



Northwestern  
Michigan  
College

# Board of Trustees

[www.nmc.edu/trustees](http://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, November 23, 2020

Virtual Zoom Webinar ID: 993 3665 7406

<https://nmc.zoom.us/j/99336657406>

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

**In compliance with PA 228 each trustee should publicly announce if they are attending remotely and provide their current physical location. The member's announcement must identify specifically the member's physical location by stating the county, city, township, or village and state from which he or she is attending the meeting remotely.**

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—Update on GLMA Tow Vessel—*Jerry Achenbach, Superintendent of Great Lakes Maritime Academy*

F. Faculty Report—Experiential Learning in Introduction to Engineering—*Jay Smith, Engineering Instructor*

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

H. Sensitive Information Report—*Vicki Cook, Vice President of Finance and Administration*

I. Financial Report—*Vicki Cook, Vice President of Finance and Administration*

J. Foundation Report—*Rebecca Teahen, Associate Vice President for Resource Development and Executive Director of Foundation*

K. PRMC Report—*Diana Fairbanks, Executive Director of Public Relations, Marketing, and Communications*

L. Presidential Performance & Compensation Committee Report—*Chris Bott, Committee Chair*

M. Policy Committee Report—*Doug Bishop, Committee Chair*

N. Legislative Issues Report—*President Nick Nissley*



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### 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

- O. President’s Update—*President Nick Nissley*
- P. 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:

- Q. Minutes of the October 26, 2020, regular and closed minutes

### VII. ACTION ITEMS

#### R. **Board Policies** (Pursuant to Policy A-106.00 Other)

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

- Amended Policy A-105.01 Gift Acceptance
- Policy A-106.02 Investment with no changes after review

#### S. **Board Policies** (Pursuant to Policy A-106.00 Other)

Recommend adoption of the following Board Policies on a second-reading basis:

- Amended Policy A-100.00 Board of Trustees Bylaws
- Amended Policy A-107.00 Board Attendance at Civic and College Events
- Amended Policy A-108.00 Board of Trustees Electronic Communications
- Policy A-101.00 Board of Trustees Responsibilities with no changes after review
- Policy A-106.03 Policy Amendment and Additions with no changes after review

#### T. **Native American Grant Application** (Pursuant to Submission Requirements)

Recommend authorization for administration to submit application for the 2% grant from the Grand Traverse Band of Ottawa and Chippewa Indians video gaming revenue as presented.



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**U. 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 and the allowance of wine to be sold along with prepackaged carry out meals to be in effect on Friday, April 16, 2021, at the Northwestern Michigan College Hagerty Center at Great Lakes Campus, 715 E. Front Street, Traverse City, Grand Traverse County, Michigan.

**V. Foundation Board Appointments** (Pursuant to Policy A-106.00 Other)

Recommend approval of the reappointment of Rebecca Teahen and Nick Nissley to the NMC Foundation Board as Group Two Directors; and new Honorary Foundation Board Member Lee Gardner for the term of life.

**W. Closed Session** (Pursuant to A-106.00 Other)

Recommend 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). (*Requires two-thirds majority roll call vote of members elected or appointed and serving.*)

**X. Reconvene Regular Session** (Pursuant to A-106.00 Other)

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

### VIII. REVIEW OF FOLLOW-UP REQUESTS

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

### IX. ADJOURNMENT

**Upcoming Board Meeting Dates:**

*All board meetings are open to the public.*

December 21, 2020  
January 25, 2021  
February 22, 2021  
March 22, 2021  
April 26, 2021  
May 24, 2021  
June 28, 2021



**MEMO**  
Great Lakes  
Maritime Academy

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**To:** Dr. Stephen Siciliano, Vice President for Educational Services  
**From:** G. P. Achenbach, Superintendent  
**Date:** November 9, 2020  
**Subject:** Program Focus: GLMA Tow Vessel Report

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## 1. Background:

- a. Last spring the Northwestern Michigan Board of Trustees approved the lease of a tow vessel for the Great Lakes Maritime Academy (GLMA) from a period of time beginning on or about 01 May 2020 through on or about 01 Nov 2020. After receipt of Board approval, the Academy leased the tug *Mississippi* from the Great Lakes Towing Company. Due to COVID we did not take receipt of the vessel until 01 June. The vessel was returned to the owners in mid October. The purpose of this memo is to document the success of the venture and to notify the Board that the Academy will request to lease a similar vessel for use in summer 2021.
- b. The two primary reasons the Academy requested to lease a tow vessel were:
  - i. The vessel allowed the Academy to create additional cadet sea time, and
  - ii. The vessel allowed several cadets to earn the *Mate of Towing* license endorsement.
- c. Sea time is a critical component of the Academy's curriculum. Each GLMA cadet must complete 360 cadet sea days. The majority of cadet sea time is accrued during three sea projects. Every cadet completes his/ her first sea project onboard the *T/S State of Michigan*. The other sea projects were completed on commercial vessels (COVID will make this impossible for the next several years). Prior to the current situation with respect to COVID, it had become increasingly difficult to obtain berths on commercial vessels.

## 2. Current State:

- a. In 2020 we received approximately 15 cadet berths on commercial vessels. This was a 75% reduction from previous years. We did operate the training ship in the summer and fall 2020. Our draft plans for 2021 include operating the training ship during the summer and fall 2021.

- b. The leased tow vessel *Mississippi* was a great success. In addition to providing no less than six sea projects, it had positive unintended consequences. These include:
  - i. allowing a cadet who would not have been able to complete a sea project, due to child care responsibilities, being able to complete her final sea project and graduating very close to her model schedule.
  - ii. An engine cadet was able to complete a sea project on the *Mississippi* and maintain employment in Traverse City.

**3. Discussion:**

- a. During the pandemic the Academy has embraced the following goal: ***To give every cadet the ability to graduate as per his/ her model schedule.***
- b. The leased tow vessel is a key component for meeting the above goal. The reasons for this include:
  - i. A tow vessel will allow those cadets that had a sea project that was terminated early due to vessel operations impacted by COVID being able to complete GLMA sea project requirements and graduate as per their model schedule.
  - ii. There are approximately 250 deep draft vessels in the U.S. fleet. However, the number of tow vessels exceeds 5,500. The deck cadets who completed a sea project on the *Mississippi* in 2020 will receive the Mate of Tow Vessels license endorsement. We are currently working with the U.S. Coast Guard in an effort to provide GLMA engine cadets, who will complete a 2021 sea project on a similar vessel, the ability to earn the *Dedicated Duty Engineer* license endorsement.
  - iii. Earning the above license endorsements supports NMC institutional effectiveness criteria SD5 (credentials of value). Additionally, leasing a tow vessel will allow GLMA to meet section 4.d of NMC Strategic Plan which states, “TARGET: Continue to pursue the acquisition of a tow vessel that will enable GLMA to offer a new associate program in FY22, and current cadets to earn additional credentials to allow service on tow vessels”. Due to the impact of COVID I am not optimistic we will be able offer an associate’s degree in 2022, but it remains one of our long term goals.
  - iv. As noted when we made a similar request last year, Military Sealift Command (MSC) operates civilian manned, USN owned vessels. Employment with MSC is based on a point system. Applicants who hold a mate of tow vessel endorsement are given five points; the same number of points awarded for being a veteran, or holding a bachelor’s degree.

c. Tow vessel costs:

- i. Lease and insurance costs: The lease cost of the Mississippi was \$400/ day or \$12,000/ month provided we lease the vessel for six months. We will begin discussions with Great Lakes Towing, and other tow vessel operators this winter.
- ii. Fuel costs: Last year we estimated the fuel costs would be \$51,200 based on a burn rate of 40 gal/ hr. The actual costs were approximately 30% of this estimate.

**4. Next Steps:**

- a. The college will issue requests for tug rental early next year with the plan to bring the request to the Board of Trustees at its regular March meeting.

# 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.

Name \*

Jay Smith

Your Title \*

Engineering Instructor (Science/Math)

Presentation Title \*

Experiential Learning in EGR101

Please provide a description of what you will be presenting to the BOT. \*

I will be presenting an overview of a new EL project in my Introduction to Engineering (EGR101) course. This project was inspired by a similar course and project at the University of Michigan and the theme is to have the students learn about, and use, the engineering design process to improve an aspect of campus. With the help of the EL Institute and Lindsey Dickinson, we have focused this semester on the Academic & Career Advising Center, with the students finding ways to improve the user experience and better connect students with the services they need.

Who are you? Please upload or type a bio here. If you do not have one, just tell The BOT a bit about yourself. This info will be given to them before the meeting. \*

I am in my 3rd year as a full-time faculty member at NMC and taught as an adjunct in the technical division prior to that. I am a licensed professional mechanical engineer and have a bachelors degree from Western Michigan University and a masters and doctorate from the University of Michigan. I have nearly 20 years of experience as a practicing engineer in such fields as automotive product development, research and development, and forensic engineering. I am also a licensed automotive mechanic, trained builder/restorer of wooden boats, and crew member on the schooner Madeline (Maritime Heritage Alliance).

This form was created inside of Northwestern Michigan College.

Google Forms



# Experiential Learning in EGR 101

Faculty presentation to the NMC Board of Trustees

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James (Jay) Smith, PhD, PE

## Introduction



### Education

- PhD, Mechanical Engineering
  - University of Michigan, 2006
- MSE, Mechanical Engineering
  - University of Michigan, 2002
- BS, Mechanical Engineering
  - Western Michigan University, 2000

### Experience

- Full time faculty at NMC since 2018 (adjunct since 2014)
- Over 15 years professional experience, including automotive R&D, academic research, product development, forensic engineering, and fire investigation

### Other fun facts

- Avid car enthusiast and certified mechanic
- Professional boat builder and restorer
- Schooner Madeline crew member and former crew member for US Brig Niagara
- “Dad” to 3 neurotic, but awesome labrador retrievers

# The Class

## EGR 101 - Introduction to Engineering (1cr)

### Summary of Objectives

- Basic problem solving skills
- Introduce what engineering is as a profession
- Career exploration and education planning

### Our Students

- Typically first-year college and high school ( $\frac{2}{3}$  vs  $\frac{1}{3}$ , approximately)
- Most are planning on pursuing a bachelor's degree in engineering
- Most are unsure of what engineers actually do

### Traditional Course Elements

- Lecture presentation of topics such as the engineering design process, engineering ethics, & career paths
- Individual exercises to identify career and life goals, ideal jobs, & how to “get there”
- Group problem-solving and team building activities
  - How much water is in the test tank
  - Engineering case study



Photo credit: record-eagle.com

# The Project

## Redesign of the Academic & Career Advising Center (ACAC)

### Inspiration

- ENGR 100 - Engineering Design & The Real World (University of Michigan)
- Semester-long student design project that addresses a campus or community need
- Needed a better way to show what engineering is and engage students in the “Zoom era”

### Goals

- Demonstrate the various elements of the engineering design process
- Allow students to experience each element as they are introduced in class
- Application of learned skills to produce a tangible outcome

### Partners

- Experiential Learning Institute (Kristy McDonald & Brandon Everest)
- ACAC Staff and leadership (Lindsey Dickinson & advisors)
- NMC Leadership (Joy Goodchild, Todd Niebauer, & Lisa Thomas)
- NMC Facilities

