



Northwestern
Michigan
College

Board of Trustees

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Northwestern Michigan College provides lifelong learning opportunities to our communities.

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Meeting Agenda

Monday, August 24, 2020

Virtual Zoom Webinar ID: 935 1577 4555

<https://nmc.zoom.us/j/93515774555>

Phone: 1 312 626 6799 or 1 646 558 8656

5:30 p.m. Regular Meeting

I. GENERAL BUSINESS

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

II. REPORTS (Most reports are also provided to the Board in their materials packet, which can be accessed on the nmc.edu Board of Trustees website.)

- E. Faculty Report – Intersection: interests, talents and education meet creating vs. doing for a living—*Susan Odgers, Social Science Adjunct Faculty*
- F. COVID-19 Update—*President Nick Nissley*
- 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 and Compensation Committee—*Chris Bott, Committee Chair*
- L. Building and Site Committee—*Ross Childs, Committee Chair*
- M. Legislative Issues Report—*President Nick Nissley*

III. PUBLIC INPUT

Requests for public input should be typed into the “Chat” function of the Zoom meeting prior to the Public Input time in the agenda. You will be called upon to speak, and please start by stating your name. The topic addressed should be related to business within the jurisdiction of the Board. Comments will be limited to (3) three minutes in length per speaker and the speaker will be muted by NMC technology staff at the end of that (3) three minutes. The Board will take public remarks into consideration, but will not comment at time of input.

IV. UPDATES

- N. President's Update— *President Nick Nissley*
- 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 July 20, 2020, regular and closed meetings

VII. ACTION ITEMS

Q. Presidential Evaluation Process (Pursuant to Policy A-106.00 Human Resources)

Recommend approval of presidential evaluation process and format as recommended by the Presidential Performance and Compensation Committee.

R. MDOT Cost Agreement (Pursuant to MDOT requirement)

Recommend authorization for administration to pay \$252 dollars or 25% of the annual cost of maintenance of the signal light at the NW corner of Barlow and Front Street to the Michigan Department of Transportation (MDOT) funded by the General Fund.

VIII. REVIEW OF FOLLOW-UP REQUESTS

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

IX. ADJOURNMENT

Upcoming Board Meeting Dates:

All board meetings are open to the public.

September 28, 2020

October 26, 2020

November 23, 2020

December 21, 2020

NMC BOT Faculty Presentation Form

This form will be shared with the BOT before the meeting so they know what you will be presenting and a little bit about you. Thank you for sharing your time and expertise with the BOT so they continue to be informed about the high quality educators and programs we have here at NMC.

8/24/2020 Faculty Presentation

Susan Odgers, NMC Social Science Adjunct Faculty, since 1989

Co-presenter: NMC student, Periwinkle Kietzman

Title: “Intersection: interests, talents and education meet creating vs. doing for a living”

Susan and Peri’s presentation will highlight their work together during the spring 2020 semester in Psy. 225 Human Sexuality, and what the future holds for the continuation of this work. Both the faculty and student perspective will be highlighted; specifically with regard to highly motivated students, leadership and influence in a classroom and engagement/experiential learning.

Periwinkle Kietzman is a 20-year-old artist and writer from Traverse City focusing on researching, exploring, and creating work on sexual health and body image. She began her work in sexuality five years ago with her artwork, which depicts abstract and colourful nude forms to advocate the admiration of bodies. However, after life-changing experiences with her own sexuality and those around her, Periwinkle expanded her mission to include the vastness of human sexuality and the promotion of sexual health education. Alongside her artwork, Periwinkle also writes essays on sexuality, which she posts on her blog, [Internal Monologue](#). Her writing has also been featured multiple times in *What the F* magazine.

Periwinkle’s current and largest project began in NMC Psy.225 Human Sexuality class in spring of 2020. As a final project, she developed an anonymous survey asking people about how their perceptions on sex and sexuality are influenced by their societal conditioning, environment, and physical, mental and social well-being. In addition to the survey, she wrote a paper to support her argument that sexual expression and health are central to the human experience and the well-being of all communities; furthermore, the first step to an inclusive and supportive community discussion of sexual health must begin with a personal conversation, such as understanding one’s own sexuality and sexual conditioning. Now, Periwinkle is expanding her final project by putting together an art show in January at Higher Art gallery where she will showcase bound books containing the answers to her survey alongside her artwork. The ultimate purpose of her show is to encourage both viewers and participants to practice introspection, start and open and inclusive conversation about sexual health within the community, and help improve sexual health education and positivity.

Entering her second year at NMC, Periwinkle is pursuing a degree in English creative writing and hopes to focus on writing about sexual health. Although unsure about where she will transfer to further her education, Periwinkle is confident that she will continue to work in sexual health activism. She strongly believes that her work in art and writing are not mutually exclusive to whatever education path she takes, as she will continue her learning through her work by expanding her platform to giving talks to high-school and college educators, the public, and working with various local human rights organisations.



COVID-19 STRATEGIES AND ACTIONS UPDATES

- College remains in stage 2 of its reopening plan, with some updates:
 - Campus now open Mon-Fri for classes and office work that cannot be done from home. University Center open Saturdays as required for partner classes.
 - Food service available in new West Hall Innovation Center
 - Library in WH Innovation Center open with limited hours Mon-Fri, 8:00am – 5:00pm
- Dramatically reduced the number of lecture-based classes from 79% last fall to 14% this fall (a real number reduction from 461 actual lecture-based classes last year to 88 lecture-based classes this fall), in an effort to minimize the number of students meeting face-to-face on campus. Class size has also been dramatically reduced, the largest class being offered this fall is 39 students and the next largest is 35 students. And, the capacity of all classrooms has been refigured, to ensure that new capacities reflect the required six-foot social distancing.
- Move In and Welcome Weekend have been redesigned with a safety-first orientation given the coronavirus pandemic, with considerations such as time-specific move in slots and one-way traffic flows in/out of the dorms. It now includes things like thermometers in the welcome bags and a virtual parent orientation meeting (and, review of coronavirus safety protocols).
- Decision triggers for discussion of closure partial closure and/or on-campus reduction have been developed.
- Building entrances and website posted with self-screening questions prior to coming on campus.
- Limited number of employees in an office with staggered shifts.
- Masks required for everyone while on NMC campuses, unless alone in office.
- NMC logo'd masks sent to all employees and ppe supplies in all office areas available to employees and visitors as needed.
- Exposure Control Awareness pamphlets to employees and students; and training for all employees returning to campus.
- Student Life will greet students at building entrances during first 2 days of class, and will offer mask if student does not have one, sharing requirement to wear.
- Students without mask cannot stay in class.
- Flowchart available with steps to take if informed student has tested positive.
- NMC currently has no plans for widespread COVID-19 testing on campus, but limited testing is available through Health Services. No cost testing available at community sites.
- Developing a dashboard for COVID-19 cases webpage to monitor campus impact.
- Custodial crews will clean all public space daily following CDC recommendations for disinfecting spaces and high-touch surfaces.
- Disinfectant spray, towels, wipes and gloves available in all classrooms, labs and offices.

