

**MINUTES**  
**NORTH CENTRAL MICHIGAN COLLEGE BOARD OF TRUSTEES**  
**REGULAR MEETING – Library Conference Rooms 1 & 2**  
**Tuesday, February 27, 2024 (4:00 p.m.)**

1. CALL TO ORDER

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

2. ATTENDANCE

PRESENT: Trustees Kring, Fought, Keiswetter (via phone), Pretty, Rasmussen, and Shirilla

ABSENT: Trustee Etienne

3. APPROVAL OF AGENDA

It was moved by Trustee Fought and supported by Trustee Kring that the agenda be approved as written.

AYES: Trustees Kring, Fought, Keiswetter (via phone), Pretty, Rasmussen, and Shirilla

NAYS: None

ABSENT: Trustee Etienne

4. APPROVAL OF MINUTES

It was moved by Trustee Pretty and supported by Trustee Shirilla that the minutes of the January 23, 2024, Regular Meeting, be approved as drafted.

AYES: Trustees Kring, Fought, Keiswetter (via phone), Pretty, Rasmussen, and Shirilla

NAYS: None

ABSENT: Trustee Etienne

5. STUDENT SUCCESS

VP Strom welcomed Dean of Career and Technical Education, Jim Cousino. Dean Cousino introduced NCMC's new Mechanical Engineering Faculty Travis Seagmen, Director of Manufacturing & Engineering Technology Gerald Brusher, noted student Ron Cronk was unable to attend, and introduced student Liam O'Hare. Ron and Liam are students in an Engineering CAD II program with Instructor Seagman and focus on real-life projects.

In this project, the students were able to design and manufacture a replacement elbow joint for our SIM robot used in EMT classes. Replacing this part would have cost \$4,000- \$6,000 if done out of house. Instructor Seagman explained the process starts with 2D design, progresses to 3D printing, and finally the finished product and installation.

Liam O'Hare spoke to the direction provided by Instructor Seagman and Dean Cousino, allowing them to use AutoCAD to design and manufacture the replacement part. They were able to get the part right on the first try! Liam will be transferring to UofM next fall and plans to get a dual Bachelor's degree in both Arts and Engineering. His long-term goal is to pursue a degree in toy manufacturing. He has greatly enjoyed both of Shae Long-Kish's English classes, in addition to two Engineering courses, one with Travs Seagman and the other with Jeff Montgomery.

6. COMMUNICATIONS

Vice President Strom shared the following communications:

a. NCMC | DU BSN Completion Partnership

On Thursday, February 1<sup>st</sup>, multiple news sources featured the signing event that formalized the partnership between North Central and Davenport University. This partnership allows easy transfers for nursing graduates to complete their BSN without having to leave the area.

There was much excitement around the event and what it means for health care and our community!

The full articles may be found here:

UpNorthLive: [NCMC partners with Davenport University to assist nursing students](#)

Petoskey News-Review: [NCMC, Davenport partnership for nursing graduates formalized in signing event](#)

MLive/Grand Rapids Press: [Davenport University expands nursing program to Northern Michigan to address shortages](#)

MiTechNews: [NCMC, Davenport University Partner To Expand Nursing Education In Northern Michigan](#)

b. NCMC Expands Academic Offerings

On Tuesday, January 30<sup>th</sup>, both the Petoskey News Review and the Harbor Light news featured articles on the new academic programs here at North Central. Those three programs are: Associate of Applied Science in Digital Art and Design, Associate of Arts Concentration in Teacher Education, and Associate of Science Concentration in Medical and Health Sciences.

President Finley was quoted:

*These new degree programs reflect NCMC's commitment to providing high-quality education and fostering student success in diverse fields. We are excited to offer students structured pathways to pursue their passions and build successful careers in Northern Michigan and beyond.*

Thank you again, to everyone who had a part in creating these new programs!

Articles can be found here:

Petoskey News-Review:

<https://www.petoskeynews.com/story/news/education/2024/01/30/ncmc-to-launch-programs-in-design-education-health-sciences/72393797007/>

Harbor Light News: <https://www.harborlightnews.com/articles/college-expands-academic-offerings-with-three-new-degree-programs/>

NCMC Press Release: <https://www.ncmich.edu/community-events/news-and-press-releases/ncmc-adds-three-new-programs.html>

c. NCMC Runner Duncan signs with Ferris State

On Thursday, February 1<sup>st</sup>, Petoskey News Review featured NCMC runner Emma Duncan, who signed a Letter of Intent to run for Ferris State University for her next two years.

