Meeting Agenda
Monday, August 28, 2017
at NMC Oleson Center, 1881 College Drive

4:45 p.m.  Meet for Board Photo
5:30 p.m.  Regular Meeting

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. REPORTS (Most reports are also provided to the Board in their materials packet, which can be accessed on the nmc.edu Board of Trustees website.)
   E. Faculty Report (No August report, per Nancy Gray)
   F. HLC Update – Category 5: Knowledge Management and Resource Stewardship—Joy Evans, Executive Director of Research, Planning and Effectiveness
   G. Board Building and Site Committee Report—Ross Childs, Committee Chair
   H. Tart Trail Update—Vicki Cook, Vice President of Finance and Administration
   I. 21st Century Innovation Center Project Update—Vicki Cook, Vice President of Finance and Administration
   J. Enrollment Report—Todd Neibauer, Vice President for Student Services & Technologies
   K. Financial Report—Vicki Cook, Vice President of Finance and Administration
   L. Strategic Financial Review—President Timothy Nelson/Vice President Vicki Cook
   M. Foundation Report—Paris Morse, Director of Development
   N. Legislative Issues Report—Timothy Nelson, President

III. PUBLIC INPUT
    Request forms for public input are available at the meeting location. Any individual of the public may speak for up to three (3) minutes. The Board will not receive public input from individuals unless they are present at the meeting. The Board will take public remarks into consideration, but will not comment at time of input.

IV. UPDATES
    O. President’s Update—Timothy Nelson, President
    P. Board Chair Update—Kennard Weaver, Chair
V. DISCUSSION ITEMS

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:
Q. Minutes of the July 24, 2017, regular meeting

VII. ACTION ITEMS

R. Fine Arts Building Renovation (Pursuant to Policy A-106.00 Finance)
Recommend authorization for administration to contract with Hallmark Construction for replacement of existing siding and some windows of the Fine Arts Building in the amount of $687,000, plus $150,000 contingency, to be funded by the FY2018 Plant Fund.

S. Student Success Platform (Pursuant to Policy A-106.00 Finance)
Recommend authorization for administration to enter into a contract with Hobsons for the Starfish Enterprise Success Platform at an initial cost of $94,996, and an ongoing annual cost of $66,440, to be funded through the Technology Plant Fund.

T. Data Storage (Pursuant to Policy A-106.00 Finance)
Recommend authorization for administration to enter into a contract with Avalon Technologies for the purchase of additional network data storage and 3-year maintenance contract in the amount of $252,564.77, to be funded by the Technology Plant Fund and Systems & LAN Management FY2018 General Fund budget.

U. East Hall Hot Water System (Pursuant to Policy A-106.00 Finance)
Recommend authorization for administration to enter into a contract with Temperature Control, Inc., for removal of existing and installation of new hot water system in East Hall in the amount of $77,220 to be funded by the FY 2018 Auxiliary Housing Fund.

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.

- September 18, 2017 - Oleson Center Room A/B, 1881 College Drive (3rd Monday)
- October 23, 2017 - Oleson Center Room A/B, 1881 College Drive
- November 20, 2017 - Oleson Center Room A/B, 1881 College Drive (3rd Monday)
- December 18, 2017 - Oleson Center Room A/B, 1881 College Drive (3rd Monday)
- January 22, 2018 - Oleson Center Room A/B, 1881 College Drive
- February 26, 2018 - Oleson Center Room A/B, 1881 College Drive
- March 19, 2018 - NMC Hagerty Center, Great Lakes Campus, 715 E. Front Street (3rd Monday)
- April 23, 2018 - Oleson Center Room A/B, 1881 College Drive
- May 21, 2018 - Great Lakes Campus, Room 112, 715 E. Front Street (3rd Monday)
- June 25, 2018 - Great Lakes Campus, Room 112, 715 E. Front Street
Higher Learning Commission (HLC): 2017 Systems Portfolio

Board of Trustees Meeting
August 28, 2017
# Academic Quality Improvement Program (AQIP) Pathway

<table>
<thead>
<tr>
<th>Frequency</th>
<th>Steps</th>
<th>Description</th>
<th>Next Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annually</td>
<td>Action Projects</td>
<td>Improvement efforts to address opportunities identified in our Portfolio</td>
<td>On-going</td>
</tr>
<tr>
<td>Every 4 years</td>
<td><strong>Systems Portfolio</strong></td>
<td><strong>Our comprehensive self-assessment</strong></td>
<td>Nov 2017</td>
</tr>
<tr>
<td></td>
<td>Systems Appraisal</td>
<td>Feedback from the HLC</td>
<td>Spring 2018</td>
</tr>
<tr>
<td>Every 7 years</td>
<td>Check up Visit</td>
<td>A team from the HLC will visit our campus</td>
<td>Spring 2019</td>
</tr>
<tr>
<td>Every 8 years</td>
<td>Reaffirmation of Accreditation</td>
<td>The HLC’s confirmation that we meet all accreditation criteria.</td>
<td>Fall 2019</td>
</tr>
</tbody>
</table>
Systems Portfolio Work Timeline
November - April
  • Work groups created Systems Portfolio drafts

May-July
  • Work groups continue refining System Portfolio drafts
  • Gather feedback across the college on System Portfolio drafts
  • Build Evidence File components

August-September
  • Draft Systems Portfolio document/Evidence File submitted to campus constituencies for feedback
  • Draft Systems Portfolio document/Evidence File revision

October
  • Final review of Draft Systems Portfolio/Evidence file
  • October 30, submit Systems Portfolio/Evidence file to HLC (Due Nov. 6)
## Systems Portfolio Categories

<table>
<thead>
<tr>
<th>Category 1: Helping Students Learn</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Category 2:</strong> Meeting Student and Other Key Stakeholder Needs</td>
</tr>
<tr>
<td><strong>Category 3:</strong> Valuing Employees</td>
</tr>
<tr>
<td><strong>Category 4:</strong> Planning and Leading</td>
</tr>
<tr>
<td><strong>Category 5:</strong> Knowledge Management and Resource Stewardship</td>
</tr>
<tr>
<td><strong>Category 6:</strong> Quality Overview</td>
</tr>
</tbody>
</table>
Category 5: Knowledge Management & Resource Stewardship

5.1: Knowledge Management

5.2: Resource Management

5.3: Operational Effectiveness
5.1 Knowledge Management

- Selecting, organizing, analyzing, and sharing data and performance information to support planning, process improvement, and decision-making
- Making data, performance results readily and reliably available to units and departments
- Ensuring the timeliness, accuracy, reliability, and security of our knowledge management systems
FY'16 NMC Board of Trustees Level Strategic Goals

