

**NORTH CENTRAL MICHIGAN COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING – Iron Horse Cafe
Tuesday, September 22, 2020 (4:00 p.m.)**

AGENDA

1. Call to Order.
2. Attendance.
3. Approval of Agenda.
4. Approval of minutes for the August 25, 2020, Regular Meeting (via Zoom).
5. Communications.
 - a. Futures for Frontliners
 - b. So far, so good: North Central sees steady enrollment despite COVID concerns
6. Scheduled Public Comment on Agenda Items.
7. Financial Report and Statement of Bills as of August 31, 2020.
8. President's Reports.
 - a. Campus COVID-19 Update
 - b. AD/CL Building Renovation Update
 - c. AACC Excellence Award Announced - September 17, 2020
 - d. On Campus Flu Immunization Clinic - September 29, 2020
 - e. Online Orientation Videos
 - f. Employee Recognition Tea
 - g. Distance Learning Application
 - h. Lifelong Learning Club
9. Committee Reports.
10. Old Business.
11. New Business.
12. Student Success.
 - a. Baby Luna/Anatomage Table
13. Unscheduled Public Comment.
14. Adjournment.

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Trustee Millard read the following script prior to the Scheduled Public Meeting:

Good afternoon,

It is Tuesday, September 22, 2020 at 4:00pm. We are going to begin the Regular Meeting of the Board of Trustees as scheduled. This meeting is being conducted in a “socially distanced” manner today per Executive Order of the Governor. Additionally, face coverings are to be worn whenever indoors on campus and for the duration of this meeting.

Thank you for your participation and patience during this meeting. Please know that this meeting will be recorded.

1. CALL TO ORDER

Board Chair, Phil Millard called the meeting to order at 4:00 p.m.

2. ATTENDANCE

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

Note: Noël joined via phone during Communications and disconnected during Student Success.

3. APPROVAL OF AGENDA

It was moved by Trustee Fought and supported by Trustee Rasmussen that the Agenda be approved with the following additions to the agenda as published September 17, 2020:

- Communications under 5b. PNR Article So Far, So Good
- President’s Report 8g. Distance Learning Application
- President’s Report 8h. Lifelong Learning Club

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

NAYS: None

4. APPROVE MINUTES

It was moved by Trustee Keiswetter and supported by Trustee Kring that the Minutes of the August 25, 2020, Regular Meeting be approved with proposed edits from Trustee Fought included.

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

NAYS: None

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5. COMMUNICATIONS

President Finley provided updates on the following:

a. Futures for Frontliners

There is an exciting new state scholarship program called [Futures for Frontliners](#). It gives Michiganders who worked in essential industries during the state's COVID-19 shutdown tuition-free access to public community colleges, including North Central Michigan College.

The application process opened in early September, and the scholarship is available to begin classes in January 2021. Director of admission Corey Lansing is serving as North Central's Frontliners liaison with the State of Michigan.

It's projected that as many as 625k individuals will be eligible statewide. We are hoping to see anywhere from 100 to several hundred students choose to participate in this program here at North Central Michigan College.

b. So far, so good: North Central sees steady enrollment despite COVID concerns

On Thursday, September 17, 2020, Steve Zucker from the Petoskey News Review interviewed the College's director of admission Corey Lansing, vice president for student affairs Renee DeYoung, and president of the College Dr. David R. Finley to learn more about the 'ripple effect' of COVID 19 as it related to enrollments.

President Finley shared that enrollments were as expected for fall with roughly 1,750 credit-bearing students enrolling, as ~300 PE audits were shifted to corporate and community education. This has proven to be a very good thing this semester. Not only did we see an increase in more out of district students, students are also taking more credit hours than in the past. Thus, tuition revenue is up roughly 1% from last year's tuition revenue.

Irma joined the call.

President Finley had also commented during the interview that the increase in tuition revenue is particularly good news considering many of the state's 27 other community colleges are reporting drops in enrollment by 5-10 percent, with a few reporting as much as 20 percent declines. He thanked "everybody for that good work".