# Project Elements

## Team Building & Relationship Development

- Team learning assessment
  - Facilitated through EL grant
  - Identification of personal strengths & opportunities for improvement
- Weekly team meetings (recorded through Zoom)

## Project Planning

- Gantt charts & critical path identification
- Purpose & goal statements
- Time management

## Research & Data Collection

- Interviews
- Site visits & plan reviews
- Survey of nearly 300 students
- Review of internet-based resources

## Prototyping

- Data-driven designs with student needs prioritized
- Presentation of prototypes to class and stakeholders, with opportunities for feedback

## Design Refinement

- Improvement on initial designs based on feedback
- Continued research & data collection
- Convergence on an ideal solution

## Technical Communication

- Effective presentation skills
  - Time management
  - Structuring of ideas
  - Figures, slides, visuals
- Engineering memoranda
- Professional communication etiquette

# Results To Date

## Notable Research Findings

- Detailed floor plans of current ACAC space as well as potential expansion locations within Osterlin
- Areas for greatest improvement based on student survey
  - Awareness
  - Accessibility
  - Collaborative spaces with amenities

## Student Experience

- High level of individual engagement based on review of team meetings
- High level of accountability to team members

## Ongoing Activities

- Review of prototype feedback & additional data
- Development of final proposals
- Presentation of findings to stakeholders

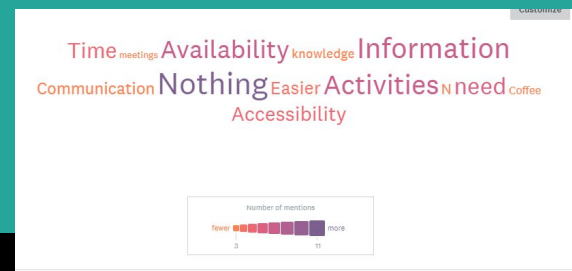


Image credit: Joy Goodechild

		Original Ideas	
		Wheelchair accessibility	Online Kiosk
Technical Difficulty	TV Largest office is open for handicap students.	Soundproofing offices	Smaller desk Use Computer Lab for Extra Office Space Furniture
		User Value	

Image credit: Team Titanium

# Questions?

Thank you for your time and the opportunity to present our project!

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[jsmith@nmc.edu](mailto:jsmith@nmc.edu)



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**MEMO  
Enrollment Services**

To: Dr. Nick Nissley, President  
 From: Todd Neibauer, VP for Student Services and Technologies  
 Date: November 16, 2020  
 Subject: Enrollment Update –Spring 2021

**Spring 2021 Enrollment**

Registration for current students began on October 1, 2020. Orientations, for newly admitted students started virtually on November 2 and will continue through January. The current numbers reflect the impact of the pandemic on student plans for the spring semester. This is a combination of the 9% decline from the fall semester and the continued impact of COVID-19.

The Futures for Frontliners impact can also be seen in the number of applications for Spring. The college recently received full contact information for these prospective students and has been communicating about the specific steps they need to take to enroll for Spring. While they must apply for eligibility with the state by December 31, 2020, they do not need to enroll until the fall 2021 semester to maintain eligibility.

(Source: Digital Dashboard Same Date Comparison SP019-2021)

	<b>2019</b>	<b>2020</b>	<b>2021</b>
<b>Inquiries</b>	1,183	1,111	1,248
<b>Admission Applications</b>	1,145	1,098	1,162
<b>Admits</b>	809	786	837
<b>Admits Registered</b>	366	418	405
<b>Prior Admits Registered</b>	17	4	0
<b>Retained from Fall</b>	1,959	1,929	1,523
<b>Re-Admitted Students</b>	128	84	101
<b>Average Contact Hours</b>	11.40	11.31	11.16
<b>Total Headcount</b>	2,470	2,435	2,029
<b>Total Contact Hours</b>	28,153	27,548	22,637
<b>Tuition</b>	5,295,561	5,232,282	4,416,262

**Frontliners**

	<b>Eligible</b>	<b>Not Eligible</b>	<b>Totals</b>
<b>Applied F4F Eligibility</b>	317	987	1,304
<b>Need to Apply to NMC</b>	27	582	609
<b>Current Student</b>	169	235	404



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**MEMO**  
*Administrative Services*

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**To:** Nick Nissley, President  
**From:** Vicki Cook, VP of Finance and Administration  
**Date:** November 11, 2020  
**Subject:** Annual Update - Sensitive Information Policy

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**Annual Update**

The Fair and Accurate Credit Transactions Act of 2003, requires colleges to provide an annual update of incidents related to identity theft protection to their Board of Trustees. During the past twelve months, there were three incidents of this type to report. The college continues to review procedures, provide employee training and conduct audits to protect sensitive information that is stored on our systems.

**Background/Scope**

The Fair and Accurate Credit Transactions Act of 2003, an amendment to the Fair Credit Reporting Act, requires colleges to create rules regarding identity theft protection. This amendment, effective November 1, 2008, required educational institutions to implement an identity theft program and policy. In November 2010 NMC, with the assistance of the attorneys, created a Sensitive Information Policy 504.04.

This policy defines sensitive information, describes the physical security of data when it is printed on paper; describes the electronic security of data when stored and distributed; and places the College in compliance with state and federal law regarding identity theft protection. The policy enables the College to protect existing customers, reduce risk from identity fraud, and minimize potential damage to the College from fraudulent new accounts. The procedures involved in implementing the policy help the College identify risks that signify potentially fraudulent activity, detect risks when they occur, respond to risks to determine if fraudulent activity has occurred, and update the policy and procedures as required.

The college continues to apply the best practices principles contained within the Sensitive Information Policy.



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## **MEMO**

*Administrative Services*

**To:** Dr. Nick Nissley, President

**From:** Vicki Cook, Vice President of Finance and Administration

**Date:** November 16, 2020

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

The attached reports summarize the financial results for the General Fund as of October 31, 2020. The fourth month represents 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 of \$2,968,092. Revenue decreased by 8% when comparing October 2020 to October 2019. The decrease is primarily due to Covid 19 related reductions in tuition and timing of property taxes. Expenses decreased by 6% when comparing October 2020 to October 2019 also primarily related to the Covid 19 impact and budget reductions in professional development.

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

- A. Tuition and Fees revenue: Tuition and fees represent an 11% decrease from those of October 2019. For Fall 2020, the budget was set at 33,145 billing hours for budgeted revenue of \$6,240,988. Actual billing hours are at 34,852 hours for a total tuition revenue of \$6,446,622 after the final drop and add period. Fall 2020 revenue is over budget by \$205,634.
- 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. Interest income is lower due to declining interest rates.
- F. Both Private Sources and Other Sources are timing and event dependent.

**Expenses**

- G. Salaries and benefits are under budget due to open unfilled positions and reduced adjunct contracts.
- H. Overall 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 reflective of year end results.

Summary Report for General Fund Accounts  
Fiscal Year 2021, Period 04

Funds	Accounts	2020-2021 Adjusted Budget	YTD Activity	% of Annual Budget	
<b>TOTAL GENERAL FUND</b>					
50	<b>Revenues</b>				
	Tuition and Fees	20,271,034	8,014,888	39.54%	A
	Property Taxes	11,485,363	5,085,628	44.28%	B
	Other Local	<u>0</u>	<u>0</u>	*	
	Local Sources	31,756,397	13,100,516	41.25%	
	State Sources	8,543,730	1,095,560	12.82%	C
	Federal Sources	524,000	9,677	1.85%	D
	Private Sources	1,268,000	122,014	9.62%	F
	Investment Income	274,000	57,194	20.87%	E
	Other Sources	<u>353,250</u>	<u>123,065</u>	34.84%	F
	<b>Total Revenues</b>	<b>42,719,377</b>	<b>14,508,026</b>	<b>33.96%</b>	
60	<b>Labor</b>				
	Salaries & Wages	21,182,285	6,389,881	30.17%	G
	Benefits	<u>9,072,070</u>	<u>2,686,895</u>	29.62%	G
	<b>Total Labor</b>	<b>30,254,355</b>	<b>9,076,777</b>	<b>30.00%</b>	
70	<b>Expenses</b>				
	Purchased Services	2,391,755	520,003	21.74%	H
	Supplies & Materials	3,288,261	669,085	20.35%	H
	Internal Services	104,020	-4,453	-4.28%	H
	Other Expenses	1,705,773	361,933	21.22%	H
	Institutional Expenses	1,726,924	321,599	18.62%	H
	Maintenance & Renovation	1,778,289	481,984	27.10%	H
	Prof Develop, Travel & Events	180,000	57,628	32.02%	H
	Capital Outlay	<u>50,000</u>	<u>8,791</u>	17.58%	I
	<b>Total Expenses</b>	<b>11,225,022</b>	<b>2,416,571</b>	<b>21.53%</b>	
	<b>Total Expenditures</b>	<b>41,479,377</b>	<b>11,493,346</b>	<b>27.71%</b>	
80	<b>Transfers</b>				
	Transfers	1,240,000	46,588	3.76%	
	<b>Total Transfers</b>	<b><u>1,240,000</u></b>	<b><u>46,588</u></b>	<b>3.76%</b>	
	<b>Total Expenditures and Transfers</b>	<b>42,719,377</b>	<b>11,539,934</b>	<b>27.01%</b>	
	<b>Net Revenues over (under) Expenditures</b>	<b>0</b>	<b>2,968,092</b>		



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

**INTERIM**  
This statement does not  
reflect year-end results.

	YTD 10/31/2020	YTD 10/31/2019	\$ Diff	% Diff	Comments
<b>Revenue</b>					
Local Sources:					
Tuition & Fees	\$ 8,014,888	\$ 9,051,721	\$ (1,036,833)	-11%	Decrease is due primarily to expected lower enrollments, associated fees, and lower EES revenue (all partially impacted by COVID-19); partially offset by higher flight fee revenue in FY21
Property Taxes	5,085,628	4,761,731	323,897	7%	Timing of property tax payments received from townships
<b>Total Local Sources</b>	<b>13,100,516</b>	<b>13,813,452</b>	<b>(712,936)</b>	<b>-5%</b>	
State Sources	1,095,560	1,104,952	(9,392)	-1%	Consistent with prior year
State PPT Reimbursement	-	-	-	0%	Consistent with prior year
Federal Sources	9,677	321,495	(311,818)	-97%	Timing of MARAD reimbursements (requesting reimbursement for fuel in the spring for FY21 instead of the fall for dry docking of GLMA ship)
Private Sources	122,014	136,163	(14,149)	-10%	Timing of Foundation gifts
Investment Income	57,194	189,955	(132,761)	-70%	Higher interest/dividends recognized in FY20 than in FY21
Other Sources	123,065	142,473	(19,408)	-14%	Primarily due to several sales of obsolete equipment in Fall 2019
<b>Total Revenue</b>	<b>14,508,026</b>	<b>15,708,490</b>	<b>(1,200,464)</b>	<b>-8%</b>	
<b>Expenses</b>					
Salaries and Wages	6,389,881	6,344,987	44,894	1%	Consistent with prior year
Benefits	2,686,895	2,658,285	28,610	1%	Consistent with prior year
Purchased Services	520,003	715,920	(195,917)	-27%	Primarily due to miscellaneous savings in purchased services (primarily impacted by COVID) for EES, and GLMA. Also, lower contract costs were negotiated with Sodexo for FY21.
Supplies & Materials	669,085	932,578	(263,493)	-28%	Decrease is driven primarily by timing of GLMA and Aviation fuel purchases
Internal Services	(4,453)	55,969	(60,422)	-108%	Primarily driven by lack of internal events on campus due to COVID
Other Expenses	361,933	482,293	(120,360)	-25%	Primarily related to lower recruiting/promotional expenses in FY21 along with decreases in other areas including non-professional development travel expenses and Native Tuition waivers; partially offset by higher student retake credits in FY21 related to COVID
Institutional Expenses	321,599	411,407	(89,808)	-22%	Primarily due to the timing of invoices/payments in FY21 (timing of receipt of invoices slightly impacted by COVID closures)
Maintenance & Renovation	481,984	576,583	(94,599)	-16%	Primarily due to lower equipment maintenance expenses in FY21 and lower software maintenance expenses due to timing of annual renewal invoices in FY21
Professional Development	57,628	213,612	(155,984)	-73%	Primarily due to reduction of professional development expenses due to cancellation of work-related travel during COVID closures and timing of membership renewals
Capital Outlay	8,791	44,930	(36,139)	-80%	Decrease is due to reduction in budget for FY21
<b>Total Expenses</b>	<b>11,493,346</b>	<b>12,436,564</b>	<b>(943,218)</b>	<b>-8%</b>	
<b>Transfers</b>	<b>46,588</b>	<b>121,066</b>	<b>(74,478)</b>	<b>-62%</b>	Transfer of admin expenses from general fund to CARES Act (CRF) fund
<b>Total Expenses &amp; Transfers</b>	<b>11,539,934</b>	<b>12,557,630</b>	<b>(1,017,696)</b>	<b>-8%</b>	
<b>Net Revenue Over (Under) Expenses</b>	<b>\$ 2,968,092</b>	<b>\$ 3,150,860</b>	<b>\$ (182,768)</b>	<b>-6%</b>	