05-01-2016 Update

<table>
<thead>
<tr>
<th>STRATEGIC GOALS</th>
<th>KEY RESULTS, GOALS, and TARGETS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learner Success (SD1, IE1, IE2, IE3)</td>
<td>1. Implement a Guided Pathways that involves students to (a) Connect to a pathway, (b) Enter a pathway, (c) Track Progress, and (d) Complete goal. B1_01</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Metrics</th>
<th>Fall 2013</th>
<th>Fall 2014</th>
<th>Fall 2015</th>
<th>Fall 2016 Targets</th>
</tr>
</thead>
<tbody>
<tr>
<td>B1_1.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College level Course Completion (all grades WS)/(all grades)</td>
<td>91.4%</td>
<td>93.9%</td>
<td>93.4%</td>
<td>92.5%</td>
</tr>
<tr>
<td>College level Course Enrollee Success Rate (2.0 and above)/(all grades)</td>
<td>79.9%</td>
<td>80.8%</td>
<td>80.2%</td>
<td>77.9%</td>
</tr>
<tr>
<td>College level Course Completer Success (2.0 and above)/all grades - WS)</td>
<td>86.4%</td>
<td>86.1%</td>
<td>85.6%</td>
<td>85.7%</td>
</tr>
<tr>
<td>Community College Completion/Graduation rate within six years (cohorts from 2005, 2006, 2007, and 2008)</td>
<td>12.6%</td>
<td>15.6%</td>
<td>16.9%</td>
<td>12.4%</td>
</tr>
<tr>
<td>Community College Transfer rate within six years (cohorts from 2005, 2007, 2008, and 2009)</td>
<td>40.0%</td>
<td>38.9%</td>
<td>36.7%</td>
<td>38.0%</td>
</tr>
<tr>
<td>Total Community College Completion/Graduation/Transfer rate within six years (cohorts from 2006, 2007, and 2009)</td>
<td>52.6%</td>
<td>54.9%</td>
<td>54.3%</td>
<td>50.4%</td>
</tr>
<tr>
<td>B1_2.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fall to Spring persistence (all currently enrolled less dual enrolled, grad, transfer)</td>
<td>75.3%</td>
<td>78.2%</td>
<td>77.2%</td>
<td>74.5%</td>
</tr>
<tr>
<td>Retention Plan: Fall to Fall persistence (all currently enrolled less dual enrolled, grad, transfer)</td>
<td>59.8%</td>
<td>54.2%</td>
<td>TBD</td>
<td>51.8%</td>
</tr>
</tbody>
</table>

Note: Not available = N/A. Cohort tracking from the VFA begins with the 2007 cohort.

1 National Community Colleges Benchmarking Project (NCCBP), target set to the 5-year national average of community colleges at the 75th percentile.
2 Voluntary Framework for Accountability (VFA), target set to benchmarking college average.

At or above target
Below target
5.2: Resource Management

- Maintaining fiscal, physical and technological infrastructure sufficient to support operations.
- Setting goals aligned with NMC’s mission, resources, opportunities, and emerging needs.
- Allocating resources to achieve those goals while ensuring educational purposes are not adversely affected.
Portfolio Example

Resource Guidelines

- Reviewed by PBC
- Recommended by PC to the BoT
- Approved by BoT Annually

See Resource Guidelines.pdf
Resource Guidelines

- Establishes reserves
- Fund for Transformation

See Resource Guidelines.pdf
5.3: Operational Effectiveness

- Building, monitoring, and adjusting budgets to accomplish institutional goals
- Maintaining technological and physical infrastructure
- Managing risk, including emergency preparedness
Emergency Preparedness

In recent years, NMC has made these improvement to its safety and security systems:

- New lockdown training procedure
- Updated phone alert system
- More robust safety training for employees
- Expanded Title IX training for all students and employees beginning in 2016

*Targeted completion this Fall:*

- Increased # of security cameras
- New locks on campus doors that can be locked remotely
Northwestern Michigan College
Board of Trustees

Building and Site Committee Minutes
August 24, 2017
Great Lakes Campus, Room 231, 715 E. Front Street, Traverse City, MI 49686

Committee Chair Ross Childs called the meeting to order at 1:35 p.m.

Members present: Ross Childs, Kennard Weaver
Members absent: Chris Bott
Others present: President Timothy Nelson, Vicki Cook, Holly Gorton, Todd Neibauer, Julie Clark, Chris Kushman, Penny Hill, Michael Baker (via phone) and Chris Mackey (via phone)

Tart Trail West Boardman Lake Loop
President Tim Nelson introduced Tart Trails, Inc. Executive Director Julie Clark and Planning & Management Director Chris Kushman who were present for this portion of the meeting to discuss plans for the West Boardman Lake Loop of the Tart Trail, which would utilize a portion of NMC’s University Center Campus property on Boardman Lake. Julie Clark thanked President Nelson and Vice President Vicki Cook for their cooperation and willingness to work with Tart Trail and the City to help with the project to complete the West Boardman Lake Loop of the Tart Trail. Clark and Kushman reviewed the concept from discussions last fall and presented two updated alternative routes for the trail resulting from discussions with MDOT Rail and MDOT in August. They explained that the MDOT version will require an easement on NMC’s Boardman Lake property. It was also noted that the trail would allow NMC employees a safe walking and biking path to and around their work area. The Board Building and Site Committee’s preference was the Alternate 2 route. Assistant City Manager Penny Hill was briefly present at the end of this section of the meeting, being delayed from a previous business meeting.

It was the consensus of the committee to move the Alternate 2 route forward to the full Board for discussion at the August 28, 2017, Board meeting, and for Board approval at the September meeting.

21st Century Innovation Center Project
Mike Baker and Chris Mackey from Stantec participated in this portion of the meeting via phone to provide an update on the design for the 21st Century Innovation Center Project and addressed questions of committee members. Vice President Vicki Cook also informed the committee that the college was having a study done to determine potential alternative energy options. The Stantec group will attend the August 28, 2017, Board meeting to provide a 20-minute presentation on the Innovation Center Project to the full Board.

Fine Arts Building Renovations
Vice President Cook reviewed a renovation plan for the Fine Arts building to address several maintenance issues. Committee members recommended moving forward for Board approval at the August 28, 2017, meeting.

The meeting was adjourned at 3:12 p.m.

Recorded by Holly Gorton, Executive Assistant to the President and Board of Trustees.
To: Timothy J. Nelson, President
   Todd Neibauer, VP for Student Services & Technologies
From: Pamela Palermo, Associate Dean of Enrollment Services
Date: August 22, 2017
Subject: Enrollment Services Update –Fall Semester 2017

Fall 2017

Our last New Student Orientation for Fall 2017 is Thursday, August 24, 2017. Currently there are 108 students that have registered for Thursday’s orientation.

