

**NORTH CENTRAL MICHIGAN COLLEGE  
BOARD OF TRUSTEES  
REGULAR MEETING - VIRTUAL  
Tuesday, May 26, 2020 (4:00 p.m.)**

**NOTE: Public is welcomed to join by following the instructions located on page 2.**

**AGENDA**

1. Call to Order.
2. Attendance.
3. Approval of Agenda.
4. Approval of minutes for the April 28, 2020, Regular Meeting (via Zoom).
5. Communications.
  - a. Petoskey News Review – multiple stories
  - b. 7&4 Zoom Interview – May 12, 2020
  - c. MI News Network – May 13, 2020
6. Scheduled Public Comment on Agenda Items.
7. Financial Report and Statement of Bills as of April 30, 2020.
8. President's Reports.
  - a. Early College Partners
  - b. CARE's Act Funding
  - c. AD/CL Bldg. Renovation Progress Update
  - d. NCMC leading economic recovery via higher education
  - e. Student Emergency Fund Update
9. Committee Reports.
  - a. Finance & Facilities
  - b. Bylaws & Policy
10. Old Business.
11. New Business.
  - a. MCCA Board of Directors Certifications
12. Student Success.
13. Unscheduled Public Comment.
14. Adjournment.

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**TO JOIN THIS VIRTUAL MEETING:**

Enter the Meeting ID and Password highlighted below when prompted. This meeting will be open 10 minutes in advance for troubleshooting and set up. Please feel free to test at that time. Please note that you will be muted upon joining, but will have the opportunity to ask questions via chat and/or during Public Comment.

Meeting ID: 951 5397 2814

Password: 367344

Join Zoom Meeting **via computer or smartphone with optional video**

<https://zoom.us/j/95153972814?pwd=UkN4WGplZ3dGYTNzUGRIQy8ydkZtZz09>

**NOTE: If you join via computer it will give you the option to test your microphone and speaker and you shouldn't need to download anything in advance. However, if you join via smartphone it is recommended that you download the Zoom app in advance.**

Dial by your location to **join via phone**

+1 646 876 9923 US (New York)

**NOTE: This option will allow you to join by calling in from any phone.**

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Trustee Millard began by reading the following script:

Good afternoon,

It is Tuesday, May 26, 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 virtual manner today to comply with our Governor's Executive Order 2020-77 "Safer At Home" and Executive Order 2020-75 which temporarily permits remote participation in public meetings.

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 or typed into the chat at any time. For Public Comment, we will first unmute each person who entered a comment into the chat by the order it was received. Next to assure that everyone has a chance to participate, we will also unmute all microphones to allow for Public Comments as well. We will state that all microphones are being unmuted prior to unmuting everyone, so that you are aware and can mute yourself if you do not wish to comment.

Board of Trustees as we begin please also keep background noise in mind. I encourage you to remain muted as well, unless speaking. We will be using roll call votes for today's business.

**1. CALL TO ORDER**

Board Chair, Phil Millard called the meeting to order at 4:02 p.m.

**2. ATTENDANCE**

PRESENT (Roll Call): Trustees Fought (via phone), Keiswetter (via phone), Kring (via video), Millard (via video), Rasmussen (via video) and Shirilla (via video)

ABSENT: Noël

**3. APPROVAL OF AGENDA**

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

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

NAYS: None

**4. APPROVE MINUTES**

It was moved by Trustee Fought and supported by Trustee Shirilla that the Minutes of the April 28, 2020, Regular Meeting (via Zoom) be approved.

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

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NAYS:           None

5. COMMUNICATIONS

President Finley provided updates on the following:

a.       Petoskey News Review

President Finley shared that the Petoskey News Review had provided good coverage since our last Board Meeting in the following articles:

North Central's AD/CL Project to Re-start – May 1, 2020

North Central celebrates Class of 2020 – May 11, 2020

Which was really nice coverage for the virtual commencement. President Finley thanked everyone who had a part in making that event a success.

b.       7&4 Zoom Interview – May 12, 2020

President Finley shared that shortly after the PNR articles, 7&4 reached out to conduct a Zoom Interview on the college's plans to re-open for the fall semester.

A few takeaways from President Finley's interview with Paul Steeno are below: "Colleges and universities across are starting to make the decision whether or not to have face-to-face classes in the fall amid the COVID-19 pandemic.

Right now, North Central Michigan College is planning to have face-to-face classes when the fall semester begins.