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As stated in the article, vice president of student affairs Renee DeYoung said there were likely many reasons students waited to enroll.

“When it finally came down to the point where we were going to be open. We were going to face-to-face, as well as online and hybrid. They finally came to the decision ‘I don’t want to take a year off. I don’t want to have a gap year. I want to stay with my education,’” she said.

Another interesting thing to note is President Finley asked the dorm students to raise their hands when asked, and he identified roughly a quarter of the students living in the dorms are from outside our four-county service area. The College is beginning to see success as it relates to becoming that ‘destination college’.

In the article Finley also noted that, overall the first two weeks of classes “have gone remarkably well.” He said the combination of COVID safety considerations and course enrollments did require some flexibility as some classes had to be moved to different rooms with more space.

He also said while the mix of face-to-face, online and hybrid classes the college is offering this fall is essentially the same as most years, some classes have had to move to a “flex” arrangement in which half of the class is in person half of the time while the other half participates online and then the roles reverse.

He praised and thanked the efforts of the faculty to “optimize and deliver the flex courses and the reception from the students themselves.”

DeYoung pointed out that one of the biggest hurdles the staff is working to overcome is looking for ways to replace the social interactions and connections that are typically made through many of the functions that had to be canceled for this year.

College director of admission Corey Lansing said another hurdle to overcome was the inability to host in-person orientation for incoming students — both at the college and high school level. He said staff did many of those types of activities via online video conferencing.

6. SCHEDULED PUBLIC COMMENT

None.

7. FINANCIAL REPORT

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

It was moved by Trustee Fought and supported by Trustee Rasmussen that the financial report and statement of bills be accepted as submitted.

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

NAYS: None

8. PRESIDENTS REPORT

President Finley shared the following updates:

a. Campus COVID-19 Update

Beginning September 8, 2020, a health ticket e-mail (health@ncmich.edu) was made available to provide a method for Students, Faculty, and Staff to submit issues of noncompliance or ask health-related questions.

Beginning Friday, September 11, 2020, a weekly COVID 19 update has been sent to the campus community. This update includes a cumulative total of positives, possible positives, contact with positives and negatives, along with definitions for each of these categories, so that we are all aware of the college's COVID-19 summary reporting data as we navigate this new territory together. So far so good, but we recognize that we need to be thinking ahead and continue to work in earnest to keep our entire campus community as safe as possible.

On Wednesday, September 23, 2020 will host a mobile walk-up testing site for asymptomatic individuals of all ages. North Central Michigan College, Petoskey Public Schools and Bear River Health partnered to provide to bring this opportunity onsite for our Students, Faculty, Staff, and the community.

Tests administered at this site: Serology (Rapid Antibody Test) and Polymerase Chain Reaction (PCR) Nasal Swab. For additional information, please visit www.brhprimarycare.org.

b. AD/CL Building Renovation Update (Supplemental documentation)

Phase IA was completed on schedule with existing classrooms and corridors opening on September 8th, as planned. Phase IB, which includes the Foundation Office Suite, is slated for completion on October 30, 2020. Phase IC, which includes the Business Office

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Suite, Student First-Stop, and corridor passage through the middle of the building on both levels will be turned over to the College on November 25th, 2020. Finally, Phase II, which is the addition, will be completed by April 30, 2021.

c. AACC Excellence Award Announced

While we didn't win the AACC's Outstanding College/Corporate Partnership Award today, it was certainly commendable to be named one of five national finalists, and I still consider our longstanding partnership which launched the mobile digital fabrication lab (Fab Lab) in 2014 a victory! Many individuals who would not otherwise have access to this learning opportunity and the resulting career prospects are the real winners. Northern Michigan is a better place as a result of this collaboration. Thank you to all of you who work hard to support this initiative.

d. On Campus Flu and Other Immunizations Clinic

On September 29, 2020 from 2-4 p. m. the Health Department of North Central Michigan College Michigan will host an On-Campus Flu and Other Immunizations Clinic in Library Conference Rooms 1 & 2. This clinic is open to the public. Walk-ins are welcome, but appointments are appreciated. Children/students must be accompanied by a parent or legal guardian.

e. Online Orientation Video

Recognizing that there are no in-person orientation sessions this fall, helpful information about resources and the support students need to feel prepared for college life has been introduced in a series of virtual orientation videos. You can check out these videos and more in the Student Services playlist on YouTube.

