

**NORTH CENTRAL MICHIGAN COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING
Library Conference Center
December 17, 2019
4:00 P.M.
AGENDA**

1. Call to Order.
2. Attendance.
3. Approval of Agenda.
4. Approve October 22nd, Special Meeting (Board Retreat), October 22nd, 2019, Regular Meeting, and November 19th, 2019, Special Meeting.
5. Communications.
 - a. Perkins Grant
6. Scheduled Public Comment on Agenda Items.
7. Financial Report and Statement of Bills as of November 30, 2019.
8. President's Reports.
 - a. Top 5 Nursing Celebration
 - b. All Campus Meeting/Cabinet Minutes
 - c. Academic Initiatives
 - d. Veteran's Day Breakfast
 - e. Leadership Little Traverse Education Day
 - f. Good Morning Cheboygan!
 - g. HLC Assurance Report
 - h. Strategic Planning
9. Committee Reports.
 - a. Finance and Facilities Committee
 - b. Personnel Committee
10. Old Business.
11. New Business.
12. Student Success.
 - a. NCMC Competitive Ski Team
 - b. WRCNM – 2019 Youth Tribute! Award
13. Unscheduled Public Comment.
14. Adjournment.

**MINUTES
NORTH CENTRAL MICHIGAN COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING
Library Conference Center
December 17, 2019**

1. CALL TO ORDER

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

2. ATTENDANCE

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

3. APPROVAL OF AGENDA

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

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

4. APPROVE MINUTES

It was moved by Trustee Fought and supported by Trustee Shirilla that the Minutes of the October 22, 2019, Regular Meeting, October 22, 2019 Special Meeting, and the November 19, 2019 Special Meeting be approved as submitted.

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

5. COMMUNICATIONS

President Finley thanked Chuck Hayes for his efforts and shared that on Friday, November 1, 2019, North Central Michigan College was approved for the 2019-20 Strengthening Career and Technical Education for the 21st Century Grant (Perkins) in the amount of \$99,829.

The Perkins grant will provide support for occupational programs as it has in the past.

6. SCHEDULED PUBLIC COMMENT ON AGENDA ITEMS

None.

7. FINANCIAL REPORT

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

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

8. PRESIDENTS REPORT

President Finley provided an update for each of the following:

a. Top 5 Nursing Celebration

On November 20, 2019, a press release shared that North Central Michigan College's nursing program was named a top five RN program in the state, according to a ranking released by the National Council of State Boards of Nursing. The top five ranking measures North Central's nursing program against all other programs in Michigan, including those at four-year universities.

The program ranking is based on the percentage of North Central graduates who passed the NCLEX-RN® examinations administered between April and September 2019. NCLEX-RN® is the test that qualifies graduates to practice as registered nurses. North Central's first-time pass rate was 97 percent, and 100 percent overall.

b. All Campus Meeting/Cabinet Minutes

On Monday, November 18, 2019, a copy of the All-Campus Meeting presentation was shared via e-mail with all Faculty and Staff so as to be inclusive to those who were unable to participate.

In the communication that went out with this e-mail, it was shared that Cabinet updates from the past year had been included in the last three slides and that Cabinet updates will be shared in this format following each All-Campus Meeting as we move forward.

c. Academic Initiatives

8-week Accelerated Courses

On October 24, 2019, a press release announced that beginning in January, North Central will offer 8-week, accelerated courses in communication, English, psychology and sociology, allowing students to meet their general education requirements in half the time. The four courses were selected because they are among the most popular courses taken during winter semester. Students will have the flexibility to enroll in one or two courses during either eight-week structure, since both early morning and evening class times are available.

McLaren Northern Michigan Hospital Partnership

As an update to our partnership with McLaren Northern Michigan, we are headed into the second semester of offering classes on-site at McLaren. This semester we offered customer service and medical terminology, and we will be adding medical billing and coding this coming winter.

Boyne USA Culinary Partnership

On Friday, December 13, 2019 a Press Release announced that North Central Michigan College is launching a first-of-its-kind apprenticeship program that will give culinary professionals the opportunity to build their skills and advance their careers. The program is the result of North Central's partnership with Boyne Highlands Resort, Boyne Mountain Resort, the Inn at Bay Harbor, Northwest Michigan Works! and the American Culinary Federation.

