



Northwestern
Michigan
College

Board of Trustees

www.nmc.edu/trustees

We deliver lifelong learning opportunities to transform lives and enrich our communities.

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

Meeting Agenda

Monday, June 27, 2022

at NMC Hagerty Center, Room C, 715 E. Front Street

5:30 p.m. Regular Meeting

I. GENERAL BUSINESS

- A. Call to Order
- B. Roll Call
- C. Pledge of Allegiance
- D. Review of Agenda and Approval of Additions, Deletions, or Rearrangements
- E. Budget Hearing—including the proposed property tax millage rate
Recommend that the regular meeting be closed and the budget hearing opened (**Roll Call Vote**)
 - 1. FY23 Budget Review—*Troy Kierczynski, Vice President of Finance and Administration*
 - 2. Public Comment
 - 3. Adjournment

II. STRATEGIC FOCUS

- F. Community Partnerships and Engagement—*Jason Slade, Vice President of Strategic Initiatives*

III. REPORTS AND PRESENTATIONS

- G. Program Focus: Building Tomorrow—*Dan Goodchild, Technical Division Director*
- H. Faculty Report—*Scott Goethals, Business Instructor, Computer Information Systems*
- I. PRMC Report—*Diana Fairbanks, Associate Vice President of Public Relations, Marketing, and Communications*
- J. Foundation Report—*Rebecca Teahen, Associate Vice President for Resource Development and Executive Director of Foundation*

IV. PUBLIC INPUT

V. UPDATES

- K. President's Update—*President Nick Nissley*
- L. Board Chair Update—*Rachel Johnson, Chair*
- M. Executive Committee Report—*Rachel Johnson, Committee Chair*



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June 27, 2022 Meeting Agenda
Page 2

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:

- N. Minutes of the May 23, 2022, regular and closed minutes
- O. Enrollment Report—*Todd Neibauer, Vice President for Student Services and Technologies*
- P. Financial Report—*Troy Kierczynski, Vice President of Finance and Administration*
- Q. Policy Committee Report—*Chris Bott, Committee Chair*

VII. ACTION ITEMS

R. Certification of Taxes (Pursuant to Policy A-106.00 Finance)

Recommend adoption of resolutions to authorize the millage rate of 2.06 mills be levied for operation purposes for the FY23.

S. Adoption of Budgets (Pursuant to Policy A-106.00 Finance)

Recommend adoption of budget resolutions and budgets based on the following tuition and fee rates for the FY23 as presented.

General Tuition – 5% change

Category	Current Rate Per Contact Hour	Proposed Rate	Change	Annual Impact*
In-District	\$ 112.00	\$ 118.00	\$6.00	\$144.00
Out of District	\$ 234.00	\$ 246.00	\$12.00	\$288.00
Out of State	\$ 305.00	\$ 320.00	\$15.00	\$360.00
International	\$ 344.00	\$ 361.00	\$17.00	\$408.00

Tier I – 5% change

Automotive, Audio Tech, Construction Tech, Dental Assistant, Nursing, Surgical Tech and Surveying

Category	Current Rate Per Contact Hour	Proposed Rate	Change	Annual Impact*
In-District	\$135.00	\$142.00	\$7.00	\$168.00
Out of District	\$269.00	\$282.00	\$13.00	\$312.00
Out of State	\$348.00	\$365.00	\$17.00	\$408.00
International	\$393.00	\$413.00	\$20.00	\$480.00



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June 27, 2022 Meeting Agenda

Page 3

Tier II – 5% change

Culinary

Category	Current Rate Per Contact Hour	Proposed Rate	Change	Annual Impact*
In-District	\$156.00	\$164.00	\$8.00	\$160.00
Out of District	\$300.00	\$315.00	\$15.00	\$360.00
Out of State	\$400.00	\$420.00	\$20.00	\$480.00
International	\$452.00	\$475.00	\$25.00	\$600.00

Tier III – 5% change

Maritime and 300+ Level Courses

Category	Current Rate Per Contact Hour	Proposed Rate	Change	Annual Impact*
In-District	\$458.00	\$481.00	\$23.00	\$552.00
Out of District	\$458.00	\$481.00	\$23.00	\$552.00
Out of State	\$458.00	\$481.00	\$23.00	\$552.00
International	\$503.00	\$528.00	\$25.00	\$600.00

General Fee

Category	Current Rate Per Contact Hr.	Proposed Rate	Change	Annual Impact*
All Residencies	\$30.50	\$32.00	\$1.50	\$36.00
Maritime, Nursing	\$20.50	\$22.00	\$1.50	\$36.00

*Annual Impact is calculated based on 24 contact hours in an academic year (12 fall + 12 spring)

- T. **Blanket Purchase Orders** (Pursuant to Policy A-106.00 Finance)
Recommend authorization for administration to create blanket purchase orders for each vendor identified on presented spreadsheet.
- U. **Security Services** (Pursuant to Policy A-106.00 Finance)
Recommend authorization for administration to enter into a contract with STT, Inc. in the amount of \$1,989,981 for security services for a period of three (3) years beginning August 1, 2022.
- V. **Digital Marketing Vendor** (Pursuant to Policy A-106.00 Finance)
Recommend authorization for administration to enter into a contract with Statwax for a 2-year period at the annual cost of \$92,200 for digital marketing services.

Posted Friday, June 24, 2022, 12:00 p.m.



W. New Jobs Training Agreements (Pursuant to Policy A-106.00 Finance)

Recommend authorization for administration to enter into training agreements under the Michigan New Job Training Program (MNJTP) for the following companies:

1. JanTec, Inc. (new agreement)
2. J & DC Chocolates, LLC (dba Grocer's Daughter Chocolate) (new agreement)
3. TentCraft, Inc. (amendment to existing agreement)
4. Cherry Capital Foods, LLC (amendment to existing agreement)

X. Board Policies (Pursuant to Policy A-106.00 Other)

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

- Amended Policy A-102.00 Governing Style
- Amended A-102.01 Conflict of Interest
- Amended A-105.00 Consent Agenda Items

Y. Parking Lot Repair (Pursuant to Policy A-106.00 Finance)

Recommend authorization for administration to enter into a contract with Quality Sealcoating, Inc. in the amount of \$86,779 (plus a 15% contingency equal to \$13,017) to complete the work described in the scope of this project.

Z. Painting Fine Arts (Pursuant to Policy A-106.00 Finance)

Authorize the administration to enter into a contract with Austin's Painters for \$59,455 (\$51,700 plus a 15% contingency equal to \$7,755) for the completion of the work described in the scope of this project.

AA. Painting University Center (Pursuant to Policy A-106.00 Finance)

Authorize the administration to enter into a contract with Blair Custom Coatings, Inc. for \$51,750 (\$45,000 plus a 15% contingency equal to \$6,750) to complete the work described in the scope of this project.

BB. Foundation Board Appointment (Pursuant to Policy A-106.00 Other)

Recommend approval of the reappointment of Barb Benson, Debbie Edson, Bill Marsh, Marty Oleson, and Al Zelinski to the NMC Foundation Board for a term of three fiscal years, commencing July 1, 2022, and ending June 30, 2025.

CC. Closed Session

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

DD. Reconvene Regular Meeting (Pursuant to Policy A-106.00 Other)

Recommend the closed session adjourn and the open session of the regular meeting be reconvened. *(Roll Call Vote)*



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June 27, 2022 Meeting Agenda
Page 5

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.

July 25, 2022—Timothy J. Nelson Innovation Center, Room 106/107
August 22, 2022—Timothy J. Nelson Innovation Center, Room 106/107
September 26, 2022—NMC Hagerty Center, Great Lakes Campus, Room C
October 24, 2022—Timothy J. Nelson Innovation Center, Room 106/107
November 21, 2022—NMC Hagerty Center, Great Lakes Campus, Room C
December 12, 2022—NMC Hagerty Center, Great Lakes Campus, Room C (2nd Monday)



Northwestern
Michigan
College

MEMO
Administrative Services

To: Denise, Record-Eagle Legal Notices (FAX 946-8273)(phone 946-2000)
dlingerfelt@record-eagle.com

From: Cathy Brown

Date: 6/14/2022

Subject: Notice of Public Hearing

On Saturday, June 18, 2022—Please publish the attached Notice of Public Hearing. The notice includes the following statement that is required to be in 11-point boldfaced type:

“The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing.”

If you have any questions, please call me at 995-1045.

Thank you.

Attachment

NOTICE OF A PUBLIC HEARING ON PROPOSED 2022-2023 BUDGET

PLEASE TAKE NOTICE that on June 27, 2022, at 5:30 p.m. at the Hagerty Center at Northwestern Michigan College's Great Lakes Campus campus in Traverse City, Michigan, the Board of Trustees of Northwestern Michigan College will hold a public hearing to consider the college's proposed 2022-2023 budget.

The Board may not adopt its proposed 2022-2023 budget until after the public hearing. A copy of the proposed 2022-2023 budget including the proposed property tax millage rate is available for public inspection at:

<https://www.nmc.edu/departments/finance-administration/transparency.html>

The property tax millage rate proposed to be levied to support the proposed budget will be a subject of this hearing.

This notice is given by order of the Board of Trustees.

Andrew K. Robitshek, Secretary

Northwestern Michigan College



DRAFT
2022-2023 Budget



Northwestern
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Memorandum

To: Dr. Nick Nissley, President
From: Troy Kierczynski, Vice President of Finance and Administration
Date: June 15, 2022
Subject: Board of Trustees Budget Material

This packet contains information provided as additional budget detail to the Board of Trustees.

- Budget Process Summary
- Resource Guidelines
- Financial Reserves as of June 30, 2022
- Tax Levy Authorization Resolution
- General Appropriation Resolution
- Adopted Budget
- Supplemental Information
- Auxiliary Funds Budget Summary

Copies will be provided for each Trustee. Thank you.

NMC Budgeting Process 2022/2023 Fiscal Year Planning

The Planning and Budget Council (PBC) was formed during the 1999-2000 academic year by merging the former Planning Council and the former Budget Council. Its purpose is to make recommendations to the President regarding strategic planning design and implementation, operational planning, resource allocation, and the general fund budget. Membership consists of eleven regular members (4 faculty, 3 staff, 1 SGA member, 1 maintenance/custodial staff, and 2 at-large) and additional ex-officio members appointed by the President. The Council meets regularly during the academic year, and ad hoc during the summer months.

PBC's full responsibilities are listed as follows (per Governance Policy D-502.00):

- To assist the President in developing the strategic plan including recommending goals, measures and targets;
- To identify the institutional capacities needed to be developed to achieve the strategic plan;
- To assess service levels across the institution for providing input on the college budget;
- To recommend revisions to the budget guidelines;
- To help align budget recommendations with strategic and operational plans;
- To provide feedback and suggestions for the budget input variables;
- To recommend allocation of resources guided by the Vice President for Finance and Administration;
- To communicate with member constituencies;
- To orient new council members.
- To address other related topics as deemed necessary by the President

This Council improves budget transparency and communication at the College. Current members are listed as follows:

Alex Bloye – At Large	Rorie Kawula – Staff
██████████ - SGA	Tamella Livengood - Faculty
Mark Delonge – Staff	Janet Lively - Faculty
Troy Kierczynski – Ex-officio	Cathy Brown - Recorder
Becca Richardson - Faculty	Todd Neibauer – Ex-officio
Jason Slade – Ex-officio	Vacant – Maintenance/Custodial
Tamella Livengood - Faculty	Vacant – At Large
C.J. Schneider – Staff	Stephen Siciliano - Chair

NMC BOARD OF TRUSTEES 2022-2023 RESOURCE GUIDELINES

1 – Strategic and Financial Planning

The budget is a financial plan for the priorities of the institution. The budget proposed to the Board of Trustees for adoption should reflect the Strategic Plan and the area operational plans.

2 – Tuition and Fees

Tuition and fees should be considered within the context of the most reasonable estimates of State, local, and private support, and projected expenses to support the College's plans, and projected enrollment and unique program characteristics. Tuition should balance the goal of affordable access to learning opportunities with the goal of high quality service levels for NMC offerings. Regular tuition increases should be considered as a means to sustain this portion of the revenue mix, while minimizing the year-to-year increases. Fees should be reviewed regularly and increases considered when the cost elements to which they contribute increase. Our in-district students will pay less than out-of-district students because the College receives local tax support from Grand Traverse County residents. For some programs, the College uses differential tuition and fees in excess of the general rates.

3 – Salaries and Benefits Equity

Northwestern Michigan College is committed to attracting and retaining a quality workforce. Equity in salary and benefits is part of the NMC culture and should be expressed within a total compensation package. As part of that package, salary and benefits for faculty and staff will be based on the appropriate peer group or determined in the relevant collective bargaining agreement. The Human Resources office will benchmark non-union employee salaries and wages at least once every three years.

4 – Professional Development

Maintaining and improving the knowledge and skills of the faculty and staff is an investment in the future. Funds should be appropriated annually in the budget for that purpose. Approximately 2.25% of general fund salaries and wages should be appropriated annually in the budget for that purpose.

5 – Faculty and Staff Composition

The College should balance the full-time and part-time composition of employees to assure continuity and commitment while maintaining flexibility to implement strategic directions and complete its strategic initiatives in a timely and effective manner. To enhance smooth transition of personnel, the College has established a contingency for implementing succession decisions.

6 – Technology, Capital Equipment, Maintenance and Renovation

Providing a quality education requires investment in classroom equipment, facilities, and infrastructure. The annual budget should provide for regular maintenance, replacement/upgrade, growth and contingency funding.

7 – Debt Service

Debt Service obligations must be included in the budgeting process at 100% of the current costs.

8 – Financial Reserves

The annual operating budget should include an appropriate allocation for financial reserves. The Vice President of Finance and Administration and Planning and Budget Council shall monitor reserves at least annually. The College identifies the following specific reserves in accordance with Staff Policy D-504.01 *Financial Reserves*:

A – General Operating Reserve

A fiscally sound institution should maintain adequate operating reserves to meet current obligations, to offset contingencies, and to support unusual cash flows related to the following:

- unexpected declines in enrollment
- unknown state funding commitment or retroactive cuts
- unexpected increases in required contributions to the Michigan Public School Employee Retirement System (MPSERS)
- fluctuations in medical or energy costs, or
- other unusual or extraordinary economic conditions.

Northwestern Michigan College shall maintain a General Operating Reserve equal to three to six months of operating expenses as calculated using the annual General Fund budget. The College will target four-and-a-half months of annual operating expenditures for this reserve.

B – Fund for Transformation

The Fund for Transformation shall be used to fund strategic growth initiatives, emerging opportunities, or other transformational projects. A fund balance equal to two to five percent of annual operating expenses shall be maintained.

C – Plant Fund

Two to five percent of the appraised replacement value (new) of the College's physical assets, including all campus buildings, fixtures, and equipment, should be invested or maintained in a fund for major maintenance, renovation, or replacement of those assets. Plant fund reserves above two percent will be designated for future buildings.

The College's auxiliary enterprises may also accumulate net asset reserves. Reserves generated by its residence halls, apartments, bookstore, events center, museum, and cafeteria are designated for reinvestment, capital, and contingency planning for those auxiliary functions. Only the Board of Trustees may authorize, designate, or transfer auxiliary net assets for another purpose.

Additionally, administration may establish additional reserves as required to comply with generally accepted accounting principles or other external restrictions.

**Northwestern Michigan College
Financial Reserves
June 30, 2021**

<u>Required Reserves</u>	<u>Target Measure</u>	<u>Target Minimum</u>	<u>Target Maximum</u>	<u>Actual Reserve Balance</u>	<u>Result</u>
A. General Operating Reserve	3-6 months of budgeted annual operating expenses	\$ 10,780,326	\$ 21,560,652	\$ 12,188,308	Within Target
B. Fund for Transformation	2-5% of budgeted annual operating expenses	\$ 862,426	\$ 2,156,065	\$ 1,704,584	Within Target
C. Plant Fund	2-5% of appraised replacement value of real property	\$ 4,550,412	\$ 11,376,030	\$ 5,398,088	Within Target
Required Reserves		\$ 16,193,164	\$ 35,092,747	\$ 19,290,980	
<u>Add: Other reserves established by management</u>					
Auxiliary Reserves				9,567,395	
Wellness				364,114	
Strategic Projects				1,256,884	
Restricted for GLMA Vessels				512,401	
Restricted for HEERF lost revenue / GAAP revenue recognition difference				(3,432,816)	
Total Reserves before GASB 68 / 75				\$ 27,558,958	a
Add: GASB 75 - OPEB deficit				(12,745,423)	
Add: GASB 68 - Pension deficit				(50,978,697)	
Total Reserves (Deficit)				\$ (36,165,162)	a

a Also found in Note 9 to the College's FY21 audited financial statements.

<https://www.nmc.edu/departments/finance-administration/audits/files/audit-nmc-2021.pdf>

**TAX LEVY AUTHORIZATION RESOLUTION
FOR ADOPTION BY THE BOARD OF TRUSTEES OF
NORTHWESTERN MICHIGAN COLLEGE**

WHEREAS, the Board of Trustees by resolution of June 27, 2022 proposes a total authorized levy not to exceed **2.06 mills** within the district for operating purposes for fiscal year 2022-2023; and

WHEREAS, the Board of Trustees has complete authority to establish a maximum of **2.06 mills** for operating purposes in fiscal year 2022-2023 from within its authorized millage rate; and

WHEREAS, the Board of Trustees held a budget hearing on June 27, 2022 at 5:30 p.m. at the Hagerty Center on NMC's Great Lakes Campus to receive comments from the public regarding the proposed budget; and the budget document contains the requisite "Truth in Budgeting Act."

NOW THEREFORE, BE IT RESOLVED THAT:

1. For fiscal year 2022-2023, the total millage rate of **2.06 mills** shall be levied upon property located within the college district.
2. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

**GENERAL APPROPRIATION RESOLUTION
FOR ADOPTION BY THE BOARD
OF TRUSTEES OF NORTHWESTERN MICHIGAN COLLEGE**

RESOLVED, that this resolution shall be the general appropriations of Northwestern Michigan College for the fiscal year 2022-2023. A resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all income received by Northwestern Michigan College.

BE IT FURTHER RESOLVED that the total revenues estimated to be available for appropriations in the **General Fund** of Northwestern Michigan College for the fiscal year 2022-2023 is as follows:

Revenue (from Exhibit 1)	<u>\$ 47,118,530</u>
--------------------------	-----------------------------

BE IT FURTHER RESOLVED, that **\$ 47,118,530** of the total available to appropriate in the **General Fund** is hereby appropriated in the amounts and for the purposes set forth in **Exhibit 1**.

BE IT FURTHER RESOLVED that the administration is hereby authorized to transfer funds within individual budget lines and activities represented in the approved appropriation without prior Board approval with the provision that such transfers will not increase or surpass the total Board approved appropriation.

Northwestern Michigan College
DRAFT Budget
Year Ending June 30, 2023

**Exhibit 1
College General Fund Budget**

	<u>2021-2022 Budget</u>	<u>2022-2023 DRAFT Budget</u>
Revenues		
Local Sources		
Tuition and Fees	\$ 19,916,110	\$ 22,001,840
Property Taxes	<u>12,030,623</u>	<u>12,769,825</u>
Total Local Sources	31,946,733	34,771,665
State Sources	10,570,000	10,600,000
State Property Tax Reimbursement	160,000	145,000
Federal Sources	1,075,000	-
Private Sources	868,897	979,765
Investment Income	172,000	196,000
Other Sources	<u>392,600</u>	<u>426,100</u>
Total Revenues	<u>45,185,230</u>	<u>47,118,530</u>
Expenditures		
Salaries and Wages	22,282,506	23,916,066
Benefits Regular	9,332,244	10,025,562
Purchased Services	2,311,193	2,753,060
Supplies & Materials	3,318,742	3,041,584
Internal Services	99,220	103,065
Other Expenses	1,670,689	1,628,696
Institutional Expenses	1,737,924	1,738,804
Maintenance & Renovation	1,828,864	1,762,581
Events/Trvl/Prof. Devel.	362,070	594,112
Capital Outlay (COAT)	<u>177,852</u>	<u>170,000</u>
Total Expenditures	<u>43,121,304</u>	<u>45,733,530</u>
Transfers Out (In)		
Capital Plant Funding	1,004,265	1,170,000
Other Transfers	<u>1,059,661.00</u>	<u>215,000</u>
Total Transfers	<u>2,063,926</u>	<u>1,385,000</u>
Total Expenditures & Transfers	<u>45,185,230</u>	<u>47,118,530</u>
Revenues Over Expenditures & Transfers	<u>\$ -</u>	<u>\$ -</u>

Northwestern Michigan College
DRAFT Budget
 Year Ending June 30, 2023

Exhibit 2

General Fund - Detail of Other Transfers Out (In)

	<u>2021-2022</u> <u>Budget</u>	<u>2022-2023</u> <u>Draft Budget</u>
Strategic Funds	250,000	250,000
Funds for Transformation	50,000	50,000
Tac Hours - Aviation	340,000	400,000
Additional Deferred Maintenance	229,661	-
Technology Fee	500,000	500,000
Facilities Fee to Plant Fund	40,000	40,000
Marine Center Federal Grant Funding	-	(25,000)
GLMA Transfer In from Federal Grant Funding	<u>(350,000)</u>	<u>(1,000,000)</u>
Total Transfers	<u><u>\$ 1,059,661</u></u>	<u><u>\$ 215,000</u></u>

**Northwestern Michigan College
DRAFT Budget
Year Ending June 30, 2023**

**Exhibit 3
Plant Fund**

	2022-2023 Draft Budget
Revenues	
Transfer In from General Fund (Capital Plant Funding)	\$ 1,170,000
Expenditures	
Building and Land Improvements	\$ 1,052,000
Construction Architect / Engineer Services	50,000
Infrastructure	38,000
Other	30,000
Total Expenditures	\$ 1,170,000
Net Revenues	\$ -

