

**NORTH CENTRAL MICHIGAN COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, February 23, 2021 (4pm via Zoom)**

AGENDA

1. Call to Order.
2. Attendance.
3. Approval of Agenda.
4. Approval of minutes for the January 26, Regular Meeting.
5. Communications.
 - a. NCMC announces support for MI Reconnect program
 - b. NCMC Releases Fall 2020 Scholars List, Opens New Scholarship Cycle
 - c. 9&10 News - Gov. Whitmer's Budget Plan Looks to Boost Education Funding
6. Scheduled Public Comment on Agenda Items.
7. Financial Report and Statement of Bills as of January 31, 2021.
8. President's Reports.
 - a. HVAC Air Flow Study
 - b. Senate Subcommittee on Universities and Community Colleges Testimony
 - c. BTT Campaign Public Launch & Update
 - d. HLC Assessment Academy
9. Committee Reports.
 - a. Finance and Facilities Committee
 - i. Proposed Tuition Increases 20-21
 - ii. Howard Street Extension Project
 - iii. Search Consultant Update
 - b. Personnel Committee
 - i. VP of Finance & Facilities (title change to remove 'Interim')
 - ii. Emeritus Nomination
 - iii. IT Systems Engineer
 - c. Bylaws & Policy Committee
 - ii. Snow Policy #417
10. Old Business.
11. New Business.
12. Department Success.
 - a. Instructional Technology Team & Initiatives

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13. Student Success.
 - a. Chelse Hawkins-Olivo, PTK Advisor
14. Unscheduled Public Comment.
15. Adjournment.

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MINUTES

Prior to the Call to Order, Chairman Millard greeted the participants and read the following:

Good afternoon,

It is Tuesday, February 23rd, 2021 at 4:00pm. We are going to begin the Regular Meeting of the Board of Trustees. This meeting is being conducted in a virtual manner today per Per Public Act 254 of 2020. If for any reason we need to end this meeting, I will make the announcement. We will communicate via e-mail as to when and how we will next meet.

Thank you for your participation and patience during this meeting. Please know that this meeting is being recorded and that all participants, with the exception of the Board of Trustees, will be muted to eliminate background noise. Comments may be held for Public Comment. Please note that you must unmute yourself in Zoom or by pressing *6 if you called in.

We will be using roll call votes for all business today.

1. CALL TO ORDER

Board Chair, Phil Millard called the meeting to order at 4:01 p.m.

2. ATTENDANCE

PRESENT: Trustees Fought (Petoskey, MI), Keiswetter (Pellston, MI), Millard (Petoskey, MI), Rasmussen (Petoskey, MI) and Shirilla (Petoskey, MI)

ABSENT: Kring, Noël

3. APPROVAL OF AGENDA

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

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

NAYS: None

4. APPROVAL OF MINUTES

It was moved by Trustee Shirilla and supported by Trustee Fought that the Minutes of the January 26, 2021 Regular Meeting be approved.

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

NAYS: None

5. COMMUNICATIOINS

- a. NCMC announces support for MI Reconnect program

On February 3, 2021 the Petoskey News Review wrote:

North Central Michigan College announced that it will serve as a Champion to support the Michigan Reconnect program unveiled Tuesday by Gov. Gretchen Whitmer.

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The program aims to help address a widening skills gap within the state's workforce. Hundreds of leading Michigan business, community, and legislative leaders say Reconnect is exactly what state employers need to alleviate the shortage of highly skilled and capable workers.

....

As a Champion, North Central has committed to spreading the word about the opportunity Michigan Reconnect is providing for eligible adults locally and statewide. The program is specifically designed for residents who are 25 years or older and have obtained a high school diploma or equivalent. Michigan Reconnect will help pay the costs of tuition or training for eligible adults who want to pursue an associate degree or technical degree. The program also offers skills scholarships to help cover the cost of tuition at more than 70 private training schools with 120 programs to earn certification in manufacturing, construction, information technology, health care, or business management.

....

Full article can be found online at: https://www.petoskeynews.com/news/community/north-central-michigan-college-announces-support-for-michigan-reconnect-program/article_7e29230a-fe10-50f0-8e41-2e0c72061171.html

b. NCMC Releases Fall 2020 Scholars List, Opens New Scholarship Cycle

On February 3, 2021 the Petoskey News Review wrote:

North Central Michigan College's Fall 2020 Scholars List includes 389 students who have achieved top academic honors.