*Throughout her two-year career as a Timberwolf she collected numerous awards, including NCMC's first-ever All-American award, as presented by the NJCAA Cross Country Coaches Association. She earned NJCAA Region XII All-Region honors, All MCCA honors, and was part of the trio of first runners to compete at the NJCAA National Championships for North Central.*

We are so proud of Emma, her teammates, coach Rod Anderson, and assistant coach Andy Place.

The full article can be online at:

<https://www.petoskeynews.com/story/sports/college/2024/02/01/hard-work-pays-off-at-ncmc-for-inland-lakes-emma-duncan/72428465007/>

d. NCMC Releases Fall 2023 Scholars List

On Monday, February 19<sup>th</sup>, NCMC released the 2023 Scholars Lists. 426 students earned top academic honors for the fall semester. Forty-four 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 122 full-time students earned a GPA of 3.5—3.999 and were named to the Dean's List, and 260 students earned a place on the Scholar's List with a 3.5 or higher GPA for 6—11 credit hours (part-time status).

The full list of scholars can be found here: <https://www.ncmich.edu/community-events/news-and-press-releases/?page=1>

## 7. SCHEDULED PUBLIC COMMENT

- a. AFPS – Chet Jessick, President of AFPS, noted two milestones: at the end of the week marks midterm of the semester, and we are also at one year of negotiations. This year we started offering Philosophy, and classes were filled quickly. The past eight years we have only been able to offer Philosophy online. In order to meet the HLC's requirements for teaching this, Professor Charles McCaffrey stepped up and earned a graduate certificate in Philosophy and Ethics from Harvard University.

The MEA sponsored OPIE award (Outstanding Person in Education) nominee and OPIE this year is Brian Goetz. The OPIE award gala is coming up on April 22<sup>nd</sup>. Board members and administrators are welcome. More details will be forthcoming.

Some faculty have been interviewed by Libby Wagner, the consultant hired to help with campus climate. Those interviews are scheduled to be wrapped up today. She will be visiting campus in a few weeks and has scheduled two sessions to talk to faculty. They are excited to see her coming to campus in a few weeks.

## 8. FINANCIAL REPORT

Dr. Tom Zeidel, Vice President for Finance & Facilities was asked by Trustee Fought to provide a financial report for January 2024. Tom certified that the financials as of January 2024 are within the adopted tentative budget for 2023-24.

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

AYES: Trustees Kring, Fought, Keiswetter (via phone), Pretty, Rasmussen, and Shirilla

NAYS: None

ABSENT: Trustee Etienne

## 9. PRESIDENT'S REPORTS

On behalf of President Finley, VP Strom shared the following:

- a. PTK Five Star Advisors  
Phi Theta Kappa Honor Society recently notified the College that both Chelse Hawkins-Olivo and Erin Sonneveldt have completed all five levels of the Five Star Advisor Plan. Chelse and Erin join Kate Gardner as being recognized, which means all three of North Central's PTK Advisors have achieved this status!
- b. Years of Service Awards  
The College gathered for a luncheon on February 20, 2024, to recognize our newest hires (1 year) and those with 5, 10, 15, or 20 years of service to North Central. In all, 80 team members were recognized.
- c. Leadership Group Convenes  
On February 20th, the College's Leadership Group convened to discuss 'big picture' initiatives at the College. The Leadership Group is comprised of deans, directors, VP's, faculty union president, staff union co-president, and select others. Items discussed included: HLC Next General Review Self Study, Campus Signage Project, and updates on the CATEE Complex Project. This conversation occurred so that input might be received on these plans. A similar dialog will be held at the upcoming All-Campus Meeting in March.

## 10. COMMITTEE REPORTS

### a. Finance & Facilities Committee

The Finance & Facilities Committee met on Tuesday, February 20, 2024, to review the January Financials and several other items.