Northwestern  
Michigan  
College

Northwestern Michigan College  
Comparison - Month Over Month  
General Fund  
Oct 2020 vs. Sep 2020

**INTERIM**  
This statement does not  
reflect year-end results.

	YTD 10/31/2020	YTD 9/30/2020	Oct 20 Activity	Sep 20 Activity	Comments
<b>Revenue</b>					
Local Sources:					
Tuition & Fees	\$ 8,014,888	\$ 5,717,951	\$ 2,296,937	\$ 2,532,909	Five weeks of tuition allocated in September vs only four weeks of tuition allocated in October
Property Taxes	5,085,628	3,667,421	1,418,207	2,118,746	Timing of tax collections received
<b>Total Local Sources</b>	<b>13,100,516</b>	<b>9,385,372</b>	<b>3,715,144</b>	<b>4,651,655</b>	
State Sources	1,095,560	1,882	1,093,678	1,882	Timing of state appropriations (payments received October through August)
State PPT Reimbursement	-	-	-	-	Consistent with prior month
Federal Sources	9,677	9,677	-	9,677	MARAD reimbursement received in September
Private Sources	122,014	122,014	-	122,014	Quarterly Foundation gifts recognized in September
Investment Income	57,194	41,794	15,400	13,629	Consistent with prior month
Other Sources	123,065	66,998	56,067	22,874	Primarily driven by quarterly administrative fees from NJTP and higher bad debt collections in October
<b>Total Revenue</b>	<b>14,508,026</b>	<b>9,627,737</b>	<b>4,880,289</b>	<b>4,821,731</b>	
<b>Expenses</b>					
Salaries and Wages	6,389,881	4,656,779	1,733,102	2,045,663	Accrual of payroll allocation for faculty pay in September to stay consistent with prior year recognition method prior to ADP transition
Benefits	2,686,895	1,949,404	737,491	710,588	Consistent with prior month
Purchased Services	520,003	371,748	148,255	201,527	Primarily due to the payment of audit invoices and GLMA food invoices (for the Sep/Oct cruise) in September
Supplies & Materials	669,085	464,056	205,029	238,332	Primarily due to higher software purchasing expenses and printing expenses in September
Internal Services	(4,453)	(4,657)	204	(6,086)	Internal transfer to general fund from halls auxiliary fund for fall semester fitness fee revenue occurred in September
Other Expenses	361,933	298,572	63,361	126,088	Primarily driven by the reclassification of the YTD Tug Mississippi lease expenses from general fund to CARES Act fund
Institutional Expenses	321,599	222,314	99,285	114,222	Primarily impacted by the timing of electricity, telephone, and heating fuel payments
Maintenance & Renovation	481,984	341,246	140,738	165,009	October partially offset by facility maintenance expenses in September associated with flood clean up in the Health/Science building (flood expenses will be reimbursed by insurance)
Professional Development	57,628	52,106	5,522	22,446	Low activity in professional development primarily related to memberships and webinars
Capital Outlay	8,791	5,816	2,975	5,259	\$2,975 Grand Traverse Tool (engineering tech)
<b>Total Expenses</b>	<b>11,493,346</b>	<b>8,357,384</b>	<b>3,135,962</b>	<b>3,623,048</b>	
<b>Transfers</b>	<b>46,588</b>	<b>115,190</b>	<b>(68,602)</b>	<b>115,190</b>	Transfer of admin expenses from general fund to CARES Act (CRF) fund
<b>Total Expenses &amp; Transfers</b>	<b>11,539,934</b>	<b>8,472,574</b>	<b>3,067,360</b>	<b>3,738,238</b>	
<b>Net Revenue Over (Under) Expenses</b>	<b>\$ 2,968,092</b>	<b>\$ 1,155,163</b>	<b>\$ 1,812,929</b>	<b>\$ 1,083,493</b>	



**MEMO: Resource Development**

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

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

**Date:** November 09, 2020

**Subj:** Foundation Update

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**Fund Raising – a “check” on FY21 goals**

- FY21 overall dollars raised as part of the Be What’s Possible Campaign:
  - \$ 3,482,397 Total received (including Annual Fund, pledges, and *documented planned gift intentions*) raised toward goal
  - + \$ 94,978 Gross event revenue
  - \$3,577,375 Total of gifts + events (Goal: \$4,250,000)**

**Foundation Initiatives**

- The Foundation offices are now located in the Arthur M. and Mary E. Schmuckal Building, Suite 100 at the University Center campus.
- The Foundation Board accepted an “unqualified opinion” on the fiscal 20 audit.
- The Foundation board also voted to establish a new quasi endowed fund named the Alvin Eckhardt Fund in honor of the generous unrestricted bequest from this alumnus.
- The committee to organize the annual Taste of Success event is working to secure sponsors and make plans to hold this special event to benefit the Great Lakes Culinary Institute with both a “to-go” and virtual element in mid-April.

**Meetings and Events for your calendars:**

- #GivingTuesday is Tuesday, December 1!
- The Foundation Finance & Audit Committee will meet via Zoom at 7:30am on Wednesday, December 9.
- The Foundation Board will meet via Zoom at 7:30am on Wednesday, December 16.





## **MEMO**

*Public Relations, Marketing,  
and Communications*

**To:** Nick Nissley, President

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

**Date:** 11-16-20

**Subject:** October 2020 Monthly Report

October saw several good news stories from NMC including high marks for President Nissley in his first evaluation, the Be What's Possible campaign and support for the BSN. As planned, there was a decrease in paid media as a shift in strategy to respond to the coronavirus pandemic earlier in the admissions cycle. The following is an overview of the work of Public Relations, Marketing and Communication for October 2020.

### **Paid Media**

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

Paid media spend was strategically shifted to respond to meet the changing needs of our consumers this spring and summer. As part of this plan, the spend was increased earlier in the fall admissions cycle and will be reduced from September through November. We will increase the spend again ahead of the spring semester marketing push in December and January. This plan has been successful in bringing in better than projected enrollment for fall. We continue to see the largest percentage of growth in our adult learner campaigns which coincides with the state's launch of the Futures for Frontliners program.

### *Outcomes:*

- Display

	October '20	MOM	September '20	YOY	October '19
clicks	15,267	65%↑	9,270	211%↑	4,908
imprs.	586,839	20%↓	732,854	46%↓	1,078,403

- Paid social
  - One FB/IG campaign (10/5-10/31)
    - 585 clicks to landing page

- Web traffic (10/1-10/31)
  - [Traditional learner landing page](#) for paid campaigns
    - 6,918 visits/pageviews
    - 3% of all site traffic
    - It's driven:
      - 131 to the NMC homepage
      - 116 Degrees & Certificates page
      - 68 to the Academic programs page
      - 45 schedule a visit page
  - [Adult learners landing page](#)
    - 5,022 visits/pageviews
    - It's driven:
      - 20 visits to the homepage
      - 15 visits to the course descriptions page
      - 14 visits to the main programs page
      - 11 visits to the online programs page

### **Earned Media**

*Monthly recap of media coverage and sentiment*

NMC was featured in 62 media mentions with an estimated publicity value of \$15,700 based on the Cision media monitoring system.

Media coverage stories that resulted in the most attention include:

- [NMC Freshwater Studies Students Help Track Fish Movement for FishPass Project](#) 9&10 News, October 7
- [People are giving — in record numbers — to NMC's ambitious campaign](#) The Ticker, October 14
- [NMC, Munson support BSN option at community colleges](#) Record-Eagle, Oct. 30
- [Top marks for NMC president in first evaluation](#) Record-Eagle, Oct. 27
- [The Ticker, Oct. 29](#)

Media sentiment ranking for October (based on a Cision algorithm that ranks pre-assigned tone of keywords) shows 96.7% positive or neutral coverage. This is a slight decrease MOM (September, 97.4%) and increase YOY (2019, 93.7%). The result categorized as negative was about COVID-19, but not a negative reflection on the college itself.

### **Owned Media**

*Monthly published owned media*

During October, PRMC published two NMC Now e-newsletter to 862 supporters and community members. The average open rate was 39.4%.

The feature article from 10-14-20 [Success story: Reimagined Freshwater Studies Class](#) was the most popular link clicked.

Other popular links include:

- [Top marks for NMC president in first evaluation](#), Record-Eagle 10-27-20
- [Campaign's comprehensive nature aligns with COVID needs](#), NMC Now 10-28-20
- [Restaurant owner aims to make politics safe for the dinner table](#), Record-Eagle 10-24-20
- [Charcuterie to go](#), GLCI

Content is being developed for the January 2021 Nexus which features the NMC community's pivot through the 4Rs in response to the coronavirus pandemic.

### **Shared Media**

#### *Monthly progress report on NMC's Main social media channels*

NMC had follower growth, engaging social content, activities and good news stories on Facebook and Instagram during October. There was an expected decrease in some metrics related to a decrease in paid social media advertising and fewer in-person events on campus. Highest performing posts include Governor Whitmer's visit to West Hall, COVID updates, GLCI alumni food truck, bookstore giveaway, nursing students and aviation students featured.