Statistics
(Resources: August 22, 2017 -Digital Dashboard – Same Date Comparison, FA2014-2017)

<table>
<thead>
<tr>
<th></th>
<th>2014</th>
<th>2015</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Students Registered</td>
<td>1596</td>
<td>1558</td>
<td>1643</td>
<td>1566</td>
</tr>
<tr>
<td>Prior Admits Registered</td>
<td>17</td>
<td>18</td>
<td>21</td>
<td>46</td>
</tr>
<tr>
<td>Retained from Spring</td>
<td>2313</td>
<td>2231</td>
<td>2081</td>
<td>1941</td>
</tr>
<tr>
<td>Re-Admitted Students</td>
<td>358</td>
<td>327</td>
<td>278</td>
<td>281</td>
</tr>
<tr>
<td>Average Contact Hours</td>
<td>11.07</td>
<td>11.01</td>
<td>10.92</td>
<td>11.03</td>
</tr>
<tr>
<td>Total Headcount</td>
<td>4284</td>
<td>4134</td>
<td>4023</td>
<td>3834</td>
</tr>
<tr>
<td>Total Contact Hours</td>
<td>47,430</td>
<td>45,528</td>
<td>43,923</td>
<td>42,271</td>
</tr>
<tr>
<td>Tuition</td>
<td>7,225,327</td>
<td>7,315,235</td>
<td>7,659,222</td>
<td>7,583,341</td>
</tr>
</tbody>
</table>

Fall 2017 Housing

Good progress has been made towards budgeted goals for housing. Residence Life currently has 349 residents for Fall 2017 housing. With 378 available beds, this total would represent 92% occupancy overall as of August 2017. Move in day is August 25th and volunteers are being arranged to help with all the activities planned for Welcome Weekend.

<table>
<thead>
<tr>
<th>Building</th>
<th>Current Applications</th>
<th>Capacity</th>
<th>Occupancy Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>North Hall</td>
<td>119</td>
<td>136</td>
<td>88%</td>
</tr>
<tr>
<td>East Hall</td>
<td>230</td>
<td>242</td>
<td>95%</td>
</tr>
<tr>
<td>Totals</td>
<td>349</td>
<td>378</td>
<td>92%</td>
</tr>
</tbody>
</table>
To: Timothy J. Nelson, President
From: Vicki Cook, VP Finance and Administration
Date: August 22, 2017
Subject: Summary Report for the General Fund as of July 31, 2017

The attached reports summarize the financial results for the General Fund as of July 31, 2017; the first month of the new fiscal year. The first month represents 8.3% of the year.

Month End Results
The month end reports are interim and not a reflection of actual year-end results. The timing of revenue and expenses fluctuates throughout the year and will affect year end results. A detailed projection of year end results is included.

The general fund ended the month with an excess of revenue over expenses in the amount of $1,478,593. Revenue decrease 2% when comparing July 2017 to July 2016 due to timing of property tax payments. Expenses decreased by 7% when comparing July 2017 to July 2016.

Revenue (letters refer to the attached General Fund summary)
A. Tuition and Fees revenue: Tuition and fees represent a 4% increase from those of July 2016. The increase is reflective of increased summer tuition/fees activities in Great Lakes Maritime Academy. GLMA cruise fees increased over July 2016. For summer 2017, the budget was set at 6,001 billing hours for budgeted revenue of $1,023,912. Actual billing hours are at 6,155 hours for total tuition revenue of $1,059,417. This is an increase of $35,505.
B. Property Taxes: Tax revenue is recorded as payments are received. The overall increase for the fiscal year is expected to be 3% over the previous fiscal year.
C. State Sources began in October with receipt of the first state aid payment.
D. Federal Sources consist primarily of the MARAD grants which is not expected to be received until Spring semester.
E. Actual year-to-date investment income recorded for fiscal year 2017 reflects interest income only.
F. Both Private Sources and Other Sources are timing and event dependent.

Expenses
G. Salary and benefit changes correspond with budgeted increases.
H. All other expenses are under budget at this time with the exception of Professional Development which are timing related.
Northwestern Michigan College
Unaudited

**Summary Report for General Fund Accounts**
Fiscal Year 2018, Period 01

<table>
<thead>
<tr>
<th>Funds</th>
<th>Accounts</th>
<th>2017-2018 Adjusted Budget</th>
<th>YTD Activity</th>
<th>% of Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TOTAL GENERAL FUND</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50 Revenues</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition and Fees</td>
<td>23,525,198</td>
<td>2,777,493</td>
<td>11.81%</td>
<td>A</td>
</tr>
<tr>
<td>Property Taxes</td>
<td>10,330,768</td>
<td>138,412</td>
<td>1.34%</td>
<td>B</td>
</tr>
<tr>
<td>Other Local</td>
<td>0</td>
<td>0</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>Local Sources</td>
<td>33,855,966</td>
<td>2,915,905</td>
<td>8.61%</td>
<td></td>
</tr>
<tr>
<td>State Sources</td>
<td>9,439,223</td>
<td>0</td>
<td>0.00%</td>
<td>C</td>
</tr>
<tr>
<td>Federal Sources</td>
<td>524,000</td>
<td>0</td>
<td>0.00%</td>
<td>D</td>
</tr>
<tr>
<td>Private Sources</td>
<td>484,000</td>
<td>0</td>
<td>0.00%</td>
<td>F</td>
</tr>
<tr>
<td>Investment Income</td>
<td>274,000</td>
<td>23,145</td>
<td>8.45%</td>
<td>E</td>
</tr>
<tr>
<td>Other Sources</td>
<td>489,270</td>
<td>26,740</td>
<td>5.47%</td>
<td>F</td>
</tr>
<tr>
<td><strong>Total Revenues</strong></td>
<td>45,066,459</td>
<td>2,965,790</td>
<td>6.58%</td>
<td></td>
</tr>
<tr>
<td>60 Labor</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Salaries &amp; Wages</td>
<td>21,682,214</td>
<td>560,648</td>
<td>2.59%</td>
<td>G</td>
</tr>
<tr>
<td>Benefits</td>
<td>9,307,364</td>
<td>393,859</td>
<td>4.23%</td>
<td>G</td>
</tr>
<tr>
<td><strong>Total Labor</strong></td>
<td>30,989,578</td>
<td>954,507</td>
<td>3.08%</td>
<td></td>
</tr>
<tr>
<td>70 Expenses</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purchased Services</td>
<td>2,458,218</td>
<td>144,504</td>
<td>5.88%</td>
<td>H</td>
</tr>
<tr>
<td>Supplies &amp; Materials</td>
<td>3,070,711</td>
<td>115,131</td>
<td>3.75%</td>
<td>H</td>
</tr>
<tr>
<td>Internal Services</td>
<td>91,525</td>
<td>697</td>
<td>0.76%</td>
<td>H</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>1,704,003</td>
<td>57,461</td>
<td>3.37%</td>
<td>H</td>
</tr>
<tr>
<td>Institutional Expenses</td>
<td>1,771,357</td>
<td>42,119</td>
<td>2.38%</td>
<td>H</td>
</tr>
<tr>
<td>Maintenance &amp; Renovation</td>
<td>1,584,172</td>
<td>112,231</td>
<td>7.08%</td>
<td>H</td>
</tr>
<tr>
<td>Prof Develop, Travel &amp; Events</td>
<td>636,373</td>
<td>60,447</td>
<td>9.50%</td>
<td>H</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>265,570</td>
<td>0</td>
<td>0.00%</td>
<td>I</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>11,581,929</td>
<td>532,590</td>
<td>4.60%</td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>42,571,507</td>
<td>1,487,197</td>
<td>3.49%</td>
<td></td>
</tr>
<tr>
<td>80 Transfers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Transfers</td>
<td>2,463,782</td>
<td>0</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td><strong>Total Transfers</strong></td>
<td>2,463,782</td>
<td>0</td>
<td>0.00%</td>
<td></td>
</tr>
<tr>
<td><strong>Total Expenditures and Transfers</strong></td>
<td>45,035,289</td>
<td>1,487,197</td>
<td>3.30%</td>
<td></td>
</tr>
</tbody>
</table>

