

NCMC BOARD OF TRUSTEES
REGULAR MEETING – *Library Conference Rooms 1 & 2*
May 3, 2022 (4:00 p.m.)

MINUTES

1. **CALL TO ORDER**

Board Chair, Phil Millard called the meeting to order at 4:00 p.m.

2. **ATTENDANCE**

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

ABSENT: None

3. **APPROVAL OF AGENDA**

It was moved by Trustee Fought and supported by Trustee Shirilla that the Agenda be approved.

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

NAYS: None

4. **APPROVAL OF MINUTES**

It was moved by Trustee Rasmussen and supported by Trustee Kring that the minutes from February 17, 2022, Regular Meeting, be approved.

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

NAYS: None

5. **BOARD COMMITTEE ASSIGNMENTS**

Board Chair Phil Millard announced Trustee, Jennifer Shorter, will be formally placed on the Personnel Committee and the Foundation Committee.

6. **COMMUNICATIONS**

President Finley shared the following communication items:

- a. Boyne City Senior Scotty Haley signs with NCMC's men's basketball team
- b. NCMC received a \$7,000 gift from the Women's Club
- c. NCMC hosted MiCareer Quest on March 18, 2022
- d. NCMC hosted Henrietta Lacks Traveling Museum on April 5, 2022

7. **SCHEDULED PUBLIC COMMENT**

None.

8. **FINANCIAL REPORT**

Dr. Tom Zeidel, Vice President for Finance & Facilities, was asked by Trustee Fought to provide a financial report for February 2022. Tom certified that the financials as of February 2022 are within the adopted tentative budget for 2021-22.

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 Fought, Keiswetter (via phone), Kring, Shorter, Millard, Rasmussen, and Shirilla

NAYS: None

10. PRESIDENTS REPORTS

President Finley provided updates on the following items:

- a. Tusco Heath – Former English Professor at NCMC passed away
- b. Ted Frey – Long Time Supporter of NCMC passed away
- c. ACEN Accreditation Site Visit was held April 12-14, 2022 with a favorable recommendation; Thanks to all for your efforts!
- d. Update on Fast Track Healthcare Program – 22 participants plus five for just phlebotomy
- e. Smart Factory & 3D Printers are new additions to the Mechatronics Lab
- f. Online Programs in the Fall – nine are fully developed; nine more are nearly complete
- g. Update on Athletics – everything is proceeding as planned, recruiting is going well
- h. MCCA working on creating a New Strategic Plan

11. COMMITTEE REPORTS

- a. Personnel Committee

Trustee Shirilla reported that the Personnel Committee met on Monday, May 2, 2022, to review six letters of recommendation for hire.

ENG Instructor

Trustee Shirilla shared that the Full-Time Instructor of English is a replacement position.

A search advisory committee of six interviewed eight candidates, ultimately bringing four of them to campus for further interviews and teaching demonstrations. The committee recommends Shaelynn Long-Kish for this position.

Shaelynn holds a B.S. in English, M.A. in English, and M.A. in Educational Technology, all from Central Michigan University. She has taught in a part-time capacity since 2010 at three different institutions: Ferris State University, Mid Michigan College, and Southern New Hampshire University. Shaelynn also has more than nine years of experience as an instructional designer and administrator in distance education and online learning at Mid Michigan College, the University of Michigan, and Dartmouth College.

Trustee Shirilla moved and Trustee Fought supported that Shaelynn Long-Kish be hired as a Full-Time Instructor of English at a starting salary of \$83,237 (2 Masters, Step 8) year/plus full benefits with a start date of August 29, 2022, with the understanding that the college would cover up to \$1,000.00 of moving expenses.

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

NAYS: None

COM Instructor

Trustee Shirilla shared that the Full-Time Instructor of Communication is a new position.

A search advisory committee of six reviewed 17 applications and brought three candidates to campus for interviews and teaching demonstrations. The committee recommends Liam Randall for this position.

Liam holds a P.A. in Philosophy from Loyola University Chicago, a M.A. in Religion (Social Ethics) from Union Theological Seminary in New York City, and a M.A. in Communication Arts from the University of Wisconsin-Madison. Liam is scheduled to complete a Ph.D. in Communication Arts, also from the University of Wisconsin-Madison, in June 2022. Liam has taught as a lecturer and graduate assistant at the University of Wisconsin-Madison since 2015.

