

**MINUTES**  
**NORTH CENTRAL MICHIGAN COLLEGE BOARD OF TRUSTEES**  
**REGULAR MEETING – Library Conference Rooms 1 & 2**  
**Tuesday, September 26, 2023 (4:00 p.m.)**

**1. CALL TO ORDER**

Chairman Rasmussen called the meeting to order at 4:00 p.m.

**2. ATTENDANCE**

**PRESENT:** Trustees Etienne, Fought, Keiswetter, Kring, Rasmussen, Shirilla, and Shorter

**ABSENT:** None

**4. APPROVAL OF MINUTES**

It was moved by Trustee Fought and supported by Trustees Etienne that the minutes of the August 22, 2023, Regular Meeting be approved as drafted.

**AYES:** Trustees Etienne, Fought, Keiswetter, Kring, Rasmussen, Shirilla, and Shorter

**NAYS:** None

**ABSENT:** None

**10. STUDENT SUCCESS**

Agenda item 10 was moved up to accommodate schedules of the students.

**a. NCMC International Students.**

Jake Linaker is here from a small town near Perth in Western Australia. He is playing basketball here and pursuing a degree. His position on the basketball team is forward center. The attitude of people at the school, especially the basketball program, has been his favorite thing in Michigan so far.

Jake Edwards is here from a large school in Perth, Australia. Since he's arrived in Michigan, everyone here has been nice and welcoming. His goal is to major at any University with a good D1 program, and academics in media or sport science.

Sarah Gawani is here from a pretty big city in Malawi, East Africa. She is in the nursing program here at North Central. In Malawi, she took nursing courses and worked as an intern in Queen Elizabeth Hospital. Her favorite thing since she arrived is spending time with the family that is hosting her and doing activities like making pies.

**3. APPROVAL OF AGENDA**

This item was erroneously skipped and addressed immediately following the Student Success portion. It was moved by Trustee Shorter and supported by Trustee Etienne that the agenda be approved.

**AYES:** Trustees Etienne, Fought, Keiswetter, Kring, Rasmussen, Shirilla, and Shorter

**NAYS:** None

**ABSENT:** None

## 5. COMMUNICATIONS

President Finley shared the following communications:

a. NCMC Ranked Top Community College in Northern Michigan by Wallethub

*Wallethub released its list of “2023’s Best & Worst Community Colleges,” on August 15, with North Central landing as the top college in Northern Michigan based on 19 indicators of cost and quality, including in-state tuition cost, student-faculty ratio, and graduation rate.*

*North Central ranks in the top third of community colleges nationwide, landing at No. 191 on Wallethub’s list of 668 colleges profiled.*

*Wallethub’s full list of “2023’s Best & Worst Community Colleges” is available at [www.wallethub.com](http://www.wallethub.com)*

b. NCMC Ranked 3<sup>rd</sup> best Community College in Michigan by bestcolleges.com

Yet another resource, BestColleges.com, ranked North Central 3<sup>rd</sup> best community college in Michigan.

*As one of the most comprehensive community colleges in Michigan, NCMC provides a generous selection of resources for students, including counseling, academic advising, and career services. The school's learning support services office offers various academic tools, such as academic tutoring in many subjects, a computer lab, study guides and various tutorials, and test proctoring. Students can also receive academic assistance through the school's writing center and math lab.*

*More information can be found at <https://www.bestcolleges.com/united-states/michigan/community-colleges/>.*

c. NCMC 2023 Timberwolves Athletic Rally

North Central hosted our inaugural Athletic Rally on Saturday, September 23, 2023, just outside the SCRC. The Timberwolf nation was revved up! Guests had a chance to meet our student athletes and participate in activities such as bounce houses, face painting, yard games, and music by our own DJ, Tim Roback.

Leading up to the event, the details were shared in both the Petoskey News Review and the Harbor Light News. There was also a great story and video on the NewsNet Northern Michigan site.

d. NCMC Campus Changes Highlighted

On Saturday, September 9, 2023, the Petoskey News Review published an op-ed column written by alumnus Kendall Stanley. Kendall wrote about a recent visit to campus, where he noticed all the wonderful improvements outside that had been made since he attended

college here from 1966-68. Notably the Harris Gardens and the sculptures that are on display from around the world.

