CALL TO ORDER—Chair Douglas Bishop called the regular meeting to order at 5:39 p.m.

ROLL CALL
Trustees present: Douglas S. Bishop, Robert T. Brick, K. Ross Childs, Marilyn Gordon Dresser, Steven G. Rawlings, Kennard R. Weaver
Trustees absent: Cheryl Gore Follette
Also present: President Timothy J. Nelson, Ed Bailey, Aaron Beach, Laura Carmickle, Cathryn Claerhout, Vicki Cook, Marguerite Cotto, Diana Fairbanks, Dan Gentry, Holly Gorton, Nancy Gray, Josh Jacobson, Todd Neibauer, Tom Patras, Paul Perry, Linda Racine, Karen Ruedinger, Gabe Schneider, Stephen Siciliano, Mike Skarupinski, Cheryl Sullivan, Brian Sweeney, Anne Varga, Chris Weber

OATH OF OFFICE—The Oath of Office was recited by newly elected trustees Marilyn Gordon Dresser and Steven G. Rawlings for six-year terms expiring on December 31, 2020.

REVIEW OF AGENDA—Action item AA. Closed Session on the agenda was amended to consider one, rather than two, privileged legal memos. The amended agenda was accepted.

ANNUAL MEETING BUSINESS
Reading Notice and Proof of Mailing—The notice of annual meeting was read and proof of mailing on January 14, 2015, was attested to by Holly Gorton, Executive Assistant to the President and Board of Trustees.

Election of Officers—A motion was made by Steve Rawlings, supported by Ross Childs, recommending the following slate of officers for the 2015 NMC Board of Trustees:
- Doug S. Bishop, Chair
- Kennard R. Weaver, Vice Chair
- K. Ross Childs, Secretary
- Robert T Brick, Treasurer
The officers were elected as presented by a unanimous vote.

Regular Board Meeting Dates—A motion was made by Bob Brick, supported by Kennard Weaver, to approve the dates for regular board meetings through June 2016 as presented. The motion passed by a unanimous vote.

Committee Appointments—A motion was made by Steve Rawlings, supported by Kennard Weaver, to approve the Board committee appointments for 2015 as appointed by the Chair. The motion passed with a unanimous vote.
REPORTS

Employee of the Semester—Aaron Beach, Director of Human Resources, presented two Employee of Semester Awards. The first to Laura Carmickle, Senior Programmer/Analyst and Solution Architect, was introduced by her supervisor Dan Gentry, Director of Administrative Systems. The second award was presented to Josh Jacobson, Admissions CRM Recruiter, was introduced by his supervisor Cathryn Claerhout, Director of Admissions. Among other outstanding qualities recognized by their supervisors, Carmickle and Jacobson were highlighted for their team work on the implementation of the new Recruiting CRM software system. The Board congratulated both and expressed gratitude for the great staff we have here at NMC.

2014 Community Survey Results—Project manager Tom Patras of EMC Research Presented highlights of the results of the 2014 community survey recently conducted. He reviewed the methodology, which was a telephone survey of 400 randomly selected adult residents within the six-county Northwestern Michigan College service area conducted in November 2014. The key findings were very positive with strong ratings from local residents, both for overall favorability and performance.

Enrollment Report—Chris Weber, Vice President for Enrollment Management and Student Services, provided an enrollment update adding that new student orientation attendance prior to the beginning of spring semester classes was up by 12%. She also shared that enrollment report day was January 22, 2015, and those final numbers will be reported at the February 23 Board meeting. Weber did note that NMC rates ninth in the state community colleges for stable enrollment.

Financial Report—Vicki Cook, Vice President of Finance and Administration, provided the financial report as of December 31, 2014. She noted that enrollment numbers for spring are close to target, bringing tuition revenue very close to budget, as well as other line items.

Quarterly Investment Report—Vice President Vicki Cook also provided the quarterly investment report on unrealized gains and losses on the bonds held for investment, including details on bonds NMC is holding.

Budget Projections and Assumptions—Vice President Cook then reviewed budget projections and assumptions for upcoming year end. After analyzing the first six months of FY15, the preliminary projection shows a net gain of $82,764. She highlighted that contractual purchased services spending trend is indicating over budget, but those expenses are directly related to associated revenue. Projections will continued to be reported on a monthly basis with the financial report through the end of year.

Bond Refinancing Update—Vice President Vicki Cook provided an update on the bond refinancing which provided a present value savings of approximately $1,172,714. The bond has been refinanced three times, providing tax payers in the district with an overall savings of $3,257,442.

Compensation/Classification Implementation Status Report—Marguerite Cotto, Vice President for Lifelong and Professional Learning, updated the Board on the status of the implementation process resulting from the October 2014 approval of the classification and compensation study recommendations. In response to a question on the appeals process, it was noted that the process
was complete for this year and the next review will take place next fall. The Board again thanked staff for the amount of work involved in this project.

**Foundation Report**—Doug Bishop, Board Representative on the Foundation Board, provided the Foundation report highlighting the estate gift of Becky Kelly that will be used to establish scholarships for Wexford County students. More information on this donor will be provided with the February report.