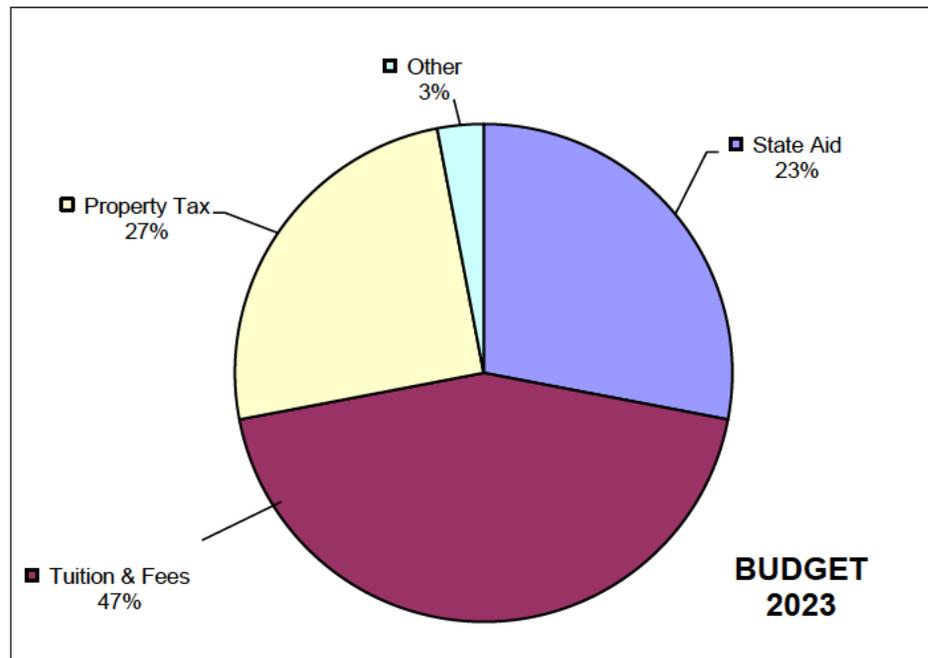
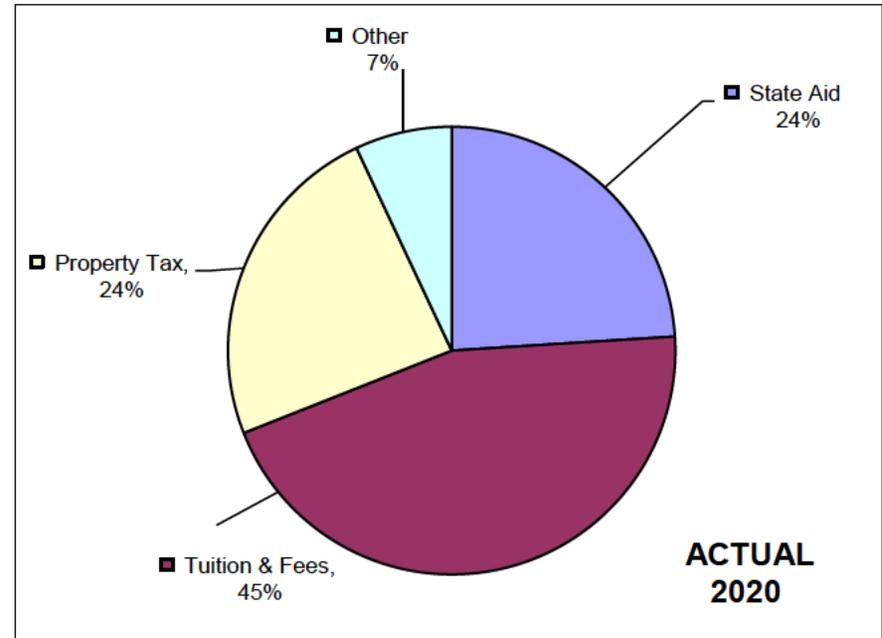
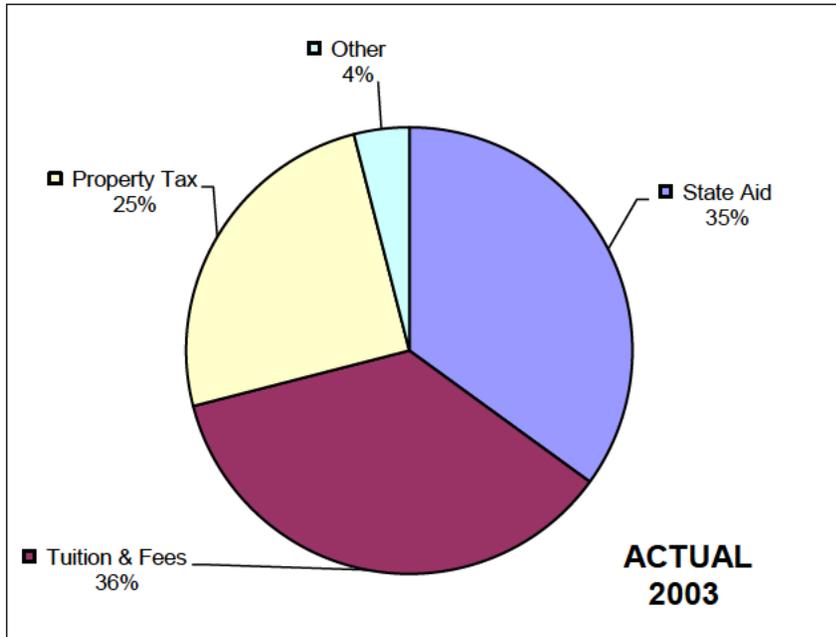
Northwestern Michigan College
DRAFT Budget
Year Ending June 30, 2023

Exhibit 4
College Budget - General & Auxiliary Funds

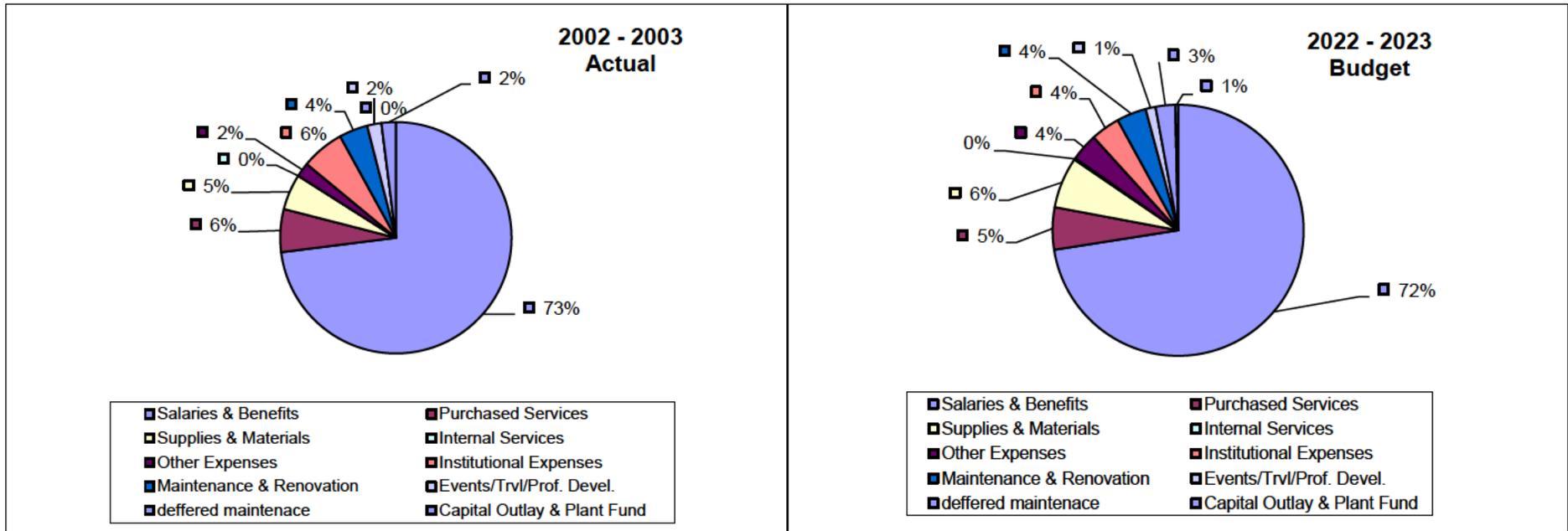
	General Fund 2022-2023 Draft Budget	Auxiliary Funds 2022-2023 Draft Budget	Combined 2022-2023 Draft Budget
Revenues			
Local Sources			
Tuition and Fees	\$ 22,001,840	\$ 27,000	\$ 22,028,840
Property Taxes	12,769,825	-	12,769,825
Total Local Sources	34,771,665	27,000	34,798,665
State Sources	10,745,000	15,000	10,760,000
State Property Tax Reimbursement	-	-	-
Federal Sources	-	-	-
Private Sources	979,765	896,268	1,876,033
Investment Income	196,000	-	196,000
Auxiliary Sources	-	3,676,369	3,676,369
Other Sources	426,100	728,225	1,154,325
Total Revenues	47,118,530	5,342,862	52,461,392
Expenditures			
Salaries and Wages	23,916,066	2,096,369	26,012,435
Benefits	10,025,562	840,170	10,865,732
Purchased Services	2,753,060	202,800	2,955,860
Supplies & Materials	3,041,584	198,444	3,240,028
Internal Services	103,065	(145,900)	(42,835)
Other Expenses	1,628,696	1,349,176	2,977,872
Institutional Expenses	1,738,804	423,170	2,161,974
Maintenance & Renovation	1,762,581	136,093	1,898,674
Events/Trvl/Prof. Devel.	594,112	37,000	631,112
Capital Outlay (COAT)	170,000	205,540	375,540
Total Expenditures	45,733,530	5,342,862	51,076,392
Transfers Out (In)			
Capital Plant Funding	1,170,000	-	1,170,000
Other Transfers	215,000	-	215,000
Total Transfers	1,385,000	-	1,385,000
Total Expenditures & Transfers	47,118,530	5,342,862	52,461,392
Revenues Over Expenditures & Transfers	\$ -	\$ -	\$ -

Supplemental Information

General Fund Budget - Sources of Revenue



Northwestern Michigan College General Fund Budget Expenditures Comparison by Category



NORTHWESTERN MICHIGAN COLLEGE
AUXILIARY FUND BUDGETS
FY23

NMC Auxiliary Operations ----->	Student Housing	Apartments	Dennos Museum	University Center	Bookstore	Hagerty Events Center	Hawk Owl Café	Esports	WNMC	TOTAL
Revenues										
Local Sources	\$ -	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ 1,000	\$ 16,000	\$ 27,000
State Sources	-	-	15,000	-	-	-	-	-	-	15,000
Federal Sources	-	-	-	-	-	-	-	-	-	-
Private Sources	-	-	742,048	80,000	-	-	-	5,000	69,220	896,268
Auxiliary Sources	1,248,264	250,000	308,700	158,405	1,061,000	-	650,000	-	-	3,676,369
Other Sources	-	-	22,625	-	-	685,600	-	-	20,000	728,225
Total Revenues	\$ 1,248,264	\$ 250,000	\$ 1,098,373	\$ 238,405	\$ 1,061,000	\$ 685,600	\$ 650,000	\$ 6,000	\$ 105,220	\$ 5,342,862
Expenses										
Salaries and Wages	\$ 374,080	\$ 34,307	\$ 513,275	\$ 157,413	\$ 229,971	\$ 351,237	\$ 361,711	\$ -	\$ 74,375	\$ 2,096,369
Benefits	132,266	12,114	216,048	58,642	96,537	148,281	140,816	-	35,466	840,170
Total Labor	\$ 506,346	\$ 46,421	\$ 729,323	\$ 216,055	\$ 326,508	\$ 499,518	\$ 502,527	\$ -	\$ 109,841	\$ 2,936,539
Purchased Services	\$ 55,000	\$ 500	\$ 81,500	\$ 11,700	\$ 1,000	\$ 8,000	\$ 1,000	\$ 35,000	\$ 9,100	\$ 202,800
Supplies & Materials	50,301	11,773	35,525	3,150	22,700	26,350	20,500	23,045	5,100	198,444
Internal Services	22,900	-	(1,700)	(69,550)	(19,300)	(59,400)	(20,000)	-	1,150	(145,900)
Other Expense	108,879	9,000	154,275	1,000	626,750	165,332	276,500	7,040	400	1,349,176
Institutional Expenses	172,420	52,900	80,000	72,050	8,000	35,800	-	-	2,000	423,170
Maintenance & Renovation	55,093	51,400	9,000	-	600	8,500	9,000	-	2,500	136,093
Prof Develop, Travel & Events	9,000	550	9,650	4,000	6,300	1,500	-	4,500	1,500	37,000
Debt Service	204,740	-	-	-	-	-	-	-	-	204,740
Capital Outlay	-	-	800	-	-	-	-	-	-	800
Total Non-Labor	\$ 678,333	\$ 126,123	\$ 369,050	\$ 22,350	\$ 646,050	\$ 186,082	\$ 287,000	\$ 69,585	\$ 21,750	\$ 2,406,323
Transfers (Out) In	(63,585)	-	-	-	-	-	-	63,585	-	-
Total Expenses & Transfers	\$ 1,248,264	\$ 172,544	\$ 1,098,373	\$ 238,405	\$ 972,558	\$ 685,600	\$ 789,527	\$ 6,000	\$ 131,591	\$ 5,342,862
Net Revenue (Expense)	\$ -	\$ 77,456	\$ -	\$ -	\$ 88,442	\$ -	\$ (139,527)	\$ -	\$ (26,371)	\$ -

NMC NEXT

OUR COMMUNITY. OUR COLLEGE. OUR FUTURE.

To: Dr. Nick Nissley, President
From: Jason Slade, Vice President of Strategic Initiatives
Date: June 20, 2022
Subject: Strategic Initiatives Update: *June 27, 2022 Board of Trustees Meeting*
 Topic: ***Strategy 4 - Community Partnerships and Engagement***

Strategy 4 - Community Partnerships and Engagement: Enhance collaborations that advance community engagement, economic and workforce development, and innovative opportunities for lifelong learning. (*Champion: Jason Slade*)

Summary: This strategy, focused on enhancing relationships with the community, industry, and university partners, is on track with 4 of the 4 objectives classified as “green.” This is the result of aggressive prioritization by objective leads and combining resources to maximize efforts as we define and inventory partnerships.

Highlights and Successes:

- Objective 1 (enhancing / leveraging partnerships): refine actions as we define current partnerships and key partners.
- Rollout *new* workforce and professional development opportunities including “workplace” skills training in response to Traverse Connect’s Skills Gap Survey, geospatial applications, as well as *planned* training programs in Heavy Construction (in collaboration with MI Works! and Team Elmers), welding, certified nursing assistant, and Google certifications.
- Improved analytics beginning with College for Kids as EES works toward budgetary and efficiency goals.
- Inventory of current articulation and transfer agreements across all institutions with the goal of identifying missing in-demand pathways. Implementation of University Center specific marketing in an effort to increase leads and improve website traffic.

Challenges:

- Refinement of the scope in Objective 1 to allow a focus with clear outcomes for the first year of execution.
- Defining and identifying partnerships that are mutually beneficial.
- Adjustment in actions that called for implementation of additional “CAAS survey.” Shifting to focus groups / surveys to gather similar data which are less labor intensive and more cost effective.

PDCA (Plan Do Check Adjust): As discussed at April’s Board of Trustees meeting, metrics will be added beginning in September.

Benefits: Upon completion of this strategy, NMC will have better defined and mutually beneficial partnerships, more robust workforce development and extended education programming, and 4-year program access leading to in-demand fields.

Objectives	Status	Action Timing:	Notes:
Objective 1: Leverage and enhance existing partnerships, and identify new key partnerships, in order to increase NMC's overall job performance in responding to the "community's learning needs" by 2.5% (3.87 to 3.97) in Grand Traverse County by 2024 using the Community Attitude and Awareness Survey (CAAS)	2 actions completed 3 actions in progress, on track 3 actions not started 1 action discontinued - using focus groups / survey instead of CAAS during this year	Action items should be completed by 3/31/2023	This objective has required the most refinement / adjustment. Back on track. Using focus groups / surveys instead of CAAS to get specifics from partners.
Objective 2: The community believes providing skilled trades instruction is the highest priority for NMC (8.86 CAAS, 2018), but rates NMC's performance in this area lower (8.21 CAAS, 2018.) NMC will increase performance rating by 8% by Spring 2024.	3 actions completed 5 actions in progress, on track 3 actions not started	Action items should be completed by 6/30/2023.	This objective is driving the workforce opportunities as well as reviewing advisory board participation.
Objective 3: Providing personal enrichment has become more important for the community with scores increasing from 7.11 to 7.80 over the last three CAAS surveys. NMC will align lifelong learning opportunities to the community's needs resulting in a less than 17% cancellation rate and be net revenue positive by June 30, 2025.	4 actions completed 4 actions in progress, on track 1 action in progress / behind schedule* 1 action not started	All action items should be completed by 6/30/2023; but most will be completed by Oct. 2022.	Finalizing budget plans involving the synthesis of Lumens & Banner data for portfolio review. * Revenue sharing between NMC internal partners is on-going.
Objective 4: NMC will increase access to four year college programs by improving the "Providing access to other college programs" performance metric by 2.5% (from 8.29 to 8.50) in Grand Traverse County by 2024 as measured by the Community Attitude and Awareness Survey (CAAS).	5 actions in progress, on track 4 actions not started	All action items should be completed by 6/30/2023.	Using in-demand fields and projected growth areas to identify educational gaps.

Key	
Green	> 75% of scheduled actions supporting objective are on task
Yellow	> 50% of scheduled actions supporting objective are on task
Red	< 50% of scheduled actions supporting objective are on task

Next Month: Initial Review – Strategy 5: Institutional Distinction and Sustainability

Construction Technology Update

NMC Board Meeting 6.27.2022

Presented by: Dan Goodchild, Director of the Technical Academic Area

Strategy 4: Community Partnerships and Engagement: Enhance collaborations that advance community engagement, economic and workforce development, and innovative opportunities for lifelong learning.

Objective 2: The community believes providing skilled trades instruction is the highest priority for NMC (8.86 CAAS, 2018), but rates NMC's performance in this area lower (8.21 CAAS, 2018.) NMC will increase performance rating by 8% by Spring 2024.

Construction Technology - A Broad Range of Fields

Construction Technology has certificates, degrees and apprenticeships in:

- Carpentry
- Construction Management
- Electrical (electrician)
- HVAC / R
- Facilities Maintenance
- Renewable Energy

Housed at Aero Park Labs Building (Aero Park Campus)

- Classroom
- Learning Labs

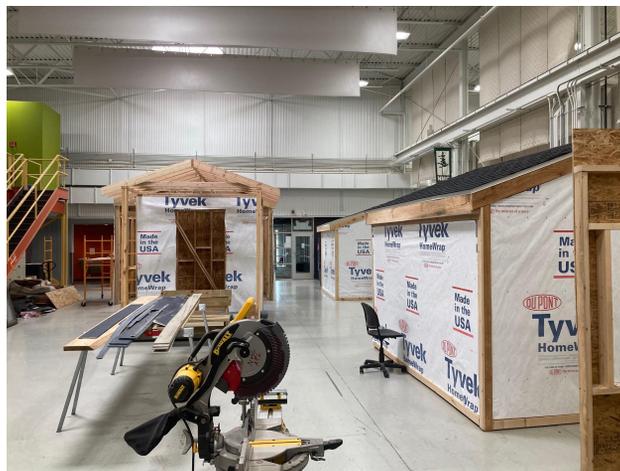
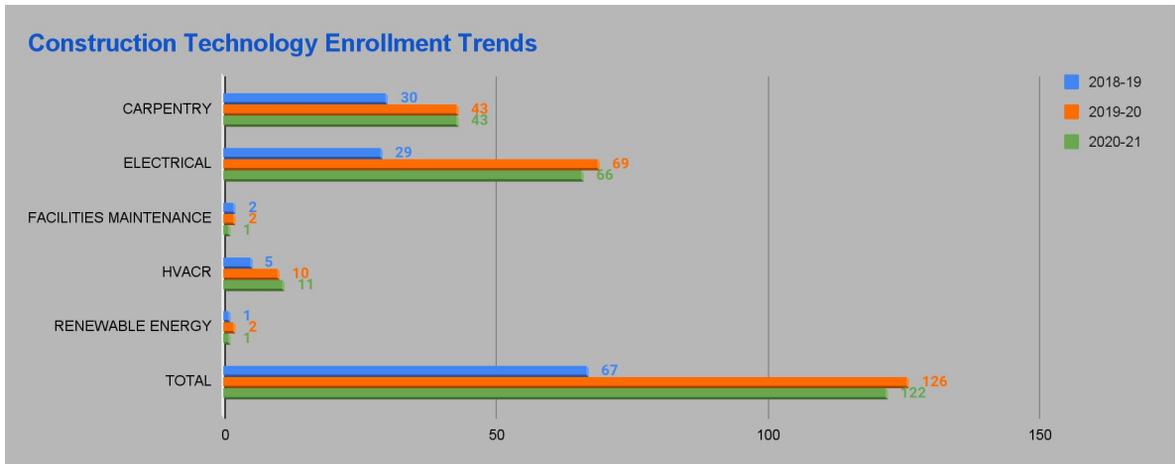


Image: Center bay in APL - lean-to build

Program Enrollment is Rapidly Increasing



Build Your Life (<https://www.buildyourlife.net/>)



Home Explore Careers Get Connected Training & Resources Partnerships Contact

EXPLORE CAREERS



Interested in having your job posted here, with Build Your Life?

Post a Job

Building Tomorrow

Location: Aero Park
Laboratories, NMC

When: October 8th, 2021
Next: October 6th & 7th 2022



What is Building Tomorrow?

- ▶ Building Tomorrow is an interactive career exploration event for students, grades 7 - 10th grade, primarily.
- ▶ This year it was a one(1) day event. It will be returning to two(2) days next year(2022) as it has been offered the first 5 - 6 years since it's inception.
- ▶ Students are exposed to several areas of the Construction trades occupations and this year it included: Carpentry, HVAC, Electrical, Welding, Site Work, and Automotive.
- ▶ The students spend 15 mins in each of 7 stations where they speak to professionals in the related field and get to experience a hands-on activity associated with that field. This year we hosted 230 students from the Grand Traverse Area Schools. (Benzie, Kingsley, and Leeland)





Carpentry

Measure, Cut, Attach...the basics. Includes Masonry, Power tools and Hand tools. Most importantly - SAFETY!!



HVAC (Heating, Ventilation, Air Conditioning)

Student again learn SAFETY! Their activity here is to solder a couple small pieces of copper pipe together.



Electrical

Here students get...SAFETY! They also learn primarily about Static Electricity, just to “spark” their interest...



Welding

Students are instructed in SAFETY! They are also shown a plasma cutter and get to try their hand at a welding simulator.



Automotive

Always, SAFETY! How about a tire change, or cut-away view of a working transmission. Also, a fully electric vehicle!



Site Work

Hard hats, safety vests, SAFETY BRIEFING! Then students get to take these little mini-excavators for a test run.



A Different Type Funding Model

Goal:

- Add full-time instructors to each concentration area to teach academic courses and professional development training

Co-funding Mechanism:

- Partnership with construction stakeholders and industry (*Still in progress*)
- Seeking *partial funding* to support a full time instructor
- Dependence on industry support declines as NMC is able to offer more academic courses and training opportunities
- Position becomes 100% funded by NMC after year 4

Cycle repeats as we move onto the next concentration area

- Electrical → Construction → HVAC

Employment Outlook / Projected Growth

National Employment Numbers:

- Washington Post (3.5.2021)
 - **54%** of all construction companies are actively looking to hire
- US Bureau of Labor Statistics (Feb 2021)
 - Residential Construction has a projected **5%** growth after adjustment for moderate economic impact due COVID - 19

Regional Employment Numbers (Prosperity Region 2 (Northwest MI)):

- **14.9% growth** (~ 60 annual openings) for Electricians over the next 10 years
- **28.6% growth** for electrician apprentice / helpers over the next 10 years
- **12.8% growth** (~165 annual openings) for construction laborers over the next 10 years

Related Wages (Source: Occupational Employment Survey for 2020 (OES)):

- *Electricians - median \$20 / hr up to \$32 / hr for region (\$35 / hr Statewide)*
- *Construction - median \$20 / hr up to \$29 / hr for region (\$43 / hr Statewide)*

Recent Developments:

- Articulation with Michigan Regional Council of Carpenters and Millwrights. May 25, 2022



- Working with NW Michigan Works, MITA, Elmers, CJAM, The Marine Center of NMC (Ed Bailey) to develop a Heavy Highway Construction Program for delivery early next Spring(2023)



Heavy Highway Construction Training Program

Program Requirements

- 18 years or older
- High school or GED
- Resident of Michigan
- Interest in a high-wage rewarding career

Build a Solid Foundation for Your Future
Michigan is at an unprecedented time in its history, needing a workforce to help modernize, upgrade, and build new structures, bridges, and roads. Investments are being made to upgrade the infrastructure and companies are investing in new facilities as well as renovating existing assets.