*For the complete article, please see*

<https://www.petoskeynews.com/story/opinion/columns/2023/09/09/kendall-stanley-whoa-what-a-change/70779956007/>

e. NCMC Volleyball Players Featured

North Central Volleyball players were featured on the front page of the Petoskey News Review's sports section at least twice since the season started.

On Saturday, August 26, PNR's Drew Kochanny published an article about NCMC's 2<sup>nd</sup> year student, Olivia DeGroot, and on Friday, September 15, he published another article about North Central's Analiese Fredin. They are both setters on this year's volleyball team.

*Both articles can be found online:*

<https://www.petoskeynews.com/story/sports/2023/08/24/north-centrals-degroot-happy-to-be-back-on-court-with-teammates/70647420007/>

<https://www.petoskeynews.com/story/sports/2023/09/13/north-central-michigan-volleyball-leaning-on-freshman-setter-fredin-in-2023/70795535007/>

6. SCHEDULED PUBLIC COMMENT

None.

7. FINANCIAL REPORT

Dr. Tom Zeidel, Vice President for Finance & Facilities, was asked by Trustee Fought to provide a financial report for August 2023. Tom certified that the financials as of August 31, 2023 are within the adopted tentative budget for 2023-24.

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 Etienne, Fought, Keiswetter, Kring, Rasmussen, Shirilla, and Shorter

NAYS: None

ABSENT: None

8. PRESIDENT'S REPORTS

President Finley provided information on the following items:

a. Michele Andrews joins Cheboygan County Community Foundation (CCCF) Board

Congratulations to Michele Andrews, Dean of Business, Education and Adjunct Faculty, on being nominated and elected to serve as a member of the Cheboygan County

Community Foundation Board. We recognize the hard work you are doing both here at North Central and in the Cheboygan Community. You are much appreciated.

b. EMS-Paramedic Program Receives Full Reaccreditation.

On September 18, 2023, the Commission on Accreditation of Allied Health Education Programs (CAAHEP) notified North Central that our EMS-Paramedic Program has been reaccredited through 2028. Thank you to Jim Cousino, Jason Grainger, and all EMS staff who contributed to making this happen. Thank you!

c. Title IV Recertification Received

At the end of August, North Central's Program Participation Agreement (PPA) was Recertified by the Federal Student Aid (FSA) PEPS through 2028. This recertification is critical to being allowed to administer \$2M in financial aid each year.

Fall 2023 financial aid dispersed from all federal, state, private and institutional scholarships was \$2,588,005.

Thank you to Katie Malone, Rudi Raab, and all in the Student Affairs department for working together to make this happen. Thank you!

d. CNA Training Approved

On Tuesday, August 29, 2023, North Central was notified that our Nurse Aide Fast Track Program Permit was issued, and the College may officially begin training Certified Nursing Assistants! Thank you to Dean of Corporate and Community Education, Christy Lyons, Instructors, Sonja Bosley and Karrie Pater, and adjunct faculty Pam Oshaben.

e. AAS in Mechatronics formally approved by HLC

On September 1, 2023, North Central received formal notification from the Higher Learning Commission that the AAS in Mechatronics has been approved. Thank you to Dr. Strom, Jim Cousino, Jerry Brusher, Bob Carpenter, Jeff Montgomery, and last year's CRDAP co-chairs Kim Drury and Rod Anderson, and all the members of the CRDAP Committee for making this happen.

f. HLC Assessment Academy: Quality Initiative Fulfilled

On September 8, 2023, North Central received notification from the HLC in response to our Midpoint Roundtable report. The HLC reported that their review panel confirmed genuine effort on the part of the College's Quality Initiative. They noted that NCMC demonstrated its seriousness of the undertaking, that the initiative had scope and impact, and a commitment to and engagement in the initiative. They noted that NCMC has positioned itself for success in our project but more importantly, success for the long term given the adoption of new structures and processes along with a commitment to the overarching goal---improving student learning and achievement.

Thank you to the HLC Assessment Academy Committee. Dr. Strom, Sara Glasgow, Erin Sonneveldt, Amber Lewis, Ben Crockett, Joe Balinski, Kendra Lake, Melanie Leaver, Michele Andrews, Rod Anderson, and Shae Long-Kish, your hard work shows, and we are grateful!

g. Strategic Plan Annual Report

Dr. Finley called upon Carol Laenen, VP of Marketing and Strategy to speak to the Strategic Plan and the Annual Report. The trustees reviewed documents handed out to them that detailed the overall performance of the 2022-23 Strategic Plan, details of the 2023-24 Strategic Plan, and timeline that was created to guide the efforts as we move forward with the Thrive 2035 Strategic Plan.

