

**MINUTES
NORTH CENTRAL MICHIGAN COLLEGE
BOARD OF TRUSTEES
SPECIAL MEETING
AD/CL 122
Thursday, March 19, 2020 (4:30pm)**

1. CALL TO ORDER

John Fought called the meeting to order at 4:38 p.m.

2. ATTENDANCE

PRESENT: Trustees Fought, Kring (via phone), Noël (via phone), Millard (via phone), Rasmussen and Shirilla (via phone)

ABSENT: Keiswetter

NOTE: Chairman Millard asked Trustee Fought to run the meeting since both Trustee Fought and Trustee Rasmussen would be attending in person. Trustees Kring, Millard, Noël and Shirilla joined via phone. The employees who were on site had the option to join in person or call in. Campus was closed to students and unauthorized visitors due to the Coronavirus. As such, notice was posted in advance inviting the Public to join by phone and included details on how to call in. No one from the Public announced that they were participating when invited to do so. Roll call was taken for attendance and a roll call vote was read for each motion.

3. APPROVAL OF AGENDA

It was moved by Trustee Rasmussen and supported by Trustee Noël that the agenda be approved.

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

NAYS: None

4. STATEMENT OF PURPOSE

Trustee Fought stated that the purpose for the meeting was as follows: Hiring Recommendation(s), Campus Safety & Security Policy (Board Policy 404), and the Outstanding Person in Education (OPIE) Award recipient.

Hiring Recommendation(s)

Fought shared that the Personnel Committee met earlier in the day to discuss the Counselor/Advisor position. The Counselor/Advisor position has been vacant since the retirement of Paula Wellmers. A failed search occurred one year ago.

A committee consisting of one faculty and two staff interviewed three candidates for the Counselor/Advisor position and would like to recommend Mary Mummaw to the board.

Mary Mummaw is an alumna of North Central. She earned her first degree here, an Associate of Arts, prior to transferring to Central Michigan University, where she earned a Bachelor of Science, majoring in Business and Psychology. She is also a graduate of Western Michigan University, with a Master of Arts in Counseling Psychology. Finally, she has secured a State of Michigan Professional Counselor License (LPC).

It was moved by Trustee Shirilla and supported by Trustee Millard that the Board hire Mary Mummaw as the Counselor/Advisor at a starting salary of \$65,594 (step 5 on the faculty salary schedule), prorated to her start date of April 13, 2020. (This start date was revised to April 20, 2020 following the Governor's Shelter-in-Place Executive Order.)

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

Campus Safety & Security Policy (Board Policy 404)

Trustee Fought shared that the Bylaws & Policy Committee also met earlier today to discuss a proposed addition to Board Policy 404 Campus Safety & Security Policy.

After the Coronavirus (COVID-19) was declared a worldwide pandemic, the US Department of Education directed colleges and universities to develop plans for current or future outbreaks of pandemic illness. This prompted a revision to our board policy 404, Campus and Security Policy to include the term 'pandemic illness' among possible events.

It was moved by Trustee Rasmussen and supported by Trustee Noël that the Board accept the proposed changes to Board Policy 404.

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

Outstanding Person in Education (OPIE) Award

Trustee Fought asked President Finley to read the resolution which honored Rod Anderson, who was selected by MEA for this year's Outstanding Person in Education (OPIE) Award in our school district.

It was moved by Trustee Shirilla and supported by Trustee Millard that the Board sign this resolution to support Rod Anderson for this honor.

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

5. PUBLIC COMMENT

Trustee Fought asked if there was any public comment. President Finley shared that Cabinet had met earlier today to discuss the Coronavirus Pandemic. For the safety of the North Central Michigan College community, they made the difficult decision to close the College at 6:00 p.m. Thursday, March 19 and remain closed through Monday, April 19.

President Finley read from his draft communication and shared the following: All classes, including online classes, labs and clinicals, at all campus locations (Petoskey, Gaylord and Cheboygan) will be delivered via remote instructional methods effective April 6 through the end of the semester. Although the College's physical locations will be closed, we will still be responding to students' needs during this time.

All staff except those with essential job functions will be sent home at the end of the day today. While campus is closed and doors are locked, limited access will be available with your employee ID card if you need equipment or supplies. *We ask that you severely limit your need to be on campus and follow social distancing and other CDC health protocols, if you must visit campus.* Employees performing essential job functions will be required to report to campus periodically during this time. Vice Presidents will communicate with supervisors to identify essential job functions and the respective expectations within the next three working days.

Compensation will be continued for full-time and part-time College employees through the time the College is closed. Full-time faculty and adjunct faculty are not impacted by this decision, as pay is governed by a year-long contract. Student workers will be compensated for the two weeks prior to the planned Spring Break to lessen the financial impact. Should the period of closing go beyond April 19, the College may choose to modify this plan.

Beginning April 6, we will deliver classes via remote instructional methods through the end of the semester. Faculty are responsible for communicating with their students with respect to completing necessary coursework. They will be making every effort to help students avoid delays in accomplishing their educational goals. Our Faculty Association has generously offered to assist during this time members and will be mentoring others in their discipline to utilize remote instructional methods.

All face-to-face clinical, internship, or lab experiences as part of those classes have been suspended; students should await contact from their instructors about alternative strategies for accomplishing objectives in these situations.

Our dorms will be closed through the end of the semester. Individual appointments may be made with students to move their belongings out of the residence hall. Additional information will be sent to the residence hall students regarding credit on their account for the weeks they cannot return to their rooms. A specific e-mail will go out to the dorm students within the next two weeks.

All on-campus events are cancelled through May 8. Commencement and Nurse Pinning ceremonies are being postponed. Please know that although these important ceremonies are being delayed, students who have fulfilled their degree requirements for the winter 2020 semester will have the credential posted to their transcripts by May 22nd. Transcripts can then be used as proof that a degree was earned. The Diploma will be distributed by mail, date to be determined.

As we are all navigating this unprecedented situation, I want to thank our outstanding campus community for their support and cooperation. We are a dedicated team and will continue planning for a bright future for our students. I'm convinced that we will all emerge stronger. Thank you for your optimism and resilient spirit.

Chairman Millard confirmed the date range that the college would be closed, and he recommended that we continue to make contact with students who need additional support.

President Finley shared that we are looking at several options for additional support, one being expanded wireless internet access or mobile hotspots as options for students. However, resources are difficult to secure at the moment.

Chairman Millard thanked President Finley and leadership for the work they are doing during these unprecedented times. He also stated that they have the Boards full support and offered the Boards counsel if needed.

6. ADJOURNMENT

There being no further business, there was a motion to adjourn which was moved by Trustee Rasmussen and supported by Trustee Noël. The meeting was declared adjourned at 4:54 p.m.

/S/ Irma Noël, Secretary

/S/ Philip Millard, Chairman