

**NORTH CENTRAL MICHIGAN COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING
Library Conference Center
Tuesday, January 28, 2020
4:00 P.M.**

AGENDA

1. Call to Order.
2. Attendance.
3. Approval of Agenda.
4. Approval of minutes for the December 17, 2019, Regular Meeting and the January 3, 2020, Special Meeting.
5. Communications.
 - a. AACC 2020 Awards of Excellence Finalist
 - b. AD/CL Building Renovation Update
6. Scheduled Public Comment on Agenda Items.
7. Financial Report and Statement of Bills as of December 31, 2019.
8. President's Reports.
 - a. Student Housing Update
 - b. McLaren Course Enrollments
 - c. School Board Recognition Month
 - d. State of North Central Michigan College
 - e. Welcome Back Week
 - f. Strategic Planning
9. Committee Reports.
 - a. Finance and Facilities Committee
 - b. Personnel Committee
 - c. Bylaw & Policy Committee
10. Old Business.
11. New Business.
12. Student Success.
 - a. Dual-credit student, Sean Bradley
13. Unscheduled Public Comment.
14. Adjournment.

MINUTES
NORTH CENTRAL MICHIGAN COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING
Library Conference Center
January 28, 2020

1. CALL TO ORDER

Chairman Millard called the meeting to order at 4:04 p.m.

2. ATTENDANCE

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

ABSENT: Kring

3. APPROVAL OF AGENDA

It was moved by Trustee Noël and supported by Trustee Shirilla that the Agenda be approved as is, with the addition of an Ad Hoc Committee for possible Board Members.

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

NAYS: None

4. APPROVE MINUTES

It was moved by Trustee Fought and supported by Trustee Shirilla that the Minutes of the December 17, 2019, Regular Meeting, and the January 3, 2020, Special Meeting be approved.

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

NAYS: None

5. COMMUNICATIONS

a. AACC 2020 Awards of Excellence Finalist

President Finley shared that North Central Michigan College has been named one of four finalists for an American Association of Community Colleges (AACC) award in the category of “Outstanding College/Corporate Partnership.”

AACC has selected North Central as a finalist based on the college’s longstanding partnership with Precision Edge Surgical Products. In 2014, North Central launched a mobile digital fabrication lab, the “Fab Lab”, to increase the level of workforce training available to employees engaged in producing high-end medical cutting tools at regional Precision Edge Surgical Product locations.

Trustee Millard gave a special thanks to all of those who helped make this happen, and Dr. Finley gave extra thanks to Dr. Pete Olson for his role as author of the nomination.

b. AD/CL Building Renovation Update

On Thursday, January 16, 2020 approval to award Bid Package #1 was received from the Michigan Department of Technology, Management, and Budget (DTMB). This approval allows us to proceed with demolition and abatement, and also to secure long-lead subcontractors in the areas of structural steel, general trades, mechanical/HVAC/plumbing, and electrical.

6. SCHEDULED PUBLIC COMMENT ON AGENDA ITEMS

None.

7. FINANCIAL REPORT

Dr. Tom Zeidel, Interim Vice President for Finance & Facilities commented that the college is half way thru the fiscal year and is currently on budget. He also clarified that there was a tax payment recorded in January, which was received in December. Incorporating this payment into his analysis, all is well.

It was moved by Trustee Fought and supported by Trustee Noël that the December 2019 Financial Statement be approved as submitted and certified by Tom Zeidel, Interim Vice President of Finance and Facilities.

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

NAYS: None

8. PRESIDENTS REPORT

President Finley provided an update for each of the following:

a. Student Housing Update

Winter 2020 Move-In Day occurred on Saturday, January 11, 2020 from 10:00 a.m. to 6:00 p.m. Thank you to our Campus Housing Director, Leon Nash, and six Resident Assistants that helped make this move in day a success!

We are excited to share that there are 102 students living in the dorms this semester, one of which is an international student. We are up four students from the 98 students here last semester and hope to continue adding new students each semester as we move forward.

Roughly 60% of the students living in the dorms are female, roughly 70% of these students are first year students, more than 50% are single rooms, and the majority of the students living in the dorms are out of district.

b. McLaren Course Enrollments

As an update to our partnership with McLaren Northern Michigan, we are headed into the second semester of offering classes on-site at McLaren. Last semester we offered customer service and medical terminology, and this semester we are also offering medical billing and coding. Last semester, enrollments were single digit. This semester they are double-digit in two of the courses.

c. State of North Central Michigan College

In preparation of the upcoming Petoskey Regional Chamber of Commerce State of the Community luncheon on February 7, 2020, North Central Michigan College has created an article for their program which focuses on the optimism and pragmatism that the campus community holds as we strategically plan for fewer high school graduates for the foreseeable future.

North Central Michigan College is focusing on innovative thinking, strategy based on data-driven facts, community-focused strategic planning, and more specifically, recruiting and retention at new heights.

Be on the lookout for the full article in next week's Communicator.

d. Welcome Back Week

On Tuesday, January 7, 2020, Paul Hernandez, Ph.D., was our keynote speaker during Welcome Back Week. Paul met with all faculty and staff in the morning, and then had breakout sessions separately with staff, faculty, and leadership. Paul is an educator, trainer, and author who specializes in retention and student success through support.

Paul shared how he could personally relate to students living in poverty, and how he overcame adversity while growing into the engaging speaker he is today.

Paul referenced sources pertaining to demographics or the decline in birth rates, and talked about an enrollment "cliff" that all colleges need to begin to prepare for. He has worked with reputable colleges and is highly recommended in education.

He has a vision of helping us retain students through a different style of teaching, which focuses on support, service, and retention.

