

MINUTES
NORTH CENTRAL MICHIGAN COLLEGE BOARD OF TRUSTEES
REGULAR MEETING – Library Conference Rooms 1 & 2
Tuesday, October 24, 2023 (4:00 p.m.)

1. CALL TO ORDER

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

2. ATTENDANCE

PRESENT: Trustees Etienne, Fought, Keiswetter, Kring, Rasmussen, and Shorter

ABSENT: Trustee Shirilla

3. APPROVAL OF AGENDA

It was moved by Trustee Keiswetter and supported by Trustee Shorter that the agenda be approved.

AYES: Trustees Etienne, Fought, Keiswetter, Kring, Rasmussen, and Shorter

NAYS: None

ABSENT: Trustee Shirilla

4. APPROVAL OF MINUTES

It was moved by Trustee Fought and supported by Trustee Etienne that the minutes of the September 26, 2023, Regular Meeting be approved as drafted.

AYES: Trustees Etienne, Fought, Keiswetter, Kring, Rasmussen, and Shorter

NAYS: None

ABSENT: Trustee Shirilla

5. STUDENT SUCCESS

NCMC Student Success Coordinator, Thea Murry, joined by student David Powell, reported on attending the Michigan Community College Student Leadership Retreat at Camp Newaygo on September 15-17.

Thea shared that this was the first ever Student Leadership Conference of its kind held for Community College students in Michigan. Three students attended with her, Ron Cronk, Kira Miller, and David Powell. Over 75 students attended from 12 different community colleges in Michigan. She was able to attend all sessions which covered a variety of topics, and she also led a cohort of students.

David shared that his favorite part of the Retreat was the social aspect and meeting and sharing this experience with so many different students from other Community Colleges. He has kept in touch with fellow students he met from Kellogg Community College.

Thea also read a note from Ron Cronk, who was not able to be here in person, but wanted to share that he learned how stress can affect leaders and it's important to maintain a healthy work/life balance, and the importance of delegating tasks.

6. COMMUNICATIONS

President Finley shared the following communications:

a. Petoskey News Review: NCMC Partners with Bay Bluffs

On September 30, 2023, the Petoskey News Review published an article written by Karly Graham about North Central's new nursing Fast Track Certified Nursing Aide (CNA) program.

Led by two Bay Bluffs nurses, the CNA program kicked off in October and will be divided into three segments. The course will include 34 hours of classroom learning, 16.5 hours of skill practice time in the laboratory, and 24.5 hours of supervised clinical practice held at Bay Bluffs.

The course started Oct. 16, with a full class of 10 students.

The full article can be found at

<https://www.petoskeynews.com/story/news/healthcare/2023/09/30/bay-bluffs-north-central-partner-for-new-nursing-fast-track-program/70994787007/>

b. Petoskey News Review: NCMC Volleyball team highlighted

The NCMC women's volleyball team was highlighted several more times this month by Petoskey News Review reporter Drew Kochanny. The Timberwolves celebrated several more wins including a three-set sweep against Montcalm on October 9th, where several players were surprised by the attendance of their former teammates and coaches from high schools such as Traverse City Christian and Johannesburg-Lewiston. North Central also won their last home game 3-1 against Alpena on October 17th.

More information can be found at.

https://petoskeynews-mi.newsmemory.com/?token=704ad99d4b2831019c345a2d5bc5d42e&cnum=a2ef06fa-bead-eb11-a2d9-005056ab402a&fod=1111111STD-0&selDate=20231020&licenseType=paid_subscriber&

<https://www.petoskeynews.com/story/sports/2023/10/09/north-central-michigan-college-topped-montcalm-in-three-take-top-spot-in-league-aces/71083432007/>

https://petoskeynews-mi.newsmemory.com/?token=704ad99d4b2831019c345a2d5bc5d42e&cnum=a2ef06fa-bead-eb11-a2d9-005056ab402a&fod=1111111STD-0&selDate=20231020&licenseType=paid_subscriber&

c. Petoskey Chamber of Commerce recognizes Trustee Shorter and Trustee Kring

The Petoskey Chamber of Commerce has recognized two of North Central's Trustees for their recent accomplishments, and we also want to recognize those achievements.

Dave Kring recently met up with representatives from The Manna Food Project, Brother Dan's Food Pantry, Women's Resource Center of Northern Michigan, and two other northern

Michigan organizations for their annual donation. This year's donation totaled 642 lbs. of beef and pork that they purchased from 4H.

Jennifer Shorter recently held a ribbon cutting ceremony to celebrate the opening of their new confection shop downtown, Luci & Carl's Candy Cabin.

