

**NORTH CENTRAL MICHIGAN COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING
CONFERENCE ROOMS 1 & 2
October 24, 2017
4:00 P.M.
AGENDA**

1. Call to Order.
2. Attendance.
3. Approval of Agenda.
4. Approve Minutes of September 26, 2017, Regular Meeting.
5. Communications.
6. Scheduled Public Comment on Agenda Items.
7. Financial Report and Statement of Bills as of September 30, 2017.
8. President's Report.
 - a. Five-Year Capital Outlay Plan.
 - b. Counselor Retirement.
9. Committee Reports.
 - a. Finance and Facilities Committee.
 - b. Personnel Committee.
10. Old Business.
 - a. Retention of Consultant.
 - b. Search Committee.
11. New Business.
 - a. November Board Meeting Rescheduled – November 29, 2017.
 - b. December Board Meeting Cancelled.
12. Student Success.
 - a. Success Measures.
13. Unscheduled Public Comment.
14. Adjournment.

**MINUTES
NORTH CENTRAL MICHIGAN COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING
LIBRARY CONFERENCE ROOMS 1 & 2
Tuesday, October 24, 2017**

Chairman Millard called the meeting to order at 4:01 p.m.

PRESENT: Trustees Fought, Keiswetter, Kring, Millard, Noël, Rasmussen and Shirilla.
ABSENT: None.

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.

It was moved by Trustee Fought and supported by Trustee Noël that the Minutes of the September 26, 2017, Regular Meeting be approved as submitted.

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

President Brunet-Koch reported that she received notice from the Commission on Accreditation of Allied Health Education Programs (CAAHEP) that the College's Emergency Medical Services – Paramedic program has been awarded initial accreditation. Dr. Brunet-Koch thanked Dr. Pete Olson, Vice President of Academic Affairs and Student Success, René Bieganowski, Dean of Nursing, Allied Health and Science, and James Cousino, Director of Public Health Programs, for their efforts to gain accreditation.

It was moved by Trustee Fought and supported by Trustee Keiswetter that the September 2017 Financial Statement be approved as submitted and certified by David Hartnett, Vice President of Finance and Facilities.

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

President Brunet-Koch reported that the State Budget Office requires colleges and universities to submit a Five-Year Capital Outlay Plan to provide state policymakers with the most current information available on institutional priorities and needs. The 2017 Five-Year Capital Outlay Plan requires Board approval.

After review and discussion of the 2017 Five-Year Capital Outlay Plan, it was moved by Trustee Keiswetter and supported by Trustee Noël that the Board approve North Central Michigan College's Five-Year Capital Outlay Plan covering fiscal years 2019—2023.

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

Dr. Brunet-Koch reported that Dr. Paula Welmers, full-time counselor, has communicated her intention to retire at the end of the Fall 2017 semester. President Brunet-Koch complimented her good work for the College since 1975.

Trustee Fought, chairman of the Finance and Facilities Committee, reported that the committee met on October 17 to review the September financial statements. In addition, the committee met with auditors from Rehmann Robson to review their report on the College's financial statements for the year ended June 30, 2017. The auditors' report covers the combined financial statements of the College and the Foundation, as well as their findings during an audit of our financial aid activity. All reports contained "clean opinions."

After discussion, it was moved by Trustee Fought and supported by Trustee Kring that the auditors' reports on the financial statements of North Central Michigan College and student financial aid for the year ended June 30, 2017, and the related reports on internal accounting controls and compliance related to student financial aid be accepted, and further, that a summary of the financial statements be published in the *Petoskey News-Review*.

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

Trustee Fought also reported that the committee heard a recommendation to accept a bid from Southfield-based Neumann/Smith Architecture for architectural and engineering services during the renovation to the AD/CL Building. Neumann/Smith was the lowest of the three bidders and has done good work for the College in the past.

After discussion, it was moved by Trustee Fought and supported by Trustee Keiswetter that the bid from architectural firm Neumann/Smith for architectural and engineering services associated with the renovation of the AD/CL Building in the amount of \$430,000 be accepted, and further, that the Master Plan Reserve Fund, which is part of the Plant Fund, be used to cover these costs.

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

Trustee Fought also reported that the committee reviewed a recommendation to award a two-year contract for snow removal services to Sackrider Excavating. Sackrider was the lowest of three bidders and has positive references.

After discussion, it was moved by Trustee Fought and supported by Trustee Shirilla that the bid from Sackrider Excavating in the amount of \$26,000 per year for snow removal from the College's parking lots for the winters of 2017-18 and 2018-19 be accepted.

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

Trustee Shirilla, chairman of the Personnel Committee, reported that the committee met to review a recommendation to hire a full-time outreach recruiter.

After discussion, it was moved by Trustee Shirilla and supported by Trustee Kring that the Board hire Caroline Heitzman as full-time outreach recruiter, at a starting salary of \$47,500, to begin on Wednesday, October 25, 2017.

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

Trustee Fought reported that the ad hoc committee appointed by Chairman Millard to consider hiring a consultant to aid in the search for the President's replacement had met, issued a Request for Proposal (RFP) to three vendors, and received two bids. The committee interviewed both vendors and recommended Pauly Group, Inc.

After discussion, it was moved by Trustee Fought and supported by Trustee Shirilla that Pauly Group, Inc., be retained as president search consultant at a fee of \$42,000 plus out-of-pocket expenses, and further, that Chairman Millard be authorized to execute a "Search Service Agreement" with Pauly Group, Inc., for that service.

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

Chairman Millard reported that the ad hoc committee also recommended that a search committee be established, and that the committee be comprised of the three members of the ad hoc committee and individuals from broad-based College stakeholder groups. Additional committee members would be nominated by the ad hoc committee and would require approval by the full Board.

After discussion, it was moved by Trustee Kring and supported by Trustee Noël that a search committee be established, and that the ad hoc committee members, Trustees Fought, Millard and Shirilla, be appointed to the search committee and be responsible for nominating the remaining search committee members from various College stakeholder groups, subject to Board review and approval.

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

Chairman Millard announced that the Regular Board meeting scheduled for Tuesday, November 28, is rescheduled to Wednesday, November 29. The meeting will take place at 4 p.m. in the Edward H. Fenlon Lecture Hall (AD/CL 122).

Chairman Millard also announced that the Regular Board meeting scheduled for Tuesday, December 26, 2017, is cancelled.

President Brunet-Koch introduced Dr. Robert Marsh, Associate Dean of Research and Assessment, who presented information on student success measures, including elements of

success (graduation rate, completion rate and transfer rate), and the various metrics used to measure student success.

There being no further business, the meeting was declared adjourned at 5:10 p.m.

/S/ Irma Noël, Secretary

/S/ Philip Millard, Chairman