The comprehensive apprenticeship program is open to Boyne employees and includes paid, on-the-job training that will culminate in a North Central Certificate of Development in Hospitality, a U.S. Department of Labor credential, and Certified Sous Chef® designation from the American Culinary Federation, which is widely regarded as the gold standard in culinary accreditation.

Boyne is offering the two-year, 4,000-hour apprenticeship at no cost to its employees. The apprenticeship program is the latest example of an innovative North Central partnership. Boyne employees may apply for the apprenticeship program via Boyne's website through December 20, 2019.

Mobile Mechatronics

On Monday, October 28, 2019, North Central Michigan College received notice that they will be one of the administrators of a \$1.2 million SEDS Grant Award for LTBBs' new Industrial Manufacturing STEM Project, '**Nitaazhitoojik Industrial Training**' (*NIT*). *Nitaazhitoojik [Ni taa zhi too jik] translates as, 'good creative people who make things', or 'those who are creative and make things'.*

The project will provide 4 types of STEM training and career services through partnership with North Central Michigan College and the Industrial Art Institute (IAI). These include: (1) Computer Numerical Control (CNC), (2) Manufacturing Computer-Aided Design, (3) Welding, and (4) Mechatronics. **Similar to the CNC FAB LAB, the Mechatronics program will be mobile!**

d. Veteran's Day Breakfast

On Monday, November 11, 2019 North Central Michigan College honored those who served our country with a Veterans Day breakfast from 8—10 a.m. in the Iron Horse Café on the Petoskey Campus.

Veterans and their family members were invited to enjoy a free breakfast served by North Central students and employees. The college's Student Veterans Association and Chase Bank are sponsoring the event to show appreciation to our local veterans and their families.

As Fred Harrington prepares for his upcoming retirement, we'd like to give him a "special thanks" for leading this special initiative for all these years. We plan to continue this tradition into years to come, but appreciate all he has done to make this event special for our vets.

e. Leadership Little Traverse Education Day

On Thursday, December 12, Jim Cousino demonstrated our Anatomage Table to the Leadership Little Traverse Education Day participants. This was a unique opportunity for North Central Michigan College showcase our forward thinking education capabilities to the community.

f. Good Morning Cheboygan!

On Friday, December 13, 2019 Dr. Finley presented at the Cheboygan Chamber of Commerce breakfast event co-hosted with Citizens National Bank. It was a nice

opportunity for North Central Michigan College to deepen connections in Cheboygan County. Dr. Finley, Michele Andrews, and Chelsea Platte all spent time connecting with fellow Cheboygan Chamber members at the event.

g. Higher Learning Commission Assurance Report

On Monday, November 25, 2019, North Central Michigan College received a letter from the Higher Learning Commission (HLC) with the Final Team Report on the Assurance Review of North Central Michigan College. Our response to the report was sent to HLC on Friday, December 6, 2019.

h. Strategic Planning

The Strategic Planning Assessment Team has been meeting intensively and will be sharing an update during Welcome Back Breakfast on January 6, 2019.

9. COMMITTEE REPORTS

Finance and Facilities Committee

Capital Outlay Updates

On October 31, 2019 a new Capital Outlay request was submitted to the State of Michigan's Department of Technology Management & Budget (DTMB) for future consideration. This request is currently being referred to as CATEE (Career and Technology Education Enhancement).

The purpose of the CATEE project is to address immediate needs for Nursing and Allied Health program enrollment increases and expand the current Tech Center to include flexible, high bay laboratory space to accommodate North Central Michigan College (NCMC) Skilled Trades programs. These programs include Computer Numeric Controlled Machining (CNC), Computer-Aided Drafting and Design (CADD), Mechatronics, Welding and other trades under consideration. An expanded Mobile Classroom Facility will allow laboratory vehicles, used for instruction at high schools and manufacturing facilities throughout Northern Michigan, to be housed under a solid roof when functioning on campus. The proposed addition will include improved and compliant barrier-free access to these programs with an enclosed connector that will incorporate attractive student study and collaborative areas.