*Net Revenues over (under) Expenditures* 31,170 1,478,593

Month end reports are interim and not a reflection of final year end results
<table>
<thead>
<tr>
<th>Revenue</th>
<th>Yr. To Date</th>
<th>Yr. To Date</th>
<th>INCRE/DECRE.</th>
<th>Percentage</th>
<th>Explanation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>31-Jul-17</td>
<td>31-Jul-16</td>
<td>Difference</td>
<td>Difference</td>
<td></td>
</tr>
<tr>
<td>Tuition &amp; Fees</td>
<td>2,777,493</td>
<td>2,663,888</td>
<td>113,605</td>
<td>4%</td>
<td>Higher GLMA cruise revenue in July 2017</td>
</tr>
<tr>
<td>Property Taxes</td>
<td>138,412</td>
<td>326,765</td>
<td>(188,353)</td>
<td>-58%</td>
<td>Timing of property tax payments</td>
</tr>
<tr>
<td>State Sources</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>Federal Sources</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>Private Sources</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>Investment Income</td>
<td>23,145</td>
<td>23,020</td>
<td>125</td>
<td>1%</td>
<td>Slight increase in savings interest for July 2017</td>
</tr>
<tr>
<td>Other Sources</td>
<td>26,740</td>
<td>15,905</td>
<td>10,835</td>
<td>68%</td>
<td>July 2017 higher for NJTP fees and aviation drone training</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td><strong>2,965,790</strong></td>
<td><strong>3,029,579</strong></td>
<td><strong>(63,788)</strong></td>
<td><strong>-2%</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenses</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries and Wages</td>
<td>560,648</td>
<td>651,034</td>
<td>(90,386)</td>
<td>-14%</td>
<td>Adjunct, overload, and supplemental wages and vacation payouts less in July 2017</td>
</tr>
<tr>
<td>Benefits</td>
<td>393,959</td>
<td>525,556</td>
<td>(131,597)</td>
<td>-25%</td>
<td>Timing of Health Savings payments (more paid in January and less in July)</td>
</tr>
<tr>
<td>Purchased Services</td>
<td>144,504</td>
<td>66,481</td>
<td>78,023</td>
<td>117%</td>
<td>Timing of contractual payments for EMSI, EPS, Sodexo and library services contract</td>
</tr>
<tr>
<td>Supplies &amp; Material</td>
<td>115,131</td>
<td>77,939</td>
<td>37,192</td>
<td>48%</td>
<td>Timing of payments for fuel, postage and periodical subscriptions</td>
</tr>
<tr>
<td>Internal Services</td>
<td>697</td>
<td>3,114</td>
<td>(2,417)</td>
<td>-78%</td>
<td>Less in July 2017 for events</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>57,461</td>
<td>63,753</td>
<td>(6,292)</td>
<td>-10%</td>
<td>Fewer expenses in July 2017 for equipment rentals</td>
</tr>
<tr>
<td>Institutional Expenses</td>
<td>42,119</td>
<td>44,360</td>
<td>(2,241)</td>
<td>-5%</td>
<td>Timing of utility payments</td>
</tr>
<tr>
<td>Maintenance &amp; Renovation</td>
<td>112,231</td>
<td>89,576</td>
<td>22,655</td>
<td>25%</td>
<td>Timing of contractual payments for maintenance and IT services</td>
</tr>
<tr>
<td>Pro. Develop, Travel &amp; Events</td>
<td>60,447</td>
<td>62,685</td>
<td>(2,238)</td>
<td>-4%</td>
<td>Timing of membership payments and professional development</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>-</td>
<td>16,078</td>
<td>(16,078)</td>
<td>100%</td>
<td>Timing of COAT purchases</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td><strong>1,487,197</strong></td>
<td><strong>1,600,577</strong></td>
<td><strong>(113,379)</strong></td>
<td><strong>-7%</strong></td>
<td></td>
</tr>
</tbody>
</table>

| Transfers        |                  |                  |              |             |                                                       |
| Net Revenues over/(under) | **1,478,593** | **1,429,003**    | **49,590**   |             | Month end reports are interim and not a reflection of final year end results. |
## Northwestern Michigan College
### Summary by Program
#### July 2017
##### General Fund Activity Only

<table>
<thead>
<tr>
<th>Revenue</th>
<th>Percent</th>
<th>2017-18</th>
<th>Yr. To Date</th>
<th>Percent of Total</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition &amp; Fees</td>
<td>52%</td>
<td>23,525,198</td>
<td>2,777,493</td>
<td></td>
<td>Produce educational change in a learner or group of learners; includes both credit and non-credit offerings</td>
</tr>
<tr>
<td>Property Taxes</td>
<td>23%</td>
<td>10,330,768</td>
<td>138,412</td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Sources</td>
<td>21%</td>
<td>9,439,223</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Federal Sources</td>
<td>1%</td>
<td>524,000</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Private Sources</td>
<td>1%</td>
<td>484,000</td>
<td>-</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investment Income</td>
<td>1%</td>
<td>274,000</td>
<td>23,145</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Sources</td>
<td>1%</td>
<td>489,270</td>
<td>26,740</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>100%</td>
<td>45,066,459</td>
<td>2,965,790</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenses</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction</td>
<td>30%</td>
<td>12,972,246</td>
<td>340,389</td>
<td>23%</td>
<td>Produce educational change in a learner or group of learners; includes both credit and non-credit offerings</td>
</tr>
<tr>
<td>Information Technology</td>
<td>7%</td>
<td>3,035,249</td>
<td>181,259</td>
<td>12%</td>
<td>Provide technology to benefit instructional activities and the institution as a whole</td>
</tr>
<tr>
<td>Public Service</td>
<td>1%</td>
<td>232,562</td>
<td>6,426</td>
<td>0%</td>
<td>Provide public with unique resources and respond to community needs or solve community problem</td>
</tr>
<tr>
<td>Instructional Support</td>
<td>17%</td>
<td>7,160,585</td>
<td>293,580</td>
<td>20%</td>
<td>Support instructional programs</td>
</tr>
<tr>
<td>Student Services</td>
<td>13%</td>
<td>5,330,929</td>
<td>197,192</td>
<td>13%</td>
<td>Contribute to well-being of students and their intellectual, cultural, &amp; social development</td>
</tr>
<tr>
<td>Institutional Administration</td>
<td>21%</td>
<td>9,129,074</td>
<td>306,226</td>
<td>21%</td>
<td>Provide for organizational effectiveness and continuity; day-to-day functioning and long-range viability</td>
</tr>
<tr>
<td>Plant Operations and Maintenance</td>
<td>11%</td>
<td>4,710,863</td>
<td>162,124</td>
<td>11%</td>
<td>Maintain existing facilities, provide utility and safety services, and plan/design future facilities</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>100%</td>
<td>42,571,507</td>
<td>1,487,197</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

