

**NORTH CENTRAL MICHIGAN COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, January 26, 2021 (4pm via Zoom)**

AGENDA

1. Call to Order.
2. Attendance.
3. Approval of Agenda.
4. Approval of minutes for the December 22, 2020, Regular Meeting and the January 4, 2021, Organizational Meeting.
5. Communications.
 - a. School Board Recognition Month – PNR Article 2021-01-09
 - b. Lots of Challenges, Lots of Changes – PNR Article 2021-01-12
 - c. North Central celebrates progress at AD/CL – PNR Article 2021-01-16
 - d. The Spirit of Martin Luther King Jr. Day Feedback - Kathy Hansz
6. Scheduled Public Comment on Agenda Items.
7. Financial Report and Statement of Bills as of December 31, 2020.
8. President's Reports.
 - a. Welcome Back Week
 - b. AD/CL Building Renovation Update
 - c. CCRRSA (HEERF II) Grant
 - d. HLC Distance Learning Application Update
 - e. NCMPR 2020 Medallion Awards
 - f. Lifelong Learning Club is growing!
9. Committee Reports.
 - a. Finance and Facilities Committee
 - i. Real Talk Proposal
 - b. Foundation Committee
 - i. Term Renewals - motion
 - Brown
 - Kuebler
 - Mroczkowski
 - ii. Building Tomorrow Together – Virtual Launch Party
 - Thursday, January 28, 2021 from 4:00 – 5:00 p.m.
 - c. Personnel Committee
 - i. Single Semester Academic Sabbatical (F21) – Dominic Borowiak – motion

10. Old Business.
11. New Business.
12. Department Success.
 - a. Marketing Team and Initiatives
13. Student Success.
 - a. Student Feedback – Rebecca Garges
14. Unscheduled Public Comment.
15. Adjournment.

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MINUTES

Prior to the Call to Order, Chairman Millard greeted the participants and read the following:

Good afternoon,

It is Tuesday, January 26, 2021 at 4:00pm. We are going to begin the Regular Meeting of the Board of Trustees. This meeting is being conducted in a virtual manner today per MDHHS and MIOSHA orders. If for any reason we need to end this meeting, I will make the announcement. We will communicate via e-mail as to when and how we will next meet.

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 and will be read in the order in which received. Please note that you must unmute yourself in Zoom or by pressing *6 if you called in.

As a friendly reminder, I encourage all to keep background noise in mind and remain muted, 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: Trustees Fought (Petoskey, MI), Keiswetter (Naples, FL), Millard (Petoskey, MI), Rasmussen (Petoskey, MI) and Shirilla (Petoskey, MI)

ABSENT: Kring, Noël

3. APPROVAL OF AGENDA

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

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

NAYS: None

4. APPROVAL OF MINUTES

It was moved by Trustee Keiswetter and supported by Trustee Rasmussen that the Minutes of the December 22, 2020 Regular Meeting be approved.

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

NAYS: None

It was moved by Trustee Fought and supported by Trustee Shirilla that the Minutes of the January 4, 2021 Organizational Meeting be approved.

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

5. COMMUNICATIONS

a. School Board Recognition Month – PNR Article 2021-01-09

On Saturday, January 9, 2021, the Petoskey News Review included the following recognition statement from Char-Em ISD:

Char-Em ISD recognizes the commitment it takes to serve on a Board of Education. Important decisions affecting thousands of students and families are made by these elected leaders, who give of themselves for the betterment of their schools and communities. January is School Board Recognition Month, a time to honor and thank these publicly elected individuals for their untiring dedication to students.

Alongside this recognition statement, a photo of board chair, Phil Millard was shown at the AD/CL Building Renovation groundbreaking ceremony, amongst those of other school board members who have dedicated their time and expertise to our surrounding communities.

I'd like us to take a moment to show our appreciation to the Board of Trustees for their commitment to North Central Michigan College, to our students, staff, faculty, and the communities in which we serve. Thank you!

b. Lots of Challenges, Lots of Changes – PNR Article 2021-01-12

On Saturday, January 12, 2021, Jillian Fellows from the Petoskey News Review wrote:

Schools across Northern Michigan are preparing to wrap up a first semester unlike any other in modern educational history.

The ongoing COVID-19 pandemic saw districts making emergency response plans, kept athletes in limbo as their seasons started, stopped, then started again, closed entire buildings for weeks on end and introduced a new technological boom as students and staff learned the ins-and-outs of remote instruction.

