

**NCMC BOARD OF TRUSTEES**  
**REGULAR MEETING *Library Conference Rooms 1 & 2***  
**May 3, 2022 (4:00 p.m.)**

**MINUTES**

1. **CALL TO ORDER**

Board Chair, Phil Millard called the meeting to order at 4:00 p.m.

2. **ATTENDANCE**

**PRESENT:** Trustees Fought, Keiswetter (via phone), Kring, Shorter, Millard, Rasmussen, and Shirilla

**ABSENT:** None

3. **APPROVAL OF AGENDA**

It was moved by Trustee Fought and supported by Trustee Shirilla that the Agenda be approved.

**AYES:** Trustees Fought, Keiswetter (via phone), Kring, Shorter, Millard, Rasmussen, and Shirilla

**NAYS:** None

4. **APPROVAL OF MINUTES**

It was moved by Trustee Rasmussen and supported by Trustee Kring that the minutes from February 17, 2022, Regular Meeting, be approved.

**AYES:** Trustees Fought, Keiswetter (via phone), Kring, Shorter, Millard, Rasmussen, and Shirilla

**NAYS:** None

5. **BOARD COMMITTEE ASSIGNMENTS**

Board Chair Phil Millard announced Trustee, Jennifer Shorter, will be formally placed on the Personnel Committee and the Foundation Committee.

6. **COMMUNICATIONS**

President Finley shared the following communication items:

- a. Boyne City S 1 team
- b. NCMC received a
- c. NCMC hosted MiCareer Quest on March 18, 2022
- d. NCMC hosted Henrietta Lacks Traveling Museum on April 5, 2022

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 February 2022. Tom certified that the financials as of February 2022 are within the adopted tentative budget for 2021-22.

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

**AYES:** Trustees Fought, Keiswetter (via phone), Kring, Shorter, Millard, Rasmussen, and Shirilla

NAYS: None

10. PRESIDENTS REPORTS

President Finley provided updates on the following items:

- a. Tusco Heath Former English Professor at NCMC passed away
- b. Ted Frey Long Time Supporter of NCMC passed away
- c. ACEN Accreditation Site Visit was held April 12-14, 2022 with a favorable recommendation; Thanks to all for your efforts!
- d. Update on Fast Track Healthcare Program 22 participants plus five for just phlebotomy
- e. Smart Factory & 3D Printers are new additions to the Mechatronics Lab
- f. Online Programs in the Fall nine are fully developed; nine more are nearly complete
- g. Update on Athletics everything is proceeding as planned, recruiting is going well
- h. MCCA working on creating a New Strategic Plan

11. COMMITTEE REPORTS

- a. Personnel Committee

Trustee Shirilla reported that the Personnel Committee met on Monday, May 2, 2022, to review six letters of recommendation for hire.

ENG Instructor

Trustee Shirilla shared that the Full-Time Instructor of English is a replacement position.

A search advisory committee of six interviewed eight candidates, ultimately bringing four of them to campus for further interviews and teaching demonstrations. The committee recommends Shaelynn Long-Kish for this position.

Shaelynn holds a B.S. in English, M.A. in English, and M.A. in Educational Technology, all from Central Michigan University. She has taught in a part-time capacity since 2010 at three different institutions: Ferris State University, Mid Michigan College, and Southern New Hampshire University. Shaelynn also has more than nine years of experience as an instructional designer and administrator in distance education and online learning at Mid Michigan College, the University of Michigan, and Dartmouth College.

Trustee Shirilla moved and Trustee Fought supported that Shaelynn Long-Kish be hired as a Full-Time Instructor of English at a starting salary of \$83,237 (2 Masters, Step 8) year/plus full benefits with a start date of August 29, 2022, with the understanding that the college would cover up to \$1,000.00 of moving expenses.

AYES: Trustees Fought, Keiswetter (via phone), Kring, Shorter, Millard, Rasmussen, and Shirilla

NAYS: None

COM Instructor

Trustee Shirilla shared that the Full-Time Instructor of Communication is a new position.

A search advisory committee of six reviewed 17 applications and brought three candidates to campus for interviews and teaching demonstrations. The committee recommends Liam Randall for this position.

Liam holds a P.A. in Philosophy from Loyola University Chicago, a M.A. in Religion (Social Ethics) from Union Theological Seminary in New York City, and a M.A. in Communication Arts from the University of Wisconsin-Madison. Liam is scheduled to complete a Ph.D. in Communication Arts, also from the University of Wisconsin-Madison, in June 2022. Liam has taught as a lecturer and graduate assistant at the University of Wisconsin-Madison since 2015.

Trustee Shirilla motioned and Trustee Kring supported that Liam Randall be hired as a Full-Time Instructor of Communication at a starting salary of \$66,889.00 (2 Masters, Step 1) year/ plus full benefits with a start date of August 29, 2022, with the understanding that the college would cover up to \$1,000 of moving expenses.

AYES: Trustees Fought, Keiswetter (via phone), Kring, Shorter, Millard, Rasmussen, and Shirilla  
NAYS: None

should be \$63,253.00.