| Transfers           | -       | 2,463,782 | -           |                  |                                                                            |
| Net Revenues over/(under) | | 31,170 | 1,478,593  |                  |                                                                            |

---

Month end reports are interim and not a reflection of final year end results.
MEMO
Resource Development

To: The Board of Trustees and President Timothy J. Nelson
From: Rebecca Teahen, Executive Director for Resource Development
Date: August 18, 2017
Subject: Foundation Update

Fund Raising – a “check” on FY18 goals

- To date, $18,640 has been raised (cash and short-term pledges) for the Annual Fund; our goal is $300,000. To date, 38 donors have supported the annual fund.

- FY18 total dollars raised are as follows:
  - $1,217,671 Total received (including Annual Fund, pledges, and documented planned gift intentions) raised toward goal of $8,000,000
  - + $63,248 Gross event revenue vs goal of $250,000
  - $1,280,919 Total of gifts + events

Foundation Initiatives

- Fundraising goal for FY18 is set at 8,000,000 (50% in planned gifts) including $300,000 for the annual fund.

- Conversations are underway with prospective funders as we seek support for scholarships, programs, and facilities.

- The NMC Scholarship Open was a great success raising over $125,000 for merit scholarships with 288 golfers on two courses!

Meetings and Events for your calendars:

- 50th Anniversary Celebration for Aviation Program – Thursday September 28, 2017 – GT Resort and Spa
- Lobdell Scholarship Dinner – September 29, 2017 – Lobdell’s – A Teaching Restaurant
STATE LEGISLATIVE HIGHLIGHTS

Community College Budget: In mid-July, Governor Snyder signed into law a School Aid omnibus budget, House Bill 4313 (Kelly), appropriating community colleges a 1% increase, totaling $3.2 million. Of that amount, $1.8 million was put through the traditional funding formula, benefiting all 28 colleges. The remaining $1.4 million was split among 11 colleges to ensure that every college sees at least a 2.5% increase from the current year when combining the funds resulting from the Personal Property Tax situation and the funds the subcommittee added in the budget. The Legislature concurred with the Governor's recommended funding for upgrades to the Michigan Transfer Network, but did not reinstate funding for the Independent Part Time Student Grant. Full details are available on the MCCA website.

Capital Outlay: The general government omnibus appropriation bill, House Bill 4323 (Cox) included a current-year supplemental appropriation for Capital Outlay projects. Three university projects, 2 of which had been recommended by the Governor, and 8 community college projects, only 1 of which had been recommended by the Governor, were included. In addition, several previous projects received construction authorization. HB 4323 is now Public Act 107 of 2017 and HB 4313 is now Public Act 108.

MPSERS Changes Became Law: Governor Snyder signed into law Senate Bill 401 (Pavlov), which will place new public school employees into a defined contribution (DC) retirement plan as the default, with an option to select a hybrid defined benefit (DB) plan if they chose to do so. The bill was a compromise that leaves the Michigan Public School Employees Retirement System (MPSERS) open, while limiting the investment risk to the state. SB 401 now becomes Public Act 92 of 2017.

Educational Access Instruction Act: The Governor Snyder signed Senate Bill 249 (Shirkey), which prohibits educational institutions – including community colleges – from placing deed restrictions on property such that another school could not use the property, and also prohibits a local government from enforcing zoning limitations that would have the same effect. SB 249 is now Public Act 98 of 2017.

State Authorization Reciprocity Extended: Governor Snyder also signed Senate Bill 260 (Hildenbrand), which extends the sunset date of the Higher Education Authorization and Distance Education Reciprocal Exchange Act by six years. The act was currently set to expire on September 30, 2017, while the bill makes the new sunset September 30, 2023. SB 260 is now Public Act 99 of 2017.

FEDERAL LEGISLATIVE HIGHLIGHTS

Appropriations Committee Considered Education Funding: On July 19, the House Committee on Appropriations marked up a bill for fiscal year (FY) 2018 funding for Labor, Health and Human Services, and Education (LHHS-ED). The bill was reported out of full committee. Funding for the House LHHS-ED bill is $5
billion below last year’s allocation, resulting in several cuts to the underlying bill, including a $3.3 billion rescission from the Pell Grant surplus. While this would not have an immediate impact on students, it could impact the stability of the program in future years. The Pell Grant maximum is slated to remain frozen for FY 2018 at $5,920. A number of programs receive level funding under the bill, including: federal Supplemental Educational Opportunity Grants; Federal Work Study; Perkins Career and Technical Education; Adult Basic Education; Strengthening Institutions Grants; and grants to support Minority-Serving Institutions. See ACCT/AACC joint letter to the Appropriations Committee providing comments on the bill.

**House Committee Considered 2018 Budget Resolution:** Also in mid-July, the markup on the overall House Budget Resolution for FY 2018 took place. The proposed budget was $7.5 billion below FY 2017 for nondefense discretionary programs, and nearly $5 billion below the caps set by the 2011 Budget Control Act. The most significant part of the House’s budget resolution is language that would set forth reconciliation instructions for the various authorizing committees. Reconciliation is a budgetary measure that allows Congress to pass certain bills with a simple majority vote. Congress is expected to undertake tax reform using the 2018 budget to initiate reconciliation instructions. Under this procedure, committees are provided with instructions to find a certain amount of mandatory savings. In the House’s budget proposal, the House Committee on Education and the Workforce was instructed to find $20 billion in mandatory savings. Details regarding proposed cuts will be outlined once report language is available for the budget. However, it is likely to include elimination of mandatory funding for Pell, as well as a series of changes to federal student loans that were proposed in the Administration’s FY 2018 budget. Presently, it is uncertain if the budget resolution has enough support to pass the full-House.