Thirty-four students notched highest academic honors and were named to the President's List for earning a 4.0 grade point average in at least 12 credit hours (full-time status). An additional 150 full-time students earned a GPA of 3.5-3.999 and were named to the Dean's List, and 205 students earned a place on the Scholar's List with a 3.5 or higher GPA for 6-12 credit hours.

The complete list of students who earned academic honors is available at ncmich.edu/scholars.

Cycle 1 scholarship application window opens

North Central has issued a call for Cycle 1 scholarship applications for funds to be awarded during the Fall 2021 and Winter 2022 semesters. Cycle 1 applications will be accepted through April 15. The scholarship application is available at ncmich.edu/scholarships.

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More than \$42,000 was awarded in Cycle 3 scholarship dollars for the current Winter 2021 semester. All 56 students who applied during Cycle 3 were awarded funds, and the largest scholarship granted was \$5,000.

“Such a robust scholarship program is only possible thanks to our generous donors, who recognize that investing in a student’s potential is truly life-changing — for both the student and the donor,” said Chelsea Platte, executive director of the NCMC Foundation.

Full article can be found online at: https://www.petoskeynews.com/news/community/north-central-releases-fall-2020-scholars-list-opens-new-scholarship-cycle/article_2a0512a1-8293-5c36-bed1-29306b1acdf2.html

c. 9&10 News - Gov. Whitmer’s Budget Plan Looks to Boost Education Funding

On February 11, 2020 Kevin Hodge and Jenna Lillie from 9&10 News wrote:

Governor Whitmer’s budget calls for a huge increase in support for education throughout Michigan. The plan would aid college students with the Futures for Frontliners program, which is meant as a thank you to frontline workers for their efforts during the pandemic by eliminating tuition at community colleges.

....

\$120 million will be allocated to the Michigan Reconnect Program, allowing those older than 25 to receive free tuition at community colleges to pursue an associate’s degree. “They’ve been out in life,” said Dr. Finley. “They see the value of higher education and can do that and educational attainment speaks to wages earned, speaks to our communities thriving in a better way. So, it helps us all to have these programs available.”

....

Full article can be found online at: <https://www.9and10news.com/2021/02/11/gov-whitmers-budget-plan-looks-to-boost-education-funding/>

6. SCHEDULED PUBLIC COMMENT

None.

7. FINANCIAL REPORT

Dr. Tom Zeidel, Interim Vice President for Finance & Facilities was asked by Trustee Fought to provide a financial report for January 2021. Tom certified that the financials from January 2021 are within the adopted tentative budget for 2020-21.

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

8. PRESIDENTS REPORTS

a. HVAC Air Flow Study

On Thursday, February 11, 2021, President Finley shared the following with the Campus Community:

As promised during today's All Campus Meeting, attached is the North Central Michigan College 2020 Air Flow Study Report provided by Temperature Control, Inc. of Traverse City. As I shared, all of the units are operating as designed. ...

We've been patiently persistent in pursuing completion of this air flow study. The Acronyms and Methodology information found on the final page of the report was received after hours Friday, February 5, 2021. As noted on the final page, sampling occurred in both September and November 2020, and this work was completed in January 2021. Thanks for your patience in this matter.

b. Senate Subcommittee on Universities and Community Colleges Testimony

On Thursday February 11, 2021 Dr. Finley, alongside Dr. Bill Pink testified to the Senate Appropriations Subcommittee on Universities and Community Colleges on the topic – Lessons learned educating students during a pandemic.

On Tuesday, February 15, 2021 MCCA President, Mike Hansen wrote the following message in his weekly update:

It was a busy week in Lansing last week as the Governor released her budget recommendations for next fiscal year. In addition, the Senate Appropriations Subcommittee on Universities and Community Colleges heard testimony on college responses to the pandemic from Dr. Bill Pink and Dr. David Finley who both did an outstanding job sharing the work our sector has been engaged in to keep students safe, while providing them the learning opportunities they need.

c. BTT Campaign Public Launch & Update

On Thursday, January 28, 2021, the Building Tomorrow Together Public Launch Campaign streamed live, with roughly 90 participants. Within the first few days following the launch of the event we have had 581 views.

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Thank you to those who participated in our recent community launch event for the Building Tomorrow Together campaign. If you were unable to join us live, you can still view the virtual event on our YouTube page (or <https://www.youtube.com/watch?v=H5wXMYgZCIA>).