Platform	Followers	Impressions	Engagement	Gender	Age	Region
<b>Facebook</b>	11,775 Up 5.1% YOY  Up 0.1% MOM	9.1% down YOY  Down 3.3% MOM 	57.3% Down YOY  Down 8% MOM 	Fans 68% F 31% M  Reach 61%F 38%M	#1 25-34 (26.6%)  #2 35-44 (20%)  #3 45-54 (19.4%)	GT Region & Grand Rapids
<b>Instagram</b>	2,501 up 23.8% YOY)  Up 1.7% MOM	63.9% Down YOY  Up 11.5% MOM	16.2% Up YOY  Up 13.1% MOM	61% F 39% M	#1 18-24 (31.5%)  #2 25-34 (29.4%)  #3 35-44 (17.6%)	GT Region & Grand Rapids

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 	62.9k 
Front St. Campus (Hawk Owl)	2-27-18	5.9k 	112.7k 
Great Lakes Campus (GLMA)	6-6-18	654 	23.37K 

Northwestern Michigan College  
BOARD OF TRUSTEES  
**Presidential Performance and Compensation Committee Minutes**  
**Thursday, November 12, 2020**  
Traverse City, MI 49686  
Virtual Zoom Meeting ID: 942 6595 0496

Committee Chair Chris Bott called the meeting to order at 1:00 p.m.

Members present: Chris Bott, Rachel Johnson, Jane McNabb all attended remotely

Members absent: None

Others present: Nick Nissley, Holly Gorton, Lynne Moritz

### **Debrief of Presidential Evaluation Process**

President Nick Nissley was asked to share his perspective on the recent presidential evaluation process. He noted the clarity of expectations toward good outcomes, with the Board providing the clear three areas of focus. Nissley further explained that this committee has allowed coaching along the way to provide beneficial feedback. The formal evaluation process of the full Board then provided additional feedback and motivation. Board committee members also shared positive comments about the process of providing clear focus areas to allow for constructive feedback that met expectations on both sides.

### **Presidential Transition Process Going Forward**

Chair Chris Bott previously asked President Nissley to provide a path toward the next evaluation to occur closer to the end of his current contract. He stated that this committee should not need to continue meeting every month now that the president has been onboarded, moving back to the committee's original charge. The committee has served as an executive committee for the president in 2020 and there was discussion about the appointment of an executive committee in January 2021. President Nissley shared his desire to continue meeting going forward on an every-other month basis, perhaps as an executive committee after January as suggested.

### **Designing NMC's Strategic Planning Process**

President Nick Nissley then reviewed the first portion of a draft planning document for the upcoming strategic planning process, with the intent to share with key internal leadership groups and then the full Board at their January study session. The process will include the engagement of all stakeholders, including the Board. Chair Chris Bott explained the strategic planning process may extend longer than a year, therefore, may not be completed by fall of 2021. Bott would expect to see progress at the next presidential evaluation. The remainder of the plan will be reviewed at the next committee meeting to be held in December.

Nissley then reviewed a draft set of 2021 presidential goals that he has begun developing for the committee's review and input. Upon discussion it was recommended that Nissley revise the relationship building goal to strengthening strategic relationships going forward. A suggestion was also made to add "continue" to leading and managing through the Coronavirus pandemic. The president and committee will continue to refine the presidential goals and evaluation plan with a recommendation to go to the full Board in January 2021.



**Future Committee Dates**

The committee determined to meet again in December, with a recommendation of presidential goals and evaluation process for 2021. It was suggested to develop a charge for an Executive Committee to be appointed in January 2021 to meet with the president every other month in 2021.

**Other Discussion**

There was a brief discussion pertaining to an opinion forum in the Traverse City Record-Eagle regarding the current legislative bill that would allow a community college bachelor of science degree in nursing. It was noted that NMC will respond with appropriate strategy.

**Public Comment**—no public comment offered.

The meeting adjourned at 2:10 p.m.

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

Northwestern Michigan  
College Board of Trustees  
**Policy Committee Minutes**  
November 9, 2020  
Traverse City, MI 49686  
Virtual Zoom Meeting ID: 91033102341

Committee Chair Doug Bishop called the meeting to order at 3:01 p.m.

Members Present: Doug Bishop, Rachel Johnson

Members Absent: Michael Estes

Others Present: Nick Nissley, Vicki Cook, Holly Gorton, Lynne Moritz, Rebecca Teahen

The Policy Committee reviewed selected board policies scheduled for review along with the Board of Trustees Video Recording of Meetings policy.

**A-104.00 Board of Trustees Video Recording of Meetings**

Committee members reviewed the board policy pertaining to video recording of board meetings and referred the policy to college administrative staff for revision recommendation to be brought back to the Committee for review at a future meeting.

**A-105.01 Gift Acceptance**

The board policy on gift acceptance was reviewed with one revision recommendation to delete the word “unsolicited” from section 1. of the policy, which was accepted by the Committee.

**A-106.02 Investment Policy**

The board investment policy was reviewed with no changes recommended by the Committee.

A motion was made by Rachel Johnson, seconded by Doug Bishop, to recommend an amended A-105.01 Gift Acceptance policy and reviewed A-106.02 Investment Policy without change to the full Board for adoption. The motion passed with a unanimous vote.

**Review of Board Policy Review Schedule**

The Committee discussed the revised review schedule of board policies that reflected the changes made at the last Committee meeting to review the “C” policies along with the upcoming strategic planning process.

**Public Comment**—There was no public comment offered.

The meeting was adjourned at 3:21p.m.

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

148 E. Front Street, Suite 203  
Traverse City, MI 49685

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## MEMO

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

### State

#### **Election Recap**

While Northwestern Michigan College is located in the 104<sup>th</sup> State House District, we commonly think of legislative advocacy work focusing on the entire Northern Michigan Caucus, which includes State House Districts 101-107. As a result of the November election, there will be three new members of this Caucus beginning January 1, 2021. These new members include:

104: Rep. Elect John Roth (R-Traverse City)  
105: Rep. Elect Ken Borton (R-Gaylord)  
107: Rep. Elect John Damoose (R- Harbor Springs)

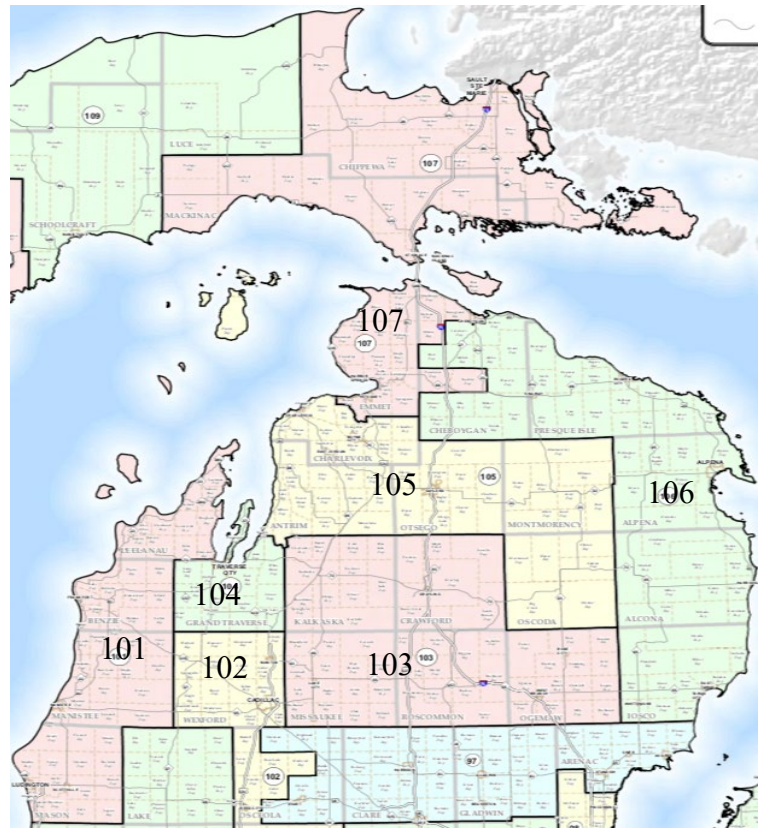
We will be actively reaching out to these new members over the next month to welcome them and make an initial introduction to NMC.

#### **Legislative Lame Duck Session**

With party control of the Michigan Legislature not changing as a result of the November Election (Republicans will maintain a majority in the Michigan House), it is not anticipated that this will be an active lame duck session. The legislature is out of session until Tuesday, December 1, at which point, both the House and Senate will reconvene for legislative session days through December 17.

#### **Community College Nursing Baccalaureate Legislation**

We continue to advocate for passage of Senate Bill 1055, which would allow a community college to offer and confer a baccalaureate degree in nursing. The legislation currently awaits action on the Senate floor and we have heard that Senate Majority Leader Shirkey has made it a priority to hold a vote on this bill when the legislature re-convenes the week of December 1. We continue to focus our efforts on encouraging Senator Curt VanderWall to support this bill as well as thank Senator Wayne Schmidt for his support. If the legislation passes out of the Senate it would next move to the House for consideration.



*Actions*

Since the last update, we have complete the following advocacy actions related to SB 1055:

- 10/28: Presentation to NMC Foundation Board
- 10/29: Presentation to Grand Traverse Community Development Coalition
- 10/30: Virtual Meeting with Senator VanderWall, Munson Healthcare, NMC and Baker College
- 11/3: Interview with Ticker
- 11/6: Traverse Connect Government Relations Update
- 11/10: Community Development Coalition Sends Letter of Support to Northern Michigan Delegation
- 11/11: Virtual Meeting with Grand Valley State University

*Next Steps*

With the Senate poised to act in early December, we are preparing additional advocacy efforts focused on both the Senate and House.

**Federal****Lame Duck Session**

The focus of the federal lame duck period will be focused on the passage of funding for the federal government as the current federal government-funding bill expires on December 11. There is some discussion about potentially incorporating COVID relief funding into this legislation. However much of the details of such a bill remains unknown at this time. Our priority will be for any appropriations bill or COVID relief package to include funding for the GLMA to offset COVID related costs as well as include additional funding for community colleges based on a student headcount formula.

**NORTHWESTERN MICHIGAN COLLEGE  
BOARD OF TRUSTEES  
MINUTES  
Monday, October 26, 2020  
Traverse City, Michigan  
Virtual Zoom Webinar ID: 993 3665 7406**

**CALL TO ORDER**—Chair Chris M. Bott called the regular meeting to order at 5:30 p.m.

**ROLL CALL**

**In compliance with PA 228 each trustee should publicly announce if they are attending remotely and provide their current physical location. The member’s announcement must identify specifically the member’s physical location by stating the county, city, township, or village and state from which he or she is attending the meeting remotely.**

Trustees present: **Douglas S. Bishop**, remote from Peninsula Township, Grand Traverse County, Michigan; **Chris M. Bott**, remote from Traverse City, Grand Traverse County, Michigan; **K. Ross Childs** remote from Peninsula Township, Grand Traverse County, Michigan; **Rachel A. Johnson**, remote from Garfield Township, Grand Traverse County, Michigan; **Jane T. McNabb**, remote from Traverse City, Grand Traverse County, Michigan; **Kennard R. Weaver**, remote from Peninsula Township, Grand Traverse County, Michigan

Trustees absent: Michael Estes

Also present: President Nick Nissley, Linda Berlin, Patti Burgess, Vicki Cook, Marguerite Cotto, Becky Donovan, Diana Fairbanks, Holly Gorton, Troy Kierczynski, Mark Liebling, Lynne Moritz, Kyle Morrison, Todd Neibauer, Denny Nguyen, Nick Roster, Chad Schenkelberger, Stephen Siciliano, Rebecca Teahen, Katie Thornton

**REVIEW OF AGENDA**—The agenda was accepted as presented.

**REPORTS**

**Audit Presentation**—Katie Thornton and Becky Donovan of Plante & Moran, PLLC, presented on the financial audit for Northwestern Michigan College for the fiscal year ended June 30, 2020. Thornton thanked everyone for their efforts to complete the audit remotely and stated they had met with the Board Audit Committee earlier in October. Annual audits are required for accreditation by the HLC and to receive federal grants and aid for students. Thornton shared they have issued a clean unmodified opinion, which is the highest they can give. An emphasis of matter paragraph was added to describe the impact of the COVID-19 pandemic on college operations. No significant deficiencies or material weaknesses in internal controls were identified. Becky Donovan reviewed the financial portion of the audit presentation, which included charts on College revenue, assets, liabilities and net position of all funds. Thornton noted they will be following up at a future meeting on the Federal compliance testing. Acceptance of the audit is included in the action items for this meeting.

