

NCMC BOARD OF TRUSTEES
REGULAR MEETING – *Virtual*
Tuesday, June 22, 2021 (4:00 p.m.)

MINUTES

Prior to the Call to Order, Chairman Millard greeted the participants and read the following:

Good afternoon,

It is Tuesday, June 22, 2021 at 4:04pm. We are going to begin the Regular Meeting of the Board of Trustees. This meeting is being conducted in a virtual manner today per Public Act 254 of 2020 and the State of Emergency Declaration declared by Emmet County. 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 the Public Comments section of the agenda. Per the Bylaws, participants are asked to keep their comments to three minutes at the discretion of the Board Chair.

Please note that you must unmute yourself in Zoom or by pressing *6 if you called in.

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 4:05 p.m.

2. ATTENDANCE

PRESENT: Trustees Fought (Petoskey), Keiswetter (Petoskey), Kring (Petoskey), Millard (Petoskey), Noël (Petoskey), Rasmussen (Petoskey), and Shirilla (Petoskey)

ABSENT: None.

3. APPROVAL OF AGENDA

It was moved by Trustee Millard and supported by Trustees Rasmussen and Noël that the Agenda be approved with once item 8g was stricken as redundant and item 5f re. the Cheboygan Center added.

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

NAYS: None

4. APPROVAL OF MINUTES

It was moved by Trustee Millard and supported by Trustees Fought and Shirilla that the Minutes of the May 25, 2021 Regular Meeting be approved.

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

NAYS: None

5. COMMUNICATIONS

President Finley shared the following communications:

- a. North Central expands degree options in early childhood education

On Friday, June 4, 2021, the Petoskey News-Review wrote in part:

North Central Michigan College has announced that it will offer an Associate of Applied Science in Early Childhood Education to prepare graduates for careers educating and caring for young children in a variety of settings.

Beginning in fall 2021, the Associate of Applied Science (AAS) in Early Childhood Education will run in tandem with an Associate of Arts (AA) in Early Childhood Education, giving students the option of immediate entry into the workforce or transfer for completion of a bachelor's degree.

...

Full article can be found here:

<https://www.petoskeynews.com/story/news/education/2021/06/04/north-central-expands-degree-options-early-childhood-education/7541369002/>

b. North Central expands EMS Programs to Gaylord and Alpena

On Monday, May 24, 2021 the Petoskey News-Review wrote:

North Central Michigan College has expanded its emergency medical services programs to include regional delivery at locations in both Gaylord and Alpena.

College officials said the expansion is well-timed to help address a critical shortage of EMS workers. There are more than 500 job openings for EMS professionals statewide right now, according to the Michigan Department of Health and Human Services.

...

Jim Cousino dean of Career & Technical Education, noted the opportunity for students to “stack” their credentials and advance their career in an in-demand field.

Cousino added that many employers are offering significant sign-on bonuses and incentives for qualified emergency care providers to help address the statewide shortage of EMS professionals.

Full article can be found here:

<https://www.petoskeynews.com/story/news/education/2021/05/24/north-central-michigan-college-expands-ems-programs-gaylord-alpena/5240512001/>

Related articles can be found below:

Interlochen Public Radio

<https://www.interlochenpublicradio.org/news/2021-06-08/ems-education-program-expands-to-gaylord-and-alpena>

9&10 News

<https://www.9and10news.com/2021/05/24/ncmc-expands-ems-programs-to-gaylord-alpena/>

Up North Live

<https://www.upnorthlive.com/news/local/north-central-michigan-college-expands-ems-programs-to-gaylord-alpena>

c. East Jordan senior picked to represent N. Michigan in Congressional Art Contest

Sunday, May 23, 2021 Andrew Rosenthal from the Traverse City Record Eagle wrote:

When she was younger, Madelyn Reece would study the koi fish at the zoo for hours.

Reece recently created a painting with two koi fish using watercolor pencil in two days — a work of art that will now be seen by politicians and congressional staff on their way to work.

Reece's painting "Night and Day" won Best In Show for Michigan's first congressional district — which includes most of the northwest Lower Peninsula and the entire Upper Peninsula. Rep. Jack Bergman announced the winners May 19.

