

**MINUTES
NORTH CENTRAL MICHIGAN COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING
Virtual – via Zoom
Tuesday, June 23, 2020**

Trustee Millard began by reading the following script:

Good afternoon,

It is Tuesday, June 23, 2020 at 4:00pm. We are going to begin the Public Board Hearing, followed by the Regular Meeting of the Board of Trustees as scheduled. These meetings are being conducted in a virtual manner today to comply with our Governor’s Executive Order 2020-115 and Executive Order 2020-75 which temporarily permits remote participation in public meetings.

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 first unmute each person who entered a comment into the chat in order by which it was received. Next, to assure that everyone has a chance to participate, we will also welcome participants to unmute themselves for verbal Public Comments as some called in.

I encourage the Board of Trustees to also keep background noise in mind and ask that you to remain muted as well, 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 4:07 p.m.

2. ATTENDANCE

PRESENT (Roll Call): Trustees Fought (via phone), Keiswetter (via phone), Kring (via video), Millard (via video), Noël (via phone), Rasmussen (via video) and Shirilla (via video)

ABSENT: None

3. APPROVAL OF AGENDA

It was moved by Trustee Noël and supported by Trustee Rasmussen that the Agenda be approved as submitted.

AYES: Trustees Fought, Keiswetter, Kring, Millard, Noël, Rasmussen, and Shirilla

NAYS: None

4. APPROVE MINUTES

It was moved by Trustee Noël and supported by Trustee Rasmussen that the Minutes of the May 26, 2020, Regular Meeting (via Zoom) be approved.

AYES: Trustees Fought, Keiswetter, Kring, Millard, Noël, Rasmussen, and Shirilla

NAYS: None

5. COMMUNICATIONS

President Finley provided updates on the following:

a. Virtual Campus Tour – Lisa Hammond feedback

President Finley was pleased to share that North Central now has Virtual Campus Tour, and he encouraged everyone to view it. Access to this video is available by clicking on the image of our two recruiters (Corey and Ashley) near the bottom right corner of North Central’s main page or the YouTube button at the very bottom.

President Finley shared community feedback regarding the virtual campus tour by reading a message received on Friday, June 5, 2020 from Lisa Hammond, Northern MI Services.

Hello David, I just wanted to personally thank you and your staff for the amazing virtual tour of the college. I have shared it with a few students and we commend your efforts. There is nothing like visiting in person, however the video is great!! Thank you so much. Sincerely, Lisa Hammond

b. A Cool Thing – Jeff Lockridge

President Finley shared a communication received on Wednesday, June 3, 2020, from Nursing Faculty, Erayna Paquet:

“I wanted to share something cool that went on today. Our very own Jeff Lockridge joined my son Luke’s Harbor Springs Shay Elementary 3rd grade and their teacher Mrs. Bailey. He presented to the class via Zoom and taught them about fossils. He met with 22 children and they loved every minute of it. They were all engaged with lots of questions and even showed him some of their fossil collections that they had at home. Luke and I are very thankful that he was willing to do this.”

He shared a little bit about Jeff’s education and background for those who many not know Jeff, and also shared Jeff’s response when asked if we could share this as a communication at the board meeting:

Jeff’s response:

“I enjoy any chance to talk rocks with a captive audience, and making kids interested in fossils is like shooting fish in a barrel!! Good times! I’m always happy to guest speak whenever I am able.”

President Finley thanked Jeff, for his willingness to share his education and experience with others.

c. OPINION: Why a ‘gap year’ is not the answer

On June 3, 2020, the Petoskey News Review published the opinion article, Why a ‘gap year’ is not the answer – David Roland Finely

President Finley paraphrased from the Op-Ed piece:

“Challenging as this crisis has been, now is not the time to withdraw or put one’s goals on hold, even temporarily. Rather, we ought to lean into this experience and leverage it to our benefit where possible. Now is a time for the dogged pursuit of these goals, because doing so represents not only a belief in a return to normal, but in an even brighter tomorrow.”

d. North Central Michigan College in the News

NCMC receives new weather station from Michigan State – 7&4 News

President Finley shared that on Wednesday, June 17, 2020 Paul Steeno from 7&4 News interviewed NCMC Faculty, David Rodgers to learn more about North Central Michigan College's partnership with Michigan State University that will provide NCMC students with opportunities to visit and learn from a new weather station this fall.

"Weather is very localized, particularly in this area. We tend to talk about what are called microclimates because the terrain is quite varied in Michigan," said David Rodgers, a Chemistry and Physics professor at North Central Michigan College. "We can get a better idea of what is going on in an area by having better sampling of the weather and climate sampling in these discreet areas."

