



Northwestern
Michigan
College

Board of Trustees

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We deliver lifelong learning opportunities to transform lives and enrich our communities.

1701 East Front Street
Traverse City, MI 49686
(231) 995-1010
trustees@nmc.edu

Meeting Agenda

Monday, April 24, 2023

at Hagerty Center

Great Lakes Campus, 715 E. Front Street

4:45 p.m. Reception with Phi Theta Kappa—Room A

5:30 p.m. Regular Meeting—Room C

I. GENERAL BUSINESS

- A. Call to Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Review of Agenda and Approval of Additions, Deletions, or Rearrangements

II. STRATEGIC FOCUS

- E. Mission & Values in Action: *Sarah Sergent, Marine Tech Student*
- F. Strategic Initiatives Update: Student Success—*Jason Slade, Vice President of Strategic Initiatives and Todd Neibauer, Vice President for Student Services and Technologies*

III. REPORTS AND PRESENTATIONS

- G. Program Focus: Phi Theta Kappa—*Jeremy Heinlein, PTK Advisor*
- H. Faculty Report: ChatGPT—*Michael Anderson, Communications Instructor*

IV. PUBLIC INPUT

Each person wishing to address the Board during public comment must be present and shall provide their name, address, city, phone, and issue to be addressed on a form provided prior to the meeting. The topic addressed should be related to business within the jurisdiction of the Board. Forms will be collected and given to the Board Chair prior to the call for order. Comments will be limited to (3) three minutes in length per speaker. The Board will take public remarks into consideration, but will not comment at time of input.

V. UPDATES

- I. President's Update—*President Nick Nissley*
- J. Board Chair Update—*Laura Oblinger, Chair*



VI. CONSENT ITEMS (Pursuant to Policy A-105.00 Consent Agenda Items)

These items will be adopted as a group without specific discussion. When approving the meeting agenda, any Board member may request that a consent agenda item be moved to the regular agenda for discussion or questions.

Recommend that the following items be approved:

- K. Minutes of the March 20, 2023, regular meeting
- L. Enrollment Report—*Todd Neibauer, Vice President for Student Services and Technologies*
- M. Financial Report—*Troy Kierczynski, Vice President of Finance and Administration*
- N. PRMC—*Diana Fairbanks, Associate Vice President of Public Relations, Marketing, and Communications*
- O. Foundation Report—*Jennifer Hricik, Interim Associate Vice President for Resource Development and Executive Director of Foundation*
- P. Executive Committee Minutes—*Laura Oblinger, Chair*
- Q. Policy Committee Minutes—*Chris Bott, Committee Chair*
- R. Building & Site Committee Minutes—*Ken Warner, Committee Chair*

VII. ACTION ITEMS

- S. **MACC Grant Application** (Pursuant to Submission Requirements)
Recommend authorization for the Dennis Museum Center at Northwestern Michigan College to submit an application for grant funding in the amount of \$30,000 for project support from the Michigan Arts and Culture Council (MACC) in the current round of FY23 grant applications.
- T. **Tribal Council 2% Funds Application** (Pursuant to Submission Requirements)
Recommend authorization for administration to submit application for the 2% grant from the Grand Traverse Band of Ottawa and Chippewa Indians video gaming revenue as presented.
- U. **Computer Support Specialist Level 1 Certificate** (Pursuant to Policy A-106.00 Education Services)
Recommend approval of Computer Support Specialist Level 1 Certificate, effective Spring 2024.
- V. **Cybersecurity Specialist Level 1 Certificate** (Pursuant to Policy A-106.00 Education Services)
Recommend approval of Cybersecurity Specialist Level 1 Certificate, effective Spring 2024.
- W. **Great Lakes Campus HVAC Modernization & Upgrade** (Pursuant to Policy A-106.00 Finance)
Recommend authorization for administration to enter into a contract with TRANE in the amount of \$40,530 to complete modernization and upgrade of the HVAC controller system at the Great Lakes Campus.



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X. Great Lakes Campus Paver Replacement

Recommend authorization for administration to enter into a contract with Spence Brothers Construction in the amount of \$248,600, plus 10% contingency of \$24,860, for total authorization of \$273,460 to complete repair and remodel of the north courtyard of the Great Lakes Campus as presented.

Y. Board Policies (Pursuant to Policy A-106.00 Other)

Recommend adoption of the following Board policies on a first-reading basis:

- A-106.01 Naming Opportunities
- C-103.00 Purposes

Z. Closed Session

Recommend that the Board convene in closed session as permitted by Section 8(1)(e) of the Open Meetings Act, MCL 15.268. (*Requires two-thirds majority roll call vote of members elected or appointed and serving*).

AA. Reconvene Regular Session

Recommend the closed session adjourn and the open session of the regular meeting be reconvened. (*Roll call vote*)

VIII. REVIEW OF FOLLOW-UP REQUESTS

Confirm requests made by the Board that require administrative follow-up for information to be provided to the Board at a later date.

IX. ADJOURNMENT

Upcoming Board Meeting Dates:

All board meetings are open to the public.

May 22, 2023—Timothy J. Nelson Innovation Center, Room 106/107

June 26, 2023—Timothy J. Nelson Innovation Center, Room 106/107

July 24, 2023—Parsons-Stulen, Aero Park Campus, Room 222/224

August 28, 2023—NMC Hagerty Center, Great Lakes Campus, Room C

September 25, 2023—Timothy J. Nelson Innovation Center, Room 106/107

October 23, 2023—Timothy J. Nelson Innovation Center, Room 106/107

November 20, 2023—Timothy J. Nelson Innovation Center, Room 106/107 (3rd Monday)

December 11, 2023—Timothy J. Nelson Innovation Center, Room 106/107 (2nd Monday)

NMC NEXT

OUR COMMUNITY. OUR COLLEGE. OUR FUTURE.

To: Dr. Nick Nissley, President
From: Jason Slade, Vice President of Strategic Initiatives
Date: April 17, 2023
Subject: Strategic Initiatives Update: *April 24, 2023 Board of Trustees Meeting*
 Topic: *Strategy 2 - Student Engagement and Success*

Strategy 2: Student Engagement and Success

Develop and deliver comprehensive support services, robust engagement opportunities, and a vibrant collegiate experience to foster learner success, goal completion, and employability.

(*Champion:* Todd Neibauer)

Summary:





This strategy is currently on track with 4 of the 5 objectives currently classified as “green” due to their progress through the action steps. The metrics related to enrollment are lagging but campaigns are in progress. The objective behind schedule is tied to a staffing issue, and while continuing to make some progress, will need to be re-evaluated in the coming strategic plan cycle. Metrics have been updated as of February 2023.


Highlights and Successes:

- Efforts to increase student persistence and ultimately retention continue, including tracking student attendance at events. The ID system, which was previously delayed, has been obtained, and IT is working towards implementation (Objective 1)
- PRMC has launched campaigns in key program areas, and number of applications vs number enrolled are being tracked. 500 applications have resulted directly from digital campaigns. Preliminary results showed 22 applications received for Marine Technology, 18 in Engineering, and 26 in VisCom, all trending higher than previous years (Objective 2A/2B)

Challenges and Opportunities:

- Conversion from application to enrollment needs to be monitored, and will include follow-ups and additional outreach (Objective 2A/2B)
- PRMC campaigns began Oct ‘22 so enrollment data results will be delayed (Objective 2A/2B)
- While strides have been made, Objective 4 implementation (course-level success rates) requires a full-time success coach. This position will be prioritized during the upcoming budget cycle; however, if it goes unfilled, the objective will be re-evaluated for Year 2. Focus may shift to other success-related objectives within the plan.

Strategy 2 - Student Engagement and Success				
Objective 1: Increase student sense of belonging through participation in extra and co-curricular activities for first semester students to increase 1st semester persistence from 77.7% in Fall 2019 to 82% by Fall 2025.				
Status of Action Steps	Baseline	Current	Target	Notes
2 Complete 3 On Schedule 1 Behind Schedule	77.7% 1st semester persistence (Fall 2019)	79% Fall 2022 cohort 	82% (Fall 2025)	The ID Scan system has arrived and is currently being implemented.
Objective 2A: Implement new enrollment marketing plans to increase the percentage of area high school graduates attending NMC by 3 percentage points (from 41% to 44%) by Fall 2024.				
Status of Action Steps	Baseline (Fall 2021)	Current	Target	Notes
3 Complete 4 On Schedule 1 Behind Schedule	41% (‘20 grads)	37% (‘21 grads) 	44% (Fall 2024)	The precipitous drop in college attendance the last two years has hit community colleges much harder than four year institutions. New marketing campaign launched Oct 2022 yielded ~500 applications directly from digital campaigns.
Objective 2B: Implement new enrollment marketing plans to increase enrollment in age categories 21+ from 1,510 to 1,660 (10%) by Spring 2024.				
Status of Action Steps	Baseline	Current	Target	Notes
4 Complete 2 On Schedule	1,510	1,401 (Spring ‘23) 1,478 (Fall ‘22) 1,601 (Spring ‘22)* 	1,660	New marketing campaign launched Oct 2022 * Spring ‘22 includes MI Reconnect and Future for Frontliner students completing their studies
Objective 3: Enhance student completion supports to increase the three year completion success rate from 38.9% to 40.4% by Spring 2025				
Status of Action Steps	Baseline	Current	Target	Notes
3 Complete 3 On Schedule 1 Behind Schedule	38.9% (‘17- ‘18)	3 year completion data is not available. 37.1% (‘18- ‘19)* 	40.4%	* prior to implementation of strategic plan
Objective 4: Increase percentage of students using success coach services to increase College-level Course Enrollee Success Rate (2.0 and above) from 79.8% in Fall 2020 to 83% by Fall 2025.				

Status of Action Steps	Baseline	Current	Target	Notes
3 On Schedule 2 Behind Schedule	79.8% (Fall 2020)	Fall 2022: 80.5% Fall 2021: 80.6%* 	83%	Full-time success coach was not funded during prioritization of positions for FY23. Requested again for FY24.