## 9. COMMITTEE REPORTS

a. Finance & Facilities Committee

Trustee Fought reported that the Finance & Facilities Committee met on Tuesday, September 19, 2023 to review the Local Strategic Value Grid, financials, and several other items.

### Best Practices – Local Strategic Value Grid

Each year the College is required to report to the State Budget Office, Office of Education how it is meeting "best practices" under three categories, Economic Development and Business or Industry Partnerships, Education Partnerships, and Community Service, within each category there are five subparts. This reporting requirement is set forth in Sec. 230 of PA 103 of 2023.

An 8-page document has been prepared and distributed to each Board member identifying the three categories, the five detailed requirements of each category, and how the College is meeting each requirement.

The State requires that the Board certify that these best practices have been met. This certification is critical for the State appropriation purposes.

It was moved by Trustee Fought and supported by Trustee Kring that North Central Michigan College meets the best practices standards required for State Appropriations under Michigan Public Act 103 of 2023, as detailed in the "North Central Michigan College Local Strategic Value Table".

AYES: Trustees Etienne, Fought, Keiswetter, Kring, Rasmussen, Shirilla, and Shorter

NAYS: None

ABSENT: None

Trustee Fought reported that the Finance and Facilities Committee also reviewed the recommendation of an additional full-time Computer Information Systems (CIS) Instructor from a cost perspective, and the committee concurs with the hiring.

b. Personnel Committee

Trustee Shirilla reported that the Personnel Committee met on Thursday, September 22, 2023 to conduct business, discussing any grievances and the ongoing negotiations. We welcome a new hire: Kelli Blachard, who started as Payroll Administrator yesterday, September 25, 2023.

The committee discussed one recommendation to hire, the Full-time Instructor of Computer Information Systems (CIS).

This position is in addition to those contained in the approved FY 23/24 tentative General Fund Operating Budget. As noted, the Finance Committee has concurred. The Personnel Committee has reviewed it and the recommended candidate for approval.

Trustee Shirilla asked VP of Academic Affairs, Dr. Stephen Strom to provide a little background on the candidate.

Stephen shared that a hiring committee consisting of seven staff, faculty and industry professionals reviewed eight applications for the full-time Instructor of Computer Information Systems position. Ultimately, a single finalist was brought to campus for further interviews and a teaching demonstration. The campus visit included interviews with the Search Advisory Committee, the Dean of CTE, the VP of Academic Affairs and the President; a campus tour, and a visit with HR. , It is Dr. Strom's pleasure to recommend Mary Moore for this position.

It was moved by Trustee Shirilla and supported by Trustee Fought that North Central Michigan College hire Mary Moore for the position as Full time Instructor of Computer Information Systems (CIS), with a start date of October 16, 2023.

AYES: Trustees Etienne, Fought, Keiswetter, Kring, Rasmussen, Shirilla, and Shorter  
NAYS: None  
ABSENT: None

11. OLD BUSINESS  
None

11. NEW BUSINESS.  
None

12. UNSCHEDULED PUBLIC COMMENT.

Sara Glasgow, Dean of Arts and Sciences, and co-chair of the HCLC Assessment Academy, thanked both Dr. Finley and the Board for their kind words of recognition of the Assessment Academy work. Sara wanted to add two additional names to the those receiving gratitude, Faculty members Jennifer Wixson and Jami Blauw-Hara, who were former members of the committee. Chairman Rasmussen thanked Sara and those noted for their work.

13. ADJOURNMENT.

There being no further business, Trustee Fought motioned and Trustee Etienne supported that the meeting be adjourned at 4:42 p.m.

AYES: Trustees Etienne, Fought, Keiswetter, Kring, Rasmussen, Shirilla, and Shorter  
NAYS: None  
ABSENT: None

A handwritten signature in black ink, appearing to read 'D. D. Rasmussen', with a long, sweeping horizontal stroke at the end.

/S/ Daniel D. Rasmussen, Chairman

A handwritten signature in black ink, clearly legible as 'Melissa Keiswetter', written in a cursive style.

/S/ Melissa Keiswetter, Secretary