Feedback received from campus, which included both faculty and staff was positive, excited, and supportive of this focus on a new kind of retention. Options are being explored to continue this focus into 2020 and beyond.

e. Strategic Planning

The Strategic Planning Assessment Team (SPAT) has begun meeting weekly in two hour slots with a goal of finalizing a proposed Strategic Plan to the Board at the Regular Meeting on February 25, 2020.

SPAT reconvened on January 17, 2020 to discuss the draft Vision, Mission, and themes that were shared with campus. All feedback received was positive, so we've begun discussion of Values and Strategic Directions.

f. School Board Recognition Month

January is School Board recognition month. Important decisions affecting thousands of students and families are made by our elected leaders, who give themselves for the betterment of their schools and communities. Thank you for your service to North Central Michigan College!

9. COMMITTEE REPORTS

Finance and Facilities Committee

Trustee Fought, chairman of the Finance & Facilities Committee, reported that the committee met on Tuesday, January 21, 2020. During their meeting it was recommended that the college updates signatories for Financial Documents to reflect Tom Zeidel, as Tom was appointed as interim Vice

President for Finance & Facilities of North Central Michigan College on Monday, December 2, 2019.

It was moved by Trustee Fought and supported by Trustee Shirilla that David Hartnett, be removed from all college bank accounts, and Tom Zeidel be added in his place.

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

Personnel Committee

Trustee Shirilla, chairman of the Personnel Committee, reported that the committee met earlier today to discuss three personnel recommendations, and he shared details on each as follows:

Christy Lyons

The Corporate & Community Education Director position is currently vacant.

A committee consisting of five staff reviewed approximately fifteen applications for the position of full-time Corporate and Community Education Director. This committee and President Finley recommended, Christy Lyons for this position.

As someone who served in a number of capacities for the Petoskey News Review, Christy stood out to the committee as an individual who knows how to run a successful business in our area. This experience will serve her well as the interface between the local businesses and manufacturers, and Corporate & Community Education.

Lyons graduated from the University of Michigan with a Bachelors of Business Administration degree and serves on a number of area boards and committees, including the Petoskey Chamber of Commerce, where she was recognized for “emerging as a true leader”.

It was moved by Trustee Shirilla and supported by Trustee Noël that Christy Lyons be hired for the full-time Corporate & Community Education Director Position at a starting salary of \$75,000/year. Proration of salary to begin the week of February 24, 2020.

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

Heather Rauenhorst

The Foundation Operations & Event Coordinator position became available as the result of restructuring the current staffing model at the Foundation.

A total of eighteen applications were submitted before the first preference deadline. Of those eighteen applications, five candidates were interviewed by a committee of four staff, and two final candidates were invited back for a second round. This committee and President Finley recommend the hire of Ms. Heather Rauenhorst as the Foundations Operations & Event Coordinator.

Heather has approximately 16 years of experience in the field, including the areas of communications, community building, events, grant writing and administration, financial management, and strategic planning.

It was moved by Trustee Shirilla and supported by Trustee Fought that Heather Rauenhorst be hired as the Foundation Operations & Events Coordinator, at a starting salary of \$53,000/year prorated to her start date, March 2, 2020.

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

Ray Conley

A broad-based internal committee consisting of six staff and a faculty member met to review potential honorary degree recipients for the 2020 Commencement Ceremony, and they have recommended Ray Conley for this year's honorary degree. This degree will be awarded posthumously.

Ray is former President and Chairman of the Board of First National Bank of Petoskey. He worked hard to serve, support, and improve his community. Ray worked tirelessly along with other community leaders to establish a hospital and a college and was a founding member of the Board of Directors of North Central Michigan College. He served in this capacity from 1958 to 1878 as a board member and from 1878 to 1980 as board chair.

It was moved by Trustee Shirilla and supported by Trustee Fought that Ray Conley be honored as this year's honorary degree recipient for his service to Petoskey and North Central Michigan College.

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

Bylaw & Policy Committee

Trustee Rasmussen, chairman of the Bylaw & Policy Committee, reported that the committee met earlier today to review and discuss a proposed addition of Academic Forgiveness to the Board Policy.

The Administration asked the committee to review a proposed Academic Forgiveness Policy to help students return to North Central Michigan College. The proposed policy was based on and compared to what other Community Colleges are doing. Cabinet fully supported adding this policy as a new Board Policy.

It was moved by Trustee Rasmussen and supported by Trustee Noël that the Academic Forgiveness Policy be added as Board Policy 315.

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

10. OLD BUSINESS

None.

11. NEW BUSINESS

None

12. STUDENT SUCCESS

Dual-credit student, Sean Bradley

Sean Bradley, a dual-credit student who will be attending Princeton for a degree in either Political Science or Public Policy and International Affairs, stood and shared about himself and his positive experiences here at North Central Michigan College that impacted his future.

Sean is an active member of his community in Charlevoix County, volunteering his time in the following capacities:

- Drum Major of the Charlevoix Band Program
- Board Member of the Charlevoix Downtown Development Authority
- Member of a committee to ensure Charlevoix is environmentally sustainable
- Chairman of a committee which seeks to get high schoolers involved in local government

Sean introduced his mother Carla Bradley who was in the audience, shared a bit about his family, but also shared that his goal is to become an elected official in the future.

Board chair Millard thanked Sean for taking the time to speak to them and applauded him for a job well done and for the numerous role(s) that he holds.

13. UNSCHEDULED PUBLIC COMMENT

None.

14. AD HOC COMMITTEE

Chairman Millard invited Dan Rasmussen and Jim Shirilla to be a part of the Ad Hoc Committee to consider potential board members in anticipation of the upcoming election. He also welcomed other Board Members to participate.

15. ADJOURNMENT.

There being no further business, the meeting was declared adjourned at 4:28 p.m.

/S/ Irma Noël, Secretary

/S/ Philip Millard, Chairman