

**NORTH CENTRAL MICHIGAN COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING
VIRTUAL
Tuesday, April 28, 2020
4:00 P.M.**

NOTE: Public is welcomed to join by following the instructions at the bottom of page 2.

AGENDA

1. Call to Order.
2. Attendance.
3. Approval of Agenda.
4. Approval of minutes for the February, 25, 2020, Regular Meeting, and the March 19, 2020, Special Meeting.
5. Communications.
 - a. Remembering Larry Cummings
 - b. Thanks from McLaren Northern Michigan on social media
 - d. North Central Cares Campaign results and feedback
6. Scheduled Public Comment on Agenda Items.
7. Financial Report and Statement of Bills as of March 31, 2019.
8. President's Reports.
 - a. Response to COVID-19
 - c. CARE's Act Funding
 - c. AD/CL Renovation Update
 - d. NCMC leading economic recovery via higher education
 - e. NC ADAPT
9. Committee Reports.
 - a. Finance and Facilities
 - b. Personnel Committee
10. Old Business.
11. New Business.

12. Student Success.
 - a. Silas Hoffman recognized at PTK Luncheon in Lansing, March 9, 2020
 - b. Virtual Commencement on May 8, 2020 at 7:30 p.m.
13. Unscheduled Public Comment.
14. Adjournment.

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: 957 6071 2368

Password: 112206

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

<https://zoom.us/j/95760712368?pwd=bS9PNmZVTVBISm5ycHEyV0loQnBDUT09>

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MINUTES
NORTH CENTRAL MICHIGAN COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING
Virtual – via Zoom
Tuesday, April 28, 2020

Trustee Millard began by reading the following script:

It is Tuesday, April 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’s 2020-59 and 2020-48. Executive Order 2020-59 states that “No person or entity shall operate a business or conduct operations that require workers to leave their homes or places of residence except to the extent that those workers are necessary to sustain or protect life”, and Executive Order 2020-48 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. We ask that you type your comments into the chat feature at any time or hold your comments for Public Comment, at which we will first unmute each person who entered a question or comment in the chat by the order it was received. Next to assure that everyone has a chance to participate, we will also unmute all microphones to allow for any other questions or comments at that time. We will state that all microphones are being unmuted prior to unmuting everyone so that you are aware and can mute yourself if you do not wish to comment.

Board of Trustees as we begin please also keep background noise in mind. I encourage 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 4:08 p.m.

2. ATTENDANCE

PRESENT (Roll Call): Trustees Fought (via phone), Kring (via video), Millard (via video), Noël (via phone), Rasmussen (via video) and Shirilla (via video)
ABSENT: Keiswetter (joined via phone after approval of minutes)

3. APPROVAL OF AGENDA

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

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

4. APPROVE MINUTES

It was moved by Trustee Kring and supported by Trustee Shirilla that the Minutes of the February 25, 2020, Regular Meeting and the March 19, 2020, Special Meeting be approved.

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

5. COMMUNICATIONS

President Finley provided updates on the following:

a. Remembering Larry Cummings

It is with a heavy heart that we acknowledge the passing of our beloved Professor, Larry Cummings due to complications of Covid-19 on March 30, 2020.

Professor Cummings dedicated his entire 50+ year career to North Central -- in fact some of our students could likely be “third generation” students whose parents and/or grandparents were also taught by Professor Cummings. His commitment to his students has always been exemplary, genuine and unwavering. He will be greatly missed by all.

b. Thanks from McLaren Northern Michigan on social media

On April 14, 2020, McLaren Northern Michigan shared the following shout out to North Central Michigan College on social media. “Not only has North Central Michigan College trained many of our amazing nurses, but they have also donated supplies to help keep them and all of our patients and colleagues safe at this time. Thank you!” – McLaren Northern Michigan Foundation

c. North Central Cares Campaign

In response to the COVID-19 pandemic, the NCMC Foundation working in partnership with CCD, launched the North Central Cares campaign to provide direct assistance through the Student Emergency Fund to our most vulnerable students. The Student Emergency Fund will help students who are facing immediate financial hardships, as well as future hardships in the days, weeks and months ahead. The Foundation is pleased to share that the campaign, which ran from April 6 through April 17 raised over \$27,000 with almost 70 donors contributing. A big thanks to everyone!

