



Northwestern
Michigan
College

Board of Trustees

www.nmc.edu/trustees

Northwestern Michigan College provides lifelong learning opportunities to our communities.

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

Meeting Agenda

Monday, February 24, 2020
at Hagerty Center, Room C, 715 East Front St

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. Program Focus—Filling the Automotive Technician Pipeline—*Bill Marsh, Jr. and Jason Slade, Director of Technical Academic Area*
- F. Faculty Report—The Story of (and Stories from) an ENG 112 Essay Assignment—*Judy Chu, Communications Instructor*
- G. Enrollment Report—*Todd Neibauer, Vice President for Student Services and Technologies*
- H. Financial Report—*Vicki Cook, Vice President of Finance and Administration*
- I. Foundation Report—*Rebecca Teahen, Associate Vice President for Resource Development and Executive Director of Foundation*
- J. PRMC Report—*Diana Fairbanks, Executive Director of Public Relations, Marketing, and Communications*
- K. Presidential Performance & Compensation Committee—*Chris Bott, Committee Chair*
- L. Building & Site Committee—*Ross Childs, Committee Chair*
- M. Legislative Issues Report—*Nick Nissley, 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 addressed 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.



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

Board of Trustees

<http://www.nmc.edu/trustees/>

February 24, 2020 Meeting Agenda

Page 2

IV. UPDATES

- N. President's Update—*Nick Nissley, President*
- O. Board Chair Update—*Chris Bott, 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:

- P. Minutes of the January 27, 2020, regular meeting

VII. ACTION ITEMS

- Q. **Special Liquor License** (Pursuant to Policy A-106.00 Other)
 Recommend adoption of resolution authorizing the organization through its duly authorized officers, make application to the Liquor Control Commission for a Special License for a Wine Auction to be in effect on Friday, April 17, 2020, at the Northwestern Michigan College Hagerty Center at Great Lakes Campus, 715 E. Front Street, Traverse City, Grand Traverse County, Michigan.
- R. **Aviation Hangar Doors Replacement** (Pursuant to Policy A-106.00 Finance)
 Recommend authorization for administration to enter into a contract with Powerlife Hydraulic Doors in the amount of \$121,055 (plus \$12,106 contingency) for the removal of old hangar doors and the installation of new hydraulic hangar doors to be funded by the FY20 Plant Fund.
- S. **East Hall Window Project** (Pursuant to Policy A-106.00 Finance)
 Recommend authorization for administration to enter into a contract with HBC, Incorporated in the amount of \$50,276 (plus \$5,028 contingency) for the abatement of asbestos in preparation for replacement of windows in East Hall to be funded by FY20 Auxiliary Housing Reserves.
- T. **Library Security Gates** (Pursuant to Policy A-106.00 Finance)
 Recommend authorization for administration to enter into a contract with Bibliotheca in the amount of \$47,281.50 for the purchase and installation of RFID security gates in the new library in the West Hall Innovation Center to be funded by the 2016 Bond Fund.

Posted Friday, February 21, 2020, 12:00 p.m.



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

Board of Trustees

<http://www.nmc.edu/trustees/>

February 24, 2020 Meeting Agenda

Page 3

U. **Water Studies Vessel Painting** (Pursuant to Policy A-106.00 Finance)

Recommend authorization for administration to enter into a contract with Great Lakes Shipyard in the amount of \$52,750 (plus 10% contingency) for the sandblasting, painting, and scheduled maintenance of RV Northwestern to be funded by the FY20 Plant Fund.

V. **West Hall Innovation Center Landscaping** (Pursuant to Policy A-106.00 Finance)

Recommend authorization for administration to enter into a contract with Traverse Outdoor Landscaping in the amount of \$39,750 for landscaping services and plant materials for the West Hall Innovation Center to be funded by the 2016 Bond 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.

March 17, 2020 – Special Study Session, University Center 215/217, 2200 Dendrinos Drive

March 23, 2020 – NMC Hagerty Center, Great Lakes Campus, 715 E. Front Street

April 27, 2020 – NMC Hagerty Center, Great Lakes Campus, 715 E. Front Street

May 18, 2020 – Great Lakes Campus, Room 112, 715 E. Front Street (3rd Monday)

June 29, 2020 – Great Lakes Campus, Room 112, 715 E. Front Street

July 20, 2020 – Great Lakes Campus, Room 112, 715 E. Front Street (3rd Monday)

August 24, 2020 – NMC Hagerty Center, Great Lakes Campus, 715 E. Front Street

September 28, 2020 – NMC Hagerty Center, Great Lakes Campus, 715 E. Front Street

October 26, 2020 – Oleson Center A/B, 1881 College Drive

November 23, 2020 – NMC Hagerty Center, Great Lakes Campus, 715 E. Front Street

December 21, 2020 – NMC Hagerty Center, Great Lakes Campus, 715 E. Front Street

Filling the Automotive Technician Pipeline

A COLLABORATIVE EFFORT BETWEEN BILL MARSH AUTOMOTIVE GROUP AND THE NMC AUTOMOTIVE PROGRAM



Introductions

Bill Marsh Jr. – *Bill Marsh Automotive Group, Owner*

Rich King – *Bill Marsh Automotive Group, Service and Parts Director*

Wayne Moody – *NMC Automotive Program, Coordinator*

Jason Slade – *NMC Technical Division, Director*



Driver? Currently, there is a need for 78,000 automotive technicians!

We are addressing this critical need for automotive technicians in the region and specifically at Bill Marsh Auto Group by:

1. Encouraging students to enter the automotive field and see themselves as successful technicians
2. Providing training / education for new or existing Bill Marsh Auto Group employees
3. Promoting NMC as a key piece of this talent pipeline along with other area partners

Methods - A Multipronged Approach

Automotive Technician Promotion

Internal Promotion / "Farm System"

- Identify potential technicians at other Marsh-owned operations

Class Visits / Dealership Visits

- Visits to NMC classes
- Automotive class trips to Bill Marsh Auto
- Students "see" themselves as tech

In-Service Days

- Student visits Bill Marsh Automotive in place of class and completes a reflection activity

Visits to area schools including:

- CTC / high school programs
- tours of NMC
- outreach events

Educational Component

Leverage existing classes and certificates

- Undercar Specialists
- Master Automotive

Customized Training Options

- Create specialized training courses specific to Bill Marsh Auto Group's needs

Articulation agreements with Career Tech Centers

Internships

Industry-driven advisory board

Tie in with other Tech Division Initiatives

Construction Trades

- Building Tomorrow (~ 400 students on site)
- Home Builders Association, etc.

Engineering Technology

- CTC hands-on lab tour
- Visit by over a 100 career tech students
- Lunch and Learns / Outreach events

Apprenticeships

- Manufacturing, electrical, and more

Company sponsored employees

Articulation agreements

- TBA ISD, Wexford Missaukee, Char – Em, and others

Internships

Across the board:

Partnering with companies to promote job openings to our students

- On-site
- In classroom
- Online (LinkedIn, Moodle, Social Media)

Full service assistance with apprenticeships including on-site registration, course selection and more

- Well received by industry partners

Active at recruiting events, national conferences (Marine / Surveying Tech), and more

Customize existing courses or provide specialized training around employer needs

Thank you for your time

Questions? Comments?



2020 Blizzard Baja Team



**Northwestern
Michigan
College**

MEMO

Enrollment Services

To: Nick Nissley, President
 From: Todd Neibauer, VP for Student Services & Technologies
 Date: February 11, 2020
 Subject: Enrollment Report – February 2020

Summer 2020

Registration for the summer semester has been open since October. New students for summer have the option of attending orientation in April or May.

Statistics

(Resources: Digital Dashboard – Same Date Comparison SU2017-2020)

	2017	2018	2019	2020
Inquiries	302	321	245	308
Admission Applications	310	318	247	302
Admits	159	177	148	193
Admits Registered	44	38	28	50
Prior Admits Registered	10	10	5	5
Retained from Spring	471	536	449	478
Re-Admitted Students	56	75	57	47
Average Contact Hours	5.86	6.07	6.02	6.05
Total Headcount	581	659	539	580
Total Contact Hours	3,402	4,000	3,244	3,510
Tuition	541,525	783,235	572,307	643,170

Fall 2020

Fall 2020 registration begins in March for continuing NMC students and April for new students.

Statistics

(Resources: Digital Dashboard – Same Date Comparison FA2017-2020)

	2017	2018	2019	2020
Inquiries	2,907	3,401	2,526	2,278
Applications	1,854	1,915	1,872	1,730
Admits	923	1,046	1,035	1,099



Northwestern
Michigan
College

MEMO

Administrative Services

To: Dr. Nick Nissley, President

From: Vicki Cook, Vice President of Finance and Administration

Date: February 11, 2020

Subject: Summary Report for the General Fund as of January 31, 2020

The attached reports summarize the financial results for the General Fund as of January 31, 2020. The seventh month represents 58.3% 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.

The general fund ended the month with revenue over expenses in the amount of \$4,608,054. Revenue decreased by 3% when comparing January 2020 to January 2019 due to decreases in tuition and fees, timing of GLMA federal funding and a reduction in training revenue. The shortfall should be covered through reduced expenses. Expenses increased by 1% when comparing January 2020 to January 2019.

Revenue (letters refer to the attached General Fund summary)

- A. Tuition and Fees revenue: Tuition and fees represent a 5% decrease from those of January 2019. The decrease is due, in part, to the transition of Training Services to MMTC and decreased enrollment. For Spring 2020, the budget was set at 35,252 billing hours for budgeted revenue of \$6,687,922. Actual billing hours are at 34,693 hours for a total tuition revenue of \$6,553,230. Spring 2020 revenue is below budget by \$134,692. The shortfall should be absorbed by reduction in expenses and state appropriations slightly higher than budget.
- B. Property Taxes: Tax revenue is recorded as payments are received. The overall increase for the fiscal year is expected to be 3.6% over the previous fiscal year.
- C. State Sources include budget appropriations, personal property tax payments and MPSERS retirement payments. State appropriations payments began in October.
- D. Federal Sources, 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 under budget due, in part, to Training Services transition to MMTC.
- H. Expenses are equal to or under budget at this time with the exception of internal expenses, which increased due to summer events.
- I. Capital Outlay reflects expenditures budgeted through the allocation of COAT dollars, BBQ funds, Maritime and Culinary Capital fund.

Northwestern Michigan College

Unaudited



MONTH END REPORTS ARE INTERIM AND NOT A REFLECTION OF YEAR END RESULTS.

Summary Report for General Fund Accounts Fiscal Year 2020, Period 07

Funds	Accounts	2019-2020 Adjusted Budget	YTD Activity	% of Annual Budget
50	Revenues			
	Tuition and Fees	23,578,426	15,083,912	63.97% A
	Property Taxes	11,150,536	7,411,207	66.47% B
	Other Local	0	0	* *
	Local Sources	34,728,962	22,495,119	64.77% C
	State Sources	9,895,989	4,679,512	47.29% D
	Federal Sources	734,339	542,795	73.92% E
	Private Sources	549,000	402,718	73.35% F
	Investment Income	274,000	221,092	80.69% G
	Other Sources	441,250	263,637	59.75% H
	Total Revenues	46,623,540	28,604,873	61.35%
60	Labor			
	Salaries & Wages	22,293,246	12,275,820	55.07% G
	Benefits	9,444,229	5,327,308	56.41% G
	Total Labor	31,737,475	17,603,127	55.46%
70	Expenses			
	Purchased Services	2,655,276	1,262,481	47.55% H
	Supplies & Materials	3,224,916	1,676,700	51.99% H
	Internal Services	89,920	74,976	83.38% H
	Other Expenses	1,766,851	864,623	48.94% H
	Institutional Expenses	1,801,213	835,571	46.39% H
	Maintenance & Renovation	1,740,392	933,735	53.65% H
	Prof Develop, Travel & Events	653,622	374,703	57.33% H
	Capital Outlay	270,000	171,518	63.53% I
	Total Expenses	12,202,190	6,194,309	50.76%
80	Transfers			
	Total Expenditures	43,939,665	23,797,435	54.16%
	Transfers	2,683,875	199,384	7.43%
	Total Transfers	2,683,875	199,384	7.43%
	Total Expenditures and Transfers	46,623,540	23,996,819	51.47%
	Net Revenues over (under) Expenditures	0	4,608,054	



Northwestern Michigan College
Comparison - Fiscal Year to Date
General Fund
January 2020 vs. January 2019

INTERIM

This statement does not reflect year-end results.