12 Week Program: January – April 2023

✓ NCCER Certification	✓ Equipment Identification	✓ Rigging Practices
✓ Job Readiness training	✓ Earthmoving Practices	✓ Crane Practices
✓ OSHA Safety	✓ Paving Practices	✓ Power Tools

Tuition and support services available.
For more information contact:

Maureen York
NW Michigan Works,
MLEAP Navigator
231-942-0563
maureen.york@networknorthwest.org

apply Here

Logos: Michigan Works!, MITA, Elmers, CJAM, The Marine Center of NMC

- Traverse Connect(Camille Hoisington) and Superintendent of Kingsley Schools(Dr. Keith Smith) to develop “shop club” for Kingsley Middle School with proposed delivery in Fall 2022. *(In Development)*

Questions? Comments?

Thank you for your time

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 *

Scott Goethals

Your Title *

CIT Faculty and Program Coordinator

Presentation Title *

CIT Update

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

Our program has undergone curricular changes since I last addressed the board. I want to discuss these changes with them and also discuss our business & industry/academic engagements and interactions.

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.

For the past 21 years, I have been a CIT Faculty member and program coordinator. I teach classes in the CIT Infrastructure and Security program. Prior to NMC, I worked 14 years in private industry in both the manufacturing and business/finance sectors. I also have my own consulting business where I maintain a small network for a local company. This allows me to keep my skills updated and pass on my experiences and knowledge to my students.

This form was created inside of Northwestern Michigan College.

Google Forms



Board of Trustees Meeting
June 27th, 2022

Scott Goethals
CIT Faculty



Degree Programs *

CIT Developer	CIT Infrastructure & Security
Application Development	Networking
Databases	Operating Systems
Web Design	Cloud Computing
Systems Analysis & Design	Scripting & Automation
	Cybersecurity

* Stackable certificates are available for both degree programs



Industry Certifications

CIT Developer (6)

CIT Infrastructure & Security (16)





Community Outreach

- Industry Night Out
- CIT Fun Night
- IT Academy Olympics
- MI Career Quest
- Career Fair
- AP Computer Science
- Career Tech Center Visits
- High School Visits



CIT INDUSTRY NIGHT OUT AT 20FATHOMS

Thursday, April 21 | 5:30-7:30 pm
10850 E. Traverse Hwy, Ste. 4400, Traverse City, Mich.

20Fathoms welcomes the NMC CIT Program to our office, Northern Michigan's home of technology, innovation, and entrepreneurship.

- Meet regional tech professionals.
- Learn about career paths and opportunities.
- Hear how startup incubators are fueling the future.
- Enjoy food and refreshments as you grow your network.

20 FATHOMS 




CIT FUN NIGHT
PLAY or WATCH

Friday, April 8, 2022
5:30-7:30pm
NMC West Hall Innovation Center
Masks are required

Pool & Board Games too!

Pizza/Soda will be available (first come first served)



Northwestern
Michigan
College

MEMO

*Public Relations, Marketing,
and Communications*

To: Nick Nissley, President

From: Diana Fairbanks, Associate VP of PR, Marketing and Communications

Date: 6-17-22

Subject: May 2022 Monthly Report

PRMC Redesign Update

In June we mark the first two years of the comprehensive redesign of the Public Relations, Marketing and Communications office at NMC. There has been considerable work put into this initiative to ultimately better serve the college, especially in enrollment marketing efforts.

Status of Investment

A significant step in this progress was the April 2021 investment by the Board of Trustees to use Funds for Transformation to build the team needed for this critical work. [The Board allocated \\$320,000 for new PRMC staff.](#) This included a new Marketing Director, Creative Director and Office Manager. With help from Human Resources, these positions were developed, vetted, posted and hired. The Marketing and Creative Directors started in January. The Office Manager started in April. As of 6/15/22 wages and benefits for the restructured staff amounts to \$90,024.44. The remainder of the investment is allocated toward those staffing expenses in support of the growth goals identified in the strategic plan (S2, O2A-B.)

PRMC is actively involved with delivering on the college's new strategic plan with responsibilities in all 5 of the strategies and 15+ objectives. While we await the approval of the FY23 budget in June, the new Marketing and Creative Directors are ready to launch the enrollment marketing plans in August and are on schedule with the timeline set out in the strategic plan.

The staffing investment is an important step of many in supporting the College's enrollment marketing strategy. Simply, the Board's April 2021 investment allowed the college to hire the "archers," a new digital marketing vendor allows us to update to more effective "bows" and an increased ad spend would allow us to have more "arrows" in our quiver as we aim for our target audiences of potential students.

To support the work, at the June Board meeting, we are requesting approval for a new digital marketing vendor. This would come at no increased cost to the college, but does require board approval because it is general fund expenditure over \$35,000. This is not part of the Board's April 2021 staffing investment. The College currently has a digital marketing vendor, and has had one for nearly a decade, but is seeking to partner with a higher education focused expert to increase admissions leads. This was identified as phase 2 of the 2020 Reimagining PRMC plan. This partner will also provide a live dashboard with performance metrics to track outcomes and measure return on investment and advertising spend. We remain committed to reporting our progress.

Impact of Investment

- Increase the percentage of area graduates attending NMC by 3% by 2024.
- Increase enrollment from Career and Technical Education specifically local area programs and Career Tech Centers by 5% by 2024.
- Increase contact hour enrollment in age categories 21+ by 15% by 2024.

Monthly Update

While we focus on developing new campaigns to launch in August, we continue to deliver overall positive results with existing campaigns. May is a strong month overall, although earned media showed increased negative sentiment after the emergency landing of an NMC aircraft. The following is an overview of the work of Public Relations, Marketing and Communication for May 2022.

Paid Media ↑

- Digital search campaigns +22%
- Digital display +75%
- Paid social +51%
- Ticker +85%

Earned Media ↓

- Overall story count and distribution were up (193), but negative sentiment was also up (15%) due to the emergency landing of an NMC airplane.

Owned Media ↑

- NMC Now followers +3
- NMC Now open rate +3.6%

Shared Media ↑

- Facebook followers +2%
- Facebook engagement -16%
- Instagram followers +13%
- Instagram engagement +46%



MEMO: Resource Development

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

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

Date: June 20, 2022

Subj: Foundation Update

Fund Raising – a “check” on FY22 goals

- The foundation continues its active fundraising efforts to support NMC students, programs, and the Fund for NMC. We continue to ask you and our community to make gifts of all sizes to help students because *every* gift makes a difference for a student in need and to advance critical NMC programs.
- The number of gifts received to date this year (3,846 *as of 6/19/22*) is slightly behind last year (3,938 *as of 6/13/21*).
- To date, donors have given:

\$3,212,245	Total received (including Annual Fund, pledges, and <i>documented planned gift intentions</i>) raised toward goal
+ <u>\$223,217</u>	Gross event revenue
\$3,435,462	Total raised through new gifts, commitments, & events (Goal: \$3,550,000)
+ \$529,008	<i>from previously documented planned gifts</i>

Foundation Initiatives

- The coming year will be a transition period as the Foundation Board imagines “what’s next” through a strategic planning process as well as updates to governance policies and the Memorandum of Understanding between the foundation and the college. This will take place under new leadership as I step away from this role. I am grateful for the opportunity to have led the foundation through such a productive period in its history, thanks to a lot of learning and incredible, generous support along the way.
- Succession plans will be announced publicly very soon.



Northwestern
Michigan
College

MEMO
Office of the President

To: NMC Board of Trustees
From: Nick Nissley, President
Subject: June Mid-Month Update
Date: June 17, 2022

Dear Board of Trustees,

Since our May Board meeting, the following are **key updates**:

- **State Budget.** Budget discussions are continuing in Lansing, where conference committees are convening for final negotiations. We are still on track for the legislature to send an approved budget to the Governor on June 30. Two items of special interest, being considered:
 - **Michigan Achievement Scholarship.** A coalition of business groups is calling on the Governor and the Legislature to adopt a scholarship program included in the Senate higher education budget, saying it would increase the number of individuals entering the talent pipeline in Michigan. When the Senate approved its budget, it included a \$362 million program that would provide 2022 high school graduates with a grant of up to \$3,000 per year for community college or tribal college students and up to \$6,000 per year for public university or independent college for university students. Obviously, this would positively impact NMC, literally affording greater accessibility for students. Note, that this is a proposal and is currently being negotiated as part of the budgeting process.
 - **Capital Outlay.** The Senate Appropriations Committee has approved SB 78 sponsored by Senator Ken Horn to advance a number of capital improvement projects at many community colleges – including NMC’s Osterlin Renovation Project. As proposed, NMC’s \$2.5 million share would be matched with \$2.5 million from the State. Like the above noted scholarship, this is a proposal, and currently being negotiated as part of the budgeting process.

- BSN legislation. MCCA is spearheading a ‘BSN compromise’ with the Michigan Association of State Universities, Michigan Independent Colleges and Universities, and the Michigan Health & Hospital Association. It’s intended to create seamless opportunities for nurses with associate degrees to complete their Bachelor of Science in nursing (BSN) on community college campuses. The program is designed so that community colleges would partner with a four-year college or university and develop a BSN completion program (with input from local employers and local workforce development agencies). The group is seeking a \$56 million state budget investment. Under the plan, grants would be administered by the Department of Labor and Economic Opportunity (LEO) and be awarded to Michigan community colleges. Each community college would be eligible for a \$2 million grant for administering the program.
- Foundation. The Foundation Board’s Executive Committee has developed a plan to: 1) engage in a strategic planning process (with Bill Marsh and Jayne Mohr serving as co-chairs of the Steering Committee), and 2) undertake organization development work – to further clarify and strengthen the College-Foundation relationship (e.g., developing a clear governance model and manual, and a revised MOU). Pat Warner is chairing the Governance Committee’s work, and the Foundation’s Executive Committee will be leading the MOU work. Jayne and Bill, along with the strategic planning facilitator/partner, CampusWorks, recently engaged in pre-planning and timeline development. The process is launching now, and is planned for completion by the end of calendar year 2022. Also, given Rebecca’s announcement that she will be departing NMC on July 15, many meetings regarding succession planning have been occurring. This week, an offer was extended to an internal candidate to serve in an interim capacity, through next July. We anticipate beginning the search process for the permanent executive director role in January 2023, after the Foundation’s strategic planning process is completed.

Key Entries from the President’s Calendar

- Fellows Celebration. On June 2 the community gathered at the Hagerty Center to bestow the Fellows Award on former trustee Ross Childs and longtime college supporter Ann Rogers.
- MCCA President’s Meeting. On June 10 the MCCA President’s Meeting occurred in Lansing. Key agenda items included the state budget, the ‘BSN compromise’, as well as a cybersecurity preparedness and response conversation with Kalamazoo Valley and Kellogg Community College presidents, given the recent cybersecurity issues that they had to work through.
- FY23 Budget Town Hall Meetings. I participated with Troy Kierczynski, holding budget town hall meetings for our NMC employees, June 6 and 7. Almost 150 people attended, with good clarifying questions asked by attendees.

- NMC Columbian Exchange Program. NMC's partnership, "Bridging Waterways Across the Americas," a collaborative project with Universidad de La Salle in Bogotá, Colombia, funded by the US Department of State is designed to promote student and faculty exchange around the study of water. This week, the Columbian students are on the NMC campus, and engaging in learning on our northern Michigan waterways. Elise and I are hosting the students at our home this weekend for an American-style picnic.
- DEI Leadership in the Community. This past weekend the NMC campus hosted our students, faculty+staff, and community who showed up for NMC's first annual Pride Carnival with Up North Pride. This weekend, our campus will play host to NMC's Native American Student Organization who will hold a traditional pow wow to honor recent graduates. I will also be speaking at the Grand Traverse Band's Tribal High School graduation ceremony, occurring on our campus. Additionally, this weekend, NMC will be host to the Juneteenth Celebration. This event is presented by Northern Michigan E3 and will include educational programming followed by a block party-style celebration with food and local artisans.
- Air Station Traverse City's Change of Command. Today, I am participating in the Change of Command Ceremony for Commander Christopher L. Wright and Commander Andrew G. Schanno.

Upcoming Dates of Note

- June 27, 2022—Regular Board Meeting, NMC Hagerty Center
- July 25, 2022—Regular Board Meeting, Timothy J. Nelson Innovation Center
- July 27-29, 2022—MCCA Summer Conference, Grand Traverse Resort



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Traverse City, MI 49685

Phone: (517) 449-6453
www.northernstrategies360.com

MEMO

To: Northwestern Michigan College Board of Trustees
Cc: Dr. Nick Nissley, Ed.D.
From: Gabe Schneider, Founder/Principal, Northern Strategies 360
Date: Monday, June 20, 2022
Re: **State/Federal Legislative Update**

State

FY23 State Budget

With budget negotiations in their final stages, we expect that the legislature will wrap up work on the FY23 state budget the week of July 4th. Budget discussions continue between legislative leadership to determine budget targets and once these targets are set, the conference committees will convene for the final negotiations and passage.

Personal Property Tax Legislation

As you will recall, in December of 2021, the legislature passed HB 5351 which amend the General Property Tax Act to increase the value of personal property for which a taxpayer claims an exemption from \$80,000 to \$160,000. While these exemptions are fully reimbursed to impacted entities, due to the way the formula for these reimbursements is constructed, it could result in less money available in other parts of the distribution formula which go to local governments and community colleges. NMC receives around \$150,000 to \$200,000 per year from the state via the local community stabilization authority.

In May, a [package of bills](#) was introduced to create a permanent program to compensate local governments from revenue losses that resulted from the PPT exemption increase. Under this package, the state would deposit \$75 million into the fund annually. The Michigan Association of Counties, Michigan Municipal League, and Michigan Townships Association, and Michigan Manufacturers Association (and the MCCA) support the package.

Last week, this bill package passed the Senate Finance Committee and is currently pending a vote on the Senate floor.

Capital Outlay Bill

On 6/9, the Senate Appropriations Committee approved [SB 78](#) sponsored by Senator Ken Horn to advance a number of capital improvement projects at many community colleges including our Student Learning Support Services Renovation Project. This legislation is now pending a vote on the Senate floor.

Federal

SMA and GLMA Funding

As Congress begins to approve authorized budget levels for MARAD we will be working closely with the State Maritime Academy (SMA) Consortium to ensure the following key priorities are authorized:

- \$75 million for the National Security Multi Mission Vessel
- \$6.8 million for fuel- a \$3m bump over previous levels.

- \$2.4 million for the Student Incentive Payment (SIP) program
- \$6 million for direct payments (\$1 million per school)
- \$30.5 million for maintenance and repair.

This is a two-step process with the authorizations coming first and then the congressional appropriations committees working to actually allocate dollars. We expect this authorization mark up process to take place over the next month or two with appropriations coming later this year.

Coast Guard Great Lakes Icebreaker (GLIB)

The GLMA has been advocating for Congress to fund the building of a new Great Lakes Icebreaker in a reconciliation bill, should such legislation start to move again in Congress. The GLIB was fully funded in the House *Build Back Better* legislation and the Senate voted overwhelmingly to support it too. However, with reconciliation negotiations stalled, we are seeking to restart the reconciliation process and including funding for this vessel. A new Coast Guard GLIB would be a tremendous asset for the maritime industry in Michigan, as well as the entire Great Lakes maritime industry.

Short Term Pell

Short-term Pell is a provision in the House-passed COMPETES Act that extends federal financial aid to programs under eight weeks in length. In February, before the America COMPETES Act of 2022 passed the House, an amendment was successfully added to the bill, introduced in part by Rep. Andy Levin (D-MI) that would expand Pell Grant eligibility to short-term programs and private non-profit and public institutions. Now that the legislation is being conferenced with the Senate, earlier this month we wrote to our congressional delegation to ask that they advocate retaining this short-term Pell Grant language in the final negotiated bill. Specifically, we asked that they maintain the language from Section 90305 for Job Training Federal Pell Grants from the America COMPETES Act in the final negotiated language of the USICA/COMPETES Conference Committee bill. Including this language in a final bill would help close the longstanding skills gap we see in this country by making workforce training programs for in demand, high wage jobs more accessible and affordable.

Debt Relief

[President Biden is likely to decide later this summer](#) whether to forgive some amount of student-loan debt. Meanwhile, many [experts argue](#) that debt relief without reform will replicate the crisis seen today.

Grant Funding Opportunities

New Round of SCC Training Grants: The U.S. Labor Department is now accepting applications for the third round of its Strengthening Community Colleges Training grants, which provides \$50 million in funding for community colleges to address equity gaps and meet the skills development needs of employers and workers more effectively. [Click here](#) for more information. The deadline is October 14, 2022.

FIPSE Grant Opportunity: The grant would support projects that create new open textbooks and expand the use of open textbooks and course materials in courses that are part of a degree-granting program, particularly those with high enrollments. [Click here](#) for more information. The deadline is July 25, 2022.

Northwestern Michigan College
Board of Trustees
Executive Committee Minutes
June 13, 2022
Gray Conference Room 202
2200 Dendrin Drive, Traverse City, MI 49686

Committee Chair Rachel Johnson called the meeting to order at 3:00 p.m.

Members Present: Rachel Johnson, Kennard Weaver

Members Absent: Laura Oblinger

Others Present: Nick Nissley, Lynne Moritz

President's Update

President Nick Nissley provided an update on the recent resignation of Rebecca Teahen, Associate Vice President of Resource Development and Executive Director of the NMC Foundation, and subsequent succession planning.

Upcoming Board of Trustees Meeting Agenda

The committee reviewed the agenda for the upcoming regular meeting of the Board of Trustees on June 27, 2022. It was requested that the blanket purchase orders list be sent to the full Board as early as possible for trustees to review potential conflicts of interest. In advance of the digital marketing vendor action item, the committee emphasized the prior request of the Board to receive an update on the Fund for Transformation investment into the Public, Relations, Marketing & Communications (PRMC) department. Executive Director of the President's Office and Board Operations Lynne Moritz will ensure the blanket purchase order memo is sent to the Board as soon as it is available and coordinate with Associate Vice President of PRMC Diana Fairbanks regarding the PRMC redesign update and digital marketing vendor contract.

Public Input—There was no public comment offered.

The meeting was adjourned at 3:39 p.m.

Recorded by Lynne Moritz, Executive Director of the President's Office and Board Operations

**NORTHWESTERN MICHIGAN COLLEGE
BOARD OF TRUSTEES
MINUTES
Monday, May 23, 2022
NMC Hagerty Center, Room C**

CALL TO ORDER—Chair Rachel A. Johnson called the regular meeting to order at 5:30 p.m.

ROLL CALL

Trustees present: Rachel A. Johnson, Laura J. Oblinger, Kennard R. Weaver, Chris M. Bott, Douglas S. Bishop, Kenneth E. Warner

Trustees absent: Andrew K. Robitshek

Also present: President Nick Nissley, Lynne Moritz (via Zoom), Diana Fairbanks, Troy Kierczynski, Mark Liebling, Kyle Morrison, Todd Neibauer, Rebecca Teahen, Jason Slade, Stephen Siciliano, Nancy Schulte, Amanda Clark, Amber Marsh, Alison Thornton, Rachel Colby, Lisa Thomas, Kristina Uribe, Betsy Boris, Scott Eldridge

REVIEW OF AGENDA—The agenda was accepted as presented.

STRATEGIC FOCUS

Diversity, Equity, and Inclusion—Jason Slade, Vice President of Strategic Initiatives, and Marcus Bennett, Associate Dean of Campus & Residence Life and Special Assistant to the President present on the third strategy of the NMC Next Strategic Plan. Slade reviewed the development of DEI leadership, thanking Dean of Students Lisa Thomas and ED of Denos Museum Center Craig Hadley for their leadership. Marcus Bennett will formally begin his role as Special Assistant to the President on July 1, 2022. There was a question pertaining to the objective timeline for employee training.

REPORTS AND PRESENTATIONS

Program Focus: Student Government Association (SGA)—SGA President Amber Marsh introduced the members and shared the purpose of the group. In addition to creating a virtual comment box this year, SGA distributed physical comment boxes across NMC campuses. Activities funded by SGA this year included an art museum trip, climbing club, audio tech's Earth Day concert. It was noted that funding requests increased in the spring semester in correlation with in-person events on campus. In closing, Marsh thanked the SGA Advisors Lisa Thomas and Ali Thornton. SGA aims to increase student voting for SGA officer elections.

Faculty Report—Experiential Learning with First Semester Nursing Students—Betsy Boris, Health Occupations Instructor, presented on her experience with experiential learning. Boris participated in the Experiential Learning (EL) Fellows program in 2021 and emphasized that a goal of EL is to learn more about oneself as a learner. Cultural Presentation Projects challenged students to work in groups and reflect on healthcare issues pertaining to particular demographics. As the 2022 Imogene Wise Faculty Excellence Award Winner, Boris attributes that recognition to her connection with her students.

FY23 Budget—Vice President of Finance and Administration Troy Kierczynski, provided an update on budget considerations for FY23 beginning with an overview of the development timeline.

Highlights of the FY23 budget include that no further federal COVID relief is expected, the budget is aligned with strategic plan investments, and considers current inflation rates. Kierczynski also reviewed revenue sources and variables, as well as contact hour history and NMC trends over the past few decades. While other Michigan community colleges face similar challenges, NMC remains in the lower third when comparing tuition rates. The proposed 5% increase would meet the tuition restraint language being proposed by the Michigan senate.

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

UPDATES

President's Update—President Nick Nissley shared four key updates. Regarding the state budget, it is anticipated the budget will be agreed upon by July 1. Community college BSN legislation is effectively dead, but discussions are continuing about how to increase and improve partnerships amongst institutions. Nissley thanked trustees for their participation in many spring events on campus. Nissley recognized Gail Kurowski, Police Academy Director, for securing new training vehicles for the program. Residents moved into East Hall today, and Nissley noted they included Munson Medical Center employees utilizing the space for short term living this summer. Last week a team from NMC visited Schoolcraft College in Livonia to see how they have created unique partnerships to secure new revenue streams.

Board Chair Update—Chair Rachel Johnson thanked trustees for attending the Renaming and Rededication Celebration of the Timothy J. Nelson Innovation Center, among other spring events. Johnson thanked trustees for allocating such significant time to the college during this busy season. As the NMC Foundation Board's Executive Committee recently met for an all-day retreat, Johnson noted her intention to strengthen the relationship with the Foundation Board and asked for trustees to notify her if they are interested in serving on the Foundation's Strategic Planning Committee.

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

- Minutes of the April 25, 2022 regular and closed meetings
- PRMC Report—Diana Fairbanks, Associate Vice President of Public Relations, Marketing, and Communications
- Foundation Report—Rebecca Teahen, Associate Vice President for Resource Development and Executive Director of Foundation
- Enrollment Report—Todd Neibauer, Vice President for Student Services and Technologies
- Financial Report—Troy Kierczynski, Vice President of Finance and Administration
- Audit Committee—Kennard Weaver, Committee Chair

ACTION ITEMS

Notice of Truth in Taxation Hearing—On a motion by Doug Bishop, second by Ken Warner, the Truth-in-Taxation First Resolution was adopted as presented.

Native American Grant Application—Kennard Weaver made a motion, seconded by Doug Bishop, to authorize administration to submit an application for the 2% grant from the Grand Traverse Band of Ottawa and Chippewa Indians video gaming revenue as presented.