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 comment on the statements from March 2020. Tom certified that the financials from March were within the adopted budget. He also clarified that the college is 75% thru the fiscal year and the continued outlook for the current year is good. He stated that the college has a strong cash position, and expenses are under control. However, we are starting to see the impact of the COVID-19 crisis on our financials primarily on auxiliary enterprises (dorms and food service). Prorated refunds were given to students for dorms and meal plans. CARES Act funds may help in this area. We most likely will see reductions in current year state appropriations, but he again reiterated that the outlook for the current year's budget is still good.

Looking forward to the 2020-21 budget, Tom confirmed that the college will be negatively impacted by the current crisis and clarified that they are looking at multiple budget scenarios where we anticipate reduced revenue from the three main sources (tuition, property tax, state appropriations). He is also looking at corresponding expenditure reductions, so the college can balance next year's revenue with expenditures.

It was moved forward by Trustee Fought and supported by Trustees Kring and Noël that the report be accepted as submitted.

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

8. PRESIDENTS REPORT

President Finley provided an update for each of the following:

a. Response to COVID-19

President Finley reviewed events related to the response to COVID-19 that began back on March 12.

- Cabinet was meeting frequently to monitor situation, and on March 12 made the decision to begin cancelling/postponing events on campus, such as the Home Show or Luncheon Lecture.
- A decision was also made to begin a three week Spring break on Monday March 16.
- Shortly thereafter made the decision to shift courses online beginning April 6th. He thanked the faculty and everyone involved with the transition and commented that withdrawals this semester parallel what we have seen previous semesters.

- Around this same time CCD, worked hard to create and maintain and campus community update website with COVID-19 related information.
- Current students were refunded 7/16 for room and board. Student workers were compensated their scheduled hours, campus cupboard remains in operation, the student emergency fund is being utilized, and the college continues raising money for this as well.
- NCMC is providing meals to the clients of Comfort Keepers.
- Prototypes for face masks were printed on campus for the hospital, if needed.
- Overflow space in SCRC and the dorm was offered to the hospital if needed.
- We will be holding a Virtual Commencement for 2020.
- Courses will be delivered online in the summer.
- NCMC is doing our part to lead economic recovery, with important programs such as nursing, allied health, EMS, Manufacturing, and IT. The AD/CL Building Renovation is a symbol of this revitalization.
- President Finley gave a special thanks to the Student Affairs and CCD teams who have been making it easier on prospective students to begin in the fall. Their efforts will make it easier for students to register.

b. CARE's Act Funding

On April 9, 2020, North Central Michigan College received notice from the Secretary of Education that they will be providing resources and flexibility we need to continue educating our students through the Coronavirus Aid, Relief, and Economic Security Act (CARE's ACT).

Of the \$14B in funds being allocated to institutions of higher education, North Central Michigan College has received notice that we can receive \$835, 428. Of the amount allocated to each institution, at least 50 percent must be reserved to provide students with emergency financial aid grants to help cover expenses related to the disruption of campus operations due to coronavirus. The other 50% may be used for prescribed Institutional Costs associated with the COVID-19 pandemic.

c. AD/CL Building Renovation Update

As an update to the AD/CL Building Renovation, President Finley shared that the house voted to approve, senate voted to approve, and then on March 30th the Governor signed the State Appropriation even amidst all this uncertainty. The State of Michigan believes in the importance of this project and what it will mean to the Northern Michigan economic recovery.

Shortly after the Governor signed the Supplemental Appropriation, the amendment to the Project Management Agreement was signed by the State

Budget Office, and it is now fully executed. Last Thursday, April 16, 2020 DTMB released approval of bid package two, and we now have everything in place and the green light to proceed with the project. Clark Construction has been preparing the final documents for subcontractors, and we are now simply waiting on the “Stay Home, Stay Safe” executive order to be lifted so subcontractors can safely return to the worksite.