	YTD 1/31/2020	YTD 1/31/2019	\$ Diff	% Diff	Comments
Revenue					
Local Sources:					
Tuition & Fees	\$ 15,083,912	\$ 15,858,135	\$ (774,223)	-5%	Decrease is due primarily to loss of Training Services revenue in FY20 with transition to MMTC (PY thru Jan was \$364k), lower than planned Fall enrollment (171k under budget / 205k less than FY19)
Property Taxes	7,411,207	7,827,161	(415,954)	-5%	Timing of property tax collections
Total Local Sources	22,495,119	23,685,296	(1,190,177)	-5%	
State Sources	4,601,561	4,277,955	323,606	8%	Reflects the College's 2% increase in general appropriations. Also, in FY20, MPERSERS cost offset receipts (under sections 147a and 147e) are being recognized in the general fund during the year (whereas in FY19, these were moved to general fund at year-end only).
State PPT Reimbursement	77,951	83,768	(5,817)	-7%	The State funding formula resulted in slightly lower PPT reimbursement for FY20 as expected
Federal Sources	542,795	868,479	(325,684)	-38%	GLMA received additional appropriations from MARAD for vessel operation along with \$155,000 in Heritage Act funds in FY19
Private Sources	402,718	280,195	122,523	44%	Primarily due to funding provided in FY20 for Experiential Learning (new to FY20)
Investment Income	221,092	163,236	57,856	35%	Actual interest recognized in FY20 vs estimate in FY19
Other Sources	263,637	276,022	(12,385)	-4%	Lower administrative fees received from NJTP in FY20 (due to transition of Training Services to MMTC)
Total Revenue	28,604,873	29,634,951	(1,030,078)	-3%	
Expenses					
Salaries and Wages	12,275,820	11,849,095	426,725	4%	Consistent with prior year
Benefits	5,327,308	5,144,894	182,414	4%	Consistent with prior year
Purchased Services	1,262,481	1,331,168	(68,687)	-5%	No training services independent contractors in FY20 due to transition to MMTC (\$55K thru Dec FY19). In addition, there were extra security expenses in FY19 for the GLMA ship during pier project and timing of purchased services needed for campus services and facilities in FY20
Supplies & Materials	1,676,700	1,777,767	(101,067)	-6%	Decrease is driven by timing of fuel purchases for GLMA and Aviation
Internal Services	74,976	25,612	49,364	193%	Primarily driven by internal services provided by auxiliary services in FY20 including a water studies/surgical tech event and North Hall accommodations for aviation students
Other Expenses	864,623	864,473	150	0%	Consistent with prior year
Institutional Expenses	835,571	818,532	17,039	2%	Consistent with prior year
Maintenance & Renovation	933,735	831,901	101,834	12%	Increase is driven by timing of facilities/maintenance expenses
Professional Development	374,703	348,159	26,544	8%	Primarily driven by timing of membership renewals/purchases and professional development expenses (higher in FY20)
Capital Outlay	171,518	569,956	(398,438)	3680%	Timing of COAT purchases and prior year includes the GLMA harbor project
Total Expenses	23,797,435	23,561,557	235,878	1%	
Transfers	199,384	221,213	(21,829)	-10%	Aviation flight hours transfer
Total Expenses & Transfers	23,996,819	23,782,770	214,049	1%	
Net Revenue Over (Under) Expenses	\$ 4,608,054	\$ 5,852,181	\$ (1,244,127)	-21%	



**Northwestern Michigan College
Comparison - Month Over Month
General Fund
January 2020 vs. December 2019**

INTERIM

This statement does not
reflect year-end results.

	YTD 1/31/2020	YTD 12/31/2019	Jan 20 Activity	Dec 19 Activity	Comments
Revenue					
Local Sources:					
Tuition & Fees	\$ 15,083,912	\$ 12,408,342	\$ 2,675,570	\$ 1,200,451	Three weeks of tuition allocated in January vs. two weeks allocated in December; also allocated spring fees in January (allocations are recorded at the beginning of spring/fall semesters)
Property Taxes	7,411,207	5,034,530	2,376,677	64,933	Timing of fall/winter tax collections
Total Local Sources	22,495,119	17,442,872	5,052,247	1,265,384	
State Sources	4,601,561	3,469,149	1,132,412	1,132,412	Consistent with prior month
State PPT Reimbursement	77,951	77,951	-	-	Consistent with prior month
Federal Sources	542,795	542,795	-	79,200	Timing of MARAD payments received
Private Sources	402,718	138,263	264,455	2,100	Timing of Foundation gifts
Investment Income	221,092	198,086	23,006	1,416	Higher interest and dividend activity from investments in January
Other Sources	263,637	278,913	(15,276)	77,866	Primarily due to reclass of Marine Tech revenue from 'Other Sources' to 'Tuition & Fees - Workshop Training'; offset by NJTP administrative fees received in January
Total Revenue	28,604,873	22,148,029	6,456,844	2,558,378	
Expenses					
Salaries and Wages	12,275,820	9,804,598	2,471,222	1,732,623	Three pays in January and only two pays in December
Benefits	5,327,398	4,116,136	1,211,172	750,944	Three pays in January and only two pays in December
Purchased Services	1,262,481	1,062,478	200,003	172,688	Primarily driven by salary support payment for MSU/NMC Coordinator
Supplies & Materials	1,676,700	1,411,831	264,869	227,860	Primarily driven by timing of postage expenses and student fee related expenses (higher in January); partially offset by lower software purchase expenses in January
Internal Services	74,976	75,560	(584)	12,204	More internal transfer fees recognized in December for NMC Holiday party and the timing of internal invoicing for the Fall NMC Music concerts
Other Expenses	864,623	732,029	132,594	121,106	Primarily driven by slight increases in January for Native American Tuition Waiver, promotional/recruiting fees, and bank fees; partially offset by higher non-professional development expenses in December
Institutional Expenses	835,571	714,213	121,358	148,200	Timing of invoice payments and allocation of electricity to auxiliary funds made in January (several months worth)
Maintenance & Renovation	933,735	808,899	124,836	123,076	Consistent with prior month
Professional Development	374,703	326,521	48,182	69,622	Higher professional dev. expenses in December and timing of membership fee renewals
Capital Outlay	171,518	123,038	48,480	21,806	Machine Ethics of West Michigan \$6,613 (Colchester machine parts), Universal Sonar Mount \$14,120 (hangar assembly), MSC \$2,911.16 (part of fluid power capital project), and Jim Lofis & Associate \$24,836 (Clausinr machine and parts)
Total Expenses	23,797,435	19,175,303	4,622,132	3,380,129	
Transfers	199,384	202,358	(2,974)	81,292	NPS Grant transfer for use of water studies vessel and clean up of small balance in fund 1510
Total Expenses & Transfers	23,996,819	19,377,661	4,619,158	3,461,421	
Net Revenue Over (Under) Expenses	\$ 4,608,054	\$ 2,770,368	\$ 1,837,686	\$ (903,043)	



Northwestern Michigan College
Income Statement Projections - General Fund
For the Year Ended June 30, 2020
As of 2/10/20

INTERIM
 This statement does not reflect
 year-end results.

	FY 19 Actual	FY 20 Budget	YTD 2/10/2020	FY 20 Projected	Difference vs. Budget	Comments
Revenue						
Local Sources:						
Tuition & Fees	\$ 23,529,686	\$ 23,578,426	\$ 15,171,316	\$ 22,714,642	(863,784)	No Training Services revenue (\$572k budget); lower than planned Marine Center (\$150k under budget) and UAS training revenue (\$50k under budget). Remaining decrease attributed to lower than planned Fall and Spring enrollment. Expected to be comparable to budget
Property Taxes	10,685,705	11,150,536	8,188,210	11,150,536	(863,784)	
Total Local Sources	34,215,391	34,728,962	23,359,526	33,865,178	330,612	Increase due to add'l MPERS receipts that offset MPERS pension expense
State Sources	10,003,428	9,795,989	4,601,561	10,126,601	52,951	Higher than expected PPT payments from Local Community Stabilization Authority
State Property Tax Reimbursement	165,956	100,000	77,951	152,951	582,156	GLMA expected to receive \$1M in appropriations in addition to fuel reimbursement. Additional \$195k is expected from Heritage Act
Federal Sources	1,815,514	734,339	542,795	1,316,495	290,003	Funding for experiential learning and grants from Consumer's Energy and Lee Gardner Foundation were not budgeted
Private Sources	567,361	549,000	402,718	839,003	114,091	Favorable interest rates
Dividend and Interest Income	384,491	274,000	221,092	388,091	-	Not projected in Jan due to market volatility; will continue to monitor
Unrealized Gain/(Loss) on Investments	406,758	-	-	-	55,530	New MMTC access and office fees, higher food and rental sales than planned
Other Sources	571,429	441,250	276,456	496,780	-	
Total Revenue	48,130,329	46,623,540	29,482,099	47,185,098	561,558	
Expenses						
Salaries and Wages	21,701,410	22,293,246	12,270,215	22,271,382	(21,864)	Comparable to budget
Benefits	9,336,066	9,444,229	5,324,903	9,329,964	(114,265)	Health claims trending lower than budgeted
Purchased Services	2,537,324	2,655,276	1,293,055	2,623,114	(32,162)	Savings in new facilities contract with Sodexo and savings in legal fees
Supplies & Materials	3,251,184	3,224,916	1,691,651	3,324,599	99,683	Aviation fuel costs higher than budget, offset by savings in office supplies
Internal Services	83,954	89,920	75,088	83,954	(5,966)	Decrease in joint offerings offset in part by increase of fitness fee transfer
Other Expenses	1,597,838	1,766,851	877,201	1,716,459	(50,392)	Native American Tuition Waiver lower than planned
Institutional Expenses	1,621,241	1,801,213	868,667	1,721,241	(79,972)	Savings in heating costs
Maintenance & Renovation	1,554,197	1,740,392	935,460	1,703,645	(36,747)	Comparable to budget
Professional Development	713,810	653,622	383,670	692,090	38,468	More conferences and events
Capital Outlay	696,140	270,000	171,519	379,015	109,015	Gifts from Lee Gardner and Consumer's Energy will be used to purchase GF equipment
Total Expenses	43,093,164	43,939,665	23,891,428	43,845,465	(94,200)	
Transfers						
Plant Fund - General Maintenance	1,609,643	1,019,740	-	1,019,740	-	
Plant Fund - New Construction	800,000	500,000	-	500,000	-	
Plant Fund - Technology Maintenance	500,000	500,000	-	500,000	-	
Plant Fund - Facility Fee for Maintenance	40,000	40,000	-	40,000	-	
Plant Fund - Aviation Capital Fund	444,394	340,000	202,358	404,716	64,716	Based on revenue; calculated using tachometer hours
Plant Fund - EES Transfer for Elevate	24,550	-	-	-	-	
Bd Designated - Strategic Projects	400,000	250,000	-	250,000	-	
Bd Designated - Funds for Transformation	50,000	50,000	-	50,000	-	
Bd Designated - MPERS Liability Fund	95,800	(115,865)	-	(115,865)	-	
Program Specific	(4,202)	100,000	(2,974)	600,000	500,000	MARAD appropriations and Heritage Act funds are reserved for the GLMA program
Total Transfers	3,960,185	2,683,875	199,384	3,248,591	564,716	
Total Expenses & Transfers	47,053,349	46,623,540	24,090,812	47,094,056	470,516	
Net Revenue Over (Under) Expenses	\$ 1,076,980	\$ -	\$ 5,391,287	\$ 91,043	\$ 91,043	



MEMO: Resource Development

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

From: Rebecca Teahen, Assoc. Vice President, Resource Development
Executive Director, NMC Foundation

Date: February 12, 2020

Subj: Foundation Update

Fund Raising – a “check” on FY20 goals

- FY20 overall dollars raised as follows:

\$ 2,128,709	Total received (including Annual Fund, pledges, and <i>documented planned gift intentions</i>) raised toward goal
+ \$ 211,346	Gross event revenue vs goal of \$200,000
\$2,340,055	Total of gifts + events (<i>incl. documented planned gift intentions</i>)

Foundation Initiatives

- 60 NMC alumni had a chance to connect with our new president during an NMC Trivia “Take Over” at Right Brain Brewery in Traverse City at the end of January. This was a fun way to connect or re-connect with local alumni, and celebrate NMC!
- It has been a long-standing tradition to reach out and re-connect with alumni and generous supporters of NMC who may winter or be full time Florida residents. This year, the Foundation’s alumni relations program invited all our friends in Florida to “connect with each other and NMC, celebrate their own and NMC’s success, and consider giving back through gifts of time, talent, and treasure” through two alumni “reunion” receptions offering an opportunity to meet Dr. Nissley as well! All our guests heard the message of “What’s Possible” through NMC.

Through the two events, we connected in person with 50 alumni donors and friends, reached more than 1,000 people through social media, made 150 personal phone calls (with great volunteer help!), and invited approx. 2,500 households through direct mail.

Dr. Nissley and Rebecca also met individually with loyal and generous supporters of NMC during our time in Florida, as we seek to raise funds for scholarships, programs, and facilities.

- Don’t forget, Outstanding Alumni nominations are open now through Feb. 28!
- Foundation staff continue to help facilitate opportunities for alumni and donors to meet with Dr. Nissley as he “listens and learns” about NMC.

Meetings and Events for your calendars:

- The Foundation Board will meet February 26 at 7:00 a.m. at the Hagerty Center, NMC’s Great Lakes Campus.
- A Taste of Success will be Friday April 17, 2020. Buy your tickets now and please invite others to attend as well!





Northwestern
Michigan
College

MEMO

*Public Relations, Marketing,
and Communications*

To: Nick Nissley, President
From: Diana Fairbanks, Executive Director of PR, Marketing and Communications
Date: 2-13-20
Subject: January Monthly Report

Activities across campus, and in many areas of media, pick up pace in January as the spring semester begins. This combined with the start of new president Nick Nissley resulted in strong and positive earned, owned and shared media which supports the board level goal of increasing internal and external engagement. The following is an overview of the work of PRMC for January 2020.

Paid Media

Current marketplace mix

- Ticker
- 9&10/Fox 32
- Google (search, display & remarketing)
- Web display (prospecting & remarketing)
- Facebook
- Instagram
- Spotify

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. This work will impact MOM and YOY reporting during the process, but will improve the quality of reporting in the long run.

January showed positive growth in total conversions. We are working to also increase our conversion rate with the number of visitors we are bringing to the site through our paid campaigns. We saw a MOM increases in overall interactions in search (25%), display (18% and video campaigns (30%.) We saw expected decreases MOM in decreases in visits to admissions related pages as the semester got underway.

NMC also advertises on Facebook and Instagram. In January we ran one targeted recruitment campaign for general recruitment. This campaign was seen by more than 190,000 people and resulted in an additional 891 visits to the admissions webpage.

Earned Media

Monthly recap of media coverage and sentiment

In January, NMC was featured in 113 media mentions with an estimated publicity value of \$30,600 based on the Cision media monitoring system. Media coverage in January includes wide and positive local coverage with media outlets having one on one interviews with President Nick Nissley.