Organizational Goals – *Keep students and employees safe from COVID-19, with the least disruption possible to learning.*

Communications Goals – *Keep stakeholders informed of what's happening, what NMC is doing, provide resources and reduce fear in a consistent and unified voice.*



**Northwestern
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MEMO
Enrollment Services

To: Dr. Nick Nissley, President
 From: Todd Neibauer, VP for Student Services & Technologies
 Date: August 13, 2020
 Subject: Fall Semester 2020

Fall 2020

Student orientation is ongoing throughout August as new admits are welcomed and given virtual orientation and advising opportunities. While contact hours were projected to decline by 15% they are currently down 12%. The percent of new admits registered and the percent of returning students registered have both continued to improve through the summer. Final numbers for the fall semester will be collected on enrollment report day, September 2, 2020.

Statistics

(Resources: August 13, 2020 -Digital Dashboard – Same Date Comparison, FA2017-2020)

	2017	2018	2019	2020
New Students Registered	1,553	1,455	1,420	1,159
Prior Admits Registered	46	27	26	32
Retained from Spring	1,899	1,781	1,739	1,614
Re-Admitted Students	266	258	215	168
Average Contact Hours	11.08	11.14	11.09	11.18
Total Headcount	3,764	3,521	3,398	2,972
Total Contact Hours	41,718	39,210	37,683	33,220
Tuition	7,507,347	7,266,986	7,083,692	6,293,382

Fall 2020 Housing

The Residence Life office currently has 210 applications for 238 available beds. Move in will begin on August 20 and proceed over three days to avoid congestion in the hallways and stairwells and residents will have specific move-in appointments. Volunteers will help with student move in and with other welcome weekend activities (<https://www.nmc.edu/welcome/welcome-weekend.html>).



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MEMO

Administrative Services

To: Dr. Nick Nissley, President

From: Vicki Cook, Vice President of Finance and Administration

Date: August 14, 2020

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

The attached reports summarize the financial results for the General Fund as of July 31, 2020. 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 revenue over expenses in the amount of \$1,006,393. Revenue increased by 2% when comparing July 2020 to July 2019 due to timing of property tax collection. Expenses increased by 22% when comparing July 2020 to July 2019. This is due to there being three pay periods in July 2020 compared to two pay periods in July 2019.

Revenue (letters refer to the attached General Fund summary)

- A. Tuition and Fees revenue: Tuition and fees represent a 14% decrease from those of July 2019. For Summer 2020, the budget was set at 5,823 billing hours for budgeted revenue of \$1,140,215. Actual billing hours are at 5,633 hours for a total tuition revenue of \$1,045,208. Summer 2020 revenue is under budget by \$95,007. The shortfall should be made up with the reduction of overload and adjunct costs.
- B. Property Taxes: Tax revenue is recorded as payments are received. The overall increase for the fiscal year is expected to be 3% over the previous fiscal year.
- C. State Sources 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 under budget due to reductions in supplemental staff due to Covid-19.
- H. Expenses are under budget at this time.
- I. Capital Outlay reflects expenditures budgeted through the allocation of COAT dollars.

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 2021, Period 01*

Funds	Accounts	2020-2021 Adjusted Budget	YTD Activity	% of Annual Budget	
TOTAL GENERAL FUND					
50	Revenues				
	Tuition and Fees	20,271,034	2,309,912	11.40%	A
	Property Taxes	11,485,363	465,345	4.05%	B
	Other Local	<u>0</u>	<u>0</u>	*	
	Local Sources	31,756,397	2,775,257	8.74%	
	State Sources	8,543,730	0	0.00%	C
	Federal Sources	524,000	0	0.00%	D
	Private Sources	1,268,000	0	0.00%	F
	Investment Income	274,000	27,070	9.88%	E
	Other Sources	<u>353,250</u>	<u>26,197</u>	7.42%	F
	Total Revenues	42,719,377	2,828,524	6.62%	
60	Labor				
	Salaries & Wages	21,182,285	974,875	4.60%	G
	Benefits	<u>9,072,070</u>	<u>533,773</u>	5.88%	G
	Total Labor	30,254,355	1,508,648	4.99%	
70	Expenses				
	Purchased Services	2,391,755	75,746	3.17%	H
	Supplies & Materials	3,288,261	59,149	1.80%	H
	Internal Services	104,020	0	0.00%	H
	Other Expenses	1,705,773	71,315	4.18%	H
	Institutional Expenses	1,726,924	31,079	1.80%	H
	Maintenance & Renovation	1,778,289	68,901	3.87%	H
	Prof Develop, Travel & Events	180,000	7,293	4.05%	H
	Capital Outlay	<u>50,000</u>	<u>0</u>	0.00%	I
	Total Expenses	11,225,022	313,483	2.79%	
	Total Expenditures	41,479,377	1,822,131	4.39%	
80	Transfers				
	Transfers	1,240,000	0	0.00%	
	Total Transfers	<u>1,240,000</u>	<u>0</u>	0.00%	
	Total Expenditures and Transfers	42,719,377	1,822,131	4.27%	
	Net Revenues over (under) Expenditures	0	1,006,393		



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

INTERIM
This statement does not
reflect year-end results.