Housing and Board Rates for FY23—Chris Bott made a motion, seconded by Doug Bishop, to approve Housing and Board Rates for the 2022-2023 fiscal year as presented.

Closed Session—Laura Oblinger made a motion, seconded by Chris Bott, that the Board convene in closed session as permitted by Section 8(c) of the Michigan Open Meetings Act, MCL 15.268, to discuss strategy connected with the negotiation of collective bargaining agreements between the College and the Michigan Education Association. The motion passed with the following roll call vote: Yes—Chris Bott, Laura Oblinger, Ken Warner, Doug Bishop, Kennard Weaver, Rachel Johnson; No— none; and the Board went into closed session at 6:51 p.m.

Reconvene Regular Meeting—On a motion by Kennard Weaver, seconded by Doug Bishop, the closed session was adjourned and the open session was reconvened at 7:02 p.m. with the following roll call vote: Yes—Kennard Weaver, Ken Warner, Doug Bishop, Laura Oblinger, Chris Bott, Rachel Johnson; No—none.

Closed Session—Doug Bishop made a motion, seconded by Laura Oblinger, that the Board convene in closed session as permitted by Section 8(h) of the Open Meetings Act, MCL 15.268(h), to consider one privileged legal memo prepared by the college’s outside counsel, Miller Canfield, PLC, which are materials exempt from discussion or disclosure under state or federal statute as written attorney-client communications in connection with Section 13(1)(g) of Michigan’s Freedom of Information Act, MCL 15.243(1)(g). The motion passed with the following roll call vote: Yes—Doug Bishop, Chris Bott, Kennard Weaver, Ken Warner, Laura Oblinger, Rachel Johnson; No—none; and the Board went into closed session at 7:13 p.m.

Reconvene Regular Meeting

On a motion by Laura Oblinger, seconded by Chris Bott, the closed session, the closed session was adjourned and the open session was reconvened at 7:53 p.m. with the following roll call vote: Yes— Ken Warner, Chris Bott, Laura Oblinger, Kennard Weaver, Doug Bishop, Rachel Johnson; No— none.

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 7:54 p.m.

Recorded by Lynne Moritz, Executive Director of the President’s Office and Board Operations.

SIGNED _____
Rachel A. Johnson, Chair

ATTESTED _____
Laura J. Oblinger, Vice Chair



**Northwestern
Michigan
College**

MEMO
Enrollment Services

To: Dr. Nick Nissley, President
 From: Todd Neibauer, VP for Student Services & Technologies
 Date: June 21, 2022
 Subject: Enrollment Update – Summer/Fall Semester 2022

Summer 2022

Contact hours are down 14.6% over last year. While we had about the same number of current students as last year, there was a large decrease in the number of applications(-134).

	2019	2020	2021	2022
Admission Applications	777	761	800	666
Admits	572	561	588	446
Admits Registered	243	237	223	183
Prior Admits Registered	10	2	8	4
Retained from Spring	696	695	739	736
Re-Admitted Students	82	74	125	80
Average Contact Hours	5.54	5.84	5.88	5.49
Total Headcount	1,031	1,008	1,095	1,003
Total Contact Hours	5,710	5,886	6,443	5,504
Tuition	1,131,891	1,139,490	1,389,087	1,206,733

(Resources: Digital Dashboard – Same Date Comparison SU2019-2022)

Additional Reports

- [Academic Enrollment Report](#) ... Summary for the past six years

Registration

- [Report Day Status](#) Executive summary which includes inquiries, applications, financial aid, headcount, credit hours, contact/billing hours, and assessed tuition and fees
- [Credit Hours](#) ... Generated by departments
- [Contact Hours](#) ... Generated by departments
- [Student Demographics](#) ... Comparison of students registered by residency, financial need, age range, credit load, ethnicity, gender, student type, and count of residence
- [Program Analysis](#) ... Contact hours of students enrolled in specific programs
- [Projections Report](#) ... For upcoming semester

Admission and Recruiting Information

- [Applicant Demographics](#) ... New applicants showing residency, financial need, age range, ethnicity, gender, and student type
- [Admission Application Sources](#)
- [Prospect Demographics](#) ... by gender, age range, and county
- [Prospect Statistics](#) ... by program of study
- [Prospect Statistics](#) by High School
- [Source Analysis](#)

Community College	Semester	% change in credit hours	% change in headcount
Delta	Spring 2022	-1.8	-3.9
Glen Oaks	Spring 2022	-9.7	1
Jackson	Spring 2022	1.7	3.3
Kellogg	Spring 2022	-5.6	-6.8
Montcalm	Spring 2022	-3.5	0
Northwestern Michigan	Spring 2022	-14.3	-8.4
Oakland	Spring 2022	-7.3	-6
Schoolcraft	Spring 2022	-2	-1.4
Southwestern Michigan	Spring 2022	-1.4	-1.4
Washtenaw	Spring 2022	-1.6	0.9
West Shore	Spring 2022	-6.5	-6.1

There were fewer schools than usual reporting Spring/Summer enrollments.



Northwestern
Michigan
College

MEMO

Administrative Services

To: Dr. Nick Nissley, President

From: Troy Kierczynski, Vice President of Finance and Administration

Date: June 16, 2022

Subject: Summary Report for the General Fund as of May 31, 2022

The attached reports summarize the financial results for the General Fund as of May 31, 2022. The eleventh month represents 92% 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 \$6,133,816. Revenue increased by 5% when comparing May 2022 to May 2021. Expenses increased 1% in comparison to May 2021.

Revenue (letters refer to the attached General Fund summary)

- A. Tuition and fees improved from May 2021. For Spring 2022, the budget was set at 30,305 contact hours for a total budgeted revenue of \$5,877,611. Actual spring contact hours are projected at 31,037 with actual revenue of \$5,996,655. Spring revenue finished over budget by \$119,044. For Summer 2022, the budget was set at 5,589 contact hours for a total budgeted revenue of \$1,115,620. Actual summer contact hours are projected at 5,750 with actual revenue of \$1,166,216. Summer revenue is trending over budget by \$50,596.
- B. Property Taxes: Tax revenue is recorded as payments are received. The overall increase for the fiscal year expected to be 4% over the previous fiscal year.
- C. State Sources include budget appropriations, personal property tax payments and MPSERS retirement offset payments. State appropriations payments are paid over 11 months (Oct to Aug).
- D. Federal Sources are generally restricted and are no longer accounted for in the General Fund.
- E. Actual year-to-date investment income recorded for fiscal year 2022 reflects interest income only. Interest income is comparable to prior year due to a lingering low interest rate environment.
- F. Both Private Sources and Other Sources are timing and event dependent.

Expenses

- G. Salaries and benefits are slightly below but expected to finish at or near the FY22 budget.
- 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



Summary Report for General Fund Accounts

Fiscal Year 2022, Period 11

Funds	Accounts	2021-2022 Adjusted Budget	YTD Activity	% of Annual Budget
TOTAL GENERAL FUND				
50	Revenues			
	Tuition and Fees	19,916,110	20,367,789	102.27%
	Property Taxes	12,030,623	11,961,582	99.43%
	Other Local	<u>0</u>	<u>0</u>	*
	Local Sources	31,946,733	32,329,370	101.20%
	State Sources	10,730,000	9,603,729	89.50%
	Federal Sources	1,075,000	12,600	1.17%
	Private Sources	868,897	764,307	87.96%
	Investment Income	172,000	159,628	92.81%
	Other Sources	<u>392,600</u>	<u>429,720</u>	109.45%
	Total Revenues	45,185,230	43,299,355	95.83%
60	Labor			
	Salaries & Wages	22,282,506	19,498,053	87.50%
	Benefits	<u>9,332,244</u>	<u>8,565,045</u>	91.78%
	Total Labor	31,614,750	28,063,098	88.77%
70	Expenses			
	Purchased Services	2,311,193	1,983,494	85.82%
	Supplies & Materials	3,318,742	2,240,544	67.51%
	Internal Services	99,220	32,846	33.10%
	Other Expenses	1,670,689	1,174,373	70.29%
	Institutional Expenses	1,737,924	1,403,741	80.77%
	Maintenance & Renovation	1,828,864	1,405,796	76.87%
	Prof Develop, Travel & Events	362,070	351,904	97.19%
	Capital Outlay	<u>177,852</u>	<u>160,826</u>	90.43%
	Total Expenses	11,506,554	8,753,524	76.07%
	Total Expenditures	43,121,304	36,816,622	85.38%
80	Transfers			
	Transfers	2,063,926	348,917	16.91%
	Total Transfers	<u>2,063,926</u>	<u>348,917</u>	16.91%
	Total Expenditures and Transfers	45,185,230	37,165,539	82.25%
	Net Revenues over (under) Expenditures	0	6,133,816	



**Northwestern Michigan College
Comparison - Fiscal Year to Date
General Fund
May 2022 vs. May 2021**

INTERIM
This statement does not
reflect year-end results.

	YTD 5/31/2022	YTD 5/31/2021	\$ Diff	% Diff	Comments
Revenue					
Local Sources:					
Tuition & Fees	\$ 20,367,789	\$ 18,974,470	\$ 1,393,319	7%	Primarily due to increases in tuition from enrollment (partially offset by elimination of online fees), GLMA cruise fees (cruises offered through the fall in FY22), aviation flight fees, and increases in EES offerings and registrations compared to FY21
Property Taxes	11,961,582	11,569,141	392,441	3%	Timing of property tax payments received from townships and overall increases in taxable values
Total Local Sources	32,329,371	30,543,611	1,785,760	6%	
State Sources	9,525,490	9,167,602	357,888	4%	Primarily due to State's 201e One-Time Operational Support payment received in October 2021
State PPT Reimbursement	78,239	183,427	(105,188)	-57%	Primarily due to timing of PPT reimbursement (received in May in FY21 and received in June in FY22)
Federal Sources	12,600	206,977	(194,377)	-94%	Primarily due to the change in recognition of GLMA federal grant activity with the federal grant funds instead of the general fund (changes made in late FY21 and will remain in place going forward)
Private Sources	764,307	673,554	90,753	13%	Timing of Foundation gifts
Investment Income	159,628	119,989	39,639	33%	Higher interest/dividends recognized in FY22 than in FY21
Other Sources	429,720	293,801	135,919	46%	Primarily due to higher Lobdell sales and timing of Bank of America annual rebate (received in June in FY21)
Total Revenue	43,299,355	41,188,961	2,110,394	5%	
Expenses					
Salaries and Wages	19,498,053	18,773,247	724,806	4%	In line with budget and prior year
Benefits	8,565,045	8,386,182	178,863	2%	In line with budget and prior year
Purchased Services	1,983,494	1,672,524	310,970	19%	Primarily due to food services for GLMA cruises (higher cruise activity in early FY22 than in FY21) and higher legal expenses and security expenses in FY22
Supplies & Materials	2,240,544	2,346,815	(106,271)	-5%	Primarily due to the recognition of GLMA fuel purchases with the federal grant funds instead of the general fund (changes made in late FY21). This is partially offset by increased expenses related to international study abroad trips in FY22 (cancelled in FY21)
Internal Services	32,846	(11,319)	44,165	390%	Timing of internal events/charges in FY22 including NMC Fellows Dinner, one-time award to SGA, and Student Life events
Other Expenses	1,174,373	984,406	189,967	19%	Primarily related to higher recruiting/promotional expenses and higher non-professional development event expenses in FY22
Institutional Expenses	1,403,741	1,280,622	123,119	10%	Primarily due higher snow removal costs in FY22 and the timing of utilities invoices
Maintenance & Renovation	1,405,796	1,273,754	132,042	10%	Primarily due to slightly higher software maintenance expenses in FY22 (including phone and voicemail system upgrade) and timing of software maintenance expenses
Professional Development	351,904	196,419	155,485	79%	Increase in professional development expenses as professional development has been added back into the budget in FY22
Capital Outlay	160,826	56,368	104,458	185%	Timing of COAT purchases
Total Expenses	36,816,622	34,959,018	1,857,604	5%	
Transfers	348,917	128,922	219,995	171%	Aviation flight hours transfer (offset in FY21 by transfer of admin expenses from general fund to CARES Act [CRF] fund)
Total Expenses & Transfers	37,165,539	35,087,940	2,077,599	6%	
Net Revenue Over (Under) Expenses	\$ 6,133,816	\$ 6,101,021	\$ 32,795	1%	



**Northwestern Michigan College
Comparison - Month Over Month
General Fund
May 2022 vs. Apr 2022**

INTERIM
This statement does not
reflect year-end results.

	YTD 5/31/2022	YTD 4/30/2022	May 22 Activity	Apr 22 Activity	Comments
Revenue					
Local Sources:					
Tuition & Fees	\$ 20,367,789	\$ 19,374,602	\$ 993,187	\$ 1,906,876	Lower spring tuition allocation in May than in April (4 weeks spring tuition in April vs. 1 week spring tuition in May); partially offset by higher summer tuition allocation in May (no summer tuition allocation in April)
Property Taxes	11,961,582	11,961,582	-	388,585	Timing of tax collections received
Total Local Sources	32,329,371	31,336,184	993,187	2,295,461	
State Sources	9,525,490	8,321,915	1,203,575	1,100,766	MPSERS offset payments received in May (none received in April)
State PPT Reimbursement	78,239	78,239	-	-	- Consistent with prior month
Federal Sources	12,600	12,600	-	-	- Consistent with prior month
Private Sources	764,307	764,307	-	-	- Consistent with prior month
Investment Income	159,628	137,691	21,937	12,887	Lower interest and dividend earnings received in April than in May
Other Sources	429,720	404,744	24,976	86,759	Primarily due to Bank of America annual rebate received in April and higher Lobdell's sales in April (Lobdell's closed for the semester in late April)
Total Revenue	43,299,355	41,055,680	2,243,675	3,495,873	
Expenses					
Salaries and Wages	19,498,053	17,642,355	1,855,698	1,809,382	Consistent with prior month
Benefits	8,565,045	7,777,357	787,688	770,353	Consistent with prior month
Purchased Services	1,983,494	1,775,500	207,994	199,950	Consistent with prior month
Supplies & Materials	2,240,544	1,998,513	242,031	325,352	Primarily due to timing of postage payments, fuel payments, and higher printing expenses in April; partially offset by lower software/licensing expenses in April
Internal Services	32,846	16,445	16,401	16,765	Consistent with prior month
Other Expenses	1,174,373	1,063,609	110,764	127,801	Primarily due to the timing of the summer school tax collection payment, permits/license expenses, and recruiting/promotional expenses. Additionally, Native Tuition waivers were higher in April (due to timing of spring to summer transition)
Institutional Expenses	1,403,741	1,276,335	127,406	118,363	Primarily due to timing of insurance payments
Maintenance & Renovation	1,405,796	1,277,708	128,088	151,006	Due to slightly higher equipment maintenance expenses and timing of software maintenance expenses in April
Professional Development	351,904	325,626	26,278	41,006	Higher professional development expenses reimbursed in April
Capital Outlay	160,826	137,604	23,222	12,008	\$22,845 Dave Kring Chevrolet (vehicle for facilities), \$377 McMaster-Carr (engineering tech pedestal grinder)
Total Expenses	36,816,622	33,291,052	3,525,570	3,571,986	
Transfers	348,917	348,917	-	-	- Aviation flight hours transfer
Total Expenses & Transfers	37,165,539	33,639,969	3,525,570	3,571,986	
Net Revenue Over (Under) Expenses	\$ 6,133,816	\$ 7,415,711	\$ (1,281,895)	\$ (76,113)	



Northwestern Michigan College
Income Statement Projections - General Fund
For the Year Ended June 30, 2022
As of 6/17/22

INTERIM
This statement does not
reflect year-end results.

	FY21 Actual	FY 22 Budget	YTD 6/17/2022	FY 22 Projected	Difference vs. Budget	Comments
Revenue						
Local Sources:						
Tuition & Fees	\$ 19,730,147	\$ 19,916,110	\$ 20,557,780	\$ 21,453,881	1,537,771	Higher than anticipated enrollment in summer and fall 2021 led to increased tuition and fees. EES and aviation are increasing in FY22 as compared to FY21
Property Taxes	11,569,141	12,030,623	11,961,590	11,961,590	(69,033)	In line with budget
Total Local Sources	31,299,288	31,946,733	32,519,370	33,415,470	1,468,737	
State Sources	12,494,296	10,570,000	9,005,435	10,644,567	74,567	In line with budget
State Property Tax Reimbursement	183,427	160,000	176,012	176,012	16,012	In line with budget
Federal Sources	8,500	1,075,000	12,600	12,600	(1,062,400)	GLMA direct funding is now recognized in restricted funds instead of the general fund; FY22 budget does not account for this
Private Sources	1,006,602	868,897	764,307	889,307	20,410	In line with budget
Dividend and Interest Income	183,806	172,000	159,628	174,628	2,628	Federal funds rate sat near zero most of the fiscal year, limiting returns
Unrealized Gain (Loss) on Investments	(525,507)	-	-	(2,000,000)	(2,000,000)	Rising interest rates are driving large unrealized losses on long-term bonds
Other Sources	323,305	392,600	448,381	462,381	69,781	Increase in extra sales including Lodbell's sales in FY22
Total Revenue	44,973,717	45,185,230	43,085,733	43,774,966	(1,410,264)	
Expenses						
Salaries and Wages	21,060,380	22,282,506	21,201,083	22,883,742	601,236	Higher adjunct and overload costs due to higher than expected enrollment during FY22
Benefits	11,234,226	9,332,244	9,291,846	9,590,508	258,264	Slightly higher than budget
Purchased Services	2,049,405	2,311,193	2,036,999	2,383,498	72,305	In line with budget
Supplies & Materials	2,264,808	3,318,742	2,396,508	2,789,001	(529,741)	Slower consumption of supplies due to continued remote work and instruction
Internal Services	10,642	99,220	38,474	38,200	(61,020)	Lower internal event activity as a lot of events remain remote
Other Expenses	1,131,852	1,670,689	1,224,510	1,447,086	(223,603)	Continued savings in non-PD events and travel
Institutional Expenses	1,388,583	1,737,924	1,462,692	1,661,793	(76,131)	Budgeted for increases in utilities but expenses are currently trending below budget
Maintenance & Renovation	1,588,584	1,828,864	1,457,726	1,686,002	(142,862)	Maintenance of software and equipment trending below budget
Professional Development	226,041	362,070	358,961	408,961	46,891	Increase in professional development expenses
Capital Outlay	56,368	177,852	167,120	200,697	22,845	
Total Expenses	41,010,889	43,121,304	39,635,919	43,089,490	(31,814)	
Transfers Out (In)						
Plant Fund - General Maintenance	2,700,000	1,233,926	-	1,233,926	-	Budgeted transfer for maintenance of capital
Plant Fund - Technology Maintenance	500,000	500,000	-	500,000	-	Budgeted transfer for maintenance of technology
Plant Fund - Facility Fee for Maintenance	-	40,000	-	40,000	-	Budgeted transfer for facility fee for maintenance
Plant Fund - Aviation Capital Fund	358,680	340,000	348,917	465,222	125,222	Budgeted transfer for Aviation equipment fund; based on revenue, calculated using tach hours
Plant Fund - EES Transfer for Elevate	24,550	-	-	-	-	
Bd Designated - Strategic Projects	450,000	250,000	-	250,000	-	Budgeted transfer for strategic projects
Bd Designated - Funds for Transformation	150,000	50,000	-	50,000	-	Budgeted transfer for funds for transformation
Restricted Fund - CARES Act Funding	(2,597,885)	-	(58,900)	-	-	Transfer CARES Act funding items to restricted fund
Restricted Fund - GLMA Direct Support	-	(350,000)	-	(600,000)	-	Transfer MARAD restricted funds to the general fund to support academy operations
Restricted Fund - GLMA Heritage Act	936,841	-	-	-	-	One-time transfer of Heritage Act fund balance to restricted fund in FY21
Program Specific	(3,342)	-	-	-	-	
Total Transfers	2,518,844	2,063,926	290,017	1,939,148	(124,778)	
Total Expenses & Transfers	43,529,733	45,185,230	39,925,936	45,028,638	(156,592)	
Less: Unrealized Gain	-	-	-	2,000,000	2,000,000	Unrealized gains and losses are "paper"; they do not impact fund balance in the long-term, unless the underlying investments are sold and a gain or loss is realized. The College holds bonds to maturity unless called by the issuer.
Net Revenue Over (Under) Expenses	\$ 1,443,984	\$ -	\$ 3,159,797	\$ 746,327	\$ (1,253,673)	

Northwestern Michigan College
Board of Trustees
Policy Committee Minutes
June 15, 2022
President's Office Conference Room
1701 E. Front Street, Traverse City, MI 49686

Committee Chair Chris Bott called the meeting to order at 1:01 p.m.

Members Present: Chris Bott, Andy Robitshek, Doug Bishop (via phone, from Garfield Township, medical reason)

Others Present: Nick Nissley, Lynne Moritz

Committee Chair Chris Bott noted the committee is again focusing on the routine review of Board policies after focusing on mission, vision, and values policies per strategic planning in 2021 and COVID-19 disruptions since 2020.

The committee discussed the policies A-102.00 Governing Style and A-102.01 Conflict of Interest, suggesting minor grammatical changes to each. As Policy A-102.00 is based upon the Association of Community College Trustees' best practices, which was updated in 2020, Executive Director of the President's Office and Board Operations Lynne Moritz will review the updated ACCT book to identify any further potential edits to the policy.

Policy A-105.00 Consent Agenda Items was reviewed, prompted by college executive staff learned in the spring that the state retirement system no longer requires Board approval of sabbatical leaves. As no other administrative need for Board approval of sabbatical leaves was determined, it was recommended to remove that from the policy. A clarification was added to signify that closed session minutes are included in the Consent Agenda Items section, along with open and special meeting minutes.

Policy A-106.01 Naming Opportunities was reviewed as requested by Committee Chair Chris Bott in light of the recent renaming of the Timothy J. Nelson Innovation Center. It was requested that way-finding signs and campus maps be further updated and as this is addressed, no changes to the policy are required at this time. The committee may further review the policy at their subsequent 2022 meetings.

The policy review schedule was reviewed and it was determined to schedule two additional meetings of the committee this calendar year to bring the review schedule up to date.

Chair Chris Bott made a motion to approve the revisions to policies A-102.00, A-102.01, and A-105.00, while tabling policy A-106.01 for potential further discussion at a later meeting. Trustee Andy Robitshek seconded the motion and the committee expressed their unanimous approval. It was then noted that Trustee Doug Bishop was attending via phone from Garfield

Township due to a medical reason and therefore could be considered able to participate remotely per Board bylaws and the Michigan Open Meetings Act.

Public Input—There was no public comment offered.

The meeting was adjourned at 1:35 p.m.

Recorded by Lynne Moritz, Executive Director of the President's Office and Board Operations

**TAX LEVY AUTHORIZATION RESOLUTION
FOR ADOPTION BY THE BOARD OF TRUSTEES OF
NORTHWESTERN MICHIGAN COLLEGE**

A regular meeting of the Board of Trustees (the “Board”) of Northwestern Michigan College Michigan (the “College”) was held on June 27, 2022, at 5:30 p.m. at the Hagerty Center at Northwestern Michigan College’s Great Lakes Campus in Traverse City, Michigan.

The meeting was called to order by _____.

Present: _____

Absent: _____

The following preamble and resolution were offered by Member _____ and supported by Member _____.