---

**Michigan Center for Student Success (MCSS)**

**Michigan Legislature Awards One-Time Appropriation to Support Transfer Student Success:** Governor Rick Snyder signed the Fiscal Year 2017-18 state education budget into law last month, which includes $1 million to support transfer students in Michigan. The funds will be utilized to replace and upgrade the Michigan Transfer Network, a valuable tool to help students plan their transfer pathway, and also to support the development of statewide associate to bachelor’s degree transfer pathways in the most popular majors. In partnership with the Michigan Association of State Universities, work will begin in Fall 2017.

**Michigan Represented at National Meetings:** The staff of the MCSS attended national meetings throughout the summer to represent the important work of Michigan community colleges. National meetings were hosted by Jobs for the Future, Education Commission of the States, the John N. Gardner Institute, and the American Legion. The meetings focused on increasing student success for transfer students, veterans, and students enrolled in developmental education and gateway courses.

**Student Success Summit:** The MCSS will once again host the annual Student Success Summit on September 28-29th at the Lansing Center for more than 350 college faculty, staff, administrators and other guests. The theme for the 2017 event is Student Success: From Information to Implementation. The Summit will feature presentations by national experts and more than 20 breakout sessions will focus on best practices.
at Michigan community colleges. Colleges can also participate in the Military Equivalency Project Credit Mapping Seminar on September 26th and the CMVE Annual Conference on September 27th.

**MICHIGAN COLLEGES ONLINE (MCO)**

2017 MI OER Summit (September 22, 2017): The 2017 MI Open Educational Resources (OER) Summit is a gathering of OPEN enthusiasts and those who are interested and eager to learn, network and advocate. This event is hosted by Kellogg Community College and open to institutional leaders, faculty, librarians, instructional designers/technologists and others involved in the use of OER in teaching and learning. For more information and to register online, [click here](#).

**MICHIGAN NEW JOBS TRAINING PROGRAM (MNJTP)**

MNJTP by The Numbers: MNJTP is an economic development program which authorizes community colleges to temporarily capture the state income tax withholding associated with newly hired workers to pay for training.

- **17,922** projected new jobs are being supported by MNJTP agreements.
- **157** participating employers are partnering with **21** community colleges. Please contact [Adriana Phelan](#) with any questions.

Recently Signed MNJTP Agreements Supporting Local Job Creation:

- **Macomb Community College** with PA Solutions, Inc. to train 75 new employees; Avon Machining, LLC to train 50 new employees; Universal Tool Equipment and Controls, Inc. to train 52 new employees; and R&E Automated Systems, LLC to train 40 new employees.
- **Montcalm Community College** with DME Company LLC to train 70 new employees;
- **Northwestern Michigan College** with TentCraft Inc. to train 27 new employees.

**UPCOMING EVENTS FOR 2017-18 CALENDAR**

Please click [here](#) to see all MCCA events.
CALL TO ORDER—Chair Kennard R. Weaver called the regular meeting to order at 5:30 p.m.

OATH OF OFFICE—The oath of office was recited by newly appointed trustee Jane T. McNabb for a term that expires following the Board of Trustees election in November 2018.

ROLL CALL
Trustees present: Douglas S. Bishop (5:32 p.m.), Chris M. Bott, K. Ross Childs (5:34 p.m.), Michael Estes, Rachel A. Johnson, Jane T. McNabb, Kennard R. Weaver
Trustees absent: None
Also present: President Timothy J. Nelson, Angie Baisden, Leanne Baumeler, Betsy Coffia, Vicki Cook, Marguerite Cotto, Ashley Darga, Joy Evans, Brandon Everest, Diana Fairbanks, Holly Gorton, Nancy Gray, Colin Kreh, Mark Liebling, Deirdre Mahoney, Kyle Morrison, Todd Neibauer, Paul Perry, Linda Racine, Stephen Siciliano, Rebecca Teahen, Lisa Thomas

REVIEW OF AGENDA—The agenda was accepted as presented.

REPORTS
Program Focus—Title IX—Vicki Cook, Vice President of Finance and Administration; Mark Liebling, Executive Director of Human Resources; and Lisa Thomas, Dean of Students, provided an overview of Title IX of the Education Amendments of 1972, and NMC’s compliance with those federal requirements. The presentation covered compliance, training, reporting and monitoring processes and procedures from the faculty, staff and student perspectives.

Faculty Report—Supporting Students at an Open Access College—Nancy Gray, Communications Instructor, and Leanne Baumeler, Disability Support Services Specialist, presented on the strategies and approaches used to aid NMC students who are not fully prepared for college. Nancy Gray explained that, as an open access college, students may be attending NMC who have various issues that impede their learning ability, such as reading, writing, test-taking, and attention challenges, as well as learning and physical disabilities. Leanne Baumeler then presented on NMC support services for students with disabilities. In response to a Board question, they shared about communication processes with faculty pertaining to these services, as well.

HLC Update – Category 2: Meeting Student and Other Key Stakeholders Needs—Joy Evans, Executive Director of Research, Planning and Effectiveness, provided a general overview of the six categories of criteria for accreditation and the comprehensive evaluation process conducted by the Higher Learning Commission (HLC) through the systems portfolio process. The categories describe NMC’s processes, results and improvement across campus, as well as evidence that NMC is meeting the criteria for accreditation. She explained the process of submitting the systems portfolio every four years, with a comprehensive evaluation on multiple components occurring every eight years concluding with an on-site visit. NMC’s upcoming on-site visit is scheduled for March 2019 and Joy Evans will be reporting to the Board on each category and the process leading up to that visit.
Ashley Darga, Coordinator for Student Success; Angie Baisden, Coordinator for Data Reporting and Analysis; Betsy Coffia, Director of Alumni Relations; Lisa Thomas, Dean of Students; and Linda Racine, Director of Program Advancement; then provided this month’s report on Category 2—Meeting Student and Other Key Stakeholders Needs. They presented on current and prospective student needs; retention, persistence and completion; key stakeholder needs; complaint process; and building collaboration and partnerships.

21st Century Innovation Center Project Update—Vicki Cook, Vice President of Finance and Administration, provided an update and timeline for the West Hall 21st Century Innovation Center project. She noted that Governor Snyder had signed the state fiscal year 2018 budget, which includes funding approval for the project. Cook reviewed next steps on the project and indicated that design architects would bring an exterior design update to the Board at their August meeting and to the Board Building and Site Committee prior to that. She also provided a brief update on the North Hall housing project in response to a question.

Enrollment Report—Todd Neibauer, Vice President for Student Services and Technology, provided the enrollment report, noting that successful, well attended orientation sessions have been occurring, as well as outreach to current students to register. He shared that housing registration percentages have increased and are above the numbers budgeted. In response to a question, Neibauer provided an explanation of the enrollment statistic patterns of the reported comparison numbers.

