Meeting Agenda
Monday, August 26, 2019
at NMC Hagerty Center, Great Lakes Campus, 715 East Front St

6:30 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 Report Provided
F. Enrollment Report—Todd Neibauer, Vice President for Student Services and Technologies
G. Financial Report—Vicki Cook, Vice President of Finance and Administration
H. Foundation Report—Rebecca Teahen, Associate Vice President for Resource Development and Foundation
I. PRMC Report—Diana Fairbanks, Executive Director of Public Relations, Marketing, and Communications
J. Presidential Search Committee—Chris Bott, Committee Chair
K. MCCA Summer Conference Report—Chris Bott, MCCA Representative
L. Building & Site Committee—Ross Childs, Committee Chair
M. Legislative Issues Report—Timothy Nelson, President

III. PUBLIC INPUT
Request forms for public input are available at the meeting location. 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 address on a form provided prior to the meeting. The topic addressed should be related to business within the jurisdiction of the Board. Forms should be 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.

IV. UPDATES
N. President’s Update—Timothy Nelson, President
O. Board Chair Update—Chris Bott, Chair
VII. ACTION ITEMS

Q. **Tunnel Repair and Epoxy Seal Coat** (Pursuant to Policy A-106.00 Finance)
   Recommend administration to enter into a contract with Apex Engineering & Management, Inc. in the amount of $41,075 (plus $6,200 contingency) to complete tunnel repair and epoxy seal coat to be funded by the FY20 Plant Fund Budget.

R. **Closed Session**
   Recommend that the Board convene in closed session as permitted by Section 8(c) of the Michigan Open Meetings Act, MCL 15.268, to discuss strategy connected with the negotiation of collective bargaining agreements between the College and the Michigan Education Association. *(Roll Call Vote)*

S. **Reconvene Regular Meeting**
   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.*

- September 23, 2019 – NMC Hagerty Center, Great Lakes Campus, 715 E. Front Street
- October 28, 2019 – NMC Hagerty Center, Great Lakes Campus, 715 E. Front Street
- November 25, 2019 – NMC Hagerty Center, Great Lakes Campus, 715 E. Front Street
- December 16, 2019 – NMC Hagerty Center, Great Lakes Campus, 715 E. Front Street (3rd Monday)

Posted Thursday, August 22, 2019, 3:00 p.m.
To: Timothy J. Nelson, President  
From: Todd Neibauer, VP for Student Services & Technologies  
Date: August 20, 2019  
Subject: Fall Semester 2019

**Fall 2019**

Our last New Student Orientation for Fall 2019 is Thursday, August 22, 2019. There are 131 students signed up for Thursday’s orientation. Currently, the number of new students and readmitted students registered is trailing projections while the number of retained and prior admit students is matching projections. Final numbers for the fall semester will be collected on enrollment report day, September 4, 2019.

**Statistics**  
(Resources: August 20, 2019 -Digital Dashboard – Same Date Comparison, FA2016-2019)

<table>
<thead>
<tr>
<th></th>
<th>2016</th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Students Registered</td>
<td>1,643</td>
<td>1,566</td>
<td>1,498</td>
<td>1,440</td>
</tr>
<tr>
<td>Prior Admits Registered</td>
<td>21</td>
<td>46</td>
<td>27</td>
<td>27</td>
</tr>
<tr>
<td>Retained from Spring</td>
<td>2,081</td>
<td>1,941</td>
<td>1,811</td>
<td>1,768</td>
</tr>
<tr>
<td>Re-Admitted Students</td>
<td>278</td>
<td>281</td>
<td>262</td>
<td>210</td>
</tr>
<tr>
<td>Average Contact Hours</td>
<td>10.92</td>
<td>11.03</td>
<td>11.05</td>
<td>11.06</td>
</tr>
<tr>
<td>Total Headcount</td>
<td>4,023</td>
<td>3,834</td>
<td>3,598</td>
<td>3,443</td>
</tr>
<tr>
<td>Total Contact Hours</td>
<td>43,923</td>
<td>42,271</td>
<td>39,766</td>
<td>38,067</td>
</tr>
<tr>
<td>Tuition</td>
<td>7,659,222</td>
<td>7,583,341</td>
<td>7,357,548</td>
<td>7,141,963</td>
</tr>
</tbody>
</table>

**Fall 2019 Housing**

The Residence Life office currently has 345 applications for Fall 2019 housing. With 370 available beds, this total would represent 93% occupancy overall as of August 19, 2019. Move in day is August 23 and volunteers will help with student move in and with other welcome weekend activities (https://www.nmc.edu/welcome/welcome-weekend.html).
The attached reports summarize the financial results for the General Fund as of July 31, 2019. The first month represents 8.33% 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.

The general fund ended the month with an excess of revenue over expenses in the amount of $1,269,058. Revenue decreased by 26% when comparing July 2019 to July 2018 due to timing of MARAD payment and property tax payments. Expenses decreased by 45% when comparing July 2019 to July 2018.

**Revenue (letters refer to the attached General Fund summary)**

A. Tuition and Fees revenue: Tuition and fees represent a 8% decrease from those of July 2018. The decrease is due, in part, to the transition of Training Services to MMTC. For Summer 2019, the budget was set at 5,821 billing hours for budgeted revenue of $1,140,215. Actual billing hours are at 5,668 hours for total tuition revenue of $1,122,671. This is a decrease of $17,544.

B. Property Taxes: Tax revenue is recorded as payments are received. The overall increase for the fiscal year is expected to be 4% over the previous fiscal year.

C. State Sources include budget appropriations, personal property tax payments and MPSERS retirement payments. State appropriations payments begin in October.

D. Federal Sources, which consist primarily of the MARAD grants and MARAD fuel payment. These funds are to be used directly for the Maritime program.