On a separate but related note, our current Capital Outlay project, the AD/CL Building Renovation, was redesigned and resubmitted to the legislature as a no-cost scope adjustment. The purpose of the redesign was to allow for us to move forward with the "first stop shop" for students and the student commons, while remaining within the approved \$7.4M budget.

Health Care Committee Update

Due to North Central Michigan College exceeding the Public Act 152 Hard Cap, employees are responsible for contributing to any portion of premiums that exceed the maximum allowance for the 2020 plan year.

Dr. Finley shared that the Health Care Committee decided to move forward with a high deductible plan under Priority Health akin to that offered previously, as well as an alternative

health care plan which offers employees a higher deductible with an 80/20 split above that and a lower cost sharing of premiums.

The Health Care Committee also recommended to maintain dental and vision plans through MESSA, which are completely covered by the college.

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:

Outreach Recruiter

The position of Outreach Recruiter was a newly created position funded by the reallocation of resources within student services.

A committee consisting of four staff interviewed four candidates for the full-time Outreach Recruiter Position. This committee and Renee DeYoung has recommended Chelse Hawkins Olivo for the position, effective beginning the week of February 3, 2020.

Chelse has been awarded both a bachelor and master's degree from Grand Valley State University. Her Bachelor's degree is a Bachelor of Business Administration in International Business and Marketing with a minor in French. The Master of Education degree was awarded in April 2018 with a concentration in College Student Affairs Leadership. Since 2017 Chelse has worked in higher education in student affair offices. She worked at Davenport University, Grand Valley State University and currently is an Admissions Counselor at Western Michigan University.

It was moved by Trustee Shirilla and supported by Trustee Fought that Chelse Hawkins Olivo be hired for the full-time Outreach Recruiter Position at a starting salary of \$48,500/year. Proration of salary to begin the week of February 3, 2020.

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

NAYS: None

Foundation Database Coordinator

The Foundation Database Coordinator position became available with the reorganization of the Foundation and is funded by the reallocation of resources within this area.

A committee consisting of five staff interviewed three candidates for the full-time Foundation Database Coordinator position. This committee and Chelsea Platte, Executive Director of the Foundation have recommended Sandra Lehky for the position, effective once the Foundation Events Coordinator position has been filled.

Sandra has a Bachelor of Science degree from the State University of New York and comes with glowing recommendations from her coworkers and other personal references, who enjoy her professional attitude and work ethic. Additionally, Sandra has experience performing the basic functions of the Database Coordinator, such as gift and data entry, donor acknowledgements, and prospect research. She has also been managing the database system, its functionality and its reporting and evaluation tools.

It was moved by Trustee Shirilla and supported by Trustee Noël (via phone) that Sandra Lehky be hired for the full-time Foundation Database Coordinator position at a starting salary of \$48,000/year effective as earlier as January 2, 2020. Proration of salary effective once a start date has been determined.

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

Foundation Gift Officer

The Foundation Gift Officer position became available with the reorganization of the Foundation and is funded externally.

A committee consisting of four staff and President Finley interviewed five candidates for the full-time Foundation Gift Officer position. This committee, Chelsea Platte, Executive Director of the Foundation, and President Finley recommend Christian Smith for the position, effective January 20, 2020.

Christian has two Bachelors of Arts degrees from Rutgers University and comes with glowing professional references, as well as a number of spontaneous calls of support from community members who learned that Christian was considering moving back to the area.

Mr. Smith's ten years at the Y and his recent involvement in the STRIVE mentorship program have fostered a sincere passion for helping youth succeed, especially when faced with adversity and life's challenges. Christian is a natural storyteller and in the words of one of his reference, "he exudes an enthusiasm that leaves people asking, 'how can I help?'"

It was moved by Trustee Shirilla and supported by Trustee Kring that Christian Smith be hired for the full-time Foundation Gift Officer position at a starting salary of \$62,000/year. Proration of salary to begin on his start date, January 20, 2020.

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

Trustee Shirilla clarified that each of the position are budget neutral.

