

**NORTH CENTRAL MICHIGAN COLLEGE  
BOARD OF TRUSTEES  
REGULAR MEETING - VIRTUAL  
Tuesday, July 28, 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 June 23, 2020, Regular Meeting (via Zoom).
5. Communications.
6. Scheduled Public Comment on Agenda Items.
7. Financial Report and Statement of Bills as of June 30, 2020.
8. President's Reports.
9. Committee Reports.
10. Old Business.
  - a. Draft Protocol for August Board Meeting
11. New Business.
12. President's Performance Review (Closed Session)
13. Student Success
  - a. College Presidential Scholar – Faith Mason
14. Unscheduled Public Comment.
15. 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: 923 3181 8978

Passcode: 656590

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

<https://zoom.us/j/92331818978?pwd=N2tJeVNuaG1lOGl3cmZMeJ4eE01UT09>

**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.

Questions and accommodations should be directed to David Roland Finley, Ph.D., president, at [dfinley@ncmich.edu](mailto:dfinley@ncmich.edu).

David Roland Finley, Ph.D.

President

North Central Michigan College

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Trustee Millard read the following script prior to the Scheduled Public Comments section:

Good afternoon,

It is Tuesday, July 28, 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 2020-129 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 in order by which it was received. Next, to assure that everyone has a chance to participate, we will also unmute all microphones to allow for Public Comments for those who called in.

**Please note, that we will let everyone know when microphones are being unmuted in advance so that you may remain muted, by muting yourself when you hear the que.**

I encourage the Board of Trustees to also keep background noise in mind and ask that you to remain muted as well, unless speaking. We will be using roll call votes for all business today.

**1. CALL TO ORDER**

Board Chair, Phil Millard called the meeting to order at 4:01 p.m.

**2. ATTENDANCE**

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

ABSENT: None

**3. APPROVAL OF AGENDA**

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

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

NAYS: None

**4. APPROVE MINUTES**

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It was moved by Trustee Fought and supported by Trustee Noël that the Minutes of the June 23, 2020, Regular Meeting and the June 23, 2020 Public Budget Hearing both be approved.

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

**5. COMMUNICATIONS**

President Finley provided updates on the following:

a. MCCA Board of Directors Meeting

At the MCCA Board of Directors Meeting on Friday, July 24, 2020, many good conversations occurred. Dr. Finley highlighted two of the topics they discussed during the MCCA virtual meeting:

First, they discussed how the MI Best Initiative is underway. MI Best is a statewide initiative where all 28 Community Colleges are focusing on student supports to help individuals achieve educational success. Supports include, but are not limited to items such as the food pantry, housing, transportation, and access to mental health care. North Central Michigan College has a broad-based committee across campus with the Student Services area leading that charge. There is good work being done there.

Second, there were discussions on understanding the difference between emergency remote instruction versus online education. Last Spring here at North Central Michigan College, we had to move very quickly into remote instructional methods and everyone worked hard in earnest to get us there. Again, this effort was sincerely appreciated.

b. Chamber of Commerce Groundbreaking video

President Finley thanked the Marketing team and others for their part in distributing the Groundbreaking event video. Thus far, it has been shared through the Petoskey, Harbor Springs, Charlevoix and Cheboygan Chambers. He clarified that by sharing this video we not only building an awareness for the AD/CL Building Renovation project, which will help support the Foundations efforts, but it puts us out in front and builds an awareness which ultimately supports our recruiting efforts as well.

c. CMU/NCMC Virtual Transfer Fair

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North Central Michigan College is working in partnership with key University Center partner Central Michigan University to host two virtual transfer fairs this Fall. These events provide both current and prospect students an opportunity to better understand their transfer options.

**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 June 2020. Tom certified that the financials from June 2020 are within the adopted tentative budget for 2019-20.

The June financials are pre-audit results, so adjustments could be made as part of the year end close. Overall, 2019-20 was a positive fiscal year for the college financially, tuition revenue exceeded the budget and the overall expenses were less than budgeted. Tom thanked all who recruit, teach, and advise students as their good work helped the College achieve a positive tuition revenue. Additionally, Tom thanked budget managers for being great stewards of the College's resources.

Trustee Fought clarified that an audit, if not already underway would be in the near future. Trustee Fought also asked if there were any questions. There were none.

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, Keiswetter, Kring, Millard, Noël, Rasmussen, and Shirilla

NAYS: None

**8. PRESIDENTS REPORT**

President Finley shared the following updates:

a. Leaders Announce Budget Agreements

Early this month, Governor Gretchen Whitmer and Legislative leaders announced an agreement to shift around nearly enough federal money to fill the \$2.2 billion in the Fiscal Year (FY) 2020 budget without funding cuts to schools, universities, and local governments. The plan calls for state government to find \$490 million in cuts in the

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current budget through state hiring and spending freezes, layoffs, and other savings in state government. Through the plan, \$350 million is being used out of the state's \$1 billion rainy day fund. The rest of the hole is being filled using federal CARES Act money to replace the state revenue, as the state is claiming \$3 billion in Coronavirus Relief Funds (CRF) have been used to address the costs incurred from facing COVID-19. Community colleges can expect the following:

As a consequence of the State of Michigan \$3 billion dollar shortfall, Dr. Finley explained that this state budget shortfall impacted North Central's state appropriations with a 11% or \$400,000 reduction in appropriations received. The good news however, was that the College would still be receiving these funds through CARES Act dollars, but the money must be spent on COVID-related expenses. The College is working hard to direct those dollars to that purpose and are hopeful that we can utilize that entire amount.