Trustee Shirilla motioned and Trustee Kring supported that Liam Randall be hired as a Full-Time Instructor of Communication at a starting salary of \$66,889.00 (2 Masters, Step 1) year/ plus full benefits with a start date of August 29, 2022, with the understanding that the college would cover up to \$1,000 of moving expenses.

AYES: Trustees Fought, Keiswetter (via phone), Kring, Shorter, Millard, Rasmussen, and Shirilla
NAYS: None

Trustee Fought motioned to amend the motion and Trustee Shirilla supported that Liam Randall's salary should be \$63,253.00.

AYES: Trustees Fought, Keiswetter (via phone), Kring, Shorter, Millard, Rasmussen, and Shirilla
NAYS: None

Instructional Designer

Trustee Shirilla shared that the Instructional Designer position is new.

A search advisory committee of five reviewed five applications and brought three candidates to campus for interviews. The committee recommends Kathryn Gardner for this position.

Kate holds a Bachelor of Science in Psychology from Purdue University – IUPUI. She is currently pursuing a Master of Science in Education (Learning Design and Technology) from Purdue University – West Lafayette. She has worked a variety of roles in higher education, including serving as a certified clinical research coordinator and research associate at the Indiana University School of Medicine. She currently serves as a part-time Outreach and Engagement Specialist here at North Central Michigan College.

Trustee Shirilla motioned and Trustee Shorter supported that Kathryn Gardner be hired as Instructional Designer at a starting salary of \$55,000.00 year/ plus full benefits with a start date of May 16, 2022, with the understanding that the salary will move to \$56,500 per year upon award of the M.S.Ed., tentatively scheduled for December 2022.

AYES: Trustees Fought, Keiswetter (via phone), Kring, Shorter, Millard, Rasmussen, and Shirilla
NAYS: None

Executive Assistant to the President and Board

Trustee Shirilla shared that the Executive Assistant to the President & Board is a replacement position.

A search advisory committee of six reviewed nine applications and brought three candidates to campus for interviews. The committee recommends Melissa Mansfield for this position.

Melissa has over 18 years of experience in a wide variety of professional and office settings. Melissa has received a Bachelor of Arts in Art Education and a minor in Biology and Earth Science at Western Michigan University. She graduated from Magna Cum Laude and was on the Dean's list 2000-2004.

Trustee Shirilla motioned and Trustee Shorter supported that Melissa Mansfield be hired as Executive Assistant to the President and Board at a starting salary of \$53,000.00 year/ plus full benefits with a start date of May 16, 2022.

AYES: Trustees Fought, Keiswetter (via phone), Kring, Shorter, Millard, Rasmussen, and Shirilla
NAYS: None

Sports Information Director (SID)/Women's Basketball Coach

Trustee Shirilla shared that the Sports Information Director/Women's Basketball Coach position is new.

A search advisory committee of three conducted interviews with two candidates for the position. The committee recommends Samantha Ofstad for this position.

Samantha has five years of basketball coaching experience with three at the collegiate level. This past year she was an assistant women's basketball coach at Iowa Wesleyan University. Prior to her position at Iowa Wesleyan University, she was a graduate assistant basketball coach at William Penn University while working on her master's degree.

Samantha has a Bachelor of Science Degree in Physical Education with a coaching endorsement from Upper Iowa University. She also has a master's degree in sports management from William Penn University. Prior to attending Upper Iowa University, she attended Gogebic Community College (where she played basketball) and was recognized for being a 1,000-point scorer during her time at the college.

Trustee Shirilla motioned and Trustee Fought supported that Samantha Ofstad be hired as Sports Information Director (SID)/Women's Basketball Coach at a starting salary of \$48,000.00/year plus full benefits with a start date of May 9, 2022

AYES: Trustees Fought, Keiswetter (via phone), Kring, Shorter, Millard, Rasmussen, and Shirilla
NAYS: None

Marketing Specialist

Trustee Shirilla shared that the Marketing Specialist is a replacement position.

A search advisory committee of five reviewed seven applications and brought two candidates to campus for interviews. The committee recommends Jeffrey Mason for this position.

Jeff has worked as Communications Manager for Michigan State University's Departments of Biochemistry & Molecular Biology and Plant Biology for the past two years. In his current role, he identifies, researches, and produces news releases, newsletters, and website and social media content to tell the stories of the department's faculty, staff, alumni, and students.