WHEREAS, the Board of Trustees by resolution of June 27, 2022 proposes a total authorized levy not to exceed **2.06 mills** within the district for operating purposes for fiscal year 2022-2023; and

WHEREAS, the Board of Trustees has complete authority to establish a maximum of **2.06 mills** for operating purposes in fiscal year 2022-2023 from within its authorized millage rate; and

WHEREAS, the Board of Trustees held a budget hearing on June 27, 2022 at 5:30 p.m. in West Hall of Northwestern Michigan College to receive comments from the public regarding the proposed budget; and the budget document contains the requisite “Truth in Budgeting Act.”

NOW THEREFORE, BE IT RESOLVED THAT:

1. For fiscal year 2022-2023 the total millage rate not to exceed **2.06 mills**, shall be levied upon property located within the college district.
2. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: _____

Nays: _____

Resolution declared adopted.

Andrew K. Robitshek, Board of Trustees Secretary

The undersigned, duly qualified and acting Secretary of the Board of Trustees of Northwestern Michigan College, Michigan hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by said Board of Trustees at a regular meeting held on June 27, 2022, the original of which is part of the Board’s minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the “Open Meetings Act” (Act 267, PA 1976, as amended).

Andrew K. Robitshek, Board of Trustees Secretary



Northwestern
Michigan
College

MEMO
Administrative Services

To: Dr. Nick Nissley, President

From: Troy Kierczynski –Vice President of Finance and Administration

Date: June 9, 2022

Subject: FY23 Budget and FY23 Tuition Rate Recommendation

Attached is the fiscal year 2023 Draft Budget and tuition rate recommendation for the Board of Trustees' approval.

General Tuition & Fees
Draft Budget – Tuition Changes As Presented, May 2022

General Tuition – 5% change

Category	Current Rate Per Contact Hour	Proposed Rate	Change	Annual Impact*
In-District	\$ 112.00	\$ 118.00	\$6.00	\$144.00
Out of District	\$ 234.00	\$ 246.00	\$12.00	\$288.00
Out of State	\$ 305.00	\$ 320.00	\$15.00	\$360.00
International	\$ 344.00	\$ 361.00	\$17.00	\$408.00

Tier I – 5% change

Automotive, Audio Tech, Construction Tech, Dental Assistant, Nursing, Surgical Tech and Surveying

Category	Current Rate Per Contact Hour	Proposed Rate	Change	Annual Impact*
In-District	\$135.00	\$142.00	\$7.00	\$168.00
Out of District	\$269.00	\$282.00	\$13.00	\$312.00
Out of State	\$348.00	\$365.00	\$17.00	\$408.00
International	\$393.00	\$413.00	\$20.00	\$480.00

Tier II – 5% change

Culinary

Category	Current Rate Per Contact Hour	Proposed Rate	Change	Annual Impact*
In-District	\$156.00	\$164.00	\$8.00	\$160.00
Out of District	\$300.00	\$315.00	\$15.00	\$360.00
Out of State	\$400.00	\$420.00	\$20.00	\$480.00
International	\$452.00	\$475.00	\$25.00	\$600.00

Tier III – 5% change
Maritime and 300+ Level Courses

Category	Current Rate Per Contact Hour	Proposed Rate	Change	Annual Impact*
In-District	\$458.00	\$481.00	\$23.00	\$552.00
Out of District	\$458.00	\$481.00	\$23.00	\$552.00
Out of State	\$458.00	\$481.00	\$23.00	\$552.00
International	\$503.00	\$528.00	\$25.00	\$600.00

General Fee

Category	Current Rate Per Contact Hr.	Proposed Rate	Change	Annual Impact*
All Residencies	\$30.50	\$32.00	\$1.50	\$36.00
Maritime, Nursing	\$20.50	\$22.00	\$1.50	\$36.00

*Annual Impact is calculated based on 24 contact hours in an academic year (12 fall + 12 spring)

**GENERAL APPROPRIATION RESOLUTION
FOR ADOPTION BY THE BOARD OF TRUSTEES
OF NORTHWESTERN MICHIGAN COLLEGE**

A regular meeting of the Board of Trustees (the "Board") of Northwestern Michigan College Michigan (the "College") was held on June 27, 2022, at 5:30 p.m. at the Hagerty Center on Northwestern Michigan College's Great Lakes campus in Traverse City, Michigan.

The meeting was called to order by _____.

Present: _____

Absent: _____

The following preamble and resolution were offered by Member _____ and supported by Member _____.

RESOLVED, that this resolution shall be the general appropriations of Northwestern Michigan College for the fiscal year 2022-2023. A resolution to make appropriations; to provide for the expenditure of the appropriations; and to provide for the disposition of all income received by Northwestern Michigan College.

BE IT FURTHER RESOLVED that the total revenues estimated to be available for appropriations in the **General Fund** of Northwestern Michigan College for the fiscal year 2022-2023 is as follows:

Revenue	<u>\$47,118,530</u>
---------	----------------------------

BE IT FURTHER RESOLVED that **\$47,118,530** of the total available to appropriate in the **General Fund** is hereby appropriated in the amounts and for the purposes set forth in Exhibit 1 of the budget.

BE IT FURTHER RESOLVED, that the administration is hereby authorized to transfer funds within and among individual budget lines and activities represented in the approved appropriation without prior Board approval with the provision that such transfers will not increase or surpass the total Board approved appropriation.

Ayes: _____

Nays: _____

Resolution declared adopted.

Andrew K. Robitshek, Board of Trustees Secretary

The undersigned, duly qualified and acting Secretary of the Board of Trustees of Northwestern Michigan College, Michigan hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by said Board of Trustees at a regular meeting held on June 27, 2022, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, PA 1976, as amended).

Andrew K. Robitshek, Board of Trustees Secretary



Northwestern
Michigan
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MEMO
Administrative Services

To: Dr. Nick Nissley, President

From: Troy Kierczynski, Vice President Finance and Administration

Date: June 14, 2022

Subject: Request for Blanket Purchase Orders for FY23

Board Authorization Requested

Authorize the administration to create Blanket Purchase Orders (POs) for each vendor identified on the attached spreadsheet for the total of the estimated yearly costs.

Background / Scope of Work

Attached is a spreadsheet listing vendors with whom we do significant amounts of business each academic year. The spreadsheet shows:

- Amounts requested for blanket POs for FY22
- Amounts spent against the approved blanket POs year to date as of June 7, 2022
- Estimated blanket PO amounts for FY23

Source of Funds

These types of expenditures are primarily operational in nature (i.e., utilities, insurance, supplies, maintenance agreements, fuel purchases, etc.). They have been included in the fiscal 2023 budget in various line items such as Purchased Services, Institutional Expenses, and Supplies and Materials. Most of these expenses are paid in one payment and exceed \$35,000, which is the level requiring Board approval. This procedure does not preclude nor override the bid process as outlined in our policies.

FY23 Blanket Purchase Orders		6/7/2022		
<u>CURRENT VENDOR</u>	<u>SERVICE</u>	<u>FY22 YTD</u>	<u>FY22 BLANKET PO</u>	<u>FY23 BLANKET PO</u>
Multi Service/Arrow Energy/AV Fuel/Epic	Aviation Fuel	\$284,000	\$300,000	\$300,000
ATI Attraction Marketing	Nursing Testing	\$63,000	\$0	\$65,000
AT&T	Telephone Service	\$42,000	\$60,000	\$60,000
Blarney Castle	Onsite Vehicle Fuel	\$28,000	\$65,000	\$65,000
Blackbaud	Fundraisier Data Base	\$49,000	\$65,000	\$65,000
Bonek Insurance	Maritime & Liquor License Insurance	\$66,000	\$55,000	\$70,000
CMP/Nichols/Integrity	Paper Goods/Janitorial Supplies	\$54,000	\$60,000	\$60,000
Cessna Aircraft Co.	Aircraft Supplies	\$52,000	\$40,000	\$55,000
Charter	Cable- Internet	\$77,000	\$100,000	\$100,000
Crystal Flash/Vesco Oil	Ship Fuel	\$340,000	\$250,000	\$350,000
Dell Computers	Computer Purchases	\$213,000	\$150,000	\$150,000
DTE	Natural Gas Transportation	\$135,000	\$150,000	\$150,000
Ellucian	Software Licensing and Services	\$300,000	\$300,000	\$300,000
EPS	Alarm Monitoring	\$35,000	\$60,000	\$60,000
Gordon Food	Hawk Owl Café	\$172,000	\$100,000	\$200,000
GT County/Traverse City	Water	\$40,000	\$70,000	\$65,000
GT County/Traverse City	Sewer	\$34,000	\$75,000	\$65,000
Heritage Broadcasting	PR/Advertising	\$70,000	\$0	\$70,000
Steve Hogan	Food Service for Ship	\$224,000	\$320,000	\$320,000
Applied Imaging	Copiers Maintenance	\$20,000	\$40,000	\$40,000
Laser Printer Tech	Printers, Toner, Repair	\$15,000	\$35,000	\$35,000
MCCRMA	Comprehensive Insurance	\$228,000	\$250,000	\$250,000
Michigan State University	Contractual Services	\$54,000	\$65,000	\$60,000
Munson Medical Center	Joint Appts, education,CPR costs & supplies	\$2,000	\$35,000	\$35,000
Northern Strategies	Advocay Communications	\$44,000	\$50,000	\$50,000
Detroit Salt/ Nichols	Road Salt/Ice Melter	\$25,000	\$40,000	\$40,000
Oracle	Data Base Software Support	\$52,000	\$100,000	\$100,000
Prism Publications	PR/Advertising	\$33,000	\$0	\$35,000
Sequent Energy	Natural Gas	\$250,000	\$200,000	\$300,000
SET-SEG	Workers Compensation	\$95,000	\$100,000	\$100,000
Sysco	Hawk Owl Café	\$36,000	\$8,000	\$45,000
Superior Foods	Culinary Food	\$41,000	\$60,000	\$60,000
TC/Consumers	Electric Power	\$685,000	\$800,000	\$800,000
TouchNet	Software	\$91,000	\$85,000	\$90,000
US Postal Service	Postage	\$109,000	\$150,000	\$150,000
TOTALS:		\$4,058,000	\$4,238,000	\$4,760,000



Northwestern
Michigan
College

MEMO

Administrative Services

To: President Nick Nissley
From: Troy Kierczynski, Vice President of Finance & Administration
Date: June 20, 2022
Subject: **Uniformed Security Services Contractor**

This document provides an overview and recommendation for the selection of a provider for uniformed security services.

Board Authorization Requested

Authorize the administration to enter into a contract with **STT, Inc. [d/b/a STT Security Services]** for a period of three (3) years beginning August 1, 2022 at the amount of \$1,989,981. STT was the second lowest bidder, and received excellent references from other colleges and other regional and local customers.

Scope of Work

Contractor to provide staffing for uniformed security services for all NMC campuses for a period of three (3) years, starting on August 1, 2022. The current contract expires July 31, 2022.

Background

DuHadway, Kendall & Associates, Inc. (DK Security) was awarded the current contract in 2017 and has been performing security services for NMC since 2007. NMC went to market due to the expiration of our current contract. Our request for bids was based on 26,700 annual hours of service, using an estimated 600 hours per week from September-May and 375 hours per week June-Aug. NMC reserves the right to reduce hours during seasonal breaks such as winter and spring break.

Bid Summary

<u>Firm</u>	<u>Total (3 yr) Contract Price</u>
American Guard	\$2,321,541
DK Security	\$1,999,195
Elite Security	\$2,577,861
Securatech	\$1,975,935
Securitas	\$2,120,546
STT Security Services	\$1,989,981

Bid Analysis

Review of proposals and vendor interviews were conducted by Troy Kierczynski, VP of Finance and Administration; Todd Neibauer, VP for Student Services and Technologies; Marcus Bennett, Associate Dean of Student Life and Residence Life, Michael Chrypinski, Director of Facilities and Jim White, Director of Campus Safety. The Committee unanimously supports the recommendation in this memo.

Source of Funds

The source of funds for this contracted service is the College's General Fund.



Northwestern
Michigan
College

MEMO

*Public Relations, Marketing,
and Communications*

To: Nick Nissley, President
From: Diana Fairbanks, AVP of Public Relations, Marketing & Communications
Date: 6-17-22
Subject: Digital Marketing Vendor Recommendation

Recommendation

The Public Relations, Marketing and Communications (PRMC) team, with review from Enrollment Management, has completed the bid process for selecting a new digital marketing vendor as identified in the College's strategic plan. Based on this process, we recommend that NMC contract with Statwax for a 2-year period at the annual cost of \$92,200. The effective dates of the new contract would be July 1, 2022 – June 30, 2024.

Background

With a rapidly changing media environment and declining enrollment, it is more important than ever the College be able to track and target our potential student population effectively, both in the service area, and beyond for specialty programs.

During the last seven years the college has improved its effectiveness in digital marketing. We have seen increases in conversions and click through rates, with a decrease in cost per click for our adult learner and traditional learner campaigns. Our current marketing vendor, Lake Effect Associates is a small, Traverse City based agency. Our contract provides a variety of services including social media management, traditional paid media support, some design support and basic digital marketing support.

While we have made gains in this area, we identified the need to improve, specifically in admissions lead generation, with a higher education specific digital marketing vendor. This was highlighted in phase 2 of the PRMC Redesign Plan completed in late 2020 and shared with the college community in spring 2021, including the April 2021 Board of Trustees meeting. This work was also incorporated into the action steps of the College's strategic plan, specifically strategy 2, objectives 2A-B:

- S2: Develop and deliver comprehensive support services, robust engagement opportunities and a vibrant collegiate experience to foster learner success, goal completion and employability.
 - O2A: Implement new enrollment marketing plans to increase percentage of high school graduates attending NMC by 3% points (from 41% to 44%) by Fall 2024.
 - O2B: Implement new enrollment marketing plans to increase enrollment in age categories 21+ from 1510 to 1660 (10%) by Spring 2024.

In May, the NMC Business Office sent out the request for proposals for a new digital marketing vendor:

- The agency will work in coordination with the Associate Vice President of Public Relations, Marketing and Communications and Marketing Director to support the college's enrollment marketing efforts, especially lead generation. This includes digital marketing strategy development, Search Engine Optimization, Search Engine Marketing, paid search, social and display. The agency will work on the college's behalf to negotiate rates, create a media schedule

and manage the spend to ensure proper placement and return on investment. The agency will monitor analytics, make adjustments to increase performance. The agency will provide the college with a dashboard for monitoring performance and return on investment.

NMC received seven bids for this proposal. The PRMC team reviewed and ranked the written proposals. A summary of the pricing for generally comparable services offered by each vendor is offered below with the recommended bid listed first. All bids are on file at the NMC purchasing office.

1. Statwax
2. Carnegie

Current (Lake Effect Associates)	Statwax	Carnegie
Deliverables: <ul style="list-style-type: none"> ● Google search ● Google display ● Programmatic display ● Paid social ● Streaming ads 	<ul style="list-style-type: none"> ● Paid search (Google and Microsoft Ads) ● Display ● Paid social ● Digital video ● Streaming audio ● Retargeting ● Post-milestone remarketing ● Custom audience advertising ● Geofencing/geoframing advertising ● Audience and Persona Offerings ● Search Engine Optimization ● Conversion Rate Optimization and Landing Page Management ● Search Engine Optimization Audit ● Initial Data Audit and Setup 	<ul style="list-style-type: none"> ● Google display and 3rd party audiences ● Retargeting ● videos across ad exchanges and instream video ● Streaming audio ads ● Brand and general paid Google search ● Behavioral targeting utilizing lead generation ● Native ads featured on the YouTube mobile feed, Gmail social and promotions tabs, and Google's Discover feed ● Demographic targeting to high school aged students in key counties ● SEO technical site audit ● Ongoing SEO content optimization
Strategy development: No	Yes with quarterly strategy meetings, reports and recommendations	Yes
Community College experience: None other than NMC	Yes	Very limited
Analytics and ROI dashboard: NO	Yes, real time, customizable including ROAS and CRM data for post lead milestones, health updates,	Yes, real time
Strengths: Local, current vendor	More community college experience, midwest based	Higher ed focus
Drawbacks:		Very limited community college,

Limited capabilities, limited higher ed experience, limited strategy		more 4 year clients
Total: \$60,000 (services only, media spend additional)	\$92,200 (services only, media spend additional)	\$409,278 (services and paid media combined)

Funding Source

Funding for this marketing support contract will come from the existing PR, Marketing and Communications budget and a Lumina Foundation grant with no increased costs to the College.

Additional Considerations

The media spend will be adjusted based on the FY23 budget. Currently we have campaigns running targeting the adult and traditional learner audiences. Our new Marketing Director has developed new marketing plans for each of these key audiences identified in the strategic plan. We are also in the process of developing program specific campaigns for in-demand, low enrolled academic areas identified in the strategic enrollment management plan including engineering, culinary, law enforcement, engineering tech and digital media arts.

The Board of Trustees investment in the PRMC redesign in April 2021 allowed the College to use Funds for Transformation to build the team needed to advance enrollment marketing. With help from Human Resources, these positions were filled in early 2021. After onboarding, research and development, the team is now ready to launch the plans in August and is on schedule with the timeline set out in the strategic plan. Simply the Board's April 2021 investment allowed us to hire the archers, a new digital marketing vendor allows us to update to more effective bows and an increased ad spend would allow us to have more arrows in our quiver as we aim for our target audiences of potential students.



**Northwestern
Michigan
College**

To: Dr. Nick Nissley, President
From: Jason Slade, Vice President of Strategic Initiatives
Date: June 20, 2022
Subject: Michigan New Jobs Training Program (MNJTP) - New and Amended Agreements for Board Approval

Recommendation

New agreements:

Requesting Board approval of the following New Jobs Training Program agreements:

- JanTec, Inc. of Traverse City, MI. Agreement through 2032 with the addition of 25 new jobs, total budget \$200,000.
- J & DC Chocolates LLC (d/b/a Grocer's Daughter Chocolate) of Empire, MI. Agreement through 2032 with the addition of 8 new jobs, total budget \$83,750.

Agreement amendment:

Requesting Board approval of the following amended New Jobs Training Program agreements:

- TentCraft, Inc. of Traverse City, MI. Amends the previous agreement dated February 4, 2019. This agreement increases the budget from \$848,750 to \$980,000.
- Cherry Capital Foods, LLC of Traverse City, MI. Amends the previous agreement dated April 27, 2020. This agreement increases the budget from \$100,000 to \$185,000.

With the extension:

- Total new jobs qualified under all agreements are projected at 1,046.
- Training expenditures are now valued at \$8.5M for the region, delivered through 2032.

Requirements of the program

The Michigan New Jobs Training Program, established in 2008, allows community colleges to provide training for employers that are creating new jobs and/or expanding operations in Michigan. The training for the newly hired workers is paid by capturing the state income tax associated with the new employees' wages. Eligibility:

- Are full-time, in a new, existing or expanding business of the employer
- Are not jobs of recalled workers, replacement jobs, or any other job that existed in the employer's business within the 1-year period preceding the date of an agreement
- Are new jobs that pay at least 175 percent of the Michigan minimum wage when the contract is signed
- Are new jobs that result in a net increase in employment in this state for the employer

Michigan New Jobs Training Program -- Board Summary

Company:

Cherry Capital Foods, LLC

1610 Barlow Street, Suite 201; Traverse City, MI 49686

Company Classification:

422410 -- General Line Grocery Merchant Wholesalers

Type of Agreement:

Five-Year Agreement

**Amended: 04/27/20
Nine-Year Agreement**

Company Overview:

Cherry Capital Foods is a continuously growing food distributor headquartered in Traverse City, Michigan with a second location in Okemos, Michigan. They work with restaurants, groceries, K-12 schools, and large institutions to deliver all categories of food grown and produced inside the state of Michigan. Cherry Capital Foods has experienced growth of 50 percent for several years and has grown their staff from 10 to 58 in the last six years. Their new facility in Traverse City is considered the greenest building in northwest lower Michigan and houses the Grand Traverse Food Shed Alliance. Cherry Capital Foods' capacity to meet the demand for regional/local food within Michigan continues to grow. Adding new jobs and at least another facility within Michigan are essential strategic objectives to support their mission of building a resilient and socially just food system for our state.

Existing Jobs:

58

Net New Jobs to be Created:

6

People to be Trained:

6

Approximate Start Date:

01/01/16

Approximate End Date:

07/31/24

Budget Analysis:

Revenues

Estimated State Withholding

Estimated Expenses

MCCA Administration Costs (1%)

College Administration Costs (14%)

Total Estimated Training Budget

	Amended 04/27/20	Amended 06/27/22
\$ 45,000	\$ 100,000	\$ 185,000
\$ 392	\$ 870	\$ 1,609
\$ 5,478	\$ 12,174	\$ 22,522
\$ 39,130	\$ 86,956	\$ 160,869

Michigan New Jobs Training Program -- Board Summary

Company: **J & DC Chocolates LLC (DBA Grocer's Daughter Chocolate)**

11590 South Lacore Road; PO Box 103; Empire, MI 49630

Type of Agreement: Ten-Year Agreement

Existing Jobs: 8

Net New Jobs to be Created: 8

People to be Trained: 8

Approximate Start Date: 07/01/22

Approximate End Date: 06/26/32

Budget Analysis:

Revenues

Estimated State Withholding

Estimated Expenses

MCCA Administration Costs (1%)

College Administration Costs (14%)

Total Estimated Training Budget

Original Award
06/27/22

\$ 83,750

\$ 728

\$ 10,195

\$ 72,826

Michigan New Jobs Training Program -- Board Summary

Company:	JanTec, Inc.
	1777 Northern Star Drive; Traverse City, MI 49696
Type of Agreement:	Ten-Year Agreement
Existing Jobs:	7
Net New Jobs to be Created:	25
People to be Trained:	25
Approximate Start Date:	07/01/22
Approximate End Date:	06/26/32

Budget Analysis:

Revenues

Estimated State Withholding

Estimated Expenses

MCCA Administration Costs (1%)

College Administration Costs (14%)

Total Estimated Training Budget

Original Award 06/27/22 \$ 200,000
\$ 1,739
\$ 24,347
\$ 173,913

Michigan New Jobs Training Program -- Board Summary

Company: **TentCraft Inc.**

2322 Cass Road; Traverse City, MI 49686

Classification Code: 314910 -- Textile Bag and Canvas Mills

Agreement Type: Five-Year Agreement **Amended 02/04/19: Nine-Year Agreement; Expires 12/31/22.**

Overview: TentCraft Inc. is a Michigan manufacturer of promotional tents and other related outdoor signage including flags, table covers, and custom hardware. TentCraft began in 2007 with three employees and has grown steadily every year. In 2010, they began to manufacturer their own canopies rather than purchasing the canopies from Italy. By 2013, they have achieved \$5M+ in annual revenue.

