

**NORTH CENTRAL MICHIGAN COLLEGE  
BOARD OF TRUSTEES  
REGULAR MEETING  
Library Conference Center  
Tuesday, February 25, 2020  
4:00 P.M.**

**AGENDA**

1. Call to Order.
2. Attendance.
3. Approval of Agenda.
4. Approval of minutes for the January, 28, 2020 Regular Meeting.
5. Communications.
  - a. Campus Cupboard Enhancement
  - b. MI Transfer Pathways
6. Scheduled Public Comment on Agenda Items.
7. Financial Report and Statement of Bills as of January 31, 2020.
8. Faculty Contract 2019-2023 (Tentative)
9. President's Reports.
  - a. Winter 2020 Enrollment
  - b. MI BEST
  - c. Walloon Lake Association & Conservancy Partnership
10. Committee Reports.
  - a. Personnel Committee
  - b. Finance and Facilities Committee
  - c. Foundation Update
11. Old Business.
12. New Business.
13. Student Success.
  - a. NCMC Ski Club
14. Unscheduled Public Comment.
15. Adjournment.

**MINUTES**  
**NORTH CENTRAL MICHIGAN COLLEGE**  
**BOARD OF TRUSTEES**  
**REGULAR MEETING**  
**Library Conference Center**  
**February 25, 2020**

1. CALL TO ORDER

Trustee Kring called the meeting to order at 3:59 p.m.

2. ATTENDANCE

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

ABSENT: Noël

3. APPROVAL OF AGENDA

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

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

NAYS: None

4. APPROVE MINUTES

It was moved by Trustee Rasmussen and supported by Trustee Fought that the Minutes of the January 21, 2020 Regular Meeting be approved.

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

NAYS: None

5. COMMUNICATIONS

a. Campus Cupboard Enhancement

President Finley was excited to share that our Campus Cupboard, North Central's discreet, free resource for students who are experiencing food insecurity, recently submitted a grant proposal to the NCMC Foundation for a refrigerator and freezer, so that we might provide students with perishable items such as produce, bread, eggs and meat. The Foundation Board of Directors agreed to fund the grant, and Foundation Board member Chris Morley further contributed through the Morley Family Foundation. What's more, Chris helped us secure the refrigerator and freezer from Witbeck Appliance of Petoskey.

The food items continue to be received from multiple sources, including, but not limited to Manna Food Project, Crooked Tree Breadworks, and Johan's Pastry Shop.

b. MI Transfer Pathways

Transferring to a four-year college or university from North Central Michigan College will now be even simpler thanks to new transfer agreements signed with 25 Michigan colleges and universities. This agreement will ensure their seamless transfer for completion of a bachelor's degree, making it easier for them to reach their academic goals.

Transfer agreements will allow North Central students to transfer more credits to four-year schools in the areas of biology, business, criminal justice and psychology. The new agreements specify major-specific courses that students should complete, while enrolled at North Central, that are common across all institutions in Michigan. The identification of these courses makes it easier for students to complete essential courses before deciding where to transfer.

The initiative was funded through the Fiscal Year 2018 state budget, which included a one-time appropriation to support this effort, including the redesigned Michigan Transfer Network website, work to build stronger math pathways, and efforts to award credit for military experience.

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

None.

#### 7. FINANCIAL REPORT

Dr. Tom Zeidel, Interim Vice President for Finance & Facilities commented that the college is 58% of the way thru the fiscal year and is currently on budget.

It was moved by Trustee Fought and supported by Trustee Rasmussen that the January 2020 Financial Statement be approved as submitted and certified by Tom Zeidel, Interim Vice President of Finance and Facilities.

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

NAYS: None

#### 8. FACULTY CONTRACT 2019-2023

A faculty contract was ratified by the faculty and presented to the Board for approval.

It was moved by Trustee Fought and supported by Trustee Rasmussen that the Board go into closed session for further discussion and final review of the contract.

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

NAYS: None

Upon returning from closed session, it was moved by Trustee Fought and supported by Trustee Rasmussen that the Board approve the 2019-2023 Faculty Contract.

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

NAYS: None

## 9. PRESIDENTS REPORT

President Finley provided an update for each of the following:

a. Winter 2020 Enrollment

Our winter headcount is down 1.04% (current winter headcount 2472 vs last winter 2498) from last year, and our total contact hours is down 8.18% (16,382 vs 17,841 last winter). The good news is that we budgeted prudently for this fiscal year (8% down in contact hours). As a result, our budget is holding solid.

b. MI BEST

North Central Michigan College has joined a statewide initiative to help students connect with resources to support basic needs. The Michigan Community College Association (MCCA) was awarded a \$442,000 grant to launch the initiative, which is focused on improving student completion and success by addressing several economic instability factors, including access to food, housing, transportation, childcare and other basic needs.

The Michigan – Building Economic Stability Today (MI-BEST) effort is funded by a grant from the ECMC Foundation as part of its Basic Needs Initiative, designed to address and alleviate basic needs insecurity among students.

The initiative launched in January 2020 and will continue through June 2022. Thank you to North Central's team of college personnel and community leaders that have dedicated their time to this initiative for our students.

