

**NORTH CENTRAL MICHIGAN COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING – Iron Horse Cafe
Tuesday, August 25, 2020 (4:00 p.m.)**

AGENDA

1. Call to Order.
2. Attendance.
3. Approval of Agenda.
4. Approval of minutes for the July 28, 2020, Regular Meeting (via Zoom).
5. Communications.
 - a. SCRC Updates
 - b. NCMC Offering Another Free Google Certificate Program
6. Scheduled Public Comment on Agenda Items.
 - a. Safety Concerns E-mail
7. Financial Report and Statement of Bills as of July 31, 2020.
8. President's Reports.
 - a. Sabbatical Report – Jamie Blaauw-Hara
 - b. Academic Calendar
 - c. Retirement Celebration
 - d. AD/CL Renovation Update
 - e. Return to Campus Plan/Re-Opening Grid
9. Committee Reports.
10. Old Business.
11. New Business.
12. Student Success.
13. Unscheduled Public Comment.
14. Adjournment.

**NORTH CENTRAL MICHIGAN COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING 4:00 p.m.
Iron Horse Café (Socially Distanced, Face Coverings)
Tuesday, August 25, 2020**

Trustee Millard read the following script prior to the Scheduled Public Meeting:

Good afternoon,

It is Tuesday, August 25, 2020 at 4:00pm. We are going to begin the Regular Meeting of the Board of Trustees as scheduled. This meeting is being conducted in a “socially distanced” manner today per Executive Order of the Governor. Additionally, face coverings are to be worn whenever indoors on campus and for the duration of this meeting.

Thank you for your participation and patience during this meeting. Please know that this meeting may be recorded.

1. CALL TO ORDER

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

2. ATTENDANCE

PRESENT Trustees Fought, Keiswetter, Kring, Millard, Rasmussen and Shirilla
ABSENT: Noël

3. APPROVAL OF AGENDA

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

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

4. APPROVE MINUTES

It was moved by Trustee Kring and supported by Trustee Shirilla that the Minutes of the July 28, 2020, Regular Meeting (via Zoom) be approved.

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

5. COMMUNICATIONS

President Finley provided updates on the following:

a. SCRC Updates

The NCMC Student and Community Resource Center will reopen to the public on September 8, with new safety procedures, new equipment, and an updated fee structure that more closely aligns with how patrons utilize the gym and fitness center.

SCRC team members have spent the summer preparing to reopen in a manner that ensures the health and safety of patrons. Safety measures include visual cues for social distancing and mask wearing, multiple sanitation stations, limited capacity in the fitness rooms, and processes for staff cleaning of equipment.

Four new weight machines and five new elliptical machines have been added to the fitness center.

The SCRC will switch from a tuition-based model to a fee-based model upon reopening. The new pricing structure will simplify the process for patrons, who will no longer need to register for a PE class in order to use the gym and fitness center.

The new fitness room fee structure reflects a discount for Emmet County taxpayers. Patrons may use the courts for basketball or pickleball by paying a daily rate or purchasing a punch pass.

Community members will continue to be able to use the indoor walking track at no cost.

b. NCMC Offering Another Free Google Certificate Program

North Central Michigan College is offering individuals a second chance to participate in a self-paced online course leading to a Google IT Support Professional Certificate, preparing them for entry-level IT support roles within a few months.

North Central has collaborated with Google and Jobs for the Future to ensure that enrollees can complete the certificate at no cost. The college is among only 100 community colleges included in the grant.

Google's IT Support Professional certificate is regarded as a sought-after endorsement by employers, both locally and nationwide, including The Home Depot, Walmart and TEKsystems, a national IT consulting firm.

"This program provides a great opportunity for those looking to change their career or looking to expand their skillset and make themselves more marketable in a rapidly growing field, with absolutely no financial commitment and only a minimal time commitment required," Malleis said.

The program is comprised of five courses covering key topics in IT support, including troubleshooting, customer service, networking, system administration, security and operating systems. Participants who complete the program through North Central will have the benefit of attending optional, weekly lab sessions with Malleis to learn additional material to make themselves even more marketable to employers.

c. 'Together as North Central' Pledge

The newly-developed 'Together as North Central' Pledge which fosters individual and collective responsibility to minimize the risk of COVID-19 infection was published in the Petoskey News Review on August 21, 2020. The pledge was also disseminated via multiple social media channels. See below for additional detail regarding the Return to Campus Plan, which incorporates the 'Together as North Central' Pledge.

