

**NORTHWESTERN MICHIGAN COLLEGE
BOARD OF TRUSTEES
MINUTES
Monday, May 20, 2019
at Great Lakes Campus, Room 112, 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 (until 7:24 p.m.), Chris M. Bott, K. Ross Childs, Michael Estes, Rachel A. Johnson, Jane T. McNabb, Kennard R. Weaver

Trustees absent: None

Also present: President Timothy J. Nelson, Patti Burgess, Vicki Cook, Marguerite Cotto, Jerry Dobek, Stephen Drake, Diana Fairbanks, Anders Gillis, Holly Gorton, Tony Jenkins, Keith Kelly, Troy Kierczynski, Colin Kreh, Mark Liebling, Kyle Morrison, Todd Neibauer, Paul Perry, Stephen Siciliano, Rebecca Teahen

REVIEW OF AGENDA—The agenda was accepted as presented.

REPORTS

Faculty Report—End of Year Reflections—Keith Kelly, Business & Technical Instructor, provided a review of the Faculty Council reports provided to the Board over the past year. Kelly demonstrated the SCRUM Framework software program to conduct a review and reflection of the reports. The Board provided verbal feedback on the quality, content and value of the faculty reports to the Board.

Enrollment Report—Todd Neibauer, Vice President for Student Services and Technology, provided the enrollment report noting that current fall registration count is close to the same as this time last year. An anticipated decrease of 2.7% is targeted for fall 2019 enrollment.

Financial Report—Vicki Cook, Vice President of Finance and Administration, reviewed the financial report for the period ending April 30, 2019, indicating a positive end of year

Foundation Report—Rebecca Teahen, Executive Director for Resource Development and Foundation, provided the monthly report of the NMC Foundation. She reported that total gifts to date for FY19 is slightly below goal for the year with another month to go. The Foundation is currently seeking sponsors and golfers for the August 1 Scholarship Open.

PRMC Report—Diana Fairbanks, Executive Director of Public Relations, Marketing, and Communications, reported that April saw overall positive growth across PRMC area. She reported that the previous day's annual BBQ was quite well attended, in spite of the rainy weather, and a more detailed report will be provided on the BBQ at the June Board meeting.

Presidential Search Committee—Chris Bott, Committee Chair, reported that the full committee of 20 members had met on May 13, 2019, and received some basic training in human resources, the Open Meetings Act, and an orientation of the upcoming search process.

Presidential Performance and Compensation Committee—Chris Bott, Committee Chair, asked

Janie McNabb to report on the committee meeting held last week. The committee determined that trustees will conduct the traditional evaluation review of President Nelson in June, while also developing a plan to work with the new president to help transition that person and inform him/her of expectations of the Board going forward. A salary range for the new president has been recommended by the committee to the full Board for approval for the search firm to refer to when addressing questions of applicants. Chair Chris Bott reiterated that the exact salary will be negotiated upon selection of the new president. Mark Liebling, Associate Vice President of Human Resources, was called upon to share the process used to determine the salary range.

Audit Committee—Kennard Weaver, Committee Chair, shared that the committee met with auditing firm representatives regarding the upcoming review of financial statements of the college for fiscal year ending June 30, 2019. There was a brief discussion pertaining to term length of auditing contracts.

Building and Site Committee—Ross Childs, Committee Chair, reported that the project budget remains on target, and the committee would like to see an earlier completion date, if possible. The current completion date estimate is March 2020.

Legislative Issues Report—President Timothy Nelson shared updated information since the report provided in the meeting materials packet. He noted that three state budget proposals by the House, Senate and Governor’s office have been introduced with varying funding plans for community colleges and explained the differences between them. It is anticipated that a state budget will not be approved until October 2019. Federal budget markup for maritime has made good progress, but the overall stall of the national budget will impact the timing of that funding to NMC’s GLMA.

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

UPDATES

President’s Update—President Timothy Nelson thanked Keith Kelly for his report that is very relative to the Experiential Learning initiative of the college. He noted that Les Cook of Michigan Technological University has left for another university and conversations will occur with the MTU president to determine future plans with articulation agreements with NMC. Tim will keep the Board apprised. Tim thanked all who volunteered at and attended the May 19 NMC BBQ.

Board Chair Update—Chair Chris Bott determined that he will bring a board policy for discussion to every board meeting. Board Policy A-108.00 Board of Trustees Electronic Communications, which was included in this meeting’s materials, provides guidance on the use of electronic communications by trustees to remain in compliance with the Open Meetings Act.