Prior to this role, Jeff served as Program Director for the Office of Postdoctoral Research at the Ohio State University's College of Medicine. In this role, Jeff composed and published marketing materials and developed and implemented strategies to recruit under-represented post-doc fellows to the program.

Trustee Shirilla motioned and Trustee Kring supported that Jeffrey Mason be hired as a Marketing Specialist at a starting salary of \$57,516.00 year/ plus full benefits with a start date of May 23, 2022.

AYES: Trustees Fought, Keiswetter (via phone), Kring, Shorter, Millard, Rasmussen, and Shirilla
NAYS: None

b. Finance & Facilities Committee

Trustee Fought shared that the Finance & Facilities Committee met on Thursday, April 28, 2022, to conduct business. During that meeting, the committee reviewed an Investment Policy Statement.

The College has had, for a number of years, defined contribution plans which permit participants to select investments from a menu of various mutual funds that offer different types of investments and different investment objectives and risk. These plans are often referred to by their Internal Revenue Code numbers, such as 403(b) and 457. In order to provide the plans, investment advisor Miller Financial Group and their custodian, TIAA, with overall direction in the investment offerings and the administration of the plans, it is appropriate for the College to adopt an Investment Policy Statement.

A copy of the statement has been reviewed by the Finance and Committee, and it is the Committee's recommendation that the statement be adopted by the College's Board of Trustees.

Trustee Fought motioned and Trustee Rasmussen supported the adoption of the Investment Policy Statement for its 401(a) Optional Retirement Plan, its 403(b) Plan, and its 457(b) Deferred Compensation Plan.

AYES: Trustees Fought, Keiswetter (via phone), Kring, Shorter, Millard, Rasmussen, and Shirilla
NAYS: None

12. CURRICULUM COMMITTEE

On April 16, 2022, the Curriculum Committee fully supported awarding an Honorary Degree to Marion Kuebler. Marion served on the North Central Michigan College Board of Trustees from 1997 until 2017 and on the NCMC Foundation Board of Directors from 2003 until 2021.

Marion was also inducted into North Central Michigan College's Founder's Society in 2012. We seek to recognize Marion for her outstanding service in education and to the community.

Trustee Fought motioned and Trustee Rasmussen supported presenting Marion an Honorary Degree on May 6, 2022, at Commencement.

AYES: Trustees Fought, Keiswetter (via phone), Kring, Shorter, Millard, Rasmussen, and Shirilla
NAYS: None

13. STUDENT SUCCESS

a. PTK Officers

PTK officers, Tegan Swanson, President and Kami Chapp, Recording Officer shared with the board what they enjoyed the most at North Central Michigan College and what their future plans will be.

14. OLD BUSINESS

a. Personnel Discussion

Trustees Rasmussen moved and Trustee Kring supported that the Board go into closed session at 4:40 p.m. to discuss the Winter 2022 Climate Survey.

AYES: Trustees Fought, Keiswetter (via phone), Kring (via phone), Millard, Rasmussen, and Shirilla
NAYS: None

Trustee Rasmussen and Trustee Kring supported that the Board is back in open session at 6:19 p.m.

AYES: Trustees Fought, Keiswetter (via phone), Kring (via phone), Millard, Rasmussen, and Shirilla
NAYS: None

14. NEW BUSINESS

None.

15. UNSCHEDULED PUBLIC COMMENT

Chet Jessick, President of the AFPS and Ben Crockett, Vice President of the AFPS addressed the board on the following topics:

1. Thanked the Board for approving the Full-time faculty hires
2. Welcomed Jennifer Shorter to the Board
3. They also gave each Board member a sealed letter regarding the climate survey

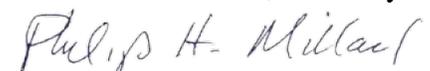
16. ADJOURNMENT

There being no further business, Trustee Millard motioned, and Trustees Kring and Fought supported that the meeting be adjourned at 6:21 p.m.

AYES: Trustees Fought, Keiswetter (via phone), Kring (via phone), Millard, Rasmussen, and Shirilla
NAYS: None



/S/ Melissa Keiswetter, Secretary



/S/ Phil Millard, Chairman