6. SCHEDULED PUBLIC COMMENT

a. Safety Concerns E-Mail

President Finley read the following communication from Shannon Cummings aloud per request:

July, 28, 2020

To the Board of Trustees of NCMC-

This will be the first fall in 51 years that Larry "Grouse" Cummings will not be heading to NCMC because he died prematurely of Covid19, a disease that is only preventable by not being exposed to it.

I am writing about two things today. The first is about safety protocols upon reopening the school. We have much information about things we can do to stop the spread and we know being indoors is the most challenging. I would hope that you would offer as many options as possible for distant learning as possible. Masks being required on everyone inside of the building covering both the mouth and nose, a face shield is not a substitute. I also hope there is constant disinfecting and hand sanitizer everywhere. I will never know where Larry contracted Covid19 but I am aware that another employee at NCMC was also sick enough in March to get a test (at that time it was very challenging to get a test) and it seems very plausible that that is very Larry contracted it. Young people are not the most responsible and are more likely to be asymptomatic carriers and spreaders of the novel coronavirus19. I cannot imagine you would want another death or serious illness for any of your staff, faculty, or students unnecessarily. It is with the greatest urgency that I write this as my husband loved NCMC and I loathe to see its legacy ruined by poor choices concerning the safety of its students, faculty, and staff. I often wonder had the college closed a week earlier that Larry might still be here, he didn't leave the house after the college closed and we followed every safety measure as they came out.

The second item I am writing about is statement about the Covid19 on their website was very offensive and hurtful to my family. Larry didn't leave the house once after the college closed and it is not likely he contracted it after the college closed. He bought cough medicine on his way home from the last day of school.

Today we have learned that two members of our North Central Michigan College family are presumed positive for COVID-19. Please take this pandemic very seriously and observe the Governor's Shelter-in-Place Executive Order. https://www.michigan.gov/whitmer/0,9309,7-387-90499_90705-522626--_00.html **It is likely that these two individual were exposed to the coronavirus after the College began its three-week Spring Break** (after March 13). However, we are not health professionals and do not know this for certain. As such, I encourage you to be diligent in monitoring your health for any associated symptoms.

(Distancing the college from these two employees)

There is one more thing- a colleague of Larry's messaged me earlier in the week that the college finally shut down suggesting Larry should take advantage of his sick days- I often think of that and wish I would have made Larry do that. I wonder if they knew something I didn't. Knowing what we know today - that would be different- he could have just retired. I implore you to do everything in your power to keep people safe. I am beyond heartbroken and I cannot imagine you want to contribute to anyone else dying or becoming critically ill. Please include the staff and faculty in your planning and know how real and hideous this virus is.

In closing, please don't Larry's death be in vain. Please do everything in your power to keep people alive and safe.

Shannon Cummings
Bereaved spouse of Larry Cummings

Following the reading President Finley respectfully commented, "As always, please note that the information and opinions expressed in the letter I've just read are those of the author and do not necessarily represent the understanding of the College.

Nonetheless, we want Shannon to know that we thank her for this input, and we embrace her safety concerns. Holding safety paramount, we did our very best to keep students, staff, and faculty safe at the onset of the pandemic, and it is our aim to continue to do so.

We also want Shannon to know that the North Central family grieves the loss of her husband Professor Larry Cummings. We will all miss seeing him on campus this fall."

7. FINANCIAL REPORT

Dr. Tom Zeidel, Interim Vice President for Finance & Facilities was asked by Trustee Fought to provide a financial report for July 2020. Tom certified that the financials from July 2020 are within the adopted tentative budget for 2020-21.

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, Kring, Keiswetter, Millard, Rasmussen and Shirilla
NAYS: None

8. PRESIDENTS REPORT

President Finley shared the following updates:

a. Sabbatical Report – Jamie Blaauw-Hara

In the winter semester of 2020, Jami Blaauw-Hara took a semester-long sabbatical to develop an online version of COM 111, Public Speaking, with updated 21st century speaking assignments, as a turnkey course for any qualified North Central Michigan College faculty member to use. Jami was invited to provide us with her report today.