	<u>YTD 7/31/2020</u>	<u>YTD 7/31/2019</u>	<u>\$ Diff</u>	<u>% Diff</u>	<u>Comments</u>
Revenue					
Local Sources:					
Tuition & Fees	\$ 2,309,912	\$ 2,676,855	\$ (366,943)	-14%	Primarily due to decreased summer tuition, GLMA cruise fee revenue, EES revenue, and fall general fees in FY21 (all impacted by COVID)
Property Taxes	465,345	49,900	415,445	833%	Timing of property tax payments
Total Local Sources	2,775,257	2,726,755	48,502	2%	
State Sources	-	-	-	0%	Consistent with prior year
State PPT Reimbursement	-	-	-	0%	Consistent with prior year
Federal Sources	-	-	-	0%	GLMA received add'l appropriations from MARAD for vessel operation in FY19
Private Sources	-	-	-	0%	Consistent with prior year
Investment Income	27,070	11,339	15,731	139%	Higher interest received in July FY21 than in July FY20
Other Sources	26,197	23,714	2,483	10%	Primarily due to higher admin fees received from NJTP payouts in FY21
Total Revenue	2,828,524	2,761,808	66,716	2%	
Expenses					
Salaries and Wages	974,875	590,942	383,933	65%	Three pays in July 2020 (only two pays in July 2019)
Benefits	533,773	351,888	181,885	52%	Three pays in July 2020 (only two pays in July 2019)
Voluntary Separation Plan	-	-	-	0%	Consistent with prior year
Purchased Services	75,746	181,819	(106,073)	-58%	Primarily due to lower food expenses in FY21 for GLMA cruises and lower purchased services in FY21 such as no presidential search expenses and lower EES expenses due to COVID
Supplies & Materials	59,149	167,136	(107,987)	-65%	Primarily due to lower fee related expenses, equipment, and fuel expenses in FY21 (UAV purchased for aviation and data/voice equipment purchased for audio tech in FY20)
Internal Services	-	473	(473)	-100%	Internal expense incurred for Board meeting in FY20 (virtual in FY21)
Other Expenses	71,315	60,231	11,084	18%	Primarily due to GLMA equipment rentals for the Tug Mississippi in FY21
Institutional Expenses	31,079	28,790	2,289	8%	Timing of invoice payments for cable expenses
Maintenance & Renovation	68,901	65,149	3,752	6%	Increase is primarily driven by timing of renewals of contracts between fiscal years for software maintenance
Professional Development	7,293	46,322	(39,029)	-84%	Elimination of professional development expenses in FY21
Capital Outlay	-	-	-	0%	
Total Expenses	1,822,131	1,492,750	329,381	22%	
Transfers	-	-	-	0%	
Total Expenses & Transfers	1,822,131	1,492,750	329,381	22%	
Net Revenue Over (Under) Expenses	\$ 1,006,393	\$ 1,269,058	\$ (262,665)	-21%	



Northwestern Michigan College
Income Statement Projections - General Fund
For the Year Ended June 30, 2020
As of 8/17/20

INTERIM
This statement does not
reflect year-end results.

Revenue

Local Sources:

	FY 19 Actual	FY 20 Budget	YTD 8/17/2020	FY 20 Projected	Difference vs. Budget	Comments
Tuition & Fees	\$ 23,529,686	\$ 23,578,426	\$ 21,298,905	\$ 21,298,905	(2,279,521)	Covid-19 lost revenue: EES Spring, Summer and College for Kids (~\$250k), aviation flight fees (~\$500k), and Marine Center PD (\$110k). Also in FY20 there was no Training Services revenue (\$572k budgeted). Remaining shortfall attributed to lower than planned Fall and Spring enrollment.
Property Taxes	10,685,705	11,150,536	11,163,671	11,163,671	13,135	Aligned with budget
Total Local Sources	34,215,391	34,728,962	32,462,576	32,462,576	(2,266,386)	
State Sources	10,003,428	9,795,989	9,212,068	9,212,068	(583,921)	11% reduction in FY20 State Appropriations under SB 373 / 2020 PA-146 (July 31, 2020) offset by receipts for MPSERS 147a(1), 147a(2), and 147e payments.
State Property Tax Reimbursement	165,956	100,000	156,014	156,014	56,014	Higher than planned PPT payments from Local Community Stabilization Authority (LCSA)
Federal Sources	1,815,514	734,339	1,321,495	1,321,495	587,156	GLMA rcv'd \$1.2M in appropriations in addition to fuel reimbursement
Private Sources	567,361	549,000	783,877	845,162	296,162	Funding for experiential learning and grants from Consumer's Energy and Lee Gardner Foundation were not budgeted
Dividend and Interest Income	384,491	274,000	419,392	419,392	145,392	Returns were stable for majority of fiscal year
Unrealized Gain/(Loss) on Investments	406,758	-	43,746	43,746	43,746	Unrealized gain reflects declining market rates as of year end
Other Sources	571,429	441,250	439,524	439,524	(1,726)	New MMTC access and office fees offset by lower rentals due to Covid-19 closure
GF Revenue Recovery (under CARES)	-	-	-	387,666	387,666	Int'l trip refunds (\$243k), EES refunds (\$64k), other miscellaneous refunds (\$80k)
Total Revenue	48,130,329	46,623,540	44,838,692	45,287,643	(1,335,897)	

Expenses

Salaries and Wages	21,701,410	22,293,246	21,731,219	21,731,219	(562,027)	Supplemental staff furloughed effective April 20. Hiring freeze in place
Benefits	9,336,066	9,444,229	8,724,489	8,874,489	(569,740)	NMC experienced substantial savings in medical expense (\$300k+) due to provider change eff 1/1/20. FICA and MPSERS also lower than expected due to the reduced staffing noted above.
Purchased Services	2,537,324	2,655,276	2,075,081	2,075,081	(580,195)	Reduced EES 1099 contractors due to Covid-19 closure; no training services contractors
Supplies & Materials	3,251,184	3,224,916	2,478,739	2,478,739	(746,177)	Reduced fuel, study abroad trips costs, and classroom supplies due to Covid-19
Internal Services	83,954	89,920	92,308	92,308	2,388	Aligned with budget as expected
Other Expenses	1,597,838	1,766,851	1,415,805	1,568,074	(198,777)	Native American Tuition Waiver lower than planned (\$88k under); lower commencement and non-PD related travel and events costs due to Covid-19 (\$163k under). Offset by increase in allowance due to halting collections on students in response to COVID-19
Institutional Expenses	1,621,241	1,801,213	1,514,485	1,514,485	(286,728)	Savings in heating costs and electricity in large part due to less usage w/campus closure
Maintenance & Renovation	1,554,197	1,740,392	1,458,076	1,458,076	(282,316)	Comparable to budget
Professional Development	713,810	653,622	557,748	557,748	(95,874)	Reduced conferences and events due to Covid closure
Capital Outlay	696,140	270,000	345,003	345,003	75,003	Gifts from Lee Gardner and Consumer's Energy will be used to purchase GF equipment
GF Expenditure Recovery (under CRF)	-	-	-	(237,660)	(237,660)	estimated as of 8/17; Zoom, Webcams, Hotspots, Outdoor WiFi, PPE, etc.
Total Expenses	43,093,164	43,939,665	40,392,954	40,457,563	(3,482,102)	