E. Actual year-to-date investment income recorded for fiscal year 2020 reflects interest income only.

F. Both Private Sources and Other Sources are timing and event dependent.
Expenses
G. Salaries and benefits are over budget due, in part, to Training Services transition to MMTC.
H. Expenses are under budget at this time with the exception of Professional Development.
I. Capital Outlay reflects expenditures budgeted through the allocation of COAT dollars, BBQ funds, Maritime and Culinary Capital fund.
Northwestern Michigan College  
Unaudited

Summary Report for General Fund Accounts  
Month end results are interim and not a reflection of year end results.
Fiscal Year 2020, Period 01

<table>
<thead>
<tr>
<th>Funds</th>
<th>Accounts</th>
<th>2019-2020</th>
<th>YTD Activity</th>
<th>% of Annual Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Adjusted Budget</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL GENERAL FUND</td>
<td>Revenues</td>
<td>Tuition and Fees</td>
<td>23,578,426</td>
<td>2,676,855</td>
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<tr>
<td>50</td>
<td></td>
<td>Property Taxes</td>
<td>11,150,536</td>
<td>49,900</td>
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<tr>
<td></td>
<td></td>
<td>Other Local</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Local Sources</td>
<td>34,728,962</td>
<td>2,726,754</td>
</tr>
<tr>
<td></td>
<td></td>
<td>State Sources</td>
<td>9,895,989</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Federal Sources</td>
<td>734,339</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Private Sources</td>
<td>549,000</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Investment Income</td>
<td>274,000</td>
<td>11,339</td>
</tr>
<tr>
<td></td>
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<td>Other Sources</td>
<td>441,250</td>
<td>23,714</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total Revenues</strong></td>
<td>46,623,540</td>
<td>2,761,808</td>
</tr>
<tr>
<td>60</td>
<td>Labor</td>
<td>Salaries &amp; Wages</td>
<td>22,293,246</td>
<td>590,942</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Benefits</td>
<td>9,444,229</td>
<td>351,887</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total Labor</strong></td>
<td>31,737,475</td>
<td>942,829</td>
</tr>
<tr>
<td>70</td>
<td>Expenses</td>
<td>Purchased Services</td>
<td>2,655,276</td>
<td>181,819</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Supplies &amp; Materials</td>
<td>3,224,916</td>
<td>167,136</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Internal Services</td>
<td>89,920</td>
<td>473</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Other Expenses</td>
<td>1,766,851</td>
<td>60,231</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Institutional Expenses</td>
<td>1,801,213</td>
<td>28,790</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Maintenance &amp; Renovation</td>
<td>1,740,392</td>
<td>65,149</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Prof Develop, Travel &amp; Events</td>
<td>653,622</td>
<td>46,322</td>
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<tr>
<td></td>
<td></td>
<td>Capital Outlay</td>
<td>270,000</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total Expenses</strong></td>
<td>12,202,190</td>
<td>549,920</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total Expenditures</strong></td>
<td>43,939,665</td>
<td>1,492,750</td>
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<tr>
<td>80</td>
<td>Transfers</td>
<td>Transfers</td>
<td>2,683,875</td>
<td>0</td>
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<tr>
<td></td>
<td></td>
<td><strong>Total Transfers</strong></td>
<td>2,683,875</td>
<td>0</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total Expenditures and Transfers</strong></td>
<td>46,623,540</td>
<td>1,492,750</td>
</tr>
</tbody>
</table>

Net Revenues over (under) Expenditures | 46,623,540 | 1,269,058 |
Northwestern Michigan College
Comparison - Fiscal Year to Date
General Fund
July 2019 vs. July 2018