Financial Report—Vicki Cook, Vice President of Finance and Administration, reviewed the financial report for the period ending June 30, 2017, noting that although FY17 is now complete, the Business Office still has year-end adjustments and accruals to make in preparation for the audit. Therefore, year-to-date numbers are expected to change, but a small gain of about $100,000 for FY17 is projected.

Foundation Report—Rebecca Teahen, Executive Director for Resource Development and Foundation, provided the Foundation Report. She thanked everyone for the record-breaking giving that has occurred for a FY17 total dollars raised of $8,072,686. Teahen shared that the FY18 goal has been set at $8 million. She noted that the NMC Scholarship Open was coming up on August 3.

Legislative Issues Report—President Timothy Nelson shared, again, that the Governor had signed the FY18 state budget, which included a negotiated settlement on MPSERS changes that he explained would impact retirement plan options for new NMC employees. Nelson explained that he would be providing a legislative report at the upcoming MCCA Summer Institute, as chair of the Legislative Committee. He also shared that U.S. Secretary DeVos was expected to speak at the MCCA Summer Institute. Nelson noted that the state legislature would be going into summer recess until after Labor Day. He briefly reviewed potential federal funding issues that are still unknown, but potential policy changes could impact funding to students. President Nelson shared that he would keep the Board apprised as he learns more.

PUBLIC INPUT—There was no public input offered.

UPDATES
President’s Update—President Timothy Nelson thanked all presenters at this meeting, noting the college has been providing increasingly more information to keep the Board informed on compliance with regulations, as well as services for students. Future reports will be provided on the Family Educational Rights and Privacy Act (FERPA) and the Freedom of Information Act (FOIA). Nelson recommended the Board participate in the online Title IX training for employees to understand the reporting agent responsibility. He looks forward to seeing five trustees who plan to attend the MCCA summer institute later this week, as well. Nelson concluded by sharing that NMC had successfully completed the first cohort with our instructors teaching construction management and water studies at the Yellow River Conservancy Technical Institute in China.

Board Chair Update—Chair Kennard Weaver referenced an article in the current issue of The Economist on resolutions for conflicts between new educational technology and traditional teaching methods. Weaver also shared about his wonderful experience, again this year, on a training cruise of the TS State of Michigan to observe the GLMA cadets and instructors in action. Chair Kennard Weaver ended his update with a statement about the decreasing operational revenue streams for NMC, despite recent success in capital outlay funding. With the Headlee impact continually decreasing the college’s property tax revenue, he encouraged the Board to begin discussions about going to voters for a new property tax millage. He emphasized that it is the option for the Board to increase college revenue, other than increased tuition.

DISCUSSION ITEMS—There were no discussion items.

CONSENT ITEMS—On a motion by Michael Estes, seconded by Chris Bott, the following items were approved by a unanimous vote as a group without discussion:
- Minutes of the June 26, 2017, special meeting
- Minutes of the June 26, 2017, regular and closed meetings

ACTION ITEMS

Amend Previously Approved Blanket Purchase Orders—On a motion by Doug Bishop, seconded by Ross Childs, the Board amended the previously authorized blanket purchase orders vendor list to remove the following vendors for separate approval action.
- Cherryland Electric Cooperative
- Laser Printer Technologies
- Northern Strategies 360
The motion passed with a unanimous vote.

Laser Printer Technologies—On a motion by Doug Bishop, seconded by Janie McNabb, the Board authorized administration to create a purchase order for FY18 services provided by Laser Printer Technologies, to be funded through the FY18 General Fund operations budget. The motion passed by majority vote with trustee Chris Bott abstaining.

Northern Strategies 360—On a motion by Doug Bishop, seconded by Ross Childs, the Board authorized administration to create a purchase order for FY18 services provided by Northern Strategies 360, to be funded through the FY18 General Fund operations budget. The motion passed by majority vote, with trustees Rachel Johnson and Janie McNabb abstaining.
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 7:09 p.m. by unanimous vote on a motion by Doug Bishop, seconded by Ross Childs.

Recorded by Holly Gorton, Executive Assistant to the President and Board of Trustees.

SIGNED__________________________________________
Kennard R. Weaver, Chair

ATTESTED________________________________________
Rachel A. Johnson, Secretary
MEMO
Administrative Services

To: Timothy J. Nelson, President
From: Vicki Cook, Vice President of Finance and Administration
Date: August 15, 2017
Subject: Fine Arts Building Renovation

This document is intended to provide an overview and recommendation for replacement of exterior siding and replacement of the upper level windows and some lower level windows of Northwestern Michigan College Fine Arts building.

Board Authorization Requested
Authorize the Northwestern Michigan College administration to enter into a contract with Hallmark Construction in the amount of $687,000 plus $150,000 of contingency funds.

Background / Scope of Work
The scope of work for this project includes: Removal and haul away of existing red cedar siding from the Fine Arts building and installation of new exterior siding plus replacement of the upper level windows and some lower level windows.

Bid Analysis
The two responding bidders are listed below:

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Location</th>
<th>Base Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hallmark Construction</td>
<td>Traverse City, MI</td>
<td>$687,000</td>
</tr>
<tr>
<td>Grand Traverse Construction</td>
<td>Traverse City, MI</td>
<td>$960,000</td>
</tr>
</tbody>
</table>

Recommendation
Authorize the Northwestern Michigan College administration to enter into a contract with Hallmark Construction for $687,000 plus $150,000 contingency to remove and haul away existing red cedar siding and replacement of the upper level windows and some lower level windows of the Fine Arts building.

Funding Source
The source of funds for this project is the Fiscal Year 2018 Plant Fund.
July 27, 2017

Ms. Vicki Cook  
Northwestern Michigan College  
1701 East Front Street  
Traverse City, MI 49684  

Re: NMC Fine Arts Renovation  
Job # 17.503

Hi Vicki,

As you are aware, we received two bids for work associated with the renovation of the NMC Fine Arts Center exterior envelope.

Hallmark Construction of Traverse City has the apparent low bid of $687,000 base with an alternate add for the lower level window replacement of $245,000. They also presented an Alternate #2 to use a different weather barrier than specified as bases of design. Grand Traverse Construction of Traverse City submitted a base bid of $960,000 with an add alternate for the lower window replacement of $294,500.

Both contractors are capable, local and excellent to work with. The disparity in bids submitted may be reflective of the market conditions and the complexities of the existing building, but based on the numbers received, we would recommend that Hallmark Construction be selected for the project.

We would recommend that NMC review the alternates for inclusion in this contract or deleting them from the project scope.

We would further recommend that NMC allow for a contingency of $150,000 on top of the base bid to cover unforeseen conditions and to cover cost difference that we see between the submitted numbers. This contingency would be controlled by NMC and protected by both NMC and Cornerstone through-out the project.