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	300,920	300,920	(39,080)	Based on revenue; calculated using tachometer hours; lower due to minimal flights Mar-Jun
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 - MPSERS Liability Fund	95,800	-	-	-	-	
Bd Designated - Wellness Initiatives	-	(115,865)	-	-	115,865	
Program Specific	(4,202)	100,000	(7,486)	1,083,011	983,011	MARAD appropriations and Heritage Act funds are reserved for the GLMA program
Total Transfers	3,960,185	2,683,875	293,434	3,743,671	1,059,796	
Total Expenses & Transfers	47,053,349	46,623,540	40,686,388	44,201,234	(2,422,306)	
Net Revenue Over (Under) Expenses	\$ 1,076,980	\$ -	\$ 4,152,304	\$ 1,042,663	\$ 1,086,409	



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: August 17, 2020

Subj: Foundation Update

Fund Raising – a “check” on FY20 goals

- FY21 overall dollars raised as follows:

\$ 546,795	Total received (including Annual Fund, pledges, and <i>documented planned gift intentions</i>) raised toward goal
+ \$ 78,720	Gross event revenue
\$625,515	Total of gifts + events (Goal: \$4,250,000)

Foundation Initiatives

- Fiscal year 21 is off to a strong start, and fall solicitations have begun as planned via email, with direct mail to follow.
- The Campaign Steering Committee continues efforts to secure major gifts as part of the Be What’s Possible Campaign for NMC.
- A global pandemic can’t stop this amazing community from supporting NMC Scholarships! 234 golfers and 120+ sponsors contributed to raising more than \$110,000 for NMC Scholarships through the annual Scholarship Open on Aug. 6. This year’s event was presented in memory of Jim Beckett, and I think he’d be proud☺. Sincere thanks and accolades go to Amanda Gower, event coordinator, and the entire volunteer committee, led by Adam Maas for pulling together a safe, fun, successful event during these challenging times.

Meetings and Events for your calendars:

- The Foundation Finance & Audit Committee met via Zoom at 7:30am on Wednesday, August 19.
- The Foundation Board will meet via Zoom at 7:30am on Wednesday, August 26.



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MEMO

*Public Relations, Marketing,
and Communications*

To: Nick Nissley, President

From: Diana Fairbanks, Executive Director of PR, Marketing and Communications

Date: 8-14-20

Subject: July 2020 Monthly Report

July is traditionally a slower month for activity on campus and slower month for public relations, marketing and communications but with COVID related activity and the NMC BBQ announcement, July 2020 was busier than usual. NMC received significant media coverage, predominantly neutral and positive in tone. Social media and owned media slowed as expected for this time of year. Paid media continues to perform well year over year with our COVID-19 strategy shift, however we did see a small decline from the previous month as we transitioned creative and adjusted the budget for the new fiscal year. The following is an overview of the work of Public Relations, Marketing and Communication for July 2020.

COVID-19 Communications

PRMC began its COVID-19 phase 3 communication in collaboration with the reimagining and reopening committees, human resources, facilities and enrollment management and student services. Main areas of focus in July include responding and communicating the first COVID positive case on campus. We are also doing considerable work ahead of the new semester in August to keep students, employees and the community informed. Please visit nmc.edu/coronavirus for more information.

Paid Media

- Google search, display, remarketing
- Paid Facebook
- Paid Instagram
- Ticker
- TCBN

NMC continues to see positive YOY outcomes from the increase in marketing spend as part of the College's deliberate pivot in paid media strategy in response to the pandemic to meet our learners new needs in the current environment. This approach, in collaboration with other College wide efforts, is supporting a better than projected trend for fall enrollment. We saw some MOM dips as we readjusted the budget for the new fiscal year and launched new digital creative. We expect those results to rebound in August.

Outcomes:

- Display

	July '20	MOM	June '20	YOY	July '19
clicks	48,529	0.4% ↓	48,730	521% ↑	4,585
imprs.	4,512,977	4.2% ↓	4,712,323	521% ↑	725,796

- Ticker banner ads (5 total)
 - 176 clicks to new landing page
- Paid social
 - Three FB/IG campaigns (7/14-7/17, 7/22-7/31)
 - 2,876 clicks to landing page
 - Web traffic (7/1-7/31)
 - Updated [traditional learner landing page](#) for paid campaigns
 - 36,360 visits/pageviews
 - 14% of all site traffic
 - It's driven:
 - 690 visits to the Admissions Schedule a Visit page
 - 540 to the NMC homepage
 - 463 to the Ellucian Recruit Page
 - 415 to the How To Apply for Financial Aid page

Earned Media*Monthly recap of media coverage and sentiment*

NMC was featured in 329 media mentions with an estimated publicity value of \$30,200 based on the Cision media monitoring system.

Media coverage stories that resulted in the most attention include:

- [NMC enrollment dips, retools offerings for fall](#) Record-Eagle, July 8
- [NMC Board seats up for grabs](#) Record-Eagle, July 16
- [Great Lakes Maritime cadet tests positive for COVID-19 in self-quarantine](#) UpNorthLive, July 16 [The Ticker, July 16](#) [9&10 News, July 15](#)
- [Training on a Tug: New sailing classroom expands cadet options, credentials](#) (page 43) Great Lakes Seaway Review, April-June 2020
- [NMC Innovation Center has soft opening](#) Record-Eagle, July 22
- [A 65-year tradition ends for NMC](#) Record-Eagle, July 31 [Record-Eagle, July 30](#) [The Ticker, July 30](#) [9&10 News, July 30](#)

Media sentiment ranking for July (based on a Cision algorithm that ranks pre-assigned tone of keywords) shows 97.6% positive or neutral coverage. This is a slight decrease MOM (June, 97.7%) and YOY (2019, 98.4%). The results categorized as negative were COVID related.