Key	
Green	> 75% of scheduled actions supporting objective are on task
Yellow	> 50% of scheduled actions supporting objective are on task
Red	< 50% of scheduled actions supporting objective are on task

PDCA (Plan Do Check Adjust): No current feedback to champions from stakeholders/others.

Next Month: Strategy 3: Diversity, Equity, and Inclusion



Lynne Moritz <lmoritz@nmc.edu>

Success Rates for Lecture Formats

2 messages

Jason Slade <jslade@nmc.edu>
To: Lynne Moritz <lmoritz@nmc.edu>
Cc: Stephen Siciliano <ssiciliano@nmc.edu>

Tue, Mar 21, 2023 at 6:00 AM

Hello Lynne,

Here is a breakdown of Fall 2022 for Completer Success Rates for each format:

Fall 2022 - DATA
Hybrid = 94.1%
Online = 86.2%
Lecture = 89.7% (~90%)

So the increase of online to 90% Completer Success Rate would make it approximate to lecture (in-person) classes.

According to Stephen, nationally hybrid has a higher success rate as well. (Which I did not know!)

- Jason

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Jason Slade
Vice President for Strategic Initiatives
Northwestern Michigan College
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**Northwestern Michigan College**

Lynne Moritz <lmoritz@nmc.edu>
To: Ken Warner <kwarnar@nmc.edu>

Thu, Mar 23, 2023 at 2:23 PM

Ken,

Forwarding Jason's response to your question at Monday's Board meeting. I'll give some thought to where this could go into the April Board packet also, as other trustees might be interested in it also.

Lynne Moritz
Executive Director of the President's Office & Board Operations
FOIA Officer
(231) 995-1900

**Northwestern Michigan College**

BOARD MEMBER ALERT: This email is not for interactive discussion purposes. The recipient should not forward it to any other individual or copy a reply to other board members.

[Quoted text hidden]



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ChatGPT

Challenges, and opportunities

What is it?

- o ChatGPT is an AI-powered chatbot developed by OpenAI and released in November, 2022, after 7 years of development
- o Chatbots, backed by a tons of capital and resources, have evolved by leaps and bounds
- o ChatGPT is regularly updated, based upon voluminous actuations of the underlying language, error files, direct user feedback
- o The fourth version (GPT-4) was released March 14

What is it?

- o ChatGPT has access to the internet up to some time in 2021
- o ChatGPT is not an AI, per se, it's a "large language model" that is updated using AI technology, which analysts say is a challenge because of its "static" nature
- o The Dec. 15 update introduced a daily limit of queries and the March 14 update included "Pro" version priced at \$20/month
- o It's like other chatbots in that it responds to queries; it's "conversational"

What is new about GPT-4?

- o It can take in longer inquiries (up to 25k words in length)
- o Open AI developed "plug ins" that allow companies, like Expedia, Kayak, and Slack, to embed chatbot functionality into their websites.
- o This also allows the chatbot to learn more by accessing more recent information online, and learning specific information a company's business via the plug in.
- o The upshot: OpenAI isn't going after the market in college essays any time soon, because they have other, more lucrative markets in mind.

What is it?

- o Users can also ask it to respond in a particular style
- o It's good at what it does – with some glaring flaws (more on that in a moment)
- o The release notes for most recent update promise improved mathematical capabilities and "improved factuality"
- o ChatGPT challenges the models we use to test ability and achievement
 - It can write whole essays – especially topical essays – with stunning speed
 - It excels at writing summary
 - It can answer math story problems and demonstrate, step-by-step, the work behind the answer
 - The newest version can build a website based on a hand-drawn sketch
 - It will write a recipe based on an image

What can't it do (yet)?

- o ChatGPT still struggles with sourcing and citations, producing dead links, and/or citations to other, unrelated sources
 - It quotes from the abstract of a journal article (like our students!)
 - It makes up sources that don't exist
 - It will ignore the parts of the prompt it didn't understand
 - It can't spot misinformation or credibly evaluate sourcing
 - It struggles to integrate context – larger public conversations – into writing
 - It doesn't have information about current events
 - Law professor on ChatGPT: "...frequently wrong but never in doubt – a mechanical mansplainer."

What is it good at? How could it be put to use?

A US survey of 1,002 K–12 teachers and 1,000 students between 12 and 17, commissioned by the [Walton Family Foundation](#) in February, found that more than half the teachers had used ChatGPT—10% of them reported using it every day—but only a third of the students. Nearly all those who had used it (88% of teachers and 79% of students) said it had a positive impact.

What is it good at? How could it be put to use?

From the [research memo](#):

Three-quarters of teachers say it could help them grow as teachers (77%).

Two-thirds of teachers would rather people spend more time developing solutions for how to incorporate ChatGPT into teaching and learning (65%).

79% of students would rather have a teacher working to use technologies like ChatGPT than being scared of them.

What is it good at? How could it be put to use?

- o Like I said, ChatGPT is *really* good at generating outlines, and it excels at summary. It's also really good at improving grammar, vocab, and sentence structure

What is it good at? How could it be put to use?

Applications for the writing classroom:

- Drop in a paragraph of text and ask it to "improve the writing in this paragraph," then ask the students to compare the two
- Create writing samples for students to practice revision
 - FYI: it sounds like a computer, so students could find places to integrate voice and metacommentary
- Present a claim to ChatGPT and ask it to "refute this argument"
 - Students could use the rebuttal to strengthen their original argument

In composition, we ask for process materials, and we also have a number of different rubric expectations that ChatGPT may not be able to directly help with.

How should teachers adjust their assignments?

- o Yes.
- o ChatGPT can't infuse writing with a student's authentic voice
 - So asking for a personal/professional connection to the content will make students revise ChatGPT-produced language
- o ChatGPT may not be able to address *specific* prompt or rubric expectations
 - So reviewing the expectations with ChatGPT's abilities in mind makes sense
 - Primary sourcing and "community-based" research are chatbot-proof
- o ChatGPT is getting better at math story problems; it still struggles with lengthy, contextualized scenarios that call for multiple analytical stances (Ex.: law exam questions)

What's next?

- o There will be newer, smarter versions of chatbots that address these very shortcomings
- o Instead of adopting a stance of "chatbot policing," we will need to find ways to use it to develop our students' literacy awareness
- o But we do need to update our academic dishonesty policies
- o Instructors should try ChatGPT; enter in your assignments and examine the results
- o "4Cs" and WPA are both working on position statements related to AI-generated text



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MEMO
Office of the President

To: NMC Board of Trustees
From: Nick Nissley, President
Subject: April Mid-Month Update
Date: Thursday, April 13, 2023

Dear Board of Trustees,

Since our March Board meeting the following are key updates:

- **State Budget**
 - On April 7, we hosted our Michigan State Budget Director (Chris Harkins) and State Treasurer (Rachel Eubanks). We conducted a tour of the Timothy J. Nelson Innovation Center (to ‘show off’ a completed capital outlay project), as well as a tour of Osterlin Hall (to see first-hand, our proposed capital outlay project/needed renovation/capital needs on campus). Additionally, we toured the Aviation Program, affording them an opportunity to see how NMC will be renovating the hangar to support program growth. It was an invaluable opportunity for relationship building and building support for community college/NMC needs (while ‘showing off’ the ‘best of’ NMC’s impact on students and the community).

- **Community Engagement**
 - On Saturday, April 22, (from 1:00 – 4:00) NMC is inviting the community to our Great Lakes Maritime Academy's "Open Ship" showcasing the training ship, the State of Michigan. The day will include:
 - Self-guided tours of the T/S State of Michigan
 - Interaction with current Maritime cadets
 - An opportunity to learn more about the Maritime Academy, Maritime careers, how to become a chef on a ship, and Navy commissioning options

- o Also on April 22, the “Big Little Hero Race and Future Generation Celebration Music Festival” is being held on campus. The annual event is organized by NMC instructor Kristy McDonald and her professional communications class/students, to benefit Big Brothers Big Sisters of Northwestern Michigan and NMC College for Kids. This year’s race will also honor Kari Kahler, who has championed student success via mentorship throughout her lengthy NMC career. I will again be participating in the race, and enjoying some music afterwards! Please, feel free to come on out and join the fun.
- **Legislative Advocacy**
 - o On April 13 (today), Board of Trustees Chair Laura Oblinger and I joined with our state’s other 30 community colleges to participate in MCCA’s Community College Day. This MCCA event is focused on advocating for and celebrating our state’s 31 community colleges. Specifically, Laura and I were able to schedule individual meetings with Representatives Coffia and Roth, as well as Senator Damoose. These meetings allowed us to discuss NMC priorities vis a vis the State’s legislative agenda.
 - o On April 6, we hosted State Representative Betsy Coffia on campus. The focus of our conversation was the housing challenges in Traverse City. Growth of our on-campus housing is surely a part of the solution (e.g., every room occupied by a student on campus is one less housing unit needed in the community). We also discussed how our summer rental of residence hall rooms helps address the challenge (e.g., Munson housing workers temporarily on campus in the summer). Additionally, we discussed how legislative changes to allow capital outlay/dollars to be used for building campus housing would contribute to the solution (e.g., creating more on-campus housing, and reducing need in the community). I also encouraged her/others concerned with housing issues to participate in the College’s master planning process, and make their concerns heard. Related, I should note that SB 129 passed the Senate and is in the House. It expands TIF to include housing developments. This would have the effect of increasing the amount of local property tax withheld from the college, and thus decreasing our local property tax revenue.

Additionally, I used the time together to help her understand how important state appropriation is to us (e.g., sharing the 11% decline in the past two decades), especially given shrinking revenue given Headlee (to the tune of \$3.3 million/year), and TIF’s impact of approximately \$400,000/year.

Lastly, I shared an update on the progress being made on the visioning of the Freshwater Research and Innovation Center.