...

"Night and Day" will be framed, matted and put on display in the Cannon Tunnel, which connects the Cannon House Office Building to the Capitol. That's the hallway congressmen and women walk through daily to reach the House floor.

Reece plans to attend North Central Michigan College in Petoskey and pursue a major in either equestrian studies or zoology.

d. Boyne City names 2021 honor students

On Tuesday, June 8, 2021, Jillian Fellows from the Petoskey News-Review wrote:

Boyne City High School has named 11 students to its 2021 Honor Student list.

Students on the list have earned a grade point average of 4.0 or higher. The school's commencement ceremony was on Sunday, June 6.

Three of these 11 will be attending North Central Michigan College. They are as follows:

Sara Snyder, Haley Pankrantz, and Katelyn Shepherd.

Congratulations to these 2021 Boyne City High School graduates. We look forward to seeing you at North Central in the Fall.

Full article can be found here:

<https://www.petoskeynews.com/story/news/education/2021/06/08/boyne-city-high-school-names-2021-honor-students/7599376002/>

e. Low staffing hits firehalls with local college stepping up

On Thursday, June 10, 2021, Marc Schollett from Up North Live wrote about low staffing at Northern Michigan Firehalls.

This item was wrapped into the agenda topic 5B. discussion.

Full article can be found here:

<https://upnorthlive.com/news/local/low-staffing-hits-firehalls-with-local-college-stepping-up>

f. North Central reestablishes presence in Cheboygan

North Central announced that it will relocate its Cheboygan County operations to Cheboygan Area High School (CAHS) effective August 1, a move that will provide CAHS students with direct access to North Central courses and college advising.

The move will be a homecoming of sorts, as the college offered classes out of CAHS from the early 1970s until it opened the Straits Area Education Center on Division Street in late 2012.

North Central President David Roland Finley said the college's return to CAHS makes sense through both an instructional and a facilities lens.

"The partnership between North Central and Cheboygan Area Schools will make CAHS the hub for secondary and collegiate education in Cheboygan County," Finley said. "There are also innumerable benefits to giving prospective students a direct connection to college advising and support services while they're still in high school."

CAHS Principal Nancy Spray described the move as a win-win for the high school and the college. "All of us at Cheboygan Area High School are excited to have North Central onsite once again, and we look forward to the opportunities it will provide for our students," she said.

Michele Andrews, North Central's dean of business and adjunct faculty, will have an office located in the counseling suite. Five classrooms, including a science lab, have been designated for North Central's classes in the evenings.

"The college's move back to CAHS will enhance our ability to provide onsite advising and support services to both our incoming and current students," Andrews said. "The partnership opportunities presented by this move will be a benefit to the entire Cheboygan community."

Academic Advisor Kim Dickinson will begin meeting with students in the new space beginning August 1. She will meet with students via phone or Zoom until then.

A ribbon-cutting marking the opening of the new Cheboygan Center, located at 801 West Lincoln Avenue, is scheduled for Wednesday, August 4, at 10 a.m.

North Central will offer more than 20 classes in Cheboygan when the Fall 2021 semester begins on September 7.

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 May 2021. Tom certified that the financials as of May 2021 are within the adopted tentative budget for 2020-21.

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, Kring, Millard, Noël, Rasmussen, Shirilla
NAYS: None

8. PRESIDENTS REPORTS

President Finley provided updates on the following items:

a. Farewell Jean Beckley

I regret to inform all of you that former NCMC trustee Jean Beckley passed away on June 9, 2021. Jean served an amazing 35 years in this role! Jean was the longest standing trustee the College has ever had, and we are forever grateful for her commitment to the College. Jean truly left her mark on this world and will be missed by so many.

b. Congratulations Dr. Scott LaDeur!