Existing Jobs: 25

Net New Jobs to be Created: 8

	Amended	Amended	Amended
	on	on	on
	08/25/14	04/20/15	06/26/17
	to: 15.	to: 25	to: 50

People to be Trained: 8

Approximate Start Date: 01/01/14

Approximate End Date: 12/31/16

Budget Analysis:

Revenues

Estimated State Withholding

Estimated Expenses

MCCA Administration Costs (1%)

College Administration Costs (14%)

Total Estimated Training Budget

	Approved 12/16/13	Amendment of 08/25/14	Amendment of 04/20/15	Amendment of 05/23/16	Amendment of 01/23/17	Amendment of 06/26/17	Amendment of 12/18/17	Amendment of 06/27/22
Estimated State Withholding	\$ 50,000	\$ 100,000	\$ 200,000	\$ 325,000	\$ 383,750	\$ 533,750	\$ 848,750	\$ 980,000
MCCA Administration Costs (1%)	\$ 435	\$ 870	\$ 1,739	\$ 2,826	\$ 3,337	\$ 4,641	\$ 7,381	\$ 8,523
College Administration Costs (14%)	\$ 6,087	\$ 12,174	\$ 24,348	\$ 39,565	\$ 46,717	\$ 64,978	\$ 103,326	\$ 119,304
Total Estimated Training Budget	\$ 43,478	\$ 86,956	\$ 173,913	\$ 282,609	\$ 333,696	\$ 464,130	\$ 738,043	\$ 852,174

MICHIGAN NEW JOBS TRAINING AGREEMENT

PART I

1. “College” means Northwestern Michigan College of Traverse City, Michigan. Notices, requests, or other communications directed to the College under this Agreement shall be addressed as follows:

Finance

Lindsey Lipke, Controller
 Northwestern Michigan College
 1701 East Front Street
 Traverse City, MI 49686
llipke@nmc.edu
 231-995-1943

Training

Lisa Rollin, Senior Accountant
 Michigan Manufacturing Technology Center
 Northern Lower Office
 1701 East Front Street
 Traverse City, MI 49686
lrollin@nmc.edu
 231-995-2005

2. “Employer” means JanTec, Inc. of Traverse City, Michigan. Notices, requests, or other communications directed to the Employer under this Agreement shall be addressed as follows:

Andy Richards
 Administration Manager
 JanTec, Inc.
 1777 Northern Star Drive
 Traverse City, MI 49696
 E-mail Address: andy@jantec.com
Federal ID No.: 38-2279490

3. The Employer certifies that the number of jobs on its payroll in Michigan as of April 29, 2022, the date of the Preliminary Agreement, was seven (7) and that the highest number of jobs on its payroll in Michigan in the last 12 months prior to the date of the Preliminary Agreement was seven (7).
4. The Employer agrees that the New Jobs Credit from Withholding paid by the Employer to the College for Program Costs will begin as employees are hired.
5. The effective date of this Agreement shall be June 27, 2022 (the “Effective Date”).
6. The term of this Agreement shall be ten (10) years, expiring June 26, 2032, provided this Agreement shall not terminate and the obligations, representations, warranties, covenants, and agreements of the Employer hereunder shall continue until the Program Costs have been paid in full as provided herein.

The provisions of Part II and Part III of this Agreement are hereby approved and incorporated in full by reference.

**MICHIGAN NEW JOBS TRAINING AGREEMENT
PART II
EXHIBIT A**

Estimated Budget

1.	Training	\$ 173,913
2.	Training Equipment	\$ 0
3.	Administrative Fee	\$ 26,087
	TOTAL	\$ 200,000

Final Costs

1.	Training	\$
2.	Training Equipment	\$
3.	Administrative Fee	\$
	TOTAL	\$

Acknowledged this 27th day of June 2022.


Troy Curran, President
JanTec, Inc.

Nick Nissley, President
Northwestern Michigan College

EXHIBIT B

Tentative Training Program

I. Overview

A.	Estimated number of new jobs:	25
B.	Expected date by which new jobs will be filled:	01/01/26
C.	Estimated costs of training:	\$173,913
D.	Expected begin date:	07/01/22
E.	Expected end date:	06/01/32

II. Description of Training

- Welding - TIG
- MS Office
- Quality

III. Description of Training Equipment

EXHIBIT C

Employer Projections of Payroll and New Jobs Credit

Year of Agreement	Estimated Payroll of New Positions	Estimate of Diverted Payroll Taxes	Cumulative Diverted Payroll Taxes
1	\$ 470,588	\$ 20,000	\$ 1,304
2	\$ 470,588	\$ 20,000	\$ 1,304
3	\$ 470,588	\$ 20,000	\$ 1,304
4	\$ 470,588	\$ 20,000	\$ 1,304
5	\$ 470,588	\$ 20,000	\$ 1,304
6	\$ 470,588	\$ 20,000	\$ 1,304
7	\$ 470,588	\$ 20,000	\$ 1,304
8	\$ 470,588	\$ 20,000	\$ 1,304
9	\$ 470,588	\$ 20,000	\$ 1,304
10	\$ 470,588	\$ 20,000	\$ 1,304

Note: Although the term of this Agreement is ten (10) years, the amount of payroll taxes diverted hereunder may not exceed the total amount of the budget. The College will work with the Employer and the Michigan Department of Treasury to ensure taxes in excess of the required amounts are not diverted but rather are forwarded directly to the State of Michigan by the Employer.

MICHIGAN NEW JOBS TRAINING AGREEMENT

PART III

An agreement to provide for:

- The creation of a New Jobs Training Program between the College and the Employer.
- The capture of New Jobs Credit from Withholding from employees in New Jobs.
- The use of New Jobs Credit from Withholding to pay Project Costs.

This New Jobs Training Agreement (the “Agreement”) made and entered into as of the Effective Date, between the College and the Employer, under the following circumstances:

A. Pursuant to the New Jobs Training Programs codified in Chapter 13 of the Community College Act of 1966, Act 331, Public Acts of Michigan, 1966, as amended (“Act 331”), the College and the Employer have determined to enter into this Agreement for purposes of establishing a project to educate and train certain persons employed by the Employer in new jobs.

B. The College and the Employer each have full power and authority to authorize, execute, and deliver this Agreement.

C. When duly executed and delivered, this Agreement will be a legal, valid, and binding obligation of the College and of the Employer enforceable in accordance with its terms.

NOW, THEREFORE, in consideration of the mutual covenants and benefits set forth below, it is agreed by the parties hereto as follows:

ARTICLE I DEFINITIONS

Section 1.1 “Act” means the New Jobs Training Programs codified in Chapter 13 of the Community College Act of 1966, Act 331, Public Acts of Michigan, 1966, as amended.

Section 1.2 “Bonds” means Bonds or Notes of the College issued pursuant to the Act to pay all or part of the Program Costs pursuant to this Agreement.

Section 1.3 “Debt Service” means the payment of the principal of and interest on and redemption premium, if any, on Bonds issued pursuant to this Agreement.

Section 1.4 “New Job” means a full-time job in this state that meets all of the following:

- (i) Except as provided in subparagraph (ii) or (iii), is a new, existing, or expanding business of an employer.
- (ii) Is not a job of a recalled worker, a replacement job, or any other job that existed in the employer's business within the one-year period preceding the date of the Agreement.
- (iii) Is not a job that is part of an employer's business operation located in a municipality in this state, if that job existed in a business operation or a substantially similar business operation of the employer formerly located in another municipality in this state, the employer moved that business operation or substantially similar business operation to its current location, and the employer closed or substantially reduced that former business operation or substantially similar business operation.

(iv) Results in a net increase in employment in this state for that employer.

(v) The wage paid for the job is equal to or exceeds 175 percent of the state minimum hourly wage rate in effect as of the Effective Date (**\$17.27**).

Section 1.5 “New Jobs Credit from Withholding” or “Jobs Credit” means the New Jobs Credit from Withholding, established in Section 163 of the Act, MCL 389.163, paid to the College by the Employer pursuant to Article IV of this Agreement.

Section 1.6 “Program Costs” means all necessary and incidental costs of providing Program Services for the Project and shall include an administrative fee of 15 percent of the aggregate amount paid under this Agreement. Attached hereto as Part II Exhibit A and incorporated herein by reference is an estimated budget relating to the Project.

Section 1.7 “Program Services” for the Project are as tentatively set forth on Part II Exhibit B attached hereto and incorporated herein by reference.

Section 1.8 “Project” shall consist of this training arrangement to provide Program Services pursuant to this Agreement with respect to employees to be employed by the Employer in New Jobs at the Project Site.

Section 1.9 “Project Fund” means a special fund of the College established for the payment of Program Costs as provided in Section 3.1 and for no other purpose.

Section 1.10 “Project Site” means the Employer’s business address named in Part I attached hereto and incorporated herein by reference, where the New Jobs will be created.

Section 1.11 “Resolution” means the Resolution or Resolutions authorizing the issuance of New Jobs Training Bonds adopted by the College in connection with the Project.

Section 1.12 “Training” means the Program Services exclusive of administrative fees for the New Jobs Training Program and the College’s legal fees.

Other terms used in this Agreement shall have the meanings set forth in the Act.

ARTICLE II PROJECT: PROGRAM SERVICES

Section 2.1 The College agrees to provide the Program Services to the extent of funds available for that purpose in the Project Fund. It is understood and agreed that the Employer and the College will cooperate in the coordination and programming of the specific expenditures and of the Project within the guidelines set out in this Agreement and Part II, Exhibits B and C. The College may, in its discretion, subcontract with other entities or persons to provide all or part of the Training. It is understood and agreed that the Training set forth on Part II, Exhibit B is tentative and is subject to change and further development, within the budget for the Project, upon the mutual written agreement of the College, acting through its authorized officer, and the Employer.

Section 2.2 The College and Employer agree that all necessary and incidental costs, including but not limited to Program Costs and Debt Service, if any, and related costs may be paid from New Jobs Credit from Withholding, to be received or derived from new employment resulting from the Project.

If any equipment is to be procured as part of the Program Services under this Agreement (“Training Equipment”), all of the following apply:

(a) Training Equipment may be procured by either purchase or pursuant to a lease which does not result in or end with the ownership of the property by the leasing party.

Training Equipment acquired by purchase may only be acquired by the College and title to such Training Equipment shall immediately vest with the College. Training Equipment procured by the College, whether by lease or purchase, shall comply with the College's approved procurement policy and state law.

Training Equipment acquired by lease may be acquired by either the College or the Employer with prior written approval of the College. The term of any such lease shall not be longer than the term of this Agreement.

(b) During the term of this Agreement, Training Equipment shall be used exclusively to provide the Program Services and may not be used by the Employer for any other purpose.

(c) Upon expiration or termination of this Agreement, the College may use or dispose of the Training Equipment acquired by purchase in compliance with the same policies, procedures and practices in effect for similar property of the College.

(d) Any costs for the delivery of the Training Equipment shall be paid as part of Program Costs. Any installation accommodations, such as compressed air, or routine maintenance necessary to keep the Training Equipment in good and working condition, such as fluid refills or changes, replacement of worn tools, parts, or consumables, etc. during the term of this Agreement, shall be the sole responsibility of the Employer.

(e) Only fully qualified, competent, trained and certified (if applicable) personnel providing the Training ("Training Personnel") may use the Training Equipment to provide Program Services.

(f) Each of the College or the Employer, as applicable, shall contractually or otherwise require Training Personnel to keep a record of each day and time the Training Equipment is used to provide Training and the name of every employee who participated in Training on such day and time. The Employer shall provide these records to the College upon request.

(g) Training Personnel shall manage the Training Equipment in a professional manner and properly instruct any employees in the use of the Training Equipment.

(h) The Employer shall ensure that the Training Equipment is properly operated and maintained in accordance with the manufacturer's recommendations and that all scheduled maintenance or necessary repairs are carried out promptly by a qualified person so as to keep the Training Equipment in good working order and to maintain all applicable manufacturer's warranties.

(i) During the term of this Agreement, the Employer shall indemnify, defend, and hold College its officials, administrators, employees, agents, contractors, successors, and assignees, harmless from and against any and all claims, suits, debts, demands, actions, judgments, liens, costs, expenses, damages, injuries and liabilities, including reasonable attorney's fees, arising from the ownership or lease, use, storage, procurement, delivery, maintenance, repair, movement or relocation of the Training Equipment, including, without limitation, all claims relating to injury or death of any person or damage to any property.

(j) If Training Equipment will be physically located on the property of the College, then all of the following apply:

- (i) The College shall be responsible for any damage to the Training Equipment other than normal wear and tear.
- (ii) The College shall ensure the Training Equipment is housed in a safe location on its property and shall protect the Training Equipment from all risks, including but not limited to risk of damage or theft.
- (iii) The College and the Employer shall mutually agree on a Training schedule to ensure the Employer has access to the Training Equipment.

(k) If Training Equipment will be physically located on the property of the Employer, then all of the following apply:

- (i) The Employer shall be responsible for any damage to the Training Equipment other than normal wear and tear.
- (ii) The Employer shall ensure the Training Equipment is housed in a safe location on its property and shall protect the Training Equipment from all risks, including but not limited to risk of damage or theft.
- (iii) To the extent the Training Equipment requires internet access, the Employer shall provide a secure internet connection (wired or wireless) for the Training Equipment and the Employer shall be solely responsible for the selection, implementation and maintenance of security procedures, policies and protocols sufficient to protect electronic records and data against improper access, use, loss, alteration or destruction.
- (iv) The Employer shall procure Commercial General Liability Insurance, and maintain such insurance at all times the Training Equipment is on the property of the Employer, that meets all of the following requirements:
 - (1) Limits of liability shall not be less than the commercially reasonable value of the Training Equipment.
 - (2) Commercial General Liability shall include an endorsement stating the following shall be Additional Insureds: the College, its officials, administrators, employees, agents, contractors, successors and assignees. It is understood and agreed by naming the College as additional insured, coverage afforded is considered to be primary and any other insurance the College may have in effect shall be considered secondary and/or excess.
 - (3) The policy shall include an endorsement providing that the College shall be provided thirty (30) days' advance written notice of Non-Renewal, Reduction, and/or Material Change of the policy and ten (10) days' advance written notice of cancellation of the policy for non-payment of premium.
 - (4) The Employer shall provide the College a Certificate of Insurance as well as the required endorsements prior to the location of any Training Equipment on the property of the Employer. In lieu of required endorsements, if applicable, a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable. Copies or certified copies of all policies mentioned above shall be furnished to the College upon request.
- (v) The Employer shall provide the College access to the Training Equipment upon request to allow the College to inspect the Training Equipment and ensure the Employer's compliance with the provisions of this Section 2.2.
- (vi) The Employer shall, at its sole cost, deliver or cause to be delivered the Training Equipment to the College, or to the owner of the Training Equipment if leased, in compliance with any delivery instructions provided by the College's representative upon the earlier of (A) the completion of Training for all eligible and identified positions, (B) ten (10) business days of the expiration or termination of this Agreement, or (C) the day of expiration of the lease of the Training Equipment.

Section 2.3 The College may revise or expand the Training from time to time as may be mutually agreed between the parties; provided that no revision shall be made which would change the Project to purposes other than those purposes permitted by the Act.

Section 2.4 Employer certifies that the number of jobs, including formerly existing jobs, on its payroll in Michigan is as set forth in Part I of this Agreement.

Section 2.5 As part of the Program Services, the Employer shall pay to the College an administrative fee of 15 percent of the aggregate amount paid under this Agreement. The College shall retain that portion of the administrative fee representing 14 percent of the aggregate amount paid under this Agreement for its administrative expenses and the remaining sum representing 1 percent of the aggregate amount paid under this Agreement shall be paid by the College to the Michigan Community College Association (the "MCCA") to cover certain costs of the MCCA with respect to administration, coordination, and reporting requirements for new jobs training agreements, including this Agreement.

ARTICLE III PROJECT FUND

Section 3.1 The College shall open a separate depository account or create a separate Project Fund on the books of the College to facilitate the funding of this Agreement. The College shall deposit into the Project Fund (i) funds on hand of the College, (ii) tuition, student fees, or special charges received by the College for the Project, (iii) training funds received by the College from the Employer (other than New Jobs Credit from Withholding) intended as direct payment for the Project, and (iv) proceeds of the Bonds issued for the Project pursuant to Article VI. All sums held in the Project Fund shall be used solely and only for payment of costs of the Project.

ARTICLE IV NEW JOBS CREDIT FROM WITHHOLDING

Section 4.1 The Employer and the College hereby acknowledge and agree that the costs of the Project are to be paid from New Jobs Credit from Withholding which shall be based on salary and wages paid to employees of the Employer in the New Jobs.

Section 4.2 This Agreement is entered into upon the expectation that, as set forth in Part II, Exhibit C, sufficient funds from New Jobs Credit from Withholding will be generated to pay the Program Costs. Part II, Exhibit C sets forth the minimum annual amount of New Jobs Credit from Withholding or tuition and fee payments to be paid for Program Costs. Employer's projections of gross wages to be paid to employees in New Jobs covered by this Agreement are set forth in Part II, Exhibit C attached hereto.

Section 4.3 Part II, Exhibit B sets forth the estimated number of employees in New Jobs to be trained, the expected beginning and ending date of the training to be provided, the estimated costs, the training that will be provided, and the expected date by which the number of New Jobs will be filled.

Section 4.4 The Employer shall each month for each employee in a New Job pay the amount required to be deducted and withheld by the Employer under section 703 of the income tax act of 1967, 281 PA 1967, MCL 206.703, to the College in the same manner as the Employer returns and pays withholding payments to the Revenue Division of the Department of Treasury.

Section 4.5 The Employer agrees to certify to the Department of Treasury all New Jobs Credit from Withholding paid to the College pursuant to this Agreement and shall provide any other information reasonably requested by the Department of Treasury.

Section 4.6 Upon receipt of New Jobs Credit from Withholding and other funds received pursuant to this Article, if any, the College shall deposit said funds into a special fund designated as the Project Receipt Fund and used exclusively for the purposes of reimbursing the College for Program Costs.

Section 4.7 The College agrees to certify to the Michigan Department of Treasury, at the end of each calendar quarter, the amount of New Jobs Credit from Withholding that the Employer has remitted to the College in said quarter. In addition, the College agrees to satisfy all reporting requirements to the Department of Treasury as set forth in the Act.

Section 4.8 The Employer agrees to provide the College at least quarterly during the term of this Agreement with payroll and such other records as the College may reasonably request with respect to all employees in New Jobs in sufficient detail to permit the College to review and confirm the wages paid to said employees; timing of payments, deductions, and withholdings from income tax for purposes of generated New Jobs Credit from Withholding; and dates of employment.

ARTICLE V REIMBURSEMENT OF EMPLOYER TRAINING EXPENSES

Section 5.1 The Employer has consented to pay for all training conducted under this Agreement for remuneration of all expenses incurred by the College including but not limited to assessment; instruction; training materials and manuals; required equipment; evaluation; and other related costs. The College will not require payment from the Employer, nor is the Employer obligated to prepay, any College administrative costs incurred as a result of this Agreement except for the administrative fee of 15 percent required by Section 2.5 of this Agreement.

Section 5.2 The College agrees to periodically submit invoices to the Employer delineating all anticipated expenses related for the ensuing training period. These invoices will include costs and fees associated with providing training to meet expectations established in the approved Training Plan. Unless the Employer disputes the invoiced amount in good faith, the Employer agrees to remit, in full, the total amount listed on the invoice within thirty (30) days of its receipt. If the Employer disputes any portion of the invoiced amount in good faith, the Employer shall pay the disputed portion as required under this Section 5.2 and provide written notice to the College describing the Employer's reason(s) for disputing the balance of the invoice. The Employer and College shall promptly meet to discuss and resolve such dispute. Upon completion of each training period, the College shall provide documentation to the Employer evidencing the actual costs and expenses incurred.

Section 5.3 The Employer may, with the College's prior written approval, directly incur certain training expenses. The Employer is required to submit to the College copies of all invoices, receipts, records, and any additional data necessary to describe all expenses it incurred and paid, if any, for purposes of providing the training as outlined in the Training Plan.

Section 5.4 If training is provided by an entity or person other than the College, the College shall add a project management fee of twenty (20) percent to the total cost of Training.

ARTICLE VI NEW JOBS TRAINING REVENUE BONDS: SECURITY

Section 6.1 If Bonds are issued to finance or refinance all or a part of the Project, then the provisions of this Article shall apply.

Section 6.2 The College may irrevocably pledge the New Jobs Credit from Withholding, and the Project Receipt Fund into which the withholdings are paid, for the payment of the principal of and interest on bonds issued by the College to finance or refinance the Project in whole or in part. The Employer acknowledges and agrees that the College may issue bonds for this Project in conjunction with and as a single issue, or as multiple series of bonds, to finance multiple projects of the College pursuant to new jobs training agreement(s) entered into between the College and other employers. The Employer's obligations, covenants and representations set forth herein are not and shall not be conditioned on the issuance of Bonds identifiable or specifically attributable to this Project.

Section 6.3 The College and the Employer agree that the receipts from the New Jobs Credit from Withholding and the Project Receipt Fund into which the same are paid may be irrevocably pledged by the College for the payment of the Debt Service. If Bonds are to be issued, a tentative payment schedule for the Bonds shall be attached to this Agreement. Following issuance and sale of the Bonds a final payment schedule, if different from the attached schedule, shall be prepared using the actual rates of interest and maturities for the Bonds. Such final payment schedule, if prepared, shall become a part of this Agreement without further action by the Employer or the

College and shall supersede the schedule attached hereto. A copy of such final payment schedule shall be provided to the Employer.

Section 6.4 The term of this Agreement shall coincide with the period of time over which the Bonds mature and the Program Costs are deferred; provided, that this Agreement shall not terminate and the obligations, representations, warranties, covenants and agreements of the Employer hereunder shall continue until the Bonds, if any, issued in connection with the Project shall have been paid in full.

Section 6.5 The Bonds will be issued pursuant to a Resolution adopted by the Board of Trustees of the College in the aggregate principal amount, bearing interest (at a rate to be determined at the time the Bonds are authorized to be issued), maturing, and being redeemable as set forth in the Resolution.

Section 6.6 The proceeds from the sale of the Bonds shall be paid to the College and deposited in the Project Fund or other fund established by the College. The Project Fund shall be used only for purposes of the Project. Pending disbursements for Program Services and Program Costs, the proceeds so deposited in the Project Fund, together with any investment earnings thereon, shall be subject to a lien in favor of the holders of the Bonds as provided in the Resolution authorizing the Bonds.

Section 6.7 The College agrees to use its best efforts to sell and issue the Bonds, and the Employer agrees to cooperate with the College to provide necessary financial information in connection with the marketing and sale of the Bonds.

ARTICLE VII COVENANTS, REPRESENTATIONS, AND WARRANTIES

Section 7.1 Representations of the College. The College represents that (i) it is a community college duly organized and validly existing under the Act, (ii) it has full power and authority pursuant to the Act to enter into this Agreement, and to execute, deliver, and perform its obligations under this Agreement, and (iii) it has full power and authority pursuant to the Act to carry out and consummate all actions required to be taken by it in connection with the activities contemplated in this Agreement.

Section 7.2 Representations, Warranties, and Covenants of Employer. Employer represents, warrants, and covenants that:

- (a) The Employer is duly organized and validly existing under the laws of the State of Michigan and is duly qualified, authorized, and licensed to do business in the State of Michigan.
- (b) The Employer it has full power and authority to enter into the Agreement.
- (c) The Employer has duly authorized, by all necessary action, the execution, delivery, and due performance of the Agreement
- (d) There is no action, suit, proceeding, inquiry, or investigation pending before any court or before or by any public board or body, nor, to the knowledge and information of the Employer, threatened against or affecting the Employer, and to the best of the knowledge and information of the undersigned is there any basis therefor, wherein an unfavorable decision, ruling, or finding that would materially adversely affect the activities contemplated by or the validity of this Agreement.
- (e) There is no litigation or proceeding pending, or to the knowledge of Employer threatened, against the Employer or any other person affecting in any manner whatsoever the right of the Employer to execute the Agreement or to otherwise comply with its obligations under the Agreement.
- (f) Each of the jobs covered by this Agreement is a New Job as that term is defined in the Act and each of the employees to be trained under this Agreement will be employed directly by the Employer.