- **DDA's TIF**
 - Later this month a meeting is scheduled with Jean Derenzy (DDA) to discuss the impact on NMC if TIF97 is extended (set to expire in 2028). The NMC tax capture for TIF97 for FY23-24 was \$317,358, and is expected to grow to \$447,000 by 2044, if TIF97 is extended. DDA is considering a regional revenue sharing model, where NMC could see 10% returned (e.g., \$31,735 in FY23-24, increasing to \$44,700 in 2044). This is timely, as MCCA is considering work on pursuing legislation to exempt taxes levied pursuant to community college millages from capture by TIF authorities.

- **Annexation Consideration**
 - A group of Benzie County residents representing different organizations met on April 10 to decide whether they want to support moving forward with an effort towards annexation. Their big question is whether they can justify the difference between out-of-district tuition paid by students and the property tax revenue that would be paid by all. A decision was not reached at the meeting. They decided to seek additional information from the county administrator about upcoming millage requests (to better understand the wider landscape of what else might be on the ballot).

- **Campus Master Planning Process**
 - On April 17 President's Council will have an initial meeting with Tower Pinkster to begin work on the Campus Master Plan. The kick-off meeting will help further refine expectations, detail the process, and agree upon deliverables.

- **Foundation Organization Development Work
(Articles of Incorporation, Bylaws, and Memorandum of Understanding)**
 - The Foundation's Development Committee (under the leadership of Committee Chair Pat Warner, with Board of Trustees participation of Kennard Weaver) distributed the first drafts of the restated Articles of Incorporation and Bylaw documents, this past Friday to the Foundation Board for their review in advance of discussion and a presumed vote to approve at the April 26 meeting of the full Foundation Board. The Board of Trustees' Policy Committee has also begun review of the documents and is scheduled to discuss them at their meeting next Wednesday, April 19.

- **Greenspire Lease – College Revenue Diversification**
 - Key terms of a tentative lease agreement renewal with Greenspire High School (for expanded space at the University Center) include:
 - 7-year term with 5-year renewal option
 - Results in \$1.5 million rental income for NMC over the 7-year contract (in support of the College's revenue diversification goal)

- Rental income increases from current \$73,000/year to \$247,000/year (in the seventh year), with an increase in annual rate per square foot (\$12.00 this year, to \$16.50 in the seventh year)
 - Overall impact on University Center revenues, will grow from \$249,000 in 2021 (prior to the Greenspire partnership), to \$533,000 revenues forecasted for 2030 (at end of the 7-year contract)
- **TART Trail Easement Request**
 - The Building and Site Committee will also meet next Wednesday, April 19, to discuss the [TART Trail's eastward expansion project](#) along Grandview Parkway and the Great Lakes Campus. An easement request is anticipated for this project.
 - **Upcoming Dates of Note**
 - April 15—Memorial Service for Ross Childs, NMC Hagerty Center
 - April 21—Scholarship Celebration
 - April 24—Regular monthly Board of Trustees meeting
 - *Reception with Phi Theta Kappa will begin at 4:45 p.m.*
 - April 28—Taste of Success To-Go
 - May 5—Honors and Leadership Convocation
 - May 6—NMC Commencement, GLMA Graduation Dinner
 - **Trends in Higher Education Articles**

As promised, I'll begin sharing relevant articles (that I and President's Council have been reading), that speak to trends, risks, challenges, and opportunities in community colleges, to help keep us informed and to invite conversation about how NMC is addressing such issues.

- "More Students Are Turning Away From College and Toward Apprenticeships" (See attached Wall Street Journal article)
- "As parents and students prioritize mental health, higher education must respond" [University Business article](#)
- "Meeting students where they are" https://www.ccjournal-digital.com/ccjournal/library/item/april_may_2023/4088767/
- "Defending Community Colleges Against Attacks on DEI" [Defending Community Colleges Against Attacked on DEI](#)



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MEMO

To: Northwestern Michigan College Board of Trustees
Cc: Dr. Nick Nissley, Ed.D.
From: Gabe Schneider, Founder/Principal, Northern Strategies 360
Date: Monday, April 17, 2023
Re: State/Federal Legislative Update

State

MCCA 2023 Legislative Priorities

Following a survey of all community colleges, the MCCA has released the association's key 2023 Legislative Priorities:

1. Increase in state appropriations for operations
2. Authorize capital projects
3. Expand Reconnect eligibility to individuals ages 21 and up and improve accountability metrics
4. Appropriate funding for infrastructure, technology, equipment, and maintenance
5. Increase opportunities and incentives to participate in dual/concurrent enrollment
6. Invest funding to support student mental health
7. Extend the sunset for the Michigan New Jobs Training Program*
8. Reduce the capital outlay matching requirement to 25%
9. Invest in workforce training programs

Community College Day

NMC was represented during the MCCA's Community College Day at the Capitol with myself, Nick and Laura attending and meeting with legislatures on April 13th. We met with Rep. Roth and staff, staff for Rep. Coffia and with Sen. Damoose and staff and discussed the following key points:

- Thank you for your support of our Aviation Hangar funding request.
 - We continue to advocate for an additional \$3.75 million as well as removing the 50% match language.
- We continue to ask for an increase in state appropriations for operations (4% was included in Governor's budget proposal)
- We ask that you pass a capital outlay bill that includes the Student Services Hub Renovation projects (\$6.5 million total, \$3.25 state funding)
 - Currently scored 6th out of 21 projects statewide
- We support permanently expanding the eligibility age of Reconnect to 21

Brownfield Redevelopment Financing Act Legislation

Recently a 4 bill package (SB 129-132), passed out of the Senate (with Senator Damoose voting in support) that would amend the Brownfield Redevelopment Financing Act to allow for housing development to be an eligible activity. Through brownfield tax increment financing (but not DDA TIF funding), the legislation would allow for certain tax revenue from brownfield projects to be reverted to the developer to reimburse them for the development activities related to building housing. Specifically, if signed into law, local governments could opt into the program and offer developers of rentals or single-family homes additional subsidies if they plan to sell

or rent to people whose annual household income does not exceed 120 percent of the region's median income. The program would be tailored to brownfield sites, typically a plot of land that's been previously developed and is now contaminated or otherwise blighted.

In terms of the potential impact to community colleges, according to the Senate Fiscal Agency, the bill likely would decrease State and local tax revenue and reduce the overall revenue for the School Aid Fund through a decrease in the State Education Tax.

The legislation has been referred to the House Economic Development and Small Business Committee. There are no northern Michigan members on this committee.

Michigan Achievement Scholarship

Worked with Todd and the MCCA to address an issue with the language authorizing the Michigan Achievement Scholarship, which does not leave much room for community colleges students in bachelors programs to get the same award as bachelors students at universities. This is especially an issue for our incoming Maritime and Marine Technology students who are eligible for the scholarship but will only receive the lower community college rate with a three-year maximum instead of a 5 year maximum length of time of the award.

The MCCA is working with the legislature to address this issue through amending the authorizing language in boilerplate on the FY24 state budget. Specifically, the language would state that a community college student is not eligible for the full 5 year maximum award unless they are enrolled in a baccalaureate degree program.

We will continue to work with the legislature on making this change to the boilerplate in the FY24 state budget.

Federal

2023 Federal Priorities

The AACC and ACCT have released their 2023 federal legislative priorities for community colleges. These include asks related to the FY24 Federal Budget including:

- Ask Congress to increase the Pell Grant maximum award to \$13,000 – double the FY 21 award - via mandatory and/or discretionary spending.
- If doubling the Pell Grant is not possible immediately, increasing the discretionary maximum award by at least \$750 in FY 24 would also be supported.
- Support the Strengthening Community College Training Grant (SCCTG) program, which was funded at \$65 million in FY 23 by increasing funding for the program to \$100 million in FY 2024.
- Support the President's budget proposal calling for a discretionary program that offers eligible students enrolled in eligible programs up to two years of free community college and fund the new Accelerated Success: Free Community College at \$500 million in FY 2024.
- Urge Congress to make a significantly increased investment in the federal Perkins program of at least 10% above the FY 23 appropriation.
- Support \$165 million for Postsecondary Student Success Grants and \$32 million for the Basic Needs Grants within the Fund for the Improvement of Postsecondary Education (FIPSE).
- Community colleges strongly support Federal Supplemental Educational Opportunity Grants, Federal Work Study, international education, TRIO and GEAR UP programs.



MEMO
Office of the
President

To: NMC Board of Trustees
From: Nick Nissley, President
 President's Council
Date: April 19, 2023
Subject: April 2023 Executive Summary

Financial Report—Troy Kierczynski, Vice President of Finance and Administration

- The College is projecting a break-even finish in fiscal year 2023 despite a 7.5% decline in enrollment from the previous year.
- Compared to last year, expenses are up 4% (through March 31) largely driven by inflationary factors.
- Investment income has increased 224% or \$280,000 from the previous year (through March 31) due to our initiative to shift deposits into a liquid money market account earning between 4-5% in interest, thus taking advantage of short-term rate opportunities.

Enrollment Report—Todd Neibauer, Vice President for Student Services and Technologies

- Summer applications are up 27%(+142)
- Fall applications are currently up 5.9%(+117)
- First orientation for new fall/summer students is April 21, 2023.

PRMC—Diana Fairbanks, Associate Vice President of Public Relations, Marketing, and Communications

- Paid digital is seeing increased performance as we refine campaigns and increase awareness efforts.

Metric	January 2023	February 2023	March 2023
Applications Submitted	35	108	208
Ellucian Accounts Created	27	80	164
Total RFIs (RFIs from LPs + General RFIS)	20	188	264

Strategic Plan—Jason Slade, Vice President for Strategic Initiatives

The focus for April is Strategy 2: Student Engagement & Success. This strategy is on track with:

- with 4 of the 5 objectives currently classified as “green” due to their progress through the action steps
- the metrics related to enrollment are lagging but marketing campaigns are in progress with 500 of applications directly resulting from the campaign

Foundation Report—Jennifer Hricik, Interim Associate Vice President for Resource Development and Executive Director of Foundation

- Current fundraising has now reached double the expected year-end goal. Of the F23 funds raised and realized, donors are impacting the following areas of the college:
 - Unrestricted gifts to the Fund for NMC - \$234,570
 - Scholarships at NMC - \$1,510,790
 - Programs and capital projects at NMC - \$1,081,719
- Foundation governance documents are under review and revision. The Board Development Committee of the Foundation has prepared updated articles and bylaws for the Foundation Board review in April. The MOU is in the first stage of review and suggested revision.