On Monday, June 14, 2021, Dean of Liberal Arts, Sara Glasgow shared the following exciting news:

Please join me in congratulating Dr. Scott LaDeur, who just published a piece in the new book, *Congress and U.S. Foreign Policy*, edited by Ralph G. Carter and James M. Scott and published by Rowman. The chapter is titled, “Shifting Constellations of Congressional Foreign Policy During the Trump Era,” and was co-authored with Dr. Patrick Homan of Dominican University. Way to go, Scott and Patrick!

c. Campus Master Plan Open House

On Wednesday, June 9, 2021 from 5-7:00 p.m. the College held a Campus Master Plan open house in the AD/CL Lobby. Neighbors within 1,320 feet of the College were invited a week in advance. Roughly eight community members participated. Paul LeBlanc from PLB Planning presented information about the proposed College Zoning District.

d. Aspire Magazine

I’m excited to share that 36,272 copies of Aspire that were mailed out during the first week in June.

- Emmet – 18,349
- Charlevoix – 13,469
- Targeted mailings to homes with children ages 16-19 in Otsego and Cheboygan – 999
- Additional alumni names from foundation database - 3,455

These bi-annual publications continue to be a popular and effective means of communicating the good work of the college through stories that are meaningful to the community at large. The solicitation envelopes more than pay for themselves through increased numbers of first-time and returning alumni donors supporting the college after receiving their Aspire publication.

The Aspire Magazine is a way for us to showcase what is new, share a sense of pride, and build awareness.

e. BTT Friends and Family Sneak Peek – August 11, 2021

On Wednesday, August 11, 2021, Friends and Family of the College will gather from 3:30-4:30p.m. for a ‘Sneak Peek’ of the exciting renovation and addition to the Building formerly known as the AD/CL.

f. NCMC Releases Winter 2021 Scholars List, Issues Call for Scholarship Applications

We are excited to share that North Central Michigan College’s Winter 2021 Scholars List includes 389 students who have achieved top academic honors.

Forty-six 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 117 full-time students earned a GPA of 3.5—3.999 and were named to the [Dean’s List](#), and 226 students earned a place on the [Scholar’s List](#) with a 3.5 or higher GPA for 6—12 credit hours.

The complete list of students who earned academic honors is available at ncmich.edu/scholars.

Additionally, North Central has issued a call for Cycle 2 scholarship applications for funds to be awarded during the Fall 2021 and Winter 2022 semesters.

Cycle 2 scholarship applications will be accepted through August 14. Both full- and part-time students are encouraged to apply. The application is available at ncmich.edu/scholarships.

More than \$38,000 was awarded in Cycle 1 scholarship dollars.

NCMC Foundation Executive Director Chelsea Platte notes that the college’s robust scholarship program helps ensure that students graduate with minimal debt. “Behind every scholarship is a generous donor who recognizes the importance of unlocking individual potential by investing in a student’s future,” Platte said.

g. 2021-22 Budget Adjustments

Item 8g was stricken from the agenda as it was covered in another section.

h. Economic Impact of North Central Michigan College for 2018-19 (Presentation)

President Finley thanked Carol Laenen Vice President of Marketing and Mike Kurdziel Director of Institutional Research and Assessment, for their efforts related to the Economic Impact Study. Mike was invited to share an overview presentation.

A few key takeaways from his presentation were as follows:

- The College has a very positive economic impact here in the region.
- “1 out of 49 jobs are related to North Central’s role in the region.”

The full presentation can be viewed here:

<https://www.ncmich.edu/userfiles/filemanager/wwpubsz1lcuwpt02dd4u/>

Trustee Millard commented on the hard work that Jean Beckley contributed to the college. He also thanked all who had a part in the items shared during the Presidents Reports and thanked everyone for their efforts.

9. COMMITTEE REPORTS

a. Finance and Facilities Committee

The Finance & Facilities Committee met on Tuesday, June 15, 2021 to conduct business.

i. 2020-21 Final General Fund Operating Budget

Trustee Fought motioned and Trustees Shirilla and Keiswetter supported that the amended budget be accepted.

Trustee Fought motioned and trustees Keiswetter and Noël supported the motion, BE IT RESOLVED that the Board adopt the Final General Fund Operating Budget in the aggregate amount of \$16,461,966 for the fiscal year 2020 – 2021.