Media coverage stories that resulted in the most attention include:

- [Nick Nissley: Three Weeks In, NMC's New President Sees Passion And Possibilities](#)
The Ticker, Jan. 28 (also featured in most local media outlets)
- [Martin Luther King Jr. remembered in music, messages of hope](#)
Record-Eagle, Jan. 17
- [Northwestern Michigan College Presents Festival of Foods](#)
9&10 News, Jan. 15

Media sentiment ranking for January (based on a Cision algorithm that ranks pre-assigned tone of keywords) shows 97.3% positive or neutral coverage. This is an increase MOM (December, 93.6%) and YOY (2019, 87.3%). This is one of the highest positive/neutral monthly sentiment averages we've seen. It's usually around 94%.

Owned Media

Monthly published owned media

During January, PRMC published two NMC Now e-newsletter to 789 supporters and community members. The average open rate was 45.5%, well above the industry average of 17%.

This [feature article](#) highlighting Nick Nissley's arrival to campus, and vision for the future was the most popular link clicked.

Other popular links include:

- [Success story: Passports + Scholarships + Safety- NMC Now January 22, 2020](#)
- [GTPulse: New Traverse City Restaurant Serves Breakfast, Lunch and In Between](#)
9&10 News, Jan. 3 (GLCI alumni)
- [Northwestern Michigan College Presents 2020 Extended Education Catalog](#)
9&10 News, Jan. 8

Planning is now underway for the June 2020 Nexus which will include features highlighting the new West Hall Innovation Center.

Shared Media

Monthly progress report on NMC's Main social media channels

January saw positive growth across nearly all metrics on our main shared media channels. The MOM increase is expected as activities resume on campus. The YOY growth continues due to continued improvement in content, including curated user

generated content, increase in paid social advertisements highly engaging contests. Highest performing posts include the Dean's List, GLCI alumni new restaurant, West Hall interior pictures and beautiful aerial pictures from aviation.





Platform	Followers	Impressions	Engagement	Gender	Age	Region
Facebook	11,469 up 6.21% YOY	67.04% increase YOY	1,098%* increase YOY	Fans 68% F 32% M	#1 25-34 (26.5%) #2 35-44 (19.8%) #3 45-54 (19.3%)	GT Region & Grand Rapids
	Up 0.41% MOM	Up 42.44% MOM 	Up 66.13% MOM 	Reach 47%F 53%M	Engaged 81%F 19%M	
Instagram	2,160 up 36.39% YOY)	32.53% Increase YOY	56.28% increase YOY 	61% F 39% M	#1 18-24 (33.8%) #2 25-34 (29.5%) #3 25-44 (15.9%)	GT Region & Grand Rapids
	Up 1.65% MOM 	Up 12.7% MOM 	Down 4.29%** MOM 			

* This reflects a change in the reporting makeup which has expanded what post interaction activities count toward engagement.

**This MOM decrease is due to unusually strong December engagement with several class photo posts that performed very well.

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.

Location and image	Date activated	Uses	Views from sent snaps or stories
Front St. Campus (clock tower)	11-4-17	3.2k 	60.7k

Front St. Campus (Hawk Owl)	2-27-18	5.7k 	103.9k 
Great Lakes Campus (GLMA)	6-6-18	527 	17.8K 

Northwestern Michigan College
Board of Trustees
Presidential Performance and Compensation Committee Minutes
February 14, 2020
University Center, Room 213
2200 Dendrinos Drive, Traverse City, MI 49686

Committee Chair Chris Bott called the meeting to order at 3:00 p.m.

Members Present: Chris Bott, Rachel Johnson, Jane McNabb

Members Absent: None

Others Present: Nick Nissley, Holly Gorton, Mark Liebling

Committee Chair Chris Bott noted the charge to this committee as the acting presidential transition committee.

Transition Process Status

Committee members received an update from President Nick Nissley on the status of his relationship building process, sharing about his numerous meetings with student groups, employees, and community members. He noted that students have communicated their recognition of the many resources available at NMC and appreciation of faculty. Nissley also reported back on his recent Florida trip and valuable visits with donors and alumni.

Nissley provided a status report on his 90-day plan, noting that the President's Council (PC) would hold another retreat in April in continuation of their January retreat. He shared that he is working with PC on strengths and challenges, with plans to review the strategic plan this summer, which will help guide the Board work of reviewing challenges and strategic planning.

Nissley explained the March Board study session would include discussions pertaining to college challenges identified by President's Council, along with plans currently in place, as well as for the future. Nissley also shared that the budget process for FY21 is beginning, with preliminary discussions planned for the Board study session on March 17.

Nick Nissley explained he is very happy with the transition process, to date. He felt people were recognizing him as being accessible and approachable, and he was pleased by that. In response to a question, Nissley stated his concern, along with President's Council, with the years of enrollment decline, which he will focus attention on. He noted the knowledgeable conversations he is having with executive staff pertaining to the many aspects of NMC's enrollment management processes. There was some discussion about his desire to connect more closely to business people in the community, which is occurring within the relationship building process.

Committee members shared about the recent leadership changes throughout the community and the importance for NMC to be engaged. There was discussion about maintaining and building

additional community and business relationships. Chair Chris Bott shared about state-wide initiatives through MCCA to meet specific training needs.

Presidential Evaluation Process

The anticipated presidential evaluation process was discussed with consensus to hold a June or July informal session between the full Board and president. This committee will report out and facilitate a discussion of that process with the Board at their March 17 study session. Chair Chris Bott explained the previous process and tool used for the more formal yearend presidential evaluation. President Nissley will be provided with the previous evaluation tool to prepare him to discuss a proposed future process. Bott will also research models provided by ACCT. It was suggested to hold the yearend evaluation during the annual January Board study session.

Public Comment—There was no public comment offered.

The meeting was adjourned at 4:02 p.m.

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

Northwestern Michigan College
Board of Trustees
Building and Site Committee Minutes
February 11, 2020
Founders Hall Room 110
1701 E. Front Street, Traverse City, MI 49686

Committee Chair Ross Childs called the meeting to order at 2:01 p.m.

Members Present: Ross Childs, Kennard Weaver

Members Absent: Michael Estes

Others Present: Nick Nissley, Vicki Cook, Holly Gorton, Pat Podges

West Hall Innovation Center and Library Update

Project Manager Pat Podges provided an update on the West Hall Innovation Center and Library Project budget. He shared there have been several structural challenges within the existing building in terms of supporting HVAC equipment designed for the new café. This will result in some additional costs and time, but contract adjustments (reductions of contingencies, general conditions and allowances) to the Library project will offset these costs and keep the overall project within budget. Vice President of Finance and Administration Vicki Cook provided an updated project timeline, which indicates a mid-May completion date, with the kitchen project the final component. Vice President Cook shared that the building would be open for tour during the NMC BBQ on May 17. There is also a statewide faculty conversation being hosted by NMC in the new building on May 19. Pat Podges reviewed the Dashboard report showing the financials on the project, a review of activities that are continuing within the building and a revised construction schedule. He remarked on the good progress being made toward the mid-May completion target. A tour of the building was conducted by the committee after the meeting.

Vice President Cook also provided landscape plans for the project. An official proposal is forthcoming, which will be recommended to the full Board for approval.

Other Projects

For information only, Vice President Cook shared about landscaping projects also planned for Parsons-Stulen and the Dennis Museum Center.

Public Comment—No public comment was offered.

Meeting was adjourned at 3:20 p.m.

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



Lynne Moritz <lmoritz@nmc.edu>

MCCA Weekly Board Update | Report 499 | February 17, 2020

1 message

Michigan Community College Association <eschor@mcca.org>

Mon, Feb 17, 2020 at 5:03 AM

Reply-To: eschor@mcca.org

To: lmoritz@nmc.edu



MCCA WEEKLY BOARD UPDATE

[Report #499 | February 17, 2020]

FROM YOUR ASSOCIATION PRESIDENT...



It was great to see so many Michigan delegates at the National Legislative Summit in Washington DC last week advocating with our members of Congress. Meanwhile back in Lansing, hearings on the community college budget started this week. We're looking forward to hosting the President's committee at the end of this week, with State Superintendent Michael Rice and State Budget Director Chris Kolb speaking to our group. Have a great week everyone. -- Mike Hansen

State Legislative Matters

Opportunity for Input on Overtime Rules: As you may know, in October, Governor Gretchen Whitmer directed the Michigan's Department of Labor and Economic Opportunity (LEO) to [submit an administrative rule change request](#) to expand overtime pay eligibility to more Michigan workers. Under the current federal standard that went into effect this year, salaried workers who earn less than \$35,568 are now eligible for overtime pay. In Michigan, the Governor seeks to raise the salary threshold even more to guarantee overtime pay to nearly 200,000 Michigan workers who are not eligible under the federal standard. The Governor's office is exploring raising the threshold to somewhere in the \$45,000-\$60,000 range.

To help provide perspectives from the nonprofit sector and inform the rule making process, Michigan Nonprofit Association (MNA), the Council of Michigan Foundations (CMF), and the Michigan Association of United Ways (MAUW), are asking for member feedback on the overtime threshold increase [via an online survey, which is open now through February 21](#).

Violations of the Open Meetings Act: On Thursday, February 13, the Senate Judiciary and Public Safety Committee took testimony on [Senate Bill 104](#) (Runestad). SB 104 would amend Michigan's Open Meetings Act to specify that if a public body is not complying with the Act, the Attorney General, prosecuting attorney of the county in which the public body serves, or another person could commence a civil action to compel compliance or enjoin further noncompliance with the Act. The Committee did not vote on SB 104. This bill mirrors [House Bill 4179](#) (Miller), which the House Judiciary Committee considered last year, but has not voted on yet.

Board of Ed Considers Perkins Plan: A state plan aimed at providing further access for career and technical education programs came before the State Board of Education on Tuesday, February 11, garnering an extremely positive response. The [Perkins V State Plan](#) comes following the federal reauthorization of the Carl D. Perkins Career and Technical Education Act and is dedicated to increasing access to high-quality CTE programs of study. It is a four-year state plan, which the Department of Education has worked on in tandem with the Department of Labor and Economic Opportunity.

The plan will focus on 17 different career clusters, including energy, health science, agriculture and natural resources, human services, and marketing. It will also monitor special populations involved in CTE programs including new special populations for homeless individuals, youth who are in or have aged out of foster care system, and youth with a parent who is a member of the armed forces and is on active duty.

Bills to Watch: See a quick list of all the bills relevant to community colleges on the [MCCA website](#).

Federal Legislative Matters

President Releases Budget Proposal: On Monday, February 10, President Trump called for a \$5.6 billion, or 7.8 percent, [cut](#) in Department of Education funding and reductions for most core funders of academic research, but also proposed a nearly \$900 million increase in career and technical education funding that U.S. Education Secretary Betsy DeVos called "perhaps the largest increase in CTE ever." In proposing education cuts, as he has every year of his presidency, Trump proposed several ideas that have been rejected by Congress, including eliminating the Public Service Loan Forgiveness and Supplemental Educational Opportunity Grant programs, and giving campus financial aid administrators greater latitude to limit loan borrowing by individual students. Congress each year has passed a budget spending far more than Trump proposed, including last year when Congress spent \$72.7 billion on education, compared to the administration's \$64 billion proposal.

USDA Seeks Applications to Increase Rural Access to Education: The US Department of Agriculture (USDA) is currently accepting applications for grants to help increase access to education, training, and health care resources in rural communities. USDA is making \$71.7 million in grants available under the [Distance Learning and Telemedicine Grant](#) program, which helps rural communities use telecommunications based audio and video equipment to connect teachers, students, medical providers, and rural residents with each other and the world. Applicants in rural areas of 20,000 people or less are eligible to apply. Applications must be submitted to the applicant's [nearest USDA office](#) or electronically via [grants.gov](#) by April, 10, 2020.

MCCA Centers of Excellence

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, **242** employers have been served by the program, and **26,823** projected new jobs are receiving training via the existing MNJTP agreements. Please contact [Adriana Phelan](#) with questions.

Recently Signed MNJTP Agreements to Support Local and Regional New Job Creation:

- Grand Rapids Community College: Arcanum Alloys, Inc. to train 22 new employees; and DeWys Manufacturing, Inc. to train 27 new employees.
- Jackson College: Distyll Graphic Solutions of Adrian to train 35 new employees.
- Lansing Community College: MWC, LLC to train 230 new employees; Farm Bureau Mutual Insurance to train 75 new employees; and Farm Bureau Life Insurance to train 75 new employees.
- Macomb Community College: FCA Warren Truck Assembly Plant to train 1,518 new jobs; The Paslin Company to train 72 new employees; and Automation Solutions of America to train 15 new employees.
- Montcalm Community College: Aquest Machining & Assembly to train 12 new employees; and Kent Foundry to train 30 new employees.
- Muskegon Community College: American Chemical Solutions to train 38 new employees.
- Northwestern Michigan College: Materne North America Corp. to train 14 new employees; Shoreline Power Services Inc. to train 35 new employees; Elmer's Crane and Dozer Inc. to train 22 new employees.
- Oakland Community College: Samsung SDI to train 489 new employees.
- Schoolcraft College: Orchard, Hiltz, & McCliment Advisors to train 73 new employees.
- Washtenaw Community College: Human Element, Inc. to train 35 new employees; and RightBrain Networks to train 10 new employees.

Michigan Center for Student Success

New Features Added to Michigan Transfer Network: The profile page featuring institutional information for each participating institution has been redesigned. You can view these changes by navigating to [Find Colleges & Universities](#) and selecting your institution. Institutions can update information that appears on this page by logging in to the secure site, clicking Institutions, and updating your information. At the request of participating institutions, we have added a new feature to add, edit, and delete single equivalencies. When the new MTN launched in May 2019, institutions could only use the bulk upload process to add, edit, or delete equivalencies. This new feature allows institutions to make individual changes. Please note that this does not change the equivalency record in the source database or SIS at your institution. The next bulk upload will overwrite any individual changes that are not reflected in the source data. Instructions to add/edit/delete single equivalencies is available in the Manual and

Instructions section of the Dashboard once secure users login to the site. Contact [Erica Orians](#) with questions.

