

**NORTH CENTRAL MICHIGAN COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
Tuesday, March 23, 2021 (4pm via Zoom)**

AGENDA

1. Call to Order.
2. Attendance.
3. Approval of Agenda.
4. Approval of minutes for the February 23, 2021, Regular Meeting.
5. Communications.
 - a. February 22, 2021, The Current - Be the Change in Northern Michigan and Beyond
 - b. March 17, 2021, Petoskey News Review - North Central to honor 2020 nursing graduates
6. Scheduled Public Comment on Agenda Items.
7. Financial Report and Statement of Bills as of February 28, 2021.
8. President's Reports.
 - a. Electronic Board Minutes – Thanks Kendra and team.
 - b. Card from Lu Munger
 - c. Top of the Mitt Writing Project
 - d. Board of Trustee Archived Minutes
9. Committee Reports.
 - a. Finance and Facilities Committee
 - i. Single Audit Report
 - ii. Strategic Plan v 2.0
 - iii. Website Vendor Selection
 - b. Personnel Committee
 - i. FA Director
 - ii. Dean of Nursing
 - c. Bylaws & Policy Committee
 - i. IT Acceptable Use Policy #420
10. Old Business.
11. New Business.
12. Department Success.
 - a. Student Services – Orientation Recap
12. Student Success.
 - a. Holly Williams, PTK Special Recognition
13. Unscheduled Public Comment.
14. 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, March 23rd, 2021 at 4:05pm. We are going to begin the Regular Meeting of the Board of Trustees. This meeting is being conducted in a virtual manner today per Public Act 254 of 2020. 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. Please note that you must unmute yourself in Zoom or by pressing *6 if you called in.

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 4:06 p.m.

2. ATTENDANCE

PRESENT: Trustees Fought (Petoskey, MI – joined during Approval of Minutes), Keiswetter (Naples, FL), Kring (Florida), Millard (St. Simons, GA), Noël (Petoskey, MI), Rasmussen (Petoskey, MI) and Shirilla (Georgia – joined during the Communications)
ABSENT: None

3. APPROVAL OF AGENDA

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

Strike 8c and 8d because those items were duplicates on the current agenda.

Add three updates 8c. Admin/Classroom Building Renovation Update, 8d. Building Tomorrow Together Campaign and 8e. MI Reconnect Update.

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

NAYS: None

4. APPROVAL OF MINUTES

It was moved by Trustee Shirilla and supported by Trustee Fought that the Minutes of the January 26, 2021 Regular Meeting be approved.

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

NAYS: None

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5. COMMUNICATIONS

- a. February 22, 2021, The Current - *Be the Change in Northern Michigan and Beyond*

Be the change is a “Learning Innovators Challenge Grant” from the National Writing Project and the MacArthur Foundation in association with musician John Legend’s Show Me Campaign.

Seven area teachers and their students embarked on a year-long journey exploring poetry, art, and the power of personal expression. Almost 100 students met in February at North Central Michigan College to create together.

On February 22, 2021, website The Current published Glen Young’s article *Be the Change in Northern Michigan and Beyond* which focuses on addressing social justice issues students face today. The article encourages each of us to challenge ourselves to ask “What will you do?”

The full article can be found here: <https://thecurrent.educatorinnovator.org/be-the-change-in-northern-michigan-and-beyond>

On Thursday, February 25, 2021 Glen Young wrote, re. Top of Mitt Writing Project:

David-

*I wanted to let you know how our grant from last year finished up, now that we have completed the final reporting. We appreciate all the support from North Central Michigan College, not only for assisting with the grant and our great day at the college, but in support of all that Top of the Mitt Writing Project does.
Best, Glen Young*

- b. March 17, 2021, Petoskey News Review - North Central to honor 2020 nursing graduates

On Wednesday, March 17, 2021 the Petoskey News Review published the following article:

North Central Michigan College announced Tuesday that it will honor its 2020 nursing graduates with a virtual celebration marking their No. 1 performance on the NCLEX-RN examination.

The event will take place at 4 p.m. on Thursday, March 25 via Zoom. The public is invited to participate by following the instructions on the college’s website, ncmich.edu/2020nurses.

In January, the college announced that the National Council of State Boards of Nursing ranked North Central among the best nursing schools in the state — and in the top tier of RN programs nationwide — based on the percentage of the

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college's Class of 2020 nurses who passed the NCLEX-RN licensing examinations administered between April and September 2020. The No. 1 ranking measured North Central's graduates against all other RN graduates in Michigan, including those from four-year universities.

"We are thrilled to honor our class of 2020 nurses, our instructors, and the donors who support our exceptional nursing and allied health programs," said David Roland Finley, North Central's president. "This event will provide an opportunity for our campus community to celebrate their hard work and outstanding achievement."