Congratulations to you both, and a big thanks to all you do for our community.

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 September 2023. Tom certified that the financials as of September 30, 2023 are within the adopted tentative budget for 2023-24.

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 Etienne, Fought, Keiswetter, Kring, Rasmussen, and Shorter

NAYS: None

ABSENT: Trustee Shirilla

9. PRESIDENT'S REPORTS

President Finley provided information on the following items:

a. ACCT Leadership Congress Report Out

President Finley, Trustee Keiswetter, and Trustee Etienne attended the Association of Community College Trustees Leadership Congress in Las Vegas October 9-12.

Dr. Finley reported there were over 1900 attendees from around the country, and this was a really good conference. A few of the many takeaways were: the importance of establishing transfer pathways; a strong push in STEM and CTE nationwide; the value of serving the returning adult learner; and a focus on dual credit/early college. He also thanked the generous donor that made attending this conference possible.

Trustee Keiswetter reported that the conference was very invigorating, and the major themes she noted were the need for a holistic approach to education in the face of a modern world where students are faced with stress, financial challenges, and family issues. She also noted that young people don't read emails or respond to phone calls anymore, so the focus should be on reaching them via AI and other tech driven communications.

Trustee Etienne noted that the conference was enlightening. It really brought into focus how very different community colleges are across the country. She reiterated Trustee Keiswetter's comments that a focus on methods of communication is important to reach

modern students, and there is a need for colleges to keep reinventing themselves to keep up with the faster pace of today.

b. NCMC Women's Volleyball

President Finley asked Ashley Antonishen to share some exciting news. Ashley shared that the North Central women's volleyball team has qualified for the NJCAA region XI Great Lakes District A tournament. St. Clair County Community College (SC4) in Port Huron is the host this year. The Timberwolves finished 4th in the MCCA Northern Conference and secured the #3 seed in the Region XII Tournament.

The 7-team double elimination bracket tournament starts Thursday, November 2nd at 2:00 p.m. with the Timberwolves facing off against the host team, SC4.

10. COMMITTEE REPORTS

a. Finance & Facilities Committee

Trustee Fought reported that the Finance & Facilities Committee met on Wednesday, October 18, 2023, to review financials, a draft Audit for the year that ended June 30, 2023, and several other items.

2022-23 Audit

Trustee Fought first shared some background that the Committee met with Auditor Joshua Sullivan from the Traverse City office of Rehmann via zoom to review their report on the College's fiscal 2022-23 audit report.

The report provided during the Board Meeting is a 67-page document containing the auditor's report for the year ended June 30, 2023. That report covers the first four pages and is a clean opinion again this year. The following ten pages are devoted to management's discussion and analysis of the College's finances, which is a summary of the financial statements. The financial statements themselves cover the next four pages. The dollar amounts in these statements combine both the College and Foundation's financial data as allowed by generally accepted accounting principles. The remaining 49 pages include the financial statement footnotes and supplemental information.

Sometime during the next several weeks, the auditors will be issuing another report on the student aid programs. This report is to comply with federal government reporting requirements.

Trustee Fought moved and Trustee Kring supported that the auditor's report on the financial statements of North Central Michigan College for the year ended June 30, 2023 issued by Rehman be accepted, and that a summary of the financial statements contained in this report be published in the Petoskey News Review.

AYES: Trustees Etienne, Fought, Keiswetter, Kring, Rasmussen, and Shorter

NAYS: None

ABSENT: Trustee Shirilla

b. Personnel Committee

Trustee Kring reported that the Personnel Committee met on Thursday, October 19, 2023 to conduct business. We were notified of a replacement hire: Sherri Engler, for the position of full-time Instructor of Nursing (Medical/Surgical). The committee has two motions this month.

CMO Collective Bargaining Agreement

On Tuesday, October 3, 2023, a four-year Contract was ratified by the Custodial, Maintenance and Office Workers (CMO) Association. A summary of all the changes, both economic and non-economic, was reviewed and discussed in the meeting.

Trustee Kring moved and Trustee Fought supported that the Board approves the North Central Michigan College CMO Contract, a four-year agreement effective today, Tuesday, October 24, 2023, through June 30, 2027.

AYES: Trustees Etienne, Fought, Keiswetter, Kring, Rasmussen, and Shorter
NAYS: None
ABSENT: Trustee Shirilla

The committee also discussed one recommendation to hire:

CCE Director of Training

This position is in addition to those contained in the approved FY 23/24 Proposed General Fund Operating Budget. As a new position, the Finance Committee has concurred with the addition to the budget. The Personnel Committee has reviewed this information and the recommended candidate for approval.