Webinar on Implementing MiTransfer Pathways: Please join MACRAO on February 20, 2020 from 9-10:30AM for a webinar on *Implementing MiTransfer Pathways*. This webinar focuses on campus implementation now that the first four MiTransfer Pathways agreements in Biology, Business, Criminal Justice, and Psychology have been signed. Personnel from MACRAO institutions will discuss their internal communication plans regarding the new MiTransfer Pathways and share their progress on developing web-based communication materials about their participation in the pathways. In addition, project staff will preview plans to further enhance student-facing materials available at www.mitransfer.org. [Click here](#) to register for the webinar.

RM@RT Course Transferability Kickoff Webinar: The Right Math at the Right Time is kicking off a project to ensure the transfer of the entry-level, college-level mathematics courses in each of the three pathways in the MTA (quantitative reasoning, introductory statistics and preparation for calculus). Please [register](#) for an overview of processes to improve transfer of these courses between community colleges and public and independent bachelor's degree granting institutions on Tuesday, February 25 at 4:00 p.m. This webinar will provide a guide to resources and will be recorded for those who cannot join live. Please contact [Jenny Schanker](#) with questions.

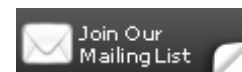
Register for GPI VI/MSSN Meeting: [Registration](#) is now open for Guided Pathways 2.0 Institute VI on Friday, March 27 at the Jackson College Main Campus ([2111 Emmons Rd. Jackson, MI 49201](#)). This institute will focus on measuring the impact of Guided Pathways on the student experience and lay a foundation for future work. Rob Johnstone from NCII will be our featured speaker. Institute VI will be open to all colleges, with activities for Mentor and Study Circle colleges as well as those colleges that have not participated in Guided Pathways. Please plan to bring a cross-functional team of 5-6 to this meeting. The timing for the meeting is currently 9:30-3:30 and an agenda will be posted at <https://www.mcca.org/events> and on the registration site as the meeting gets closer.

Upcoming Events

Please click [here](#) to see all upcoming MCCA events.



Michigan Community College Association
222 North Chestnut, Lansing MI 48933
<http://www.mcca.org>



Copyright © 2020. All Rights Reserved.

Michigan Community College Association, [222 N Chestnut, Lansing, MI 48933](#)

SafeUnsubscribe™ Imoritz@nmc.edu

[Forward this email](#) | [Update Profile](#) | [About our service provider](#)

Sent by eschor@mcca.org in collaboration with



Try email marketing for free today!

**NORTHWESTERN MICHIGAN COLLEGE
BOARD OF TRUSTEES
MINUTES
Monday, January 27, 2020
at NMC Hagerty Center, Great Lakes Campus, 715 East Front St**

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, Jane T. McNabb, Kennard R. Weaver

Trustees absent: Rachel A. Johnson

Also present: President Nick Nissley, Vicki Cook, Marguerite Cotto, Jean Derenzy, Diana Fairbanks, Anders Gillis, Joy Evans Goodchild, Holly Gorton, Colin Kreh, Mark Liebling, Dean Lucier, Kyle Morrison, Todd Neibauer, Steve Rice, Stephen Siciliano, Paul Perry, Rebecca Teahen

REVIEW OF AGENDA—The agenda was accepted as presented.

REPORTS

Faculty Report—“Up, Up and Away: A Big Picture View of Education”—Steve Rice, Business Instructor presented on a big picture story of education with relevance for NMC’s future.

Enrollment Report—Todd Neibauer, Vice President for Student Services and Technology, provided the enrollment report that included the official spring semester 2020 enrollment data, which was a 3.8% decrease in contact hours. The overall total headcount was 3,352. Neibauer addressed a question by explaining how NMC is working to re-engage with students who have left without completion through a state-wide program, Degrees When Due, to locate those students.

Financial Report—Vicki Cook, Vice President of Finance and Administration, reviewed the financial report for the period ending December 31, 2019. For the remainder of this fiscal year, the report will include projections for the year ending June 30, 2020.

Foundation Report—Rebecca Teahen, Associate Vice President for Resource Development and Executive Director of Foundation, provided the Foundation Report for FY20 and noted high level goals of raising more money and connecting with more people. Teahen highlighted the Foundation event hosted by Diana and Richard Milock to meet new NMC President Nick Nissley, as well as an upcoming trip to Florida to visit with donors and alumni.

PRMC Report—Diana Fairbanks, Executive Director of Public Relations, Marketing, and Communications, shared that the December edition of the NEXUS magazine had gone out to 46,000 homes. Fairbanks also reviewed marketing initiatives and tracking to reach adult learners.

Presidential Performance & Compensation Committee Report—Committee Chair Chris Bott provided a report on the work of the Board Presidential Performance and Compensation Committee. As acting presidential transition committee, they are meeting monthly with new NMC President Nick Nissley to onboard him and plan for appropriate performance and evaluation processes.

Building and Site Committee—Committee Chair Ross Childs shared the committee had met earlier in the month and received an update on the West Hall Innovation Center and Library project indicating the budget and timeline were still on target.

Legislative Issues Report—President Nick Nissley referenced the legislative update included in the Board meeting materials, and shared he had met with consultant Gabe Schneider to be updated on legislative activity. President Nissley was planning to join State Senator Wayne Schmidt on the senate floor for the January 29 State of the State Address by Governor Whitmer.

PUBLIC INPUT—There was no public input offered.

UPDATES

President's Update—President Nick Nissley provided an update on his first three and a half weeks on the job, noting that the Board's three priorities included building relationships. Nissley provided a list of over 100 people and groups that he has connected with in this short period of time, meeting broadly and somewhat deeply with most all stakeholder groups.

Board Chair Update—Chair Chris Bott thanked the trustees for the discussions had at the recent Board Study Session and mentioned another session is being planned for March 17, 2020.

DISCUSSION ITEMS

DDA TIF 97 Extension Plan—Trustee Kennard Weaver referenced documents he provided for the meeting materials and distributed his personal statement of opposition to the TIF 97 extension plan, citing loss of revenue for NMC. Chief Executive Officer of the Downtown Development Authority (DDA) Jean Derenzy addressed questions pertaining to the history of the Tax Increment Financing 97 (TIF 97) plan, as well as the projects funded through the financing. Derenzy also referenced a presentation she provided at the NMC Board of Trustees meeting in September 2019.

CONSENT ITEMS—On a motion by Doug Bishop, seconded by Kennard Weaver, the following items were approved by a unanimous vote as a group without discussion:

- Minutes of the December 16, 2019, regular meeting
- Minutes of the January 17, 2020, special study session and closed session

ACTION ITEMS

East Hall Windows—On a motion by Ross Childs, seconded by Janie McNabb, the Board authorized administration to enter into a contract with Grand Traverse Construction in the amount of \$891,000 (plus \$13,365 contingency) to demolish the old windows and install new

windows in the East Hall Residence building to be funded by the FY20 Auxiliary Housing Reserves. The motion passed with a unanimous vote.

Generator for Emergency Lighting at Great Lakes Campus—On a motion by Janie McNabb, seconded by Ross Childs, the Board authorized administration to enter into a contract with Cummins Sales and Service to provide an emergency generator for \$16,799, and with Shoreline Power Services to install the emergency generator for \$18,900, for a grand total of \$35,699 to be funded by the FY20 Plant Fund. The motion passed with a unanimous vote.

Board Policies—On a motion by Doug Bishop, seconded by Kennard Weaver, the Board unanimously adopted the following Board Policies on a second-reading basis:

- New Policy A-001.00 College Policy Organization
- New Policy D-501.01 Dennon Museum Code of Ethics
- New Policy D-504.05 Dennon Museum Collections Management Policy
- Policy A-103.00 Board of Trustees Committees with no changes after review
- Amended Policy A-105.00 Consent Agenda Items
- Amended Policy A-106.00 Items for Specific Board Approval
- Amended Policy D-700.01 Political Activities

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

ADJOURNMENT—The meeting adjourned at 6:48 p.m.

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

SIGNED _____
Chris M. Bott, Chair

ATTESTED _____
Michael Estes, Secretary



MEMO

To: The Board of Trustees and President Nick Nissley

From: Rebecca Teahen, Executive Director for the NMC Foundation

Date: February 11, 2020

Subject: Special License for Taste of Success event

April 17, 2020 will mark the 26th annual fundraiser held on behalf of the Great Lakes Culinary Institute. Formerly known as the Tasters Guild Event, A Taste of Success raises significant scholarship support each year.

Action Requested

As we did in 2019, we are requesting Board of Trustee approval to file with the State of Michigan for a special events wine auction license for April 17, 2020, which would allow a broader range of activities to be carried out as part of the Taste of Success event.

Rationale

Under the leadership of event committee chair Marie-Chantal Dalese, we have seen a significant uptick in support for the Taste event, with an increase in participation from both area winery associations, WOMP (Wineries of Old Mission Peninsula) and LPVA (Leelanau Peninsula Vinters Association), and several other community organizations. We also now receive increased and upgraded donations from individuals and businesses to support the activities associated with this event. Under the College's current liquor license, we are restricted in how we can use wine offered for the event and with the special event wine auction license, we can more freely utilize wine donations and can allow patrons to leave the premises with unopened wine purchased as part of the silent auction and during the event.

Background

The process of receiving special event licenses was regularly followed prior to NMC opening the Hagerty Center and having a long-term license. The Board of Trustees last approved a special event license for last year's Taste event. Upon Board of Trustees approval, staff will complete the application process as quickly as possible to ensure the license is in place for the event. We thank you for your consideration and look forward to a tremendously successful event.



Northwestern
Michigan
College

MEMO
Administrative Services

To: Dr. Nick Nissley, President
From: Vicki Cook, Vice President of Finance and Administration
 Paul Perry, Director of Campus Services
Date: February 11, 2020
Subject: Aviation Hangar Doors Replacement

This document provides an overview and recommendation for the removal of the old hangar doors and installation of new hangar doors.

Board Authorization Requested

Authorize the Northwestern Michigan College administration to enter into a contract with Powerlift Hydraulic Doors for the removal of old hangar doors and the installation of new hydraulic hangar doors.

Background / Scope of Work

The scope of work for this project includes the removal of the existing hangar doors and installation of new hydraulic hangar doors. The current doors are over forty years old and need multiple repairs every year. The companies that repair these types of doors are growing scarce. Aviation and the Facilities department have worked together to make a final recommendation. The new hydraulic doors are 70% safer and more reliable. They are rated to one hundred mile an hour winds and require less maintenance. Their life expectancy exceeds 25+ years.

Bid Analysis

Company Name	Location	Bid Amount	Contingency	Total
Powerlift Hydraulic Doors	Grand Rapids, Michigan	\$121,055	\$12,106	\$133,161
Higher Power Hydraulic Doors	Benton Harbor, Michigan	\$123,394	\$12,339	\$135,733
Schweiss Doors	Fairfax, Minnesota	\$127,534	\$12,753	\$140,287

Recommendation

Authorize the Northwestern Michigan College administration to enter into a contract with Powerlift, for \$121,055 and a contingency of \$12,106 for a total of \$133,161.

Funding Source

The source of funds for this project is the FY20 Plant Fund.



Northwestern
Michigan
College

MEMO
Administrative Services

To: Dr. Nick Nissley, President
From: Vicki Cook, Vice President of Finance and Administration
 Paul Perry, Director of Campus Services
Date: February 5, 2020
Subject: East Hall Window Project - Asbestos Abatement

This document provides an overview and recommendation for the abatement of asbestos in the window caulking in the East Hall Resident building prior to replacing East Hall windows.

Board Authorization Requested

Authorize the Northwestern Michigan College administration to enter into a contract with HBC for the abatement of asbestos in preparation for replacement of windows in the East Hall Residence building.

Background / Scope of Work

The scope of work is asbestos abatement, materials and disposal costs in preparation for demolition and removal of all windows in the North and the South wings of the East Hall Residence building and the installation of new windows. East Hall Residence hall has the original single pane windows installed in 1967. New energy efficient windows will effect a 24% savings in the winter months and 18% during the summer months.

Bid Analysis

The two bidders are listed below:

Company Name	Location	Bid Amount	Contingency	Total
HBC, Incorporated	Lansing, MI	\$50,276	\$5,028	\$55,304
Quality Environmental Services, Inc.	Gladwin, MI	\$127,200	\$5,028	\$132,228

Recommendation

Authorize the Northwestern Michigan College administration to enter into a contract with HBC, for \$50,276 and a contingency of \$5,028 for a total of \$55,304 for asbestos abatement prior to replacing East Hall windows.

Funding Source

The source of funds for this project is the Fiscal Year 2020 Auxiliary housing reserves.



Northwestern
Michigan
College

MEMO

*Learning Resources
and Technologies*

To: Nick Nissley, President
From: Todd Neibauer, VP for Student Services & Technologies
Date: February 11, 2020
Subject: Library Security Gate Purchase

Board Authorization Requested

Authorize the administration to enter into a contract with Bibliotheca for the purchase and installation of RFID security gates in the new library in the West Hall Innovation Center in the amount of \$47,281.50.

Background

The NMC Library had previously worked with Bibliotheca to create a self-checkout solution in preparation for the move to West Hall. The security gates are the final part of the overall solution to allow library resources to be made available whenever the building is open.

With the self-checkout stations and tagging already completed in partnership with Bibliotheca, they were the sole source for the security gates to ensure interoperability between checkout and security monitoring of library assets. The quote from Bibliotheca for the security gates and installation totals \$47,281.50.

Funding Source

The funding source is the 2016 Bond Fund.

Customer Official System Quote

8. Items with RFID tags must be available on site for testing;

9. Standard 110V/120V power outlet needs to be located within 6 feet of the B panel of the RFID gates which contain the power brick. A dedicated power line is recommended but not required.