The article focuses on what local leaders in education had to say regarding the challenges they have experienced as they adapted to the Pandemic. The article reviews the in-person vs remote options, silver linings, a technology boom, staffing struggles, and ends with an outlook on the second semester.

The full article can be found here:

https://www.petoskeynews.com/featured-pnr/lots-of-challenges-lots-of-change-school-officials-reflect-on-historic-first-semester/article_8555a54f-3d74-516a-a8db-879bad8312f4.html

c. North Central celebrates progress at AD/CL – PNR Article 2021-01-16

On Saturday, January 16, 2021, Jillian Fellows from the Petoskey News Review wrote:

The ongoing renovation of North Central Michigan College's administration classroom (AD/CL) building took a step forward on Friday.

College staff gathered for an informal celebration of the building's new lobby, and enjoyed the ability to walk the full length of the building for the first time since the project began last summer.

College president Dr. David Roland Finley said the opening of the lobby represented an "incremental step" in the extensive \$7.4 million project.

"As awesome as this is, it's going to get even better," he said during Friday's gathering. "It's an exciting time for the institution, but again I thank everybody for adaptability, flexibility, tenacity, hanging in there. We're going to continue to make progress."

The project broke ground on June 22, and the AD/CL building was reopened on Sept. 8 as construction continued on the middle section of the building, including the lobby area.

Work on the project is expected to continue through the spring, with the addition of a 3,000-square foot Student Commons still underway.

"We're making good progress on the renovation," Finley said. "The upper level is now open in its entirety and the lower level will reopen in about two weeks. That's on its way. Then the focus really will be on the addition and what we're calling phase two of the project. We're doing some additional work internally ourselves through the summer to coincide with the addition."

Finley added that the project's timeline is "doing well."

"They were able to get this open for the spring semester," he said. "The addition will be completed at the end, late spring. There have been a few delays, as you find in every construction project. Right now, we're patiently waiting for the glass windows to come in, but adapting and adjusting and we're going to get it done on time."

As for the new lobby area, Finley said, "It is going to show so well to prospective students and really convey where we're headed as a college. It's all coming together and that's very, very exciting."

North Central began its winter semester on Monday, Jan. 11, welcoming students back to campus in-person for the first time since Nov. 18 when the Michigan Department of Health and Human Services ordered high schools and colleges across the state to close and move to remote instruction.

"We're just so happy to have the students back face-to-face and they're excited to be here," Finley said. "It's a good start to the semester."

d. The Spirit of Martin Luther King Jr. Day Feedback - Kathy Hansz

In response to the campus communication re: The Spirit of Martin Luther King Jr. Day sent on Tuesday, January 18, 2021 former BIO 133 Adjunct, replied:

Well said, Dr. Finley!

I attended public schools in Lansing during the '70s. Busing caused a lot of heated rhetoric during that time. Many of our south Lansing neighbors "fled" to the outlying towns to "escape." My parents never said much about it to me or my younger brother, and we had very positive experiences. My brother was bused to a school on the west side of town. I wasn't bused, but many of my classmates were bused from the west side to my junior high and high school. I had several African American teachers, and the hallways and classrooms were very diverse. I credit my parents for helping me see all this in a positive light, and it has made me a better person today.

Thank you for sharing your thoughts. Happy MLK day. Kathy Hansz, Cheboygan

6. SCHEDULED PUBLIC COMMENT

None.

7. FINANCIAL REPORT

Dr. Tom Zeidel, Interim Vice President for Finance & Facilities was asked by Trustee Fought to provide a financial report for December 2020. Tom certified that the financials from December 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, Keiswetter, Millard, Rasmussen and Shirilla

NAYS: None

8. PRESIDENTS REPORTS

a. Welcome Back Week

On Monday, January 4, 2021, Erica Orians, MCCA Executive Director, Michigan Center for Student Success, was our keynote speaker during Welcome Back Week.

Erica presented 'Things We are Learning in the Pandemic' which focused on Student Success initiatives, resources, and statistics.

We learned that enrollments are down across all sectors – Public 2-year, Public 4-year, Private 4-year (profit & not-for-profit). However, it is the community college sector that has been hardest hit.

We learned that Faculty engagement is crucial and that cross-college engagement training on community-based supports, as well as personalized/proactive outreach and effective

referrals to student support services, are all key to success for both the students and the college.