Prior to finalizing the contract with a contractor, we would recommend meeting with the low bidder to do a final review of their pricing and compliance with the construction documents.

I will work to arrange this.

Thank you for your continued trust in Cornerstone Architects and please contact me with any questions that you may have.

Sincerely,

Tom Nemitz-AIA  
Architect

Attached: Copies of bid form and bids  
File: 2017/17.503/NMC Fine Arts/corresp/LT 7-27-17

440 Bridge Street NW  
Grand Rapids, MI 49504  
p.616.774.0100

122 S. Union Street, Suite 200  
Traverse City, MI 49684  
p.231.947.2177

www.Cornerstone-Arch.com
# Bid Tabulation

**July 14, 2017**

<table>
<thead>
<tr>
<th></th>
<th>Grand Traverse Construction</th>
<th>Hallmark Construction</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Base Bid</strong></td>
<td>$960,000</td>
<td>$687,000</td>
</tr>
<tr>
<td>Alternate #1</td>
<td>$294,500 Add</td>
<td>$245,000 Add</td>
</tr>
<tr>
<td>Replace lower Windows</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alternate #2</td>
<td>Not Submitted</td>
<td>$14,000 Add</td>
</tr>
<tr>
<td>Alternate Weather Barrier</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$1,254,500</strong></td>
<td><strong>$946,000</strong></td>
</tr>
<tr>
<td><strong>Base + All Alternates</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bid Bond</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Addendum #1</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Addendum #2</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Addendum #3</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Allowance #1</td>
<td>Need to Verify</td>
<td>Need to Verify</td>
</tr>
<tr>
<td>Allowance #2</td>
<td>Need to Verify</td>
<td>Need to Verify</td>
</tr>
<tr>
<td>Allowance #3</td>
<td>Need to Verify</td>
<td>Need to Verify</td>
</tr>
<tr>
<td>Allowance #4</td>
<td>need to verify</td>
<td>need to verify</td>
</tr>
<tr>
<td>Unit Price #1</td>
<td>NA</td>
<td>$3.25 LF</td>
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<tr>
<td>Unit Price #2</td>
<td>NA</td>
<td>$25 each</td>
</tr>
<tr>
<td>Unit Price #3</td>
<td>NA</td>
<td>$4.25 sqf</td>
</tr>
</tbody>
</table>

**Notes:**

Included in Base bid

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cornerstone architects, inc.

Northwestern Michigan College
Fine Arts Building Envelope Renovation
project number:17.503
Board Authorization Requested
Authorize the administration to enter into contract with Hobsons for the Starfish Enterprise Success Platform, at an initial cost of $94,996 and an ongoing annual cost of $66,440.

Background
In 2017, the Board adopted a student success goal that included the acquisition of a data system to support the college’s efforts at identifying students in need of assistance toward completion. The following project outcomes were stated as part of the RFP process:

- Increase the number of students who complete with a degree, certificate or transfer to a 4-year university in a timely manner.
- Early/predictive identification of at-risk students.
- Support evaluation of interventions and services to know what works and for which students.
- Improve student service, engagement and satisfaction.
- Analyze data for benchmarking and research.
- More efficiently and accurately track and communicate institutional metrics.
- Support decision makers with actionable data.

From a strategic perspective, it is important that the college provide the necessary data and technology tools to allow staff to make the best informed decisions possible and to increase efficiency and service levels by leveraging technology in our interactions with students. In the evaluation of the systems it was noted that no one system was able to serve all of the goals of the project. The decision to select Hobsons is based on the need to provide a data tool that is both powerful and easy to use by those supporting student success efforts. The need for a more general use data analytics tool still exists and continues to be investigated.

Bid Summary
NMC has analyzed and reviewed bids from four different companies, from which Hobsons was selected. It provided the required analytics functionality, as well as other valuable services related to the stated goals of the RFP. The total first year expenditure for this solution is $94,996 ($66,440 annually). Other bids were received from Čivis at $100,000 ($30,000 annually), ZogoTech at $135,000 ($95,000 annually), and Ellucian at $203,583 ($76,050 annually).

Funding Source
The funding source is the Technology Plant Fund.
MEMO

To: Timothy J. Nelson, President
From: Todd Neibauer, Vice President Student Services and Technologies
Date: August 28, 2017
Subject: Information Technology Data Storage

Board Authorization Requested
Authorize the administration to enter into contract with Avalon Technologies for the purchase of additional network data storage and 3 year maintenance contract in the amount of $252,564.77.

Background
The College operates and maintains a technology infrastructure that includes a primary data storage system. This primary data storage system holds all the computer data files for the daily operation of the college as well as data files stored by NMC students. As we continue to add technology services, the need for additional storage space continues to increase.

Bid Summary
This is a sole-source purchase. The Dell/Compellent team pairs each customer with a specified vendor for all services and upgrades. Avalon Technologies is that vendor for NMC. While we can obtain pricing from other Compellent authorized dealers, the prices provided by Dell to Avalon are the best prices available. All other Compellent dealers would pay a higher cost, and thus would not be able to match Avalon’s price. Avalon’s past performance for NMC has been excellent.

Funding Source
The funding source is the Technology Plant fund and Systems & LAN Management E&G funds.
To: Timothy J. Nelson, President
From: Vicki Cook, Vice President of Finance and Administration
Paul Perry, Director of Campus Services
Date: August 17, 2017
Subject: Remove and Replace Hot Water System

This document is intended to provide an overview and recommendation for the removal and haul away of the existing hot water system and installation of new hot water system in East Hall.

**Board Authorization Requested**
Authorize the Northwestern Michigan College administration to enter into a contract with Temperature Control, Incorporated in the amount of $77,220 for removal of existing hot water system and the installation of a new hot water system in the basement of East Hall.

**Background / Scope of Work**
The scope of work for this project includes the removal and haul away of the old hot water system and installation of a new hot water system in the basement of East Hall.

**Bid Analysis**
The three bidders are listed below:

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Location</th>
<th>Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temperature Control, Inc.</td>
<td>Traverse City, MI</td>
<td>$77,220</td>
</tr>
<tr>
<td>John E. Green, Co.</td>
<td>Petoskey, MI</td>
<td>$78,066</td>
</tr>
<tr>
<td>A.B.I. Mechanical</td>
<td>Traverse City, MI</td>
<td>$82,600</td>
</tr>
</tbody>
</table>

**Conclusion**
The proposal from Temperature Control, Incorporated is the lowest qualified bidder.

**Recommendation**
Authorize the Northwestern Michigan College administration to enter into a contract with Temperature Control, Inc. for $77,220 for removal of old and installation of a new hot water system in the basement of East Hall.

**Funding Source**
The source of funds for this project is the Fiscal Year 2018 Auxiliary Housing Fund.