President Finley believes the project will be able to stick to the original timeline with the corridors and classrooms ready for the Fall Semester.

d. NCMC leading economic recovery via higher education

The College is working together with local Chambers of Commerce, Networks Northwest and other entities throughout the region to coordinate our effort and strengthen our current situation.

Here at the College we offer in-demand degree programs, such as nursing, allied health, EMS, manufacturing, and IT that will prove vital to this economic rebirth.

As part of the AD/CL project we will have formal, informal, digital learning spaces in our primary academic building which will enable us to provide an optimal learning environment for the 21st century, enabling us to lead the economic recovery via higher education.

e. NC ADAPT Program (Assurance of Disruption-Free Academic Planning Timeline)

For Prospective North Central Students

North Central has announced that all classes scheduled for summer 2020 will be delivered via remote instructional delivery. The college is communicating directly with students to ensure a smooth transition to online classes and remains committed to delivering an exceptional educational experience while ensuring the health and safety of students, faculty and staff.

New-student orientations, previously a prerequisite for registration, have been waived. Students who have applied and received notification of acceptance can immediately register for their classes, aided by a [registration video tutorial](#) or by a [virtual, one-on-one appointment](#) with an advisor. An [electronic orientation packet](#) provides new students with a listing of general education requirements and introduces them to the many resources available on campus.

New students can now use their self-reported high school GPA to determine placement into English and math courses. Students may also submit an ACT or SAT score if they have taken either test in the past. Those students who have

neither a high school GPA or an ACT or SAT score can take an ACCUPLACER test through [Learning Support Services](#). These tests may be taken remotely, in a student's own home, at no cost.

Finally, North Central Michigan College introduced multiple [scholarship application cycles](#) to give students more flexibility to apply for scholarship dollars.

For Current and Returning North Central Students

The college recognizes the abrupt disruption to Residence Hall students' living-learning experience caused by the Covid-19 pandemic. To help ease this financial hardship, North Central refunded winter 2020 room and board costs for the seven weeks remaining after the March 15 closure of the Residence Hall. The college is also compensating all student-employees through May 8 as though they had worked those hours. In addition, the college is working to issue [Higher Education Emergency Relief Fund](#) grants, authorized via the federal [Coronavirus Aid, Relief and Economic Security \(CARES\) Act](#), to eligible students.

9. COMMITTEE REPORTS

Finance and Facilities Committee

Trustee Fought, chairman of the Finance & Facilities Committee, reported that the committee met on Tuesday, April 21, 2020 and discussed at length many of the items Tom Zeidel, Interim VP for Finance and Facilities reviewed earlier.

The primary concern of the Finance and Facilities Committee was how the college will survive the economic impact of the shut downs. It was a good discussion, and from what Trustee Fought understands, the college continues to investigate ways to maximize revenues and minimize expenses under extreme circumstances.

The Finance and Facilities Committee had no motions to make at this time.

Personnel Committee

Trustee Shirilla reported that the Personnel Committee met on Thursday, April 23, 2020 to have a vigorous discussion on all that is going on in this new and changing world. Given all that is taking place, the Personnel Committee voted to recommend a four-month hiring freeze to the board, until they can better see the direction of the local economy.

Trustee Shirilla motioned to implement a hiring freeze on all employees for a four month period.

It was supported by Trustee Kring and then by Trustee Keiswetter that the Board supports a hiring freeze on all full-time positions, with the exception of those who are hired via external grant funding, effective April 28, 2020.

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

Chairman Millard thanked the committee and assured everyone that the college continues to monitor this situation and as the situation changes or develops.

10. OLD BUSINESS

None.

11. NEW BUSINESS

Chairman Millard gave a shout out to Trustee Shirilla for reminding everyone at the Sunrise Rotary that the college is still open and in business. Chairman Millard made reference to a statement made by Dr. Finley, “We are registering students now for this summer, and we are making plans to reopen in the fall, whether that is going to be digitally, virtually, online or some combination”. Phil also stated that the college is “committed to do everything that we can to not let this virus steal from our youth and from our community the opportunity to improve lives through education.”