Erica's presentation was enlightening, and it emphasized the value of re-engaging our keynote from the year prior, Dr. Paul Hernandez. Dr. Hernandez offers Real Talk Institutes for both Faculty and Staff, with the aim of increasing student retention and success. We'll learn more about this opportunity later in the agenda.

b. AD/CL Building Renovation Update

Good progress continues on the AD/CL Building Renovation. The Center Lobby on the upper level was reopened on the first day of the Winter 2021 semester, as planned. There was much joy in being able to walk from end to end in the building without going outside! A socially-distanced, face-masked luncheon 'grab and go' gathering was held on the following Friday to celebrate the incremental progress. The Center Lobby on the lower level reopened just yesterday, significantly improving passage through the building. All rooms can now be accessed from either end of the building.

With the renovation work complete, plans are underway to bring the entire Student Services team 'up the hill.' Team members will be distributed in available offices on both the main and lower levels, with these moves beginning in the next week or so. This plan comes full circle to fulfill the aim of the original Capital Outlay proposal submitted to the State, which was based upon the 2014 Master Plan. Construction on the AD/CL Addition will continue thru late Spring 2021. Phase II of the project (upgrades to stairwells, staining of doors, renovation of bathrooms, and new lower level lighting & ceiling tiles) is being completed by the North Central Facilities team over the summer.

c. CRRSA (HEERF II) Grant

On Sunday, January 17, 2021, HEERF II Allocations for Public and Nonprofit Institutions under CRRSA section 314(a)(1) were issued. You can think of these grants as the second round of CARES Act stimulus for both students and higher education institutions. As the distribution formula was based on headcount, not FTE, and the percentage of Pell grant recipients played a significant role, North Central received a significantly larger allocation than in the first round.

In the first round, North Central received \$417,714 for students and \$417,714 for COVID-related expenses of the institution. A Strengthening Institutions Program grant of an additional, ~\$42,000 could be used at the College's discretion.

In this second round, North Central again received \$417,714 for students and \$1,616,919 for the institution. There are fewer 'strings attached' in this second round. It is our understanding that these one-time grant dollars may be used to cover salaries, as well as offsetting lost revenue.

d. HLC Distance Learning Application Update

Two weeks ago, we learned that the review team assigned to us had been chosen and our virtual 'site visit' would occur in the next 30 days.

The review team is comprised of three individuals, and the two-hour 'site visit' will occur via Zoom on Thursday, February 2. The team seemed pleased with the answers/content of the application that we had submitted last fall to secure this designation. As expected additional information was requested re. the implementation plan for the first five programs, as well as assessment and program review documents. This information will be provided to the review team by January 29.

e. NCMPR 2020 Medallion Awards

The National Council for Marketing and Public Relations (NCMPR) awarded two of North Central's recent marketing publications – the print edition of the [Viewbook](#) and the digital version of the [2018-19 Annual Report](#) – with 2020 Gold Medallion Awards.

NCMPR's Medallion Awards recognize outstanding achievement in design and communication at community and technical colleges in each of NCMPR's seven districts. The regional competition is exclusive to marketing and public relations professionals at two-year colleges.

Congratulations to Carol Laenen, Megan Van Horn, and Catherine Sommerfeldt, on being named the NCMPR District 3 2020 Medallion Award winner in the Viewbook and the Annual Report categories! We're extremely pleased that you've garnered this external recognition for the excellent publications produced last year. Indeed, you were up against some very strong competition.

f. Lifelong Learning Club is growing!

On Friday, January 15, 2021, over 100 participants joined in to listen to Emmet County Clerk Suzanne Kanine talk about the local election process. She was followed by the main attraction, Scott T. LaDeur, Ph.D., professor of political science at North Central Michigan College, as he offered a detailed analysis of the November 2020 general election, both nationally and locally.

The "2020 Election – What Happened?" Luncheon Lecture presentation was the kick off to the virtual Luncheon Lecture series for the 2021 Calendar year. The Luncheon Lecture series is now being brought to you by our Corporate and Community Education (CCE) department. Not only has the Luncheon Lecture been reinvented, but CCE has incorporated it into the Lifelong Learning Club.

The Lifelong Learning Club is experiencing stellar growth! There are now nearly 1200 individuals who have taken advantage of one or more these offerings in the past year.

Thank you to Christy Lyons, Charlie MacInnis, Donna Cannon, and all of those who had a hand in making the virtual Luncheon Lecture series come to fruition in the new Zoom format, and to all of you in our communities who are supporting these initiatives.

