

**NORTH CENTRAL MICHIGAN COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING
CONFERENCE ROOM 1 & 2
February 15, 2018
4:00 P.M.**

AGENDA

1. Call to Order.
2. Attendance.
3. Approval of Agenda.
4. Approve Minutes of January 8, 2018, Regular Meeting.
5. Communications.
6. Scheduled Public Comment on Agenda Items.
7. Financial Report and Statement of Bills as of December 31, 2017.
8. Financial Report and Statement of Bills as of January 31, 2018.
9. President's Report.
 - a. Parking Lot Lighting LED Conversion – State Rebate Program.
10. Committee Reports.
 - a. Finance and Facilities Committee.
 - b. Bylaws and Policy Committee.
11. Old Business.
12. New Business.
13. Student Success.
 - a. Winter Enrollment Report.
14. Unscheduled Public Comment.
15. Adjournment.

MINUTES
NORTH CENTRAL MICHIGAN COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING
LIBRARY CONFERENCE ROOMS 1 & 2
Thursday, February 15, 2018

Chairman Millard called the meeting to order at 4:02 p.m.

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

ABSENT: None.

It was moved by Trustee Noël and supported by Trustee Fought 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 Shirilla that the Minutes of the January 8, 2018, Regular Meeting be approved as submitted.

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

NAYS: None.

President Brunet-Koch reported that Dr. Paula Welmers, who retired in December, conveyed her gratitude to the Board of Trustees for 42 years of employment as a counselor at the College.

Dr. Brunet-Koch also reported that Anne McDevitt, who is on the steering committee for Leadership Little Traverse, thanked the College for helping make the program's education session a success.

It was moved by Trustee Fought and supported by Trustee Noël that the December 2017 and January 2018 Financial Statements 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.

David Hartnett reported that the College has secured grant funding through the Michigan Agency for Energy. North Central submitted a proposal to convert our existing parking lot lights to LED and was approved for a rebate of \$4,704. The total cost to the College is \$8,807. The project will pay for itself in approximately 1.5 years, and the College will experience realized savings of \$14.60 per day after that, resulting in a \$5,329 reduction in energy costs every year.

Trustee Fought, chairman of the Finance and Facilities Committee, reported that the committee met on February 13, 2018. In addition to reviewing the December and January

financial statements, the committee reviewed tuition rates for Early College and dual-enrolled students. There are no action items for the Board at this time.

Chairman Millard reported that the Bylaws and Policy Committee reviewed a proposed policy regarding non-emergency text messaging to students. Renee DeYoung, Vice President of Student Affairs, explained that currently, students who opt in to receive text messages receive texts from our Rave Alerts system when the College is closed due to weather, when a class that they are enrolled in has been cancelled, or in the event of a campus lockdown. The proposed policy would allow for non-emergency text messaging as a form of communication with students who have opted to receive texts. Examples of non-emergency texts to those students might include notification of an overdue bill or a reminder to make an appointment with an advisor. Ms. DeYoung has established guidelines for non-emergency texting to students, and texting will only be used by the Business Office and Student Services. This is a pilot program that will be evaluated at the end of the Winter 2018 semester to determine its effectiveness.

The policy reads:

“Text messaging is an additional method of communication that North Central Michigan College uses to supplement communication with the campus community. This policy is intended for everyday, non-emergency use. Text messaging may be used by authorized College employees during the normal workday to relay information about admissions, academic requirements or deadlines, registration information, financial aid, and other matters that are time sensitive and necessary for student success. At this time, text messaging will only be used by the Business Office and Student Services on a pilot basis.”

After discussion, it was moved by Trustee Rasmussen and supported by Trustee Noël that the Board adopt the proposed Non-Emergency Text Messaging Policy as presented by the Bylaws and Policy Committee.

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

Dr. Brunet-Koch introduced Joseph Balinski, Director of Enrollment Services/Registrar, who reported on our Winter 2018 enrollment. Mr. Balinski reported that student head count has increased by 0.4%, or 12 students, compared to Winter 2017. Tuition hours have decreased by 2.8%. Unfortunately, North Central is facing the same challenges that many colleges and universities are facing. Twenty-one of Michigan’s 28 community colleges reported a decrease in credit hours ranging from 0.32% to 8.69%. It is worth noting that our fall-to-winter retention of students who are new to North Central, credential-seeking and not dual-enrolled is 79.76%; in other words, of the 341 students who enrolled during Fall 2017, 272 returned for Winter 2018.

There being no further business, the meeting was declared adjourned at 4:23 p.m.

/S/ Irma Noël, Secretary

/S/ Philip Millard, Chairman