At the event, we shared several alumni stories that really captured the heart and spirit of the North Central experience. Do you have a North Central story – as a student, parent, or community member? Please share it with the Foundation (or click here <https://us17.list-manage.com/survey?u=52c9474f746000697dd832db8&id=fde8dab4c9&attribution=false&e=0b54156417>).

We look forward to partnering with our local community members and alumni to make this campaign a success – we’ve made tremendous progress and are working hard to raise the remaining \$1.5 million for this important \$9.9 million investment in the college’s next generation of learners. But we need your help! If you are interested in helping us spread the word, volunteering directly with the campaign, taking a socially-distanced tour to see the progress for yourself, or learning how you can make a personal investment in the project contact the Foundation Office today!

d. HLC Assessment Academy

On Wednesday, February 10, 2021, the College received confirmation that North Central Michigan College was accepted into the HLC Assessment Academy. The institution is now part of a network of nearly 300 institutions, 40 mentors and six Scholars committed to institutional improvement in the area of assessment of student learning. Over the next four years, it is President Finley’s hope that the College finds the work being done by your peer institutions, as well as the guidance provided by the Academy mentors and Scholars, to be valuable resources informing our College’s practice.

9. COMMITTEE REPORTS

a. Finance and Facilities Committee

The Finance & Facilities Committee met on Tuesday, February 16, 2021 to review and discuss the January 2021 Financial Report and Statement of Bills, a Proposed Tuition Increase for the 2021-2022 school year, the Howard Street Extension Project, and securing a search consultant for the VPAA position.

Trustee Fought provided the following backgrounds and motions:

i. Proposed Tuition Increases 20-21

This is the time of year that we need to set tuition and other rates for fiscal 2021-2022 in order to comply with the federal student financial aid timetable. Accordingly, I will offer a series of

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motions dealing with tuition, room, and meal plan rates for next year. The rates will become effective start with the summer 2021 session.

It was moved by Trustee Fought and supported by Trustee Rasmussen that tuition rates for school year 2021-2022 be:

In-district	\$132 per contact hour
Out-of-district	\$219 per contact hour
Out-of-state	\$284 per contact hour
(In-district nursing	\$162 per contact hour
Out-of-district nursing	\$249 per contact hour
Out-of-state nursing	\$314 per contact hour
In-district dual	\$132 per contact hour
Out-of-district dual	\$164 per contact hour

These rates represent an increase from fiscal 2020-2021 of roughly 2.3%.

It was moved by Trustee Fought and supported by Trustee Keiswetter that the semester room rates per student for the school year 2021-2022 be:

Single room occupancy	\$2,600
Double room occupancy	\$2,000

These rates represent an increase of \$100 per student per semester over the rates in effect during the school year 2020-2021.

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

For the current school year, the College combined five fees into a Universal (Single) Fee in order to make the registration process less cumbersome. The plan is to continue this fee arrangement during the 2021 – 2022 school year. For accounting purposes, this fee will be allocated to five different revenue categories including Student Success, Building and Energy, Technology, Registration, and Activities charge.

It was moved by Trustee Fought and supported by Trustee Shirilla that the Universal (Single) Fee be kept at \$28 per contact hour for the 2021 – 2022 school year, which is unchanged from the prior 2020-2021 school year.

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

ii. Howard Street Extension Project

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It has long been a desire of the College to complete a second entrance and exit from the parking lot to the south of the SCRC building. Completing this road would provide roads that would ring the college campus, hence the "ring road."

Over the past, the Little Traverse Bay Bands of Odawa Indians (LTBB) has let it be known that some of the funds coming into its position might be available to assist in the financing of the ring road. Things have now progressed to the point LTBB has prepared an agreement that sets forth the financial contribution of LTBB, the College's responsibility for costs beyond that amount, a timetable, and other considerations necessary to proceed with the project.

According to the agreement, LTBB has agreed to commit an amount not to exceed \$450,000, \$50,000 for engineering and \$400,000 for construction, towards the project. NCMC would then be responsible for costs in excess of those amounts, which are currently estimated to be approximately \$400,000.

The agreement has now been delivered to the College for action by its Board and signing.

It was moved by Trustee Fought and supported by Trustee Shirilla that the College enter into an agreement with the Little Traverse Bay Bands of Odawa Indians (LTBB) for the joint financing and construction of the Howard Street Extension, communally referred to as the "Ring Road," which has an estimated cost of \$800,000 and the recognition that LTBB is committed to contributing at least \$400,000 for the project. Further, it is agreed to embark on the first phase of the project, being retention of engineering services regarding the road at this time.