Owned Media

Monthly published owned media

During July, PRMC finished updated content and editorial work on the summer Nexus magazine. The twice yearly publication was delayed from its original publication date of June 2020 to pivot in response to the COVID-19 pandemic. The updated publication will be delivered to mailboxes in late August. It will feature success stories highlighting NMC's response to the health crisis and the new West Hall Innovation Center.

Shared Media

Monthly progress report on NMC's Main social media channels







July is a slower month on campus and on NMC's main social media channels. There was an expected decrease in some MOM metrics related to a decrease in campus activity, events and related posts this time of year. We continue to see YOY growth and growth in organic metrics. The increase in paid advertising on social also continues to give a boost to overall performance. Highest performing posts include the NMC BBQ announcement, the celebration of graduates and Innovation Center updates.

Platform	Followers	Impressions	Engagement	Gender	Age	Region
Facebook	11,705 up 5.8% YOY	163.2%** increase YOY	1,223.7%* increase YOY	Fans 67% F 32% M Reach 49%F 51%M	#1 25-34 (26.6%)	GT Region & Grand Rapids
	Up 0.07% MOM	Down 31.6% MOM 	Down 69.5% MOM 		#2 35-44 (19.9%) #3 45-54 (19.4%)	
Instagram	2,398 up 31.1% YOY)	116.9%** Increase YOY	101.4% increase YOY 	61% F 39% M	#1 18-24 (31.6%)	GT Region & Grand Rapids
	Up 1.7% MOM	Up 495%** MOM	Down 3.9% MOM		#2 25-34 (29.8%) #3 35-44 (17.2%)	

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

** This reflects an increase in NMC's paid advertising on social media platforms.

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	3.3k 	61.7k 
Front St. Campus (Hawk Owl)	2-27-18	5.8k 	108.4k 
Great Lakes Campus (GLMA)	6-6-18	588 	21.5K 

Northwestern Michigan College
BOARD OF TRUSTEES
Presidential Performance and Compensation Committee Minutes
August 13, 2020
Traverse City, MI 49686
Virtual Zoom Meeting ID: 94265950496

Committee Chair Chris Bott called the meeting to order at 1:08 p.m.

Members present: Chris Bott, Rachel Johnson, Jane McNabb

Members absent: None

Others present: Nick Nissley, Holly Gorton, Kyle Morrison, Lynne Moritz

Status of Presidential Transition Process

President Nick Nissley provided an update on the status of fall enrollment and the budget in relation to the current COVID pandemic. He then reviewed the agenda from the recent Leadership Council retreat facilitated by a consultant, which used a gardening metaphor of weeding, pruning, and seeding in relation to a college review. Nissley shared a diagram and explained that next steps resulting from input received will contribute to the bigger picture of designing NMC's future. He noted the diversion from the presidential onboarding process of the Board's three priorities to listen and learn, build relationships and maintain momentum as a result of the COVID pandemic; and the introduction of the 4Rs process of refocusing, reopening, righting the ship, and reimagining of fall semester. Nissley added that a 5th R to reimagine beyond fall semester, including the garden metaphor, inspires the envisioning of NMC's future with a strategic assumptions update and scenarios plan (maybe in December) leading toward the strategic planning process in 2021. He noted that the business community he is talking to are doing scenario planning. Nissley shared that NMC will be watching the K-12 system and other colleges as they unfold plans and determine where NMC is going from there.

President Nissley shared that opening conference is Monday, August 17, with student welcome back week the following week. About 15% of fall classes will still be in person, with all other to be virtual. He stated that less than 30% of staff will be on campus at any one time. He also noted that discussions are occurring to prepare for the October opening of the spring semester registration period.

Committee members asked how the Board could be engaged in the strategic assumption update process, and Nissley agreed to bring those current assumptions, that will serve as a base, back to this committee and the full Board through the president updates. Committee members also emphasized the importance to have the Board well informed with a common understanding for participation in the strategic planning process.

It was determined that the January retreat be used to bring strategic assumptions to the Board and begin scenario planning, and Holly Gorton was asked to search for an external facilitator for the scenario planning process. President Nissley will set clear expectations as to the Board's role to protect the process from criticism later.

Presidential Evaluation Process

Committee Chair Chris Bott referenced the presidential evaluation form previously provided to be used for a fall 2020 review process. A brief discussion determined that the presidential review would occur at the October Board meeting, with the format and process going to the full Board for approval at their regular August meeting. A future process is to be determined at a later date.

Rachel Johnson made a motion, supported Jane McNabb, to move the recommended presidential evaluation format and process to the full board for approval at their regular August Board meeting, for an October 2020 presidential review. The motion was approved with a unanimous vote.

Other Discussion—None.

Public Comment—There was no public comment offered.

The meeting was adjourned at 1:41 p.m.

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

CONSTRUCTION MANAGER'S REPORT

Project Safety

SAFETY
is our top priority

It is a fundamental value of Spence Brothers that safety always be a primary consideration. It is a top priority to do all in our power to provide a safe work place for all workers and to mandate the use of good safety practices.

Project Owner



Construction Progress

Executive Summary

This project will provide approximately 38,000 square feet of space to support learning and collaboration, comprised of 13,000 square feet of renovation and 25,000 square feet of new construction. Spaces are designed to provide space for mentoring, team based learning and individual exploration. Both formal and informal learning environments will provide onsite and remote access, project development space and online connectivity. Departmentally neutral, all space will be equipped to promote cross-disciplinary learning. This new facility will accommodate learning for the entire College, including liberal arts students, occupational divisions and technical fields.

Construction Progress Summary – JULY 2020

During the month of July 2020 the West Hall project was completed; All original project work scopes were completed as well as the punchlist process with Cornerstone Architects. The State of Michigan Bureau of Fire Services inspection took place on July 9, 2020 with no deficiencies noted on the Inspection Report received by NMC on 7/17/2020. Additionally, Cornerstone Architects issued a Notice of Substantial Completion to coincide with the 7/17/2020 date. All remaining punchlist items required to be addressed, as well as Owner Training & Closeout items are in progress and expected to be complete in August 2020.

Safety

Integrity

Mentoring

People

Legacy

Excellence



CONSTRUCTION MANAGER'S REPORT



Final Inspections: Bureau of Fire Services, Grand Traverse County Building Department: 7/9/2020

CONSTRUCTION MANAGER'S REPORT



MEMO

To: Northwestern Michigan College Board of Trustees
Cc: Dr. Nick Nissley, Ed.D.
From: Gabe Schneider, Founder/Principal, Northern Strategies 360
Date: Tuesday, August 18, 2020
Re: State/Federal Legislative Update

State

Legislative Calendar

With the exception of a rare Saturday session for the Michigan Senate and a Monday session for the Michigan House, the legislature is largely out of session until after Labor Day.