The online orientation video was played for the Board.

f. Employee Recognition Tea

On Wednesday, September 2, 2020 roughly 75 people participated in this year's Virtual Employee Recognition Tea event. The Employee Recognition Tea event is an annual event that provides an opportunity for our campus community to come together to honor and celebrate one another's contributions and dedication to North Central Michigan College.

This year's annual event was postponed due to COVID-19. However, we gave a special 'Thank You' to the Employee Recognition Committee for making this a memorable event, even amidst a pandemic. It was creative, fun, and based on the positive feedback, well received!

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At this year’s virtual event the following Years of Service were recognized:

- 36 – First-Year Tea Cup Recipients from (since January 2019)
- 29 – 5 Years of Service Recipients
- 5 – 10 Years of Service Recipients
- 4 – 15 Years of Service Recipients
- 3 – 20 Years of Service Recipients
- 1 – 25 Years of Service Recipients – Kathy Ferguson
- 1 – 30 Years of Service Recipients – James McCullough
- 2 – Board Members celebrating 15 Years of Services (John & Phil)
- Adjunct of the Year 2019/20 – Gene Hodulik
- Faculty of the Year 2019/20 – Larry Cummings

We can’t thank all of our recipients enough for their dedication to the College. Each of YOU make a difference for our students, for our campus, and for this community. Without your dedication, NCMC wouldn’t be what we are today. Know that YOU matter to all of us! On behalf of our campus community, “Thank You” for all YOU do!

g. Distance Learning Application

We are submitting a “Substantive Change Application” to the Higher Learning Commission to extend our approval for Distance Learning from simply “courses” to “programs.” We applied for this designation in 2015 and were denied. Since 2015, we have worked to correct the items identified by the HLC then, and we are cautiously optimistic about this resubmittal.

h. Lifelong Learning Club

The Corporate and Community Education Department at NCMC is launching its Lifelong Learning Club with a diverse schedule of online classes from qualified instructors from across the country. NCMC is partnering with the University of Utah to offer over 100 classes over the next three months.

In 2021, we will be expanding this program with in-person classes, events, and expos. We hope you will take advantage of this unique opportunity to participate in this stellar online learning program from the comfort of your own home.

9. COMMITTEE REPORTS

a. Bylaws & Policy Committee

Trustee Fought reported that on Tuesday, September 15, 2020, the Bylaws & Policy Committee met to review a Revised Naming Policy.

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Revised Naming Policy

Over the past several years, it has been the practice of the College to give its approval on naming opportunities offered by the Foundation. This has been done on a case-by-case and retroactive basis and in accordance with the Foundation's "Naming Opportunities" policy.

The Foundation is proposing an amendment to its policy and is requesting concurrence of the amendment from the College Board. The amendment is contained in the last paragraph of section 1 of the Foundation's policy. It involves developing a comprehensive, on a prospective basis, a plan acceptable to both the Foundation and the College for naming opportunities under a designated fundraising campaign, such as the current Building Tomorrow Together capital campaign.

It was motioned by Trustee Fought and Supported by Trustee Keiswetter that that the amendment to the Foundation's as set forth in the last paragraph of section one of the Foundation's "naming" policy be accepted by the College.

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

NAYS: None

b. Finance & Facilities

Trustee Fought reported that on Tuesday, September 15, 2020, the Finance & Facilities Committee met for their monthly meeting. Topics of conversation included AD/CL Building Renovations, Staff/Faculty Negotiations, the status of the North Country Trail (Bear River) Bridge, Enrollment/Tuition, State of Michigan Best Practices, Capital Outlay – CATEE, a Naming Recognition Opportunity list, and the August Financial Statements. The committee has one motion to move forward to the full board today.