<table>
<thead>
<tr>
<th>Revenue</th>
<th>7/31/2019</th>
<th>7/31/2018</th>
<th>$ Diff</th>
<th>% Diff</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Sources:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition &amp; Fees</td>
<td>$2,676,856</td>
<td>$2,910,351</td>
<td>$(233,496)</td>
<td>-8%</td>
<td>Summer tuition and fees are down $40k from prior year. Fall general fees are down $84k from prior year. No Training Services revenue in FY20 due to transition to MMTC ($40k in FY19). Maritime had $40k in revenue from another academy in summer 2018 for a partnership with the summer cruise (no partnership in summer 2019).</td>
</tr>
<tr>
<td>Property Taxes</td>
<td>49,600</td>
<td>296,922</td>
<td>$(247,322)</td>
<td>-83%</td>
<td>Timing of property tax payments</td>
</tr>
<tr>
<td>Total Local Sources</td>
<td>2,726,755</td>
<td>3,207,273</td>
<td>$(480,518)</td>
<td>-15%</td>
<td></td>
</tr>
<tr>
<td>State Sources</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0%</td>
<td>Consistent with prior year</td>
</tr>
<tr>
<td>State PPT Reimbursement</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0%</td>
<td>Consistent with prior year</td>
</tr>
<tr>
<td>Federal Sources</td>
<td>-</td>
<td>500,000</td>
<td>$(500,000)</td>
<td>-100%</td>
<td>GLMA received additional appropriations from MARAD for vessel operation in FY19</td>
</tr>
<tr>
<td>Private Sources</td>
<td>-</td>
<td>11,339</td>
<td>$(11,339)</td>
<td>-100%</td>
<td>Consistent with prior year</td>
</tr>
<tr>
<td>Investment Income</td>
<td>11,339</td>
<td>23,156</td>
<td>$(11,817)</td>
<td>-51%</td>
<td>Actual interest recognized in FY20 vs estimate in FY19</td>
</tr>
<tr>
<td>Other Sources</td>
<td>23,714</td>
<td>22,259</td>
<td>1,455</td>
<td>7%</td>
<td>Consistent with prior year</td>
</tr>
<tr>
<td>Total Revenue</td>
<td>2,761,808</td>
<td>3,752,688</td>
<td>$(990,880)</td>
<td>-25%</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenses</th>
<th>7/31/2019</th>
<th>7/31/2018</th>
<th>$ Diff</th>
<th>% Diff</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries and Wages</td>
<td>590,942</td>
<td>560,043</td>
<td>30,899</td>
<td>6%</td>
<td>Increase in FY20 is due primarily to vacation payouts for Training Services separation</td>
</tr>
<tr>
<td>Benefits</td>
<td>351,888</td>
<td>340,373</td>
<td>11,515</td>
<td>3%</td>
<td>Consistent with prior year</td>
</tr>
<tr>
<td>Voluntary Separation Plan</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0%</td>
<td>Consistent with prior year</td>
</tr>
<tr>
<td>Purchased Services</td>
<td>181,819</td>
<td>168,180</td>
<td>13,639</td>
<td>8%</td>
<td>Presidential search expenses in FY20 offset by lower food expenses for GLMA cruises</td>
</tr>
<tr>
<td>Supplies &amp; Materials</td>
<td>167,136</td>
<td>170,690</td>
<td>$(3,554)</td>
<td>-2%</td>
<td>Consistent with prior year</td>
</tr>
<tr>
<td>Internal Services</td>
<td>473</td>
<td>1,545</td>
<td>$(1,072)</td>
<td>-69%</td>
<td>More internal Bookstore charges in FY19</td>
</tr>
<tr>
<td>Other Expenses</td>
<td>60,231</td>
<td>53,181</td>
<td>7,050</td>
<td>13%</td>
<td>Higher Native waivers and HR recruiting expenses in FY20 partially offset by lower tuition discounts and financial charges</td>
</tr>
<tr>
<td>Institutional Expenses</td>
<td>28,790</td>
<td>44,571</td>
<td>$(15,781)</td>
<td>-35%</td>
<td>Higher cable expenses in FY19 (timing of invoice)</td>
</tr>
<tr>
<td>Maintenance &amp; Renovation</td>
<td>65,149</td>
<td>60,943</td>
<td>4,206</td>
<td>7%</td>
<td>Increase is primarily driven by timing of renewals of contracts between fiscal years</td>
</tr>
<tr>
<td>Professional Development</td>
<td>46,322</td>
<td>60,018</td>
<td>$(13,696)</td>
<td>-23%</td>
<td>Increased professional development activities and events in FY19</td>
</tr>
<tr>
<td>Capital Outlay</td>
<td>-</td>
<td>-</td>
<td>0%</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>Total Expenses</td>
<td>1,492,750</td>
<td>1,459,544</td>
<td>33,206</td>
<td>2%</td>
<td></td>
</tr>
<tr>
<td>Transfers</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>Total Expenses &amp; Transfers</td>
<td>1,492,750</td>
<td>1,459,544</td>
<td>33,206</td>
<td>2%</td>
<td></td>
</tr>
<tr>
<td>Net Revenue Over (Under) Expenses</td>
<td>$1,269,058</td>
<td>$2,293,144</td>
<td>$(1,024,086)</td>
<td>-45%</td>
<td></td>
</tr>
</tbody>
</table>
Northwestern Michigan College
Expenses by Activity
General Fund
YTD July 2019

<table>
<thead>
<tr>
<th>Revenue</th>
<th>FY 19 Budget</th>
<th>% of Budget</th>
<th>YTD 7/31/2019</th>
<th>% of Actual</th>
<th>Activity Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Sources:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition &amp; Fees</td>
<td>$ 23,169,778</td>
<td>51%</td>
<td>$ 2,676,856</td>
<td>97%</td>
<td></td>
</tr>
<tr>
<td>Property Taxes</td>
<td>$ 10,798,618</td>
<td>24%</td>
<td>49,900</td>
<td>2%</td>
<td></td>
</tr>
<tr>
<td>Total Local Sources</td>
<td>$ 33,968,396</td>
<td>74%</td>
<td>2,726,756</td>
<td>99%</td>
<td></td>
</tr>
<tr>
<td>State Sources</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State PPT Reimbursement</td>
<td>$ 9,694,100</td>
<td>21%</td>
<td></td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td>Federal Sources</td>
<td>$ 202,000</td>
<td>0%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Private Sources</td>
<td>$ 524,000</td>
<td>1%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Investment Income</td>
<td>$ 549,000</td>
<td>1%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Sources</td>
<td>$ 274,000</td>
<td>1%</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Revenue</td>
<td>$ 45,795,766</td>
<td>100%</td>
<td>2,761,808</td>
<td>100%</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenses</th>
<th>FY 19 Budget</th>
<th>% of Budget</th>
<th>YTD 7/31/2019</th>
<th>% of Actual</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction</td>
<td>$ 13,043,601</td>
<td>30%</td>
<td>403,969</td>
<td>27%</td>
</tr>
<tr>
<td>Information Technology</td>
<td>$ 3,122,159</td>
<td>7%</td>
<td>146,805</td>
<td>10%</td>
</tr>
<tr>
<td>Public Service</td>
<td>$ 197,509</td>
<td>0%</td>
<td>8,560</td>
<td>1%</td>
</tr>
<tr>
<td>Instructional Support</td>
<td>$ 7,027,761</td>
<td>16%</td>
<td>346,583</td>
<td>23%</td>
</tr>
<tr>
<td>Student Services</td>
<td>$ 5,278,023</td>
<td>12%</td>
<td>197,704</td>
<td>13%</td>
</tr>
<tr>
<td>Institutional Administration</td>
<td>$ 9,679,639</td>
<td>22%</td>
<td>209,883</td>
<td>14%</td>
</tr>
<tr>
<td>Plant Operations and Maintenance</td>
<td>$ 4,788,797</td>
<td>11%</td>
<td>179,247</td>
<td>12%</td>
</tr>
<tr>
<td>Total Expenses</td>
<td>$ 43,107,489</td>
<td>100%</td>
<td>1,492,750</td>
<td>100%</td>
</tr>
<tr>
<td>Transfers</td>
<td>$ 2,669,578</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Expenses &amp; Transfers</td>
<td>$ 45,777,067</td>
<td>100%</td>
<td>1,492,750</td>
<td>100%</td>
</tr>
<tr>
<td>Net Revenue Over (Under) Expenses</td>
<td>$ 18,699</td>
<td></td>
<td>$ 1,269,058</td>
<td></td>
</tr>
</tbody>
</table>
Fund Raising – a “check” on FY20 goals