- Renee DeYoung, vice president of Student Affairs
- Kim Dickinson, advisor
- Thomas Knott, accounting faculty
- Robert Marsh, Ph.D., associate dean of Research and Assessment
- Pete Olson, Ph.D., vice president of Academic Affairs and Student Success
- Virginia Panoff, director, Financial Aid
- Chelsea Platte, executive director, NCMC Foundation
- Jennifer Wixson, early childhood education faculty
- Sarah Ford, PHSCF representative
- Alex Maier, database administrator
- Joe Balinski, registrar

c. Walloon Lake Association & Conservancy Partnership

We are excited to share that North Central Michigan College and the Walloon Lake Association & Conservancy are working together to create opportunities for students, faculty and staff, so that they can use Postle Farm for exploratory education and a research station. The Postle Farm property includes 113 acres of deciduous forest, hemlocks, a natural spring and a barn that can be used for experiential learning. The Postle Farm collaboration will allow students

alternative natural areas to explore, as it features ecosystems that you won't find in our own natural area.

To conclude President Finley's report, he was excited to share the new North Central Michigan College Viewbook. Dr. Finley thanked the Communications department for their hard work. He explained that this Viewbook will help potential students understand the different areas of study, instead of specific degrees and certificates. He shared a story of his youth, where he knew what he wanted to do, but didn't necessarily know how to get there. His hope is that this change will help others make a connection to their areas of interest and easily know whether or not it is something offered here at North Central Michigan College.

A previous Viewbook and new Viewbook were both passed around to the audience and the Board, so that everyone could see the differences first-hand and understand the significance of this change.

## 9. COMMITTEE REPORTS

### **Personnel Committee**

Trustee Rasmussen reported that the Personnel Committee met earlier today to discuss two personnel recommendations, and he shared details on each as follows:

#### Librarian

The College Librarian position is currently vacant.

A committee consisting of two staff and three faculty reviewed approximately 21 applications for the position of full-time College Librarian. This committee invited three of these candidates for on-campus interviews and further discussion. They unanimously recommend Kendra Lake for this position.

Ms. Lake holds the Master of Science in Library and Information Science from Wayne State University, as well as a Bachelor of Science in Art History from the Kendall College of Art and Design.

It was moved by Trustee Rasmussen and supported by Trustee Fought that Kendra Lake be hired as the Librarian at a starting salary of \$73,784/year, prorated to her start date May 4, 2020.

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

#### Athletic Director/Coach

The Athletic Director is a new position. It was incorporated as a key initiative in the current budget.

A committee consisting of one faculty and two staff interviewed four candidates for the position of full-time Athletic Director and has recommended Ashley Antonishen for this position.

Ashley Antonishen is a graduate of Northland College in Ashford, Wisconsin, with a Bachelor of Science, majoring in Secondary Education, Biology. She is also a graduate of Elmira College, Elmira, New York, with a Master of Science in Education. Following her college graduation, she began coaching at the collegiate level and immediately found a great passion in recruiting the right fit student-athletes. For ten years, she coached and recruited in small private schools in Wisconsin, New York and Michigan.

It was moved by Trustee Rasmussen and supported by Trustee Fought that Ashley Antonishen be hired as the Athletic Director/Coach, at a starting salary of \$61,500/year prorated to her start date March 30, 2020.

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

Dr. Finley noticed that Ashley was with us during the meeting and asked that everyone take a moment to congratulate her for this exciting new opportunity with a round of applause.

### **Finance and Facilities Committee**

Trustee Fought, chairman of the Finance & Facilities Committee, reported that the committee met on Tuesday, February 18, 2020. He reminded everyone that this is the time of year when we need to set tuition and other rates for fiscal 2020-2021 in order to comply with the federal student financial aid time table. Accordingly, he offered a series of motions dealing with tuition, room, and meal plan rates for next year. The rates will become effective start with the summer 2020 session.

### Tuition Increase

It was moved by Trustee Fought and supported by Trustee Rasmussen that tuition rates for school year 2020-2021 be:

In-district	\$129 per contact hour
Out-of-district	\$214 per contact hour
Out-of-state	\$278 per contact hour
In-district nursing	\$159 per contact hour
Out-of-district nursing	\$244 per contact hour
Out-of-state nursing	\$308 per contact hour
In-district dual	\$129 per contact hour
Out-of-district dual	\$160 per contact hour

These rates represent an increase from fiscal 2019-2020 of roughly 3.2%, with the exception of out-of-district dual rate which remains unchanged.

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

NAYS: None

### Occupancy

It was moved by Trustee Fought and supported by Trustee Rasmussen that the semester room rates per student for the school year 2020-2021 be:

\$2,500 Single room occupancy

\$1,900 Double room occupancy

These rates represent an increase of \$50 per student per semester over the rates in effect during the school year 2019-2020.

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

NAYS: None

### Meal Plans

It is necessary to increase meal plan related charges to recognize cost increases.

It was moved by Trustee Fought and supported by Trustee Rasmussen that the least expensive meal plan charge be increased to \$700 per semester, an increase of \$50.