AYES: Trustees Fought, Keiswetter (via phone), Kring, Shorter, Millard, Rasmussen, and Shirilla  
NAYS: None

#### Instructional Designer

Trustee Shirilla shared that the Instructional Designer position is new.

A search advisory committee of five reviewed five applications and brought three candidates to campus for interviews. The committee recommends Kathryn Gardner for this position.

Kate holds a Bachelor of Science in Psychology from Purdue University IUPUI. She is currently pursuing a Master of Science in Education (Learning Design and Technology) from Purdue University West Lafayette. She has worked a variety of roles in higher education, including serving as a certified clinical research coordinator and research associate at the Indiana University School of Medicine. She currently serves as a part-time Outreach and Engagement Specialist here at North Central Michigan College.

Trustee Shirilla motioned and Trustee Shorter supported that Kathryn Gardner be hired as an Instructional Designer at a starting salary of \$55,

Melissa has over 18 years of experience in a wide variety of professional and office settings. Melissa has received a Bachelor of Arts in Art Education and a minor in Biology and Earth Science at Western Michigan University. She graduated from Magna Cum Laude and was on

Prior to this role, Jeff served as Program Director for the Office of Postdoctoral Research at the marketing materials and developed and implemented strategies to recruit under-represented post-doc fellows to the program.

Trustee Shirilla motioned and Trustee Kring supported that Jeffrey Mason be hired as a Marketing Specialist at a starting salary of \$57,516.00 year/ plus full benefits with a start date of May 23, 2022.

AYES: Trustees Fought, Keiswetter (via phone), Kring, Shorter, Millard, Rasmussen, and Shirilla  
NAYS: None

b. Finance & Facilities Committee

Trustee Fought shared that the Finance & Facilities Committee met on Thursday, April 28, 2022, to conduct business. During that meeting, the committee reviewed an Investment Policy Statement.

The College has had, for a number of years, defined contribution plans which permit participants to select investments from a menu of various mutual funds that offer different types of investments and different investment objectives and risk. These plans are often referred to by their Internal Revenue Code numbers, such as 403(b) and 457. In order to provide the plans, investment advisor Miller Financial Group and their custodian, TIAA, with overall direction in the investment offer and the administration of the plans, it is appropriate for the College to adopt an Investment Policy Statement.

A copy of the statement has been reviewed by the Finance and Committee, and it is the

Trustee Fought motioned and Trustee Rasmussen supported the adoption of the Investment Policy Statement for its 401(a) Optional Retirement Plan, its 403(b) Plan, and its 457(b) Deferred Compensation Plan.

AYES: Trustees Fought, Keiswetter (via phone), Kring, Shorter, Millard, Rasmussen, and Shirilla  
NAYS: None

12. CURRICULUM COMMITTEE

On April 16, 2022, the Curriculum Committee fully supported awarding an Honorary Degree to Marion Kuebler. Marion served on the North Central Michigan College Board of Trustees from 1997 until 2017 and on the NCMC Foundation Board of Directors from 2003 until 2021.

Marion would seek to recognize Marion for her outstanding service in education and to the community.

Trustee Fought motioned and Trustee Rasmussen supported presenting Marion an Honorary Degree on May 6, 2022, at Commencement.

AYES: Trustees Fought, Keiswetter (via phone), Kring, Shorter, Millard, Rasmussen, and Shirilla  
NAYS: None

13. STUDENT SUCCESS

a. PTK Officers

PTK officers, Tegan Swanson, President and Kami Chapp, Recording Officer shared with the board what they enjoyed the most at North Central Michigan College and what their future plans will be.

14. OLD BUSINESS

a. Personnel Discussion

Trustees Rasmussen moved and Trustee Kring supported that the Board go into closed session at 4:40 p.m. to discuss the Winter 2022 Climate Survey.

AYES: Trustees Fought, Keiswetter (via phone), Kring (via phone), Millard, Rasmussen, and Shirilla  
NAYS: None

Trustee Rasmussen and Trustee Kring supported that the Board is back in open session at 6:19 p.m.

AYES: Trustees Fought, Keiswetter (via phone), Kring (via phone), Millard, Rasmussen, and Shirilla  
NAYS: None

14. NEW BUSINESS

None.

15. UNSCHEDULED PUBLIC COMMENT

Chet Jessick, President of the AFPS and Ben Crockett, Vice President of the AFPS addressed the board on the following topics:

1. Thanked the Board for approving the Full-time faculty hires
2. Welcomed Jennifer Shorter to the Board
3. They also gave each Board member a sealed letter regarding the climate survey

16. ADJOURNMENT

There being no further business, Trustee Millard motioned, and Trustees Kring and Fought supported that the meeting be adjourned at 6:21 p.m.

AYES: Trustees Fought, Keiswetter (via phone), Kring (via phone), Millard, Rasmussen, and Shirilla  
NAYS: None



/S/ Melissa Keiswetter, Secretary



/S/ Phil Millard, Chairman