**NORTHWESTERN MICHIGAN COLLEGE
BOARD OF TRUSTEES
MINUTES
Monday, March 20, 2023
NMC Hagerty Center, Room C**

The Board hosted Student Government Association (SGA) representatives in room A of the Hagerty Center at 4:45 p.m. prior to the regular Board meeting.

CALL TO ORDER—Chair Laura J. Oblinger called the regular meeting to order at 5:30 p.m.

ROLL CALL

Trustees present: Laura J. Oblinger, Chris M. Bott, Kenneth E. Warner, Andrew K. Robitshek

Trustees absent: Douglas S. Bishop, Rachel A. Johnson

Trustees participating remotely: Kennard R. Weaver (via Zoom from San Juan, Puerto Rico)

Also present: President Nick Nissley, Lynne Moritz, Diana Fairbanks, Troy Kierczynski, Todd Neibauer, Jennifer Hricik, Stephen Siciliano, Jason Slade, Marcus Bennett, Randy Melick, Glenn Wolff, Tony Jenkins, SGA Representatives, Dan Goodchild, Clifton Murie, Ali Thornton, Lisa Thomas

REVIEW OF AGENDA—The agenda was accepted as presented.

STRATEGIC FOCUS

Mission & Values in Action: AudioTech Earth Day Concert—Jeff Cobb, Director of Music Programs, and Brady Corcoran, Audio Tech Coordinator, introduced the Audio Tech Program and student Skye described the recording process. The Audio Tech Program focuses on live sound, studio recording and digital audio. Skye shared a song, “Sweeter Than Candy,” which was recorded in collaboration with another student.

Strategic Initiatives Update: Future Focused Education—Jason Slade, Vice President of Strategic Initiatives, and Stephen Siciliano, Vice President for Educational Services provided an update on the second strategy in the strategic plan. There was discussion regarding what is driving demand for online classes and success rates for various course formats.

REPORTS AND PRESENTATIONS

Program Focus: Student Government Association (SGA)—Six students from the SGA presented on the activities for the academic year 2022-2023, including student group and start-up funding distributed by SGA. This year, SGA began giving funding allotments to start-up groups to encourage new groups to feel welcome. It was noted that four SGA members will be attending the ASGA Conference, and moving forward the group will focus on scholarship, recruitment, and fostering leadership

Faculty Report: Object-Based Learning in Art Appreciation—Randy Melick, Art Instructor, presented on the implementation of experiential learning in art appreciation courses. Melick emphasized the value of having the Dennis Museum Center as a resource, as well as the sculpture path around main campus. An assignment where students curate their own virtual exhibit was demonstrated.

FY24 Budget Process—Board Chair Laura Oblinger provided context regarding the budget process and noted the importance of gradual tuition increases. Vice President of Finance and Administration Troy Kierczynski provided a status update on the budget, set forth the assumptions going into the process, and outlined the next steps. Of note, labor is a large segment of budget expenses, non-labor is about 25%, and transfers are set to remain at FY23 levels. The initial FY24 deficit represents about 2% of the overall budget. Kierczynski reminded everyone of the college value of stewardship and intent to challenge these budget assumptions and analyze expenses to create a balanced budget. A secondary presentation will occur at the May 22 Board meeting, with adoption of a balanced budget occurring in June.

PUBLIC INPUT—There was public input offered by Clifton Murie.

UPDATES

President's Update—President Nick Nissley elaborated on his mid-month written report, acknowledging the \$3.75 million included in the state's supplemental budget for the expansion of the Aviation Program hangar. Nissley thanked State Senator John Damoose, Wayne Schmidt, Aviation Director Alex Bloye and Trustee Rachel Johnson for their advocacy for the project. Nissley next highlighted partnerships: Extended Educational Services with 20Fathoms to develop a Business Essentials course; the Dental Assistant Program's articulation agreement with Bay Mills Community College; and collaboration to develop a Freshwater Research Innovation Center. Nissley highlighted recent individual and team awards for NMC's Phi Theta Kappa chapter and recognized Marine Tech student internship and job offers. On April 7, NMC will host State Budget Director Chris Harkins and Treasurer Rachel Eubanks.

Board Chair Update—Chair Laura Oblinger intends to include a written chair update included alongside the presidential mid-month update. Oblinger reminded trustees that a mid-year evaluation of President Nissley will occur at the June Board meeting, as discussed in the 2022 evaluation process. Oblinger offered kudos to Troy Kierczynski and Alex Bloye regarding Aviation hangar funding. Regarding NMC Foundation governance, Oblinger stressed that while Trustee Kennard Weaver represents the Board of Trustees on the Foundation's Board Development Committee, there will be numerous points along the process for trustee engagement. With the upcoming campus master plan, Oblinger apprised all that GTACS approached NMC regarding interest in the University Center; however, the master planning process will occur first before such interest will be considered. Lastly, Oblinger highlighted the college's participation in the Alliance for Innovation and Transformation (AFIT).

All unanimous votes recorded below refer to those trustees physically present at the meeting. Trustee Kennard Weaver participated remotely for discussion purposes, but did not count toward a quorum or have authority to vote on consent or action items.

CONSENT ITEMS—On a motion by Ken Warner, seconded by Andy Robitshek, the following items were approved by a unanimous vote as a group without discussion:

- Minutes of the February 27, 2023, regular meeting
- Enrollment Report—Todd Neibauer, Vice President for Student Services and Technologies

- Financial Report—Troy Kierczynski, Vice President of Finance and Administration
- PRMC—Diana Fairbanks, Associate Vice President of Public Relations, Marketing, and Communications
- Foundation Report—Jennifer Hricik, Interim Associate Vice President for Resource Development and Executive Director of Foundation
- Building & Site Committee Minutes—Ken Warner, Committee Chair

ACTION ITEMS

Campus Master Plan Consulting Firm—Ken Warner made a motion, seconded by Chris Bott, that the Board authorize administration to enter into a contract with Tower Pinkster Titus Associates in the amount of \$162,500 for campus master planning consulting services. The motion passed with a unanimous vote of those present. Trustee Kennard Weaver, who participated remotely, expressed his support for the motion.

REVIEW OF FOLLOW-UP REQUESTS—Confirmed requests made by the Board that require administrative follow-up for information to be provided to the Board at a later date.

ADJOURNMENT—The meeting adjourned at 6:53 p.m.

Recorded by Lynne Moritz, Executive Director of the President’s Office and Board Operations.

SIGNED _____
Laura J. Oblinger, Chair

ATTESTED _____
Andrew K. Robitshek, Secretary



**Northwestern
Michigan
College**

*MEMO
Enrollment Services*

To: Dr. Nick Nissley, President
 From: Todd Neibauer, VP for Student Services and Technologies
 Date: April 18, 2023
 Subject: Summer 2023 Enrollment Update

Summer 2023

Summer enrollment for 2023 is currently down 37 students and 383 contact hours over the same time last year. However, we do have 142 more applications than last year. Our first orientation session for new summer and fall students is April 21, 2023 which will be the first opportunity for most new admits to register for classes.

(Source: Digital Dashboard Same Date Comparison SP2020-2023)

	2020	2021	2022	2023
Applicants	543	619	513	655
Admits	367	426	336	397
Admits Registered	113	145	96	106
Prior Admits Registered	3	8	6	4
Retained Students	670	737	715	695
Return Students	66	84	87	63
Average Contact Hours	5.95	6.09	6.05	5.86
Total Headcount	852	974	904	868
Total Contact Hours	5,071	5,936	5,466	5,083
Tuition	1,008,936	1,152,053	1,197,545	1,160,107

Fall 2023

Applications for fall semester are currently up 5.9% overall. Registration for the fall 2023 semester opened on March 8, 2023. New student orientations will start on April 21, 2023.



MEMO
Administrative Services

To: Dr. Nick Nissley, President

From: Troy Kierczynski, Vice President of Finance and Administration

Date: April 17, 2023

Subject: Summary Report for the General Fund as of March 31, 2023

The attached reports summarize the financial results for the General Fund as of March 31, 2023. The ninth month represents 75% of the year.

The general fund has year-to-date revenue over expenses of \$6,603,794. Revenue increased by 1% when comparing year-to date March 2023 to March 2022. Expenses increased by 4% when comparing year-to-date March 2023 to March 2022 primarily due to increased security and food costs.

Revenue (letters refer to the attached General Fund summary)

- A. Tuition and fees: For Spring 2023, the budget was set at 31,365 contact hours for a total budget revenue of \$6,601,719. Actual spring contact hours projected at 29,267 with projected revenue of \$5,934,491. Spring revenue is trending under budget by \$667,228.
- B. Property Taxes: Tax revenue is recorded as payments are received. The overall increase for the fiscal year is expected to be 6% over the previous fiscal year.
- C. State Sources include budget appropriations, personal property tax payments and MPSERS retirement payments. State appropriations payments began in October.
- D. Federal Sources consist primarily of the MARAD grants and fuel payments. These funds are to be used directly for the Maritime program.
- E. Actual year-to-date investment income recorded for fiscal year 2023 reflects interest and dividend income only. Interest income is expected to surpass fiscal year 2022 due to rising interest rates.
- F. Both Private Sources and Other Sources are timing and event dependent.

Expenses

- G. Salaries and benefits are tracking near budget.
- H. Overall expenses are under budget at this time due to lower supplies and other expenses.
- I. Capital Outlay reflects expenditures budgeted through the allocation of COAT dollars.

Northwestern Michigan College

Unaudited



Monthly reports are interim and not a reflection of year end results.