- This is the first report on FY20 progress – just getting started!
- To date this fiscal year, we have raised $2,710 toward the $300,000 goal for the Annual Fund from 34 donors. Thanks to those donors for getting us started this year!
- FY20 overall dollars raised as follows:
  - $ 533,169 Total received (including Annual Fund, pledges, and $4mil in documented planned gift intentions) raised toward goal of $8,000,000
  - + $ 89,967 Gross event revenue vs goal of $200,000
  - $ 623,136 Total of gifts + events vs goal of 8,200,000 ($4 mil in planned gifts)

Foundation Initiatives

- We are preparing for our two biggest direct mailings in September and October.
- Katharine Zurek, Annual Giving Director, is getting the Foundation started with a new online giving platform that will enable us to pursue crowd-funding type approaches, empower volunteers to fundraise on our behalf, and make our online giving more user-friendly overall. Watch for the new platform to roll out in October or November!
- The annual NMC Scholarship Open was a wonderful success! Perfect weather, excited supporters of NMC, and close to record-setting revenue all came together to create a meaningful and fun day to support student scholarships.
- The Foundation is now getting our message out with a “spot” on the Ron Jolly show on WTCM AM 580. Take a listen!

Meetings and Events for your calendars:

- The Foundation Finance & Audit Committee will meet August 21 at 7:30am in Founders Hall
- The Foundation Board will meet August 28 at 7:00am at the Hagerty Center
July is a slower month for activities on most of NMC’s campuses before we ramp up activities and outreach in August. Despite this expected slowdown we saw signs of positive growth across public relations, marketing and communications especially in shared media as we increase our paid efforts to increase engagement and interactions on those platforms. The following is an overview of the work of PRMC for July 2019.

**Paid Media**

*Current marketplace mix*

- Traverse City Business News
- Ticker
- Google (search, display & remarketing)
- Facebook
- Instagram
- Billboards

*Digital marketing update*

We continue to work on increased efficiency and greater quality of paid interactions (a click or visit to the site, view of a video, phone call, etc.) and interaction rates with the goal of better targeted ads being more likely to appeal to prospective students and more likely to promote a response.

Paid search sessions in July were up about 10%. Highlights include a 13% increase to the NMC and GLMA “Schedule a Visit” pages. We continue to see increases in interactions with program specific display campaigns including a 7% increase in interaction rates for the NMC General recruitment campaign.

We are also working now to update creative and develop a new campaign for the adult learner scheduled to launch later in August.

NMC also advertises on Facebook and Instagram via promoted posts. With several successful smaller campaigns over the last two years, we are increasing our paid social posts in FY20. In July we ran 6 targeted paid social campaigns highlighting Health Occupations, The Scholarship...
Open, and several general recruitment messages. These campaigns were seen by more than 100,000 people and resulted in more than 900 clicks to the corresponding webpages.

**Earned Media**

*Monthly recap of media coverage and sentiment*

In July, NMC was featured in 106 media mentions with an estimated publicity value of $7,100 based on the Cision media monitoring system.

Media coverage stories that resulted in the most attention include:
- [Traverse City summer camp teaches students cyber security](#) - 9&10 News/Fox 32
- [19 Apply for Nelson’s Post](#) - Record-Eagle
- [Life on a great Lakes Freighter](#) - My North/Traverse Magazine
- [New Leader for Dennos and TSO](#) - Ticker
- [Northern Michigan Aviation Students Navigate a Male Dominated Field](#) - IPR News Radio

Media sentiment ranking for July (based on a Cision algorithm that ranks pre-assigned tone of keywords) shows 98.4% positive or neutral coverage, better than last month. Please note some coverage categorized as “critical” were related to the themes of the stories like an opioid town hall held on campus, but not a negative reflection on the college.

**Owned Media**

*Monthly published owned media*

We were proud to help launch the new internal website for students. The new homepage and site design is the result of input from multiple student groups, work by NMC’s Information Technology Services department and Public Relations, Marketing & Communications office. It’s intended to give faster and more personalized access to the links and services students need most, while presenting more and better-organized information on student news and events. This work built upon the redesign of nmc.edu which launched in January.

**Shared Media**

*Monthly progress report on NMC’s Main social media channels*

NMC’s social media saw year over year growth on our social channels. Since July is a slower month of activities on campus compared, there is an expected decrease in social activity month over month, although followers continued to climb. Increases in paid posts also resulted in increased impressions.

<table>
<thead>
<tr>
<th>Platform</th>
<th>Follower(s)</th>
<th>Impression(s)</th>
<th>Engagement</th>
<th>Gender</th>
<th>Age</th>
<th>Region</th>
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</thead>
<tbody>
<tr>
<td>Facebook</td>
<td>11,074k (up 5.47% YOY)</td>
<td>199.04%* increase YOY</td>
<td>23.94% increase YOY</td>
<td>68% F 32% M</td>
<td>#1 25-34 (26.5%)</td>
<td>GT Region &amp; Grand Rapids</td>
</tr>
<tr>
<td></td>
<td>Up 0.1% MOM</td>
<td>Up 222.3%* MOM</td>
<td>Down 9.6% MOM **</td>
<td></td>
<td>#2 35-44 (19.3%)</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>#3 45-54 (19.4%)</td>
<td></td>
</tr>
<tr>
<td>Location and image</td>
<td>Date activated</td>
<td>Uses</td>
<td>Views from sent snaps or stories</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>----------------</td>
<td>------</td>
<td>---------------------------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Front St. Campus (clock tower)</td>
<td>11-4-17</td>
<td>3k</td>
<td>54.6k</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Front St. Campus (Hawk Owl)</td>
<td>2-27-18</td>
<td>4.8k</td>
<td>83.4k</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Great Lakes Campus (GLMA)</td>
<td>6-6-18</td>
<td>374</td>
<td>10K</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* After several successful smaller paid social campaigns in FY18 & FY19 we are increasing our spend to target potential students on this platform. The increased paid posts will also increase our overall impressions.