President Finley asked to speak to a couple of other personnel related items, the first a reminder that Fred Harrington would be retiring at the end of this month and thanked him for his contributions and support of NCMC throughout his years.

Next, President Finley shared that he was pleased to announce that the advertisement for a full-time Athletic Director/Coach has begun. This individual will explore a variety of options to expand our current athletic programming, including affiliation with the National Junior College Athletic Association (NJCAA) and Michigan Community College Athletic Association (MCCAA). The intent is to launch intercollegiate athletics with these affiliations in Fall 2021.

In an era of fewer high school graduates each year for the foreseeable future, we must think creatively to increase enrollment in years to come. Intercollegiate athletics is but one means to attract students from outside our traditional service area. Our Northern MI peers, such as Bay, Alpena, Mid-Michigan, and Kirtland, have been leveraging athletics for just this purpose for some time now.

10. OLD BUSINESS

None.

11. NEW BUSINESS

None

12. NEW BUSINESS

None

13. STUDENT SUCCESS

President Finley shared two student success updates, which were as follows:

NCMC Competitive Ski Team

Students are now able to take advantage of an opportunity to participate as a member of the NCMC competitive ski team. The college is sponsoring a Race League for one evening each week at Nubs Nob Ski Area. The emphasis is on league improvement throughout the season, so no prior training is necessary. All participants must be at least 18 years old.

North Central is taking this club approach as an entry point to providing competitive skiing at the collegiate level. Additionally, this will allow for involvement at various levels and afford students the ability to enjoy—and benefit from—continued participation in a competitive athletic team.

President Finley called upon Ashley Antonishen to stand and provide an update. Ashley shared that we currently have seven students in the league and can add a couple of more if needed, but they are otherwise ready to kick things off.

WRCNM – 2019 Youth Tribute! Award

President Finley shared that this year's Youth Award honored 2019 graduate Lily Kingma, nurse, youth leader and volunteer. In high school, Kingma was a highly involved student leader as a multi-sport athlete, team captain, youth mentor and volunteer youth sports coach. She maintained a 3.7 grade point average, was a member of the National Honor Society and earned the North Central Michigan College Presidential Scholar Award while also participating in sports and extracurricular student leadership activities. As a high school athlete, she lobbied for more spectator seating for girls' basketball games, because closing off half of the bleachers projected a sense that their games were less important than boys' games.

Kingma continued to excel in academics and leadership throughout a rigorous nursing program at North Central. In addition to her coursework, she served on the Student Senate, organized a campus-wide food drive for The Manna Food Project and other campus initiatives, donated her time to the Student Nurses Association, worked at the campus welcome desk and earned a spot on the President's List and Dean's List and membership in Phi Theta Kappa Honors Society through academic achievement. She has volunteered at a local long-term care facility and for the Zonta Club of Petoskey's major fundraiser.

From student leader to devoted nurse, Kingma continues to impact the community one patient at a time.

President Finley thanked everyone for their efforts in helping Lily succeed while here at NCMC.

14. UNSCHEDULED PUBLIC COMMENT

Erick Haight, full-time faculty of Psychology, shared that he had been here 22 years and stood to share his concerns and recommendations. Erick commented on the fact that NCMC students have been without a Counselor for two years now and that the burden falls upon instructors. Instructors spend time

with these students and direct them to community resources, but he asked that this position is given a higher priority moving forward.

Erick stated that he had two requests:

- 1) That the Counselor position is placed on the front burner to support mental health of students.
- 2) Erick asked that we consider whether or not the Athletic Director/Coach position was the best way to increase enrollments, and shared his personal experiences that he recalled from when his grandfather coached in Roscommon. On that same note, he shared a document written by Maureen Conway and Mark Popovich from the Aspen Institute that was posted on November 6, 2019, "Free College is Good, but Free Day Care is Better" and asked that the Board of Trustees review the article and consider whether or not we are headed in the best direction with the Athletic Director/Coach posting.

Trustee Millard thanked Erick for standing and sharing. He also commented on how impressed he was by his presentation skills. Trustee Millard stated that he made good points and gave them food for thought.

15. ADJOURNMENT.

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

/S/ Irma Noël, Secretary

/S/ Philip Millard, Chairman