**Faculty Report—Anatomy and Physiology in the Time of COVID**—Nick Roster, Biology Instructor and Assessment Coordinator, shared he has been developing an online format for the lab intensive biology course of Anatomy and Physiology prior to the COVID-19 pandemic so was prepared to go remote. He shared examples of the Interactive – POGIL gaming software he uses to accomplish the online labs for students. In response to a question, Roster shared that some classes do

hold in-person labs, but those will be completed by Thanksgiving. The Board thanked Roster for his interesting report.

**Enrollment Report**—Todd Neibauer, Vice President for Student Services and Technology, provided the enrollment report sharing there continues to be a strong response to the Futures for Frontliners program announced in September. The College continues to work with state agencies on administrative specifics of the program and the expansion of access to contact information for those who have indicated a desire to attend NMC. Neibauer shared it is anticipated that the Frontliners program will evolve into Governor Whitmer’s new Reconnect program. Neibauer addressed specific questions of the Board pertaining to the Futures for Frontliners registration, and stated NMC is helping students through that process.

**Scholarship and Financial Aid Report**—Linda Berlin, Director of Financial Aid, reviewed the sources of scholarships and financial aid that NMC provides to students. Berlin highlighted an 11% increase in the number of NMC scholarship recipients over the past year. She also shared the NMC financial aid default rate of 13.2% for 2017 compares favorably with the Michigan and national rates. In response to a question, Berlin explained that CARES Act funding is reported separately from other student financial aid. The Board thanked Linda Berlin for her thorough report.

**Financial Report**—Vicki Cook, Vice President of Finance and Administration, reviewed the financial report for the period ending September 30, 2020. Vice President Cook thanked her financial services staff, as well as all college staff, for their work, both on the audit process and throughout the year to have received a clean audit. Cook noted her department would not be recommending the use of reserves as previously planned, as there is a slight increase from last year in state appropriations, rather than the 15% decrease in state funding previously budgeted for.

**Foundation Report**—Rebecca Teahen, Associate Vice President for Resource Development and Executive Director of Foundation, provided an update on FY21 fundraising goals and Foundation initiatives. Teahen noted a strong start of the fiscal year, thanked Linda Berlin for her department’s work to get scholarship funding to NMC students, and announced Foundation staff offices are currently in the process of moving to the University Center Campus.

**Audit Committee Report**—Committee Chair Kennard Weaver reported NMC is receiving a clean opinion, which is best, reflecting on the great work of the NMC staff. Weaver thanked Lynne Moritz for the help to quickly turn the October 14 Audit Committee meeting into a hybrid meeting, with the auditors and one trustee participating remotely while several NMC participants met in person, socially distanced.

**PRMC Report**—Diana Fairbanks, Executive Director of Public Relations, Marketing, and Communications, provided the PRMC Report later in the meeting agenda due to another commitment in her schedule. Fairbanks reported on September activities, noting many good stories featured in NMC Now and in the upcoming NEXUS issue, which will be out in late January. The Board thanked PRMC for the Futures of Frontliners website that is very informative.

**Policy Committee Report**—Committee Chair Doug Bishop reported the Policy Committee met and reviewed several policies scheduled for review and made some minor revisions to some. More significant revisions were made to the Bylaws which included additional language to provide the Board with ability to suspend a bylaw or policy.

**ACCT Leadership Congress**—Trustees reported on their experiences during the recent virtual conference hosted by the Association for Community College Trustees. All trustees missed the opportunity to have informal conversations with other college trustees and administrators due to the virtual format, but shared there were some valuable session topics such as a rural college track, training tailored to business needs, and lessons learned from COVID-19.

**Legislative Issues Report**—President Nick Nissley thanked the Board for attending the ACCT conference and being so engaged in current issues. Nissley noted Senate Bill 1108, which allows for virtual meetings to be held remotely through December 2020 for any reason and provides explicit reasons for virtual meetings in 2021. In regard to community college nursing baccalaureate legislation, Nissley highlighted several advocacy efforts currently underway. At the federal level, there is discussion about another COVID-19 relief package, but it is unlikely before the November 3 general election.

**PUBLIC INPUT**—There was no public input offered.

## UPDATES

**President's Update**—President Nick Nissley shared how NMC has been very diligent in COVID-19 safety protocols with only four students testing positive with exposure to campus to date. NMC hosted Governor Whitmer's roundtable with Traverse City leaders on October 9 in the West Hall Innovation Center. For the meeting, there was 100% compliance with NMC exposure control protocols and the discussion covered many topics, including advocating for community college Bachelor of Science in Nursing degrees and thanking the governor for her budgetary support. Nissley also shared he is beginning to attend a monthly Traverse Connect CEO Roundtable group, which provides a venue for leaders of local organizations to meet regularly with a peer group to foster entrepreneurial thinking and community-minded approaches to our challenges. NMC is making a transition with on-campus food service from Sodexo to be managed in-house by Hagerty Center staff. Lastly, Nissley shared that he and President's Council are laying the groundwork for an upcoming strategic planning process.

**Board Chair Update**—Chair Chris Bott emphasized the importance of following the Health Department and College safety protocols. At the MCCA Autumn Board of Directors meeting on October 23, which both Bott and Nissley attended, there was a lot of discussion regarding community college Bachelor of Science in Nursing degrees (BSN). Bott asked trustees to communicate with legislators and the public on the importance of community colleges being able to offer a BSN.

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

- Minutes of the September 28, 2020, regular meeting

**ACTION ITEMS**

**Acceptance of NMC Audit**—On a motion by Kennard Weaver, seconded by Doug Bishop, the Board accepted the financial audit for Northwestern Michigan College for the fiscal year ended June 30, 2020, as presented. The motion passed with a unanimous vote.

**NMC Resource Guidelines**—On a motion by Ross Childs, seconded by Rachel Johnson, the Board approved the NMC Resource Guidelines for 2021-2022 as presented. The motion passed with a unanimous vote.

**FY22 Five Year Capital Outlay Plan**—On a motion by Ross Childs, seconded by Jane McNabb, the Board approved the FY 2022 Five-Year Capital Outlay Plan for submission to the Michigan Office of the State Budget as presented. The motion passed with a unanimous vote.

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

- Amended Policy A-100.00 Board of Trustees Bylaws
- Amended Policy A-107.00 Board Attendance at Civic and College Events
- Amended Policy A-108.00 Board of Trustees Electronic Communications
- Policy A-101.00 Board of Trustees Responsibilities with no changes after review
- Policy A-106.03 Policy Amendment and Additions with no changes after review

The motion passed with a unanimous vote.

**Bachelor of Science in Nursing Support Resolution**—On a motion by Rachel Johnson, seconded by Ross Childs, the Board adopted a resolution in support of allowing community colleges to establish a nursing education program that grants Bachelor of Science in Nursing degrees. A suggestion was made to have a letter submitted by the Board Chair to the local newspaper on behalf of the full Board reflecting this support. The motion passed with a unanimous vote.

**Closed Session**—Doug Bishop, made a motion, seconded by Rachel Johnson, that the Board adjourn the open session and consider in closed session, as permitted by Subsection 8(a) of the Michigan Open Meetings Act, MCL 15.268, the annual performance evaluation of the president, per his request for a closed session. The motion passed with the following roll call vote: Yes—Kennard Weaver, Ross Childs, Doug Bishop, Jane McNabb, Rachel Johnson, Chris Bott; No—none; and the Board went into closed session at 7:06 p.m.

**Reconvene Regular Meeting**—Kennard Weaver made a motion, seconded by Doug Bishop, to adjourn the closed session and reconvene the open session. The motion passed with the following roll call vote: Yes—Doug Bishop, Rachel Johnson, Kennard Weaver, Ross Childs, Jane McNabb, Chris Bott; No—none; and the regular open session reconvened at 7:27 p.m.

**Presidential Performance Evaluation**—On a motion by Kennard Weaver, seconded by Ross Childs, the Board accepted the October 2020 Presidential Performance Evaluation. The motion passed with a unanimous vote.

**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 7:32 p.m.

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

SIGNED \_\_\_\_\_  
Chris M. Bott, Chair

ATTESTED \_\_\_\_\_  
Rachel Johnson, Vice Chair

**Board Policy A-105.01**  
**Board of Trustees Process**

## **Gift Acceptance**

1. The Board of Trustees of Northwestern Michigan College (NMC) shall direct all ~~unsolicited~~ gifts of private property, devise, or bequest to the Northwestern Michigan College Foundation (Foundation), which has been formed solely to receive gifts and administer funds for the benefit of NMC.
2. Such direction shall not be considered as a recommendation to accept gifts. Presentation of gifts, bequests, memorials, awards, property, or scholarships shall be accepted at the discretion of the Foundation and recognized and approved by the Board of Directors of the Foundation, and shall be subject to the current Foundation Gift Acceptance Policies and Procedures, as may be amended from time to time, and the applicable laws and regulations governing §501(c)(3) organizations. Such recognition and approval shall in no case be considered an endorsement of a particular product, service or business.
3. The Board of Trustees shall exercise appropriate control with respect to directed gifts to the Foundation by establishing the following procedures:
  - a. It is expected that the Foundation will consult with NMC officials regarding the acceptability of tangible property or real property in advance of accepting those items. “Tangible property” and “real property” shall include, but not be limited to the following items: land, works of art, supplies, and equipment.
  - b. The President and the Executive Director of the Foundation may tentatively accept contributions subject to the final approval of the Foundation’s Board of Directors at its next meeting.
  - c. Acceptance by the Foundation of equipment or services that may require institutional support which involves, but may not be limited to, operating budget expenses or capital investment or other expenses (whether initial or continued) shall be presented to the President’s Office for consideration and approval by the Board of Trustees prior to acceptance by the Foundation.
  - d. All contributions to the Foundation of tangible property, excluding gifts of real property which, by attribute, shall be sold, conveyed, or otherwise disposed of in order to convert to cash as soon as possible, will ultimately become the property of NMC and subject to the same controls and regulations that govern the use of property owned by NMC.
  - e. Attached to this policy is a copy of the current Foundation Gift Acceptance Policy. In the event that a gift, bequest, or devise is not directed to the Foundation, the procedures incorporated in the attached policy, as may be amended by the Foundation from time to time, shall govern the actions of the Board of Trustees, and the Executive Director of the Foundation shall consult with the Foundation’s Board of Directors as appropriate for recommendations to be made to the Board of Trustees.

If any provision(s) of this policy or set of bylaws conflicts with laws applicable to Northwestern Michigan College, including the Community College Act of 1966, the Freedom of Information Act, or the Open Meetings Act, as each may be amended from time to time, such laws shall control and supersede such provision(s).

