

**NORTHWESTERN MICHIGAN COLLEGE  
BOARD OF TRUSTEES  
MINUTES  
Monday, April 22, 2019  
at NMC Hagerty Center, Great Lakes Campus, 715 East Front St**

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

**ROLL CALL**

Trustees present: Douglas S. Bishop, Chris M. Bott, K. Ross Childs (left at 6:17 p.m.), Michael Estes, Rachel A. Johnson, Jane T. McNabb, Kennard R. Weaver

Trustees absent: Ross Childs (after 6:17 p.m.)

Also present: President Timothy J. Nelson, Michael Anderson, Phil Bianco, Patti Burgess, Vicki Cook, Marguerite Cotto, Isaac Dedenbach, Brandon Everest, Diana Fairbanks, Michael Gillett, Anders Gillis, Joy Goodchild, Holly Gorton, Nancy Gray, Marilyn Jaquish, Blake Key, Troy Kierczynski, Colin Kreh, Roxanna Lewis, Mark Liebling, Janet Lively, Kristy McDonald, Brianna Mills, Tyler Mitchell- Gonzalez, Kyle Morrison, Todd Neibauer, Paul Perry, John Pflughoeft, Deb Pharo, Cindy Rydahl, Kirsten Salathiel, Caroline Schaffer- Hills, Stephen Siciliano, Lisa Sutton, Margaret Szajnek, Peter Solenberger, Rebecca Teahen, Tina Ulrich, Jim White, Paul Young, and Jane Zlojutro

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

**REPORTS**

**Program Focus—Law Enforcement**—Brian Heffner, Director of Police Academy, provided an update on the NMC Law Enforcement Academy. The program has been grown to its current capacity level of 30 cadets in 2018-2019 and for 2019-2020. Heffner clarified the rationale and state mandates that have determined that capacity level. He presented the process and requirements of admission to the academy, as well as changes to the program that have increased the enrollment. There has been a 100% completion rate with the academy over the past couple of years. There is state-wide participation in the program and a great demand for graduates with a 90% employment rate. In response to a question, Heffner stated that the State of Michigan requires a minimum of an associate degree to take the state exam and the time period depends on the education level of students coming into the program.

**Faculty Report—Lessons Learned from the Leelanau School Collaboration**—Nancy Gray, Communications Instructor, shared about her experience teaching an NMC English 111 course at the Leelanau School using reading apprenticeship protocols and practices. Gray presented on the reading apprenticeship framework of the extensive reading/problem solving with metacognition conversation strategies. Gray also shared about the positive results of this teaching method and collaboration. She credited NMC's Center for Instructional Excellence (CIE) for the professional development she was able to receive in preparation of this project.

**HLC Report**—Joy Evans Goodchild, Executive Director of the Office of Research, Planning and Effectiveness, provided an update following the recent Higher Learning Commission site visit as part of NMC's accreditation renewal process. She reported that the HLC team's recommendations are positive, that NMC had met all criteria for accreditation and that NMC will likely be eligible to choose the next accreditation pathway as the AQIP pathway is being discontinued.

**Enrollment Report**—Todd Neibauer, Vice President for Student Services and Technology, provided the enrollment report indicating that summer enrollment is anticipated to be very close to projections. Neibauer noted that fall 2019 registration began on March 13 for continuing students and the first new student orientation was held on April 12.

**Financial Report**—Vicki Cook, Vice President of Finance and Administration, reviewed the financial report for the period ending March 31, 2019, that included quarterly reports as well as the report for March.

**Foundation Report**—Rebecca Teahen, Executive Director for Resource Development and Foundation, provided the Foundation Report for FY19 to date. Teahen also noted that the Scholarship Luncheon is later this week and the Taste for Success event, which was held on April 12 and benefits the NMC Culinary Program, was very successful.

**PRMC Report**—Diana Fairbanks, Executive Director of Public Relations, Marketing, and Communications, provided the March PRMC report. The NMC BBQ is coming up on May 19. Fairbanks noted proceeds from this year's event will go to the Commitment Scholarship program and the West Hall Innovation Center.

**OMA Training**—Trustee Kennard Weaver reported on the recent Open Meetings Act training he had attended that was provided by the Grand Traverse County Prosecuting Attorney's Office. There was discussion pertaining to additional trustees attending Board Committee meetings and Chair Chris Bott expressed the need for all trustees to read the attorney-client privileged communication provided to trustees earlier that day.

