

**MINUTES**  
**NORTH CENTRAL MICHIGAN COLLEGE BOARD OF TRUSTEES**  
**REGULAR MEETING – Library Conference Rooms 1 & 2**  
**Tuesday, October 24, 2023 (4:00 p.m.)**

**1. CALL TO ORDER**

Chairman Rasmussen called the meeting to order at 4:00 p.m.

**2. ATTENDANCE**

**PRESENT:** Trustees Etienne, Fought, Keiswetter, Kring, Rasmussen, and Shorter

**ABSENT:** Trustee Shirilla

**3. APPROVAL OF AGENDA**

It was moved by Trustee Keiswetter and supported by Trustee Shorter that the agenda be approved.

**AYES:** Trustees Etienne, Fought, Keiswetter, Kring, Rasmussen, and Shorter

**NAYS:** None

**ABSENT:** Trustee Shirilla

**4. APPROVAL OF MINUTES**

It was moved by Trustee Fought and supported by Trustee Etienne that the minutes of the September 26, 2023, Regular Meeting be approved as drafted.

**AYES:** Trustees Etienne, Fought, Keiswetter, Kring, Rasmussen, and Shorter

**NAYS:** None

**ABSENT:** Trustee Shirilla

**5. STUDENT SUCCESS**

NCMC Student Success Coordinator, Thea Murry, joined by student David Powell, reported on attending the Michigan Community College Student Leadership Retreat at Camp Newaygo on September 15-17.

Thea shared that this was the first ever Student Leadership Conference of its kind held for Community College students in Michigan. Three students attended with her, Ron Cronk, Kira Miller, and David Powell. Over 75 students attended from 12 different community colleges in Michigan. She was able to attend all sessions which covered a variety of topics, and she also led a cohort of students.

David shared that his favorite part of the Retreat was the social aspect and meeting and sharing this experience with so many different students from other Community Colleges. He has kept in touch with fellow students he met from Kellogg Community College.

Thea also read a note from Ron Cronk, who was not able to be here in person, but wanted to share that he learned how stress can affect leaders and it's important to maintain a healthy work/life balance, and the importance of delegating tasks.

## 6. COMMUNICATIONS

President Finley shared the following communications:

a. Petoskey News Review: NCMC Partners with Bay Bluffs

On September 30, 2023, the Petoskey News Review published an article written by Karly Graham about North Central's new nursing Fast Track Certified Nursing Aide (CNA) program.

Led by two Bay Bluffs nurses, the CNA program kicked off in October and will be divided into three segments. The course will include 34 hours of classroom learning, 16.5 hours of skill practice time in the laboratory, and 24.5 hours of supervised clinical practice held at Bay Bluffs.

The course started Oct. 16, with a full class of 10 students.

The full article can be found at

<https://www.petoskeynews.com/story/news/healthcare/2023/09/30/bay-bluffs-north-central-partner-for-new-nursing-fast-track-program/70994787007/>

b. Petoskey News Review: NCMC Volleyball team highlighted

The NCMC women's volleyball team was highlighted several more times this month by Petoskey News Review reporter Drew Kochanny. The Timberwolves celebrated several more wins including a three-set sweep against Montcalm on October 9<sup>th</sup>, where several players were surprised by the attendance of their former teammates and coaches from high schools such as Traverse City Christian and Johannesburg-Lewiston. North Central also won their last home game 3-1 against Alpena on October 17<sup>th</sup>.

*More information can be found at.*

[https://petoskeynews-mi.newsmemory.com/?token=704ad99d4b2831019c345a2d5bc5d42e&cnum=a2ef06fa-bead-eb11-a2d9-005056ab402a&fod=1111111STD-0&selDate=20231020&licenseType=paid\\_subscriber&](https://petoskeynews-mi.newsmemory.com/?token=704ad99d4b2831019c345a2d5bc5d42e&cnum=a2ef06fa-bead-eb11-a2d9-005056ab402a&fod=1111111STD-0&selDate=20231020&licenseType=paid_subscriber&)

<https://www.petoskeynews.com/story/sports/2023/10/09/north-central-michigan-college-topped-montcalm-in-three-take-top-spot-in-league-aces/71083432007/>

[https://petoskeynews-mi.newsmemory.com/?token=704ad99d4b2831019c345a2d5bc5d42e&cnum=a2ef06fa-bead-eb11-a2d9-005056ab402a&fod=1111111STD-0&selDate=20231020&licenseType=paid\\_subscriber&](https://petoskeynews-mi.newsmemory.com/?token=704ad99d4b2831019c345a2d5bc5d42e&cnum=a2ef06fa-bead-eb11-a2d9-005056ab402a&fod=1111111STD-0&selDate=20231020&licenseType=paid_subscriber&)

c. Petoskey Chamber of Commerce recognizes Trustee Shorter and Trustee Kring

The Petoskey Chamber of Commerce has recognized two of North Central's Trustees for their recent accomplishments, and we also want to recognize those achievements.