**Legislative Issues Report**—President Timothy Nelson gave an update on state legislative issues. He shared that he would be attending the Michigan Community College Association (MCCA) Legislative Summit on January 29, along with scheduled individual meetings with several area legislators to provide NMC updates. Nelson highlighted continued work on the New Jobs Training Program legislation. He indicated that he would keep the Board apprised as actions occur and support is required. In response to Board comment, President Nelson shared that Representative Holly Hughes has reintroduced a constitutional amendment request for joint resolution that would require community colleges to offer in-district tuition to veterans and active-duty personnel. Previous research shows this legislature would primarily benefit the federal government, rather than veterans and negatively affect community colleges who would be subsidizing the federal government’s tuition payments. NMC ranks high, both in the state and nation, in being a military/veteran friendly school.

**UPDATES**

**Board Chair Update**—Chair Doug Bishop thanked trustees for their participation in the recent board retreat at The Homestead, noting the value of this exercise, especially with new trustees on the Board. He felt it was the best retreat to date, and it allows the Board, president and executive staff to discuss important issues in a relaxed atmosphere. Bishop publicly thanked DTE for underwriting the entire cost of the retreat. He then read the following statement.

> During our recent retreat for the Board of Trustees for Northwestern Michigan College we became aware that the door to the building was inadvertently locked for a short period of time. This was contrary to our instruction and without our knowledge. No one was purposely prohibited from entering the meeting. As soon as we became aware of the situation we remedied it. Anyone who wanted access could have gained entry immediately. We take this matter seriously. While we do not believe we violated the Open Meetings Act, we do regret it happened and we will work to ensure it does not happen again.

**President’s Update**—President Nelson shared that he has been reappointed to chair the MCCA Legislative Committee. He thanked trustees and executive staff for attending the recent Board retreat and reminded the audience that members of NMC Board of Trustees are volunteers who are not paid and do not receive any per diems for meetings. Nelson reiterated the value of the retreat and encouraged reference to the online materials regarding topics discussed.

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

**DISCUSSION ITEMS**—None
CONSENT ITEMS—On a motion by Steve Rawlings, supported by Ross Childs, the following items were approved by a unanimous vote as a group without discussion:

- Minutes of the December 15, 2014, meeting
- Contributions for December 2014
- Quarterly Grants Report

ACTION ITEMS

Housing and Board Rates for FY 2016—Bob Brick made a motion, supported by Ross Childs, for the approval of Residence Hall and Apartment Rental Rates for the 2015-16 fiscal year as presented. The motion passed with a unanimous vote.

CIT Developer Certificates—Steve Rawlings made a motion, supported by Bob Brick, for the approval of two new Certificate of Achievement programs as presented:

- Certificate of Achievement – Level I—CIT - Developer I
- Certificate of Achievement – Level III—CIT Developer – Apprentice

The motion passed with a unanimous vote.

Michigan Community College Skilled Trades Equipment Fund Grant Application—Bob Brick made a motion, supported by Ross Childs, to authorize administration to submit its application to the Michigan Strategic Fund’s Community College Skilled Trades Equipment Fund program (RFP-CASE-108214). It was noted that the required matching funds would come from the acceleration of planned expenses and the plant fund. The motion passed with a unanimous vote.

Advertising Contract—Steve Rawlings made a motion, supported by Kennard Weaver, to authorize administration to enter into a contractual agreement with Joseph David Advertising, not to exceed $40,000, to purchase advertising time and space in the media for Northwestern Michigan College from February 1, 2015 through June 30, 2016, to be funded through the Public Relations, Marketing and Communications budget. In response to a Board question, Diana Fairbanks noted that the recommended agency was not the lowest bid, but has experience with higher education, larger clients and media markets, as well as a dedicated staff. The motion passed with a unanimous vote.

Closed session—Ross Childs made a motion, supported by Kennard Weaver, that the Board convene in closed session as permitted by Section 8(h) of the Open Meetings Act, MCL 15.268(h), to consider one privileged legal memos 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 a roll call vote as follows: Yes—Marilyn Dresser, Ross Childs, Kennard Weaver, Bob Brick, Steve Rawlings, Doug Bishop. No—None. The open session was adjourned to go into closed session at 6:20 p.m.

Reconvene Regular Meeting—The open session was reconvened at 7:45 p.m. on a motion from Ross Childs, supported by Kennard Weaver, recommending the open session of the regular meeting be reconvened. The motion passed with a unanimous vote and a roll call was conducted as follows:
Present—Ross Childs, Kennard Weaver, Bob Brick, Marilyn Dresser, Steve Rawlings, Doug Bishop; absent—Cheryl Follette.

Chair Doug Bishop stated the Board had convened the closed session and completed their privileged discussion with counsel per memo provided.

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 7:50 p.m.

Recorded by Holly Gorton, Executive Assistant to the President and Board of Trustees.

SIGNED__________________________________________
Douglas S. Bishop, Chair

ATTESTED________________________________________
K. Ross Childs, Secretary