Summary Report for General Fund Accounts Fiscal Year 2023, Period 09

Funds	Accounts	2022-2023 Adjusted Budget	YTD Activity	% of Annual Budget	
TOTAL GENERAL FUND					
	50 Revenues				
		Tuition and Fees	22,001,840	17,439,623	79.26% A
		Property Taxes	12,769,825	11,769,746	92.17% B
		Other Local	<u>0</u>	<u>0</u>	* C
		Local Sources	34,771,665	29,209,369	84.00% C
		State Sources	10,745,000	7,096,642	66.05% C
		Federal Sources	0	0	* D
		Private Sources	979,765	793,985	81.04% F
		Investment Income	196,000	404,409	206.33% E
		Other Sources	<u>426,100</u>	<u>454,102</u>	106.57% F
		Total Revenues	47,118,530	37,958,508	80.56%
	60 Labor				
		Salaries & Wages	23,916,066	16,057,265	67.14% G
		Benefits	<u>10,025,563</u>	<u>6,969,977</u>	69.52% G
		Total Labor	33,941,629	23,027,242	67.84%
	70 Expenses				
		Purchased Services	2,753,059	1,909,436	69.36% H
		Supplies & Materials	3,041,584	1,935,597	63.64% H
		Internal Services	103,065	33,670	32.67% H
		Other Expenses	1,628,696	915,833	56.23% H
		Institutional Expenses	1,738,804	1,402,083	80.63% H
		Maintenance & Renovation	1,762,581	1,210,627	68.68% H
		Prof Develop, Travel & Events	594,112	386,135	64.99% H
		Capital Outlay	<u>170,000</u>	<u>181,358</u>	106.68% H
		Total Expenses	11,791,901	7,974,739	67.63% I
		Total Expenditures	45,733,530	31,001,981	67.79%



**Northwestern Michigan College
Comparison - Fiscal Year to Date
General Fund
March 2023 vs. March 2022**

INTERIM
This statement does not
reflect year-end results.

	YTD 3/31/2023	YTD 3/31/2022	\$ Diff	% Diff	Comments
Revenue					
Local Sources:					
Tuition & Fees	\$ 17,439,623	\$ 17,467,726	\$ (28,103)	0%	Consistent with prior year
Property Taxes	11,769,746	11,572,997	196,749	2%	Timing of property tax payments received from townships
Total Local Sources	29,209,369	29,040,723	168,646	1%	
State Sources	7,020,704	7,221,149	(200,445)	-3%	Primarily due to State's 201e One-Time Operational Support payment received in FY22; partially offset by higher state appropriations received in FY23
State PPT Reimbursement	75,938	78,239	(2,301)	-3%	Consistent with prior year
Federal Sources	-	12,600	(12,600)	-100%	Marine center grant and Partners in America grant received in FY22
Private Sources	793,985	764,307	29,678	4%	Timing of Foundation gifts
Investment Income	404,409	124,804	279,605	224%	Higher interest/dividends recognized in FY23 than in FY22
Other Sources	454,102	317,985	136,117	43%	Primarily due to higher Marine Center revenue and GLMA billing for providing cruise time to external maritime students
Total Revenue	37,958,508	37,559,807	398,700	1%	
Expenses					
Salaries and Wages	16,057,265	15,832,973	224,292	1%	Consistent with prior year
Benefits	6,969,977	7,007,004	(37,027)	-1%	Consistent with prior year
Purchased Services	1,909,436	1,575,550	333,886	21%	Primarily due to higher EES instructor expenses as activity picks up in FY23, higher security expenses, and higher food expenses for the GLMA cruises
Supplies & Materials	1,935,597	1,673,161	262,436	16%	Primarily driven by the timing of aviation fuel purchases and software purchases/renewals and higher general supplies expenses in FY23
Internal Services	33,670	(320)	33,990	-10622%	Timing of internal events/charges including more onsite employee/campus events in FY23
Other Expenses	915,833	935,808	(19,975)	-2%	Consistent with prior year
Institutional Expenses	1,402,083	1,157,972	244,111	21%	Primarily due to timing of rebates received in FY22, higher heating fuel expenses in FY23 and timing of utilities and insurance expenses
Maintenance & Renovation	1,210,627	1,126,702	83,925	7%	Primarily due to timing of contract renewals and timing of NMC equipment maintenance expenses
Professional Development	386,135	284,620	101,515	36%	Timing of professional development fees and reimbursements
Capital Outlay	181,358	125,596	55,762	44%	Timing of COAT purchases
Total Expenses	31,001,981	29,719,066	1,282,915	4%	
Transfers	352,733	348,917	3,816	1%	Aviation flight hours transfer
Total Expenses & Transfers	31,354,714	30,067,983	1,286,731	4%	
Net Revenue Over (Under) Expenses	\$ 6,603,794	\$ 7,491,824	\$ (888,031)	-12%	



**Northwestern Michigan College
Comparison - Month Over Month
General Fund
March 2023 vs. Feb 2023**

INTERIM
This statement does not
reflect year-end results.

	YTD 3/31/2023	YTD 2/28/2023	Mar 23 Activity	Feb 23 Activity	Comments
Revenue					
Local Sources:					
Tuition & Fees	\$ 17,439,623	\$ 15,440,328	\$ 1,999,295	\$ 1,688,785	5 weeks of tuition allocated in March vs 4 weeks of tuition allocated in February; also higher flight fee revenue in March
Property Taxes	11,769,746	9,861,848	1,907,898	3,748,185	Timing of tax collections received
Total Local Sources	29,209,369	25,302,176	3,907,193	5,436,970	
State Sources	7,020,704	5,891,560	1,129,144	1,229,388	Consistent with prior month; difference due to timing of MPERS offset payments
State PPT Reimbursement	75,938	75,938	-	-	- Consistent with prior month
Federal Sources	-	-	-	-	- Consistent with prior month
Private Sources	793,985	518,578	275,407	-	- Timing of Foundation gifts
Investment Income	404,409	184,496	219,913	35,334	Higher investment interest income received in March
Other Sources	454,102	418,834	35,268	110,841	Primarily due to timing of NJTP administrative revenue and revenue received from class action lawsuit in February
Total Revenue	37,958,507	32,391,582	5,566,925	6,812,533	
Expenses					
Salaries and Wages	16,057,265	14,169,486	1,887,779	1,828,798	Consistent with prior month
Benefits	6,969,977	6,198,163	771,814	769,283	Consistent with prior month
Purchased Services	1,909,436	1,672,544	236,892	198,229	Primarily due to higher advertising costs in March; partially offset by timing of final audit expenses in February
Supplies & Materials	1,935,597	1,631,371	304,226	154,957	Primarily due to higher fee related expenses (related to study abroad trips and online course fees) and timing of fuel purchases
Internal Services	33,670	17,178	16,492	1,534	Timing of internal events/charges
Other Expenses	915,833	809,772	106,061	114,046	Consistent with prior month
Institutional Expenses	1,402,083	1,144,769	257,314	175,660	Primarily due to timing of snow removal expenses and utility expenses in March
Maintenance & Renovation	1,210,627	1,066,182	144,445	120,840	Primarily due higher equipment maintenance expenses in March
Professional Development	386,135	332,820	53,315	66,134	Timing of professional development expenses
Capital Outlay	181,358	167,360	13,998	64,400	\$13,998 Machitech Automation LLC (CNC machine welding)
Total Expenses	31,001,981	27,209,645	3,792,336	3,493,881	
Transfers	352,733	234,062	118,671	-	- Aviation flight hours transfer
Total Expenses & Transfers	31,354,714	27,443,707	3,911,007	3,493,881	
Net Revenue Over (Under) Expenses	\$ 6,603,793	\$ 4,947,875	\$ 1,655,918	\$ 3,318,652	



Northwestern Michigan College
Income Statement Projections - General Fund
For the Year Ended June 30, 2023
As of 4/14/2023

INTERIM
This statement does not
reflect year-end results.