Adopted by the Northwestern Michigan College Board of Trustees November 19, 2007

Revised July 26, 2010

Revised May 18, 2015

## Board Policy A-106.02

### Board of Trustees Process

# Investment Policy

1. Purpose: It is the policy of the Board of Trustees to invest its funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow needs of Northwestern Michigan College (hereinafter "The College") and comply with all state statutes governing the investment of public funds.
2. Scope: This policy on banking and investments applies to all financial assets of the College. These assets are accounted for in the various funds of the College and include the general fund, auxiliary funds, restricted funds, plant funds, and agency funds and any other funds established by the College. Investment income will be allocated to the general fund in accordance with generally accepted accounting principles.
3. Objectives: The primary objectives, in priority order, of the College's banking and investment activities shall be:
  - a. Safety - Safety of principal is the foremost objective of the investment program. Investments shall be undertaken in a manner that seeks to insure the preservation of capital in the overall portfolio.
  - b. Diversification - The investments will be diversified by security type, as allowed by regulation, financial institution and maturity of securities in order to reduce portfolio and market risks.
  - c. Liquidity - The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated.
4. Delegation of Authority to Make Investments: The College delegates the daily management responsibility for the investment program to the Vice President of Finance and Administration.
5. Permissible Investments: The Michigan Community College Act No. 331, as amended, provides the following permissible investments:
  - a. Bonds, bills, or notes of the United States, or of an agency or instrumentality of the United States, or obligations of this State.
  - b. Negotiable certificates of deposit, savings accounts, or other interest-earning deposit accounts of a financial institution. As used in this subdivision, "financial institution" means a bank that is a member of the Federal Deposit Insurance Corporation, A savings and loan association that is a member of the Federal Savings and Loan Insurance Corporation, or a credit union whose deposits are insured by the national Credit Union Administration.
  - c. Bankers' acceptances issued by a bank that is a member of the Federal Deposit Insurance Corporation.
  - d. Commercial paper that is supported by an irrevocable letter of credit issued by a bank that is a member of the Federal Deposit Insurance Corporation.
  - e. Commercial paper of corporations located in this state rated prime by at least one of the standard rating services.

- f. Mutual funds, trusts, or investment pools composed entirely of instruments that are eligible collateral.

Additional funds of the College shall not be invested or deposited in a financial institution that is not eligible to be a depository of surplus funds belonging to this state under section 6 of 1855 PA 105, MCL 21.146.

If any provision(s) of this policy or set of bylaws conflicts with laws applicable to Northwestern Michigan College, including the Community College Act of 1966, the Freedom of Information Act, or the Open Meetings Act, as each may be amended from time to time, such laws shall control and supersede such provision(s).

Adopted by the Northwestern Michigan College Board of Trustees October 24, 2005

Revised May 18, 2015

**Board Policy A-100.00****Board of Trustees Process****Board of Trustees Bylaws**

## 1. Meetings.

- a. Place of Meetings. Any or all [meetings of the Board of Trustees](#) shall be held at Northwestern Michigan College unless otherwise designated by the Board of Trustees.
- b. Open and Closed Meetings. All meetings—annual, regular, special, emergency—shall be open to the public with the exception of those items exempt from public discussion or disclosure by state or federal statute. A 2/3 roll call vote of members elected or appointed and serving is required to call a closed session, except for closed sessions permitted under section 8(a), (b), (c), (g), (i), and (j) of the Open Meetings Act, MCL 15.267. Upon completion of business in the closed session, the Board will adjourn into public session.
- c. Annual Meeting.
  - i. Date and purpose. The annual meeting of the Board of Trustees shall be held each year on the first meeting date in January, one of the purposes of which shall be the election of the officers.
  - ii. Notice of annual meeting. At least seven (7) days prior to the date fixed by Section 1.c.i. of these Bylaws for the holding of the annual meeting of the Trustees, written notice of the time, place and purposes of such meeting shall be delivered, as hereinafter provided, to each Trustee entitled to vote at such meeting.
  - iii. Delayed Annual Meeting. If, for any reason, the annual meeting of the Board of Trustees shall not be held on the day hereinbefore designated, such meeting may be called and held as a special meeting, and the same proceedings may be conducted thereat as at an annual meeting, provided that the notice of such meeting be not less than a seven-day notice.
  - iv. Order of Business. The order of business at the annual meeting of the Board of Trustees shall be as follows:
    1. roll call
    2. reading notice and proof of mailing
    3. approval of minutes of preceding annual meeting
    4. report of Secretary
    5. report of Treasurer
    6. election of officers
    7. transaction of other agenda items
    8. adjournment

provided that, in the absence of any objection, the presiding officer may vary the order of business at his or her discretion.

- d. **Regular Meetings.** Regular meetings of the Board of Trustees shall be held not less frequently than one in each month at such time and place as the Board of Trustees shall determine. No monthly notice of regular meetings of the Board shall be required. Regular meeting dates for the year must be publicly posted within ten (10) days after the annual January meeting for the following twelve (12) months stating the time and place of meetings. If the schedule of regular meetings is changed, the new dates, times and places must be posted within three (3) days after the meeting at which the change is made.

If a regular meeting is rescheduled, a public notice stating the rescheduled date, time, and place of the meeting must be posted at least eighteen (18) hours prior to the meeting and must be accessible to the public for the full notice period.

- e. **Special Meetings and Committee Meetings.** A special meeting of the Board of Trustees or Committee Meeting may be called at any time by the Chairperson of the Board of Trustees, Chairman of the convening Committee or by a majority of the Board of Trustees. The Chief of Staff to the President and Board of Trustees shall prepare and forward to each trustee electronic or written notice of the time, place and purpose of such special meeting not less than eighteen (18) hours before the meeting. Such notice may be signed by stamped, typewritten, or printed signature of the Chief of Staff to the President and Board of Trustees. The requirement of 18 hours advanced notice does not apply to special meetings of subcommittees.

When a special meeting is called, a public notice stating the date, time, and place of the meeting must be posted at least eighteen (18) hours prior to the meeting.

- f. **Emergency Meetings.** The Board of Trustees may meet in emergency session without complying with the notice requirements when it is necessary to deal with a severe and imminent threat to the health, safety, or welfare of the public when 2/3 majority of members elected and serving of the Board members decide that delay would be detrimental to efforts to lessen or respond to the threat.

- g. **Board Notice**

Notice for regular meetings of the Board is considered served by Board setting the time and place of regular meetings at the Board of Trustees' Annual Meeting.

Notice for all special meetings and committee meetings shall be prepared and sent to each trustee electronically by the Chief of Staff to the President and Board of Trustees, indicating the time, place and purpose of such meetings, not less than eighteen (18) hours before the meeting.

- h. **Public Notices of Meetings.**

Public notices must contain:

- i. "NORTHWESTERN MICHIGAN COLLEGE Board of Trustees"
- ii. 1701 East Front Street,  
Traverse City, Michigan 49686  
(231) 995-1010
- iii. The time of the meeting

- iv. The date of the meeting
  - v. The place of the meeting
  - vi. "Official minutes of Board meetings are available in the President's Office and on the NMC website at [nmc.edu/about/board-of-trustees/minutes/](http://nmc.edu/about/board-of-trustees/minutes/) and are available for public inspection."
  - vii. "If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the meeting or hearing, please contact the Chief of Staff to the President and Board of Trustees at (231) 995-1010 at least one week prior to the meeting or as soon as possible." All notices must be posted on the Board of Trustees bulletin board in the Preston N. Tanis building as well as on the Board of Trustees web page at [nmc.edu/about/board-of-trustees/materials-minutes.html](http://nmc.edu/about/board-of-trustees/materials-minutes.html) and be made accessible by a prominent and conspicuous link that clearly describes its purpose for public notification on NMC's homepage, [nmc.edu](http://nmc.edu).
  - i. *Public Input.* At all public meetings of the Board of Trustees, the Chairperson shall honor the right of the public to address a public body. Every open meeting agenda will provide for public participation.  
Each person wishing to address the Board during public comment must be present and shall provide their name, address, city, phone, and issue to be addressed on a form provided prior to the meeting. The topic addressed should be related to business within the jurisdiction of the Board. Forms will be collected and given to the Board Chair prior to the call for order. Comments will be limited to three minutes in length per speaker.
2. **Quorum.** Presence in person of a majority of Trustees shall constitute a quorum at any meeting of the members. Participation in meetings by telephone or other interactive media is allowed for information purposes only. Trustees joining a meeting in this manner may not vote. Trustee electronic participation does not count for constitution of a quorum.
3. **Board of Trustees.**
- a. *Number and Qualifications.* The Northwestern Michigan College district shall be directed and governed by a Board of Trustees, consisting of seven (7) members. Each member shall possess the qualifications of general electors within the College district.
  - b. *Selection.* Board of Trustees members shall be selected as provided in Section 389 of Act 331 of the Public Acts of 1966 of the State of Michigan:  
"The community college district shall be directed and governed by a Board of Trustees, consisting of seven (7) members elected at large in the proposed community college district on a non-partisan basis . . ."
  - c. *Term of Office.* The Trustees shall serve for six (6) years or until their successors have been appointed. Regular terms of office shall commence on January 1 following the next general state election.
  - d. *Vacancies.* Whenever a vacancy in the Board of Trustees occurs, "the remaining trustees shall fill each vacancy by appointment. If a vacancy is not filled within 30 days after the vacancy occurs, or if a majority of trustee seats become vacant, "the intermediate school board for that school [community college] district shall fill each vacancy by appointment. An



individual appointed under this subsection serves until a successor is elected and qualified. If a vacancy occurs more than 90 days before a regular election, an election shall be held at that regular school election to fill that office for the remainder of the office's unexpired term, if any. This subsection applies regardless of whether an individual is appointed under subsection (1) to fill the vacancy." (Michigan Legislative Act 302, Public Acts of 2003, Chapter XIV, Sec. 311, effective March 30, 2004).

- e. *Power to Elect Officers.* The Trustees shall elect a Chairperson of the Board of Trustees, a Vice Chairperson, a Secretary, and a Treasurer.
  - f. *Power to Appoint Other Officers and Agents.* The Board of Trustees shall have power to appoint such other officers and agents as the Board may deem necessary for transaction of the business of the Board.
  - g. *Removal of Officers and Agents.* Any officer or agency may be removed by the Board of Trustees whenever in the judgment of the Board the business interest of the Board will be served thereby.
  - h. *Power to Fill Vacancies.* The Board shall have power to fill any vacancy in any office occurring for any reason whatsoever. The office of a trustee becomes vacant immediately, regardless of declaration by an officer or acceptance by the board or 1 or more of its members, upon any of the following events:
    - i. The death of the trustee.
    - ii. The trustee being adjudicated insane or being found to be a legally incapacitated individual by the court of competent jurisdiction.
    - iii. The trustee's resignation.
    - iv. The trustee's removal from office.
    - v. The trustee's conviction for a felony.
    - vi. The trustee's election or appointment being declared void by a competent tribunal.
    - vii. The trustee's neglect or failure to file the acceptance of office, to take the oath of office, or to give or renew an official bond required by law.
    - viii. The trustee ceasing to possess the legal qualifications for holding office.
    - ix. The trustee moving his or her residence from the community college district.
  - i. *Delegation of Powers.* For any reason deemed sufficient by the Board of Trustees, whether occasioned by absence or otherwise, the Board may delegate all or any of the powers and duties of any officer to any other officer or director, but no officer or director shall execute, acknowledge, or verify any instrument in more than one capacity.
  - j. *Power to Require Bonds.* The Board of Trustees may require any officer or agent to file with the Board a satisfactory bond conditioned for faithful performance of his or her duties.
  - k. *Compensation.* The compensation of agents may be fixed by the Board.
4. **Officers.**
- a. *Chairperson.* The Chairperson of the Board of Trustees shall be selected by the members of the Board. The Chairperson shall preside over all meetings of the Board of Trustees. The Chairperson shall ensure that the Board's Bylaws and established rules are followed and that the Board and its standing or ad hoc committees are fulfilling their stated responsibilities. The

Chairperson shall represent the Board as appropriate in various public relations functions. An individual may not serve more than three (3) consecutive years as Chairperson. In times of unique challenge to the Board, the Chair may be elected for up to two (2) additional consecutive one-year terms by a vote of no less than five of the seven members of the Board.

