

**NORTH CENTRAL MICHIGAN COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING
CONFERENCE ROOM 1 & 2
April 26, 2016
4:00 P.M.**

AGENDA

1. Call to Order.
2. Attendance.
3. Approval of Agenda.
4. Approve Minutes of March 22, 2016, Regular Meeting.
5. Communications.
6. Scheduled Public Comment on Agenda Items.
7. Financial Report and Statement of Bills as of March 31, 2016.
8. President's Report.
 - a. Foundation, Local Revenue Sharing Grant Requirement.
 - b. Marketing Materials.
 - c. Small Business Development Center.
 - d. Retirement.
9. Committee Reports.
 - a. Finance and Facilities Committee.
 - b. Personnel Committee.
10. Old Business.
11. New Business.
12. Student Success.
 - a. PTK All-American Students.
13. Unscheduled Public Comment.
14. Adjournment.

**MINUTES
NORTH CENTRAL MICHIGAN COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING
CONFERENCE ROOMS 1 & 2
Tuesday, April 26, 2016**

Chairman Millard called the meeting to order at 4:05 p.m.

PRESENT: Trustees Fought, Keiswetter, Kuebler, Millard, Noël and Shirilla.
ABSENT: Trustee Kring.

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

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

It was moved by Trustee Fought and supported by Trustee Shirilla that the Minutes of the March 22, 2016, Regular Meeting be approved as submitted.

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

It was moved by Trustee Fought and supported by Trustee Noël that the March 2016 Financial Statement be approved as submitted and certified.

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

President Brunet-Koch introduced Foundation Executive Director Sean Pollion, who reported that North Central is applying for funds from the Emmet County Local Revenue Sharing Board to support the College's upgraded Emergency Notification System (ENS). Mr. Pollion explained that the Foundation must have Board approval before submitting the grant application.

After discussion, it was moved by Trustee Kuebler and supported by Trustee Shirilla that North Central Michigan College Foundation submit a grant proposal to the Emmet County Local Revenue Sharing Board seeking funds for the Emergency Notification System project.

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

Dr. Brunet-Koch introduced Carol Laenen, Director of College Communications, who shared an overview of the printed marketing materials her department prepares and distributes to help tell the North Central story.

President Brunet-Koch introduced Dr. Pete Olson, Vice President of Academic Affairs and Student Success, who shared information on North Central's partnership with Networks Northwest to create a Small Business Development Center (SBDC) on campus. The SBDC will provide 1-on-1 consulting services for local entrepreneurs.

Dr. Brunet-Koch announced that Sean Pollion, Executive Director of the Foundation, will be retiring at the end of June. President Brunet-Koch and several Board members expressed their gratitude and well wishes to Mr. Pollion. There will be a retirement reception for him in June.

Trustee Fought, chairman of the Finance and Facilities Committee, reported that the committee met on April 19, 2016. In addition to reviewing March's financial statements, the committee reviewed a 2016-2017 tuition recommendation.

After discussion, it was moved by Trustee Fought and supported by Trustee Keiswetter that the tuition rates per contact hour for the 2016-2017 academic year be set as follows, effective with the Summer 2016 semester:

In-District:	\$108.00 per contact hour
Out-of-District:	\$179.00 per contact hour
Out-of-State:	\$232.00 per contact hour

AYES: Trustees Fought, Keiswetter, Kuebler, Millard, Noël and Shirilla.

NAYS: None.

Further, it was moved by Trustee Fought and supported by Trustee Shirilla that fees for the 2016-2017 academic year remain unchanged from the 2015-2016 academic year, with the exception of a few course fees that must be raised to match an increase in the cost of course materials.

AYES: Trustees Fought, Keiswetter, Kuebler, Millard, Noël and Shirilla.

NAYS: None.

Trustee Fought also reported on a recommendation to increase residence hall and meal plan rates.

After discussion, it was moved by Trustee Fought and supported by Trustee Shirilla that residence hall rates for the 2016-2017 academic year be increased \$25.00 per semester, a little over 1%, with the stipulation that residence hall students be permitted to use the fitness room in the SCRC without an additional charge upon completion of PE 116. Residence hall rates will be set as follows, effective with the Summer 2016 semester:

Single-occupancy:	\$2,450.00
Double-occupancy:	\$1,850.00

AYES: Trustees Fought, Keiswetter, Kuebler, Millard, Noël and Shirilla.

NAYS: None.

Further, it was moved by Trustee Fought and supported by Trustee Kuebler that the “Silver” meal plan rate for the 2016-2017 academic year be increased by \$25.00, to \$675.00 per semester, and that the “Gold” and “Platinum” plans remain unchanged, at \$1,100.00 and \$1,300.00 respectively, with the stipulation that residence hall students purchase one of the meal plans, and that any unused meal card value at the end of the fall semester be eligible to be carried over to the winter semester.

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

Trustee Fought also reported that the committee heard a recommendation to hire both a primary and secondary construction manager to aid in the completion of various master plan projects during the next three years. The construction management agreement applies to projects costing more than \$200,000 but less than \$5 million. It is in accordance with the College’s procurement policy, and projects will still require Board approval. Further, the College is under no obligation to begin any master plan project within the three-year timeframe.

After discussion, it was moved by Trustee Fought and supported by Trustee Keiswetter that the College enter into agreements with Clark Construction as the primary construction manager and Spence Construction as the backup construction manager for the College’s master plan projects, with the understanding that Spence Construction would serve as construction manager if Clark Construction were unable to serve. Further, the duration of the agreement is three years, beginning July 1, 2016, and involves no fee until such time as construction manager services are provided.

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

David Hartnett, Vice President of Finance and Facilities, introduced Mr. Stephen Peacock and Mr. Joshua Sullivan, auditors with Rehmann Robson. Rehmann will be handling the College’s audit services.

Trustee Fought announced that a Public Budget Hearing on the 2016-2017 General Fund Budget will be held on Tuesday, May 24, 2016, at 4 p.m. in Library Conference Rooms 1 & 2. A notice will be published in the *Petoskey News-Review*.

Trustee Shirilla, chairman of the Personnel Committee, announced that the committee met to review a recommendation to hire Laura Taylor as full-time instructor of Nursing—Maternal Child. She was enthusiastically endorsed by the search committee.

After discussion, it was moved by Trustee Shirilla and supported by Trustee Noël that the Board hire Laura Taylor as full-time instructor of Nursing—Maternal Child, at a starting salary of \$61,750 (master’s degree Step 5, based on her prior experience), to begin on August 29, 2016.

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

Trustee Keiswetter reminded the Board of the Foundation's Garden Party event on August 14. All proceeds from the event will benefit North Central's CNC manufacturing program.

President Brunet-Koch introduced Dr. Sara Glasgow, Associate Dean of Liberal Arts, who introduced McKenzie Mathewson, one of North Central's two representatives to Phi Theta Kappa's 2016 All-Michigan Academic Team. Our other representative, Leeann Farkas, was unable to attend the meeting due to a scheduling conflict.

There being no further business, the meeting was declared adjourned at 5:09 p.m.

/S/ Irma Noël, Secretary

/S/ Philip Millard, Chairman