**Presidential Search Committee Report**—Chris Bott, Committee Chair, explained that the full search committee has been formed. The public website has a Presidential Transition page where updates to the process will be posted. The first orientation meeting for the committee is scheduled for May 13.

**Building and Site Committee Report**—Vice President Vicki Cook provided an update on the Building and Site Committee in Ross Childs' absence. The construction schedule still indicates a completion date of March 2020.

**Legislative Issues Report**—President Timothy Nelson reported that he had met with legislators last week and reviewed a variety of topics with them, including Governor Whitmer's Reconnect Program. At the national level, a rule-making committee, which included Dan Phelan, President of Jackson College, met to discuss the Higher Education Act Reauthorization. In response to a question, Nelson explained that MCCA opposes the governor's proposal of a limit on tuition.

**PUBLIC INPUT**—There was public input offered by Paul Young, Kristen Salathiel, Isaac Dedenbach, Tina Ulrich, and Cindy Rydahl.

## **UPDATES**

**President's Update**—President Timothy Nelson thanked the presenters and recognized the great presentations of Brian Heffner, Nancy Gray, and Joy Evans. Nelson reminded the Board of the numerous upcoming events, including the Scholarship Luncheon, Honors Convocation, Commencement, GLMA Graduation, and the NMC BBQ.

**Board Chair Update**—Chair Chris Bott mentioned the many opportunities for trustees to attend college activities and events and he encouraged trustees to attend something new they had not been able to attend in the past. Bott also encouraged trustees to participate in Open Meetings Act and Title IX trainings.

## **DISCUSSION ITEMS**

**FY20 Budget Process**—Vice President Vicki Cook provided a FY20 budget process update, reviewing assumptions, a comparison of NMC revenue and expenses among the other Michigan community colleges in our same state ACS group. Cook addressed questions from the Board on the various property tax revenue percentages. The 2020 budget scenarios reviewed include additional revenue anticipated from new initiatives such as the Aviation workshop, Marine Center, and Survey programs. Expense budget scenarios were also reviewed, which included expenses of the above mentioned new programs. Cook indicated she would be providing more detail in May, with a final FY20 budget presented for Board approval in June 2019.

**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 March 18, 2019, regular and closed meetings
- Minutes of the April 3, 2019, special meeting
- Sabbatical Request of Tom Gordon for spring semester 2020 commencing January 6, 2020, and concluding May 6, 2020.

## **ACTION ITEMS**

**Line of Credit Renewal**—Doug Bishop made a motion, seconded by Kennard Weaver, to authorize administration to renew the \$2 million line-of-credit with Fifth Third Bank. The motion passed with a unanimous vote.

**MDOT Easement**—Doug Bishop made a motion, seconded by Kennard Weaver, authorizing administration to grant an easement request for the northwest corner of Barlow and Front Street to the Michigan Department of Transportation (MDOT) after legal review and approval. The motion passed with a unanimous vote.

**Desktop Computer Purchase**—Doug Bishop made a motion, seconded by Rachel Johnson, authorizing administration to enter into contract with Dell Computer for the purchase of 335 replacement desktop computers in the amount of \$197,650.00 from the Technology Plant Fund. The motion passed with a unanimous vote.

**Closed session**—Doug Bishop made a motion, seconded by Janie McNabb, 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, Doug Bishop, Michael Estes, Kennard Weaver, Chris Bott; No—none; and the Board went into closed session at 7:19 p.m.

**Reconvene Regular Meeting**—Michael Estes 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, Doug Bishop, Michael Estes, Janie McNabb, Rachel Johnson, Chris Bott; No—none; and the regular open session reconvened at 7:59 p.m.

Chris Bott stated it is the Board’s position that they will not be directly involved in negotiations, as it was with negotiating the initial contract. The Board supports the continued efforts of the administrative negotiating team to work with the faculty team to arrive at 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 8:01 p.m. by unanimous vote on a motion by Kennard Weaver, seconded by Janie McNabb.

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

SIGNED Chris M. Bott  
Chris M. Bott, Chair

ATTESTED Michael Estes  
Michael Estes, Secretary