. Hovey Memorial Spring 2022

With sadness, President Finley shared that Wesley D. Hovey of Harbor Springs passed away on November 1, 2021, at the age of 92. Wes was a Trustee of North Central Michigan College from 1974-1982.

Over his many years living in Harbor Springs, Wes was active in a variety of local community service organizations, including Commander of American Legion Post 281, the Fire Department, the School Board, Planning Commission, Chamber of Commerce, Emmet County Allocation Board, and a Trustee at North Central Michigan College.

A memorial service will be planned for the spring of 2022.

b. Foundation Report (semi-annual)

Chelsea Platte, VP of Advancement & Executive Director of the NCMC Foundation, provided an update which highlighted the following:

- The success of the Building Tomorrow Together campaign
  - More than 10M raised; more than 430 donors (160 new)
  - Over $500,000k from "family" – 66% staff
  - Helped improve People, Programs, and Places
  - Grateful for volunteers – "Thank You"
- Update on FY22
  - Raised over $375K in addition to the campaign that wrapped up in October
- Future Priorities
  - Athletics
  - Early Childhood Education (ECE)
  - Career & Technical Education Enhancement (CATEE) Complex
  - Scholarships

15. UNSCHEDULED PUBLIC COMMENT

None.

16. ADJOURNMENT

There being no further business, Trustee Millard motioned and Trustees Rasmussen and Fought supported that the meeting be adjourned at 4:45 p.m.

AYES: Trustees Fought, Keiswetter (via phone), Kring (via phone), Millard, Rasmussen, and Shirilla
NAYS: None

/S/ Melissa Keiswetter, Secretary

/S/ Phil Millard, Chairman