Phil asked that we all get this message to the community.

12. STUDENT SUCCESS

a. Silas Hoffman

Dr. Finley shared that he had the opportunity to get to know NCMC student, Silas Hoffman this past year. Dr. Finley shared that Silas is an avid learner, a friendly smiling face and has attended NCMC for a number of semesters now. Most recently, Silas was recognized at the PTK Luncheon Lansing, March 9, 2020 prior to the executive order. He was accompanied at this luncheon by Vice President Dr. Pete Olson and Dean Chuck Hayes.

President Finley invited Silas to share a little bit about his background, such as where he grew up, what he liked best about campus and where his future is going to take him.

Silas first thanked Dr. Finley for the invitation. Next, Silas shared that he grew up in a small town west of Atlanta. When he was growing up he really enjoyed math and science classes and really felt that the gateway program he participated in during K-12 opened a doorway of curiosity for him. He commented that it reminds him a lot of what NCMC is doing and he appreciates it.

While at NCMC Silas continued to take math and science coursework, but when it came to his favorite they would all be the math classes with Gary Kersting “The man is a wizard when it comes to math, the way he explains things – it’s like a lightbulb flipping on and it gives you a new appreciation for math.”

It wasn't too easy to pick a favorite class, some of the others he had were Astronomy with David Rodgers, Anatomy with Professor Benjamin Crockett, World Geography with David Montgomery, and also Mythology with Dominic Borowiak.

Silas is transferring to Central Michigan University to pursue an Undergraduate degree in Physics. Physics and Astronomy has always had a place in his heart since he was a kid. Regardless of what he does, he wants to make the "best most positive impact for the future of humanity and our society".

President Finley thanked Silas for sharing and encouraged him to follow his passion. "We wish you the very best of luck in your next step. We're excited...you could be that individual that gets fusion figured out, and wouldn't we all be better for that!"

Silas asked for one last moment as he wasn't sure if this might be the last time he had an opportunity to speak with Dr. Finley or the other staff members from NCMC. He shared the very difficult time last fall that he had and with the help of others here at NCMC overcame those struggles and was very grateful for their support along the way.

Chairman Millard advised Silas to follow his dreams and shared that he once knew a young woman who was just an average kid in Petoskey, who went on and is now helping to build satellites for the Microsoft Cloud in space, "So you go, and you go get it!"

b. Virtual Commencement on May 8, 2020 at 7:30 pm

As statewide efforts to mitigate the spread of Coronavirus (Covid-19) continue, [North Central Michigan College](#) announced that it will honor its 2020 graduates with a virtual Commencement ceremony on May 8. The celebration will occur via a Facebook Watch Party at 7:30 p.m. Following the virtual ceremony, the video will be posted on the college's [YouTube channel](#).

Dr. Finley asked Carol Laenen to speak to the upcoming event. Carol commented that it was going to be difficult to follow Silas, because he set the bar pretty high, but she will do her best.

When it comes to the virtual commencement it will have three themed components:

- 1) Website Component
- 2) Social Media Component
- 3) Virtual Commencement Ceremony

Below is the flow for the Virtual Commencement:

- Introductory video tailored towards graduates
- Presidents welcome
- National anthem – provided by student

- Distinguished guests
- Commencement address
- Chet will do a tribute to Professor Larry Cummings
- Official Presentation of graduates (scripted portion with Pete and Phil)
- Presentation of diplomas with a slide for each graduate with degree(s), honors, photo the student provided, and message from student (Dr. Olson will read the names)
- Back to Dr. Finley for the turning of the tassel
- Video will be on YouTube to share once complete

President Finley thanked Carol, and Chairman Millard also thanked Carol and her team for the amount of work they are doing. Chairman Millard also gave Carol a round of applause.

13. UNSCHEDULED PUBLIC COMMENT

Chairman Millard asked if any questions or comments were in chat. There were not, so all were unmuted 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 Fought and supported by Trustee Noël that the meeting be adjourned at 4:55 p.m.

/S/ Irma Noël, Secretary

/S/ Philip Millard, Chairman