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

NAYS: None

ii. Rescind Budget Motion of May 25, 2021 Board Meeting

In adopting a tentative budget for the Operating Fund for the ensuing fiscal year, the prescribed procedure is to first hold a public hearing on the tentative budget and then, in a following board meeting, adopt the budget. During the May 25, 2021 Board meeting, the tentative budget was adopted without first holding a public hearing. To avoid conflict with budget procedures, it will be necessary to rescind that action and then adopt the tentative 2021-22 Operating Fund budget following a public hearing on the budget.

Trustee Fought motioned and Trustees Keiswetter and Noël supported the motion, BE IT RESOLVED that the action taken during the May 25, 2021 meeting of NCMC Board of Trustees regarding the tentative 2021-22 tentative Operating Fund budget be rescinded.

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

NAYS: None

iii. Tentative Budget 2021-22

After reviewing the information shared during the Public Budget Hearing and noting that there were no comments during the Public Budget Hearing, Trustee Fought moved and Trustees Shirilla and Kring supported the following motion:

BE IT RESOLVED that the Board adopt a tentative General Fund Operating Budget in the aggregate amount of \$15,994,100 for the school / fiscal year 2021 – 2022. To cover the budget, BE IT RESOLVED that the Board levy the maximum ongoing charter millage calculated at

1.0669 mills of ad valorem property taxes. In addition, BE IT FURTHER RESOLVED that the Board levy the voted operating millage of 0.9583 mills. This voted operating millage was approved by the voters of Emmet County during November, 2016 for a period of ten years.

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

President Finley commented on the good work, teamwork, resilience and flexibility shown college-wide during the 2020-21 is a noteworthy accomplishment. He thanked all for stepping up amidst the COVID-19 pandemic and for their ongoing commitment to North Central's mission. He stated that people are the College's most important asset, and we think it important to reward those who work tirelessly to support our students. He thanked everyone for their help to position the College favorably for the 2021-22 year as well.

b. Personnel Committee

Trustee Shirilla, Chairman of the Personnel Committee, shared that the committee met on Tuesday, June 15, 2021 to discuss both Full Status recommendations and a recommendation to hire an ENG/HIS faculty member. He proceeded to provide the following background and motions:

i. Full Status Recommendations

In accordance with the 2014-2019 AFPS Collective Bargaining Agreement, Section 27 Full Status, President Finley has provided the following two recommendations:

Dr. Isis Arsnoe

"I support the recommendation from Provost Pete Olson to grant Dr. Isis Arsnoe full status as a faculty member at North Central Michigan College. She has been a great addition to our corps of Biology instructors, and Isis has made many contributions—both on and off campus—since her arrival in 2019. Dr. Arsnoe taught at both Lansing Community College (LCC) and Bay College before joining the faculty of North Central. She had garnered full status at LCC during her time there.

Dr. Arsnoe earned her B.A. in Psychology from Edinboro University of Pennsylvania, as well as an M.A. in Clinical Psychology. She later earned a B.S. in Biology from Edinboro University of Pennsylvania, and a Ph.D. in Ecology, Evolutionary Biology and Behavior Program in the Dept. of Fisheries and Wildlife Sciences (dual degree) from Michigan State University.

We are delighted to have Dr. Arsnoe as a faculty member, and we hold high expectations for her continued contributions to the life of North Central Michigan College."

Dr. Laura Hill

"I support the recommendation from Provost Pete Olson to grant Prof. Laura Hill full status as a faculty member at North Central Michigan College. She has been a great addition to our corps of Nursing instructors, and Laura has made many contributions—both on and off campus—since her arrival in 2018.

Prof. Hill earned her B.S. in Nursing from Michigan State University, later garnering the credential of Adult Gerontology Clinical Nurse Specialist with a concentration in Nursing Education. .

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

Trustee Shirilla moved and Trustee Keiswetter supported, that the Board accepts President Finley's recommendation to accept both Dr. Isis Arsnøe, and Dr. Laura Hills requests for Full Status. Their new status will be in effective beginning the 2021-2022 contract.