	FY22 Actual	FY 23 Budget	YTD 4/14/2023	FY 23 Projected	Difference vs. Budget	Comments
Revenue						
Local Sources:						
Tuition & Fees	\$ 20,501,108	\$ 22,001,840	\$ 17,687,407	\$ 21,387,727	(614,113)	Contact hours for Fall 22 + Spring 23 were 62,621 vs. budgeted 66,393 (5% under budget) and PY of 68,228 (7.5% actual decline from AY21-22). Partially offset by flight fee revenue from the Aviation program.
Property Taxes	11,961,680	12,769,825	12,288,962	12,764,825	(5,000)	In line with budget
Total Local Sources	32,462,788	34,771,665	29,976,369	34,152,552	(619,113)	
State Sources	13,079,568	10,600,000	6,698,929	10,720,398	120,398	In line with budget
State Property Tax Reimbursement	183,427	145,000	75,938	156,477	11,477	In line with budget
Federal Sources	21,100	-	-	-	-	GLMA direct funding and fuel reimbursements are now recognized in restricted funds
Private Sources	1,230,624	979,765	793,985	1,172,352	192,587	Trending above budget; represents program and operational support from the NMC Foundation
Dividend and Interest Income	172,479	196,000	404,532	506,190	310,190	Stronger returns are expected due to rapidly rising short-term rates and the College's short-term strategy investing in liquid money market and commercial paper at prevailing rates.
Unrealized Gain (Loss) on Investments	(1,891,082)	-	-	-	-	Not projected due to volatility of unrealized gains/losses. See quarterly investments memo.
Other Sources	511,087	426,100	476,500	600,314	174,214	Increase in special event and other sales, including culinary services and Maritime Technology in FY23
Total Revenue	45,769,991	47,118,530	38,426,253	47,308,283	189,753	
Expenses						
Salaries and Wages	22,874,809	23,916,066	16,058,008	24,186,871	270,805	Currently trending slightly above budget
Benefits	11,375,541	10,025,563	6,969,977	9,854,787	(170,776)	Benefits are trending under budget due primarily to healthcare cost experience in our self-insured plan. Also, retirement costs are trending lower than expected due to more newly eligible FT employees opting for the State pension alternative (defined contribution plan) vs. the MPSEERS pension plan.
Purchased Services	2,364,932	2,753,059	2,017,194	2,920,433	167,374	Trending above budget primarily due to increased ad spending as part of the strategic plan, increased security expenses, and food services for GLMA cruises
Supplies & Materials	2,648,865	3,041,584	2,015,022	2,945,573	(96,011)	Less consumption of supplies due to remote instruction and electronic communications
Internal Services	55,452	103,065	33,500	2,683	(100,382)	Increase in internal revenues and expense activity
Other Expenses	1,285,310	1,628,696	927,674	1,459,342	(169,354)	Continued savings in non-PD events
Institutional Expenses	1,624,503	1,738,804	1,470,898	1,782,610	43,806	Currently trending around budget
Maintenance & Renovation	1,841,957	1,762,581	1,233,269	1,796,002	33,421	Maintenance of software and equipment trending above budget
Professional Development	424,914	594,112	402,163	580,577	(13,535)	Expenses in line with budget for PD events and travel but increasing from FY22 to FY23 as PD activity returns to normal
Capital Outlay	165,125	170,000	181,328	170,000	-	
Total Expenses	44,661,408	45,733,530	31,309,035	45,698,878	(34,652)	
Transfers Out (In)						
Plant Fund - General Maintenance	1,292,826	1,145,000	-	1,145,000	-	Budgeted transfer for maintenance of capital
Plant Fund - Technology Maintenance	500,000	500,000	-	500,000	-	Budgeted transfer for maintenance of technology
Plant Fund - Facility Fee for Maintenance	40,000	40,000	-	40,000	-	Budgeted transfer for facility fee for maintenance
Plant Fund - Aviation Capital Fund	473,405	400,000	352,733	470,310	70,310	Budgeted transfer for Aviation equipment fund; based on revenue, calculated using tach hours
Bd Designated - Strategic Projects	250,000	250,000	-	250,000	-	Budgeted transfer for strategic projects
Bd Designated - Funds for Transformation	50,000	50,000	-	50,000	-	Budgeted transfer for funds for transformation
Restricted Fund - GLMA Direct Support Program Specific	(766,432)	(1,000,000)	-	(850,000)	-	Transfer MARAD restricted funds to the general fund to support academy operations
	(80,627)	-	-	-	-	
Total Transfers	1,759,172	1,385,000	352,733	1,605,310	220,310	
Total Expenses & Transfers	46,420,580	47,118,530	31,661,767	47,304,189	185,659	
Net Revenue Over (Under) Expenses	\$ (650,589)	\$ -	\$ 6,764,486	\$ 4,095	\$ 4,095	

Northwestern Michigan College
Statement of Net Position
General Fund
March 31, 2023



	As of March 31,	
	2023	2022
Assets		
Current assets		
Cash and cash equivalents	\$ 7,316,472	\$ 10,378,553 A
Accounts receivable, net	5,543,138	6,088,155
Prepaid expenses and other current assets	1,523,275	2,196,909 B
Total current assets	14,382,885	18,663,617
Noncurrent assets		
Long-term investments	25,172,315	21,828,006 A
Due to other funds	(17,024,661)	(16,420,333)
Total noncurrent assets	8,147,654	5,407,673
Total assets	\$ 22,530,539	\$ 24,071,290
Liabilities		
Current liabilities		
Accounts payable	\$ 250,985	\$ 114,792
Accrued payroll	2,029,592	2,048,572
Unearned revenue	3,336,200	3,367,339
Total current liabilities	5,616,777	5,530,703
Noncurrent liabilities		
Voluntary separation plan	\$ 20,800	\$ 52,000
Total noncurrent liabilities	20,800	52,000
Total liabilities	\$ 5,637,577	\$ 5,582,703
Net position		
Net position, beginning of year	\$ 10,327,835	\$ 10,978,421
Change in net position	6,565,128	7,510,166
Total net position	16,892,963	18,488,587
Total liabilities and net position	\$ 22,530,539	\$ 24,071,290

Notes:

A - Cash and investments balances fluctuate due to timing of investment purchases, sales, and payroll.

B - Prepaids includes a \$495,697 unrealized loss in investments due to investment market (discussed in further detail in the Investment Memo)



Northwestern
Michigan
College

MEMO

*Public Relations, Marketing,
and Communications*

To: Nick Nissley, President

From: Diana Fairbanks, Associate VP of PR, Marketing and Communications

Date: 4-17-23

Subject: March 2023 Monthly Report

In March we continued increased paid awareness efforts to speed up optimizing our campaigns through [AI learning](#). The [GLCI culinary maritime campaign](#) continues to be the best performing program campaign. News stories with the greatest reach were the [GLWSI support of shipwreck search](#) and [funding for the Aviation hangar](#). March was a very strong month for shared media which benefits from an increase in paid social ads. Owned media highlighted a new [NMC dental program in the U.P.](#) and the state supported catch-up program for new students called [College Edge](#). NMC Public Relations, Marketing and Communication key performance indicators for March 2023 include:

Paid Media ↑

- Leads (RFI): 264
- Applications: 208
- Accounts: 164

Earned Media ↑

- Media mentions: 145
- Positive/neutral sentiment: 93.8%
- Publicity value: \$72k

Owned Media ↑

- NMC Now: 890 followers, 70% open rate

Shared Media ↑

- Facebook followers: +7% YOY
- Facebook engagement: +180% YOY
- Instagram followers: +14% YOY
- Instagram engagement: -11% YOY



MEMO: Resource Development

To: NMC Board of Trustees
President Nick Nissley, Ed.D.

From: Jennifer Hricik
Interim Assoc. Vice President, Resource Development
and Executive Director, NMC Foundation

Date: April 14, 2023

Subj: Foundation Update

Fund Raising – Report on FY23 goals

- The number of gifts received to date this fiscal year 3,367 is ahead of last year at this time (3,147).
- FY23 total dollars raised through the NMC Foundation
 - \$2,416,809 Total received (including The Fund for NMC, pledges, and *new documented planned gift intentions*) raised toward goal
 - + \$161,287 Gross event revenue
 - \$2,578,096 Total raised through new gifts, commitments, & events**
(Goal: \$1,330,000)
 - + \$248,984 from previously documented planned gifts

Of the F23 funds raised and realized, donors are impacting the following areas of the college:

- Unrestricted gifts to the Fund for NMC - \$234,570
- Scholarships at NMC - \$1,510,790
- Programs and capital projects at NMC - \$1,081,719

Foundation Initiatives

- Foundation governance documents are under review and revision. The Board Development Committee of the foundation has prepared updated articles and bylaws for the Foundation Board review in April. The MOU is in the first stage of revision.
- A Taste of Success culinary fundraising event will take place in a to-go format again this year. Please sign up to purchase a to-go box and/or sponsor this great event at nmc.edu/tasteofsuccess

Northwestern Michigan College
Board of Trustees
Executive Committee Minutes
April 14, 2023
Gray Conference Room 202
University Center
2200 Dendrinos, Traverse City, MI 49686

Committee Chair Laura Oblinger called the meeting to order at 8:33 a.m.

Members Present: Laura Oblinger, Rachel Johnson, Chris Bott

Others Present: Nick Nissley, Lynne Moritz

President's Update

President Nissley and Board Chair Laura Oblinger traveled to Lansing yesterday for the Michigan Community College Association's Community College Day. In addition to the day's program, they met with Sen. Damoose and Rep. Roth directly, and Rep. Coffia's staff. All legislators shared great support for NMC and interest in keeping aware of college news, successes, and celebrations.

Tower Pinkster will begin work on the Campus Master Plan on April 17 with a kick-off meeting with the President's Council to further refine expectations, detail the process, and discuss deliverables.

Board Chair Update

The committee provided suggestions for presentation topics for future regular meetings of the full Board of Trustees.

Other Discussion

On April 7, the Foundation's Development Committee (under the leadership of Committee Chair Pat Warner and with Board of Trustees participation of Kennard Weaver) distributed the first drafts of the restated Articles of Incorporation and Bylaw documents to the Foundation Board, for their review in advance of discussion and a presumed vote to approve at the April 26 meeting of the full Foundation Board. As a Group One director on the NMC Foundation Board, Board of Trustees Chair Laura Oblinger, along with Board of Trustees Policy Committee Chair Chris Bott, brought forward the topic of the proposed restated Foundation Bylaws. While all interested parties are reviewing the proposed documents, questions and concerns are being compiled. The committee requested the next step in the process be to hold a joint meeting of the Executive Committees of both the NMC Board of Trustees and NMC Foundation Board so that the Board of Trustees can seek to understand the reasoning behind the suggested changes.

Public Input—There was no public comment offered.

The meeting was adjourned at 9:32 a.m.

Recorded by Lynne Moritz, Executive Director of the President's Office and Board Operations

Northwestern Michigan College
Board of Trustees
Policy Committee Minutes
April 19, 2023
Great Lakes Campus, Room 112
715 E. Front Street, Traverse City, MI 49686

Committee Chair Chris Bott called the meeting to order at 9:36 a.m. Trustee Bishop attended remotely from Bonita Springs, Lee County, FL.

Members Present: Chris Bott, Doug Bishop (via Zoom), Andy Robitshek

Others Present: Nick Nissley, Lynne Moritz

Policy A-106.00 Naming Opportunities—No changes are recommended to the current policy as written.

Policy C-103.00 Purpose—No changes are recommended to the current policy as written.

NMC Foundation Bylaws

On April 7, restated Foundation Bylaws were sent to the full Foundation Board for review in preparation of discussion and a presumed vote to approve at the NMC Foundation Board meeting on April 26. As the proposed revisions are being reviewed by trustees serving on the Foundation Board, the Board of Trustees Policy Committee also reviewed the proposed changes per standard policy review procedures. There was consensus that further discussion is needed; Committee Chair Bott stated that Board Chair Oblinger will work to determine the appropriate next steps.