MSU Extension paid entirely for this new weather station, which is located off McDougal Road off NCMC's trail system. President Finley thanked David Rodgers.

A Look at Chaotic Past Presidential Election Years – 9&10 News

Next President Finley shared that on Wednesday, June 3, 2020 Scott LaDeur was interviewed by 9&10 News, which resulted in the article titled A Look at Chaotic Past Presidential Election Years, which Dr. Finley explained provides insight on what this year is shaping up to be.

"Candidates, especially for president, are going to use these issues to differentiate themselves from each other and offer contracting prescriptions as to what should be done," LaDeur said.

President Finley thanked Scott for his interview and for representing North Central Michigan College so well.

e. Rotary STRIVE

President Finley shared that on Friday, June 5, 2020 North Central Michigan College received notification from the STRIVE Leadership Team (Georgia, Jeff & Lisa) that all three STRIVE scholarship recipients are planning to attend North Central Michigan College. This is great news!

f. Parking Lot suggestions – David Trautman

President Finley shared that the college received letters from David Trautman on May 30 and on June 1. David's letters recommended modifications to the NCMC parking lots in support of sustainability initiatives. These thoughtful letters, sent to both President and all seven of the North Central Board of Trustees, recommend the planting of trees and hedges, along with the construction of solar screens.

He acknowledged that this would be an interesting project for students studying environmental science, which is why this input was shared for consideration by faculty and the board today. President Finley was happy to share that much of what David's letters proposed has been recommended in the most recent College Master Plan created by Cornerstone Architects, and it is amongst many initiatives on campus to be pursued pending the availability of funding.

6. SCHEDULED PUBLIC COMMENT ON AGENDA ITEMS

None.

7. FINANCIAL REPORT

Dr. Tom Zeidel, Interim Vice President for Finance & Facilities was asked by Trustee Fought to provide a financial report for May 2020. Tom certified that the financials from May 2020 were within the adopted tentative budget for 2019-20.

He also clarified that as part of the agenda the board will be asked to approve an amended budget for 2019-20 which includes increased revenue from tuition, state appropriations and reduced expenses. The May 31st financials supports these proposed amendments. Through May 31st, all three revenue sources exceed the budget amounts, in turn the majority of our expense categories are underbudget. Overall, this represented good work of all who developed and managed the various components of the 2019-20 budget.

In addition, today's agenda also includes recommending the proposed 2020-21 budget to the board for their approval. As a brief overview, the 2020-21 budget is based on a 3.2% tuition increase, 10% decrease in tuition revenue, 5% decrease in property tax revenue, and 20% decrease in state appropriations. The expense portion of this proposed budget includes a 2.2% salary increase and step increases for faculty (based on contractual agreement), 9 unfilled positions held open, adjustments for under-enrolled classes, and wage increases for Administration of 2%, with a budgeted wage increase for staff pending negotiations.

Trustee Fought asked if there were any questions. There were none.

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, Noël, Rasmussen, and Shirilla

NAYS: None

8. PRESIDENTS REPORT

President Finley shared the following updates:

a. Blue Ribbon Advisory Committee

The Blue Ribbon Advisory Committee meeting was held via Zoom on Thursday, June 18, 2020. The BRAC Zoom meeting had a great response, which included six different breakout sessions.

During this meeting, the groups thoroughly discussed the following three questions, as it relates to COVID-19:

- a) *What weaknesses and threats have become more exposed?*
- b) *What strengths and opportunities have been demonstrated and presented?*
- c) *How can we be helpful to local business and industry?*

President Finley explained that the Blue Ribbon Advisory Committee includes five action teams in the following areas: Health Care, Hospitality, Manufacturing, Skilled Trades, and Life Long Learning. Two

of the five reported out and all are in the process of developing next steps forward. He was pleased to share that the feedback received from the committee dovetails nicely with our Strategic Plan. Our Strategic Plan currently consists of 6 values. Based upon input during the BRAC meeting, we are now considering adding a 7th value— adaptability.

b. Building Tomorrow Together Campaign

As mentioned during yesterday’s Groundbreaking event, North Central is in the throes of the Quiet Phase of the Building Tomorrow Together Campaign (but we’re not being so quiet about it anymore). Campaign leadership has been established, and supporting materials are in the final stages of production to enable important conversations to be had with even more prospective donors. Stay tuned, as we proceed with this very exciting endeavor...

c. AD/CL Building Renovation Update

Interior renovations are proceeding swiftly. Classrooms, lobbies, and corridors are slated to come back on-line at the end of August. The Student Services First Stop Shop and new office suites are scheduled to come on-line a month later.