For FY20-21, the budget from the state basically starts with an 11% decrease to base. There is hope that the HEROES Act may help backfill that shortfall. However, this Act is still being negotiated. We hope for good news.

b. MCCA Statement on Racism

On Thursday, July 2, 2020, the Michigan Community College Association released a [statement](#) condemning recent racist activity and calling for meaningful action to address this issue. This statement has been reviewed and approved by the four Presidents who are members of the MCCA Executive Committee and they have asked the Community Colleges to stand behind their statement to work towards a consistent message across all Michigan Community Colleges. I have indicated North Central's support of this statement.

c. Return to School Roadmap Released

The Return to School Roadmap was released on Tuesday, June 30, 2020 by Governor Whitmer's office, and it too has six phases that align with the MI Safe Start Plan. Although the Return to School Roadmap doesn't directly applied to Community Colleges, much of what is there is relatable and 40% of the Colleges student base are Dual Credit.

The K-12 schools have been directed to create a preparedness plan by August 15. North Central Michigan College has also been working in earnest on an updated Re-Opening Plan, as the initial version was shared out earlier on. The College is also working on the specifics of an Instructional Plan for course delivery. This Instructional Plan is beginning to crystalize, as the College works with various groups across campus to work through the granular details. Both the Re-Opening Plan and the Instructional Plan will be shared out in a timely manner with the campus and the community as a whole.

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d. AD/CL Building Renovation Update

We are in a critical 3-4 week span now. Masonry, structural steel, craning to place the beams, and the new roof are all scheduled to occur in this time span. Interior renovations are proceeding swiftly. Classrooms, lobbies, and corridors are slated to come back on-line at the end of August. The Student Services First Stop Shop and new office suites are scheduled to come on-line simultaneously or within a month.

9. COMMITTEE REPORTS

**Finance and Facilities Committee**

Trustee Fought, chairman of the Finance & Facilities Committee, shared that on Tuesday, July 21, 2020, the Finance & Facilities Committee met for their monthly meeting. During their meeting the committee reviewed financial statements in depth, discussed the AD/CL Building Renovation project progress, and further discussed the planning and resources for Re-Opening of campus in the fall.

**Personnel Committee**

Trustee Shirilla shared that the Personnel Committee on met Thursday, July 23, 2020 to discuss the Re-Opening and Draft Instructional Plans for fall, as well as the recommendation to hire for the Interim Instructor of Chemistry for Fall 2020.

i. Interim Instructor of Chemistry for Fall 2020

With a recent retirement, the College found itself needing to promptly fill three sections of Chemistry with a total of 45 students are enrolled.

Fortunately, James Lamblin, a very qualified adjunct instructor who is currently teaching Chemistry at the Gaylord site, is willing to shift his teaching to Petoskey to ensure that these sections remain open and the students enrolled stay on track.

Trustee Shirilla moved and Trustee Fought supported that the Board hire Mr. James Lamblin as the Interim Instructor of Chemistry for Fall 2020, starting salary of \$58,312 (Master's Step 2) per year to start on Monday, August 31, 2020.

Chairman Millard asked if there were any further questions or comments. There were none.

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Shirilla

NAYS: None

**10. OLD BUSINESS**

- a. Draft Protocol for August Board Meeting

Phil Millard shared that we have schematics and have had initial discussions about a protocol for the August Board meeting with hopes that it will be face to face. More information to follow.

**11. NEW BUSINESS**

None.

**12. PRESIDENTS PERFORMANCE REVIEW**

A Performance Review for President Finley was conducted by the Board for approval. President Finley asked that he and the Board move into Closed Session for review and discussion. Phil explained that the Closed Session would work by adding the Board to a private breakout room in Zoom. They would then ask to have Dr. Finley added for further review, and then all of them would return once concluded. Phil entertained a motion to move into private session.

It was moved by Trustee Noel and supported by Trustee Fought that the Board go into closed session for review of Dr. Finley's performance as College president this past year.

At approximately 4:21pm the Board was moved into Closed Session, with President Finley being added at approximately 4:27pm.

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

NAYS: None

Upon returning from closed session at 4:45pm, it was moved by Trustee Shirilla and supported by Trustee Keiswetter that the Board adopt the review of the President's performance.

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

NAYS: None

**13. STUDENT SUCCESS**

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President Finley shared the following as a student success:

a. College Presidential Scholar – letter from Faith Mason  
Cheboygan Schools senior Faith Mason mailed a letter to the College dated Sunday, June 5, 2020 thanking North Central for the Presidential Scholarship. It is heartwarming to receive such notes from our students, which is why I felt it important to share a couple of her statements below:

“This scholarship will help me to pay for my classes my first two years of college which is huge to me. My family and I were both amazed and very proud that I received this scholarship.”

“Thank you for giving me the opportunity to be receiving this scholarship to attend North Central Michigan College. I cannot wait to see what my future holds as I begin my journey at this college” – Sincerely, Faith Mason

**13. UNSCHEDULED PUBLIC COMMENT**

Chairman Millard asked if any questions or comments were in chat. There were not, so all were welcomed to unmute 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 4:49 p.m.

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

NAYS: None

/S/ Irma Noël, Secretary

/S/ Philip Millard, Chairman