Vice President of Academic Affairs Strom was asked to provide background on the candidate. VP Strom shared from his recommendation letter that a search advisory committee reviewed 29 applications for the position with a focus on training management, student success, and program management. On-campus interviews were conducted with five finalists, and it is VP Strom's pleasure to recommend Jennifer Foley for this position. In evaluating the two highly recommended finalists, the following critical areas were considered: interest in the position, motivation, leadership, teamwork, relatable experience, community and business connections, training experience, growth opportunities, systems experience, and social media experience.

Trustee Shorter requested discussion on this recommendation, and asked the following questions:
1. Where is the requested five-year plan for CCE?

President Finley responded that a program proposal, as we are doing for all new academic initiatives at the college was developed. This program proposal dates to 2022, so there are certainly recent developments that aren't captured in that document. There is not a singular Fast Track document, but we have a Corporate and Community Education division financial analysis which includes this. We can pull this information together for all of you should you like to see. However, staff has been pushing very hard this week to meet deadlines for required state reporting, and we unfortunately were not able to pull this information together as requested with 24-hours' notice. He noted we have closely tracked revenues and plans in relation to this request. VP Strom added that as part of the program proposal that was done in August 2022, we did note

that in year 2 or 3 an analysis would be performed to determine the need for an additional administrator, and the numbers in the review supported the addition of this position. VP Zeidel noted that the 2022/23 year's net revenue was \$60,000. In the current fiscal year through October 17th with the same set of parameters, our current net revenue is \$169,000 so far. CCE is doing a tremendous job as far as generating revenue. He also noted that salaries for different programs at the college are not allocated in the same way as a traditional business might. Trustee Kring also noted that the accounting systems used by colleges are complicated and very different than what they are used to as business. What the finance committee reviewed looked good to support this hire recommendation at the College.

2. How is the CCE Director of Training position going to increase the profitability of Fast Track?

Christy Lyons stated that the programs have shown tremendous growth, and they would like to continue that growth. There are three new programs in the wings that they would like to get started. However, to do so, they need to have another person on the team. By bringing in another person, it will allow them to develop more programs, including one for youth this summer which will increase overall exposure to the College.

3. Who is funding the current Fast Track scholarships since the government funding has run out? If it the Foundation, would you call that revenue, and is it sustainable?

President Finley noted that MiLEAP provided funding for the first year. Currently, the LTBB of Odawa Indians, the NCMC Foundation, as well as the new version of MiReconnect provide funding. The new state department, which is also called MiLEAP, plans to fund short-term training. Christy Lyons also noted the Michigan Achievement Scholarship begins in October and MiReconnect is expanding to non-credit programs at the beginning of the year. MiLEAP in the NE region is still funding through June. The local tribe funds five to six programs.

4. Is it correct that the Administrator's of the College have not yet received their 3% salary increase for this academic year that was in the approved budget?

President Finley spoke to this point. Out of respect to everyone on campus, these salary increases were held with the plan to circle back once the CMO negotiations concluded and the contract was settled. Thank you to all who helped with the good work to get to the point we are now, as the contract was just approved today. He took this opportunity to announce that the salary increase will now be awarded to administration, with the exception of himself and the VP's as AFPS negotiations are still underway. Those raises are planned to be retroactive to July 1, 2023. Trustee Kring also noted that this is the way the college has handled raises over the past 20 years.

5. Trustee Shorter asked if others are aware this individual had already been hired, and she asked if that's the case. If so, why are they here discussing this?

President Finley stated he did not know that information. Chair Rasmussen noted that a job offer does not equate to that position confirmed and accepted. VP Strom noted that an offer is always made and accepted prior to being brought to the Board for approval. Those offers are typically made pending Board approval, unless it is a replacement hire which does not require Board approval. He noted he is not accustomed to working with Staff hires, as there is a process he

follows for Faculty hires. VP Strom noted there may have been a communication breakdown between he and Christy, who was working with Jennifer regarding that job offer.

Trustee Kring motioned and Trustee Keiswetter supported that the College hire Jennifer Foley for this position as CCE Director, with a start date of October 30, 2023.

AYES: Trustees Etienne, Fought, Keiswetter, Kring, and Rasmussen

NAYS: Trustee Shorter

ABSENT: Trustee Shirilla

c. Bylaws and Policy Committee

Trustee Shorter noted that The Bylaws & Policy Committee met yesterday, Monday, October 23, 2023, to review Policy change requests for Policies 208, 209, 408, 415, and 425, as well as the addition of an Overall Board Policy Statement.