Jami introduced herself and shared that she had been teaching full time for the College for nearly 15 years and that she teaches English and Communications courses. Jami stated that the "COM 111 Public Speaking, is probably one that many of you have taken before because it hasn't really changed much in the past 50 years". Which is one of the items that she wanted to change about the course, in addition to the other compliance related items, but also to bring it up to the 21st century since we are communicating online "all of the time". The need became so obvious, as during her sabbatical "everyone came home to live with me" during quarantine.

“This course will be set up so that students can do the face to face physical speaking that many of us have to do, but it’s also going to help students be able to do webinars, interviews, zoom calls, and curated videos that will help them.”

Trustee Millard congratulated and thanked Jami for the hard work and acknowledged her positive energy, enthusiasm and commitment to teaching that he has witnessed over the years is very impressive and we are very fortunate to have her here at North Central Michigan College. He thanked her again, and there was a round of applause.

b. Academic Calendar

All new in 2020! Beginning Fall 2020, the North Central Academic Calendar now has 2 embedded terms within each semester. President Finley shared that you could think of these as seven-week sub terms.

c. Retirement Celebration

On Tuesday, August 11, 2020 we had the pleasure of honoring four longtime North Central team members with a combined 81 years of service to the College. We congratulate them and wish them well in their retirement!

1. Professor Ralph Christensen, Ph.D. (chemistry), hired in 2000
2. Gene Hodulik, M.A., adjunct math instructor and math tutor, hired in 1993
3. Robert Marsh, Ph.D., Associate Dean of Research and Assessment, hired in 2001
4. Professor Shanna Robinson, M.F.A. (art), hired in 2005

Following this socially distanced Retirement Celebration, the following feedback was received and President Finley read the following note from David W. Rodgers, Professor of Chemistry and Physics:

Hi all,

Thank you so much for the wonderful opportunity to celebrate our departing colleagues today! It was truly nice to see the turnout and to see each of you in person, and I hope that your summer wraps up smoothly and that we all continue to look forward to the privilege of serving our students and our communities with the same dedication and passion that these kind folks showed over their years of service.

Please extend my thanks to all who had a hand in providing the recognitions today! As Led Zeppelin would say -- "Ramble On!"

Kind regards, -- David

d. AD/CL Renovation Update

The AD/CL Building Renovation and Classroom Project continues apace. We’re on target for most classrooms and the corridors to come online for the start of the Fall 2020 semester. Four

newly-renovated classrooms will come online at this time. This includes classrooms 123 and 124 (west end, upper level). It is planned that Room 123 will shift from a standard classroom to a multi-purpose classroom at the holiday break. Rooms 52 and 53 (east end, lower level) will remain offline as construction continues nearby.

The Foundation Office Suite, Business Office Suite, and First Stop Shop will come online a month or so later. The Addition, which includes three new classes on the lower level and the new Student Commons on the upper level, is scheduled for completion in March 2021. The lobby areas located on the upper and lower levels in the middle of the building are slated to come online a bit later in the fall.

e. Return to Campus Plan/Re-Opening Grid

On Thursday, August 21, 2020 in a communication with the subject “Together as North Central” Return to Campus Plan was shared with the campus community and the public. This communication included a revised Re-Opening Grid, as well as a more comprehensive reopening plan, referred to as “Together as North Central” Return to Campus Plan.

I shared that a number of stakeholders, including administrators, staff members, full- and part-time faculty members, students, and parents, provided critical input during this process, and I thank everyone for their good work. Crafting the plan required patience and flexibility, as well as ongoing dialogue with local experts at the Health Department of Northwest Michigan.

The “living” document was presented with the caveat that an exhaustive plan that accounts for every possible scenario is simply not feasible, much to the chagrin of all of us who work in K-12 or higher education. Throughout the process, the aim has been — and continues to be — providing an honest, accurate picture of what our students and employees can expect when classes resume on September 8.

This virus and knowledge of best practices are continually evolving, and the College is committed to adapting as necessary to protect the health and safety of our campus community. To do so, the success in this regard rests with all of us, and I thank each of you for doing your part.

As you think of additional questions or scenarios not addressed in this plan, please send them to your supervisor and/or Human Resources. Undoubtedly, the theme for the Fall 2020 semester will be “adaptability,” but I wholeheartedly believe that our campus community is strengthened as the result of our teamwork during trying times.