** This is not unexpected month over month due to several high performing news related posts in June and less activity in July.

While one of the most used social media channels by current and potential students, Snapchat does not have the same data reporting capabilities as Facebook owned platforms. In addition to event specific geofilters, NMC has the following community filters in place.
Committee Chair Chris Bott called the meeting to order at 2:09 p.m.

Members present: Chris M. Bott, K. Ross Childs, Rachel A. Johnson  
Absent: None  
Others: President Timothy J. Nelson, Jerry Dobek, Holly Gorton, Janet Lively, Mark Liebling (arrived at 2:46 p.m.), Stephen Siciliano

**Discussion of On-Campus Interview Process of Presidential Search**

A draft agenda for the July 29 meeting of the full search committee was reviewed and discussed. It was noted that Pauly Group will provide a compiled rating summary sheet that will indicate the top selected candidates of which discussion can then be based upon. Video interviews of the semi-finalists (to be held August 5 and 6) will be available for trustees to view prior to the on-campus interview dates.

Dates currently being held for the on-campus interviews were confirmed with the three trustees present, and it was requested to provide those dates to the full Board of Trustees and full search committee.

The committee discussed the process for developing questions for the on-campus interviews. The goal is to have consistent questions asked of each candidate by assigned trustees, and to offer a session at the end of the day for questions pertaining to perceptions following the day on campus.

In regard to the campus and community forum portions of the interview days, the committee noted that a survey link will be provided to receive input from those attending the forums. Input from these surveys will be available to the Board of Trustees before their decision meeting. Mark Liebling, Associate Vice President of Human Resources, will facilitate the forums from the Human Resources policies perspective. The committee expressed their desire to have a trustee attend each of the campus and community forums.

**PUBLIC COMMENT**—No public comment was offered.

The meeting adjourned at 3:01 p.m.

Recorded by Holly Gorton, Chief of Staff to the President and the Board of Trustees.
Committee Chair Chris Bott called the meeting to order at 12:33 p.m.

Members present: Chris M. Bott, K. Ross Childs, Rachel A. Johnson
Members absent: None
Others present: Diana Fairbanks, Holly Gorton, Mark Liebling, Lynne Moritz, Angela Provat, Stephen Siciliano

**Preparation for Full Search Committee Meeting**
Angela Provat, President of Pauly Group, Inc., notified the three trustees that a candidate withdrew from consideration. With this update, there is still a clear top 7-8 candidates based on the committee members’ rankings. Provat shared that beginning the discussion by focusing on the top ranked candidates is the best process. Trustees expressed concern that Michigan’s Open Meetings Act may have deterred candidates from applying for the position.

The format for semi-finalist video interviews was discussed, and it was confirmed that the 2-day schedule of August 5 and 6 will allow one hour for each interview, with 30 minutes following for committee input, as well as adequate breaks.

**PUBLIC COMMENT**—No public input was offered.

The meeting adjourned at 1:16 p.m.

Recorded by Holly Gorton, Chief of Staff to the President and the Board of Trustees.
Northwestern Michigan College  
Board of Trustees  
Presidential Search Committee Meeting Minutes  
July 29, 2019  
University Center, Room 215/217  
2200 Dendrinos Dr, Traverse City, MI 49686

Committee Chair Chris Bott called the meeting to order at 1:35 p.m.

Members present: Chris M. Bott, K. Ross Childs, Rachel A. Johnson, Judy Arnold, Lisa Balbach, Barb Benson, Bruce Byl, Warren Call, Nick Ceglarek, Brandon Everest, Lori Hodek, Bill Myers, Ed Ness, Chad Schenkelberger, Stephen Siciliano, Trevor Tkach (via phone), Hans VanSumeren, Sarah Wangler, Elaine Wood

Members absent: Emily Perkins

Others present: Courtney Biersbach, Diana Fairbanks, Holly Gorton, Marsi Liddell (via Zoom), Lynne Moritz, Angela Provart

Explanation of Process to Date
Committee Chair Chris Bott reviewed the process and responsibilities of the committee up to this point.

Review of Committee Ratings
The matrix of committee rating results was distributed and reviewed by the committee. Angela Provart, President of Pauly Group, Inc., facilitated discussion of the candidates who received the most “yes” rankings from the committee members. Committee members shared pros and cons for the candidates as they determined who to invite for video interviews to be conducted the following week, on August 5 and 6, 2019.

The following eight (8) candidates were selected to move forward in the process for video interviews:

- Marcia Conston
- James Conwell
- Marsha Danielson
- Allen Goben
- Tim Meyer
- Nick Nissley
- Thomas Watkins
- Christy Weber

Review and Discussion of Video Interview Process
The format for video interviews was discussed and it was confirmed that the schedule for August 5 and 6 will allot one hour for each interview, with 30 minutes following for committee input and a break between candidates. Committee members confirmed the dates and start times for the meetings on August 5 and 6.

PUBLIC COMMENT—No public input was offered.

The meeting adjourned at 3:25 p.m.

Recorded by Holly Gorton, Chief of Staff to the President and the Board of Trustees.
Northwestern Michigan College  
Board of Trustees  
NMC Presidential Search Committee Minutes  
August 5 & 6, 2019  
University Center, Room 215/217  
2200 Dendrinos Drive, Traverse City, MI 49686

Chair Chris Bott called the meeting to order at 7:32 a.m. on Monday, August 5, 2019.


Absent:  Emily Perkins

Others:  Holly Gorton, Marsi Liddell, Diana Fairbanks, Mark Liebling, Kyle Morrison, Vic McCarty (until 8:30 a.m.)

Chair Chris Bott and Pauly Group consultant Marsi Liddell reviewed the interview process for the semi-finalist president candidates to take place via Zoom (video conferencing platform) over the next two days. It was noted that one of the candidates, Marcia Conston, withdrew from consideration, bringing the number of video interviews to seven.

**Video Interviews**
Thomas Watkins, Marsha Danielson, James Conwell, and Christy Weber were interviewed with consultant Marsi Liddell asking 13 questions of each candidate and NMC Trustee Rachel Johnson facilitating follow-up questions of both the committee and candidates. Each interview was followed by a committee discussion period.