FY21 State Budget

As legislative leaders look to tackle the FY21 budget (the FY21 Fiscal Year begins October 1), they are faced with initial estimates placing the budget shortfall at \$3.1 billion dollars. However July revenue collections were up for both the General Fund and School Aid Fund, potentially resulting in an overall budget deficit that is not as severe as originally predicted. Despite this positive news, the full scope of the FY21 budget will become clearer following a special August 24th revenue estimating conference.

Actions

We have sent a letter to our legislative delegation urging that they consider the key role that community colleges play now and into the future when crafting a FY21 budget including support for community college base appropriations and MPSERS funding. We also highlighted the need to continue to support programs such as the Michigan Reconnect and Futures for Frontliners programs. Finally we urged the legislature to continue to allow for local control when it comes to making tuition decisions. We will draft additional correspondence once we have a better sense of the scope of the FY21 budget picture.

Community College Nursing Baccalaureate

As you may know, NMC has long supported the ability for community colleges to offer select baccalaureate degrees, including a Bachelors of Science in Nursing (BSN). Following the Michigan Legislature's approval in 2012 for community colleges to grant baccalaureate degrees in Cement Technology, Maritime Technology, Energy Production Technology and Culinary Arts, NMC became the first community college in Michigan to offer its own fully accredited bachelor's degree in Maritime Technology in 2013. Since that time, the legislature has considered several bills to expand baccalaureate offerings to include a BSN with the latest effort being in the 2015-2016 legislative session with Senator Mike Shirkey's (R-Clarklake) Senate Bill 98. However this bill failed to pass either chamber and since that time no new legislative has been introduced. Most recently there have been rumors that now Senate Majority Leader Shirkey is once again interested in pursuing a community college BSN bill, but as of the writing of this memo, no legislation has been introduced.

Next Steps

NMC has been in communication with the Michigan Community College Association (MCCA) and Munson Healthcare about the potential for a community college BSN bill to be introduced. Munson Healthcare has expressed their support for this legislative concept and the MCCA is continuing to monitor developments and discuss how best to position the association on a bill should it be introduced. We will continue to have

conversations with legislative leaders and our Northern Michigan delegation in advance of any bill introduction and bring you more information if/when a bill is formally introduced.

Federal

Next COVID Package

Following the U.S. passage of the HEROES Act in May, the U.S. Senate has not reached agreement with the Administration on its version of a COVID relief package. At this point, it is unclear when or if Congress and the Administration will reach consensus on a legislative path forward. Further complicating matters is the need to either pass all 12 annual appropriations bills or a continuing funding resolution prior to the October 1st start of the new fiscal year.

Actions

On August 5th, NMC wrote to our entire Congressional Delegation (Senators Stabenow and Peters and Congressmen Bergman, Huizenga and Moolenaar) asking that they consider three provisions in the next COVID-19 response package:

1. Overall funding for higher education to be set at least at \$46.6 billion dollars
2. Use a headcount formula to determine institutional allocations (as opposed to basing allocations on full-time equated students)
3. Provide flexibility on the use of federal COVID-19 relief funds.

FY21 Appropriations

The full House approved the FY21 T-HUD bill, which included funding for state maritime academies including \$30 million to cover COVID-19 related costs and \$6 million for the direct payment program. Of this funding, GLMA would see approximately \$5 million in COVID-19 funding, which would allow for upgrades to be made to the simulator to allow for greater access for cadets. The GLMA would also see \$1 million in direct payments.

Actions

We are continuing to engage with our U.S. Senate offices about the importance of provisions included in the House passed appropriations bills.

Other Activities

- Facilitated a virtual meeting with the Governor's staff regarding NMC fall reopening plans and preparations.
- Facilitated a call with staff from the offices of Senator Stabenow and Senator Peters with Admiral Achenbach to help inform staff about the provisions of the House passed T-HUD FY21 Appropriations bill that would be beneficial to the GLMA.

**NORTHWESTERN MICHIGAN COLLEGE
BOARD OF TRUSTEES
MINUTES
Monday, July 20, 2020**

Virtual Zoom Webinar ID: 929 5389 8525

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: President Nick Nissley, Holly Gorton, Kyle Morrison, Patti Burgess, Mark Liebling, Rebecca Teahen, Scott Eldridge, Todd Neibauer, Tony Jenkins, Vicki Cook, Diana Fairbanks, Joy Goodchild, Laura Oblinger, Lynne Moritz, Marguerite Cotto, Melissa Sprengle

REVIEW OF AGENDA—The agenda was accepted as presented.

REPORTS

Faculty Report—Students as Knowledge Makers: Examining Media Representations of the Opioid Crisis—Dr. Melissa Sprengle, English Department/Communications Area, PhD in English, shared a brief biography, which included her appreciation of opportunities provided by community colleges. Sprengle explained she chose the topic of opioid addiction because it is relevant to students and local community issues. The subject is examined throughout the semester via various assignments and media. Sprengle referred to the assignment detail provided in the board meeting materials, which requires students to use their own method to obtain data, interpret that data, and examine how media creates their knowledge. An example of student work was shared and trustees applauded Sprengle on the assignment’s relevancy and requirement for students to examine sources.

COVID-19 Update—President Nick Nissley referred to the report provided in the materials packet. He highlighted the recent positive COVID-19 case on campus and the process being followed to contain and quarantine that GLMA student. Nissley commended the protocol and safety practices in place by GLMA Superintendent Jerry Achenbach and his team, and that the student is anticipated to join the cruise following their quarantine period. Nissley also noted that the leaders of NMC programs recently reported to Leadership Council on the protocols and experiences of students that have been back to campus in specific programs requiring in-person instruction. The exposure control plan seeks to ensure the safety of employees and students upon their return to campus. The Office of Research, Planning, and Effectiveness recently completed a survey of employees to gauge their feelings toward returning to campus.

Enrollment Report—Vice President for Student Services and Technology Todd Neibauer provided the enrollment report citing improved enrollment projection numbers since last month. Neibauer also reported on housing numbers, which are close to maximum capacity at the reduced capacity allowed under COVID recommendations.