(g) The Employer's projections of the annual gross wages to be paid by the Employer to employees in the New Jobs covered by this Agreement are accurately depicted on Part II, Exhibit C based on current expectations of the Employer.

(h) All training and services provided pursuant to this Agreement constitute the Program Services as that term is defined in the Act and qualify for funding from the New Jobs Credit from Withholding.

(i) Employer knowingly assumes the obligation under this Agreement to pay the Program Costs in the event the sources of payment described in Section 4.6 are not sufficient to satisfy the Program Costs in full, and the Employer shall also pay the Training costs for any Non-Eligible Employees.

(j) Employer agrees to hold the College harmless and to reimburse the College for any Program Costs, Training costs, or other costs or expenses related to this Agreement which are determined to be ineligible to be paid for with New Jobs Credit from Withholding by any order of the State of Michigan, any agency therefor, or a court of competent jurisdiction, including the College's costs and expenses (including, without limitation, reasonable attorneys, and consultant fees) in responding to or defending any claim, demand, audit, action, or suit questioning the use of New Jobs Credit from Withholding.

ARTICLE VIII EVENTS OF DEFAULT

Section 8.1 Events of Default. Each of the following shall be an "event of default":

(a) The Employer shall fail to pay, advance, or deposit any amount required to be made by the Employer on or prior to the date on which such payment, advancement, or deposit is due and payable and continuing for more than five (5) business days thereafter.

(b) The Employer shall fail to observe and perform any representation, term, or condition contained in this Agreement, if such failure continues for a period of twenty (20) days after notice of such failure is given to the Employer by the College, or for such longer period as the College may agree to in writing; provided, that if the failure is other than the payment of money and is of such nature that it cannot be corrected within the applicable period, such failure shall not constitute an event of default so long as the Employer institutes a curative action plan approved by the College within the applicable period and diligently pursues such action plan to completion and cures such default within sixty (60) days thereafter.

(c) The Employer, any guarantor of the obligations of the Employer to the College pursuant to this Agreement, a Person controlled by the Employer or Person in control of the Employer shall: (i) admit in writing its inability to pay its debts generally as they become due; (ii) have an order for relief entered in any case commenced by or against it under the federal bankruptcy laws, as now or hereafter in effect; (iii) commence a proceeding under any other federal or state bankruptcy, insolvency, reorganization or other similar law, or have such a proceeding commenced against it and either have an order of insolvency or reorganization entered against it or have the proceeding remain undismitted and unstayed for ninety (90) days; (iv) make an assignment for the benefit of creditors; or (v) have a receiver or trustee appointed for it or for the whole or any substantial part of its property.

(d) The Employer shall close or announce that it is closing its operations at the Project Site (unless such operations will be transferred to another facility in the state of Michigan and as a result the College will be entitled to receive the revenue from the sources set forth in Section 4.6 or receives assurance satisfactory to the College of the receipt by the College of payments to satisfy the obligations of the Employer).

(e) The College determines from time to time that, for any reason, including but not limited to a work force reduction at the Project Site, sufficient realized or projected revenue from New Jobs Credit from Withholding will not be generated by the Project to enable the College to satisfy the Obligations.

(f) Any representation or warranty made by the Employer herein or any statement in any report, certificate, financial statement, or other instrument furnished in connection with this Agreement or with the sale of the Bonds shall at any time prove to have been false or misleading in any material respect when made or given.

(g) The Employer acts in a manner contrary to any provision of this Agreement or fails to act in a manner required by any provision of this Agreement and the College determines as a result of such act or failure to act that (1) there are not or will not be sufficient funds generated by the Project to enable the College to satisfy the costs of the Project and/or (2) that the security interest granted to the College pursuant to this Agreement is not perfected or that the College's relative priority as a secured party has changed to the detriment of the College without its written consent.

(h) Any guarantor of the obligations of the Employer under this Agreement shall no longer own or control the Employer, such guarantor shall be dissolved, merged, or consolidated or such guarantor shall notify the College that it rejects or disavows the guarantor's obligations to the College.

The exercise of remedies upon the occurrence of any event of default under subsection (c) above shall be subject to any applicable limitations of federal bankruptcy law affecting or precluding such exercise during the pendency of or immediately following any bankruptcy, liquidation, or reorganization.

Section 8.2 In the event of default by the Employer, the College may, without notice to Employer, withhold, suspend, or terminate the Training and the Program Services, and apply all or a part of any remaining funds budgeted for Training to the satisfaction of the Obligations. In addition, the College may take whatever other action at law or in equity may appear necessary or desirable to collect the payments and other amounts then due and thereafter to become due, or to enforce performance and observance of any other obligation or agreement of the Employer under this Agreement. Notwithstanding the foregoing, the College shall not be obligated to take any step which in its opinion will or might cause it to expend time or money or otherwise incur liability unless and until a satisfactory indemnity bond has been furnished to the College at no cost or expense to the College.

Section 8.3 Immediately upon the occurrence of an event of default, there shall be due from the Employer to the College such amount as will enable the College to presently satisfy the unpaid amount of the Obligations, including Debt Service on the Bonds. No demand or notice of the amount due immediately upon the occurrence of an event of default is or shall be required to fix the liability of Employer or the amount due from Employer. The amount due hereunder from the Employer shall be a debt of Employer to the College and the College may set off against the amount due from the Employer any debt or debts of the College to Employer.

Section 8.4 No remedy conferred upon or reserved to the College by this Agreement is intended to be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy now or hereafter existing at law, in equity or by statute. No delay or omission to exercise any right or power accruing upon any default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient. In order to entitle the College to exercise any remedy reserved to it in this Article, it shall not be necessary to give any notice, other than such notice as may be expressly required herein, nor shall it be necessary to make any declaration of an event of default other than such declaration as may be expressly required herein.

Section 8.5 In the event any agreement contained in this Agreement should be breached by either party and thereafter waived by the other party, such waiver shall be limited to the particular breach so waived and shall not be deemed to be a waiver of any other breach hereunder.

**ARTICLE IX
MISCELLANEOUS**

Section 9.1 This Agreement may be executed in any number of counterparts, each of which shall be regarded as an original and all of which shall constitute but one and the same instrument.

Section 9.2 If any Section or provision of this Agreement shall be found invalid, that Section or provision shall be severable and the balance of the Agreement shall remain in full force and effect.

Section 9.3 This Agreement shall be governed under the laws of the State of Michigan.

Section 9.4 Amendments to this Agreement shall not be effective unless approved in writing by both parties.

Section 9.5 All notices, requests, or other communications under this Agreement shall be in writing and deemed given when delivered personally, upon the next business day if deposited with a nationally recognized over-night delivery service, or upon the third following business day, if deposited in the United States Mail with postage prepaid and sent by certified mail, return receipt requested, addressed as set forth in Part I of this Agreement.

Employer and the College may, by notice given hereunder, designate any further or different addresses or persons to which subsequent notices, requests, or other communications shall be sent.

Section 9.6 This Agreement shall inure to the benefit of and shall be binding in accordance with its terms upon the College, the Employer, and their respective permitted successors and assigns provided that this Agreement may not be assigned by Employer without the prior written consent of the College.

Section 9.7 This Agreement, including Part II Exhibits, constitutes the entire agreement between the College and the Employer with respect to the subject matter hereof and as such supersedes all previous negotiations, commitments, and understandings. Captions and the alignment of the Agreement are for convenience only and shall not be construed to modify the rights or obligations of the parties.

Section 9.8 This Agreement consists of Part I, Part II, and Part III and includes all attachments, appendices, and exhibits thereto all of which are hereby approved and incorporated in full by reference.

IN WITNESS WHEREOF the College and Employer have caused this Agreement to be duly executed all as of the Effective Date.

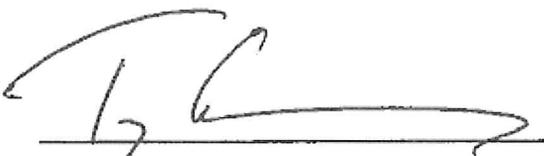
NORTHWESTERN MICHIGAN COLLEGE

Name: _____
Nick Nissley

Title: President

Date: June 27, 2022

JANTEC, INC.

Name: 
Troy Curran

Title: President

Date: June 27, 2022

MICHIGAN NEW JOBS TRAINING AGREEMENT

PART I

1. “College” means Northwestern Michigan College of Traverse City, Michigan. Notices, requests, or other communications directed to the College under this Agreement shall be addressed as follows:

Finance

Lindsey Lipke, Controller
 Northwestern Michigan College
 1701 East Front Street
 Traverse City, MI 49686
llipke@nmc.edu
 231-995-1943

Training

Lisa Rollin, Senior Accountant
 Michigan Manufacturing Technology Center
 Northern Lower Office
 1701 East Front Street
 Traverse City, MI 49686
lrollin@nmc.edu
 231-995-2005

2. “Employer” means J & DC Chocolates LLC (DBA Grocer’s Daughter Chocolate) of Empire, Michigan. Notices, requests, or other communications directed to the Employer under this Agreement shall be addressed as follows:

Jody Hayden, Co-Owner
 J & DC Chocolates LLC
 DBA Grocer’s Daughter Chocolate
 11590 South Lacore Road
 PO Box 103
 Empire, MI 49630
 E-mail Address: jody@grocersdaughter.com
Federal ID No.: 46-2379277

3. The Employer certifies that the number of jobs on its payroll in Michigan as of April 29, 2022, the date of the Preliminary Agreement, was eight (8) and that the highest number of jobs on its payroll in Michigan in the last 12 months prior to the date of the Preliminary Agreement was eight (8).
4. The Employer agrees that the New Jobs Credit from Withholding paid by the Employer to the College for Program Costs will begin as employees are hired.
5. The effective date of this Agreement shall be June 27, 2022 (the “Effective Date”).
6. The term of this Agreement shall be ten (10) years, expiring June 26, 2032, provided this Agreement shall not terminate and the obligations, representations, warranties, covenants, and agreements of the Employer hereunder shall continue until the Program Costs have been paid in full as provided herein.

The provisions of Part II and Part III of this Agreement are hereby approved and incorporated in full by reference.

**MICHIGAN NEW JOBS TRAINING AGREEMENT
PART II
EXHIBIT A**

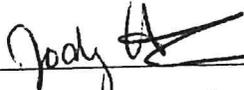
Estimated Budget

1.	Training	\$ 72,826
2.	Training Equipment	\$ 0
3.	Administrative Fee	\$ 10,924
	TOTAL	\$ 83,750

Final Costs

1.	Training	\$
2.	Training Equipment	\$
3.	Administrative Fee	\$
	TOTAL	\$

Acknowledged this 27th day of June 2022.



Jody Hayden, Co-Owner
J & DC Chocolates LLC

Nick Nissley, President
Northwestern Michigan College

EXHIBIT B

Tentative Training Program

I. Overview

A.	Estimated number of new jobs:	8
B.	Expected date by which new jobs will be filled:	05/01/31
C.	Estimated costs of training:	\$72,826
D.	Expected begin date:	07/01/22
E.	Expected end date:	06/01/32

II. Description of Training

-
-
-

III. Description of Training Equipment

EXHIBIT C
Employer Projections of Payroll and New Jobs Credit

Year of Agreement	Estimated Payroll of New Positions	Estimate of Diverted Payroll Taxes	Cumulative Diverted Payroll Taxes
1	\$ 197,059	\$ 8,375	\$ 1,092
2	\$ 197,059	\$ 8,375	\$ 1,092
3	\$ 197,059	\$ 8,375	\$ 1,092
4	\$ 197,059	\$ 8,375	\$ 1,092
5	\$ 197,059	\$ 8,375	\$ 1,092
6	\$ 197,059	\$ 8,375	\$ 1,092
7	\$ 197,059	\$ 8,375	\$ 1,092
8	\$ 197,059	\$ 8,375	\$ 1,092
9	\$ 197,059	\$ 8,375	\$ 1,092
10	\$ 197,059	\$ 8,375	\$ 1,092

Note: Although the term of this Agreement is ten (10) years, the amount of payroll taxes diverted hereunder may not exceed the total amount of the budget. The College will work with the Employer and the Michigan Department of Treasury to ensure taxes in excess of the required amounts are not diverted but rather are forwarded directly to the State of Michigan by the Employer.

IN WITNESS WHEREOF the College and Employer have caused this Agreement to be duly executed all as of the Effective Date.

NORTHWESTERN MICHIGAN COLLEGE

Name: _____
Nick Nissley

Title: President

Date: June 27, 2022

J & DC CHOCOLATES LLC

Name: _____

Jody Hayden

Title: Co-Owner

Date: June 27, 2022

MICHIGAN NEW JOBS TRAINING AGREEMENT
Amendment No. 8
PART I

This amendment between Northwestern Michigan College and TentCraft, Inc., dated June 27, 2022, amends the previous Agreement dated February 4, 2019. This Agreement increases the budget from \$848,750 to \$980,000.

1. “College” means Northwestern Michigan College of Traverse City, Michigan. Notices, requests, or other communications directed to the College under this Agreement shall be addressed as follows:

Finance

Lindsey Lipke, Controller
 Northwestern Michigan College
 1701 East Front Street
 Traverse City, MI 49686
llipke@nmc.edu
 231-995-1943

Training

Lisa Rollin, Senior Accountant
 Michigan Manufacturing Technology Center
 1701 East Front Street
 Traverse City, MI 49686
lrollin@nmc.edu
 231-995-2005

2. “Employer” means TentCraft, Inc. of Traverse City, Michigan. Notices, requests, or other communications directed to the Employer under this Agreement shall be addressed as follows:

Rob Hanel
 People Manager
 TentCraft, Inc.
 2322 Cass Road
 Traverse City, MI 49686
Federal ID: 26-3987606

3. The Employer certifies that the number of jobs on its payroll in Michigan as of October 15, 2013, the date of the Preliminary Agreement, was 25 and that the highest number of jobs on its payroll in Michigan in the last 12 months prior to the date of the Preliminary Agreement was 25.
4. The Employer agrees that the New Jobs Credit from Withholding paid by the Employer to the College for Program Costs will begin as employees are hired.
5. The effective date of this Agreement shall be December 16, 2013 (the “Effective Date”).
6. The term of this Agreement shall be nine (9) years, expiring December 31, 2022; provided that this Agreement shall not terminate and the obligations, representations, warranties, covenants, and agreements of the Employer hereunder shall continue until the Program Costs have been paid in full as provided herein.

The provisions of Part II and Part III of this Agreement are hereby approved and incorporated in full by reference.

**MICHIGAN NEW JOBS TRAINING AGREEMENT
PART II
EXHIBIT A**

Estimated Budget

1.	Training	\$ 852,174
2.	Administrative Fee	\$ 127,826
	TOTAL	\$ 980,000

Final Costs

1.	Training	\$ _____.
2.	Administrative Fee	\$ _____.
	TOTAL	\$ _____.

Acknowledged this 27th day of June, 2022.



**Matt Bulloch, President and Owner
 TentCraft Inc.**

**Nick Nissley, President
 Northwestern Michigan College**

EXHIBIT B

Tentative Training Program

I. Overview

A.	Estimated number of new jobs:	50 @ \$12.95 or higher
B.	Expected date by which new jobs will be filled:	12/31/17
C.	Estimated costs of training:	\$ 852,174
D.	Expected beginning date of training:	01/01/14
E.	Expected ending date of training:	12/15/21

II. Description of Training

- Lean Manufacturing Overview
- Lean Office Overview
- Lean Manufacturing Champion
- Lean Office Champion
- Train-the-Trainer
- Leadership Skills
- Excel
- CPR
- Hoshin Planning
- Six Sigma

EXHIBIT C
Employer Projections of Payroll and New Jobs Credit

12-Month Period Ending	Estimated Gross Wages	Estimate of New Jobs Credit From Withholding	Fees
12/31/2014	\$ 2,562,094	\$ 108,889	\$ 14,203
12/31/2015	\$ 2,562,094	\$ 108,889	\$ 14,203
12/31/2016	\$ 2,562,094	\$ 108,889	\$ 14,203
12/31/2017	\$ 2,562,094	\$ 108,889	\$ 14,203
12/31/2018	\$ 2,562,094	\$ 108,889	\$ 14,203
12/31/2019	\$ 2,562,094	\$ 108,889	\$ 14,203
12/31/2020	\$ 2,562,094	\$ 108,889	\$ 14,203
12/31/2021	\$ 2,562,094	\$ 108,889	\$ 14,203
12/31/2022	\$ 2,562,094	\$ 108,889	\$ 14,203

Note: Although the term of this Agreement is nine (9) years, the amount of payroll taxes diverted hereunder may not exceed the total amount of the budget. The College will work with the Employer and the Michigan Department of Treasury to ensure taxes in excess of the required amounts are not diverted but rather are forwarded directly to the State of Michigan by the Employer.

IN WITNESS WHEREOF the College and Employer have caused this Agreement to be duly executed all as of the Effective Date.

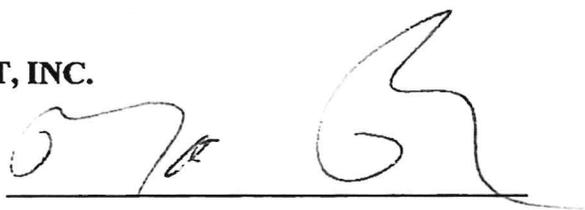
NORTHWESTERN MICHIGAN COLLEGE

Name: _____
Nick Nissley

Title: President

Date: June 27, 2022

TENTCRAFT, INC.

Name:  _____
Matt Bulloch

Title: President and Owner

Date: June 27, 2022

MICHIGAN NEW JOBS TRAINING AGREEMENT
Amendment No. 2
PART I

This amendment between Northwestern Michigan College and Cherry Capital Foods LLC, dated June 27, 2022, amends the previous Agreement dated April 27, 2020. This agreement increases the budget from \$100,000 to \$185,000.

1. “College” means Northwestern Michigan College, Traverse City, Michigan. Notices, requests, or other communications directed to the College under this Agreement shall be addressed as follows:

Finance

Lindsey Lipke, Controller
Northwestern Michigan College
1701 East Front Street
Traverse City, MI 49686
llipke@nmc.edu
231-995-1143

Training

Lisa Rollin, Senior Accountant
Michigan Manufacturing Technology Center
Northern Lower Office
1701 East Front Street
Traverse City, MI 49686
lrollin@nmc.edu
231-995-2005

2. “Employer” means Cherry Capital Foods, LLC of Traverse City, Michigan. Notices, requests, or other communications directed to the Employer under this Agreement shall be addressed as follows:

Grace O’Malley
HR Generalist/Payroll Coordinator
Cherry Capital Foods, LLC
1610 Barlow Street, Suite 201
Traverse City, MI 49686
Federal ID #: 20-8995519

3. The Employer certifies that the number of jobs on its payroll in Michigan as of the date of the Agreement of Intent was 58 and that the highest number of jobs on its payroll in Michigan in the last 12 months was 58.
4. The Employer agrees that the New Jobs Credit from Withholding paid by the Employer to the College for Program Costs will begin as employees are hired.
5. The effective date of this Agreement shall be August 24, 2015 (the “Effective Date”).
6. The term of this Agreement shall be nine (9) years; provided that this Agreement shall not terminate, and the obligations, representations, warranties, covenants and agreements of the Employer hereunder shall continue until the Program Costs have been paid in full as provided herein.

The provisions of Part II and Part III of this Agreement are hereby approved and incorporated in full by reference.

**NEW JOBS TRAINING AGREEMENT
PART II
EXHIBIT A—ESTIMATED BUDGET**

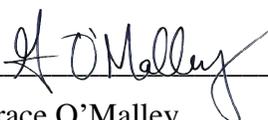
1.	Training	\$ 160,870
2.	Administrative Fee	\$ 24,130
	TOTAL	\$ 185,000

The dollar amounts within the line items may fluctuate because of the need to adapt the monies to specific program costs.

Final Costs

1.	Training	\$_____.
2.	Administrative Fee	\$_____.
	TOTAL	\$_____.

Acknowledged this 27th day of June 2022.



 Grace O'Malley
 HR Generalist/Payroll Coordinator
 Cherry Capital Foods, LLC

 Nick Nissley
 President
 Northwestern Michigan College

EXHIBIT B

Tentative Training Program

I. Overview

A.	Number of new jobs:	6 @ \$14.26+
B.	Expected date by which new jobs will be filled:	12/31/2016
C.	Estimated costs of training:	\$160,870
D.	Expected beginning date of training:	01/01/2016
E.	Expected ending date of training:	07/31/2024

II. Description of Training

- EDiBLE
- Lean Overview
- Lean Office
- Leadership
- Excel
- ERP
- FCG Truck Driver
- Mushroom Identification
- Food Safety

EXHIBIT C

Employer Projections of Sources of Payments of Program Costs

I. Employer's projections of gross wages for employees in new jobs, new jobs credit from withholding, and fees to be paid for program costs:

12-Month Period Ending	Estimated Gross Wages	Estimate of New Jobs Credit From Withholding	Fees
12/31/2016	\$ 483,671	\$ 20,556	\$ 2,681
12/31/2017	\$ 483,671	\$ 20,556	\$ 2,681
12/31/2018	\$ 483,671	\$ 20,556	\$ 2,681
12/31/2019	\$ 483,671	\$ 20,556	\$ 2,681
12/31/2020	\$ 483,671	\$ 20,556	\$ 2,681
12/31/2021	\$ 483,671	\$ 20,556	\$ 2,681
12/31/2022	\$ 483,671	\$ 20,556	\$ 2,681
12/31/2023	\$ 483,671	\$ 20,556	\$ 2,681
12/31/2024	\$ 483,671	\$ 20,556	\$ 2,681

[continue as necessary]

IN WITNESS WHEREOF the College and Employer have caused this Agreement to be duly executed all as of the Effective Date.