As always, I thank you for the good work you do on behalf of all learners at North Central.

f. A Writing-Program Achievement

On Thursday, August 20, 2020 Mark Blaau-Hara, English Professor writes:

Hi, colleagues-

I know that it’s likely that no one has any downtime right now with all the prep-work we are doing, BUT...I still thought I’d share an achievement. Dom, Jami, Carrie, and I studied the writing-about-writing curriculum with our ALP students, and the article we wrote appears in a

special issue of *Composition Studies*. The issue is specifically focused on corequisite writing classes, so there's a lot of other great stuff in there, too:

<https://compstudiesjournal.com/current-issue-summer-2020-48-2/>

It's really great to get to work with such a talented faculty. I appreciate that over the years we have committed to growth and to trying new things to better serve our students. Thanks for all your hard work.

All the best,
Mark

9. COMMITTEE REPORTS

a. Bylaws & Policy Committee

Trustee Millard reported that on Tuesday, August 18, 2020, the Bylaws & Policy Committee met to consider revisions to North Central's Title IX Sexual Harassment Policy (Board Policy #415).

The revisions address changes to Title IX which went into effect August 14. The new federal ruling "is most known for the new quasi-judicial process it sets up, which is far more intensive than a typical conduct hearing."

Vice President of Student Affairs, Renee DeYoung, was called upon to provide an update. She explained that the regulations were revised and came out May of 2020. Policy changes include statements supporting a "workplace and education environment, as well as other benefits programs and other activities free from discrimination, harassment, and retaliation on the basis of sex."

With these revisions, a formal complaint must come in and it can come in from two people, either the complainant or the timeline coordinator. From there all complaints must be formally investigated with a potential hearing and cross examination. The complainant and respondent cannot cross examine each other. Once a decision is made a sanction will be recommended and which can then be appealed. All details are specifically outlined in the revised policy.

It was motioned by Trustee Shirilla and Supported by Trustees Rasmussen and Kring that the Board accept the proposed changes to Board Policy 415.

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

b. Finance & Facilities

Trustee Fought reported that on Tuesday, August 18, 2020, the Finance & Facilities Committee met for their monthly meeting. Topics of conversation included Enrollment/Tuition, AD/CL Building Renovations and COVID-19 Modifications, Staff/Faculty Negotiations, the Return to

Campus Plan and the July Financial Statements. The committee has no motions to present to the Full Board this month.

c. Personnel Committee Report

Trustee Rasmussen reported that the Personnel Committee met on Friday, August 21, 2020, to consider a Recommendation to Hire, review revisions to the Organizational Chart, and review the Return to Campus Plan. These last two items were informational only. However, the committee did have a recommendation to hire to move forward to the full board.

On August 17, 2020, a Recommendation to Hire Catherine Sommerfeldt as Content Analyst/Designer was presented for consideration.

With the self-imposed four-month hiring freeze now complete and FY21 finances as projected at this juncture, this hire is both a prudent strategic move and a wise financial decision. It restores the Marketing Team to a staff of three with complimentary skillsets.

Catherine Sommerfeldt has strong communication skills, superior analytical abilities, familiarity with WordPress and various Content Management Systems, as well as solid knowledge of social media platforms and the ability to implement Search Engine Optimization/Search Engine Marketing (SEO/SEM) strategies.

Ms. Sommerfeldt's experience and skill sets are a vitally needed fit for our new digital marketing landscape.

It was motioned by Trustee Rasmussen and supported by both Trustees Shirilla and Trustee Kring Catherine Sommerfeldt be hired as the Content Analyst/Designer at a starting salary of \$53,000 per year, prorated to her start date August 31, 2020.

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

NAYS: None

President Finley acknowledged that Catherine was present during the meeting, and he thanked her for the good work and all congratulated her with a round of applause.

10. OLD BUSINESS

None.

11. NEW BUSINESS

None.

12. STUDENT SUCCESS

President Finley reported that the Summer sessions are now complete with 316 students participating in a total of 55 courses. He also proudly shared that his son was one of the 316 students that took a class

while home for the summer. He can now officially say that both his son and daughter are alumni of North Central.

13. UNSCHEDULED PUBLIC COMMENT

None.

14. ADJOURNMENT.

Trustee Millard directed the audience to exit, beginning from the front, in a socially distanced fashion. There being no further business, it was moved by Trustee Millard and supported by Trustee Fought that the meeting be adjourned at 4:30 p.m.

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

NAYS: None

/S/ Irma Noël, Secretary

/S/ Philip Millard, Chairman