

**NORTH CENTRAL MICHIGAN COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING
CONFERENCE ROOM 1 & 2
April 30, 2019
4:00 P.M.
AGENDA**

1. Call to Order.
2. Attendance.
3. Approval of Agenda.
4. Approve Minutes of March 5, 2019, Regular Meeting.
5. Approve Minutes of March 14, 2019, Special Meeting.
6. Communications.
7. Scheduled Public Comment on Agenda Items.
8. Financial Report and Statement of Bills as of February 28, 2019.
9. Financial Report and Statement of Bills as of March 31, 2019.
10. President's Report.
 - a. AD/CL Building Renovation Update.
 - b. Spring Activities.
 - c. Liquor License for September 7, 2019, Garden Party.
 - d. Faculty Winter Semester Sabbatical.
 - e. Honorary Degree.
 - f. Sabbatical Report.
 - g. Retirements.
11. Committee Reports.
 - a. Finance and Facilities Committee.
12. Old Business.
13. New Business.
14. Student Success.
 - a. Winter 2019 Enrollment Report.
 - b. 2018 Robert Emmet Society Scholarship Recipient.
15. Unscheduled Public Comment.
16. Adjournment.

MINUTES
NORTH CENTRAL MICHIGAN COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING
LIBRARY CONFERENCE ROOMS 1 & 2
Tuesday, April 30, 2019

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

PRESENT: Trustees Fought, Keiswetter (via phone), Kring, Millard, Noël, Rasmussen and Shirilla
ABSENT: None.

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

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

It was moved by Trustee Fought and supported by Trustee Shirilla that the following minutes be approved as submitted:

- March 5, 2019, Regular Meeting
- March 14, 2019, Special Meeting

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

President Finley formally welcomed Ms. Chelsea Platte, Executive Director of the NCMC Foundation, whose first day on campus was Monday, April 8.

Dr. Finley reported that the College's annual employee recognition event, the Recognition Tea, was held on Wednesday, April 24. The Tea was a celebration of all employees, with particular fanfare around those employees at milestone service awards from 5—50 years. This year's program also saw the expansion of our years of service program to include adjunct faculty and part-time NCMC employees who have been with us for five years or longer. In addition, we presented the Full-Time and Adjunct Faculty of the Year Awards, as voted on by our students. Congratulations to adjunct faculty member Laura Hill, who teaches critical care in our Nursing Department, and to Biology Professor Ben Crockett.

President Finley reported that April 25 was NCMC's 6th annual Take Our Daughters and Sons to Work Day, and we welcomed 30 future North Central students to campus to shadow their family member for the day. Thanks to the Employee Recognition Committee for its work on both the Recognition Tea and Take Our Daughters and Sons to Work Day.

Dr. Finley reported that he attended the 99th annual AACC Convention in Florida on April 13—16. The Conference offered beneficial networking and professional development opportunities, including a session for first-time CEOs. North Central alumna Kelly Suter was one of only three 2019 AACC Outstanding Alumni recipients. Because Kelly is currently in West Africa fighting the Ebola virus, Dr. Finley accepted the award on her behalf.

President Finley reminded the Board of a retreat scheduled for Tuesday, May 7, at 1 p.m. in the Perry Hotel Board Room to discuss strategic planning initiatives.

It was moved by Trustee Fought and supported by Trustee Shirilla that the February 2019 and March 2019 Financial Statements be approved as submitted and certified by David Hartnett, Vice President of Finance and Facilities.

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

NAYS: None.

Dr. Finley reported that Toni Berry of Clark Construction has continued her discussions with subcontractors to try to determine the cause(s) of the bid overages. Our project steering committee has been in close contact with Neumann Smith and Tim Hall, our project manager at the Department of Transportation, Management and Budget (DTMB). We continue to fine-tune our value engineering (VE) options with an eye toward a late summer bid package release and a phased project implementation.

President Finley reminded the Board of several upcoming activities, including:

- **MEA's OPIE Awards banquet honoring NCMC's Chet Jessick** – Wednesday, May 8, Ovation Hall at Odawa Casino
- **Presidential Investiture** – Thursday, May 9, Student and Community Resource Center (SCRC), 6 p.m. reception, 7 p.m. ceremony
- **Nurse Pinning** – Friday, May 10, 4—5:30 p.m., SCRC gymnasium
- **Commencement** – Friday, May 10, 7:30 p.m., SCRC gymnasium
- **Foundation's Scramble for Scholarships golf outing** – Thursday, June 13, 12 p.m., Little Traverse Bay Golf Club

Dr. Finley reported that the College will host the 4th annual “Garden Party,” a fundraising event for North Central’s manufacturing program, on Saturday, September 7, 2019, in the Harris Gardens. Because alcohol will be served at the event, the College must obtain a liquor license from the Michigan Department of Licensing and Regulatory Affairs.

After discussion, it was moved by Trustee Shirilla and supported by Trustee Noël that the application from North Central Michigan College for a special license to serve alcohol on September 7, 2019, to be located in the Harris Gardens on the campus of North Central Michigan College, be recommended for issuance.