Dave Kring recently met up with representatives from The Manna Food Project, Brother Dan's Food Pantry, Women's Resource Center of Northern Michigan, and two other northern

Michigan organizations for their annual donation. This year's donation totaled 642 lbs. of beef and pork that they purchased from 4H.

Jennifer Shorter recently held a ribbon cutting ceremony to celebrate the opening of their new confection shop downtown, Luci & Carl's Candy Cabin.

Congratulations to you both, and a big thanks to all you do for our community.

## 7. SCHEDULED PUBLIC COMMENT

None.

## 8. FINANCIAL REPORT

Dr. Tom Zeidel, Vice President for Finance & Facilities, was asked by Trustee Fought to provide a financial report for September 2023. Tom certified that the financials as of September 30, 2023 are within the adopted tentative budget for 2023-24.

It was moved by Trustee Fought and supported by Trustee Keiswetter that the financial report and statement of bills be accepted as submitted.

AYES: Trustees Etienne, Fought, Keiswetter, Kring, Rasmussen, and Shorter

NAYS: None

ABSENT: Trustee Shirilla

## 9. PRESIDENT'S REPORTS

President Finley provided information on the following items:

### a. ACCT Leadership Congress Report Out

President Finley, Trustee Keiswetter, and Trustee Etienne attended the Association of Community College Trustees Leadership Congress in Las Vegas October 9-12.

Dr. Finley reported there were over 1900 attendees from around the country, and this was a really good conference. A few of the many takeaways were: the importance of establishing transfer pathways; a strong push in STEM and CTE nationwide; the value of serving the returning adult learner; and a focus on dual credit/early college. He also thanked the generous donor that made attending this conference possible.

Trustee Keiswetter reported that the conference was very invigorating, and the major themes she noted were the need for a holistic approach to education in the face of a modern world where students are faced with stress, financial challenges, and family issues. She also noted that young people don't read emails or respond to phone calls anymore, so the focus should be on reaching them via AI and other tech driven communications.

Trustee Etienne noted that the conference was enlightening. It really brought into focus how very different community colleges are across the country. She reiterated Trustee Keiswetter's comments that a focus on methods of communication is important to reach

modern students, and there is a need for colleges to keep reinventing themselves to keep up with the faster pace of today.

b.

b. Personnel Committee

Trustee Kring reported that the Personnel Committee met on Thursday, October 19, 2023 to conduct business. We were notified of a replacement hire: Sherri Engler, for the position of full-time Instructor of Nursing (Medical/Surgical). The committee has two motions this month.

CMO Collective Bargaining Agreement

On Tuesday, October 3, 2023, a four-year Contract was ratified by the Custodial, Maintenance and Office Workers (CMO) Association. A summary of all the changes, both economic and non-economic, was reviewed and discussed in the meeting.

Trustee Kring moved and Trustee Fought supported that the Board approves the North Central Michigan College CMO Contract, a four-year agreement effective today, Tuesday, October 24, 2023, through June 30, 2027.

AYES: Trustees Etienne, Fought, Keiswetter, Kring, Rasmussen, and Shorter  
NAYS: None  
ABSENT: Trustee Shirilla

The committee also discussed one recommendation to hire:

CCE Director of Training

This position is in addition to those contained in the approved FY 23/24 Proposed General Fund Operating Budget. As a new position, the Finance Committee has concurred with the addition to the budget. The Personnel Committee has reviewed this information and the recommended candidate for approval.

Vice President of Academic Affairs Strom was asked to provide background on the candidate. VP Strom shared from his recommendation letter that a search advisory committee reviewed 29 applications for the position with a focus on training management, student success, and program management. On-campus interviews were conducted with five finalists, and it is VP Strom's pleasure to recommend Jennifer Foley for this position. In evaluating the two highly recommended finalists, the following critical areas were considered: interest in the position, motivation, leadership, teamwork, relatable experience, community and business connections, training experience, growth opportunities, systems experience, and social media experience.