If applicable, the hardware and software includes 12-month warranty, set-up and configuration

Item ID	Item Type	Quantity	Sale Price	Sub Total
SUP000001-000-US	PRE-PAID SUPPORT & MAINTENANCE 24 Months (Includes Service & Maintenance renewals and software subscriptions for years 2 & 3 for both sets of gates).	1	\$8,990.000	\$8,990.00
GAT400000-001-US	RFID gate (Buried cable), 1-aisle	1	\$14,199.000	\$14,199.00
SWR000004-000-US	libraryConnect™ Devices subscription-1 license /device (Year 1) Software renewal \$249/year per set of gates	2	\$325.000	\$650.00
SWR000005-000-US	staffConnect™ gate Individual License (Year 1) Software Renewal \$99/year.	1	\$499.000	\$499.00
GAT000821-001-US	RFID gate premium Buried cable, 2-aisle	1	\$20,699.000	\$20,699.00
SVC000003-000-US	PRE-SITE SURVEY	1	\$0.000	\$0.00
SVC000003-000-US	PRE-SITE SURVEY	1	\$899.000	\$899.00
SHP000001-000-US	SHIPPING AND ADMINISTRATION Shipping is estimated on one receiving location, unless otherwise noted, and on current rates and proposal.	1	\$1,345.500	\$1,345.50
Total				\$47,281.50
(Less Sales Tax):				

Additional Details

All prices including Service and Maintenance do not include any applicable sales tax. If tax exempt, A copy of Tax Exemption Certificate is required with purchase order for all tax-exempt customers.

Terms are NET 30 Days from Date of Invoice. Invoice is generated at the time of Shipment.

Quotations are good for 60 days. All dates are based on ship dates. Order must ship within the 60-day window.

After 60 days, quotation expires. Contact Bibliotheca for a New Quotation.

A 20% restocking fee, in addition to in-bound and out-bound shipping, will be charged for all returns.

GST/HST N° 859257321RT0001

Submit Purchase Order by fax to 877-689-2269 or by email to orders-us@bibliotheca.com.

Accepted By: _____

Accepted Date: _____

Customer Purchase Order Number: _____

Customer Official System Quote

Quote Date: 02/10/2020
Quote Number: QUO-131269-S3W4, Rev: 1

Customer Bill To:

Northwestern Michigan College--Osterlin Library
Kerrey Woughter
1701 E. Front St.
Traverse City MI 49686
United States of America

kwoughter@nmc.edu
Tel: 231-995-1063

Location Information:

Northwestern Michigan College - Osterlin Library
Kerrey Woughter
1701 E. Front St.
Traverse City MI 49686
United States of America

Sales Contact: John Otte
Sales Phone: 877-207-3127 EXT. 304
Sales Email: j.otte@bibliothecca.com

Prices are in US Dollars
Quote expires (60) days from Quote Date above.

Quote Details

Single Aisle RFID gate for rear entrance and Dual Aisle RFID wide-aisle premium gates for front entrance.

Includes shipping & delivery, setup/installation & delivery and 1st year of warranty/service agreement.

Also includes 2nd & 3rd year renewals of service agreement & software subscriptions to libraryConnect (1 per set of gates) & staffConnect (1 per site).

Includes 2 site inspections:

1st site inspection is to review where holes should be drilled & where to run conduit under newly poured concrete slab for Buried Cable installation. Also review power & data placement in conjunction to gates placement & where existing self-checks will be placed in new space.

2nd site inspection occurs after holes are drilled & conduit is laid but prior to gate install and to confirm power & data placement as well.

1. Hardware includes a 12-month warranty;
2. Lead time on security detection systems is 4-6 weeks;
3. Customer is responsible for coordinating all scheduled site visits with bibliothecca Customer Service Representative;
4. Layout for gates must follow bibliothecca's installation guidelines. Failure to follow installation guidelines may impact the installation and performance, which are not covered by warranty or Support & Maintenance agreements;
5. In order to take advantage of all software features, one static IP address per set gates and one wired ethernet data drop at the A panel of the RFID gate is required. The wired ethernet connection should have 18 inches of cable above the floor & be terminated in an RF45 plug.
6. Installation includes one site visit to install and train library staff. Subsequent visits are billed out on a Time + Materials basis;
7. Product install includes the physical installation of the gates as well as the installation of software on a library computer, which must be available at time of install;



Northwestern
Michigan
College

MEMO
*Great Lakes Water
Studies Institute*

To: Marguerite Cotto, Vice President- Lifelong & Professional Learning
Vicki Cook, Vice President of Finance and Administration

From: Hans Van Sumeren, Director of Great Lakes Water Studies Institute

Date: February 11, 2020

Subject: **Painting and maintenance the RV Northwestern**

Board Action Requested

Authorization to enter into contract* with Great Lakes Shipyard located in Cleveland, OH, for complete sandblasting, painting and scheduled maintenance of RV Northwestern. Project cost not to exceed \$52,750 including 10% cost overruns.

Project funded through FY20 Plant Fund.

**This request was previous supported by the NMC Board of Trustees in 2018 and a purchase order was awarded to Northport Bay Boatyard. The vendor has since changed ownership and the new owner has declined to honor the purchase order previously authorized. Previous authorization was to not exceed \$60,000.*

Background

The RV Northwestern was assigned to the GLWSI in 2008 after 10+ years of service with the GLMA. During this time, the vessel has never received any exterior finish/paint work. At the time of reassignment, the vessel exterior had significantly deteriorated to the point where a complete refinish is required. The vessel hull is aluminum and there are no structural defects or corrosion issues associated with this deterioration of surface coating.

Schedule

NMC currently operates the RV Northwestern during the Great Lakes navigation season. We have worked directly with the shipyard to not adversely affect any planned academic, professional training or research activities aboard the vessel.

Upon completion of the project, NMC will utilize the return voyage as an outreach and recruiting opportunity at the various cities/communities that the RV Northwestern will dock. This may also include research activities with NOAA and the Thunder Bay National Marine Sanctuary.

Vendor Recommendation

Great Lakes Shipyard is being recommended for the following reasons:

- There are no local or regional vendors available. The previously contracted vendor changed ownership and declined the project.

- Recommendation by vessel operators within the Great Lakes regarding the reputation of Great Lakes Shipyard, specifically USCG, NOAA and other academic institutions who operate similar vessels
- Great Lakes Shipyard services TS State of Michigan on shipyard and dry-dock maintenance requirements
- Great Lakes Shipyard was the only company to visit the Northwestern in preparation of their bid package
- The breadth of work is significantly more and the cost to perform is significantly less than any bid previously received

Thank you.

Great Lakes Shipyard

4500 Division Avenue
Cleveland, Ohio 44102
(216)621-4854

Price Indication

R/V NORTHWESTERN
Northwest Michigan College
Great Lakes Maritime Academy

Date: 29-Jan-19

Subject: R/V Northwestern
2020 Drydocking - Maintenance and Repairs

<u>Item No.</u>	<u>Description of Services / Supplies</u>	<u>Unit Price</u>	<u>Qty</u>	<u>Units</u>	<u>Extended Price</u>
1	Drydocking / Blocking	11,616.00	1	Job	11,616.00
2	Paint - Hull, House & Deck	\$18,964.00	1	Job	18,964.00
3	Replace Cutless Bearings / Packing Glands	\$4,801.50	1	Job	4,801.50
4	Port Rudder Post	\$1,276.00	1	Job	1,276.00
5	Anodes	\$1,496.00	1	Job	1,496.00
6	Repair Anchor Pulpit	\$1,397.00	1	Job	1,397.00
7	Repair Rubrail	\$2,915.00	1	Job	2,915.00
8	Black Water Storage Tank - Replace and System Repairs	\$5,500.00	1	Job	5,500.00

Notes:

Total Amount of Options:	\$	47,965.50
--------------------------	----	-----------

All work is subject to Great Lakes Shipyard Schedule of Rates, Terms & Conditions, a copy of which is included hereto

Agreed to and Accepted by: _____ Date: _____



Northwestern
Michigan
College

MEMO
Administrative Services

To: Dr. Nick Nissley, President
From: Vicki Cook, VP Finance and Administration
Date: February 19, 2020
Subject: West Hall Innovation Center Landscaping Recommendation

This document provides an overview and recommendation for a landscaping firm to complete the West Hall Innovation Center landscaping project.

Board Authorization Requested

Authorize Northwestern Michigan College to enter into a contract with Traverse Outdoor Landscaping for the completion of landscaping work for the West Hall Innovation Center.

Background

In July 2018, NMC contracted with Johnson Hill Land Ethics Studio to design and develop landscaping plans for a number of areas of the college. These areas included Dennon Museum, Parson Stulen Campus, North Hall and West Hall Innovation Center. The overall goal of the project was a creative solution for landscaping that enhanced the campus, utilized native plants and provided a low cost maintenance plan for the College staff. Johnson Hill completed the design work with input from NMC's key stakeholder groups.

Bid Analysis

In June of 2019, NMC issued an RFP for landscape services and plant materials to implement the design plans for the West Hall Innovation Center, Dennon Museum and Parson Stulen. Johnson Hill Land Ethics Studio has been coordinating the review of the proposals for planting and landscape services. NMC sent the Request for Proposal for landscaping services and plant materials to five landscaping companies and advertised the RFP in the Record Eagle. Traverse Outdoor Landscaping was the only respondent submitting a bid of \$39,750 for services and plant materials for the West Hall Innovation Center landscaping project. Since June 2019, we have worked with Traverse Outdoor Landscaping to refine the scope and reduce costs related to the projects.

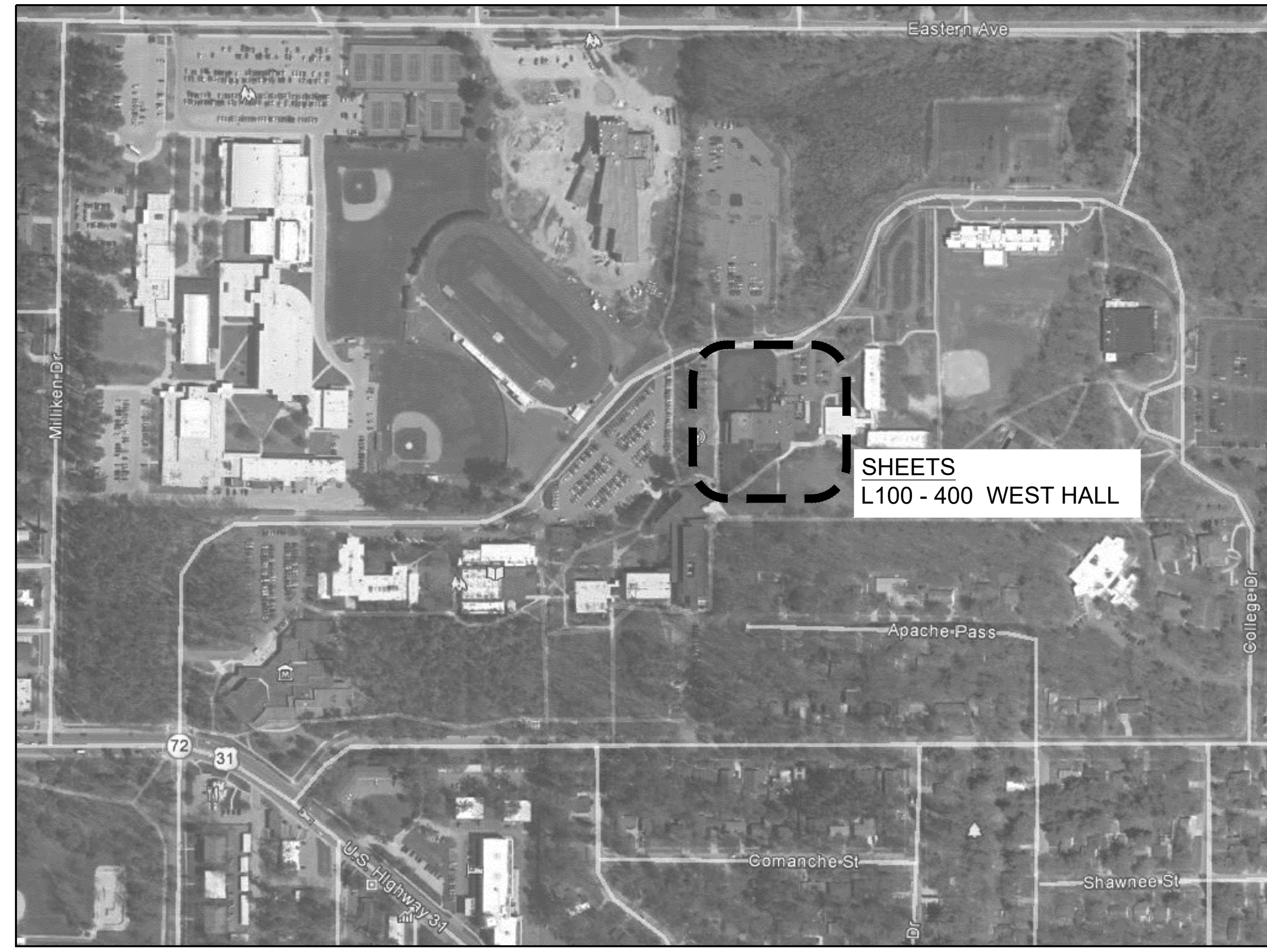
Board Recommendation

Authorize the Northwestern Michigan College to enter into a contract with Traverse Outdoor Landscaping for \$39,750 for landscaping services and plant materials for the West Hall Innovation Center. These costs are inclusive of labor and plant material and warranty.

Funding Source: The West Hall Innovation Center landscaping project will be funded by the 2016 Bond Fund.