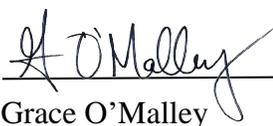
NORTHWESTERN MICHIGAN COLLEGE

Name: _____
Nick Nissley

Title: President

Date: June 27, 2022

CHERRY CAPITAL FOODS, LLC

Name: 
Grace O'Malley

Title: HR Generalist/Payroll Coordinator

Date: June 27, 2022

COMPANY NAME	TRAINING	ADMINISTRATION FEE			TOTAL	DATES				NET NEW JOBS CREATED
	TRAINING	NMC (14%)	MCCA (1%)	ADMIN TOTAL	AWARD	PRELIM AGREEMENT	AGREEMENT	EXPECTED END	CLOSEOUT	
ACAT GLOBAL	\$ 26,951	\$ 3,773	\$ 270	\$ 4,043	\$ 30,994	04/03/13	04/22/13	04/30/20	\$2,020	15
ADAPTIVE COUNSELING AND CASE MANAGEMENT, LLC	\$ 43,478	\$ 6,087	\$ 435	\$ 6,522	\$ 50,000	05/23/16	12/19/16	12/18/26		7
AJD FOREST PRODUCTS	\$ 27,826	\$ 3,896	\$ 278	\$ 4,174	\$ 32,000	03/12/13	04/22/13	04/30/20		2
ARMOR EXPRESS	\$ 80,870	\$ 11,321	\$ 809	\$ 12,130	\$ 93,000	11/13/12	12/17/12	12/31/19	CLOSED	29
BRITTEN BANNERS, INC.	\$ 222,587	\$ 31,162	\$ 2,226	\$ 33,388	\$ 255,975	02/03/14	08/25/14	12/31/19	06/11/19	17
BRITTEN DÉCOR, INC.	\$ 60,870	\$ 8,522	\$ 608	\$ 9,130	\$ 70,000	12/04/14	04/20/15	05/31/20	07/27/16	0
BRITTEN INC.	\$ 245,783	\$ 34,410	\$ 2,457	\$ 36,866	\$ 282,650	12/26/18	05/20/19	05/19/24		100
BRITTEN METALWORKS, INC.	\$ 43,478	\$ 6,087	\$ 435	\$ 6,522	\$ 50,000	12/04/14	04/20/15	05/31/20	CLOSED	0
BRITTEN SERVICES, INC.	\$ 130,435	\$ 18,261	\$ 1,304	\$ 19,565	\$ 150,000	09/11/14	04/20/15	05/31/20	07/27/16	14
BRITTEN WOODWORKS, INC.	\$ 60,870	\$ 8,522	\$ 608	\$ 9,130	\$ 70,000	02/12/15	04/20/15	05/31/20	2020	19
BULMANN ENTERPRISES	\$ 65,217	\$ 9,131	\$ 652	\$ 9,783	\$ 75,000	08/23/17	12/18/17	12/17/22		13
CEDAR RUN EYE CENTER	\$ 17,391	\$ 2,435	\$ 174	\$ 2,609	\$ 20,000	09/13/17	12/18/17	12/17/22		1
CENTURY EXTRUSION	\$ 26,087	\$ 3,652	\$ 261	\$ 3,913	\$ 30,000	11/08/12	12/17/12	12/17/17	CLOSED	4
CENTURY INC.	\$ 321,739	\$ 45,043	\$ 3,217	\$ 48,261	\$ 370,000	08/25/10	02/28/11	02/27/24		45
CENTURY INC.	\$ 108,696	\$ 15,217	\$ 1,087	\$ 16,304	\$ 125,000	07/26/18	09/24/18	09/23/23		14
CHERRY CAPITAL FOODS, LLC	\$ 160,870	\$ 22,522	\$ 1,608	\$ 24,130	\$ 185,000	07/02/15	08/24/15	08/23/24		26
CHERRY REPUBLIC	\$ 272,597	\$ 38,163	\$ 2,726	\$ 40,889	\$ 313,486	01/07/13	04/22/13	04/21/26		47
CHERRY REPUBLIC	\$ 208,696	\$ 29,217	\$ 2,087	\$ 31,304	\$ 240,000	07/26/18	09/24/18	09/23/23		19
EFULLFILLMENT SERVICE	\$ 46,087	\$ 6,452	\$ 461	\$ 6,913	\$ 53,000	01/12/17	01/23/17	01/22/27		10
ELECTRO-OPTICS TECHNOLOGY INC.	\$ 434,783	\$ 60,870	\$ 4,348	\$ 65,217	\$ 500,000	03/08/10	12/15/10	12/31/20	08/14/20	44
ELECTRO-OPTICS TECHNOLOGY INC. (2017)	\$ 65,217	\$ 9,131	\$ 652	\$ 9,783	\$ 75,000	11/09/17	12/18/17	12/14/20	12/14/20	8
ELMER'S CRANE AND DOZER, INC.	\$ 266,777	\$ 37,350	\$ 2,668	\$ 40,018	\$ 306,795	02/01/14	08/25/14	08/24/26		60
ELMER'S CRANE AND DOZER, INC.	\$ 260,870	\$ 36,520	\$ 2,609	\$ 39,129	\$ 300,000	09/17/19	10/28/19	10/27/26		11
GRAND TRAVERSE SENIOR LIVING LLC	\$ 52,174	\$ 7,304	\$ 522	\$ 7,826	\$ 60,000	02/13/14	08/25/14	12/31/19	2020	0
GREAT LAKES STAINLESS	\$ 73,043	\$ 10,226	\$ 730	\$ 10,956	\$ 83,999	01/16/13	04/22/13	04/21/25		24
GROCER'S DAUGHTER CHOCOLATE	\$ 72,826	\$ 10,196	\$ 728	\$ 10,924	\$ 83,750	04/29/22	06/27/22	06/26/32		8
HAGERTY	\$ 69,565	\$ 9,739	\$ 696	\$ 10,435	\$ 80,000	10/15/12	12/16/13	12/31/18	01/30/19	7
HAYES MANUFACTURING	\$ 22,609	\$ 3,165	\$ 226	\$ 3,391	\$ 26,000	11/12/13	12/16/13	12/31/20	2020	0
HAYES MANUFACTURING	\$ 217,391	\$ 30,435	\$ 2,174	\$ 32,609	\$ 250,000	11/15/19	04/27/20	04/26/28		31
IMAGE 360	\$ 21,738	\$ 3,043	\$ 217	\$ 3,262	\$ 25,000	01/23/18	09/24/18	09/23/23		0
IMM, INC.	\$ 8,696	\$ 1,217	\$ 87	\$ 1,304	\$ 10,000	03/01/16	05/23/16	05/22/21	04/12/21	6
INDUSTRIAL ARTS INSTITUTE	\$ 9,239	\$ 1,293	\$ 92	\$ 1,386	\$ 10,625	06/24/14	05/23/16	04/30/21	03/24/21	1
IRON FISH DISTILLERY LLC	\$ 156,522	\$ 21,913	\$ 1,565	\$ 23,478	\$ 180,000	09/23/21	12/20/21	12/19/31		25
ISENHART ELECTRIC LLC	\$ 86,957	\$ 12,173	\$ 870	\$ 13,043	\$ 100,000	11/05/18	05/20/19	05/19/26		8
JANTEC INC.	\$ 173,913	\$ 24,348	\$ 1,739	\$ 26,087	\$ 200,000	04/29/23	06/27/23	06/26/33		25
MATERNE NORTH AMERICA CORP.	\$ 139,130	\$ 19,478	\$ 1,391	\$ 20,870	\$ 160,000	06/26/13	12/16/13	12/15/26		67
MATERNE NORTH AMERICA CORP.	\$ 86,957	\$ 12,174	\$ 869	\$ 13,043	\$ 100,000	10/18/19	10/28/19	10/27/26		14
MORAN IRON WORKS	\$ 21,739	\$ 3,043	\$ 216	\$ 3,260	\$ 25,000	11/26/12	12/17/12	12/17/17	11/22/16	8
NAVEEGO INC./AUNALYTICS INC.	\$ 395,652	\$ 55,391	\$ 3,957	\$ 59,348	\$ 455,000	07/25/18	09/24/18	09/23/33		7
NORTHWEST MICHIGAN SURGERY CENTER, LLC	\$ 43,478	\$ 6,087	\$ 435	\$ 6,522	\$ 50,000	04/22/15	08/24/15	07/31/20	09/15/20	0
PLASCON INC.	\$ 60,871	\$ 8,521	\$ 608	\$ 9,129	\$ 70,000	03/14/13	04/22/13	04/30/20	2020	15
PRECISION EDGE SURGICAL PRODUCTS	\$ 30,435	\$ 4,261	\$ 304	\$ 4,565	\$ 35,000	10/12/12	12/17/12	12/16/17	03/26/18	12
PRESTON FEATHER BUILDING CENTERS	\$ 69,565	\$ 9,739	\$ 696	\$ 10,435	\$ 80,000	10/23/15	05/23/16	05/22/26		14
RJG INC.	\$ 126,087	\$ 17,652	\$ 1,261	\$ 18,913	\$ 145,000	04/11/16	05/23/16	05/22/26		21
RJG INC.	\$ 306,743	\$ 42,944	\$ 3,067	\$ 46,011	\$ 352,755	06/11/20	09/28/20	09/27/30		2
SHORELINE FRUIT	\$ 104,348	\$ 14,609	\$ 1,043	\$ 15,652	\$ 120,000	04/14/11	12/17/12	12/31/17	05/23/16	29
SHORELINE POWER SERVICES	\$ 295,663	\$ 41,393	\$ 2,957	\$ 44,349	\$ 340,012	03/18/13	04/22/13	04/21/23		112
SHORELINE POWER SERVICES	\$ 86,957	\$ 12,174	\$ 869	\$ 13,043	\$ 100,000	10/18/19	10/28/19	10/27/26		3
SKILLED MANUFACTURING INC.	\$ 139,130	\$ 19,478	\$ 1,390	\$ 20,870	\$ 160,000	10/18/13	12/16/13	12/31/18	10/29/18	38
SPRINGFIELD INC.	\$ 13,044	\$ 1,826	\$ 130	\$ 1,956	\$ 15,000	10/04/17	12/18/17	12/17/22		0
STRATA DESIGN	\$ 63,394	\$ 8,875	\$ 634	\$ 9,509	\$ 72,903	10/19/12	05/23/16	05/22/26		7
SUPERIOR PHYSICAL THERAPY	\$ 60,870	\$ 8,521	\$ 609	\$ 9,130	\$ 70,000	12/15/21	06/28/21	06/27/31		0
TAMARACK HOLDINGS	\$ 86,956	\$ 12,175	\$ 870	\$ 13,044	\$ 100,000	01/01/16	05/23/16	05/23/24		7
TENTCRAFT INC.	\$ 852,174	\$ 119,304	\$ 8,522	\$ 127,826	\$ 980,000	10/15/13	12/16/13	12/31/22		50
TENTCRAFT INC.	\$ 304,348	\$ 42,609	\$ 3,043	\$ 45,652	\$ 350,000	05/25/17	06/26/17	06/25/22		0
		\$ -	\$ -	\$ -	\$ -					
		\$ -	\$ -	\$ -	\$ -					
TOTAL	\$ 7,450,389	\$ 1,043,051	\$ 74,495	\$ 1,117,548	\$ 8,567,941					1,046



Northwestern Michigan College

231.995.1000 | Traverse City, MI | www.nmc.edu

Board Policy A-102.00
Board of Trustees Process

Board of Trustees Governing Style

Community college trustees are responsible for ensuring that their colleges are integral parts of their communities and serve ever-changing needs. They are accountable to the community for the performance and welfare of the institutions they govern.

Effective boards consist of people who come together to form a cohesive group to articulate and represent the public interest, establish a climate for learning, and monitor the effectiveness of the institution. Boards of trustees do not do the work of their institutions—they ensure that colleges have outstanding presidents. They establish standards for the work through the policies they set.

1. Standards of Good Practice In support of effective community college governance, the Board of Trustees of Northwestern Michigan College believes:
 - a. That it derives its authority from the community and that it must always act as an advocate on behalf of the entire community
 - b. That it must clearly define and articulate its role
 - c. That it is responsible for creating and maintaining a spirit of true cooperation and a mutually supportive relationship with its CEO president
 - d. That it always strives to differentiate between external and internal processes in the exercise of its authority
 - e. That its trustee members should engage in a regular and ongoing process of in-service training and continuous improvement
 - f. That its trustee members come to each meeting prepared and ready to debate issues fully and openly
 - g. That its trustee members vote their conscience and support the decision or policy made
 - h. That its behavior, and that of its members, exemplifies ethical behavior and conduct that is above reproach
 - i. That it endeavors to remain always accountable to the community
 - j. That it honestly debates the issues affecting its community and speaks with one voice once a decision or policy is made
 - k. That it will be informed and operate according to law and regulations
2. Board Roles and Responsibilities to be effective, trustees and boards must:
 - a. Represent the Common Good
 - i. Know community needs and trends
 - ii. Link with the community
 - iii. Seek out and consider multiple perspectives when making policy decisions

- iv. Debate and discuss issues in public
 - v. Serve the public good
 - vi. Set the Policy Direction
 - vii. Be proactive, visionary, and future-oriented
 - viii. Learn about and communicate with many different groups
 - ix. Focus on community needs and trends
 - x. Establish the vision, mission and broad institutional goals as policy
- b. Act as a Unit
- i. Integrate multiple perspectives into board decision-making
 - ii. Establish and abide by rules for conducting board business
 - iii. Speak with one voice; support the decision of the board once it is made
 - iv. Recognize that power rests with the board, not individual trustees
 - v. Create a Positive Climate
 - vi. Model a commitment to learning and to students
 - vii. Focus on outcomes
 - viii. Support professional growth
 - ix. Seek appropriate consultation in developing policy
 - x. ~~Be ethical and act with integrity~~ Act with ethics and integrity
- c. Employ, Evaluate and Support the Chief Executive Officer
- i. Select and retain the best ~~CEO-president~~ possible
 - ii. Define clear parameters and expectations for performance
 - iii. Conduct periodic evaluations; provide honest and constructive feedback
 - iv. Act ethically in the relationship with the ~~CEO~~ president
 - v. Support the ~~CEO~~ president; create an environment for success
- d. Define Policy Standards for College Operations
- i. Define expectations for high quality educational programs
 - ii. Define expectations for student achievement and fair treatment of students
 - iii. Require wise and prudent use of funds and management of assets
 - iv. Set parameters to attract and retain high quality personnel and ensure fair treatment of employees
- e. Monitor Performance
- i. Monitor progress toward goals
 - ii. Monitor adherence to operational policies
 - iii. Use pre-established criteria for monitoring
 - iv. Schedule a timetable for reports
- f. Support and Be Advocates for the College
- i. Promote the College in the community
 - ii. Foster partnerships with other entities in the community
 - iii. Advocate the needs of the College with government officials
 - iv. Support the ~~NMC F~~ foundation and fundraising efforts
 - v. Protect the College from inappropriate influence
- g. Lead as a Thoughtful, Educated Team
- i. Engage in ongoing learning about board roles and responsibilities
 - ii. Be curious and inclusive
 - iii. Be positive and optimistic
 - iv. Support and respect each other

If any provisions(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 provisions(s).

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

Revised April 17, 2000

Revised September 26, 2005

Reviewed without changes July 27, 2015

Revised December 19, 2016



Northwestern Michigan College

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Board Policy A-102.01
Board of Trustees Process

Conflict of Interest

1. Purpose. The purpose of this Conflict of Interest Policy (the "Policy") is to protect the interests of Northwestern Michigan College (the "College"), when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a member of the Board of Trustees. The policy is intended to supplement, but not replace, any applicable federal and state laws governing conflicts of interest applicable to a community college organized under the Michigan Community College Act of 1966, as amended (the "Act"). Further, this policy is intended to be consistent with those portions of the Michigan Public Conflict of Interest law, Public Acts 317 and 318 of 1968, found at MCL 15.301 et seq., and MGL 15.321 et seq. which may be applicable to community colleges.
2. Definitions.
 - a. Public Servant. A Public Servant of Northwestern Michigan College shall mean any current trustee, officer, or member of a committee of the Board of Trustees with delegated powers.
 - b. Financial Interest. A Public Servant has a "Financial Interest" in a contract if the contract is between the College and any of the following:
 - i. The Public Servant, him or herself;
 - ii. Any firm, meaning a co-partnership, [limited liability company](#), or other unincorporated association, of which ~~he or she~~ [the public servant](#) is a partner, member or employee;
 - iii. Any private corporation in which ~~he or she~~ [the public servant](#) is a stockholder owning more than 1% of the total outstanding stock of any class if the stock is not listed on the stock exchange, or stock with a present total market value in excess of \$25,000 if the stock is listed on a stock exchange, or of which ~~he or she~~ [the public servant](#) is a director, officer or employee;
 - iv. Any trust of which ~~he or she~~ [the public servant](#) is a beneficiary or a trustee.
3. Procedures.
 - a. Prohibited Conduct. In regard to any contract in which a Public Servant has a Financial Interest, a Public Servant shall not do either of the following:
 - i. Take any part in the negotiations for such a contract, or the renegotiation or amendments of the contract, or in the approval of the contract;
 - ii. Represent either party in the transaction;
 - b. Duty to Disclose. In connection with any contact where a Public Servant may have a Financial Interest, the Public Servant must disclose the existence of his or

her Financial Interest as a matter of record in College's official proceedings in advance of the College Board voting to approve the contract. The disclosure shall be made in either of the following manners:

- i. The Public Servant must promptly disclose in writing to the President of the College (or if the President of the College is a Public Servant who is a party to the contract, to the chair of the Board of Trustees), the Financial Interest in the contract at least seven days prior to the meeting at which a vote will be taken. The written disclosure shall be made public in the same manner as a public meeting notice;
 - ii. The Public Servant shall disclose the Financial Interest at a public meeting of the College Board. The vote either approving or disapproving the contract shall be taken at a meeting of the College Board of Trustees held at least seven days after the meeting at which the disclosure is made. If the financial Interest to the Public Servant is more than \$5,000 in value, disclosure must be made as provided under this subparagraph.
- c. Procedures for consideration of a Contract where a Public Servant has a Financial Interest.
- i. The Public Servant may not be involved in any official presentation to the College Board or any committee of the College Board;
 - ii. The contract must be approved by a vote of not less than $\frac{2}{3}$ of the total number of trustees (and not just $\frac{2}{3}$ of a quorum) in an open session;
 - iii. The Public Servant with a Financial Interest shall not vote;
 - iv. The minutes of the meeting of the College Board of Trustees must contain the following information:
 1. The name of the Public Servant involved in the contract;
 2. The terms of the contract, including duration, financial considerations between the parties, facilities or services of the public entity included in the contract, and the nature and degree of assignment of employees of the public entity for fulfillment of the contract.
 3. The nature of any Financial Interest by a Public Servant.
 - v. In the following situation only, disclosure may be made in the form of a sworn affidavit signed by the Public Servant with the Financial Interest; the direct benefit to the Public Servant is less than \$250; the direct benefit to the Public Servant is less than 5% of the public cost of the contract; and the contract is for emergency repairs or services.
- d. Violation of the conflict of Interest Policy.
- i. If the College Board or a committee thereof, has reasonable cause to believe that a Public Servant has failed to disclose actual or possible conflicts of interest, it shall inform the Public Servant of the basis for such belief and afford the Public Servant an opportunity to explain the alleged failure to disclose.
 - ii. If, after hearing the response of the Public Servant and making such further investigation as may be warranted in the circumstances, the Board or committee determines that the Public Servant has in fact failed to

disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

4. Annual Statements. Each Public Servant shall sign a statement, on an annual basis, which affirms that such Public Servant:
 - a. Has received a copy of the Policy;
 - b. Has read and understands the Policy;
 - c. Has agreed to comply with the Policy; and
 - d. Discloses any ownership that it may have with any entity that is involved in a contract with the College or reasonably anticipates may be involved in a contract with the College in the future.

If any provisions(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 provisions(s).

Adopted by the Northwestern Michigan College Board of Trustees November 19, 2007
Reviewed without changed December 19, 2016



Northwestern Michigan College

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Board Policy A-105.00 Board of Trustees Process

Consent Agenda Items

These items will be placed on a monthly "consent agenda" for adoption as a group without specific discussion. When approving the meeting's agenda, any board member may request that a consent agenda item be moved to the regular agenda for discussion or questions.

~~1. Human Resources~~

~~a. Move to A-106.00 Approval of sabbatical leaves~~

~~2. Other~~

- a. Minutes of regular and special Board of Trustees meetings ([including minutes of closed session](#))
- b. Endorsement of addition or deletion of University Center credit programs and member institutions
- c. Additional items as may be deemed appropriate by the board chair

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 May 19, 2003

Revised December 20, 2004

Revised December 19, 2005

Revised December 18, 2006

Revised June 25, 2007

Revised February 24, 2014

Revised March 23, 2015



Northwestern
Michigan
College

MEMO
Administrative
Services

To: Dr. Nick Nissley, President
From: Troy Kierczynski, Vice President of Finance and Administration
 Michael Chrypinski, Director of Campus Services
Date: June 7, 2022
Subject: Parking Lot Repair, Sealing and Striping

This document provides an overview and recommendation for the selection of a provider for repair, sealing and striping of nine (9) parking lots as well as paint all connected crosswalks and ADA ramps on NMC's campuses.

Background / Scope of Work

The scope of this project is crack repair, sealing and striping of the following parking lots: Maple, Elm, Cherry, Pine-North & South, Tamarack, Juniper, Auto Tech, APL and Parsons-Stulen and painting of connected crosswalks and ADA ramps.

Bid Analysis

Company	Location	Amount
Quality Sealcoating, Inc.	Kingsley, MI	\$86,779
Michigan Asphalt Sealcoat Co.	DeWitt, MI	\$99,125
EPM Construction	Kingsley MI	\$98,700

Recommendation

Authorize the administration to enter into a contract with Quality Sealcoating, Inc. in the amount of \$86,779 (plus a 15% contingency equal to \$13,017) to complete the work described in the scope of this project. Quality Sealcoating is the lowest qualified bidder.



Northwestern
Michigan
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To: Dr. Nick Nissley, President

From: Troy Kierczynski, Vice President of Finance and Administration
Michael Chrypinski, Director of Campus Services

Date: June 13, 2022

Subject: Fine Arts Building Complete Exterior Cleaning and Staining of Siding & Soffits

This document provides an overview and recommendation for the selection of a provider for the complete exterior cleaning and staining of the siding and soffits of the Fine Arts building.

Background / Scope of Work

The scope of this project is complete Fine Arts wash, scrape (as needed) 2 coats stain of wood siding, windows & trim to include final glass cleaning and window frame clean & wax.

Bid Analysis

Company	Location	Amount plus Contingency
Austin's Painters	Charlevoix, MI	\$59,455
Blair Custom Coatings	Cadillac, MI	\$68,063
CertiPro Painters	Grand Haven, MI	\$78,849

Recommendation

Authorize the administration to enter into a contract with Austin's Painters for \$59,455 (\$51,700 plus a 15% contingency equal to \$7,755) for the completion of the work described in the scope of this project. Austin's Painters is the lowest qualified bidder.



Northwestern
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MEMO
Administrative
Services

To: Dr. Nick Nissley, President
From: Troy Kierczynski, Vice President of Finance and Administration
 Michael Chrypinski, Director of Campus Services
Date: June 13, 2022
Subject: University Center Exterior Siding & Soffit Clean and Stain / Paint

This document provides an overview and recommendation for the selection of a provider for the complete exterior siding cleaning and staining / painting of the University Center

Background / Scope of Work

The scope of this project is to clean, scrape (as needed) and apply 2-coats stain on siding and 2-coats paint on soffits

Bid Analysis

Company	Location	Amount plus Contingency
Blair Custom Coatings	Cadillac, MI	\$51,750
Austin's Painters	Charlevoix, MI	\$52,095
CertiPro Painters	Grand Haven, MI	\$92,423

Recommendation

Authorize the administration to enter into a contract with Blair Custom Coatings, Inc. for \$51,750 (\$45,000 plus a 15% contingency equal to \$6,750) to complete the work described in the scope of this project. Blair Custom Coatings is the lowest qualified bidder.



To: NMC Board of Trustees
From: Rebecca Teahen, Assoc. Vice President for Resource Development;
Executive Director, NMC Foundation
Date: June 20, 2022
Subject: Foundation Board Re-Appointments

The NMC Foundation Board of Directors requests Board of Trustees' approval of the following Foundation Board re-appointments.

REAPPOINTMENTS

The Foundation Board recommends approval of the reappointment of Barb Benson, Debbie Edson, Bill Marsh, Marty Oleson, and Al Zelinski to the NMC Foundation Board for a term of three fiscal years, commencing July 1, 2022, and ending June 30, 2025.

The Foundation Board Development committee recognizes the gifts of time and talent these members have given the foundation and college through their service on the board. Length of service provided below for your reference:

- Barb Benson since 2002
- Debbie Edson since 2019
- Bill Marsh since 2010
- Marty Oleson since 2010
- Al Zelinski since 2013

Thank you!