

**NORTHWESTERN MICHIGAN COLLEGE
BOARD OF TRUSTEES
MINUTES
Monday, March 18, 2019
at NMC Hagerty Center, Room C
Great Lakes Campus, 715 E. Front Street, Traverse City, MI 49686**

The Board had dinner with the Student Government Association (SGA) in room D of the Hagerty Center at 4:45 p.m. prior to the regular Board Meeting.

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

ROLL CALL

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

Trustees absent: Douglas S. Bishop, Michael Estes

Also present: President Timothy J. Nelson, Lisa Blackford, Patti Burgess, Vicki Cook, Marguerite Cotto, Devin DePauw, Jerry Dobek, Joy Evans, Brandon Everest, Diana Fairbanks, Mike Gillett, Dan Goodchild, Holly Gorton, Nancy Gray, Cathy Han, Laura Jaquish, Tony Jenkins, Troy Kierczynski, Paul Kolak, Colin Kreh, Hannah Krohn, Mark Liebling, Janet Lively, Leo Liu, Kyle Morrison, Clifton Murie, Andy Navickas, Todd Neibauer, Emily Perkins, Paul Perry, Deb Pharo, Stephen Siciliano, Mike Skarupinski, Rebecca Teahen, Lisa Thomas, Kristina Uribe, Jeff Zhao, Jane Zlojutro

REVIEW OF AGENDA—The agenda was accepted as presented.

REPORTS

Student Government Association Presentation—SGA Members Hannah Krohn, Cathy Han, Leo Liu, Andy Navickas, Kristina Uribe, Jeff Zhao, and Emily Perkins introduced themselves to the Board. SGA President Emily Perkins presented on what the group has accomplished this year, special human services projects, outreach events, as well as funding expenditures for Fall 2018.

Faculty Report—Faculty Community Service: The Wealth We Share—Deb Pharo, Mathematics Instructor, presented on various community service projects that have been performed by faculty members and ways they and are involved in the community. She then presented a video on a specific project she has conducted with second graders.

Enrollment Report—Todd Neibauer, Vice President for Student Services and Technology, provided the enrollment report noting that registration is still occurring for Summer 2019. He shared that fall registration began on March 13, and he expects an increase in registration in April when orientation sessions are held.

Financial Report—Vicki Cook, Vice President of Finance and Administration, reviewed the financial report for the period ending February 28, 2019. Cook also noted that projections for year-end were included in the financial report. In response to questions from last month, Cook clarified that 90% of the \$1.1 million revenue projection are restricted funds, such as \$800,000 for the Great Lakes Maritime Academy. It was also explained that monthly reporting does not accurately reflect the year, due to revenue and expenses fluctuating throughout the year.

Foundation Report—Rebecca Teahen, Executive Director for Resource Development and Foundation, provided the Foundation Report for FY19 with total gifts of \$8,898,265 to date. Teahen also advertised the upcoming Taste of Success event on April 12, 2019.

PRMC Report—Diana Fairbanks, Executive Director of Public Relations, Marketing, and Communications provided an update on the February PRMC report included in the Board materials. Fairbanks highlighted that since the NMC homepage was refreshed and launched in January, they have seen a 43% decline in search page visits. These initial analytics lead them to believe that the new design has provided easier navigation of the website without using the search bar.

Presidential Search Committee Report—Committee Chair Chris Bott provided a report on the work of the Board Presidential Search Committee. The Board search committee, consisting of 3 trustees, has met twice and is working with the search consultant to develop the timeline and process of the search. This spring, sessions will be conducted by the consultant to gather input from the campus and greater community to develop a presidential profile and opportunities overview.

The Board reviewed the suggested Presidential Search Committee Process, Duties, Charge, and Membership. Doug Bishop requested revisions to the proposed charge, which include clarifying that the full search committee will recommend 3-5 “unranked” candidates to the Board of Trustees and that the search committee will not need to provide a synopsis of why each final candidate is commended.

The process for nominating internal and external stakeholders to the full search committee was reviewed. An e-mail asking for internal nominations will be sent out from Holly Gorton to campus, while community members need to contact a trustee if they would like to be considered for the committee. Bott requested trustees submit their two names for recommendations for community members to serve on the committee by 5:00 p.m. on March 25, 2019.

Building and Site Committee Report—Ross Childs, Committee Chair, stated the committee received an update on the West Hall Innovation Center construction schedule and they are working to move the completion date of the project up as early as possible.

Legislative Issues Report—President Timothy Nelson noted that no written report was included in the meeting materials as not much has changed since the last meeting three weeks ago. Tim and Chair Chris Bott will be attending the MCCA Spring Board of Directors Meeting at the end of the week in Livonia, on March 21-22, 2019.

PUBLIC INPUT—There was public input offered by Jane Zlojutro, Janet Lively, Brandon Everest, and Clifton Murie.

UPDATES

President’s Update—President Timothy Nelson thanked the SGA members and Deb Pharo for their presentations and the faculty for their community service. Nelson thanked the Board and everyone on campus who participated in the recent HLC Accreditation Site Visit. A preliminary review is expected within 30 days for the college to check for any factual errors.

Board Chair Update—Chair Chris Bott commented on the budgetary process and noted the swing in revenue and expenses throughout the year, leading to a balanced budget. Bott also recognized the extensive work done to prepare for the HLC Site Visit and commended staff for their efforts.

DISCUSSION ITEMS

FY20 Budget Process—Vice President Vicki Cook provided an initial overview of the FY20 budget process and projected timeline. The budget is being built from departmental input and state budget information and more details will be available in April. Cook anticipates overall state appropriations to remain flat and is budgeting a decline in student contact hours. In response to a question, Cook noted new programs, such as the Marine Center and Surveying, are expected to bring additional revenue.

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

- Minutes of the February 25, 2019, regular and closed meetings
- Minutes of the March 11, 2019, special meeting

The motion passed with a unanimous vote.

ACTION ITEMS

Housing and Board Rates for FY2020—On a motion by Ross Childs, seconded by Rachel Johnson, the Board approved Housing and Board Rates for the 2019-2020 fiscal year as presented. The motion passed with a unanimous vote.

Presidential Search Committee Charge—On a motion by Kennard Weaver, seconded by Ross Childs, the Board approved the Presidential Search Committee Charge as presented with noted changes of the full search committee recommending 3-5 unranked candidates to the Board of Trustees, with no rationale synopsis required. The motion passed with a unanimous vote.

Closed session—Ross Childs made a motion, seconded by Kennard Weaver, that the Board convene in closed session as permitted by Section 8(c) of the Open Meetings Act, MCL 15.268(c), 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—Rachel Johnson, Janie McNabb, Ross Childs, Kennard Weaver, Chris Bott; No—none; and the Board went into closed session at 6:46 p.m.

Reconvene Regular Meeting—Kennard Weaver made a motion, seconded by Rachel Johnson, to adjourn the closed session and reconvene the open session. The motion passed with the following roll call vote: Yes—Kennard Weaver, Ross Childs, Janie McNabb, Rachel Johnson, Chris Bott; No—none; and the regular open session reconvened at 7:47 p.m.

Chair Chris Bott stated that the Board received an update during the closed session as to the status of the bargaining between the faculty and administration. Bott thanked both parties for working hard to arrive at a contract and stated the Board is not a part of the negotiating process, but looks forward to reviewing a contract.

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 7:48 p.m. by unanimous vote on a motion by Ross Childs, seconded by Rachel Johnson.

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

SIGNED Chris M. Bott
Chris M. Bott, Chair

ATTESTED Rachel Johnson
Rachel Johnson, Vice-Chair