Social distancing in classrooms and barriers ... will be implemented.

There are backup plans if COVID-19 becomes a major issue again. These include hybrid learning, in-person classes and going completely online again.

While face-to-face instruction will be back in the fall, classes during the summer will be completely online." - Paul Steeno

c.       Michigan News Network

Following the interview with 7&4, Beth Fisher from Michigan News Network reached out. Michigan News Network is radio all around the state. President Finley

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shared with Beth that the College is aiming for face to face instruction, believing for many students that is the best way to learn. However, we have plans to deliver via hybrid course instruction and/or shift wholly online, which also works very well for so many our learners. The College is working in earnest to determine the best direction amidst the changing environment.

**6. SCHEDULED PUBLIC COMMENT ON AGENDA ITEMS**

None.

**7. FINANCIAL REPORT**

Dr. Tom Zeidel, Interim Vice President for Finance & Facilities was asked by Trustee Fought to provide a financial report for April 2020. Tom certified that the financials from April were within the adopted budget for 2019-20. He also clarified that as of April 30, 2020 the college was 83% thru the fiscal year and “overall our revenue totals are very solid for the year”. The only unknowns are a slight decrease in summer tuition revenue, and an unknown to the exact schedule and amount(s) of the three remaining payments from the State of Michigan. However, our revenue is solid for the year, so we could absorb a shortfall in state appropriations.

The colleges operating expenses are under control. We budgeted lower expenditures than the prior year and are on target to come in lower than the previous year.

Tom stated that, given the current economic uncertainties at the moment, the 2020-21 budget will be presented to the Board of Trustees at the June 23, 2020 Regular Meeting. In preparation for this, multiple scenarios and budget projections were generated. The hope is that within the next few weeks some of the remaining items in question will fall into place prior to bringing the 2020-21 budget to the Board in June.

It was moved forward by Trustee Fought and supported by Trustee Rasmussen that the report be accepted as submitted.

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

**8. PRESIDENTS REPORT**

President Finley shared the following updates:

a. Early College Partners

On Wednesday, May 6, 2020, memorandum of understandings (MOUs) were signed and distributed to Gaylord Community Schools, Boyne City Public

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Schools, and the Public Schools of Petoskey to renew the Five-Year Program of Study partnerships for the 2020-21 academic year.

Each MOU included an addendum which included the 2020-21 tuition rates previously approved by the Board.

Two of the three are back, and we anticipate the third to be returned shortly.

b. CARE's Act Funding

As of Thursday, May 21, 2020 a total of 694 students have received support through CARES Act funding. A total of \$335,202 has been granted to North Central Michigan College students to support them during these times.

President Finley read the following thank you note from NCMC student, Gabby Shovan, sent on May 18, 2020:

Gabby writes "Good morning, I wanted to personally thank you immensely for the student grant I have received. This was helpful in every way, especially since I have not received a payment in 2 months. My unemployment account has some issues with it and I (like thousands of other Michiganders) cannot get ahold of the unemployment office. I am so appreciative of this, and my college during these difficult times. Stay safe and healthy. ♡"

c. AD/CL Bldg. Renovation and Classroom Expansion Project Update

President Finley was also very pleased to share that the long-awaited AD/CL Bldg. Renovation project has begun in earnest. After seven weeks on-hold, the project is now in high gear. Demolition is occurring (in some areas) with reconstruction occurring in others. Good progress is being made on classrooms and corridors, and these spaces will be the first brought back online. This will allow face-to-face instruction to occur in the building in Fall 2020, pending State authorization to instruct in this mode and also a temporary occupancy permit. Student Services First Stop areas will come online in early fall, and the building addition (student commons and three new classrooms) will be completed by February 2021.

The College is planning a Ground Breaking for this renovation the week of June 22, 2020. Stay tuned for more information on this event. A portion will be done in person, and then also virtually. Additionally, the College has reached out to the Little Traverse Bay Band of Odawa Indians to do a Ground Blessing, which may or may not be separate to this event.

d. NCMC leading economic recovery via higher education

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In addition to the AD/CL Bldg. Renovation and Classroom Expansion Project, Corporate and Community Education (CCE) has implemented a community survey to understand how best to meet the needs of professional learners in the region. Results of this survey are forthcoming. North Central has also shifted former face-to-face (F2F) orientation and registration activities online, with YouTube videos providing instruction for our newest students. A virtual campus tour is also under development. The target release date for this video is June 1. All of this has been done to bolster access to high demand programs, such as nursing, allied health, EMS, public safety, manufacturing, IT, and others, offered by the College.

e. Student Emergency Fund Update

From March 13, 2020 through Thursday, May 21, 2020, a total of \$41,848.72 in emergency funds have been granted to a total of 35 students. Nine of the 35 students are receiving the current maximum grant amount of \$2000. We currently have \$6000 pending currently awaiting further information from the students.

