

**NORTHWESTERN MICHIGAN COLLEGE
BOARD OF TRUSTEES
MINUTES
Monday, June 24, 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, 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, Nate Butler, Vicki Cook, Marguerite Cotto, Jerry Dobek, Lisa Dohm, Joy Evans, Brandon Everest, Diana Fairbanks, Michael Gillett, Anders Gillis, Holly Gorton, Robb Houston, Laura Jaquish, Tony Jenkins, Gene Jenneman, Keith Kelly, Troy Kierczynski, Mark Liebling, Janet Lively, Briana Mills, Ben Minor, Todd Neibauer, Nancy Parshall, Paul Perry, Debra Pharo, Arthur Przybylowicz, Becca Richardson, Wayne Schmidt, Stephen Siciliano, Alexandra Smith, Marjory Smith, Rebecca Teahen, Rachel Wilczewski, Beckie Wooters, Jane Zlojutro

REVIEW OF AGENDA—The agenda was accepted as presented.

BUDGET HEARING

The regular meeting was closed and the budget hearing opened at 5:31 p.m. on a motion by Kennard Weaver, seconded by Ross Childs, with the following roll call vote: Yes—Rachel Johnson, Janie McNabb, Ross Childs, Doug Bishop, Michael Estes, Kennard Weaver, Chris Bott; No—None.

FY20 Budget Review—Vicki Cook, Vice President of Finance and Administration, explained the required budget notice process that had occurred and the purpose of the Budget Hearing. She reviewed the FY20 budget that included the proposed property tax millage rates of 2.1339 mills for operating purposes and 0.55 mills for bond debt services. She explained this would be the last year of the debt payment. Cook noted that the proposed budget was the same as was presented at the May 20, 2019, meeting.

Public Comment—There was no public input offered pertaining to the budget hearing.

Budget Hearing Adjournment—A motion was made by Rachel Johnson, seconded by Doug Bishop, that the budget hearing be closed and the regular meeting reconvened. The motion passed with the following roll call vote: Yes—Kennard Weaver, Ross Childs, Doug Bishop, Michael Estes, Janie McNabb, Rachel Johnson, Chris Bott; No—None; and the regular meeting was reconvened at 5:33 p.m.

REPORTS

Faculty Report—No Report per Keith Kelly.

Enrollment Report—Todd Neibauer, Vice President for Student Services and Technology, provided the enrollment report for Summer 2019. In comparison to last summer, enrollment is down by 86 students. Neibauer reviewed the trending data and noted that orientations are scheduled throughout the remainder of the summer. In response to a question regarding program area declines, Neibauer explained differences that sometimes occur during summer semesters.

Financial Report—Vicki Cook, Vice President of Finance and Administration, reviewed the financial report for the period ending May 31, 2019, and explained that summer tuition revenue will start to be included in the financial report for the period ending June 30, 2019, and will be split between FY19 and FY20 budget years. Cook also explained that although enrollment was down, revenue was higher than predicted, perhaps due to out-of-district students or more students enrolled in differential tuition programs. Cook reported that property taxes will fall slightly below budget, but yearend is still positive overall.

Foundation Report—Rebecca Teahen, Executive Director for Resource Development and Foundation, provided the Foundation Report. Teahen encouraged giving before the upcoming June 30 end of the fiscal year, and noted that Annual Fund giving is about \$20,000 below goal. She noted the annual Scholarship Open is coming up on August 1, 2019. Following a question, Teahen talked about the alumni database and the ongoing project to keep contact information up to date and gather further alumni information.

PRMC Report—Diana Fairbanks, Executive Director of Public Relations, Marketing, and Communications referenced the May PRMC report and the many positive NMC events that took place during the month of May, including the BBQ and TEDxTraverseCity. The summer edition of NEXUS was recently sent to mailboxes and currently goes to about 45,000 people. Fairbanks also discussed work between NMC and Outstanding Alum John Militello on marketing and branding strategic initiatives.