Trustee Fought provided the following backgrounds and motions:

#### i. Single Audit Report

Trustee Fought noted that as many of you are aware, the College's financial statements are audited after the conclusion of each fiscal year. Since the College participates in several federal student aid programs, such as the Pell Grant and Work Study programs, a separate audit is required by federal

regulations of all federal award programs affecting the College. That report for 2023 was delivered to the College subsequent to the January 2024 board meeting. That is why it is now being brought to your attention.

The report contained a schedule of expenditures of federal awards. The auditors concluded that expenditures of these funds were fairly stated in all material respects, in other words the auditors issued a clean opinion.

According to federal regulations, the auditors were required to disclose several minor findings. These findings did not adversely affect their opinion and corrective measures have been or are being implemented.

Trustee Fought motioned and Trustee Kring supported that the auditor's report on the schedule of federal awards for the year ended June 30, 2023, be accepted.

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

ii. Audit Contract Extension

Trustee Fought explained that the College contracted with the CPA firm of Rehmann out of Traverse City to conduct annual audits of the College's financial statements and schedule of expenditures of federal awards for a three-year period ended June 30, 2023. It is the opinion of the College's staff and the finance committee that the audits have been conducted in a professional and competent manner. Further, due to federal regulations associated with the aid programs, college audits require that the auditors be familiar with the programs.

It is also the opinion of staff and the finance committee that the fees charged by Rehmann are competitive and reasonable.

It is now time to consider retention of auditors for the next three to five years. Rehmann has submitted fee proposals for both three and five years. The first three years of the five-year proposal provide an economic benefit to the College totaling \$12,075 versus the three-year proposal.

Trustee Fought motioned and Trustee Pretty supported that the College enter into a contract with the CPA firm of Rehmann of Traverse City to conduct the audits of the College's financial statements and related schedules of expenditures of federal awards for each of the following five fiscal years: fiscal 2024 for \$59,250, fiscal 2025 for \$60,900, fiscal 2026 for \$62,550, fiscal 2027 for \$64,200, and fiscal 2028 for \$65,850.

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

Trustee Pretty inquired about how long the College has used the firm of Rehmann. Trustee Fought and VP Zeidel noted it has been 3-4 years. VP Zeidel also noted that in the state of Michigan there are only two firms that will perform public institution audits. The other is Plante Moran.

b. Personnel Committee

The Personnel Committee conducted business during the third week of February to receive updates on negotiation and new hires. We welcome Kristin Jardine, who started as CCAMPIS Advisor on February 12<sup>th</sup>. The committee also discussed a Full Status recommendation.

i. Full Status Recommendation.

Trustee Shirilla noted that in accordance with the 2019-2023 AFPS Collective Bargaining Agreement, Section 27 Full Status, President Finley has provided the following recommendation:

“I fully support the recommendation from Vice President for Academic Affairs Stephen Strom to grant Kendra Lake full status as a faculty member at North Central Michigan College. She has been a great addition to our instructional team, serving as our Librarian since May 2020. Kendra has made many contributions-both on and off campus-since her fulltime hire. The attached recommendation from Dr. Strom provides a thorough synopsis of her recent activity.

Prior to her time at North Central, Ms. Lake worked in the library at St. Clair Community College for nine years, serving as Dean of Library Services for the final five. In the cover letter of her application for promotion to full status, Kendra reiterated her vision for the NCMC Library. She states, "The Library serves as a guidepost for inclusivity, openness, curiosity, and creativity - and Library instruction, services, and content should reflect those values." We embrace Kendra's thinking, and we're pleased to see she and her colleagues work in earnest to achieve this vision.

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

Trustee Shirilla motioned and Trustee Fought supported that the Board accepts President Finley’s recommendation to accept Kendra Lake requests for Full Status. Their new status will be in effect beginning with the 2024-2025 contract.

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

11. OLD BUSINESS

None.

12. NEW BUSINESS

None.

13. UNSCHEDULED PUBLIC COMMENT.

None.

14. ADJOURNMENT.

There being no further business, Trustee Fought motioned and Trustee Pretty supported that the meeting be adjourned at 4:33 p.m.

AYES: Trustees Kring, Fought, Keiswetter (via phone), Pretty, Rasmussen, and Shirilla

NAYS: None

ABSENT: Trustee Etienne



/S/ Daniel D. Rasmussen, Chairman



/S/ Melissa Keiswetter, Secretary