On Thursday, June 18, 2020, a concrete slab was placed, so that the footings for the AD/CL Addition can be poured. Modifications (including roof removal) are underway, so that this new space will cleanly tie back into the existing building. We continue to progress steadily with construction and are on track for a Spring 2021 completion.

d. Groundbreaking Event Recap

President Finley thanked all who participated in the AD/CL Building Renovation and Classroom Expansion Groundbreaking Event on Monday, June 22, 2020. The event had been a long time coming. He was informed that this project had been in the works for at least eight years. He acknowledged that the College had to overcome the setbacks of a pandemic to gather for this celebration. He extended a heartfelt thanks to all who made this event happen, including our Foundation team, the College Communications Department, Physical Plant staff, IT, Lea Dietzel, and many other volunteers that made it a great day.

e. Remote Instruction/Remote Work—Thanks

President Finley commented “As we move forward with North Central’s Provisional Reopening Plan (a topic to be considered in the Personnel Committee report below), I again want to extend my thanks for the Herculean effort of faculty and staff to deliver our educational product to learners at a distance during the final seven weeks of the Winter semester.” He also clarified that Summer courses will continue via remote instructional methods, and we are incrementally bringing administrators and staff back to campus this summer, so as to best prepare for the Fall semester.

Chairman Millard added his thanks and appreciation to both the faculty and staff. He commented that “You made us very proud when switching to the delivery format and the community is better for it. Thank you for your efforts.”

9. COMMITTEE REPORTS

Finance and Facilities Committee

Trustee Fought, chairman of the Finance & Facilities Committee, shared that on Tuesday, June 16, 2020, the Finance & Facilities Committee met for their monthly meeting. In addition to reviewing the May Financial Statements, the following three items were moved forward for full Board approval: Amended FY20 Budget, FY21 Proposed Tentative Budget, and 2020-21 Scholarship Support. Additionally, Interim VP for Finance and Facilities also provided a report on each of these items earlier during this meeting so Trustee Fought moved right into the motions.

i. Amended FY20 Budget

It was moved by Trustee Fought and supported by Trustee Shirilla BE IT RESOLVED that the Board adopt the Final General Fund Operating Budget in the aggregate amount of \$16,518,579 for the fiscal year 2019-2020.

Chairman Millard asked if there were any questions on the Amended FY20 Budget. There were none.

AYES: Trustees Fought, Keiswetter, Kring, Millard, Noël, Rasmussen, and Shirilla

NAYS: None

ii. FY21 Proposed General Fund Budget

It was moved forward by Trustee Fought and supported by Trustee Shirilla that BE IT RESOLVED that the Board adopt a Tentative General Fund Operating Budget in the aggregate amount of \$14,986,297 for the fiscal year 2020-21.

To cover the budget, BE IT RESOLVED that the Board levy the maximum ongoing charter millage calculated at 1.0814 mills of ad valorem property taxes. BE IT FURTHER RESOLVED that the Board levy the voted operating millage of .9714 mills. This levy was approved by the voters of Emmet County in November 2016 for a period of ten years.

Chairman Millard asked if there were any questions on the FY21 Proposed General Fund Budget. There were none.

AYES: Trustees Fought, Keiswetter, Kring, Millard, Noël, Rasmussen, and Shirilla

NAYS: None

iii. 2020-21 Scholarship Support

Trustee Fought shared the background being that the College is interested in making additional scholarship dollars available during this period of uncertainty to aid in marketing NCMC and in its recruiting efforts. Currently, about \$218,000 of scholarships funds are available for non-nursing students. Approximately \$103,000 of that amount is restricted by donors for students who meet specific requirements. This leaves only about \$115,000 for general scholarships for students who do not meet the restrictions. These students include those who may be seeking a certificate, special training or general information in a specific topic.

Over the past years, the NCMC Foundation and college have designated net Cookout proceeds be added to the principal of the Cookout Scholarship Endowment Fund with the income earned by the Fund to be used for general scholarships. Since the principal of the Fund has been established through designation by the Foundation and College, unlike a scholarship fund

established by a donor, the Foundation and College can re-designate use of the Fund's principal.

The Cookout Scholarship Endowment Fund currently has a principal balance of about \$184,000. The NCMC Foundation board has approved re-designation of up to \$100,000 of the Funds principal for general scholarship use. The College's Finance Committee is recommending that not more than \$50,000 be re-designated for general scholarships, an amount well within the amount approved by the Foundation's board.