Policy Committee Report—Committee Chair Doug Bishop reported that the committee had met on June 11, 2019, to review three policies and the policy review schedule. Policy A-001.00 Policy Organization is incorporating documents previously posted on the policy website into a Board policy. Bishop noted revisions made to the Annual Meeting and Public Input sections of Board Policy A-100.00 Board of Trustees Bylaws, which are shown in the meeting materials packet. Board Policy A104.00 Video Recordings of Meetings was reviewed with no changes. All three policies are being recommended for board action at this meeting.

Building and Site Committee—Ross Childs, Committee Chair, reported the committee had not met, but provided an update on the West Hall Innovation Center and New Library Project.

Legislative Issues Report—President Timothy Nelson reported that both the Michigan House and Senate have taken action on appropriation bills, which he provided a summary of. There are also discussions taking place on how to fund Governor Whitmer's two proposals, Reconnect and MI Opportunity. During a recent trip to Washington, D.C., Nelson met with numerous

legislators regarding education, water, and veterans’ issues. U.S. Senator Gary Peters introduced a bill last year to create a Center of Excellence on the Great Lakes to mitigate oil and pollution in the Great Lakes. NMC has requested it be in Traverse City, but even if located elsewhere, it is anticipated that NMC will be part of the Center of Excellence. Short term PELL grant allocations were also discussed with legislators.

PUBLIC INPUT—There was public input offered by Brandon Everest on behalf of the Faculty Associations.

UPDATES

President’s Update—President Timothy Nelson referred to area accomplishments mentioned in his written update that was sent out to campus last week. Nelson also noted that, as we look forward to final notification from HLC on the March visit, NMC will likely have two accreditation pathways to choose from now that AQIP is no longer available. Joy Evans Goodchild, Executive Director for the Office of Research, Planning, and Effectiveness, provided more detailed information. The Board will be apprised of developments.

Board Chair Update—Chair Chris Bott reminded trustees to notify the President’s Office of conflicts of interest that occur during the year. Bott also provided an update on the Presidential Search Committee process. The position was posted on May 31, with applications due on July 7, at that point the Pauly Group will be reviewing applications. Video interviews will be conducted during the first week of August and dates are still being determined for on-campus interviews.

DISCUSSION ITEMS—None

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 May 20, 2019, regular and closed meetings

ACTION ITEMS

Certification of Taxes—On a motion by Doug Bishop, seconded by Ross Childs, the Board adopted resolutions to authorize the millage rate of 2.1339 mills be levied for operation purposes and the millage rate of 0.55 mills be levied for bond debt services for the FY20. Motion passed with a unanimous vote.

Adoption of Budget—On a motion by Doug Bishop, seconded by Kennard Weaver, the Board adopted budget resolutions and budgets based on the following tuition and fee rates for the FY20 as presented.

Tuition and Fee Rates for the 2019-20 Academic Year

In-District	\$ 109.00	per contact hour
Out-of-District	\$ 227.00	per contact hour
Out-of-State	\$ 296.00	per contact hour
International Tuition Rate	\$ 334.00	per contact hour
Fees	\$ 30.50	per contact hour

Differential Tuition (per contact hour)	Tier I	Tier II	Tier III
In-District	\$131.00	\$156.00	\$445.00
Out-of-District	\$261.00	\$300.00	\$445.00
Out-of-State	\$338.00	\$400.00	\$445.00
International	\$381.00	\$452.00	\$488.00

There was discussion regarding the budget development process and it was determined to continue that discussion at the Board's Annual Retreat in January. The motion passed with a majority vote. Michael Estes opposed, all others supported.

Special Presentation—Senator Wayne Schmidt was present to thank Gene Jenneman for all the work he has done for the college and museum. On behalf of himself and Governor Whitmer, Senator Schmidt presented a tribute to Jenneman in appreciation of his years of service. Gene Jenneman thanked Senator Schmidt, the Board and NMC for the wonderful opportunity and noted the Denmos is a great facility and could not exist without the parent institute of NMC. Jenneman also stated it is very important to pick a new president who sees the value of the museum to the college and community.

