

**MINUTES**  
**NORTH CENTRAL MICHIGAN COLLEGE BOARD OF TRUSTEES**  
**REGULAR MEETING – Library Conference Rooms 1 & 2**  
**Tuesday, June 27, 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, Shirilla, and Shorter

ABSENT: None

3. APPROVAL OF AGENDA

It was moved by Trustee Rasmussen and supported by Trustees Kring and Shirilla that the agenda be approved with the following modification:

- 12. a. Board Statement on Climate Survey
- b. Personnel Discussion (Closed Session)

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

NAYS: None

ABSENT: None

4. APPROVAL OF MINUTES

It was moved by Trustee Fought and supported by Trustee Etienne that the minutes of the May 23, 2023, Regular Meeting be approved as written.

AYES: Trustees Etienne, Fought, Keiswetter, Kring, Rasmussen, SaShirilla that the minutes of the June 8, 2023 Special Meeting be approved as written.

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

NAYS: None

ABSENT: None

5. COMMUNICATIONS

President Finley shared the following communications:

- a. North Central expands Health Care Education with New Practical Nurse Program

Licensure Exam (NCLEX-PN) to become licensed practical nurses, or LPNs, who implement patient care plans in hospitals and skilled nursing facilities.

“Anyone who wants to become a nurse in Michigan now has another path to reach that goal,” LaFaive said. “North Central is providing students with multiple on-ramps to a nursing career, and our graduates are filling a critical need for nurses regionally and statewide.”

The program is limited to 40 students per cohort. Although classes begin January 8, 2024, LaFaive said prospective students should apply to the program soon, as there is no waitlist. Additional details and the program application are available at [www.ncmich.edu/nursing](http://www.ncmich.edu/nursing).

b. North Central Michigan College releases Winter 2023 Scholars List

On Monday, June 5, 2023, North Central Michigan College announced our Winter 2023 Scholars List, which includes 399 students who have achieved top academic honors.

Fifty-three students were named to the President’s List for earning a 4.0 grade point average in at least 12 credit hours (full-time status). An additional 145 full-time students earned a GPA of 3.5—3.999 and were named to the Dean’s List, and 201 students earned a place on the Scholar’s List with a 3.5 or higher GPA for 6—11 credit hours (part-time status).

The complete list of students who earned academic honors is available at [ncmich.edu/academics/scholars.html](http://ncmich.edu/academics/scholars.html).

c. NCMC Celebrates Fast Track Dental Graduates

On Saturday, June 17, 2023, The Petoskey News Review featured a photo of the seven students who recently completed the first North Central Michigan College Fast Track Dental Assistant program. Kasey Goodwin, Morgan Pemberton, Tracy Haven, Sasha Welch, Corrin Cook, Jazmine Derenzy, and Lainey Shimel are all pictured with instructor Dr. Viviana Vagalau and Rico Breznau.

d. Local Area High School Top 10 Graduates headed to NCMC

On Saturday, June 3, 2023, Karly Graham of the Petoskey News Review published articles featuring the Top 10 Graduates from East Jordan and Pellston High Schools. From East Jordan, Skylar Barnett and Lindsey Cross both plan56 274.323 (da)4-2 (t)-2 ( a)4 (lg)-1 ( s)-5 (t)-6 (u)-4 (d)-3.9 (e.1 r. VVa(n P)-4asVa(B)-1 ( bot)s k (a)4 (s)-1ne (a)4 4.323 (da)4-2la(t)-2 ( a)4 (lg)-1 ( s)-5 (t)-6 (u)-4 (d)-3.9 ( f a H.323 (da)4-21

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 May 30, 2023. Tom certified that the financials as of May 2023 are within the adopted tentative budget for 2022-23.

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, Shirilla, and Shorter

NAYS: None

ABSENT:

On Tuesday, June 13, 2023, Jim Cousino, Dean of Career and Technical Education, shared that the most recent class of NCMC students taking the State Fire Licensing Exam had a 91% pass rate and 80% class average on the exam. These numbers were near the top in state! Congratulations to Jim's team, and to the latest class of NCMC students to pass the State Fire Licensing Exam!

## 9. COMMITTEE REPORTS

### a. Finance & Facilities Committee

The Finance & Facilities Committee met on Tuesday, June 20<sup>th</sup>, to conduct business.

**Background:** During the final board meeting of each school year the Board needs to amend the general fund budget for the school year closing at the end of June to ensure that the final budget is balanced in accordance with State requirements and that actual expenditures and transfers for the year are within the budgeted amounts.

The 2022 - 2023 revenues, expenditures and transfers have been projected through the end of June 2023 and the amended budget is based on those projections.

It was moved by Trustee Fought and supported by Trustee Kring that the amended budget be accepted.

Specifically, Trustee Fought motioned and Trustee Kring supported the motion, BE IT RESOLVED that the Board adopt the Final General Fund Operating Budget for North Central Michigan College for the fiscal year 2022 -2023 in the aggregate amount of \$17,984,150 revenues and a like amount of expenditures and transfers.