**PUBLIC COMMENT**—No public comment was offered.

The meeting adjourned at 2:50 p.m.

On Tuesday, August 6, 2019, Chair Chris Bott reconvened the committee to order at 7:45 a.m.


Absent:  Emily Perkins

Others:  Holly Gorton, Marsi Liddell, Diana Fairbanks, Mark Liebling, Beth Milligan (arrived 12:30 p.m.)

**Video Interviews**
Nick Nissley, Allen Goben, and Tim Meyer were interviewed during day two of the meeting, with the same format as the previous day.
The full committee provided input as to their individual preferences of candidates to move forward for recommendation to the NMC Board of Trustees. With this recommendation the work of the full 20-person search committee is complete.

Rachel Johnson made a motion, seconded by Ross Childs, to move the 5 candidates (listed below) forward in the search process for review by the full Board of Trustees. The 3 trustee committee members unanimously concurred with the work of the full committee.

- Marsha Danielson
- Allen Goben
- Timothy Meyer
- Nick Nissley
- Thomas Watkins

**Preparation for On-Campus Interviews**
Pauyl Group will now conduct extended reference and background checks of the 5 final candidates. All materials and recorded video interviews of the 5 final candidates will be posted to the Board materials website. The 3 trustee committee members discussed the format of the formal interview portion of on-campus interviews. Candidates will be asked to prepare a 15-minute presentation for the Board and forums. Holly Gorton will send draft interview questions and presentation topics to the 3 trustee committee members for their consideration before seeking input from the full Board.

**PUBLIC COMMENT**—No public comment was offered.

The meeting adjourned at 1:59 p.m.

Recorded by Holly Gorton, Chief of Staff to the President and the Board of Trustees.
Committee Chair Chris Bott called the meeting to order at 10:31 a.m.

Members present: Chris M. Bott, K. Ross Childs, Rachel A. Johnson
Members absent: None
Others: President Timothy J. Nelson, Bill Donberg, Holly Gorton, Mark Liebling, Janet Lively, Steve Rice, Stephen Siciliano

**Discussion of On-Campus Interview Process of Presidential Search**

The committee reviewed the proposed day-long schedule planned for each candidate. The three trustees on the committee decided that the full Board should gather prior to the beginning of the first candidate’s interview in order to go through a brief orientation and be prepared for the interview process. It was determined to have a follow-up session with candidates at the end of the day, which is to be a more informal meeting.

The agendas for the interviews, which are Special Board Meetings, will include an opportunity for public comment after departure of the candidate. Potential interview questions were discussed and will be sent to the full Board to seek additional recommendations by Monday, August 19, 2019.

**PUBLIC COMMENT**—No public comment was offered.

The meeting adjourned at 11:40 a.m.

Recorded by Holly Gorton, Chief of Staff to the President and the Board of Trustees.
Committee Chair Ross Childs called meeting to order at 2:00 p.m.

Members present: Ross Childs, Michael Estes, Kennard Weaver
Members absent: None
Others present: President Timothy J. Nelson, Holly Gorton, Todd Neibauer, Pat Podges, Kerrey Woughter

The agenda was accepted as presented.

**West Hall Innovation Center and Library Project**
Program Manager Pat Podges provided an update on the West Hall Innovation Center and Library Project. Podges noted that concrete work is mostly complete and wall framing, electrical work, and geothermal well drilling is currently being done. Another rig will be brought in for faster completion of the geothermal well drilling.

Podges stated he feels there is an opportunity for an earlier completion date in January 2020, but projection has not yet officially changed. The schedule is not anticipated to impact students and an end of the calendar year completion date is still the goal.

**Other Discussion**
The committee briefly discussed the potential city tree ordinance in relation to NMC.

President Nelson informed the committee that an NMC group is planning to visit Steelcase and Hayworth next week in Grand Rapids to look at potential furniture for the building per faculty, staff, and student input. The project does have a budget allotment for furniture. The budget and design for the kitchen area of the building is being finalized, with the budget coming in slightly higher than expected. Various design and budget options will be provided for review. There are contingencies within the budget that could most likely offset additional kitchen cost.

Todd Neibauer, Vice President for Student Services and Technologies, introduced the new Director of Library Services, Kerrey Woughter, before trustees were invited to tour the construction site.

**Public Comment**—No public comment was offered.

The meeting adjourned at 2:30 p.m.

Recorded by Holly Gorton, Chief of Staff to the President and the Board of Trustees.
FROM YOUR ASSOCIATION PRESIDENT...

There was a nice article about the role of community colleges in place-making in the *Atlantic* last week by our summer conference keynote speaker James Fallows. The article, titled *The Choices Facing Community Colleges* is worth a read. Have a great week everyone. -- Mike Hansen

State Legislative Matters

**Legislative Session Schedule:** Both the House of Representatives and the Senate have announced that they will reconvene the week of August 26. Budget negotiations between the two chambers are continuing while Legislators are home in their districts.

**Bills to Watch:** See a quick list of all the bills relevant to community colleges on the [MCCA website](http://example.com).

Federal Legislative Matters

**Homeland Security Tightens Definition of Public Charge:** Immigrants legally in the US will be ineligible for green cards if they use any of an array of social programs, and prospective immigrants will be barred from entry if they can't convince a consular officer that they will never use such programs, as part of a [final rule published by the Trump administration](http://example.com). The rule, issued by the Department of Homeland Security, tightens the definition of who is likely to become a "public charge" under immigration law, a designation that prevents an immigrant from obtaining legal permanent residence, and which is also used by the Justice
and State departments to determine which non-citizens can be removed from the country or prevented from ever entering. Use or potential use of a benefits program such as Medicaid, housing assistance or food stamps could now disqualify an applicant, including around 900,000 immigrants currently in the US.