NORTHWESTERN MICHIGAN COLLEGE LANDSCAPE IMPROVEMENTS

TRAVERSE CITY, MICHIGAN



NORTHWESTERN MICHIGAN COLLEGE MAIN CAMPUS NOT TO SCALE

WEST HALL PACKAGE

SHEET INDEX:

- SHEET L000: COVER SHEET
- SHEET L100: WEST HALL PLANTING PLAN
- SHEET L200: WEST HALL SOIL PREP.
- SHEET L300: WEST HALL EXTENT OF IRRIGATION
- SHEET L400: PLANTING DETAILS

OWNER:

NORTHWESTERN MICHIGAN COLLEGE
 CONTACT: VICKI COOK
 1701 E. FRONT STREET
 TRAVERSE CITY, MICHIGAN 49686
 PHONE: 231.995.1144
 EMAIL: vcook@nmc.edu

PROJECT ADDRESS:

1701 E. FRONT STREET
 TRAVERSE CITY, MICHIGAN 49686

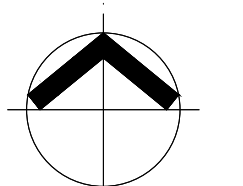
LANDSCAPE ARCHITECT:

JOHNSON HILL LAND ETHICS STUDIO
 CONTACT: MARK ROBINSON
 412 LONGSHORE DRIVE
 ANN ARBOR, MICHIGAN 48105
 PHONE: 734.668.7416
 EMAIL: mrobinson@jhle-studio.com

CONTRACTOR RESPONSIBILITIES THROUGHOUT THE PROJECT

1. THE CONTRACTOR SHALL BE RESPONSIBLE FOR CONTACTING AND COORDINATING WITH ALL PERTINENT UTILITY COMPANIES 72 HOURS IN ADVANCE OF ANY DIGGING TO FAMILIARIZE HIMSELF/HERSELF WITH ALL UNDERGROUND UTILITIES, PIPES AND STRUCTURES. THE CONTRACTOR SHALL ASSUME SOLE RESPONSIBILITY FOR ANY COST INCURRED DUE TO DAMAGE OF ANY UTILITIES.
2. THE CONTRACTOR SHALL NOT WILLFULLY PROCEED WITH THE CONSTRUCTION AS DESIGNED WHEN IT IS OBVIOUS THAT UNKNOWN OBSTRUCTION AND / OR GRADE DIFFERENCES EXIST. SUCH CONDITIONS SHALL BE IMMEDIATELY BROUGHT TO THE ATTENTION OF THE LANDSCAPE ARCHITECT. THE CONTRACTOR SHALL ASSUME FULL RESPONSIBILITY FOR ALL NECESSARY REVISIONS DUE TO FAILURE TO GIVE SUCH NOTIFICATION.
3. ANY DISCREPANCIES BETWEEN DIMENSIONED LAYOUT AND ACTUAL FIELD CONDITIONS SHALL BE IMMEDIATELY BROUGHT TO THE ATTENTION OF THE LANDSCAPE ARCHITECT/OWNER. THE CONTRACTOR SHALL ASSUME FULL RESPONSIBILITY FOR ALL NECESSARY REVISIONS DUE TO FAILURE TO GIVE SUCH NOTIFICATION.
4. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY COORDINATION WITH SUBCONTRACTORS AS REQUIRED TO ACCOMPLISH CONSTRUCTION INSTALLATION OPERATIONS.
5. THE CONTRACTOR SHALL PROVIDE AND MAINTAIN POSITIVE SURFACE DRAINAGE.
6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR ANY EXISTING MATERIALS THAT ARE DAMAGED DURING CONSTRUCTION. (INCLUDING BUT NOT LIMITED TO IRRIGATION, LIGHTS AND SIGNAGE)

NORTHWESTERN MICHIGAN COLLEGE
 LANDSCAPE IMPROVEMENTS
 WEST HALL PACKAGE
 TRAVERSE CITY, MICHIGAN



NORTH



NOT TO SCALE

DATE:	ISSUED FOR:
2019-1-30	PRELIMINARY STUDY
2019-3-13	PRELIMINARY STUDY
2019-5-1	BID SET

DRAWN	TRS
CHECKED	MGR

JOB NO.
18NMC01

TITLE
COVER SHEET

SEAL



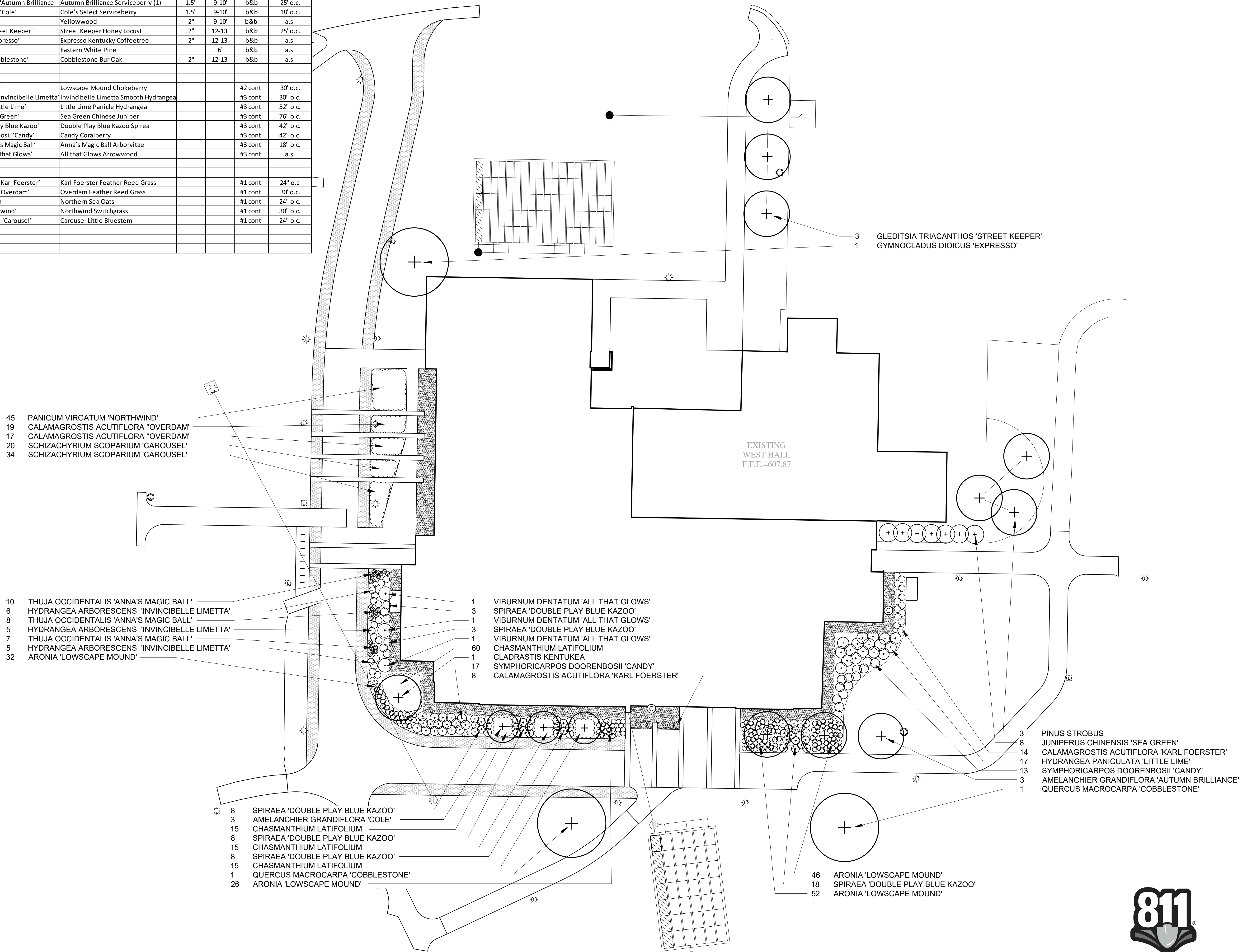
SHEET

L000

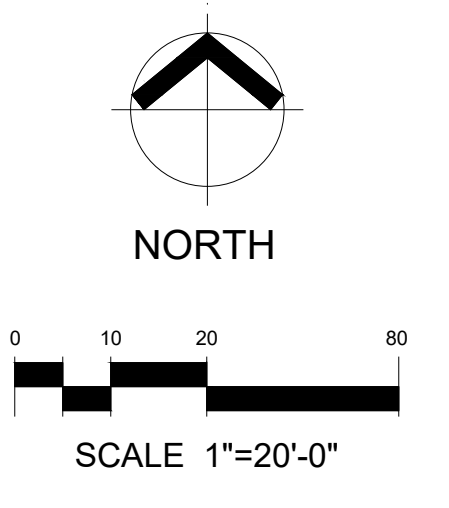


**Know what's below.
 Call before you dig.**

Plant List - West Hall						
QTY	BOTANICAL NAME	COMMON NAME	CALIPER	HEIGHT	ROOT	SPACING
Trees						
3	Amelanchier grandiflora 'Autumn Brilliance'	Autumn Brilliance Serviceberry (1)	1.5"	9-10'	b&b	25' o.c.
3	Amelanchier grandiflora 'Cole'	Cole's Select Serviceberry	1.5"	9-10'	b&b	18' o.c.
1	Cladrastis kentukea	Yellowwood	2"	9-10'	b&b	a.s.
3	Gleditsia triacanthos 'Street Keeper'	Street Keeper Honey Locust		12-13'	b&b	25' o.c.
1	Gymnocladus dioicus 'Expresso'	Expresso Kentucky Coffeetree	2"	12-13'	b&b	a.s.
3	Pinus strobus	Eastern White Pine		6'	b&b	a.s.
2	Quercus macrocarpa 'Cobblestone'	Cobblestone Bur Oak	2"	12-13'	b&b	a.s.
Shrubs						
156	Aronia 'Lowscape Mound'	Lowscape Mound Chokeberry			#2 cont.	30' o.c.
16	Hydrangea arborescens 'Invincibelle Limetta'	Invincibelle Limetta Smooth Hydrangea			#3 cont.	30' o.c.
17	Hydrangea paniculata 'Little Lime'	Little Lime Panicle Hydrangea			#3 cont.	52" o.c.
8	Juniperus chinensis 'Sea Green'	Sea Green Chinese Juniper			#3 cont.	76" o.c.
48	Spiraea media 'Double Play Blue Kazoo'	Double Play Blue Kazoo Spiraea			#3 cont.	42" o.c.
30	Symphoricarpos doorenbosii 'Candy'	Candy Coralberry			#3 cont.	42" o.c.
25	Thuja occidentalis 'Anna's Magic Ball'	Anna's Magic Ball Arborvitae			#3 cont.	18" o.c.
3	Viburnum dentatum 'All that Glows'	All that Glows Arrowwood			#3 cont.	a.s.
Ornamental Grasses and Sedges						
22	Calamagrostis acutiflora 'Karl Foerster'	Karl Foerster Feather Reed Grass			#1 cont.	24" o.c.
36	Calamagrostis acutiflora 'Overdam'	Overdam Feather Reed Grass			#1 cont.	30" o.c.
105	Chasmanthium latifolium	Northern Sea Oats			#1 cont.	24" o.c.
45	Panicum virgatum 'Northwind'	Northwind Switchgrass			#1 cont.	30" o.c.
54	Schizachyrium scoparium 'Carousel'	Carousel Little Bluestem			#1 cont.	24" o.c.
GroundcoverNotes:						
1	Clump Form: 3 - 4 Stems					