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

NAYS: None

### Fees

In prior years, the College has levied a series of fees totaling roughly \$25 per contact hour. These fees included a Student Success Fee, a Building and Energy Fee, a Technology Fee, a Registration Fee, and an Activities Fee. In order to make the registration process smoother and in recognition of increasing costs, it was decided to combine all of the fees into a single fee at \$28 per contact hour. The new fee will be allocated at the same dollar amounts as the prior fees; the fee increase will be allocated 100% to technology sustainability and upgrades.

It was moved by Trustee Fought and supported by Trustee Rasmussen that the various student fees be combined into a single student fee totaling \$28 per contact hour for the school year 2020-2021.

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

NAYS: None

### Strategic Plan

Over the past several months, the College has been working to develop a long range strategic plan for both education programs and Facilities. That plan, titled "Introducing NCMC's Future", has been presented to the College community. This last Thursday it was

presented to the Finance & Facilities Committee, which approved the plan and recommends its adoption to the full Board of Trustees

It was moved by Trustee Fought and supported by Trustee Rasmussen that the long-range 2020 NCMC Strategic Plan be adopted as the College's official Strategic Plan.

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

#### Bear River Bridge Easement

The City of Petoskey has been negotiating with the State's DNR for funding and to construct a public walking trail bridge over the Bear to become part of the North Country National Scenic Trail system within the City of Petoskey.

The State has approved a grant for bridge construction funding, provided the College grants an easement through a small portion of the Natural Area to the City for the bridge to remain open to the public in perpetuity. The College has negotiated an easement with the City of Petoskey at a fee of less than \$100.

It was moved by Trustee Fought and supported by Trustee Rasmussen that an easement agreement for a small portion of the College's property along the Bear River, as more fully described in the Declaration of Easement Agreement, be entered into with the City of Petoskey.

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

#### Building Together Tomorrow Campaign Construct

The NCMC Foundation has developed a campaign program and material to promote a \$9.9M comprehensive campaign to the public regarding the planned addition and renovation of the Administration/Classroom Building, to generate support for the College's scholarship program, and to obtain financial support of its technology needs. The program is called Building Tomorrow Together or BTT for short.

It was moved by Trustee Fought and supported by Trustee Rasmussen that the Building Tomorrow Together campaign be adopted by the College.

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

#### BTT Campaign Branding & Communications Contract

In order to energize the BTT and to better build a marketing and communication strategy. The professionals will develop for us the most advantageously and various marketing media, such as campaign videos, new brochures, newsletters, and solicitation pieces, it is believed that the Foundation, and College, need to retain the services of communication professionals.

There will obviously be a cost associated with this professional service. A generous contribution has been received for the purpose of defraying this cost.

Three bids were secured for this purpose. The company deemed as the best fit for the College's needs at an acceptable price was iSee, a Traverse City firm with experience working with community colleges.

It was moved by Trustee Fought and supported by Trustee Rasmussen that the firm of iSee be retained to assist the Foundation and College in promoting the BTT campaign in way most advantageous to the College at a cost not to exceed \$40,000.

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

### **Foundation Update**

Chelsea Platte, Executive Director of the Foundation provided a quarterly update to the Board. She first introduced her team and then further explained the new Building Tomorrow Together construct and Building Together Tomorrow Campaign branding and communication contract and strategy.

Platte shared that the Foundation received a generous grant for \$50,000 from a generous donor for purposes of the college's Building Together Tomorrow Campaign branding and communications contract.

Platte updated everyone on the Foundation's upcoming events and also shared that Baby Luna, the College's new high-fidelity pediatric simulator, would be joining at the next board meeting so that everyone could see philanthropy in action.

### 10. OLD BUSINESS

None.

### 11. NEW BUSINESS

None

### 12. STUDENT SUCCESS

#### NCMC Ski Team

The NCMC Ski Team was invited to share a little bit about themselves and their experience this season. Dr. Finley called upon them during the meeting and invited each of them to share where they were from, what they are studying, what their best ski club memory was, and whether or not they skied or raced before joining this club.

Meghan Casey shared that she was from Grand Rapids. She is studying nursing, and there were too many good memories to count. She shared that she had the opportunity to ski, but didn't in high school. Looking back, she wishes now that she would have.

Sydney Bess shared that she is a presidential scholar who is pursuing her general AA and CAD. She is from Boyne Falls and is planning to transfer to Ferris State University for her Bachelors. She has a lot of good memories, including spending time in the hot tub after skiing. She started skiing in grade school and then switched to snowboarding in the 6<sup>th</sup> grade. She did race prior to joining the ski club.

Caleb Dubey shared that he is 18, and he lives in Wolverine. Caleb was home schooled and is planning to transfer to Ferris State University for ROTC. Caleb enjoyed being a part of the activity and said the people are great.

13. UNSCHEDULED PUBLIC COMMENT

None.

14. ADJOURNMENT.

There being no further business, the meeting was declared adjourned at 4:47 p.m.

/S/ Irma Noël, Secretary

/S/ Philip Millard, Chairman