

**NORTH CENTRAL MICHIGAN COLLEGE
BOARD OF TRUSTEES
REGULAR MEETING 4:00 p.m.
Iron Horse Café (Socially Distanced, Face Coverings)
Tuesday, October 27, 2020**

1. CALL TO ORDER

Board Chair, Phil Millard called the meeting to order at 4:03 p.m.

2. ATTENDANCE

PRESENT Trustees Fought, Kring (via phone), Millard, Noël (via phone), Rasmussen, and Shirilla

ABSENT: Trustee Keiswetter

3. APPROVAL OF AGENDA

It was moved by Trustee Rasmussen and supported by Trustee Shirilla that the Agenda be approved with the following additions to the agenda.

- Communications - add item 5e LLL Offering History Courses
- Committee Reports - add Policy 405 Firearms, Explosives, or Weapons to Bylaws & Policy
- Unscheduled Public Comment Update on former Board Member Marion Kuebler

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

NAYS: None

4. APPROVAL OF MINUTES

It was moved by Trustee Fought and supported by Trustee Shirilla that the Minutes of the September 22, 2020, Regular Meeting be approved.

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

NAYS: None

5. COMMUNICATIONS

President Finley provided updates on the following:

a. Card from mBank

Rebecca Aper, Treasury Management Officer at mBank in Cheboygan writes:

Dear Dr. Finley,

I hope this card finds you and yours well and looking forward to an exceptional fall. I also want to congratulate you and the North Central Michigan College Community, on your leadership position with the Futures for Frontliners program.

What a tremendous way to positively effect our communities and set an example for change leadership. Thank you for all you do!

Warm Regards

e. LLL makes front page of Petoskey News Review.

On Friday October 23, 2020, Lifelong Learning (LLL) Club made the front page of the Petoskey News Review with a story about their upcoming History series.

Taken from the article written by Jillian Fellows:

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

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

NAYS: None

8. PRESIDENTS REPORT

President Finley shared the following updates:

a. Campus COVID-19 Update

From the Campus COVID-19 update on Friday, October 23, 2020:

The Plan evaluates all capital priorities in light of current programming efforts, anticipated programming changes, and the current capital base. Per Department of Technology, Management, and Budget (DTMB) instructions, the Five-Year Capital Outlay Plan should cover fiscal year 2022 through fiscal year 2026 at a minimum. It is to include both self-funded projects and those in which future state cost participation may be requested.

DTMB has developed a set of minimum criteria the comprehensive planning documents are to incorporate. These criteria are: Mission, Instructional Programming, Staffing and Enrollment, Facility Assessment, and Implementation Plan.

d. HLC Distance Learning Application Update

Per Provost Olson, the Higher Learning Commission (HLC) Substantive Change Application for Distance Learning (Online) Approval was submitted on October 9, 2020 and successfully received. Securing HLC approval will enable North Central to deliver entire academic programs to learners in Northern Michigan and beyond in this mode. Further, such approval is required by HLC after January 1, 2021.

I commend North Central faculty, both full-time and part-time, for their diligence in completing the necessary training and building online course shells that pass muster, so as to meet HLC expectations. The work of both Melanie Leaver and Pete Olson to prepare this application is to be commended. Each has worked in earnest to position North Central for success over the past five year with significant upgrades to online pedagogy and student supports. In addition, IT Department staff have provided a reliable network and access to BrightSpace software, so that remote students might learn via this mode. The entire campus (Student Services, Library, Learning Support Services, etc.) has pulled together to take this important next step to best serve our learners

e. Bear River Foot Bridge

Taken from Petoskey News Review article written by William T. Perkins:

Petoskey officials have given the go-ahead on a long-awaited project that will reroute two major state and national nature trails through North Central Michigan College's nature area.

Petoskey's parks and recreation department has been in talks for more than four years to build a pedestrian bridge across Bear River between Howard Street and McDougal Road. North Central Michigan College, the Michigan Department of Natural Resources and North Country Trail Association are partners on the project, and a little less than 50 percent of the costs will be offset by a grant from the Natural Resources Trust Fund. Petoskey City Council members Monday approved a \$188,000 contract with a Lansing engineering firm to begin work on the project.