Board Policies—On a motion by Rachel Johnson, seconded by Kennard Weaver, the Board adopted the following Board Policies on a first-reading basis:

- New Policy A-001.00 College Policy Organization
- Amended Policy A-100.00 Board of Trustees Bylaws
- Policy A-104.00 Video Recordings of Meetings with no changes after review

The motion passed with a unanimous vote.

Blanket Purchase Order—On a motion by Doug Bishop, seconded by Ross Childs, the Board authorized administration to create blanket purchase orders for each vendor identified, minus Cherryland Electric and Laser Printer Tech, on the presented spreadsheet for the total of the estimated FY20 costs. The motion passed with a unanimous vote.

On a motion by Kennard Weaver, seconded by Janie McNabb, the Board authorized administration to create blanket purchase orders for Cherryland Electric and Laser Printer Tech on presented totals of the estimated FY20 costs. Motion passed with a majority vote, with Chris Bott and Rachel Johnson abstaining from vote due to conflict of interest.

Parking Lot Repair—On a motion by Rachel Johnson, seconded by Ross Childs, the Board authorized administration to enter into a contract with Quality Seal Coating in the amount of \$45,865 for parking lot repair and crosswalk and ADA ramp painting, to be funded by the FY20 Plant Fund. The motion passed with a unanimous vote.

Snow Removal Contract—On a motion by Doug Bishop, seconded by Kennard Weaver, the Board authorized administration to enter into a contract with Quality Seal Coating for snow removal for FY20, FY21, and FY22 for an annual amount not to exceed \$150,000 to be funded through the appropriate annual General Fund budget. The motion passed with a unanimous vote.

New Jobs Training Program Agreements—On a motion by Kennard Weaver, seconded by Michael Estes, the Board authorized administration to amend the training agreement with Cherry Republic under the New Jobs Training Program (NJTP). The motion passed with a majority vote, with Doug Bishop abstaining from the vote due to conflict of interest. On a motion by Kennard Weaver, seconded by Janie McNabb, a majority approved amending the Navego, Inc. training agreement, with Michael Estes abstaining from the 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 Michigan 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—Michael Estes, Doug Bishop, Rachel Johnson, Kennard, Ross Childs, Janie McNabb, Chris Bott; No—none; and the Board went into closed session at 6:47 p.m.

Reconvene Regular Meeting—Michael Estes made a motion, seconded by Doug Bishop, to adjourn the closed session and reconvene the open session. The motion passed with the following roll call vote: Yes—Rachel Johnson, Janie McNabb, Ross Childs, Doug Bishop, Michael Estes, Kennard Weaver, Chris Bott; No—none; and the regular open session reconvened at 7:26 p.m.

Chair Chris Bott stated that the Board will continue to support the process currently in place and look forward to fact finding report.

Closed Session—Doug Bishop made a motion, seconded by Rachel Johnson, to adjourn the open session and consider in closed session as permitted by Section 8(a) of the Michigan Open Meetings Act, MCL 15.268, the annual performance evaluation of the president, per his request for a closed session. The motion passed with the following roll call vote: Yes—Kennard Weaver, Ross Childs, Doug Bishop, Michael Estes, Janie McNabb, Rachel Johnson, Chris Bott; No—none; and the Board went into closed session at 7:27 p.m.

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

Presidential Performance Evaluation—On a motion by Rachel Johnson, seconded by Kennard Weaver, the Board accepted the 2018-19 Presidential Performance Evaluation. Chair Chris Bott noted that the composite score for this year is higher than last year's, and also thanked Tim for his long service to the college and many great things he has done over the years. The motion passed with a unanimous vote.

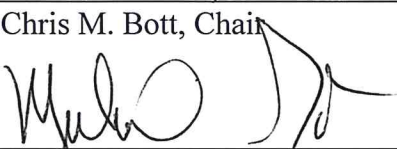
REVIEW OF FOLLOW-UP REQUESTS—Confirmed requests made by the Board that require administrative follow-up for information to be provided to the Board at a later date.

ADJOURNMENT—The meeting was adjourned at 8:31 p.m.

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

SIGNED _____ 

Chris M. Bott, Chair

ATTESTED _____ 

Michael Estes, Secretary