**MCCA Centers of Excellence**

**Michigan Center for Student Success**

**Inside Higher Ed's "Dean Dad" will be Keynote Speaker for 2019 Student Success Summit:** Dr. Matthew Reed, Vice President for Learning at Brookdale Community College in New Jersey and the author of "Confessions of a Community College Dean" at Inside Higher Ed will present the keynote address at the 2019 Michigan Student Success Summit. In his talk, *Democracy on the Ground*, Dr. Reed will highlight the importance of the community college mission in today's challenging environment. Registration and a draft agenda for the two-day event which begins at **10 am on Thursday, September 19 at the Lansing Center** are now available. Please contact Jenny Schanker or Erica Orians with any questions.

**Research from CCRC Links Early Momentum Metrics to Longer Term Success:** An recent analysis of student transcripts from all community colleges in three states found that early momentum metrics (EMMs) including persistence from the first to second semester, reaching college-credit thresholds and completion of college-level math and English courses in the first year is predictive of longer term success and that a lack of early momentum is a key factor in low completion rates.

**Michigan Colleges Online**

**NEW STUDY - Open Educational Resources, Student Efficacy, and User Perceptions: A Synthesis of Research Published Between 2015 and 2018** - Although textbooks are a traditional component in many higher education contexts, their increasing price have led many students to forgo purchasing them and some faculty to seek substitutes. One such alternative is open educational resources (OER). This present study synthesizes results from sixteen efficacy and twenty perceptions studies involving 121,168 students or faculty that examine either (1) OER and student efficacy in higher education settings or (2) the perceptions of college students and/or instructors who have used OER. Results across these studies suggest students achieve the same or better learning outcomes when using OER while saving significant amounts of money. The results also indicate that the majority of faculty and students who have used OER had a positive experience and would do so again. Read the full report here.

**Michigan New Jobs Training Program**

**MNJTP By the Numbers:** The Michigan New Jobs Training Program authorizes community colleges to temporarily capture the state income tax withholding associated with newly hired workers to pay for training. To date, **225** employers have been served by the program, and **23,996** projected new jobs are receiving training via the existing MNJTP agreements. Please contact Adriana Phelan with questions.

**Recently Signed MNJTP Agreements to Support Job Creation:**
• **Lansing Community College** signed new contracts with Circuit Board Mining to train 100 new employees, and with Peak Performance Physical Therapy to train 25 new employees.
• **Monroe County Community College** signed a new contract with Shunli Steel USA to train 16 new employees.

### Upcoming Events

Please click [here](#) to see all upcoming 2019 MCCA events.
CALL TO ORDER—Chair Chris M. Bott called the regular meeting to order at 5:30 p.m.

ROLL CALL
Trustees present: Douglas S. Bishop, Chris M. Bott, K. Ross Childs, Michael Estes, Rachel A. Johnson, Jane T. McNabb, Kennard R. Weaver

Trustees absent: None

Also present: Ed Bailey, Alex Bloye, Aaron Bottke, Patti Burgess, Vicki Cook, Marguerite Cotto, Jerry Dobek, Steve Drake, Diana Fairbanks, Dan Goodchild, Holly Gorton, Leila Hilal, Chad Huff, Tanner Kenny, Troy, Kierczynski, Colin Kreh, Mark Liebling, John Lutchko, Ryan Mater, Sean Miller, John Militello, Kyle Morrison, Todd Neibauer, Alex Neihardt, Wade Peplinski, Paul Perry, Stephen Siciliano, Kelly Smith, Scott Swan, Hans VanSumeren

REVIEW OF AGENDA—The agenda was accepted as presented.

REPORTS

Program Focus—Indonesia Marine Technology Capstone Trip—Ed Bailey, Director of Business Development, NMC Marine Center, introduced the students presenting on their capstone Bunaken National Marine Park Reef Survey Project for the Marine Technology Capstone 2019. Ryan Mater and Kelly Smith presented on the project that was a two-week international studies course in collaboration with Manado State Polytechnic located in Manado, Indonesia. The project provides technical support to the schools effort to map and understand the health of the coral reef systems in the region. Data was documented using ArcGIS Storyboard, which is the NOAA standard of excellence for data collection and representation. The project provided hands-on experience for the students who had to troubleshoot issues as they occurred and teach the Indonesian students. The students expressed their gratitude for the wonderful opportunity to participate in this learning project.

Faculty Report—No report provided.

Strategic Goal Update—Communication and Awareness—Diana Fairbanks, Executive Director of Public Relations, Marketing, and Communications, provided background on the Communication and Awareness strategic goal that this report addresses. Fairbanks then introduced NMC Outstanding Alum John Militello, as well as his business partner Sean Miller, both of Longblink. Militello and Miller presented on the work done so far and their recommendations going forward. Fairbanks explained this is the beginning of the process and will keep the Board apprised moving forward.

Enrollment Report—Todd Neibauer, Vice President for Student Services and Technology, provided the enrollment report for Fall 2019. As the beginning of the semester is approaching, three major orientations remain. Fall 2019 housing applications look very good with 336 applications,
370 available beds, and with actual commitments yet to come. Neibauer noted how messaging is differentiated for students coming from out-of-state and that we have good, strong relationships with local high schools who send many students to NMC.

**Financial Report**—Vicki Cook, Vice President of Finance and Administration, reviewed the financial report for the period ending June 30, 2019, and noted that summer revenue is above budgeted targets. A complete report on end of year financials will be available next month.

**Foundation Report**—Rebecca Teahen, Associate Vice President of Resource Development/NMC Foundation, provided the written Foundation Report in the packet.

**PRMC Report**—Diana Fairbanks, Executive Director of Public Relations, Marketing, and Communications, reported on the June monthly report for the department, noting that June and July are slower months for activities on NMC’s campuses.

**Building and Site Committee Report**—Committee Chair Ross Childs shared a construction report, as there was no meeting held in July. Childs stated that it is progressing well and the projected completion date in January 2020. Trustees are looking forward to touring the site once it is deemed safe. Vicki Cook explained that nothing is currently scheduled in the building for spring, so there is currently no impact on students.