Financial Report—Vice President of Finance and Administration Vicki Cook reviewed the financial report for the period ending June 30, 2020. Summer tuition revenue is very close to

budgeted amount. Since some expenses have been reduced, such as travel, the yearend may result in a slight surplus. A full report will be provided next month after all the yearend journal entries have been completed.

Foundation Report—Rebecca Teahen, Associate Vice President for Resource Development and Executive Director of Foundation, provided the Foundation Report for the recently completed fiscal year. Teahen reviewed changes planned for the upcoming Scholarship Open golf outing due to COVID-19, and encouraged participation on August 6, 2020.

PRMC Report—Diana Fairbanks, Executive Director of Public Relations, Marketing, and Communications, highlighted positive activity for the month of June regarding comprehensive communication conducted in relation to COVID-19 strategies and accommodations. The Board appreciated the communication approach associated with the recent student COVID-19 case on campus.

Presidential Performance and Compensation Committee Report—Committee Chair Chris Bott provided a report on the work of the Board Presidential Performance and Compensation Committee. The committee will meet the following day, so no formal report is available at this time.

Building and Site Committee—Committee Chair Ross Childs shared the committee recently toured the new West Hall Innovation Center, during which Kyle Morrison provided a great presentation of technology in the classrooms. The project is on budget and a virtual ribbon cutting is being planned. In response to a question, Vice President Vicki Cook shared that the occupancy permit has been received and once furniture installation is completed, capacity will be determined, which is anticipated to be approximately 50% to accommodate for social distancing due to COVID-19.

Legislative Issues Report—President Nick Nissley referenced the update provided in the packet of materials, but highlighted the FY20 budget that will be net zero impact with COVID funding for the state budget shortfall. Nissley shared the Futures for Frontliners program is proposed to provide a tuition free education to frontline workers. The program is scheduled to launch in September to begin accepting applications. There was a suggestion from a board member to provide additional support services to frontliners due to lack of coordination with current workforce development resources at the state level. In response to a question, Vice President Vicki Cook shared there has been no indication that the state would discontinue funding MPSERS contributions.

PUBLIC INPUT—There was no public input offered.

UPDATES

President's Update—President Nick Nissley highlighted the “Keep Safe” web hub illustrating PRMC’s work on communication of keeping updated information available on COVID-19 issues for all of our stakeholders. Nissley noted he is taking every opportunity he can to continue connecting with students either via zoom or at a social distance to better understand their concerns and emotional and academic wellbeing. Virtual and socially distanced meetings with other groups, such as donors, continue as well. Nissley shared that a Leadership Council retreat will take place on August 7. Finally, Nissley shared a few noteworthy numbers: 93 instructors have completed the online teaching professional development and 40 new online courses are being developed, which

speaks to their commitment and adaptability. In response to a question, Todd Neibauer explained taking the SAT is not required for students and other placement tests are used for math and English course placement. The Board praised the college for the thorough work on handling the COVID-19 pandemic impact and keeping students and employees safe with little disruption to their learning.

Board Chair Update—Chair Chris Bott shared how impressed he is with the pivot of faculty, staff and students to so quickly implement online instruction and the college’s preparedness during the pandemic.

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 29, 2020, regular meeting

ACTION ITEMS

New Jobs Training Program Agreements—On a motion by Doug Bishop, seconded by Ross Childs, the Board authorized administration to amend the training agreement with Elmer’s Crane and Dozer, Inc. under the New Jobs Training Program (NJTP).

Closed Session—Ross Childs made a motion, seconded by Kennard Weaver, that the Board convene in closed session as permitted by Section 8(h) of the Open Meetings Act, MCL 15.268(h), to consider one privileged legal memo prepared by the college’s outside counsel, Miller Canfield, PLC, which are materials exempt from discussion or disclosure under state or federal statute as written attorney-client communications in connection with Section 13(1)(g) of Michigan’s Freedom of Information Act, MCL 15.243(1)(g). 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 6:37 p.m.

Reconvene Regular Meeting—Ross Childs made a motion, seconded by Kennard Weaver, 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 7:15 p.m.

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 7:17 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



NORTHWESTERN MICHIGAN COLLEGE
BOARD OF TRUSTEES
 Presidential Evaluation Form
 Nick Nissley, Ed.D.

Performance Ratings:

Outstanding – Performance is clearly and consistently outstanding. Demonstrates a very high degree of proficiency. Consistently exceeds standards of normally expected performance.

Very Effective – Performance is at a very high level. Demonstrates high degree of proficiency. Frequently exceeds standards of normally expected performance.

Fully Effective – Performance is satisfactory and consistently at a level expected of employees.

Marginally Effective – Performance is only marginally acceptable. Meets performance requirements only periodically or only in certain areas. Specific areas for future performance improvement are indicated.

Ineffective – Performance is poor, clearly below the level of acceptance. Improvement is mandatory.

Maintain momentum	RATING:
<i>Comments & Examples:</i>	
Build relationships with both campus and community members	RATING:
<i>Comments & Examples:</i>	

Build knowledge and expertise about NMC as a community college along with other Michigan community colleges and related legislative structures.	RATING:
<i>Comments & Examples:</i>	
Other Comments:	
Overall Evaluation:	RATING:

Completed By: _____

Date: _____

President's Signature: _____

Date: _____



Northwestern
Michigan
College

MEMO

Administrative Services

To: Dr. Nick Nissley, President

From: Vicki Cook, VP Finance and Administration

Date: August 10, 2020

Subject: Michigan Department of Transportation Cost Agreement for Traffic Signal

This memorandum provides information regarding a Michigan Department of Transportation (MDOT) upgrade and shared maintenance costs of the signal light at the NW corner of Barlow and Front Street near the Northwestern Michigan College Great Lakes Campus. This traffic signal is part of a traffic signal modernization project along routes US-31, M-22, M-37 and M-72.

Northwestern Michigan College shares the cost of maintenance of the signal light with the Michigan Department of Transportation and the City of Traverse City.

Agency		Annual Maintenance
Michigan Department of Transportation	50%	\$504
Northwestern Michigan College	25%	\$252
City of Traverse City	25%	\$252
Total	100%	\$1,008

Board Recommendation

Authorize the Northwestern Michigan College administration to pay \$252 dollars or 25% of the annual cost of maintenance of the signal light at the NW corner of Barlow and Front Street to the Michigan Department of Transportation (MDOT).