**NORTHWESTERN MICHIGAN COLLEGE
 LANDSCAPE IMPROVEMENTS**
 WEST HALL PACKAGE
 TRAVERSE CITY, MICHIGAN

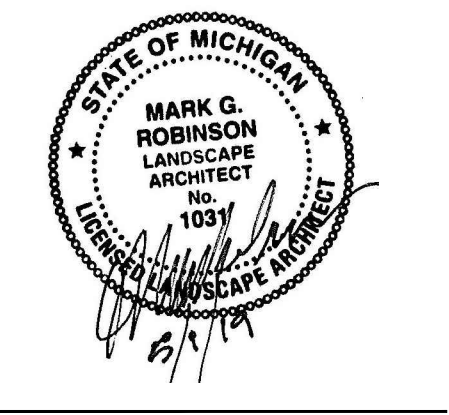


DATE:	ISSUED FOR:
2019-1-30	PRELIMINARY STUDY
2019-3-13	PRELIMINARY STUDY
2019-5-1	BID SET

DRAWN	TRG
CHECKED	MGR

JOB NO.
18NMC01

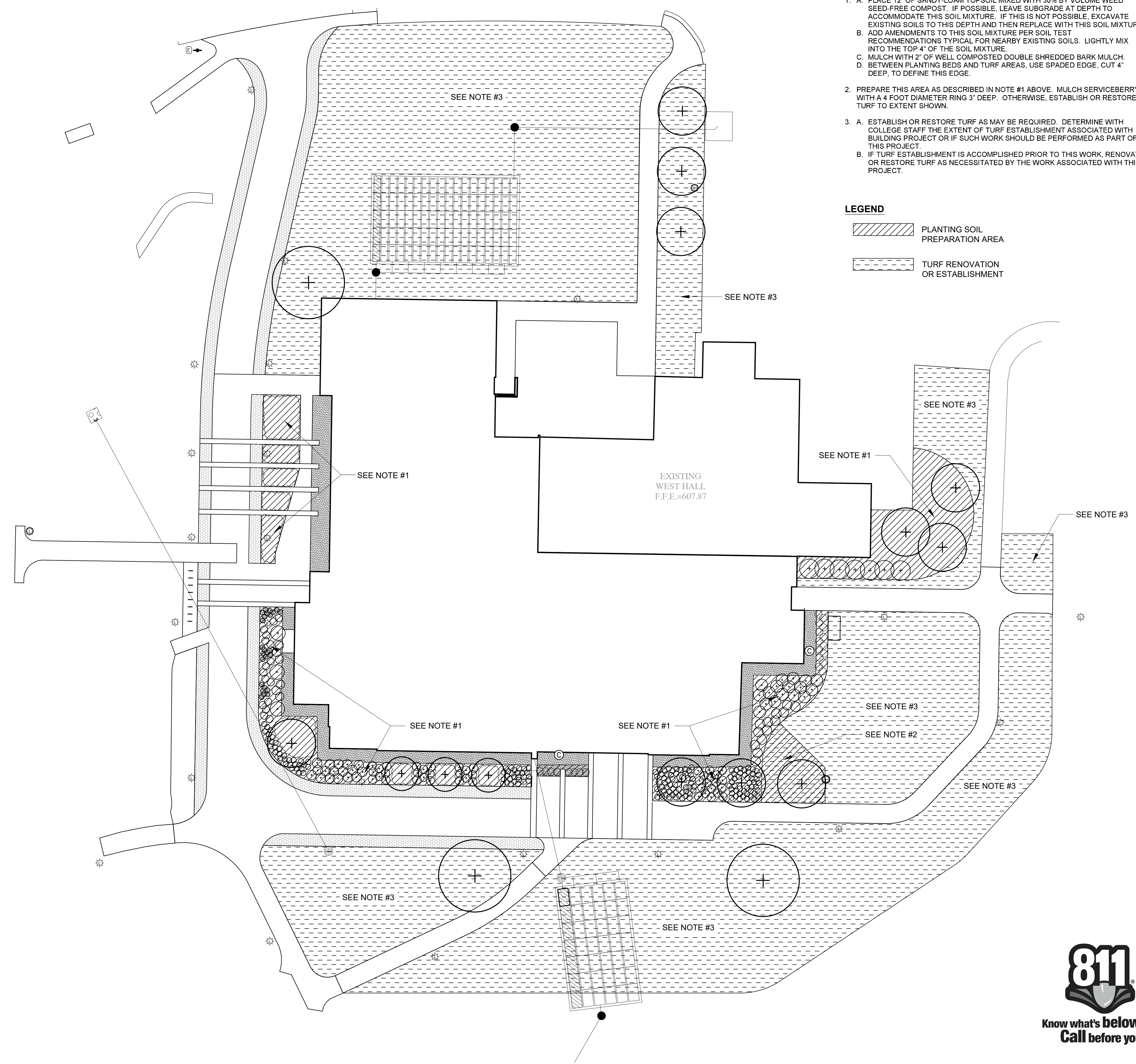
TITLE
**WEST HALL
 PLANTING
 PLAN**



SHEET




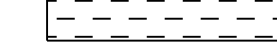
L100



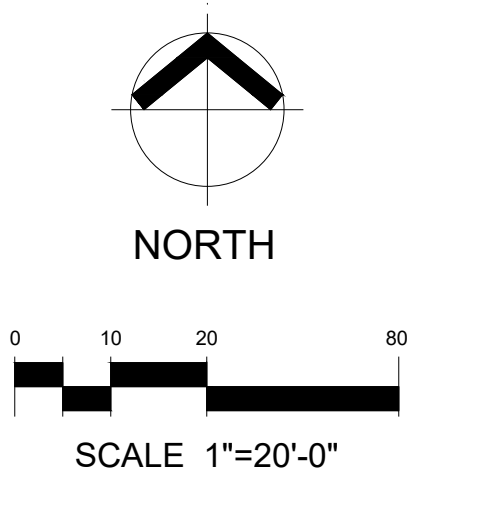
SOIL PREPARATION NOTES

1. A. PLACE 12" OF SANDY-LOAM TOPSOIL MIXED WITH 30% BY VOLUME WEED SEED-FREE COMPOST. IF POSSIBLE, LEAVE SUBGRADE AT DEPTH TO ACCOMMODATE THIS SOIL MIXTURE. IF THIS IS NOT POSSIBLE, EXCAVATE EXISTING SOILS TO THIS DEPTH AND THEN REPLACE WITH THIS SOIL MIXTURE.
 B. ADD AMENDMENTS TO THIS SOIL MIXTURE PER SOIL TEST RECOMMENDATIONS TYPICAL FOR NEARBY EXISTING SOILS. LIGHTLY MIX INTO THE TOP 4" OF THE SOIL MIXTURE.
 C. MULCH WITH 2" OF WELL COMPOSTED DOUBLE SHREDDED BARK MULCH.
 D. BETWEEN PLANTING BEDS AND TURF AREAS, USE SPADED EDGE, CUT 4" DEEP, TO DEFINE THIS EDGE.
2. PREPARE THIS AREA AS DESCRIBED IN NOTE #1 ABOVE. MULCH SERVICEBERRY WITH A 4 FOOT DIAMETER RING 3" DEEP. OTHERWISE, ESTABLISH OR RESTORE TURF TO EXTENT SHOWN.
3. A. ESTABLISH OR RESTORE TURF AS MAY BE REQUIRED. DETERMINE WITH COLLEGE STAFF THE EXTENT OF TURF ESTABLISHMENT ASSOCIATED WITH BUILDING PROJECT OR IF SUCH WORK SHOULD BE PERFORMED AS PART OF THIS PROJECT.
 B. IF TURF ESTABLISHMENT IS ACCOMPLISHED PRIOR TO THIS WORK, RENOVATE OR RESTORE TURF AS NECESSITATED BY THE WORK ASSOCIATED WITH THIS PROJECT.

LEGEND

-  PLANTING SOIL PREPARATION AREA
-  TURF RENOVATION OR ESTABLISHMENT

**NORTHWESTERN MICHIGAN COLLEGE
 LANDSCAPE IMPROVEMENTS**
 WEST HALL PACKAGE
 TRAVERSE CITY, MICHIGAN

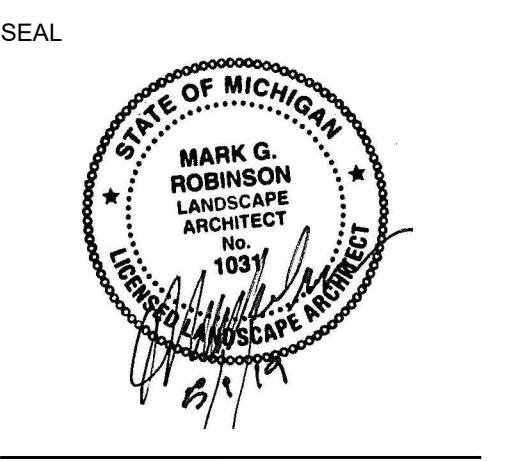


DATE:	ISSUED FOR:
2019-1-30	PRELIMINARY STUDY
2019-3-13	PRELIMINARY STUDY
2019-5-1	BID SET

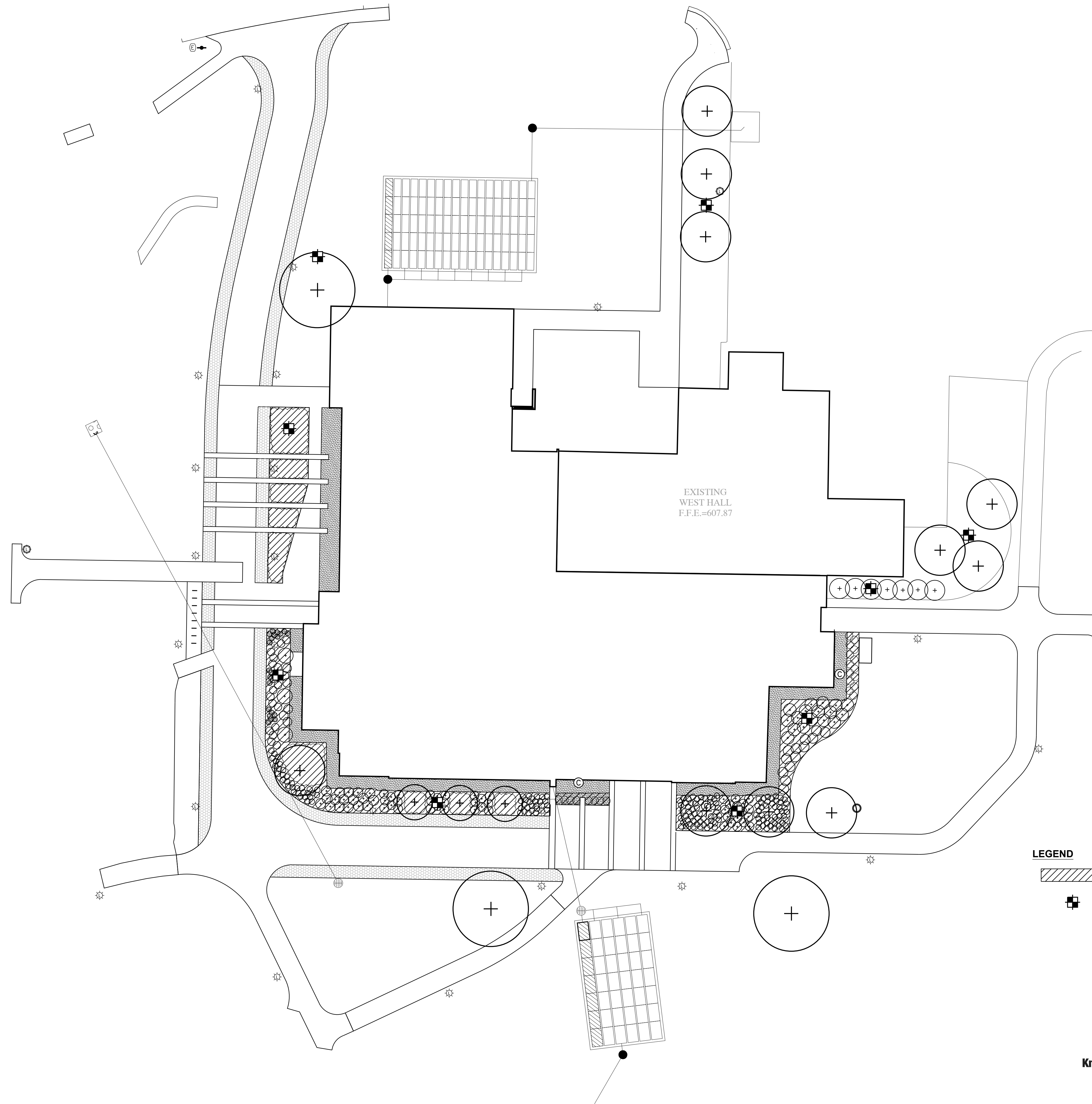
DRAWN	TRS
CHECKED	MGR

JOB NO.
18NMC01

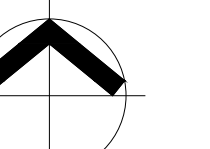
TITLE
WEST HALL SOIL PREP.



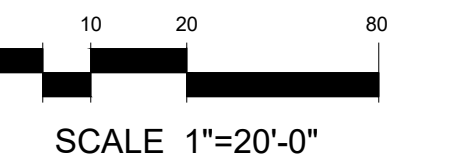
**Know what's below.
 Call before you dig.**



NORTHWESTERN MICHIGAN COLLEGE
LANDSCAPE IMPROVEMENTS
WEST HALL PACKAGE
TRAVERSE CITY, MICHIGAN



NORTH



DATE:	ISSUED FOR:
2019-1-30	PRELIMINARY STUDY
2019-3-13	PRELIMINARY STUDY
2019-5-1	BID SET

DRAWN:	TRG
CHECKED:	MGR

JOB NO.
18NMC01

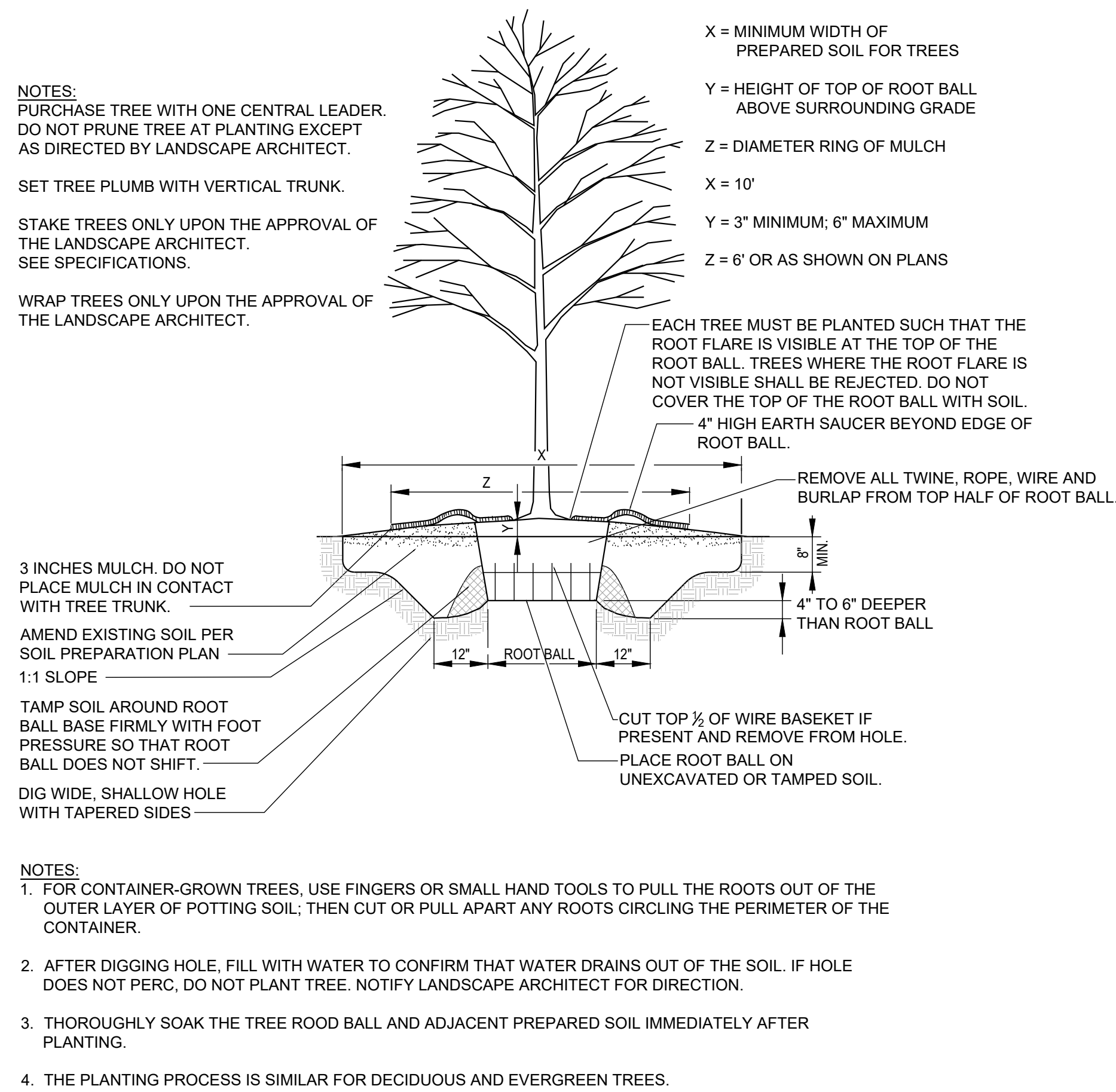
TITLE
**WEST HALL
EXTENT OF
IRRIGATION**