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

NAYS: None.

President Finley reported that Jami Blaauw-Hara, professor of English and communication, has submitted a request for a winter semester sabbatical with the objective of creating an online version of COM 111, Public Speaking, with updated, 21st century speaking assignments, as a turnkey course for any qualified NCMC faculty member to use. She also plans to share her knowledge with our campus community and, if the opportunity presents itself, with an external audience at state and/or national conferences. Because there is a provision for a fall/winter semester sabbatical in the current faculty contract, and because the sabbatical is paid with general fund dollars, it does not require Board approval. Dr. Finley reported that he supports Professor Blaauw-Hara’s sabbatical request.

Dr. Finley reported that in accordance with Policy 117, Awarding Honorary Degrees, a broad-based internal committee of faculty and administrators met to review Paul Keiswetter's nomination to receive an honorary degree. The committee recommends Paul Keiswetter as the recipient of an Honorary Degree of Community Service, to be conferred during the Commencement ceremony on May 10. Per our policy, this requires Board approval.

After discussion, it was moved by Irma Noël and supported by Dave Kring that Paul Keiswetter receive an Honorary Degree of Community Service during the Commencement exercises on May 10, 2019.

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

President Finley introduced Dr. Mark Blaauw-Hara, professor of English, who reported to the Board on his Fall 2018 semester sabbatical, during which time he researched veterans making the transition to community college writing. He explored current practices surrounding writing in the military and worked to identify additional examples of training materials for enlisted service members. Dr. Blaauw-Hara shared a synopsis of the book he wrote, entitled *Community, Identity, and the Writing Transitions of Student-Veterans*.

Dr. Finley reported that several faculty and staff members have communicated their intention to retire. Those retiring include:

- Kathy Germain, Biology Professor
- Fred Harrington, Information Technologies, Anishnaa Professor
- Jo-Anna Kolodziej, Early Childhood Education Professor
- Diana Souza, Director of Human Resources
- Kathy Bardins, Communications and Events Specialist

Chairman Millard thanked all retiring employees for their dedicated service to the College and our students.

Trustee Fought, chairman of the Finance and Facilities Committee, reported that the committee met on April 23 to review the March financial statements. In addition, the committee reviewed a recommendation for the purchase of electronic filing software. A line item in the current budget allocated funds for just such a purchase. Renee DeYoung and a selection committee reviewed three bids and have recommended a product called Etrieve by Softdocs. In addition to providing paperless workflow for all of our Student Services department, the software will allow employees instant access to documents through their web browser, regardless of device or operating system. The software is expandable, so it can be rolled out to other departments on campus in the future.

After discussion, it was moved by Trustee Fought and supported by Trustee Kring that the Board approve a contract with Softdocs' for its Etrieve electronic content management software, at a cost not to exceed \$159,458 for the initial purchase, with annual costs thereafter not to exceed \$23,502.

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

Trustee Fought also reported that the committee reviewed a recommendation to renew the College's snow removal contract with Sackrider Excavating. The Board approved a two-year contract in October 2017, and Sackrider has agreed to continue their current pricing structure of \$26,000 per year.

After discussion, it was moved by Trustee Fought and supported by Trustee Kring that the snow removal contract with Sackrider Excavating be renewed for a period of two additional years, fiscal years 2020 and 2021, at the rate of \$26,000 per year.

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

NAYS: None.

President Finley called on Ms. Renee DeYoung, Vice President of Student Affairs, to provide the Winter 2019 enrollment report. Ms. DeYoung reported that student head count has decreased by 7.6%, or 206 students, compared to Winter 2018. Tuition hours have decreased by 9.5%. Unfortunately, North Central is facing the same challenges that many colleges and universities are facing. Twenty-two of Michigan's 28 community colleges reported a decrease in credit hours ranging from 0.21% to 11.6%. It is worth noting that our fall-to-winter retention of students who are new to North Central, credential-seeking and not dual-enrolled is 75%; in other words, of the 340 students who enrolled during Fall 2018, 256 returned for Winter 2019.

Dr. Finley introduced Ms. Lakrisha Dillworth, our 2018 Robert Emmet Society Scholarship winner, who shared her study abroad experience with the Board. Ms. Dillworth reported that she was grateful for the experience and plans to return to NCMC in the fall to finish her associate degree before pursuing a degree in construction management and interior design. Chairman Millard thanked Ms. Dillworth for choosing North Central to begin her higher education journey.

During the Unscheduled Public Comment portion of the agenda, Mr. George Colburn, Mr. Eric Grandstaff, and Mr. Jim Gillespie, all representing the Robert Emmet Society, expressed their desire to continue to partner with the College to offer the Robert Emmet Society Scholarship for study abroad at the Galway-Mayo Institute of Technology in Ireland. Chairman Millard thanked the men for their commitment to our students and this scholarship.

There being no further business, the meeting was declared adjourned at 4:55 p.m.

/S/ Irma Noël, Secretary

/S/ Philip Millard, Chairman