It was moved forward by Trustee Fought and supported by Trustee Kring that \$50,000 of the Cookout Scholarship Endowment Fund's principal be re-designated to be used for general scholarships during the 2020-21 school year, with any portion of the \$50,000 not used during that school year be retained as part of the principal of the Cookout Scholarship Endowment Fund.

Chairman Millard asked if there were any questions on the 2020-21 Scholarship Support. Melissa Keiswetter did ask "How does a person qualify for that money?", Trustee Fought explained that anyone who met the General Scholarship Fund requirements would then be eligible, and it would be based upon their financial need.

Chairman Millard asked if there were any further questions or comments. There were none.

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

Personnel Committee

Trustee Shirilla shared that the Personnel Committee on met Tuesday, June 16, 2020 to discuss both the Provisional Re-Opening Plan, as well as a recommendation to hire a Career Development Specialist.

i. Provisional Re-Opening Plan

The four-phase Provisional Re-Opening Plan and accompanying documents were reviewed by various committees on campus and the plan was renamed Provisional (vs. Draft) in recognition of the fluid nature of the ongoing coronavirus pandemic.

This pending plan designates that Directors/Supervisors return to campus on June 29. The plan also requires each employee to complete Coronavirus training and other awareness trainings related to safety.

Additionally, the pending plan also requires that all Staff return to campus on July 6.

Trustee Shirilla moved and Trustee Noël supported that the Board accept the "fluid in nature" four-phase Provisional Re-Opening Plan and approves both the return to campus of Directors/Supervisors on June 29, 2020, followed by the return to campus of all Staff on July 6, 2020.

Chairman Millard asked if there were any further questions or comments. There were none.

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

ii. Career Development Specialist

Trustee Shirilla acknowledged the hiring freeze. However, the Career Development Specialist position is favorable for the budget as it is grant funded. It's funded by the Nitaazhitoojik Industrial Training (NIT) Grant, a partnership with the LTBB of Odawa Indians.

Thus, the Committee is recommending the hire of Doug Tippett for the Career Development Specialist position, a lateral move.

Doug is a graduate of North Central Michigan College, as well as Central Michigan University, where he obtained a Bachelor of Science in Education degree and a Master of Arts in Education Administration. He was hired at North Central as an Academic Advisor on July 17, 2017. Over the past three years, he has worked closely with students, developing relationships and helping students reach their educational goals. His experience working as an Academic Advisor these past three year gives him the background of our institution and the employment environment.

Trustee Shirilla moved and Trustee Kring supported that the Board hire Doug Tippett as the Career Development Specialist, at a starting salary of \$50,000/year prorated to his start date, Wednesday, June 24, 2020.

Chairman Millard asked if there were any further questions or comments. There were none.

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

10. OLD BUSINESS

a. Board Retreat

Phil Millard will survey of each board member about his/her preference to meet for a face to face board retreat, possibly in August. Still to be determined.

11. NEW BUSINESS

a. July Board Meeting

Trustee Millard stated that the board will be making it a goal to meet in person for the July board meeting if possible. Additional details to follow.

12. STUDENT SUCCESS

President Finley shared the following as a student success:

a. EMT Basic Student Success

On Tuesday, June 2, 2020, Associate Dean Public Service Programs at North Central Michigan College, Jim Cousino shared the following EMT Basic student success story.

"We had an EMT-Basic student from fall 2019 term that was struggling in passing registry and licensing. She had been using study tools and online test prep exams but was not improving in

preparation. I asked adjunct faculty member Michelle Hitner to tutor her and work with her over Zoom platform and our student passed registry exam yesterday. Michelle put together a plan with Jason and structured a path for her to succeed.

Her passing is the outcome. However, Michelle instilled in her confidence that an exam will not measure. The work that they put in together was inspiring. To see a student and instructor so passionate about overcoming challenges was a reminder why what we do is so important.

We encourage our students to reach for greatness and to use each success as building blocks. It is an honor to work with instructors that embrace our student's success as if was their own."

I want to second Jim and our Associate Dean of Adjunct Faculty, Michele Andrew's response to this communication by saying, thank you Michelle Hitner and Jason Grainger for your time and energy spent on our students and North Central! You have made North Central proud and made a life-changing difference for this student. Thank you from all of us.

13. UNSCHEDULED PUBLIC COMMENT

Chairman Millard asked if any questions or comments were in chat. There were not, so all were welcomed to unmute for a period of time to be certain. There were no public comments.

14. ADJOURNMENT.

There being no further business, it was moved by Trustee Millard and supported by Trustee Fought that the meeting be adjourned at 4:47 p.m.

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

/S/ Irma Noël, Secretary

/S/ Philip Millard, Chairman