Recognition Opportunity List

With the passage of the prior motion regarding adoption of revisions in the North Central Michigan College Foundation's naming opportunities policy, it is now necessary to act on the comprehensive naming plan put forth by the Foundation for the current Building Tomorrow Together capital campaign.

In the meeting packet distributed for this meeting was a copy of this comprehensive naming plan. The plan identified 47 recognition opportunities and the related gift amount that would convey naming right to the donor.

It was motioned by Trustee Fought and Supported by Trustee Kring that the College, in conjunction with the Foundation, adopt the Building Tomorrow Together capital campaign

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Recognition Opportunity plan as presented at this meeting of the North Central Michigan College board.

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Rasmussen
NAYS: None

c. Personnel Committee

Trustee Kring reported that the Personnel Committee met virtually Tuesday, September 22, 2020 to review a Recommendation to Hire for the Learning Support Services Director position that became vacant with the departure of Emily Bongiovanni on August 7th, 2020.

Recommendation to Hire LSS Director

With a recent departure, amidst a pandemic, the College found itself needing to promptly fill the Director of Learning Support Services.

Fortunately, the interview committee for the LSS position had the opportunity to interview four highly qualified candidates for this vacant position. Of the four, the committee recommended the board consider Rebekah Carpenter for the role of full-time LSS Director.

Rebekah is a graduate of DePauw University with a Bachelor of Art in Psychology. She is also a graduate of Western Michigan University with a Master of Science in Occupational Therapy. As an Occupational Therapist, she has spent the last 22 years advocating for the needs of people with disabilities in home, school and community settings. The majority of these 22 years have been spent in education.

Her role has been to train students, parents, teachers and other school staff on utilizing accommodations and supporting at-risk students in coping with the demands of others and the school environment. One of her main goals in working with students is for them to become self-advocates, efficient at utilizing accommodations that meet their individual learning and employment needs. As the Learning Support Services Director, she would help ensure that all students could benefit from their time at North Central before moving forward into further self-sufficiency in their career or next degree.

It was motioned by Trustee Kring and Supported by Trustee Noël that the Board hire Rebekah Carpenter as the Director of Learning Support Services, at a starting salary of \$62,000 per year, prorated effective Monday, October 12, 2020.

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

d. Curriculum Committee Report

The Curriculum Committee learned of the importance of providing explicit support of our Substantive Change Application to the Higher Learning Commission.

Distance Learning Application

The College applied to the Higher Learning Commission for Distance Learning designation in 2015, and this application was denied. Since 2015, the College has worked in earnest to correct the items identified by the HLC at that time.

Currently the College is in the process of submitting a “Substantive Change Application” to the Higher Learning Commission to extend the approval for Distance Learning from simply “courses” to “programs.”

It was motioned by Trustee Keiswetter and supported by Trustee Fought that the Board supports the College’s application for Distance Learning designation for courses and programs.

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

10. OLD BUSINESS

None.

11. NEW BUSINESS

None.

12. STUDENT SUCCESS

a. Baby Luna/Anatomage Table

President Finley shared that in late 2019, North Central Michigan College was fortunate to receive a pediatric simulator, named Baby Luna. This was yet another generous donation from the Borra Family Foundation.

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CAE Healthcare's first tetherless and completely wireless infant simulator, Baby Luna, offers a complete range of options for essential training in the care and medical treatment of a neonate in crisis. CAE Luna is remarkably lightweight and realistically represents a baby from birth to 28 days after delivery.

What's more, our Anatomage Table has been up-graded to a new version allowing remote access to permit usage of the table in a separate in-person or virtual classrooms.

Jim Cousino demonstrated both of these devices. As Dr. Finley stated, superb Faculty and exceptional teaching tools make for well-prepared graduates.

13. UNSCHEDULED PUBLIC COMMENT

None.

14. ADJOURNMENT.

Trustee Millard directed the audience to exit in a socially distanced fashion. There being no further business, it was moved by Trustee Fought and supported by Trustee Rasmussen that the meeting be adjourned at 4:43 p.m.

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

NAYS: None

/S/ Irma Noël, Secretary

/S/ Philip Millard, Chairman