The Article can be found here:

https://www.petoskeynews.com/news/community/north-central-to-honor-2020-nursing-graduates/article_29c7e860-c2bf-50fa-8985-586e93184105.html

6. SCHEDULED PUBLIC COMMENT

None.

7. FINANCIAL REPORT

Dr. Tom Zeidel, Vice President for Finance & Facilities was asked by Trustee Fought to provide a financial report for February 2021. Tom certified that the financials from January 2021 are within the adopted tentative budget for 2020-21.

It was moved by Trustee Fought and supported by Trustee Kring 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 REPORTS

President Finley provided updates on the following items:

a. Electronic Board Minutes

On Monday March 8, 2021, NCMC Librarian Kendra Lake shared that all Board of Trustee meeting minutes, including those that have been archived, are now available on our website. This will allow for search by keyword, and they will be easily accessible to all.

Special thanks to Kendra, her team, and student workers Amber O'Neal and Emma Kretzmer who scanned all documents in.

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Visit <https://www.ncmich.edu/about-us/board-of-trustees/agendas-minutes.html> to access all Meeting Minutes.

b. Card from Lu Munger

Special Thanks to friend of the College, Lu Munger, who is a Cheboygan County citizen. Lu recently took the time to print, laminate, and frame the article recently published honoring Professor Larry Cummings posthumously with Emeritus Professor rank. This thoughtful gesture was greatly appreciated and shared with Larry's family on March 17, 2021 during the Celebration of Life event. One of the two framed articles was kept here at the college with hopes of displaying it near the special tribute created by retired North Central art instructor Doug Melvin. The special tribute was also unveiled during the Celebration of life event.

c. AD/CL Building Renovation Update

President Finley shared an update that things are on target and on track. He appreciated everyone's patience as we waited on the windows. The windows are now installed, and the view from the inside looks spectacular! Drywall and finishing is now taking place on the inside with a target date of June for completion. Additional renovation work (stairwells, restrooms, and lower-level lighting & ceiling tile) is happening into the summer. We are looking forward to a big celebration toward the end of the summer.

d. Building Tomorrow Together Update

A communication is going out on Wednesday, March 24th, 2021 regarding the Building Tomorrow Together campaign to share that the campaign has reached its \$5M dollar mark. If you were to add the \$5M to the \$3.4M Capital Outlay from the State of Michigan we are at \$8.4M of the \$9.9M and are optimistic that we will reach our mark yet this summer.

e. MI Reconnect Update

MI Reconnect is a new initiative for adults 25 and older without a college credential. In just over one month of its opening, there were 62,000 applicants statewide. Of the 62,000, 305 are hoping to attend North Central Michigan College. Of those, 80 are currently approved by the state. 36 of the 80 are approved by the College, with 6 already enrolled. It is hoped that the remaining 74 will enroll later in the year.

9. COMMITTEE REPORTS

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a. Finance and Facilities Committee

The Finance & Facilities Committee met on Tuesday, March 16, 2021 to review and discuss the January 2021 Financial Report and Statement of Bills, a Single Audit Report, Strategic Plan v 2.0 framework, and a proposed Website Vendor.

Trustee Fought provided the following backgrounds and motions:

i. Single Audit Report

During the Tuesday, March 16, 2021, the Finance and Facilities Committee meeting, the committee reviewed the Auditors' report on the schedule of expenditures of federal awards for the year that ended June 30, 2020. The expenditures of these federal awards are associated primarily with the various federal student aid program administered by the College. In addition to auditing program expenditures, the auditors also tested for compliance with the programs rules and regulations.

The audit was conducted by the same firm that conducted the audit of the 2020 financial statements which were reported on during our October, 2020 meeting. Normally, the audit of expenditures of federal awards is presented at the same time. However, it was delayed until revision in federal audit requirements could be finalized.

The auditors reported that in their opinion the schedule of expenditures of federal awards is fairly stated in all material respects in relation to the basic financial statements for the year ended June 30, 2020. Further, the auditors found no instances of noncompliance or material weaknesses in internal controls associated with the federal award programs that are required to be reported under Government Auditing Standards.

It was moved by Trustee Fought and supported by Trustee Kring that the auditors' report on the schedule of expenditures of federal awards of North Central Michigan College for the year ended June 30, 2020 issued by Rehmann be accepted.

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

NAYS: None

ii. Strategic Plan 2.0

The College has developed a framework for its new strategic plan. As of March 16, 2021 portions of the framework dealing with a timeline, the College's mission, vision, values and strategic directions have been completed. The strategic directions involve academics, the College's

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impact on the community, its infrastructure and sustainability. The financial projection portion of the plan remains under development.

