

**NORTHWESTERN MICHIGAN COLLEGE
BOARD OF TRUSTEES
MINUTES
Monday, March 23, 2020
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 (virtually), Chris M. Bott, K. Ross Childs (virtually), Michael Estes, Rachel A. Johnson (virtually), Jane T. McNabb (virtually), Kennard R. Weaver (virtually)

Trustees absent: None

Also present: President Nick Nissley, Jerry Achenbach, Vicki Cook, Marguerite Cotto, Holly Gorton, Kyle Morrison, Todd Neibauer, Stephen Siciliano

REVIEW OF AGENDA—The agenda was accepted as presented.

DISCUSSION ITEMS

COVID-19 Update—President Nick Nissley reviewed NMC's emergency response and recovery planning for the occurring coronavirus COVID-19 pandemic. The report included the process of developing response capability through collaboration with campus and community stakeholders, key decisions and actions made to date, as well as future considerations. The Board thanked faculty and staff for all their work to help students complete their courses.

Enrollment—Todd Neibauer, Vice President for Student Services and Technologies, shared the work being done by student services to help students and faculty with the transition to online learning. Student services, also operating online and were available to address any questions or issues as they occurred. Neibauer shared that the COVID-19 situation had added a degree of uncertainty to enrollment projections. He did note that orientations for summer and fall were being offered online.

FY21 Budget—Vicki Cook, Vice President of Finance and Administration, also noted the uncertainty of tuition revenue assumptions as a result of the COVID-19 pandemic and the uncertain enrollment projections. She presented three FY21 budget scenarios using no change in tuition, along with increases of 2.5% and 4.25%. Vice President Cook addressed a question pertaining to the use of all the reserves, as well as the cost of the college in contributions to the Foundation, by explaining that the Foundation would need to have time to plan any transition to self-funding. Cook noted they would be looking at several options, including those suggested. The question was raised as to the revenue and cost projections of a new model of increased online instruction in the future. Cook explained that the online summer semester decision was anticipated to increase summer enrollment. Also discussed was the projected impact of higher unemployment due to the occurring pandemic, but this would be a different model than in the past. It was noted by the board that reserves are in place for such unplanned circumstances as is now occurring. Vice President Cook agreed, but noted the college should still be aware of the long-term debt associated with construction projects.

PUBLIC INPUT—There was no public input offered.

UPDATES

President's Update—President Nick Nissley did not have any additional update other than to credit the faculty and staff for their work to address the issues related to the COVID-19 pandemic.

Board Chair Update—Chair Chris Bott reminded trustees to send questions to Holly Gorton and thanked faculty and staff for their work in this unusual time. Bott acknowledged the changes to the meeting format regarding some trustees participating virtually was in compliance with the Michigan Open Meetings Act with the stay-at-home executive orders by Governor Whitmer.

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

- Minutes of the February 24, 2020, regular meeting

ACTION ITEMS

Housing and Board Rates for FY2021—On a motion by Michael Estes, seconded by Ross Childs, the Board adopted the Housing and Board Rates for the 2020-2021 fiscal year as presented. The motion passed with a unanimous vote.

Lease of GLMA Tow Vessel—On a motion by Michael Estes, seconded by Kennard Weaver, the Board authorized administration to lease a tow vessel from approximately May 1, 2020, to November 1, 2020, as presented in proposal, for an amount not to exceed \$217,120, to be funded by the GLMA Operating Budget. GLMA Superintendent Jerry Achenbach addressed questions of the board on how this would benefit cadets with additional sea time credit, funded through available GLMA funds. The motion passed with a unanimous vote.

Fine Arts Roof Replacement—On a motion by Michael Estes, seconded by Doug Bishop, the Board authorized administration to enter into a contract with Story Roofing Company for the amount of \$79,500 (plus \$7,950 for contingency) for removal of old shingles and the installation of new shingles to be funded by the FY20 Plant Fund. Vice President Vicki Cook addressed a question as to whether the work could be put off to another year, in light of the current situation. Cook explained she does not want to risk damage to the building and that the roof work had been recommended by the architect and construction company when the siding was replaced on the building. The motion passed with a majority vote.

Great Lakes Campus Entrance Work—On a motion by Michael Estes, seconded by Doug Bishop, the Board authorized administration to enter into a contract with Spence Brothers in the amount of \$269,700 (plus \$26,970 for contingency) to remove and reinstall entrance pavers, new sidewalk with ice melt, and new walkway lights at the Great Lakes Campus entrance to be funded by the FY20 Plant Fund. Again, questions were raised as to the necessity of project at that time. In response, Vice President Cook explained the project was to address safety concerns. The motion passed with a majority vote.

REPORTS

Chair Chris Bott stated that due to the meeting format and in the interest of time, the reports section of the agenda would focus on questions brought forth by the trustees.

Faculty Report—Melissa Sprenkle, Communications Instructor—Postponed until a later date.

Enrollment Report—Todd Neibauer, Vice President for Student Services and Technology—No questions.

Financial Report—Vicki Cook, Vice President of Finance and Administration—No questions.

Foundation Report—Rebecca Teahen, Associate Vice President for Resource Development and Executive Director of Foundation—No questions.

PRMC Report—Diana Fairbanks, Executive Director of Public Relations, Marketing, and Communications—No questions.

Presidential Performance and Compensation Committee Report—Committee Chair Chris Bott provided a report on the work of the Board Presidential Performance and Compensation Committee. The committee met on Friday, March 13, and President Nissley provided a COVID-19 update.

Building and Site Committee Report—Committee Chair Ross Childs reported there was no committee meeting in March and work on the West Hall Innovation Center project would have to be suspended in light of Governor Whitmer’s executive order to “stay home, stay safe.”

Legislative Issues Report—President Nick Nissley noted the State Legislature passed the Reconnect Act that would provide grants and scholarships for individuals 25-years and older, but given the current COVID-19 situation it was still uncertain when the governor would approve.

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 6:30 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