- b. *Vice Chairperson.* A Vice Chairperson shall be chosen by the membership of the Board. The Vice Chairperson shall perform the duties and exercise the powers of the Chairperson during the absence or disability of the Chairperson.
  - c. *Secretary.* The Secretary shall be chosen from the membership of the Board. The Secretary shall, by affixing his or her signature, attest to the accuracy of the Board meeting minutes and shall ensure that the Board's records are maintained in an appropriate manner. The Secretary shall authorize all notices required by statute, bylaw or resolution. The Secretary shall perform such other duties as may be delegated by the Board of Trustees. The Chairperson, or the Chairperson's designee, shall serve as Assistant Secretary to assist the Secretary in the performance of his or her duties.
  - d. *Treasurer.* The Board of Trustees shall elect a Treasurer of the Board from its membership who will perform duties in connection with the finances of the College as may be required by the Board. The Board may direct the President to designate a chief financial officer as custodian of the funds who shall report to the President and maintain full and accurate accounts and fiscal procedures.
5. **Fiscal Year.** The College's fiscal year shall begin on the first day of July and end on the thirtieth day of June.
6. **Execution of Instruments**
- a. *Checks, Etc.* All checks, drafts, and orders for payment of money shall be signed in the name of the Board and shall be countersigned by such officers or agents as the Board of Trustees shall from time to time designate for that purpose.
  - b. *Contracts, Conveyances, Etc.* When the execution of any contract, conveyance, or other instrument has been authorized without specification of the executing officers, the Chairperson or Vice Chairperson and the Secretary may execute the same in the name and on behalf of this Board. The Board of Trustees shall have power to designate the officers and agents who shall have authority to execute any instrument in behalf of this Board.
7. **Power of Board to Borrow Money.** The Board of Trustees shall have full power and authority to borrow money whenever, in the discretion of the Board, the exercise of said power is required in the general interest of the College, and in such case the Board of Trustees may authorize the proper officers to make, execute, and deliver in the name and on behalf of the Board of Trustees such notes, bonds, and other evidence of indebtedness as said Board shall deem proper, and said Board shall have full power to mortgage the property of the College, or any part thereof, as security for such indebtedness.
- The power to borrow money shall require the approval of a majority of the Board of Trustees.
8. **Committees.** Special committees of the Board of Trustees shall be appointed by the Board Chair as deemed necessary.

9. **Temporary Amendment or Suspension of Bylaws and Policies.** The Board may, upon a majority vote, and where compelling reasons exist, temporarily adopt, amend, repeal, or suspend a Bylaw or policy contained herein, provided that the temporary amendment, adoption, repeal, or suspension, does not conflict with any applicable law. Any resolution temporarily adopting, amending, repealing or suspending a Bylaw or policy under this provision shall contain an express provision that such amendment, adoption, repeal or suspension shall expire automatically at the next public meeting of the Board, unless the Board, by further resolution, shall formally adopt the amendment, adoption, repeal, or suspension, in final form, or shall, by further resolution, continue the temporary amendment, adoption, repeal or suspension until the next public meeting of the Board under the same conditions.
10. **Amendment of Bylaws and Policies.** Bylaws and policies may be amended, altered, changed, added to, or repealed by affirmative vote of a majority of the Board of Trustees. The process to amend, alter, change, or repeal shall be proposed at a regular or special meeting of the Board and adopted at a subsequent regular meeting provided that the proposed amendment, alteration, change, addition, or repeal be reduced to writing and each Trustee be notified of said proposal at least seven (7) days prior to the next regular meeting.

If any provision(s) of this policy or set of bylaws conflicts with laws applicable to Northwestern Michigan College, including the Community College Act of 1966, the Freedom of Information Act, or the Open Meetings Act, as each may be amended from time to time, such laws shall control and supersede such provision(s).

Adopted by the Northwestern Michigan College Board of Trustees October 23, 1995

Revised April 28, 1997

Revised January 27, 2003

Revised February 24, 2003

Revised October 24, 2005

Revised November 19, 2007

Revised July 26, 2010

Revised May 18, 2015

Revised December 19, 2016

Revised January 14, 2019

Revised July 22, 2019

Revised November 23, 2020

**Board Policy A-107.00****Board of Trustees Process****Board Attendance at Civic and College Events**

1. It is recognized that in their role of owner-trustee, it is important for members of the NMC board of trustees to attend civic events on behalf of the College or to attend College events. The purposes of such attendance include:
  - a. To provide visibility for the College in situations where the presence and support of the College's leadership is important.
  - b. To demonstrate College support for civic efforts which benefit the community as a whole.
  - c. To demonstrate board support for College activities.
  - d. To establish important contacts with potential significant donors to the College.
2. It is understood that when attendance at said events entails a fee, charge, or contribution to the sponsoring organization, the College will serve as sponsor of the board members and their spouse or guest attending. At the same time, it is important for the board to maintain the public trust in ensuring appropriate expenditure of public funds. To that end, taxpayer dollars will not be used to sponsor board attendance at such events. Furthermore, board members and their spouse or guest shall be the guests of the College at all College-sponsored events.
3. Events excluded from College sponsorship include:
  - a. Those which are politically partisan in nature,
  - b. Those which lend support to one side or the other of a controversial or divisive community issue, or
  - c. Those which are primarily sporting events.

If any provision(s) of this policy or set of bylaws conflicts with laws applicable to Northwestern Michigan College, including the Community College Act of 1966, the Freedom of Information Act, or the Open Meetings Act, as each may be amended from time to time, such laws shall control and supersede such provision(s).

Adopted by the Northwestern Michigan College Board of Trustees January 22, 1996

Revised October 27, 1997

Reviewed without revision December 19, 2005

Reviewed without changes July 27, 2015

Revised November 23, 2020

## Board Policy A-108.00

### Board of Trustees Process

# Board of Trustees Electronic Communications

The Board of Trustees (“Board”), and each of its sub-committees, is committed to complying with all applicable laws while executing its duties, including Michigan’s Open Meetings Act (“OMA”), Freedom of Information Act (“FOIA”), and Historical Commission Act (“HCA”). This policy is designed to provide an overview of the Board’s obligations under these laws as they might apply to electronic communications, which include but are not limited to emails, text messages, instant messages, blogs, and social media messages, whether created or used within or outside of Northwestern Michigan College’s information technology infrastructure. Each member of the Board is assigned a Northwestern Michigan College (“NMC” or “College”) email address, which he/she may use only for College-related business and communications. Use of a College email account for any other purpose is prohibited. The President and staff may develop and publish further guidelines as may be necessary to administer this policy effectively, and for the appropriate retention and disposal of electronic communications according to the College Record and Retention Schedule and the HCA.

**Open Meetings Act:** The OMA, with limited enumerated exceptions, requires the Board and its sub-committees to conduct meetings in a manner that is open to the public. According to the OMA, a “meeting” means the convening of the Board or its sub-committees at which a quorum is present for the purpose of deliberating toward or rendering a decision on a public policy. All deliberations and decisions of the Board and its sub-committees shall take place at a meeting open to the public. Neither the Board nor its sub-committees may circumvent these requirements by deliberating toward or rendering a decision on a public policy by exchanging or using electronic communications.

**Freedom of Information Act:** The FOIA, with enumerated exemptions, requires NMC and the Board to make available for copy or inspection by the public “public records,” which means writings prepared, owned, used, in the possession of, or retained by NMC or the Board in the performance of an official function, from the time it is created. This requirement applies equally to electronic communications prepared, owned, used, in the possession of, or retained by members of the Board or its sub-committees as part of their official functions, whether the electronic communications are created, received, or used within or outside of the College’s information technology infrastructure.

**Historical Commission Act:** Pursuant to the HCA, the College maintains a College Record and Retention Schedule (“Schedule”), which details which College records, including Board records, must be retained by the College and for how long. The Schedule applies equally to electronic communications of the members of the Board and its sub-committees, whether the electronic communications are created, received, or used within or outside of the College’s information technology infrastructure. Each member of the Board and its sub-committees shall familiarize

him/her-self with the Schedule, its application, and requirements. A member of the Board or any of its sub-committees who, in the performance of a College function, creates, receives, or uses an electronic communication outside of the College's information technology infrastructure shall immediately provide a copy of the electronic communication to the Chief of Staff to the President and Board of Trustees for keeping and retention in accordance with the Schedule and the HCA.

Any and all questions related to the administration of this policy should be directed to Chief of Staff to the President and Board of Trustees.

If any provision(s) of this policy or set of bylaws conflicts with laws applicable to Northwestern Michigan College, including the Community College Act of 1966, the Freedom of Information Act, or the Open Meetings Act, as each may be amended from time to time, such laws shall control and supersede such provision(s).

Adopted by the Northwestern Michigan College Board of Trustees March 23, 2015

Revised November 23, 2020

## Board Policy A-101.00

### Board of Trustees Process

# Board of Trustees Responsibilities

The primary responsibility of the board is to represent the public in determining and demanding appropriate organizational performance. To distinguish the board's own unique responsibilities from the responsibilities of the faculty and staff, the board will concentrate its efforts on the following job "products":

1. Serve as the link between the College and the public.
2. Adopt written governing policies which, at the broadest levels, address:
  - a. Board of Trustees Policies: Specification of how the board conceives, carries out and monitors its own task.
  - b. Board-President Relationship Policies: How authority is delegated from the board to the president; the president's role authority and accountability; how the president's performance will be monitored.
  - c. Ends: What organizational products, impacts, benefits and outcomes will be achieved for what recipients at what cost.
  - d. Parameters: Constraints on presidential authority which establish the prudence and ethics boundaries within which all staff activity and decisions must take place.
3. Select, employ and delegate the appropriate powers and authority to the president of the College.
4. Monitor and assure the president's performance in achieving the College's Ends and Parameters.
5. Participate in appropriate professional development and training to ensure effective and competent service as a community college trustee.

If any provision(s) of this policy or set of bylaws conflicts with laws applicable to Northwestern Michigan College, including the Community College Act of 1966, the Freedom of Information Act, or the Open Meetings Act, as each may be amended from time to time, such laws shall control and supersede such provision(s).

Adopted by the Northwestern Michigan College Board of Trustees October 23, 1995

Reviewed without revision December 21, 2015

Reviewed without revision November 23, 2020

**Board Policy A-106.03****Board of Trustees Process****Policy Amendment and Additions**

Board policies may be amended, altered, added, or repealed by the affirmative vote of a majority of the Trustees.