It was moved by Trustee Fought and supported by Trustee Shirilla that the portion of strategic plan framework completed as of March 16, 2021, namely the timeline, mission, vision, values and strategic directions sections, be approved by the Board of Trustees.

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

iii. Website Vendor Selection

A recent review of the College's website by the Office of Civil Rights (OCR) found it to be out of compliance with several American with Disabilities Act (ADA) standards. The College is committed to bring the website into compliance by October 31, 2021.

Further, the website was in need of updating to improve the College's digital marketing to prospective students, increase student engagement, and generally make it easier to use and more responsive to users' needs.

Since these types of changes are in response to OCR's findings and may be extensive, it was determined that outside assistance is needed. There were five responses to RFPs with quotes ranging from \$29,775 to \$50,000. Three firms were interviewed and the College's Website Redesign Vendor Selection Committee recommended that the firm Omni Update, which best met the College's needs, be retained.

Omni Update's bid was for \$40,000. It is the Committee's recommendation that Omni Update be retained for this website work at an amount not to exceed \$45,000. This allows for contingencies in the redesign effort.

As a part of the website changes, it will be hosted in the cloud. This will involve a cost of \$7,000, which will be charged to the IT Department. This charge is below the level requiring Board action. Accordingly, this charge will not be part of my motion.

It was motioned by Trustee Fought and supported by Trustee Kring that the College needs to update its website to comply with American with Disabilities standards and to be refreshed, it is moved that the firm of Omni Update be retained at a cost not to exceed \$45,000 to accomplish these tasks. Funds will be drawn from the New Initiatives budget category of the General Fund.

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

b. Personnel Committee

The Personnel Committee met on Wednesday, March 17, 2021 to discuss two recommendations to hire.

i. Dean of Nursing

The Dean of Nursing position became vacant at the end of September 2020. The position was posted early October 2020. A committee consisting of five Professors, one Instructor, and three Administrators reviewed five strong candidates for the Dean of Nursing position. Of the five, three were invited to campus for face to face interviews.

On Tuesday, March 16, 2021 Dr. Pete Olson submitted a recommendation to hire Mr. Brent LaFaive on behalf of the committee. In his words, “Given the importance of gaining the accreditation for the nursing program, as well as leading the department into an even stronger future, Brent brings exactly the right blend of management skills and nursing experience.”

Mr. LaFaive comes to us most recently from the position of Manager of Home Health for McLaren Health Management Group, where he managed over 70 employees and was responsible for the care of upwards of 400 patients. Prior to that position, he served as Director of Home Health Care for McLaren Home Care and Hospice. Brent has served in an adjunct faculty capacity for us here and has earned very strong positive reviews from the students he has mentored. He holds dual master’s degrees: in nursing itself, as well as in healthcare administration. He has pursued additional training as a Certified Wound Care nurse, and remains very well connected to the staff and administration at McLaren and many of the other healthcare facilities in the area.

It was moved by Trustee Shirilla and supported by Trustee Noël that the Board hire Brent LaFaive as the Dean of Nursing, at a starting salary of \$97,000/year, prorated to his start date, April 12, 2021.

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

ii. Financial Aid Director

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The Financial Aid Director position became vacant and was posted the end of January 2021. A committee of seven Administrators interviewed three candidates. All three candidates were invited to campus for face-to-face interviews.

On Wednesday, March 17, 2021, Renee DeYoung submitted a recommendation to hire Kathryn Malone on behalf of the Financial Aid search committee. In Renee's words, "The committee was very impressed with the calm professionalism that Kathryn displayed throughout our questions. Her passion is to help students navigate the financial aid world and help them be successful. Her accomplishments are many and all revolve around improvement for efficiency, making more time to help students."

In addition to Kathryn's six years financial aid experience at Northwestern Michigan College, she also holds a Bachelor of Science Business Administration degree through Lake Superior State University, some of this coursework was completed here at NCMC in partnership with LSSU.

It was motioned by Trustee Shirilla and supported by Trustee Fought that the Board hire Kathryn Malone as the Financial Aid Director, at a starting salary of \$63,000/year, prorated to her start date.

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

c. Bylaws & Policy Committee

The Bylaws & Policy Committee met on Tuesday, March 16, 2021 to review proposed changes to Board Policy 420 IT Acceptable Use Policy.

Trustee Rasmussen provided the following background and motion:

i. IT Acceptable Use Policy | Policy 420

IT Acceptable Use Policy (Board Policy 420) was revised to establish policy that included updates to reflect the evolution of Information Technology (IT) over time. The previous policy was outdated, and it did not reflect current technology resources accurately. In addition, there should be no presumption of privacy as IT resources are college property.

