

**NORTH CENTRAL MICHIGAN COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING
EDWARD H. FENLON LECTURE HALL (AD/CL 122)
August 22, 2017
4:00 P.M.**

AGENDA

1. Call to Order.
2. Attendance.
3. Approval of Agenda.
4. Approve Minutes of June 27, 2017, Regular Meeting.
5. Approve Minutes of June 28, 2017, Special Meeting.
6. Communications.
7. Scheduled Public Comment on Agenda Items.
8. Financial Report and Statement of Bills as of June 30, 2017.
9. Financial Report and Statement of Bills as of July 31, 2017.
10. President's Report.
 - a. Garden Party.
11. Committee Reports.
 - a. Finance and Facilities Committee.
 - b. Bylaws & Policy Committee.
 - c. Personnel Committee.
12. Old Business.
 - a. President's Performance Review.
13. New Business.
 - a. Board of Trustee Retirement.
14. Student Success.
15. Unscheduled Public Comment.
16. Adjournment.

MINUTES
NORTH CENTRAL MICHIGAN COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING
EDWARD H. FENLON LECTURE HALL (AD/CL 122)
Tuesday, August 22, 2017

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

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

It was moved by Trustee Noël and supported by Trustee Kring that the agenda be approved as submitted.

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

It was moved by Trustee Kring and supported by Trustee Fought that the minutes of the June 27, 2017, Regular Meeting be approved as submitted.

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

It was moved by Trustee Fought and supported by Trustee Shirilla that the minutes of the June 28, 2017, Special Meeting be approved as submitted.

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

President Brunet-Koch reported that the College was notified by the State of Michigan Department of Technology, Management and Budget that the College's AD/CL Building renovation received authorization approval.

Dr. Brunet-Koch also reported that she received a note of thanks from Hannah Eby, a Presidential Scholar from LaSalle High School in St. Ignace.

President Brunet-Koch reported that Senator Wayne Schmidt mentioned his support for the AD/CL Building renovation in his latest newsletter to constituents.

It was moved by Trustee Fought and supported by Trustee Noël that the June 2017 and July 2017 Financial Statements be approved as submitted and certified.

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

President Brunet-Koch introduced Dr. Lisa Watson, Executive Director of the Foundation, who reported on the 2nd annual Garden Party event held on campus on August 13. Twelve local restaurants participated, and 55 volunteers helped prior to, during and following the

event to ensure its success. Dr. Watson reported that the event raised approximately \$59,000 in scholarships for our CNC program.

Trustee Fought, chairman of the Finance and Facilities Committee, reported that the committee met on August 15, 2017. In addition to reviewing the June and July financial statements, the committee heard a recommendation to purchase a budgeting and forecasting software program. The Centage Maestro software suite will help the College budget, forecast and report more efficiently and accurately than its current system, which involves downloading financial information from Jenzabar, our student information system, into an Excel spreadsheet.

After discussion, it was moved by Trustee Fought and supported by Trustee Kring that the College enter into a three-year contract with Centage Maestro Suite, at a total cost of \$38,750, for its forecasting, budgeting and internal financial reporting software, with funding to come from the Reserve for Administrative Technology Fund in the Designated Fund.

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

Chairman Millard reported that the Bylaws and Policy Committee reviewed a proposed addition to the College's current policy #311, Student Called to Active Military Duty During Semester. The Department of Defense (DoD) suggested that we expand our policy to address what will happen to a student's financial aid or military assistance funding if he/she is called to active military duty during the semester. The additional sentence was taken from a sample policy supplied by the DoD:

"In the event the student's tuition bill has been paid by other sources (Federal Financial Aid; Military Assistance-TA Funds; Scholarships), all funds will be returned to the source."

After discussion, it was moved by Trustee Kring and supported by Trustee Kuebler that the policy be updated as suggested by the Department of Defense.

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

Trustee Shirilla, chairman of the Personnel Committee, reported that the committee met to review four personnel recommendations. Each candidate was enthusiastically endorsed by his or her selection committee.

After discussion, it was moved by Trustee Shirilla and supported by Trustee Noël that the Board hire Stephanie Davis as full-time College Librarian, at a starting salary of \$81,300 (second Master's degree step 10), based on her prior experience), to begin on Monday, August 28, 2017.

AYES: Trustees Fought, Kuebler, Millard, Noël and Shirilla.
NAYS: Trustee Kring.

After discussion, it was moved by Trustee Shirilla and supported by Trustee Fought that the Board hire Dr. Davina Gutierrez as full-time Instructor of Human Biology, at a starting salary of \$62,880 (Doctorate degree step 2), based on her prior experience), to begin on Monday, August 28, 2017.

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

After discussion, it was moved by Trustee Shirilla and supported by Trustee Kuebler that the Board hire Laura Nash as Director of Food Service and Conference Center, at a starting salary of \$47,500, to begin on September 5, 2017.

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

After discussion, it was moved by Trustee Shirilla and supported by Trustee Fought that the Board hire Corey Lansing as Director of Student Outreach and Engagement, at a starting salary of \$54,500, to begin on Monday, August 28, 2017.

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

Chairman Millard reported that during the June 28 Special Board Meeting, the Board went into closed session at President Brunet-Koch's request. Chairman Millard reported that the Board determined that Dr. Brunet-Koch has met or exceeded all expectations outlined in her annual goals, including a successful millage campaign and capital outlay proposal.

Chairman Millard reported that Trustee Marion Kuebler has expressed her desire to retire from the Board. Chairman Millard acknowledged Marion's many contributions to the College during her 20-year tenure on the Board of Trustees.

Chairman Millard also reported that the Board has formed an ad hoc committee to identify Trustee Kuebler's replacement. Anyone who is interested in serving on the Board should contact Trustee Shirilla, chairman of the Personnel Committee, or Chairman Millard.

There being no further business, the meeting was declared adjourned at 4:30 p.m.

/S/ Irma Noël, Secretary

/S/ Philip Millard, Chairman