A recommendation to amend, alter, or repeal a policy, or to add a new policy, shall be proposed at a regular or special meeting of the Board of Trustees on a first-reading basis and adopted at a subsequent regular meeting. The proposed amendment, alteration, repeal or new policy shall be submitted in writing to each Trustee.

If any provision(s) of this policy or set of bylaws conflicts with laws applicable to Northwestern Michigan College, including the Community College Act of 1966, the Freedom of Information Act, or the Open Meetings Act, as each may be amended from time to time, such laws shall control and supersede such provision(s).

Adopted by the Northwestern Michigan College Board of Trustees on April 3, 2006

Reviewed without revision May 18, 2015

Reviewed without revision November 23, 2020





**Northwestern  
Michigan  
College**

***MEMO  
Student Services &  
Technologies***

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**To:** Dr. Nick Nissley, President  
**From:** Todd Neibauer, VP for Student Services & Technologies  
**Date:** November 16, 2020  
**Subject:** Two Percent Grant Proposal

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This is a request for Board of Trustees support of the biannual 2% Grant application.

This grant proposal outlines additional support for Native American students as part of our initiatives to improve student persistence and completion. The Student Success Center academic success coaches lead this effort. This grant proposal would further fund the specific efforts of the Native American Success Coach in development and implementation of additional support services focused on improving the retention and graduation rates of our Native American student population.

Thank you for your consideration.



4. Fiscal Data: Amount Requested: \$ 24886 Percent: 45 %  
 Local Leveraging: \$ 30.975 Percent: 55 %  
 (Match)  
 Total Budget: \$ 55,861 Percent: 100 %
5. Target Population numbers: 0 Children 120 Adults 30 Elders  
 (Indicate the 150 Total GTB member Community 20 Others  
 number of GTB members)
6. Counties Impacted:  
X Antrim X Benzie X Charlevoix  
X Grand Traverse X Leelanau X Manistee

7. Brief Description (purpose of funding); include statement of need:

In order to continue providing academic, social, and community support services to the Native student population and community, both in person and virtually, we recognize the need for the continuation of Native American student support services through NMC. Our goal is to continue to improve retention and course completion rates for Native American students at NMC during this difficult time. We plan to continue to support Native American students with focused support/success programs including completion, transfer preparation, and employment readiness, tribal communication and involvement, and higher education recruitment and preparation activities for Native American high school students.

**NEED:** State data illustrates that the rate of completion for Native American students is still below the rate of all students in Michigan. The disruption created by the Covid-19 outbreak has altered course delivery methods, funding for our office, and student learning opportunities at the college. NMC experienced an 8.5% reduction in general student enrollment during the fall 2020 semester. To date, most of our Native students have expressed the desire to continue, uninterrupted, with their academic pursuits. We believe our graduates' ambition and success is directly related to our program efforts. Many students still need help navigating the changes to the classroom instructional process as it evolves to be successful in the learning process, our services are crucial to assisting students. The new social distancing norm has created numerous challenges for students this spring and fall, and as it continues, we will need to create more on-line opportunities for academic and social engagement, and for guiding and encouraging Native American students now more than ever to participate. In order to maintain the momentum in recruitment, retention, and graduation for Native students, we need to maintain the support programs currently in place, while improving virtual accessibility and implementing more focused social and academic programming assistance. Currently, NMC's Native American student population is still among the highest for community colleges and universities within the State of Michigan. NMC's student demographics show that the Native American student population is made up primarily of Grand Traverse Band members. Although many tribal students are still the first in their families to attend college, we are now beginning to see second and third-generation Native students at NMC as a result of our recruitment efforts focused within the native community.

NMC is vested in the success of the Native students and the communities we serve. We hope to continue to provide services which enhance and expand the educational experiences and opportunities for Native American students and community members in addition to building stronger working relationships with Tribal Education programs, youth services, and other tribal government programs to support the community. We believe the need for these partnerships is critical to improving and maintaining retention rates, course completion, program implementation and overall success of currently enrolled Native students in addition to those who will choose to attend Northwestern Michigan College in the future.

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

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

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

(b) Recommendation from Parent Committee: \_\_\_\_\_ YES \_\_\_\_\_ NO

**Please have the Parent Committee sign the attached Certification Form.**

(c) Describe parent involvement in project: \_\_\_\_\_  
 \_\_\_\_\_

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

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

Start 01/31/2021 Completion 08/31/2021

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

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

<u>07/27/2020</u>	- <u>08/31/2021</u>	and amounts:	<u>0</u>
<u>01/31/2020</u>	- <u>08/31/2020</u>	and amounts:	<u>25,600.00</u>
<u>07/27/2019</u>	- <u>08/31/2020</u>	and amounts:	<u>15,694.94</u>

11. Is the proposed project new \_\_\_\_\_ or a continuation project  ?

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

Funding will support the continued implementation of programs that support academic success, highlight culture, and increase awareness of Native American community issues; making the academic environment more comfortable and inclusive for Native students and community members attending, or thinking of attending, Northwestern Michigan College.

12. If the previous project has been completed, did you submit your 2% report?  YES  NO.

**\*\*\* Note: See Project Dates**

**The 2% report must be submitted one year from the date you received your 2% award. If your report has not been submitted, your current application will not be considered! 2% Reports are mandatory for future grant considerations. Mail your 2% report to: Attn: 2% Reports; GTB, 2605 N.W. Bay Shore Drive, Peshawbestown, MI 49682.**

13. Impact of Gaming on local program: (e.g., increase in student population, resulting from increase in Tribal employment or increase in emergency services to Casino patrons).  
Native American families are staying in the area due to better jobs and educational opportunities. We anticipate a steady flow of Tribal members attending NMC due to trends in education, employment, and social programs in the Grand Traverse region. We're experiencing an increase in returning students seeking career change or career advancement within tribal operations, as well as non-tribal businesses, as a response to better employment opportunities made available by business growth and development as a result of Tribal gaming in the region.
14. How will the success of the project be assessed (evaluation plan)? Success will be measured by the change in student performance via course retention and completion data, graduation rates, transfer rates, overall GPA, enrollment of recent Native American high school graduates, and enrollment of returning students.
15. If new staff is required, will preference be given to Native American applicants?  
 YES  NO
16. Budget: Please attach a one-page itemization of the planned budget. Include explanation for each category of the budget.

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

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

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

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

**Native American Success Coach**

The coach will perform all aspects of this position to assist Native American students with a focus on working with admissions towards recruitment and retention for students in their academic endeavors once at Northwestern Michigan College. Specifically, the coach will be responsible for student contacts, advocacy, academic and social support activities and services, Native American student outreach, summer college campus immersion (when allowed), individual and group tracking, monitoring and recruitment, grant writing and reporting. Additional responsibilities are to design, develop and aid in the implementation of virtual and in person services and activities related to Native issues and programs for the Native American Student Organization.

(Part Time @ \$23.00 an hour x 25 hours a week x 31 weeks)	\$17,825
(Fringe, Based on 34%)	<u>\$ 6,061</u>
	<b>\$23,886</b>

**Native American Student Organization- Operating Budget**

This would aid N.A.S.O. in providing presentations, workshops and discussion groups focusing on community cultural enrichment and awareness for the Native American student population, community members and guests. Students will design and implement programs with the coach to better inform others about native issues, arts, community and cultural aspects of our local Native American population. N.A.S.O. will provide student to student interaction, building upon our program goals for greater academic success and retention, and higher educational pursuits and academic success using socially engaging activities based on cultural identity. The Native American Student Organization will give native students a voice within the student community both on campus and virtually, in an environment to discuss issues and situations in a relaxed peer to peer setting, while enhancing their leadership experience through the continuation of planning and facilitation of activities developed by N.A.S.O.

(\$500 per activity x 2 NASO projects)	<b>\$1,000</b>
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**Northwestern Michigan College (IN-KIND Contributions):** Office space and building use, mailing, office equipment and supplies, administrative support for Native American Student Success Coach and program.

Notes:

Space Costs & Building Use	+ 8,400		
Administration and Staff	<u>+22,575</u>		
NMC In-Kind	\$30,975	NMC In-Kind	\$30,975
		Total GTB 2% Request	<b><u>\$24,886</u></b>

Program Cycle: 1-31-2021/ 8-31-2021

Total Program Budget:	\$55,861
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**MEMO**


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**To: The Board of Trustees and President Nick Nissley**
**From: Rebecca Teahen, Executive Director for the NMC Foundation**
**Date: November 13, 2020**
**Subject: Special License for Taste of Success event**


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April 16, 2021 will mark the 27<sup>th</sup> annual “Taste of Success” fundraiser held on behalf of the Great Lakes Culinary Institute.

Due to COVID-19, the 2021 Taste of Success will be held as a remote event. The goals of the event will remain the same, to raise funds for scholarships for GLCI students while providing the students an opportunity to expand their knowledge by creating and presenting food for a large event. Guests will pick up meals and have the opportunity to join a live Zoom event. Sponsorship of the event will still be encouraged and sponsor guests will receive food and invitation to the Zoom event.

#### Action Requested

As in 2020, we are requesting Board of Trustee approval to file with the State of Michigan for a special license for April 16, 2021. The application will include a wine auction, like in years past, and a special request to include bottles of wine with prepackaged carry out meal sales due to COVID-19.

#### 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) LPVA (Leelanau Peninsula Vintners 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. With the special license, we can more freely utilize wine donations and can allow patrons to leave the premises with unopened wine purchased as part of the event. It is our hope that this will help us retain as much fundraising potential in these challenging times for events.

#### 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.



**MEMO**  
*Resource  
Development*

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**To:** The Board of Trustees and President Nick Nissley  
**From:** Rebecca Teahen, Assoc. Vice President for Resource Development;  
 Executive Director, NMC Foundation  
**Date:** November 3, 2020  
**Subject:** Foundation Board Appointments

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The NMC Foundation Board of Directors recommends for Board of Trustees' approval the following Foundation Board appointments.

REAPPOINTMENTS

The NMC Foundation Board, consistent with roles defined in the Foundation's bylaws, recommends for Board of Trustees' approval the following Foundation Board member reappointments:

That Nick Nissley fill the role of Group Two director as President of Northwestern Michigan College. And, that Rebecca Teahen fill the role of Group Two director as Executive Director of the NMC Foundation.

NEW APPOINTMENT: Honorary Member For Your Information

The NMC Foundation Board is pleased to welcome Lee Gardner as an Honorary Foundation Board member.

Lee's interest in NMC originates with NMC's commitment to water studies and technical programs/certifications, such as maritime and ROV degrees, which set up students for well-paying in-demand careers upon graduation.

He is a founding member of Northern Michigan Angels, part of a local effort to enhance economic vitality in the Grand Traverse region through scalable entrepreneurial businesses. Lee and wife Candy are year round residents with two children and four grandchildren living in TC.



Lee and Candy are also very active NMC EES students, together having taken more than 60 classes in subjects such as boating, drone operation, local history, cooking, personal technology, and northern naturalist.

Lee's professional experience is mainly leadership within entrepreneurial businesses, most recently guiding start-up of a company formed to commercialize environmental water quality technology developed at Vanderbilt University. Other activity includes the business side of professional motorsports and golf events, including the world's largest motorsport venue.