Review of Policy Review Schedule

It was requested that the remaining Board policies up for review in 2023 be sent to the committee at the earliest convenience. It was also noted that the four policies requiring review this year can be addressed in one committee meeting.

Public Input—There was no public comment offered.

The meeting was adjourned at 10:13 a.m.

Recorded by Lynne Moritz, Executive Director of the President's Office and Board Operations

Northwestern Michigan College
Board of Trustees
Building and Site Committee Minutes
April 19, 2023
Great Lakes Campus, Room 112
715 E. Front Street, Traverse City, MI 49686

Committee Chair Ken Warner called the meeting to order at 11:16 a.m.

Members Present: Ken Warner, Kennard Weaver, Chris Bott

Others Present: Nick Nissley, Lynne Moritz, Troy Kierczynski, Chris Kushman

TART Trail Expansion Project

Chris Kushman, Trail Planning & Management Director of TART Trails, attended to discuss TART Trail's proposed expansion project planned from Division/US-31 to Eastern Avenue along Grandview Parkway. The proposed updates to the trail that crosses NMC's Great Lakes Campus would be widened and adjusted north, to be further from the roadway. TART Trails intends to have design work completed by June or July of 2023. At that point, TART Trails would seek a Letter of Support from all landowners along the route.

There was discussion regarding whether granting an easement for this project would preclude the college from utilizing the space for another function (e.g., additional parking). Measurement of the area to determine if the space is feasible for other uses will occur while the design work is being completed in the next few months.

Campus Master Plan

In reviewing the project timeline provided by Tower Pinkster, there was discussion regarding the length of time to complete the utilization and optimization study. Steering committee membership and opportunities to engage the community and NMC's community partners were discussed.

Greenspire High School Lease—The Board of Greenspire High School approved the proposed lease renewal of space at NMC's University Center at their meeting on April 17, 2023. Vice President of Finance and Administration Troy Kierczynski reviewed key points of the lease term and next steps regarding the facility, which includes upgrades to the fire suppression system. Questions were posed as to the requirements and value of investing in the fire suppression system and insurance liabilities in relation to tenants and campus security.

Other Discussion

The President's Office will schedule recurring monthly meetings of the committee for the remainder of 2023.

Public Input—There was no public comment offered.

The meeting was adjourned at 12:31 p.m.

Recorded by Lynne Moritz, Executive Director of the President's Office and Board Operations



To: President Nick Nissley
From: Craig Hadley
Re: FY24 MACC Grant Application Authorization
Date: April 1, 2023

Dear President Nissley,

Greetings. This memo is to notify you that the Dennos Museum Center at Northwestern Michigan College intends to submit an application to the Michigan Arts and Culture Council (MACC, formerly MCACA) for a Project Support Grant in the amount of \$30,000. MACC funding has generously supported exhibition and concert-related expenses at the Dennos Museum Center for many years.

Per MACC grant application requirements, we formally request that the NMC Board of Trustees approve the following statement at its regularly scheduled April 2023 meeting as follows:

The Dennos Museum Center at Northwestern Michigan College is authorized to submit an application for grant funding in the amount of \$30,000 for project support to the Michigan Arts and Culture Council (MACC) in the current round of FY24 grant applications.

We would greatly appreciate having this request placed on the board agenda for approval. Please let me know if you have any questions about this funding opportunity.

Sincerely,

A handwritten signature in black ink, appearing to read "Craig R. Hadley".

Craig R. Hadley
Executive Director and Chief Curator

Northwestern Michigan College
1701 East Front Street
Traverse City, MI 49686

Phone 231.995.1055
Fax 231.995.1597

NMC NEXT

OUR COMMUNITY. OUR COLLEGE. OUR FUTURE.

To: Dr. Nick Nissley, President
From: Jason Slade, Vice President of Strategic Initiatives
Date: April 17, 2023
Subject: International Affairs Forum (IAF) 2% Grant Request
Attachment: IAF 2% Application and Event Budget Analysis

Background:

Twice a year the Grand Traverse Band of Ottawa and Chippewa Indians accepts grant applications from local government entities for funding from 2% of their gaming revenue. The grant request requires the approval of the institution's governing board, which for NMC is the Board of Trustees.

Request:

This is a request for the Board of Trustees to approve the submission of this grant application at the April 24, 2023 meeting. IAF is requesting \$8,000 for freshwater and indigenous programming. The programming would tap into local experts and provide an IAF connection to the Grand Traverse Band of Ottawa and Chippewa Indians, expanding reach and align with program initiatives focused on the environment. This application has already been approved by IAF's Advisory Board.

Thank you for your consideration

4. Fiscal Data: Amount Requested: \$ 8,000 Percent: 42 %
 Local Leveraging: \$ 10,957 Percent: 58 %
 (Match)
 Total Budget: \$ 18,957 Percent: 100 %

5. Target Population numbers: _____ Children _____ Adults _____ Elders
 _____ Total GTB member Community _____ Others
 (Indicate the number of GTB members)

6. Counties Impacted: X Antrim X Benzie X Charlevoix
X Grand Traverse X Leelanau X Manistee

7. Brief Description (purpose of funding); include statement of need:
Northwestern Michigan College, International Affairs Forum is beginning its 30th year with a major strategic long-term programming shift to emphasize the importance of local and global freshwater resources. We intend to present at least two programs a year specifically on this topic. Funds would be used to bring in internationally recognized speakers to deliver quality in-person and virtual presentations. Additionally, we intend to present a program during this season highlighting the legal status and relationship of our local tribes as independent sovereign nations.
We believe we have a responsibility to educate the public on this important issue since it is both local and international. We presently have one tribal member on our board and will work to make our program more accessible to local tribes throughout the northern lower peninsula and the upper peninsula.
The IAF program is presently supported through donations by IAF members.
IAF provides an important educational asset to NMC's enrolled students, local high school students and all others wishing to learn more about our planet and International Affairs.
Any funds received from the 2% grant would be used specifically to support costs associated with freshwater or indigenous programming. We have made the decision to include the topic of indigenous sovereignty part of the FY 24 IAF program and are not making this request conditional on the programming. However, approval of this request would allow us to improve the reach and quality of the program. We would also be happy to consult with the tribe as we develop the speaker panel and the topics for our indigenous sovereignty program.

8. This question only pertains to Indian Education Programs of Public School Systems. If you are not an Indian Education Program of a Public School system, skip to question 9.

(a) **Program formula: (1) \$5,000, up to \$10,000 per school district + (\$1,000, up to \$1,500 x # of GTB member students) = allocation. The increase to the formula will be determined by the previous timely 2% report received, and the data provided within the report on the success of the school's Indian Education Program as a result of the 2% allocation.**

Please note: 1) In completing this section, only provide the student numbers of currently enrolled GTB members; do not include the general Native American data of your school system; and 2) there will be a cap of \$100,000, up to \$125,000 per school, based on the school's GTB membership count and data provided within the 2% report received from the previous year.

(b) Recommendation from Parent Committee: _____ YES _____ NO

Please have the Parent Committee sign the attached Certification Form.

(c) Describe parent involvement in project: _____

(d) Does the school receive Title VII Indian Education Funds? _____ YES _____ NO
If yes, how much: _____

9. What are the start and completion dates of the proposed project?

Start Sept. 2023 Completion June 2024

10. Has applicant received prior awards through the Tribe's 2% funding allocation?

_____ YES _____ NO. If yes, please list the start and end dates and amount:

_____ - _____ and amounts: _____

_____ - _____ and amounts: _____

_____ - _____ and amounts: _____

11. Is the proposed project new or a continuation project _____?

If this is a continuation project, please explain why there is a need to continue funding:

12. If the previous project has been completed, did you submit your 2% report? n/a YES NO.
The 2% report must be submitted one year from the date you received your 2% award. If your report has not been submitted, your current application will not be considered! 2% Reports are mandatory for future grant considerations. Mail your 2% report to: Attn: 2% Reports; GTB, 2605 N.W. Bay Shore Drive, Peshawbestown, MI 49682.
13. Impact of Gaming on local program: (e.g., increase in student population, resulting from increase in Tribal employment or increase in emergency services to Casino patrons).

14. How will the success of the project be assessed (evaluation plan)? We measure the success of each program with three metrics: (1) # of in-person audience attendees; (2) # of virtual attendees; (3) new memberships and donations to IAF
15. If new staff is required, will preference be given to Native American applicants?
 n/a YES NO
16. Budget: Please attach a one-page itemization of the planned budget. Include explanation for each category of the budget. Please see attached.

IMPORTANT!! BEFORE YOU MAIL YOUR 2% APPLICATION, PLEASE REMEMBER TO:

- 1) Execute authorized signature on first page, question #2.
- 2) Attach 1-page budget
- 3) Attach Parent Committee Certification Form if application is from an Indian Education/Title VII Program.
- 3) Submit by appropriate deadline:
 - **If for June cycle, postmarked by May 31st.**
 - **If for December cycle, postmarked by November 30th.**

Mail completed 2% applications to:

**Attention: 2% Program
Grand Traverse Band of Ottawa and Chippewa Indians
2605 N.W. Bay Shore Drive
Peshawbestown, MI 49682**

If you have any questions, please call 231-534-7601.

Grand Traverse Band of Ottawa and Chippewa Indians 2% Indian Education Parent Committee Certification Form

Instructions: By filling out this form, you are certifying that only one 2% application is being submitted for your school district's Indian Education/Title VII program.

We affirm that we have participated in providing information regarding the content of this 2% application for the Grand Traverse Band of Ottawa and Chippewa Indians (GTB).

We affirm that previous 2% reports have been submitted to GTB for 2% funding that this school district has received from GTB.