Trustee Shorter requested discussion on this recommendation, and asked the following questions:  
1. Where is the requested five-year plan for CCE?

President Finley responded that a program proposal, as we are doing for all new academic initiatives at the college was developed. This program proposal dates to 2022, so there are certainly recent developments that aren't captured in that document. There is not a singular Fast Track document, but we have a Corporate and Community Education division financial analysis which includes this. We can pull this information together for all of you should you like to see. However, staff has been pushing very hard this week to meet deadlines for required state reporting, and we unfortunately were not able to pull this information together as requested with 24-hours' notice. He noted we have closely tracked revenues and plans in relation to this request. VP Strom added that as part of the program proposal that was done in August 2022, we did note

that in year 2 or 3 an analysis would be performed to determine the need for an additional administrator, and the numbers in the review supported the addition of this position. VP Zeidel noted that the 2022/23 year's net revenue was \$60,000. In the current fiscal year through October 17

follows for Faculty hires.

AYES: Trustees Etienne, Fought, Keiswetter, Kring, Rasmussen, and Shorter  
NAYS: None  
ABSENT: Trustee Shirilla

Background: Board Policy 415 Title IX Sexual Harassment Policy

The need to update Policy 415 was identified as the timing of required changes are determined by federal regulations, not by a pre-determined date designated by the college. In addition, contact information has been updated to indicate a position rather than an individual.

Trustee Shorter motioned and Trustees Fought and Etienne supported that Board policy 415 Title IX Sexual Harassment Policy be accepted as written. This policy change is effective 10/24/2023.

AYES: Trustees Etienne, Fought, Keiswetter, Kring, Rasmussen, and Shorter  
NAYS: None  
ABSENT: Trustee Shirilla

Background: Board Policy 425 Remote Work Policy

The original Policy 425 - Remote Work Policy was created to accommodate COVID regulations. The new, proposed police is a broader reaching policy to allow flexibility in the workplace, and is to be overseen by supervisors and Vice Presidents, with input from Human Resources as needed.

Trustee Shorter motioned and Trustee Etienne supported that the Board policy 425 Remote Work Policy be replaced with the Flexible Work Options Policy as written. This policy change is effective 10/24/2023.

AYES: Trustees Etienne, Fought, Keiswetter, Kring, Rasmussen, and Shorter  
NAYS: None  
ABSENT: Trustee Shirilla

Background: Board Policy Overall statement

A need was identified to include the following statement to apply to all policies:  
If any provision(s) of these policies conflicts with laws applicable to North Central Michigan College, including the Community College Act of 1966, the Freedom of Information Act, or the Open Meetings Act, as each may be amended from time to time, such laws shall control and supersede such provision(s).

Trustee Shorter motioned and Trustee Fought supported that the Board Overall Statement be added to the beginning of the Policy Manual to apply to all policies as written. This policy change is effective 10/24/2023.

AYES: Trustees Etienne, Fought, Keiswetter, Kring, Rasmussen, and Shorter  
NAYS: None  
ABSENT: Trustee Shirilla

11. OLD BUSINESS

None



11. NEW BUSINESS.

None

12. UNSCHEDULED PUBLIC COMMENT.

Chet Jessick, President of the Faculty Association at North Central Michigan College, asked for an update on the status of the investigation into the June 22<sup>nd</sup> Luncheon Lecture Incident.

Chair Rasmussen stated that he spoke with the Investigative firm earlier today, and he was told we should expect a report by the end of the month. So, he expects to hear back by the end of next week.

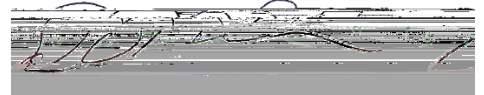
13. ADJOURNMENT.

There being no further business, Trustee Fought motioned and Trustee Shorter supported that the meeting be adjourned at 4:53 p.m.

AYES: Trustees Etienne, Fought, Keiswetter, Kring, Rasmussen, and Shorter

NAYS: None

ABSENT: Trustee Shirilla



/S/ Daniel D. Rasmussen, Chairman



/S/ Melissa Keiswetter, Secretary