"It really has taken a herculean effort from community and staff to get to this point," City manager Rob Straebel said. "This is going to be a great project and further enhance our non-motorized trail and our ability to get around without a car, which is important to the residents and

That requirement was fulfilled in March, but the state had to hold funding back amid budgetary restrictions arising from the COVID-19 pandemic. "I know we all look forward to cutting a ribbon down there and getting this open, because this is such an addition to what we already have," Petoskey Mayor John Murphy said.

The 80-foot-long pedestrian bridge is part of an initiative to reroute Michigan's Iron Belle Trail and the North Country National Scenic Trail - which share a path in this area through more natural areas and away from busy streets. The project will connect the college's nature area to the River Road Sports Complex and offer a link between 4 1/2 miles of trails in Petoskey and an 8-mile trail system in Bear Creek Township.

"We are very excited to have this bridge moving forward," said Mary Campbell of the North Country Trail Association, Jordan Valley Chapter. "It's actually been decades in the process ... This will help us to facilitate getting 3 1/2 miles of trail off the local roads, so we greatly appreciate this."

9. COMMITTEE REPORTS

a. Finance & Facilities

On Tuesday, October 20, 2020, the Finance & Facilities Committee met to review the 2019-2020 Audit Results, the AD/CL Building Renovation, Staff Negotiations, Enrollment/Tuition and the September Financials. Additionally, the Coll Sullivan from the Traverse City Rehmann office joined to review the June 2020 financial statements.

i. 2019-2020 Audit Results

The bound report covers the combined financial statements of the College and the Foundation in compliance with US accounting principles. The auditors issued a clean opinion on those statements. Their opinion can be found on pages 13-14 of the bound report.

regarding various matters.

The auditors expressed concern about the level of cyber security and made general comments about how it could be strengthened.

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ii. Institutional Research and Assessment Director

Mike has a Bachelor of Science degree from Michigan Tech University in Biomedical Engineering and a Master of Science degree from Wayne State University in Biomedical Engineering. His employment experience includes multiple positions at Beaumont Health System in Royal Oak, Michigan, since 2008 including Research Intern; Research Engineer I; and, Research Engineer II. In addition, he has been an Assistant Professor at Oakland

students in capstone research projects. Mike moved to the Petoskey area a year ago in conjunction with

and statistical software such as Microsoft Access, MATLAB, SPSS, and Sigmaplot. In addition, his professionalism and communication skills were clearly evident during the interview process.

It was motioned by Trustee Shirilla and Supported by Trustees Rasmussen and Fought that the Board hire Michael Kurdziel as the Institutional Research and Assessment Director, at a starting salary of \$67,000 per year, prorated effective Monday, November 2, 2020.

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

iii. Marketing Specialist

There were seventeen applicants for the position. Five received initial zoom interviews with the selection committee, and the top two candidates were interviewed in-person. Ms. Hoogerhyde was selected for this position because of her strong marketing background, communication and project management skills, superior grasp of market research, higher education experience, strong social media skills and understanding of various aspects of digital marketing and analysis.

Ms. Hoogerhyde graduated Suma Cum Laude from Saginaw Valley State University, with a Bachelor of Business Administration (BBA) in Marketing Management. She has two published works in international research journals. Other experience includes being a Marketing Coordinator at both Petoskey Plastics and Shanty Creek Resorts and a Marketing Assistant at having worked with area universities.

It was motioned by Trustee Shirilla and Supported by Trustees Noël and Kring that the Board hire Michaela Hoogerhyde as the Marketing Specialist, at a starting salary of \$51,000 per year, prorated effective Monday, November 16, 2020.

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

Trustee Shirilla added that the financials were reviewed and these were budget neutral hires.

10. OLD BUSINESS

None.

11. NEW BUSINESS

Trustee Millard confirmed that quorum was available for the November 24th, 2020 and December 22nd, 2020 Board Meetings. The Board confirmed that these two dates would remain as scheduled.

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Trustee Kring shared an update on Marion Kuebler, former Board of Trustee. Marion has been battling heart issues for some time, and she is scheduled for an upcoming cardiac related procedure. Trustee Kring wanted to make everyone aware and asked that we keep her in our thoughts and prayers.

14. ADJOURNMENT.

There being no further business, it was moved by Trustee Fought and supported by Trustee Noël that the meeting be adjourned at 4:40 p.m.

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

NAYS: None

/S/ Irma Noël, Secretary

/S/ Philip Millard, Chairman

MDHHS and MIOSHA orders. Face coverings were worn for the duration of this meeting.