

**NORTHWESTERN MICHIGAN COLLEGE  
BOARD OF TRUSTEES  
MINUTES  
Monday, November 20, 2017  
at Oleson Center, 1881 College Drive**

**CALL TO ORDER**—Chair Kennard R. Weaver called the regular meeting to order at 5:30 p.m.

**ROLL CALL**

Trustees present: Chris M. Bott, K. Ross Childs, Michael Estes, Rachel A. Johnson, Jane T. McNabb, Kennard R. Weaver

Trustees absent: Douglas S. Bishop

Also present: President Timothy J. Nelson, Cole Burns, Vicki Cook, Marguerite Cotto, Sue DeCamillis, Holly Gorton, Joy Evans, Diana Fairbanks, Dani Garcia, David Gosma, Colin Kreh, Mark Liebling, Janet Lively, Pratish Maharjan, Kerri McAdams, Wyatt Miller, Todd Neibauer, Paul Perry, Josiah Pippin, Cassie Ray, Dennis Schultz, Stephen Siciliano, Floyd Smith, Rebecca Teahen, Keith Weber

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

**REPORTS**

**Faculty Report – Unpacking the Demand for Coding Skills**—Keith Weber, CIT Developer Program Instructor, provided a presentation about existing myths of digital skillsets actually required in today’s interactive workplace and a number of ways that the CIT Department and NMC are responding to the needs of our students in keeping with our mission as a community college. He explained that, while technology continues to change, the world of business has not. Weber emphasized that coding skills are not often required, but it is important for students to learn business practices and be comfortable with technology.

**Enrollment Report**—Todd Neibauer, Vice President for Student Services and Technology, provided the enrollment report, noting that Spring/Summer 2018 registration for current students began on October 25, 2017. Registration for Fall 2018 opens on March 15, 2018, and Neibauer shared that Admissions and Financial Aid had over 80 high school visits for recruitment and FAFSA workshops in preparation. His report also indicated that on-campus tours have increased. In response to a Board comment about engaging the middle school age group, Neibauer explained the NMC Admissions team is becoming more involved with programs engaging the younger population for follow-up recruitment efforts.

**Sensitive Information Report**—Vicki Cook, Vice President of Finance and Administration, provided the annual update of incidents related to identity theft protection to the Board as required by the Fair and Accurate Credit Transactions Act of 2003. The report noted three incidents during the 12-month period, and NMC conducted internal investigations to insure proper internal controls are in place. In response to a question, Cook explained that two of the incidents were individuals, and one affected multiple people, but was not a breach in the college’s system. Cook shared the report is to inform the Board that NMC does monitor and investigate any identity theft issues through coordination with multiple college departments.

**Financial Report**—Vice President Vicki Cook provided the financial report for the period ending October 31, 2017, noting that fall tuition revenue was still being reported. She also reviewed the comparison activity from a year ago at this time, explaining the federal revenue received was from MARAD for ship fuel. Cook indicated that most all activity was tracking on budget. In response to a question, Vice President Cook confirmed the 3% increase in property tax revenue was projected.

**Foundation Report**—Rebecca Teahen, Executive Director for Resource Development and Foundation, provided the Foundation update. She recognized the new NMC food pantry on campus, the annual Giving Tree program that supports students during the holidays, as well as the upcoming Giving Tuesday on November 28.

**MCCA Trustee Institute Reports**—Trustees Chris Bott, Ross Childs, and Janie McNabb reported on their recent attendance at the MCCA Trustee Institute in Lansing. They shared about the opportunity to have good interaction with other community college trustees and MCCA staff, as well as very informative sessions held. They concluded by encouraging other trustees to attend in the future.

**Legislative Issues Report**—President Timothy Nelson shared that the MCCA legislative report was included in the meeting materials and provided additional explanation of some current legislative issues, including senate bills that would allow the open carry and concealed weapons on campus. Nelson asked trustees to contact legislators and the Governor to voice their concerns with the bills.

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

## **UPDATES**

**President's Update**—President Timothy Nelson indicated his written update had gone out to the Board and campus earlier that day. He shared that NMC had been ranked third best community college in the nation for its service to veterans, according to Military Times magazine. Nelson credited the hard work of NMC faculty and staff, particularly the leadership of Scott Herzberg, NMC's POC Military and Veterans Services and Advisor.

**Board Chair Update**—Chair Kennard Weaver shared he had attended an event on behalf of the NMC Board of Trustees and received an award from TART Trails, Inc. in appreciation and recognition of support and partnership for 2017 recognizing the college for working with them to complete the Boardman loop of the TART Trail. Weaver also encouraged trustees to contact legislatures to express concerns against the gun bills.

## **DISCUSSION ITEMS**

**CONSENT ITEMS**—On a motion by Michael Estes, seconded by Ross Childs, the following items were approved by a unanimous vote as a group without discussion:

- Minutes of the October 23, 2017, regular meeting
- Minutes of the October 30, 2017, study session

Motion passed with a unanimous vote.

**ACTION ITEMS**


**NMC Resource Guidelines**—On a motion by Jane McNabb, seconded by Chris Bott, the board approved the NMC Resource Guidelines for 2018-19 as presented. It was noted that discussion pertaining to potential revisions to future versions of resource guidelines would occur at the upcoming January study session. Motion passed with a unanimous vote.

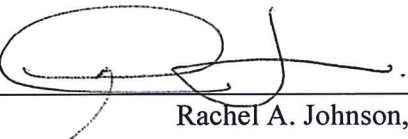
**West Hall Innovation Project Owners Representative**—On a motion by Rachel Johnson, seconded by Michael Estes, the board authorized administration to enter into a contract in the amount of \$400,000 with Plante Moran CRESA as Owner’s Representative to support the West Hall Innovation Center and new library construction project, to be funded through the Plant Fund. Motion passed with a unanimous vote.

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

**ADJOURNMENT**—The meeting adjourned at 6:40 p.m. by unanimous vote on a motion by Rachel Johnson, seconded by Michael Estes.

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

SIGNED   
Kennard R. Weaver, Chair

ATTESTED   
Rachel A. Johnson, Secretary