DISCUSSION ITEMS

FY20 Budget Process—Vice President Vicki Cook provided a fiscal year 2020 update on budget development considerations. She explained that the current model does not contain any major increases or budget for new positions. Therefore, any new positions determined necessary will need to be evaluated to determine how they will be funded. Cook reviewed the proposed change in appropriation of each of the three state budget versions (Governor, Senate, and House) and whether each contains tuition restraints. The budget proposal provided includes a 3% increase in general tuition, and Cook reviewed that detail of the various tiers of tuition rates with tiers II and III

including a 1% increase. She then reviewed a budget model of projected FY17-FY21 general fund review and expenses. The tuition increase provides for a balanced budget for FY20 without any increase in personnel numbers. The budget model uses a conservative state revenue projection because the state budget is not expected to be adopted until the fall.

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

- Minutes of the April 22, 2019, regular and closed meetings

ACTION ITEMS

Presidential Search Position Profile & Opportunities Overview—Doug Bishop made a motion, seconded by Kennard Weaver, to approve the Position Profile & Opportunities Overview, salary range and base benefit package information as presented for advertising to be conducted by Pauly Group, Inc. for the position of President of NMC. There was discussion pertaining to proposed revisions to the Position Profile and Opportunities Overview document. The motion passed with a unanimous vote.

Notice of Truth in Taxation Hearing Notice—On a motion by Kennard Weaver, seconded by Rachel Johnson, the Board adopted the Truth-in-Taxation First Resolution as presented. The motion passed with a unanimous vote.

Native American Grant Application—On a motion by Rachel Johnson, seconded by Ross Childs, the Board authorized administration to submit application for the 2% grant from the Grand Traverse Band of Ottawa and Chippewa Indians video gaming revenue as presented. The motion passed with a unanimous vote.

MCACA Grant Application—On a motion by Rachel Johnson, seconded by Janie McNabb, the Board authorized the Dennos Museum Center at Northwestern Michigan College to submit an application for grant funding in the amount of \$30,000 for program support from the Michigan Council for Arts and Cultural Affairs in the current round of grant applications due June 1, 2019. The motion passed with a unanimous vote.

Firewall Maintenance Contract—On a motion by Ross Childs, seconded by Rachel Johnson, the Board authorized administration to enter into a contract with Secant for the three year software maintenance renewal for our Cisco Firewalls in the amount of \$45,786.00 to be funded by the General Fund, expiring May 31, 2022. Todd Neibauer addressed questions pertaining to services included in the agreement. The motion passed with a unanimous vote.

Foundation Board Appointments—Kennard Weaver made a motion, seconded by Michael Estes, to approve appointment of Nathanael Adamson and Debbie Edson to new three-year terms on the Foundation Board, commencing February 2019 and expiring December 2021. The motion passed with a unanimous vote.

Uniformed Security Services Contract—On a motion by Ross Childs, seconded by Janie McNabb, the Board authorized administration to enter into a contract with DuHadway, Kendall & Associates, Inc. (DK Security) for a period of three (3) years beginning June 1, 2019, as presented and to be

funded through the General Fund and Auxiliary Budgets. The motion passed with a unanimous vote.

Scholars Hall Corridor Carpet Replacement—On a motion by Kennard Weaver, seconded by Rachel Johnson, the Board authorized administration to enter into a contract with Floor Covering Brokers for \$49,249 for carpet removal, purchase and installation of new carpet in Scholars Hall to be funded by the FY19 Plant Fund. The motion passed with a unanimous vote.

New Jobs Training Program Agreements—On a motion by Janie McNabb, seconded by Rachel Johnson, the Board authorized administration to enter into training agreements under the terms of the New Jobs Training Program (NJTP) for the following companies:

- 1. Britten, Inc.
- 2. Isenhart Electric, LLC
- 3. RJG, Inc. (amendment)

The motion passed with a unanimous vote.

West Hall Innovation Center Resolution—On a motion by Ross Childs, seconded by Janie McNabb, the Board adopted the resolution approving a construction and completion assurance agreement as presented. Vicki Cook addressed a question noting this requirement for bonding purposes. The motion passed with a unanimous vote.

Closed session—Kennard Weaver made a motion, seconded by Rachel Johnson, that the Board convene in closed session as permitted by Section 8(c) of the 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—Rachel Johnson, Jane McNabb, Ross Childs, Michael Estes, Kennard Weaver, Chris Bott; No—none; and the Board went into closed session at 7:35 p.m.

Reconvene Regular Meeting—Kennard Weaver made a motion, seconded by Janie McNabb, to adjourn the closed session and reconvene the open session. The motion passed with the following roll call vote: Yes—Kennard Weaver, Ross Childs, Michael Estes, Jane McNabb, Rachel Johnson, Chris Bott; No—none; and the regular open session reconvened at 8:30 p.m.

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 8:31 p.m.

Recorded by Holly Gorton, Chief of Staff to the President and Board of Trustees.

SIGNED Chris M. Bott
 Chris M. Bott, Chair

ATTESTED Michael Estes
 Michael Estes, Secretary