Background: Board Policy 208 Library Access Policy

The need to update Policy 208 was identified and presented to the Bylaws & Policy Committee. The policy verbiage was updated to better reflect the College's Mission. Procedural verbiage has been removed allowing the library faculty and staff to implement this policy in conjunction with the Administration.

Trustee Shorter motioned and Trustee Kring supported that the revision(s) to Board Policy 208 Library Access Policy be accepted as written. This policy change is effective 10/24/2023.

AYES: Trustees Etienne, Fought, Keiswetter, Kring, Rasmussen, and Shorter

NAYS: None

ABSENT: Trustee Shirilla

Background: Board Policy 209 Library Conduct Policy

As we are updating Board Policies to be less procedural, it is viewed that this Policy is too prescriptive, and these details are better left to Library Procedures. Therefore, we propose deleting this policy.

Trustee Shorter motioned and Trustee Fought supported that Board policy 209 Library Conduct Policy be deleted. This policy change is effective 10/24/2023.

AYES: Trustees Etienne, Fought, Keiswetter, Kring, Rasmussen, and Shorter

NAYS: None

ABSENT: Trustee Shirilla

Background: Board Policy 408 Non-Discrimination Policy

The need to update Policy 408 was identified as verbiage regarding Disability Services has been changed to better encompass all by adopting the title Accessibility Services.

Trustee Shorter motioned and Trustee Kring supported that Board policy 408 Non-Discrimination Policy be accepted as written. This policy change is effective 10/24/2023.

AYES: Trustees Etienne, Fought, Keiswetter, Kring, Rasmussen, and Shorter
NAYS: None
ABSENT: Trustee Shirilla

Background: Board Policy 415 Title IX Sexual Harassment Policy

The need to update Policy 415 was identified as the timing of required changes are determined by federal regulations, not by a pre-determined date designated by the college. In addition, contact information has been updated to indicate a position rather than an individual.

Trustee Shorter motioned and Trustees Fought and Etienne supported that Board policy 415 Title IX Sexual Harassment Policy be accepted as written. This policy change is effective 10/24/2023.

AYES: Trustees Etienne, Fought, Keiswetter, Kring, Rasmussen, and Shorter
NAYS: None
ABSENT: Trustee Shirilla

Background: Board Policy 425 Remote Work Policy

The original Policy 425 - Remote Work Policy was created to accommodate COVID regulations. The new, proposed police is a broader reaching policy to allow flexibility in the workplace, and is to be overseen by supervisors and Vice Presidents, with input from Human Resources as needed.

Trustee Shorter motioned and Trustee Etienne supported that the Board policy 425 Remote Work Policy be replaced with the Flexible Work Options Policy as written. This policy change is effective 10/24/2023.

AYES: Trustees Etienne, Fought, Keiswetter, Kring, Rasmussen, and Shorter
NAYS: None
ABSENT: Trustee Shirilla

Background: Board Policy Overall statement

A need was identified to include the following statement to apply to all policies:
If any provision(s) of these policies conflicts with laws applicable to North Central Michigan College, including the Community College Act of 1966, the Freedom of Information Act, or the Open Meetings Act, as each may be amended from time to time, such laws shall control and supersede such provision(s).

Trustee Shorter motioned and Trustee Fought supported that the Board Overall Statement be added to the beginning of the Policy Manual to apply to all policies as written. This policy change is effective 10/24/2023.

AYES: Trustees Etienne, Fought, Keiswetter, Kring, Rasmussen, and Shorter
NAYS: None
ABSENT: Trustee Shirilla

11. OLD BUSINESS

None

11. NEW BUSINESS.

None

12. UNSCHEDULED PUBLIC COMMENT.

Chet Jessick, President of the Faculty Association at North Central Michigan College, asked for an update on the status of the investigation into the June 22nd Luncheon Lecture Incident.

Chair Rasmussen stated that he spoke with the Investigative firm earlier today, and he was told we should expect a report by the end of the month. So, he expects to hear back by the end of next week.

13. ADJOURNMENT.

There being no further business, Trustee Fought motioned and Trustee Shorter supported that the meeting be adjourned at 4:53 p.m.

AYES: Trustees Etienne, Fought, Keiswetter, Kring, Rasmussen, and Shorter

NAYS: None

ABSENT: Trustee Shirilla



/S/ Daniel D. Rasmussen, Chairman



/S/ Melissa Keiswetter, Secretary