SEAL

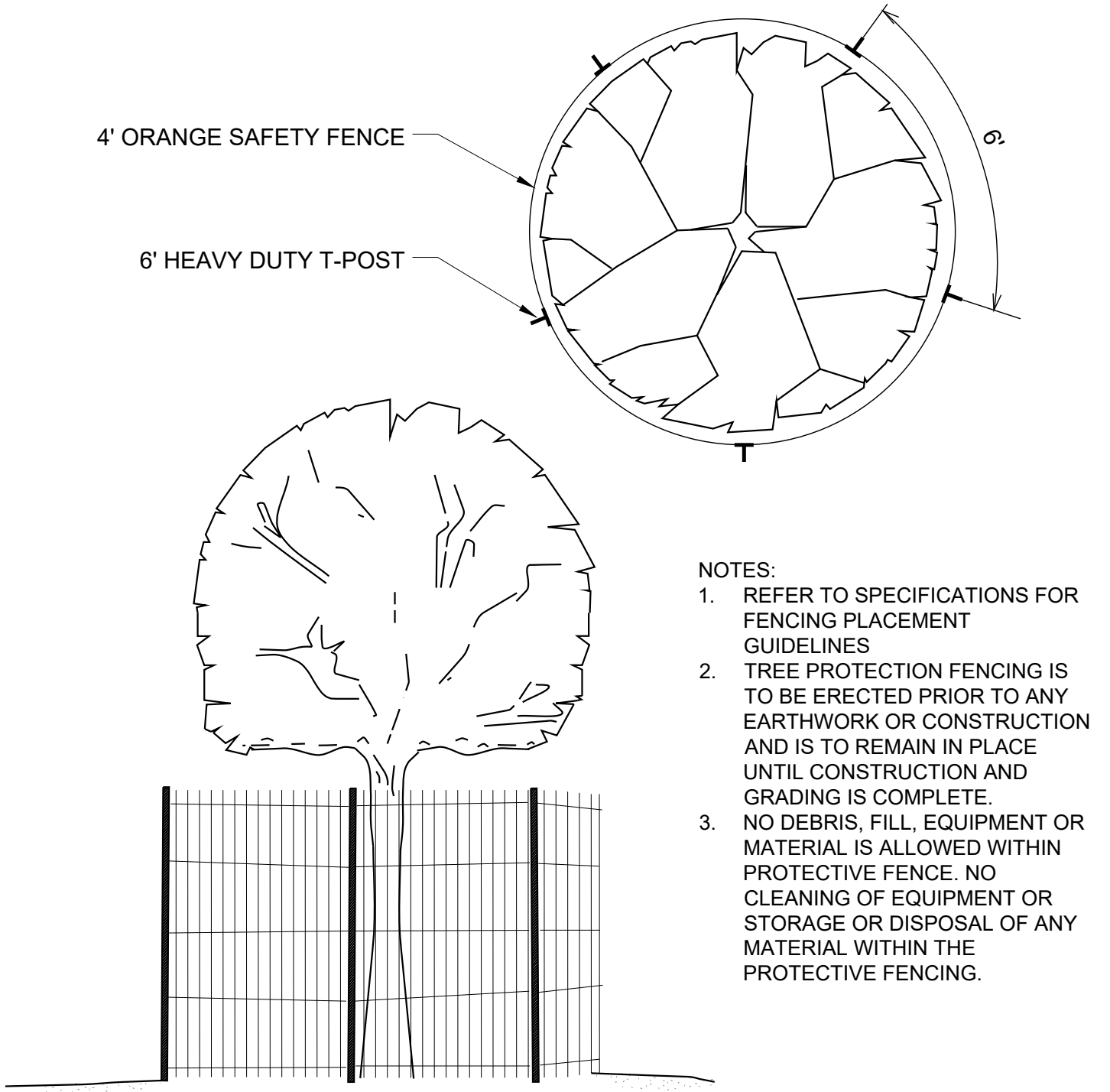


SHEET

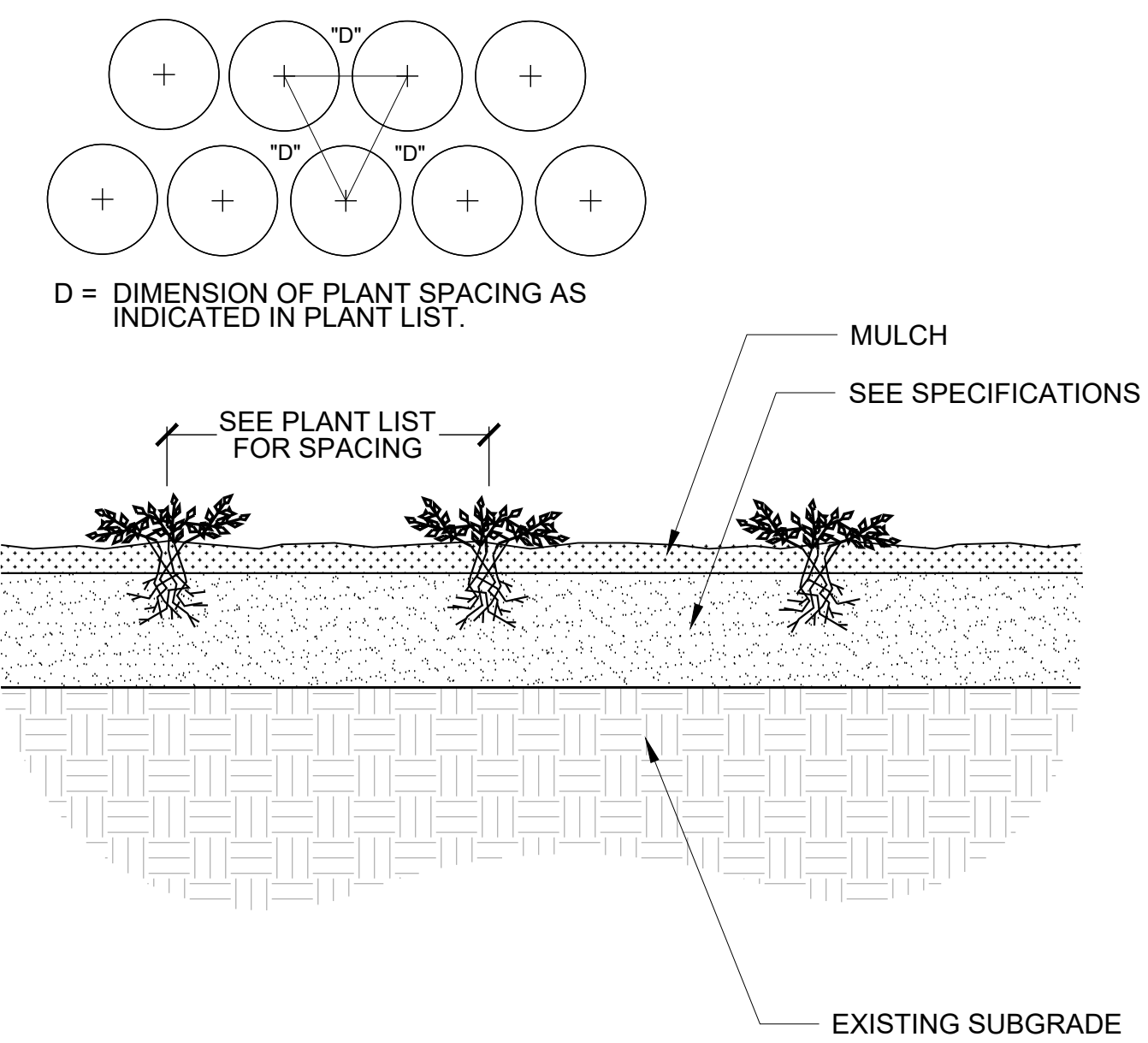
L300



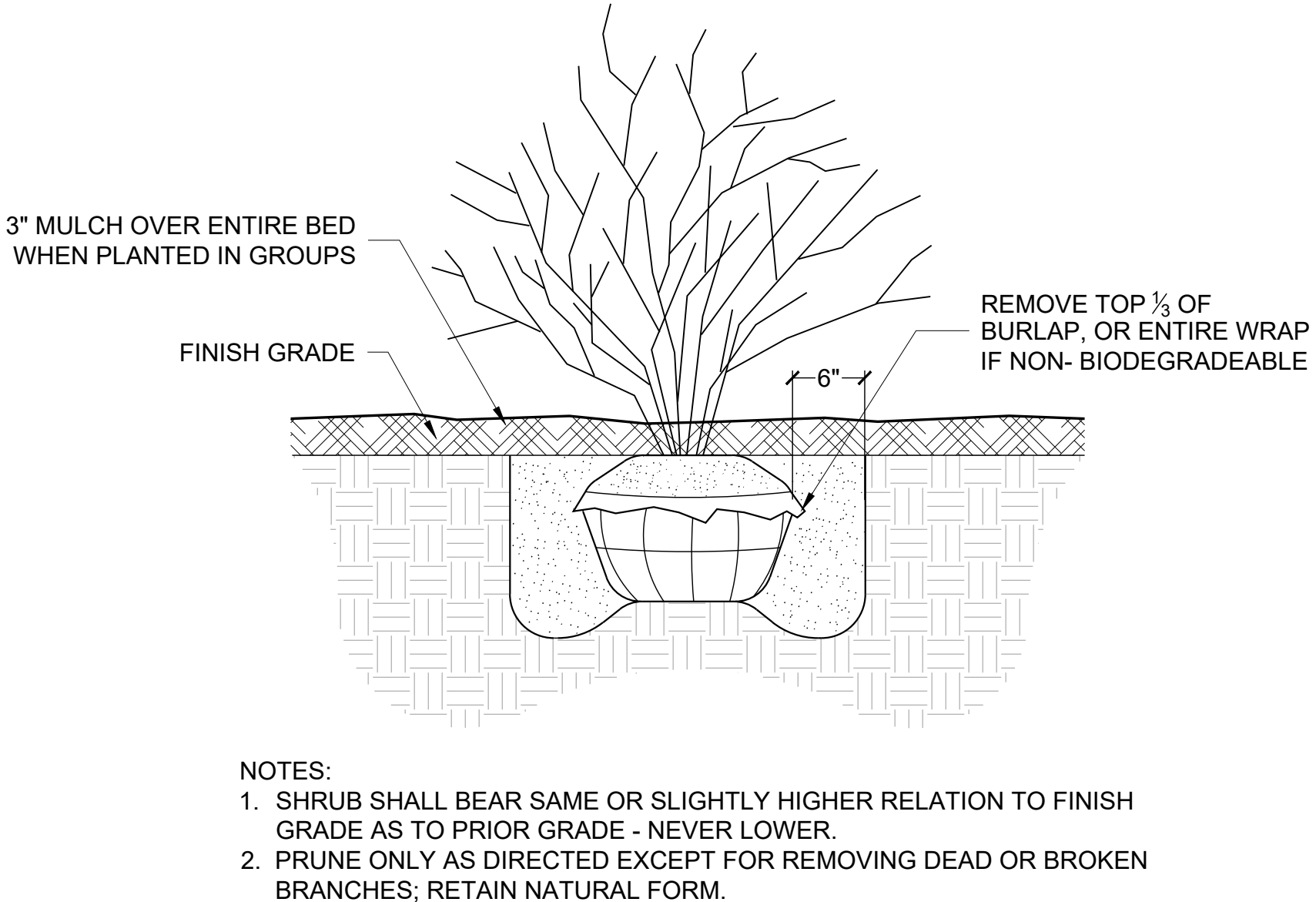
1 TREE PLANTING - TYPICAL
SCALE: NTS



2 TREE PROTECTION FENCING
SCALE: NTS

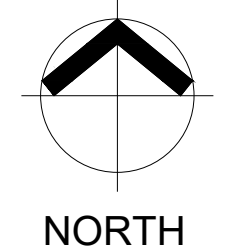


3 GROUNDCOVER PLANTING - TYPICAL
SCALE: NTS



4 SHRUB PLANTING - TYPICAL
SCALE: NTS

NORTHWESTERN MICHIGAN COLLEGE
LANDSCAPE IMPROVEMENTS
 WEST HALL PACKAGE
 TRAVERSE CITY, MICHIGAN



SCALE VARIES
SEE DRAWING

DATE:	ISSUED FOR:
2019-1-30	PRELIMINARY STUDY
2019-3-13	PRELIMINARY STUDY
2019-5-1	BID SET

DRAWN	TRS
CHECKED	MGR

JOB NO.
18NMC01

TITLE
PLANTING
DETAILS



SHEET

L400



Know what's below.
Call before you dig.