**Presidential Search Committee Report**—Committee Chair Chris Bott provided a report on the process to date. The Pauly Group received 67 applications and forwarded 19 of those on to the committee as having met the preferred requirements. On July 29 the full committee will meet to determine candidates to video interview on August 5 and 6. The committee will then select 3-5 candidates to move forward for the full Board to interview and invite for campus and community forums. Bott asked trustees to confirm availability of dates for those on-campus visits.

**Legislative Issues Report**—There was a written report from MCCA provided in the meeting materials.

**PUBLIC INPUT**—There was public input offered by Steve Drake.

**UPDATES**

**President’s Update**—As Acting President, Vice President Stephen Siciliano provided the update in President Nelson’s absence. Siciliano introduced Leila Hilal, the new Director of the International Affairs Forum of NMC. He also reported on the status of the state pathways initiative to allow community college students to be able to transfer to four-year institutions at a full junior level. Siciliano thanked NMC faculty and staff for all the provided information, work and collaboration on this project and relationship building with our university partners. In particular, Siciliano thanked Lindsey Dickinson, Michael Anderson, Caroline Schaefer-Hills, Jerry Dobek, and Jay Smith. Beyond the work of the Pathways initiative, Siciliano talked about the articulation agreements that currently exist and are being negotiated and developed.
Board Chair Update—Chair Chris Bott reminded trustees of the MCCA Summer Conference beginning Wednesday here in Traverse City at the Grand Traverse Resort. The NMC Scholarship Open is also coming up on August 1.

CONSENT ITEMS—On a motion by Kennard Weaver, seconded by Janie McNabb, the following items were approved by a unanimous vote as a group without discussion:
- Minutes of the June 24, 2019, regular and closed meetings

ACTION ITEMS

Electrical Certificate—On a motion by Doug Bishop, seconded by Rachel Johnson, the Board approved a Level II Electrical Certificate to replace the current Level I Electrical Certificate, effective fall 2019. Dan Goodchild answered a question regarding the number of students in the program and opportunities the certificate affords them. The motion passed with a unanimous vote.

Audio Visual and IT for West Hall Innovation Center—On a motion by Ross Childs, seconded by Kennard Weaver, the Board authorized administration to enter into the following contracts for the West Hall Innovation Center and Library Project, to be funded by bond and State of Michigan funds.
- Audio Visual Innovations, Inc. in the amount of $536,000 for Audio Visual
- Feyen & Zylstra in the amount of $95,300 for IT/Structured Cabling
The motion passed with a unanimous vote.

Board Policies—On a motion by Michael Estes, seconded by Janie McNabb, the Board unanimously agreed to send the proposed policy A-001.00 College Policy Organization back to the Board Policy Committee for further review of the language in the first paragraph. On a motion by Doug Bishop, seconded by Kennard Weaver, the Board adopted the remaining two policies on a second-reading basis with a unanimous vote:
- Amended Policy A-100.00 Board of Trustees Bylaws
- Policy A-104.00 Video Recordings of Meetings with no changes after review

Aircraft Engine Purchase—On a motion by Doug Bishop, seconded by Rachel Johnson, the Board authorized administration to purchase one replacement engine for the American Champion Decathlon N78BY aircraft for the amount of $38,454.03 from Aviall, Inc., to be funded from the Aviation Capital Fund. The motion passed with a unanimous vote.

Closed session—Rachel Johnson made a motion, seconded by Doug Bishop, that the Board convene in closed session as permitted by Section 8(c) of the Michigan Open Meetings Act, MCL 15.268, to discuss strategy connected with the negotiation of collective bargaining agreements between the College and the Michigan Education Association. The motion passed with the following roll call vote: Yes—Rachel Johnson, Janie McNabb, Ross Childs, Doug Bishop, Michael Estes, Kennard Weaver, Chris Bott; No—none; and the Board went into closed session at 6:52 p.m.

Reconvene Regular Meeting—Rachel Johnson made a motion, seconded by Ross Childs, to adjourn the closed session and reconvene the open session. The motion passed with the following roll call vote: Yes—Kennard Weaver, Ross Childs, Doug Bishop, Michael Estes, Janie McNabb, Rachel Johnson, Chris Bott; No—none; and the regular open session reconvened at 7:41 p.m.
Chair Chris Bott stated the negotiating teams are working through the fact-finding process with a mediator.

**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 7:42 p.m.

Recorded by Holly Gorton, Chief of Staff to the President and Board of Trustees.

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SIGNED

Chris M. Bott, Chair

ATTESTED

Michael Estes, Secretary
To: Timothy J. Nelson, President
From: Vicki Cook, Vice President of Finance and Administration
Paul Perry, Director of Campus Services
Date: August 22, 2019
Subject: Tunnel Repair and Epoxy Seal Coat

This document is intended to provide an overview and recommendation for the selection of a provider for tunnel repair and epoxy seal coat on the tunnel from the Osterlin Library to the Tanis building.

**Board Authorization**
Authorize the NMC administration to enter into a contract with Apex Engineering & Management, Inc in the amount of $41,075 (plus $6,200 contingency) to complete tunnel repair and epoxy seal coat.

**Background / Scope of Work**
The scope of this project includes removal and replacement of concrete on the tunnel cap and application of epoxy seal coat over the new concrete.

**Bid Analysis**

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<th>Base Bid</th>
<th>Contingency</th>
<th>Total</th>
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<tr>
<td>Apex Engineering &amp; Management, Inc.</td>
<td>Traverse City, MI</td>
<td>$41,075</td>
<td>$6,200</td>
<td>$47,274</td>
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<tr>
<td>Hallmark Construction</td>
<td>Traverse City, MI</td>
<td>$78,750</td>
<td>$6,200</td>
<td>$84,950</td>
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</table>

**Recommendation**
Enter into a contract with Apex Engineering & Management, Inc. in the amount of $41,075 (plus $6,200 contingency) to complete tunnel repair and epoxy seal coat. Apex Engineering & Management is the lowest qualified bidder.

**Funding Source**
The funding source is the FY 2020 Plant Fund budget.