These awards were based on the student's requested needs to cover things such as mortgage or rent payments, utility bills, car payments, etc., because of issues related to the COVID-19 pandemic (loss of jobs, lack of hours, etc.).

## 9. COMMITTEE REPORTS

### **Finance and Facilities Committee**

Trustee Fought, chairman of the Finance & Facilities Committee, reported that the committee met on

Tuesday, May 19, 2020 for a Finance & Facilities Committee meeting at which the committee had good discussions on COVID-19 potential problems and different activities and scenarios that would allow us to operate with restrictions. The Committee also took a look at a License Agreement from the Little Traverse Conservancy that was presented for consideration at that time.

The Little Traverse Conservancy owns the Sally and Jack Clark Nature Preserve just north of the College's property. There is a walking trail from Atkins Road through College property and the preserve to the south end of Valley View, a street in Petoskey.

The Conservancy has requested a license to install a sign on College property identifying the start of the trail from Atkins Road and to construct a boardwalk over a wet/marshy area, also on College property, to permit use of the trail during wet seasons.

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It was moved forward by Trustee Fought and supported by Trustee Keiswetter that a license agreement between the College and the Little Traverse Conservancy to permit the Conservancy to install a sign on College property identifying the trail and to construct a boardwalk, also on College property, to permit use of the trail during wet seasons without cost to the Conservancy except to provide liability insurance in the amount of \$1,000,000 with the College as an additional named insured.

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

**Bylaws & Policy Committee**

Trustee Rasmussen reported that a proposed change to Board Policy 108, Refund Policy, was submitted to the Bylaws & Policy Committee for consideration. It was proposed that the statement in Board Policy 108 “*Refunds for Guaranteed Student Loan students who withdraw from the College will be sent to the student's lending institution.*” be changed to “*Refunds for Federal Financial Aid will be returned to the U.S. Department of Education.*” to reflect current practices.

It was moved by Trustee Rasmussen and then by Trustee Fought that the Board supports the proposed change to Board Policy 108.

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

**10. OLD BUSINESS**

None.

**11. NEW BUSINESS**

a. MCCA Board of Directors Certifications 2020-21

President Finley clarified that each year MCCA requests the identification of two Board of Directors members, one of whom is the President and the second is a member of the Board of Trustees. Melissa Keiswetter has served in this capacity in years past. Melissa was happy to serve in this capacity, with Jim Shirilla being identified as an alternate.

b. Board Retreat

Trustee Millard asked the Board if they would be interested in meeting for a Board Retreat while practicing social distancing. He asked that they provide him with their input to decide the best course of action.

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12. STUDENT SUCCESS

President Finley shared the following three YouTube videos as examples of student success in lieu of a student attending this meeting virtually:

Virtual Commencement

[https://www.youtube.com/watch?time\\_continue=396&v=aV2HGwT5Z6M&feature=emb\\_logo](https://www.youtube.com/watch?time_continue=396&v=aV2HGwT5Z6M&feature=emb_logo)

Phi Theta Kappa Induction

<https://www.youtube.com/watch?v=E0jF-kfqjCI>

Nursing Week

<https://www.facebook.com/NorthCentralMC/videos/224770355491790/>

All videos can be found by scrolling to the bottom of the North Central Michigan College webpage, by selecting either YouTube or Facebook from the icon options.

President Finley shared that the Nursing week video had between 5,500 to 6,000 hits, with the virtual Commencement not far behind that with a little over 5,000.

13. UNSCHEDULED PUBLIC COMMENT

Chairman Millard asked if any questions or comments were in chat. There were not, so all were unmuted for a period of time to be certain. There were no public comments.

14. ADJOURNMENT.

There being no further business, it was moved by Trustee Millard and supported by Trustee Fought that the meeting be adjourned at 4:28 p.m.

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

/S/ Irma Noël, Secretary

/S/ Philip Millard, Chairman