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

iii. Search Consultant Update

The College has received notice from the Provost, Dr. Pete Olson, that he plans to retire at the end of this, the 2020-2021, school year.

We had great success in retaining and working with the Pauly Group, Inc. in our search for a college president and because the Pauly Group, Inc is familiar with the College, its believed desirable that we again retain this firm to assist in the search for a replacement Vice President of Academic Affairs.

Further, a fee proposal has been received from the Pauly Group, Inc. and has been negotiated to a fee not to exceed \$35,000 for as comprehensive full search services via video conference meetings. It was believed that this level of service would be appropriate verses a level of service involving sight visits. Service via video conferenceing was chosen for economic reasons and because of Pauly Group's recent prior service.

It was moved by Trustee Fought and supported by Trustee Rasmussen that Pauly Group, Inc. be retained to provide a comprehensive full search services via video conference meetings for a

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vice-president of academic affairs for North Central Michigan College at a cost not to exceed \$35,000.

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

b. Personnel Committee

The Personnel Committee met on Wednesday, February 10, 2021 to discuss a title change for the Interim VP of Finance & Facilities (to remove the term 'Interim'), an Emeritus Nomination, a recommendation to hire an IT Systems Engineer, and the VPAA search.

Trustee Shirilla provided the following backgrounds and motions:

i. VP of Finance & Facilities (title change to remove 'Interim')

On November 19, 2019, Mr. Tom Zeidel was recommended and accepted by the Board as the Interim Vice President for Finance & Facilities, effective Monday, December 2, 2019.

Tom had 38 years of higher education and K-12 experience in various financial roles, serving as CFO for the vast majority of this time. Significant assignments have included Mount Mercy University (20 years), Georgian Court College (1 year), Sienna Heights University (1 year), Trine University (4 years), and The Bay School of San Francisco (9 years). He has stepped into similar situations four times previously.

Mr. Zeidel has a Bachelor's of Arts degree from Carroll University, a Master of Arts from Western Illinois University, and a Ph.D. from the University of Iowa.

Since November 19, 2019, Tom has proven to be an expert in his role, he has moved the institution forward time and time again. It was recommended by leadership and supported by the Personnel Committee that Interim be removed from Tom's title effective, Tuesday February 23, 2021.

It was moved by Trustee Shirilla and supported by Trustee Fought that the Board remove the term 'Interim' from the title of Interim Vice President of Finance & Facilities, and we retain Tom Zeidel to serve in this capacity for North Central Michigan College, effective Tuesday, February 23, 2021.

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

ii. Emeritus Nomination

On Thursday, January 21, 2021 letter was received from the Association of Faculty and Professional Staff nominating the late Professor Lawrence Greene Cummings for the rank of Professor Emeritus at North Central Michigan College.

On behalf of the Association of Faculty and Professional Staff, president of the association, Chet Jessick wrote:

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“Professor Cummings devoted his extraordinary career to student learning and success. When we consider the innumerable life-long relationships he forged with his students, illustrated by the outpouring of gratitude, loss, and homage when he passed, it is apparent few can rival his natural ability to connect with others. The wonderfully positive student relationships and professional friendships he created for this institution within and beyond our traditional service area will endure for generations.”

“In addition to becoming a master teacher, Professor Cummings was instrumental in developing and supporting life-long learning through travel-based coursework. Understanding that many of our students have never had the opportunity to explore beyond the area where they were born, he championed co-curricular travel learning by linking history and geography to other disciplines such as Sociology and Anthropology. As a result, he has created a cadre of North Central students who are now more adaptive, confident, and culturally aware citizens with an expanded world view.”

It was moved by Trustee Shirilla and supported by Trustee Keiswetter that the Board support the nomination of late Professor Lawrence Greene Cummings for the rank of Professor Emeritus at North Central Michigan College.

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

iii. IT Systems Engineer

The IT Systems Engineer position became vacant the end of 2020. The position was posted on December 22, 2020, and a committee of four interviewed two candidates for the position of Systems Engineer; one internal candidate and one external candidate. The committee was pleased to recommend Richard “Travis” Babcock for the position of IT Systems Engineer.

Travis has a Bachelor of Science degree from the University of Phoenix in Information Technology. He joined North Central Michigan College in February 2020 as a PC Technician in the IT Department.

The interview committee was impressed with the work Travis had done in his year at the College. He has gone above and beyond serving students and peers; taking on additional responsibilities; and, is a great team member and colleague.

In sum, it was recommended that Travis Babcock be promoted to the position of Systems Engineer per the terms of the following motion.