As current members of this school district's Parent Committee for the Indian Education Program/Title VII, we approve of and certify that this 2% application is being submitted on behalf of the _____ School District.
(Name of school district)

Print Name

Sign Name

Date

Print Name

Sign Name

Date

Print Name

Sign Name

Date

Print Name

Sign Name

Date

Print Name

Sign Name

Date

Print Name

Sign Name

Date

Northwestern Michigan College International Affairs Forum		Tribal Council Allocation of 2% Funds - June 2023 cycle	
September 2023 - June 2024		Application Form	
30th Season		16. 1-page budget	
Proposed date	Expense	Expense category	Projected expense amount
Nov 2023	IAF Local & Global Freshwater Resources Events (2 days)		
	Advertising - print	Advertising-media	\$600.00
	Advertising - digital	Advertising-media	\$255.00
	Speaker honorarium - event 1	Honorarium	\$750.00
	Speaker honorarium - event 1	Honorarium	\$750.00
	Travel - speaker - event 1	Travel	\$1,200.00
	Lodging - speaker - event 1	Lodging	\$300.00
	Livestream production - event 1	Event cost	\$750.00
	Audio tech - event 1	Event cost	\$300.00
	Venue - event 1	Facilitites rental	\$425.00
	Reception catering / beverage - event 1	Prelecture reception	\$1,125.00
	Photography - event 1	Event cost	\$150.00
	Speaker honorarium - event 2	Honorarium	\$750.00
	Speaker honorarium - event 2	Honorarium	\$750.00
	Travel - speaker - event 2	Travel	\$1,200.00
	Lodging - speaker - event 2	Lodging	\$300.00
	Livestream production - event 2	Event cost	\$750.00
	Audio tech - event 2	Event cost	\$300.00
	Venue - event 2	Facilitites rental	\$425.00
	Reception catering / beverage - event 2	Prelecture reception	\$1,125.00
	Photography - event 2	Event cost	\$150.00
			\$12,355.00
Feb 2024	IAF Tribal Sovereignty Event (1 day)		
	Advertising - print	Advertising-media	\$600.00
	Advertising - digital	Advertising-media	\$255.00
	Speaker honorarium - speaker event 3	Honorarium	\$750.00
	Speaker honorarium - speaker event 3	Honorarium	\$750.00
	Travel - speaker event 3	Travel	\$1,200.00
	Lodging - speaker event 3	Lodging	\$300.00
	Livestream production - speaker event 3	Event cost	\$750.00
	Audio tech - speaker event 3	Event cost	\$297.50
	Venue - speaker event 3	Facilitites rental	\$425.00
	Reception catering / beverage - event 3	Prelecture reception	\$1,125.00
	Photography - event 3	Event cost	\$150.00
			\$6,602.50
		Total (3 events)	\$18,957.50



MEMO
Educational
Services

To: Nick Nissley, President
From: Stephen Siciliano, Vice President for Educational Services
Date: April 14, 2023
Subject: Computer Support Specialist – Level 1 and Cybersecurity Specialist – Level 1 Certificates

I am seeking the Board of Trustees approval for two certificates within our Computer Information Technology (CIT) Program. The first is a Computer Support Specialist – Level 1 certificate. The second is a Cybersecurity Specialist – Level 1 certificate. The course sequence guides are attached for both certificates.

Computer Support Specialist – Level 1 Certificate

Our proposed certificate aligns with the Strategic Plan in several ways. The proposed certificate will provide a pathway for students to earn industry recognized certifications, an NMC credential, and find employment within a short period of time.

Currently we have an existing Level II Computer Support Specialist certificate that requires a student to complete 44 credits before they are awarded an NMC credential. It will take a student nearly two years to earn this certificate. With our proposed Computer Support Specialist I certificate, this time will be reduced to a single semester. In addition, two of the existing courses are being offered in the accelerated 7-week format. Accordingly, this certificate helps us meet our Strategic Goal: Future-Focused Education Strategic Goal, Objective #4.

The proposed certificate would also allow a student to potentially receive six industry recognized certifications that employers value. These certifications were recently approved by the State of Michigan as a measurement for student completion.

The proposed certificate in addition to our existing Office Applications Specialist Level I certificate creates a pathway for students to earn an Associate degree in General Studies (AGS).

Cybersecurity Specialist – Level 1 Certificate

This proposed certificate fits within our strategic plan by being an in-demand, short-term option for our students. It also provides another way to measure completion of students already taking CIT classes.

Our current AAS degree in CIT Infrastructure and Security has several stackable Infrastructure Specialist certificates (I, II, III), and while our cybersecurity courses are built into these certificates, we do not currently offer a certificate specifically designed with Cybersecurity as a concentrator. This proposed certificate would allow a student to enter into a career related to cybersecurity after completing one year of classes.

Finally, as the two certificates combines and repackages existing curriculum, the college will not incur additional costs and will experience improved efficiency in current certificate and degree programs.

Thank you for your consideration.

Course Sequence Guides for the Computer Support Specialist – Level 1 and
Cybersecurity Specialist – Level 1 Certificates

Computer Support Specialist I – Level I		
Course	Course Name	Credits
CIT 156	CompTIA A+ Certification I	3
CIT 157	CompTIA A+ Certification II	3
CIT 213	Networking Technologies	4
CIT Elective	Any CIT Course	3
PHL 105	Critical Thinking	3

Cybersecurity Specialist I – Level I		
Course Number	Course Name	Credits
CIT 135	Introduction to Python Programming	3
CIT 213	Networking Technologies	4
CIT 240	Network Security Management	3
CIT 243	Cloud Technologies	3
CIT 247	Windows Identity and Policy	3
CIT 256	Linux Administration	3
CIT 263	Cybersecurity Penetration Testing	3
CIT 264	Cybersecurity Analytics and Threat Analysis	3
Total		25



MEMO
Administrative Services

To: Dr. Nick Nissley, President
From: Troy Kierczynski, Vice President of Finance and Administration
 Patrick Quinlan, Director of Campus Services
Date: April 17, 2023
Subject: Great Lakes Campus HVAC Modernization and Upgrade

This document provides an overview and recommendation for modernizing the obsolete components of the HVAC controller system at the Great Lakes Campus.

Recommendation

Authorize the administration to enter into a contract with TRANE in the amount of \$40,530 to complete the work described below. TRANE is the manufacturer of the hardware and software standard used by NMC to control and monitor HVAC equipment and environmental conditions in campus buildings.

Background/Scope of Work

This scope of work will include the removal of the existing, obsolete HVAC controller hardware at the Great Lakes Campus, replacement of all associated hardware and software with TRANE Tracer Ensemble Enterprise Building Management Systems (BMS) hardware and software and program new and existing equipment to replicate current building schedules.

Bid Analysis

Competitive bids were not obtained. TRANE BMS is deemed “sole source” as the hardware and software standard used on campus; utilizing a third party for sourcing and/or installation would add great difficulty in sourcing materials that originate from TRANE, as well as additional costs. TRANE also services our controls, so their technicians are familiar with our campus and existing systems.

Funding Source

This project will be funded by the FY23 Plant Fund.



Northwestern
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MEMO
Administrative Services

To: Dr. Nick Nissley, President
From: Troy Kierczynski, Vice President of Finance and Administration
 Patrick Quinlan, Director of Campus Services
Date: April 17, 2023
Subject: Great Lakes Campus Paver Replacement

This document provides an overview and recommendation for the selection of a provider for concrete repair and remodel of the north courtyard at the Great Lakes Campus (water side).

Recommendation

Authorize the administration to enter into a contract with Spence Brothers construction company in the amount of \$248,600, plus 10% contingency of \$24,860, for total authorization of \$273,460, to complete the scope of work described below.

Spence Brothers was the sole bidder, after a twenty-eight-day period listed on NMC's RFP website and with Traverse Reproduction, Builders Exchange of Northwest Michigan, and Builders Exchange of Grand Rapids.

Background/Scope of Work

The North courtyard pavers and decorative concrete walks have experienced damage over the years from extreme winter weather and snow removal activities. Recent repairs have been cosmetic only, and did not resolve the existing damage or aesthetics befitting a premier outdoor event space. This project will remove the damaged concrete and pavers, replace them in like kind, and add lights to enhance the area as outdoor event space.

The project scope includes demolition and replacement of existing pavers and concrete sidewalk, installation of light poles and lights, and installation of a perimeter concrete pad intended to expand event opportunities in the courtyard.

Funding Source

This project will be funded by the Hagerty Center reserves.



Northwestern Michigan College

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Board Policy A-106.01
Board of Trustees Process

Naming Opportunities

In keeping with Board Process Policy [A-106.00](#), the Board of Trustees of Northwestern Michigan College reserves the right to be involved in the decision-making process, to deliberate and evaluate options, and to vote upon determination of naming opportunities.

The College may, from time-to-time, honor or memorialize certain individuals or organizations in recognition of extraordinary contributions to the College. These contributions may include financial gifts, time and talent devoted to the College by community members, or distinguished service on the part of faculty and staff. The appropriate recognition opportunities will be identified by executive staff and recommended by the president to the Board of Trustees.

If any provision(s) of this policy or set of bylaws conflicts with laws applicable to Northwestern 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).

Adopted by the Northwestern Michigan College Board of Trustees April 20, 1998

Reviewed without revision December 19, 2005

Revised May 18, 2015

Revised June 25, 2018



Northwestern Michigan College

231.995.1000 | Traverse City, MI | www.nmc.edu

Board Policy C-103.00
Ends Policy

Purposes

To meet our mission, shall be fully engaged in each of the following purposes with the result that our learners meet their goal(s) of being college-ready, transfer-ready, career-ready and ready for lifelong learning.

- Associate degree, certificate, and transfer education in liberal arts and sciences, and occupational studies
- Career/occupational education and workforce development
- Bachelor degrees in select programs
- Cultural and personal enrichment
- Baccalaureate and graduate program facilitation
- Regional economic development

If any provision(s) of this policy or set of bylaws conflicts with laws applicable to Northwestern 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).

Adopted by the Northwestern Michigan College Board of Trustees April 17, 2000

Revised October 6, 2003

Revised March 26, 2007

Revised November 22, 2010

Revised March 18, 2013

Revised June 25, 2018