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

**Background:** Recently the College was approached by the owner of the house at 1420 Howard St. with an offer of what amounted to a "right of first refusal" to purchase the house. The College has been aware for some time that new staff members are have difficulty in finding temporary rental house upon moving to Petoskey.

By acquiring the house across the street from the College as a rental house the College could help address this problem and thus decided to consider this offer. The College obtained Two appraisals which confirmed that the asking price of \$300,000 cash was reasonable. Further, the inspection report on the property was favorable.

The offer to purchase has been signed and now the matter is ready for Board action.

Trustee Fought motioned and Trustees Etienne and Keiswetter supported that the College proceed with the purchase of the house at 1420 Howard Street, Petoskey, MI for a cash price of \$300,000 with the stipulation that the current tenant be permitted to remain in the house for up to three months after closing with rents payable to the College.

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

#### b. Personnel Committee

Trustee Shirilla, Chairman of the Personnel Committee, shared that the committee met on Thursday, June 15, 2023, on Thursday, June 22, 2023, and again on Tuesday, June 27, 2023, to conduct business. They discussed two recommendations to hire:

#### OUTREACH RECRUITER

This is a new position that is included under the approved FY 23/24 Proposed General Fund Operating Budget. As a new position, the Personnel Committee reviewed the position and recommended candidate for approval.

Trustee Shirilla asked Renee DeYoung, VP of Student Affairs, to provide a little background on Alexandria Brandow, the recommended candidate:

Renee shared that a search advisory committee reviewed seven applicants for the Outreach Recruiter position. Two candidates were interviewed by the advisory committee. The committee recommends Alexandria (Alex) Brandow for this position.

Alex's calm, professionalism, and patience will be an asset when interacting with students. Alex has been a Student Service Advisor since April 2022 with the Council of Educational Travel, USA in Grand Rapids, and has also worked as a Student Success Coordinator, and a student success mentor. She holds a Bachelor of Science in English from Central Michigan University, and a Master of Arts in Educational Leadership: Higher Education and Student Affairs from Western Michigan University.

It was moved by Trustee Shirilla and supported by Trustee Fought that the College hire Alexandria Brandow for the position of Outreach Recruiter, with a start date of July 1, 2023.

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

#### INSTITUTIONAL RESEARCH DATA ANALYST

This is also a new position that is included under the approved FY 23/24 Proposed General Fund Operating Budget. As a new position, the Personnel Committee reviewed the position and the recommended candidate for approval.

Trustee Shirilla asked Erin Sonneveldt, Director of Institutional Research and Assessment to provide a little background on the recommended candidate, Poorva Kale.

Erin shared that a committee consisting of six individuals reviewed seventeen applicants for the Institutional Research Data Analyst position. Six zoom interviews were conducted with the top candidates, and one on-campus interview and presentation were conducted with the finalist. The committee agreed to recommend Poorva Kale for this position.

Poorva holds a Master of Arts in Psychology from Savitribai Phule Pune University in India and a Master of Science in Applied Statistics from Oakland University. Poorva has worked as a researcher and data analyst for the Jnana Prabodhini Institute of Psychology as well as Grammangal – a non-profit organization providing innovative early childhood teacher training in rural and tribal communities in India.

Erin is thrilled to offer Poorva the position and welcomes her. Poorva is enthusiastic and has strong interpersonal communication skills.

Trustee Shirilla motioned and Trustee Shorter supported that the College hire Ms. Poorva Kale for the position of Institutional Research Data Analyst, with a start date of July 17, 2023.

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

NAYS: None

ABSENT: None

## 10. STUDENT SUCCESS

### a. Cody Gascho – Disability Services Coordinator/Academic Advisor

President Finley welcomed Disability Services Coordinator/Academic Advisor, Cody Gascho.

Cody shared that he has worked at the College for about 9 months now. This role is a new role for him, although he has experience working with students with disabilities. Cody has enjoyed getting to know the College and the people here.

His responsibilities are to evaluate student requests for accommodations, and determine what accommodations are needed. He often serves as a first stop for those students who require accommodations. He is also working towards being a first stop with instructors and helping them to provide the best possible accommodations.

Cody shared that his goal is to provide equitable service for students. He aims to allow students to pursue careers that might not otherwise be accessible to them and help them identify their strengths that may have been missed along the way due to barriers. His interactions with instructors thus far have all been very positive, and he has great interactions with the Student Services staff as well.

He shared that the most common accommodations are additional time on assessments and providing quiet testing areas. A variety of disabilities can impact students and create these needed accommodations.

11. OLD BUSINESS

None.

12. NEW BUSINESS

a. On behalf of the Board, Chairman Rasmussen issued the following statement regarding this year's Climate Survey:

The Board of Trustees has read and discussed the Climate Survey, as we do every year. The request papers and perspective of Thrive 2035 from AFPS have also been reviewed. The Board has also reviewed the President's Goals Point Grid for 2022-2023, as we do every year. We will be setting new goals for 2023-2024.

All that being said, "We hear you" and "We are listening" and know we

12. (continued.)

It was requested by Chairman Rasmussen that the board move into Closed Session to discuss:

b.