It was moved by Trustee Shirilla and supported by Trustee Fought that the Board hire Travis Babcock as the IT Systems Engineer, at a starting salary of \$51,000/year, prorated to his start date, February 23, 2021.

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

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NAYS: None

c. Bylaws & Policy Committee

The Bylaws & Policy Committee met on Tuesday, February 16, 2021 to review proposed changes to Board Policy 417 Snow Policy, and to consider changes to Board Policy 420 IT Acceptable Use Policy.

Trustee Rasmussen provided the following background and motion:

i. Snow Policy #417

Board Policy 417 Snow Policy was revised December 2020 align the policy with actual practice. Policy and practice now permit an employee to take a vacation or personal day if snowbound when the College is in session.

Since this revision, it was brought to the attention of leadership that the snow policy had not included reference to text alerts or College website communications.

The proposed revisions add text and website communication to the policy and clearly define the process for each location.

It was moved by Trustee Rasmussen and supported by Trustee Keiswetter that the snow policy, policy #417 is accepted as written, which will now include reference to text alerts and College website communication, as well clearly define the policy for each location.

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

10. OLD BUSINESS

None.

11. NEW BUSINESS

None.

12. DEPARTMENTAL SUCCES

a. Instructional Technologies Initiatives

Melanie Leaver, Associate Dean of Instructional Technology, was asked by President Finley to take a moment to share some of the new initiatives unfolding.

Melanie shared a PowerPoint presentation reviewed where we've been throughout the course of the pandemic with Brightspace, Office 365, Zoom-Ready Classrooms, RevoLabs Microphones,

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and supporting the instructors as they were ‘unchained’ from the traditional methods (sage on stage) of teaching to become ‘guides on the side’.

Melanie provided details on how the College worked to make the transition possible through inclusive designs, touch screens, bring your own device (BYOD) wireless sharing, and interactive whiteboards.

Lastly, Melanie spoke to where we are going. She discussed items such as: assisted listening systems and a new function of the BYOD pod where multiple screens are available around the room that allow the students to work together in groups, and them to share with all screens seamlessly. This technology is so new that North Central Michigan College will be the first institution in Michigan to have this technology. A date has not been determined. However, the College is in the planning stage for this technology.

13. STUDENT SUCCESS

a. PTK Advisor

President Finley next introduced Chelse Hawkins-Olivo who was appointed early January as North Central Michigan College’s Phi Theta Kappa (PTK) Advisor role for the College.

Chelse introduced herself and shared a little about PTK. She explained how PTK is an honor society organization for Community Colleges.

She shared how it is a great opportunity for students achieving academic excellence to be recognized, to support scholarship opportunities and to be part of an organization and build community on campus.

Chelse also shared that they are hitting the ground running, and highlighted the following statistics.

Who is invited to join PTK?

- Must have a 3.5 overall GPA and completed at least 12 college credits

This past January 300 North Central students who fit those parameters were invited to join PTK. Of the 300 invited, 12 have thus far joined. However, they have until May 31st, 2021 to accept the invitation.

Total NCMC PTK membership is currently 68 current North Central students.

In comparison to other Community Colleges, we received notice from the International PTK Committee that we would be receiving a special recognition which consists of three graduation stoles, which represents that we have achieved at least 15% membership acceptance rate. North Central Michigan College is among 181 Community Colleges across the country who received this recognition.

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Chelse shared how proud she is of our students and went on to highlight what was to come later this Semester, which will include a meeting for new board members and an induction ceremony, whether virtual or in person. She is excited to see where this is going to go and ready to support the PTK community.

14. UNSCHEDULED PUBLIC COMMENT

Chairman Millard asked that the audience unmute themselves so speak during unscheduled public comment. Residents of Petoskey, Frank & Dottie Hawthorne who live just down the road from the College expressed their support (Frank on behalf of both he and Dottie) for the organized CMO staff group.

Frank spoke to being supporters of the College and friends of the late Professor Larry Cummings, who he was pleased to hear was honored with Emeritus rank.

He encouraged the College to negotiate a good faith contract with the staff, and he thanked the Board for the opportunity to speak.

Chairman Millard thanked Frank for the comments. He then asked if there were any other comments and gave a motion to adjourn.

15. ADJOURNMENT

There being no further business the meeting Trustee Millard motioned that the meeting be adjourned at 4:51 p.m. The motion was supported by Trustees Fought and Shirilla.



/S/ Irma Noël, Secretary



/S/ Phil Millard, Chairman