9. COMMITTEE REPORTS

a. Finance and Facilities Committee

The Finance & Facilities Committee met on Tuesday, January 19, 2021 to review November Financials, the AD/CL Renovation, Winter 2020-21 Enrollment, and a Real Talk Proposal.

i. Real Talk Proposal

The Real Talk proposal will be brought to the full Board at a later date.

b. Foundation Committee

The Foundation Board met most recently on November 2, 2020 to conduct business. It has since been discovered that term renewals for three members, which had been approved by the Foundation Board, had not been formally forwarded to the Board of Trustees. These individuals are presented now to correct that oversight.

i. Term Renewals:

- Emily Brown
- Marian Kuebler
- Gayle Mroczkowski

It was moved by Trustee Rasmussen and supported by Trustee Shirilla that the Board approval reappointment of Emily Brown, Marian Kuebler, and Gayle Mroczkowski, to a three-year term of the Foundation Board, effective July 1, 2020.

ii. Building Tomorrow Together – Virtual Launch Party

- Thursday, January 28, 2021 from 4:00 – 5:00 p.m.

c. Personnel Committee

The Personnel Committee met on Monday, January 4, 2021 to consider a Sabbatical request.

i. Single Semester Academic Sabbatical (F21) – Dom Borowiak

An application for a Single Academic Semester Sabbatical was submitted for committee review.

The main objectives of this sabbatical, which will contribute to doctoral dissertation preparation, are as follows:

- a) Better understand the student experience and perception of their learning.

- b) Explore the potential of implementing experiential education in general-education English courses at NCMC in order to improve student retention, engagement, and self-efficacy.

Per Section 60. of the 2019-2023 Faculty Agreement, Sabbatical leaves will be granted by the College's Board of Trustees to bargaining unit members who have completed five (5) years of service (from date of hire), and at four (4) year intervals thereafter, all in accordance with the provisions of this Section.

It was moved by Trustee Shirilla and Supported by Trustee Keiswetter that the Board approval Dominic Borowiak's request for a Single Academic Semester Sabbatical for Fall of 2021.

10. OLD BUSINESS

None.

11. NEW BUSINESS

None.

12. DEPARTMENTAL SUCCES

- a. Marketing Team and Initiatives

Carol Laenen, Vice President of Marketing, was asked by President Finley to take a moment to introduce her team and to share some of the new initiatives unfolding within the Marketing Department.

Carol shared a PowerPoint presentation that showcased the Marketing Department team members, 2020 work products, COVID-19 impact and response, and 2021 initiatives (strategic planning, Web page, Mascot, and Economic Impact Study).

13. STUDENT SUCCESS

- a. Student Feedback – Rebecca Garges

In response to the campus communication re: *The Spirit of Martin Luther King Jr. Day* sent on Tuesday, January 19, 2021 Rebecca wrote:

Hello Dr. Finley,

I'm a new student here this semester and I just read this a day late, but thank you. I needed that this morning. Interesting that, right when I was reading this, the Beatles song 'Imagine' came on, just seemed fitting almost makes me cry.

I'm so thankful to be taking classes at your college, it's giving me a new lease on life.

I got my undergrad at Indiana University in Outdoor Recreation in 1985, so to be back in college after all this time is so fun, challenging technology wise this week but so fun.

I hope you have a great semester, and I am looking forward to taking many, many more classes in my future here at North Central Michigan University!

*Rebecca Garges
Alanson Michigan*

14. UNSCHEDULED PUBLIC COMMENT

Erick Haight introduced himself as Professor of Psychology and Humanities, but also a member of the Research and Assessment Committee. Erick spoke to having their first committee meeting during Welcome Back Week at which both retention and assessment specifically related to program became the two main focal points.

He wanted to make sure that everyone is aware of some of the issues in both of those domains. If we continue to lose full-time faculty at the rate in which we've lost them, it will be detrimental. Over the past 12 months, we have said good bye to five full-time faculty which is a significant loss.

Erick reminded everyone that relationships and retention go hand-in-hand and he shared examples to help others understand how full-time faculty are in a position to best foster these relationships and support retention.

Additionally, Erick spoke to the importance of assessment and provided examples of how full-time faculty are in a position to deliver reliable research. Erick spoke to how it will be difficult when it comes time for Assessment in areas where the full-time faculty have been reduced, requiring some of our full-time faculty to teach overloads.

He spoke to doing it because they value the relationships and retention, but requested that the job applications be posted sooner rather than later to allow for us to recruit good full-time quality faculty.

Erick thanked the board and President Finley for the opportunity to speak to his full-time faculty concerns.

Chairman Millard thanked Erick for the input and asked if there were any additional comments.

15. ADJOURNMENT

There being no further business the meeting be adjourned at 5:01 p.m.



/S/ Irma Noël, Secretary



/S/ Phil Millard, Chairman