It is moved by Trustee Rasmussen and supported by Trustee Noël that the IT Acceptable Use Policy #420 be accepted as written, which accurately reflects current technological resources, effective today, March 23, 2021.

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

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NAYS: None

10. OLD BUSINESS

None.

11. NEW BUSINESS

- a. April Board Meeting – April 27, 2021

Phil explained that under current legislation the April meeting will be a face to face meeting. Phil asked who would be available in person and Jim, John, Dan and Irma confirmed they would be. Phil explained that the others could call in, but the majority must be present. Although, he personally is not available in person, quorum must be reached if the meeting is going to be held. If the meeting ends up having to be rescheduled, it would more than likely take place the first week of May.

12. DEPARTMENTAL SUCCESS

- a. Student Services – Orientation Recap

President Finley introduced Corey Lansing, Director of Admission who provided an update on the new Orientation format. It has proved to be very successful and well-received by our newest students. Images of the Student Services Team at unique stations were shown. New students have their ‘passports’ stamped when they visit each station to learn about North Central.

Stations included: Admission, Athletics, Bookstore, Business Office, Career Services, Financial Aid, IT, LSS, and the Library.

Each of these stations are considered “crucial areas” that will contribute to their success while here at the College.

Chairman Millard thanked Corey and team for their efforts and innovation, and he stated “keep up the good work”.

NOTE: Zoom-bombing took place during this portion of the meeting, and Chairman Millard clarified that the meeting would cease if it continued.

13. STUDENT SUCCESS

- a. Holly Williams, PTK Special Recognition

President Finley welcomed back PTK Advisor Chelse Hawkins-Olivo, who shared exciting news to about PTK student Holly Williams.

Chelse shared a photo of Holly and explained that she was selected for the All Michigan Academic Team. Holly receives a medallion and an award that is recognized by the state and the national branch of PTK for her academic achievement, community involvement,

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and her leadership at North Central. Holly was the only NCMC student to receive this recognition this year.

Holly is a nursing student in her second year at North Central. She commutes roughly two hours each way from the Upper Peninsula. We are extremely proud of her. She is planning to complete her nursing degree at North Central Michigan College and then transfer to UofM Flint to complete her BSN. Ultimately, Holly wants to complete a Masters of Science in Nursing and become a traveling nurse.

Chelse shared a brief quote on behalf of Holly. Her favorite part of being a North Central Student is that “North Central is a family. It truly feels like home. I was welcomed by everyone from day one. The staff and students are kind and go out of their way to help one another. I don’t think I could have picked a better place to attend school.”

On behalf of the College, Chelse shared how Holly’s message warmed her heart and that the College is happy and so proud of Holly’s achievement.

Chairman Millard thanked Chelse for sharing and for the great work happening with PTK.

14. UNSCHEDULED PUBLIC COMMENT

Chairman Millard asked that the audience unmute themselves so speak during unscheduled public comment.

Psychology Faculty Erick Haight asked if the Board would be willing to give Holly a gas card as a way for the College to show their appreciation for someone who is performing at her level.

Trustee Keiswetter thought that this might be a good request for the Foundation.

Following the gas card recommendation, Erick provided feedback to Corey Lansing regarding the new student Orientation and thought that it might be a good opportunity for Faculty to also speak to students at this event or other promotion in the future.

Corey Lansing thanked Erick for his recommendation and shared that the Student Service team is currently discussing how to better incorporate academics as they move forward. He stated that he appreciated the input.

Erick stated that the last thing he had was a request for an update on how the negotiation process was going. He shared his concerns and estimates of potential expenses correlated with the length of time that the negotiations are taking and asked Dr. Finley if there were updates he was able to share.

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Dr. Finley responded with appreciation for his inquiry. He stated that the College has a keen interest in reaching a fair and equitable resolution, but given that they are currently negotiating he needed to stop there.

Erick understood, but then stated that there appears to be a disconnect due to the length of time this contractual negotiations are taking.

Dr. Finley shared that it took nearly four years for negotiations to conclude when the first Faculty contract was established according to former president Bob Graham.

Erick expressed his concerns with the financial implications and resources tied to the length of time the negotiations are taking with the impression that there are better ways to utilize these resources.

Chairman Millard thanked Erick for his comments and wanted him to know that “we are listening”.

Trustee Kring asked to say a few words. He wanted to apologize for not being on last month’s meeting, specifically the vote to grant Emeritus status to Larry Cummings. He had known Larry for 45 years and considered him a friend. Kring noted that he fully supported the motion, and he again apologized to all for not being able to make it.

15. ADJOURNMENT

There being no further business, Trustee Millard motioned that the meeting be adjourned at 4:47 p.m. The motion was supported by Trustee Noël and Trustee Shirilla.



/S/ Irma Noël, Secretary



/S/ Phil Millard, Chairman