Source of Funding

Recommended source of funding is the General Fund.



MICHIGAN DEPARTMENT OF TRANSPORTATION
 COST AGREEMENT FOR TRAFFIC SIGNAL
 CONTROL

Lansing Region 30
 District TSC
 County

This Agreement Cancels and Supercedes All Previous Cost Agreements AND is terminable on thirty days notice by any party.

Typed Date 03/24/2020

LOCATION Modernization Traffic Signal

US31,M72 (FRONT) @ FAIR ST

Work Auth No.

MDOT Plan No. 28013-01-021

TRAVERSE CITY

Grand Traverse

Installation Date

* Under authority of state law and by virtue of resolutions formally adopted by their respective governing bodies (and herein submitted), the undersigned hereby agree to participate in the cost of installation, maintenance and operation of the above traffic signal control on the basis of the division of costs as determined by the provision of applicable statutes. Details of installation are as shown on attached Michigan Department of Transportation plan dated 08/30/2019 . Y
 Title to equipment shall remain with the purchasing agency, and the proper credit of salvaged value shall be issued to all parties upon removal of the equipment, in proportion to their share of original cost.

Indicates Non-Participation by FHWA in Overhead Costs

PARTICIPATION

AGENCY	(BY CONTRACT)	INSTALLATION		MAINTENANCE	
		Per Cent	Estimated Cost	Per Cent	Estimated Annual Cost
Dept of Transportation 28013		100 %		50 %	\$504
NORTHWESTERN MI. COLLEGE		0 %		25 %	\$252
TRAVERSE CITY	City	0 %		25 %	\$252
Total		0 %		100 %	\$1,008

It is further agreed that the agency responsible for handling bills and/or leased line interconnection billings shall be City of TRAVERSE CITY

It is further agreed that the agency responsible for performing signal maintenance type D shall be MDOT

		For Michigan Department of Transportation use ONLY.
APPROVED: NORTHWESTERN MI. COLLEGE Date _____ _____ (Title of Authorized Official)	APPROVED: City of TRAVERSE CITY Date _____ By _____ (Title of Authorized Official)	APPROVED: By _____ Engineer of Operations Date _____
APPROVED: Date _____ _____ (Title of Authorized Official)	APPROVED: Date _____ By _____ (Title of Authorized Official)	SIGNED: MICHIGAN DEPARTMENT OF TRANSPORTATION By _____ Deputy Director, Field Services Date _____

* Two copies of resolution must be submitted with this form.

(See Reverse Side for an Outline of Policy)

**OUTLINE OF POLICY RELATING TO DIVISION OF MAINTENANCE COSTS
FOR TRAFFIC SIGNALS**

The "Maintenance Cost Agreement for Traffic Signal Controls" between the Michigan Department of Transportation and the county, township, city or village is based on the following policy:

1. The percentage of expense shall be divided on the basis of number of signalized directions. For instance, in the case of a four-legged intersection of which two state trunk line legs are both signalized and only one of the two county legs is signalized, 66-2/3% shall apply to the state trunk line and 33-1/3% to the county road.
2. A divided highway shall be considered the same as a two-way undivided highway.
3. The signalized direction for pedestrians shall be treated in the same manner as signalized vehicular direction.
4. In case of a contract municipality, the municipal share of expense shall include percentages for signalized directions on municipal streets, plus the municipal maintenance contract percentage of the share allocated to the signalized directions on state trunk lines.
5. In case of a signal being located at the intersection of two or more state trunk line maintenance sections, the "Trunk Line Share" shall be allocated to that maintenance section which extends in the north direction. If none extends in the north direction, then to the first leg encountered starting from the north and progressing in a clockwise direction.

**OUTLINE OF POLICY RELATING TO DIVISION OF MAINTENANCE COSTS
FOR ELECTRICAL SCHOOL SIGNS**

The "Maintenance Cost Agreement for Traffic Signal Controls" between the Michigan Department of Transportation and the county, township, city or village is based on the following policy:

1. The Michigan Department of Transportation shall pay the entire cost of mechanical and routine maintenance, and the cost of energy billings.

EXPLANATION OF CODE FOR "TYPE OF INSTALLATION"

<u>SAMPLE</u>	1	-	4W	-	3C	-	S	-	A
	1		2		3		4		5

Explanation

1. The number of heads of each particular type of unit.
2. The number of signalized ways in the unit - (4 ways).
3. The number of colors facing in each direction - (3 colors).
4. How signal is supported: S-Span Suspension, M-Mast Arm, B-Bracket, P-Post or pedestal.
5. Solid or adjustable heads: S-Solid, A-Adjustable.

A pedestrian signal on a pedestal is designated by: 1-1W-2C-P-A.

A pedestrian signal on a pole is designated by: 1-1W-2C-B-A.

EXPLANATION OF MDOT PLAN NUMBER

<u>SAMPLE</u>	65032	-	01	-	001
	1		2		3

Explanation

1. Control section number.
2. Type of operation. (01-Stop and Go; 02-Flasher; 03-Keep Right Sign; 04-School Speed Limit; 05-School Flasher ; 06-Street Lighting; 07-Illuminated Sign; 08-Emergency Traffic Signal; 09-Misc.).
3. Assigned number within a control section.



Holly Gorton <hgorton@nmc.edu>

Trustees VIRTUAL meetings

Michael Estes <mestes@nmc.edu>

Wed, Aug 19, 2020 at 4:58 PM

To: Holly Gorton <hgorton@nmc.edu>, Nick Nissley <nnissley@nmc.edu>

Cc: "Chris M. Bott" <admindesk@virginmedia.com>, Douglas Bishop <dbishop@nmc.edu>, "K. Ross Childs" <krchilds@nmc.edu>, Rachel Johnson <rjohnson@nmc.edu>, Jane McNabb <jmcnabb@nmc.edu>, Kennard Weaver <kweaver@nmc.edu>, mestes@chartermi.net

All:

There is absolutely no reason why the college continues to hold all meetings VIRTUAL only. It is time to reopen society and the college must set an example. I have repeatedly asked to have open and in person meetings, but the authorities making those decisions have not responded. While those who do not desire to attend public meetings have that right we as Trustees have a responsibility to hold meetings in public and in a public place.

I do write all of you and do not desire responses from Trustees. Because my efforts to deal with this matter go nowhere, I will share my thoughts publicly as appropriate.

Michael Estes

Sent from my iPad