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

ii. ENG/HIS Faculty

A committee consisting of six Instructors, the Dean of Liberal Arts, and the former Provost reviewed thirty-six strong applications for the full-time Instructor of History and English. The committee conducted Zoom interviews with three candidates and brought two of them to campus for further interviews and a teaching demonstration. The committee would like to offer Charles McCaffrey this position.

Mr. McCaffrey completed his Bachelor of Arts in History from the University of Maryland Global Campus. He continued his education and received a Master of Education in Teaching in 2012 from University of Arizona. In 2015, he received a Master of Arts in History from the University of Nebraska - Kearney. Mr. McCaffrey traveled to University of Oxford, England and there he received a Master of Design History in 2015 and a Master of Historical Studies in 2017. Finally, in 2019 Mr. McCaffrey received his Master of Liberal Arts in English.

He has been an adjunct instructor for the past six years. During this time, he has gained experience in the community college setting. Mr. McCaffrey is committed to helping students achieve academic success both in the classroom and beyond. His experience working in a pathways program has helped him find creative solutions that help remove academic and social barriers that can be an obstacle to student success.

Trustee Shirilla moved and supported by Trustee Fought, that the Board hire Mr. McCaffrey at a salary of \$75,302 (Master's Step 6), effective on his start date of August 30, 2021. Included in this offer, the college will cover up to \$1,000.00 of moving expenses.

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

Trustee Shirilla commented that the motions today increase the Full-Time Faculty by three positions.

c. Bylaws & Policy Committee

Trustee Rasmussen shared that the Bylaws & Policy Committee met on Tuesday, June 22, 2021 to review proposed changes to Board Policy 311 Financial Aid Satisfactory Academic Progress.

i. Policy #311 Financial Aid Satisfactory Academic Progress

Board Policy 311 Financial Aid Satisfactory Academic Progress previously permitted students to file a satisfactory academic progress appeal only one time. This policy has been revised to permit multiple appeals, but each appeal must be for a unique situation.

Trustee Rasmussen moved and Trustee Noël supported, that the Financial Aid Satisfactory Academic Progress policy 311, be accepted as written, which will permit students to file a satisfactory academic progress appeal multiple times, for unique situations. This policy change is effective today, June 22, 2021.

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

10. STUDENT SUCCESS

a. Centralis Scholar Award

Dr. Finley read the following note for this month's student success item.

On Tuesday, June 21, 2021, Karla and Sheldon Buckmaster wrote:

Dr. Finley,

Our grandson Kristian Reeb participated in Petoskey High School's five-year program "Early College" with North Central Michigan College. He just graduated this Spring 2021 from NCMC with Honors of Highest Distinction. Our family is thrilled for Kristian to be the third generation to have graduated from NCMC, especially after Kristian's Great-Grandfather Clifford Buckmaster, as you know, was one of the original founders of NCMC. Sheldon's dad Cliff would have been so proud to realize the strides that the college has made in education, and its opportunities offered to Kristian.

Kristian has been accepted into CMU's Honors Program, and just today, learned that he has been awarded the Central Michigan University's "Centralis Scholar Award" which exemplifies Kristian's dedication to his education and diligence in his life activities. He had previously been told he would be awarded the Centralis Gold Award, but today that was upgraded to the Centralis Scholar Award.

This award should be accepted as an honor for educational contributions by Petoskey High School and by North Central Michigan College, as well as for Kristian Reeb.

Thank you to NCMC... Dad (Cliff) had a vision for the future, through education, when he helped to create NCMC, and also was a dedicated staff member of PHS, including its business and athletic programs. - Karla and Sheldon Buckmaster

Dr. Finley commented that the College has positively impacted the Buckmaster family now for four generations and can be proud of that work!

11. OLD BUSINESS

None.

12. NEW BUSINESS

None.

13. UNSCHEDULED PUBLIC COMMENT

None.

14. ADJOURNMENT

There being no further business, Trustee Millard motioned and Trustees Noël and Rasmussen supported that the meeting be adjourned at 4:38 p.m.

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

NAYS: None



/S/ Irma Noël, Secretary



/S/ Phil Millard, Chairman