

**NORTHWESTERN MICHIGAN COLLEGE  
BOARD OF TRUSTEES  
MINUTES**

**Monday, April 27, 2020  
Traverse City, MI 49686**

*Virtual Zoom Webinar ID: 988 8289 8302*

**CALL TO ORDER**—Chair Chris M. Bott called the regular meeting to order at 5:34 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

Others present: President Nick Nissley, Anna Bachman, Patti Burgess, Marguerite Cotto, Vicki Cook, Bill Donberg, Diana Fairbanks, Joy Evans Goodchild, Holly Gorton, Julie Hansen, Brian Hefner, Tony Jenkins, Troy Kierczynski, Mark Liebling, Carly McCall, Susan Odgers, Todd Neibauer, Dave Nguyen, Laura Matchett, Kyle Morrison, Jackie Schenk, Stephen Siciliano, Rebecca Teahen,

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

**REPORTS**

**COVID-19 Update**—President Nick Nissley provided an update of college COVID-19 related strategies and key decisions that have been occurring. He noted the significant efforts of faculty and staff to ensure continued student success. Nissley reviewed the anticipated release of CARES Act funding, explaining that 50% would be distributed to students with emergency needs, and the other 50% would help offset the associated college costs. He also shared about scenario planning work occurring for fall semester, which is an unknown at this time. Nissley also reviewed some key financial impacts to the college, which included enrollment decline and state funding reduction assumptions that are informing the budget scenario planning. He reviewed a 4Rs planning model—Refocus, Reopening, Reimagining and Right the Ship—that is guiding the planning processes.

**Faculty Report—Meeting the Teaching Challenges of the Covid-19 Pandemic: A Virtual Faculty Report**—Math faculty member Tony Jenkins shared about the transition for both faculty and students moving to virtual learning formats. He shared a video of several faculty members sharing their experiences and innovative ideas as they have made this transition to continue their course delivery toward their students' successful completion. The video also included an update report on the Experiential Learning Institute from Directors Kristy McDonald and Brandon Everest. The Board thanked the faculty for their amazing efforts, and Jenkins thanked faculty, staff and students.

**Enrollment Report**—Todd Neibauer, Vice President for Student Services and Technology, provided the enrollment report. He shared that the first week of online orientation for fall had occurred. Neibauer explained that students were still registering for totally online summer semester, which is typically comprised of a majority of online courses. The uncertainty for fall is resulting in slow registration, but enrollment management and student services staff are stepping up and reaching out to students to help offset that uncertainty. In response to a question, Neibauer reported that plans

are being developed with several scenarios for fall semester course delivery formats to provide for the ability to react to the COVID-19 governmental guidelines at that time.

**Financial Report**—Vicki Cook, Vice President of Finance and Administration, reviewed the financial report for the period ending March 31, 2020, that included the investment holdings and balance sheet. She reported that tuition revenue is slightly down from budget for the quarter ending, but is anticipated to be offset with other additional revenue over budget and lower expenses. Cook did indicate that state aid is expected to be reduced, possibly this budget year and next by approximately 10%, due to the impact of the current COVID-19 pandemic. The projections currently show a slight deficit, but she is hopeful that decreased healthcare benefit expenses, as well as other factors, will bring a balanced year end result.

**Foundation Report**—Rebecca Teahen, Associate Vice President for Resource Development and Executive Director of Foundation, referenced the Foundation Report in the meeting materials, noting that FY20 total gifts to date have surpassed \$2 million. Teahen explained that a major priority of the Foundation has been to respond to the emergency needs of the college and students at this time, and that donors have been very responsive to the emerging needs of students during this challenging time. She also shared the expectation that the Foundation would be taking action at their upcoming meeting on April 29 to commit major emergency funding to the college and students.

**PRMC Report**—Diana Fairbanks, Executive Director of Public Relations, Marketing, and Communications, referred to the update report in the Board materials packet noting a large volume of crisis communication that had occurred during the last half of month. Her team had pivoted quickly, communicating with frequency on COVID-19 communications to both the campus and community. The Board shared how impressed they were with NMC's communication throughout this COVID-19 pandemic.

**Presidential Performance & Compensation Committee Report**—Committee Chair Chris Bott reported on the work of the Board Presidential Performance and Compensation Committee, which is serving as the new president transition team. The committee last met on April 17 and heard an update from the president on the NMC's response to the COVID-19 pandemic. Bott noted that the presidential evaluation process would most likely be moved out due to a later date due to the current focus on COVID-19 issues. He explained that he would be sharing evaluation process examples that he is gathering from ACCT and other Michigan community colleges that he would be providing to committee members for review and discussion. There was a Board comment as to the benefit of this committee in keeping the full Board apprised with continued monthly reports.

**Building & Site Committee**—Committee Chair Ross Childs reported that the committee has not been meeting due to the Innovation Center project construction work being shut down. He shared that a new executive order from the Governor allows for landscaping and outdoor activities, which allows Spence Brothers and Molan to start some site work. These activities will generally include finish grading, installation of concrete pavers and the placement and distribution of topsoil. Prior to mobilizing, Spence Brothers will notify NMC's project manager confirming specific activities have been addressed with local governing authorities, including County and Traverse City police departments. All safety protocols will be followed by the companies. It was noted that the Innovation Center completion schedule has been moved back to July 2020.

**Legislative Issues Report**—In addition to the report provided in meeting materials, President Nick Nissley shared that NMC will receive about \$2 million from the CARES Act that is to be split 50/50 between students and the institution. He commended vice presidents Todd Neibauer and Vicki Cook for their collaboration on interpreting the Act for compliance criteria and processes for students to access the emergency funding for a quick distribution process. Nissley also shared that the MCCA college presidents are meeting on a weekly basis for sharing and discussion of how each college is handling the COVID-19 impact on each of their institutions. Senator Stamas, Chair of the Appropriations Committee, attended their most recent meeting and talked about the anticipated \$1-3 billion reduction in state revenues, which will undoubtedly lead to a reduction in community college state funding, with the amount still unknown.

**PUBLIC INPUT**—There was no public input offered.

## UPDATES

**President's Update**—President Nick Nissley reiterated that the focus of the college has been on issues resulting from the COVID-19 pandemic over the past 45 days.

**Board Chair Update**—Chair Chris Bott reported that he had virtually met with the MCCA Executive Committee where reports from the 28 Michigan community colleges shared very similar stories of issues being addressed. Bott recognized the fact that all Michigan community college peer groups were holding regular meeting to keep each other informed and current on their respective development of plans for fall, reopening, and addressing budget issues.

## DISCUSSION ITEMS

**FY21 Budget**—Vice President Vicki Cook reported that all Michigan community college business officers are meeting weekly to understand the pulse of the state collectively. All are working on various scenarios for the unknown fall. The anticipated level of enrollment decline has varied from 5% to 15%, which would result in a revenue decrease of about \$2.5 million. Cook explained that NMC's FY21 budget assumptions do not currently include any tuition increase due to the financial impact on students with the current pandemic. She continued to review a FY21 budget model provided in the meeting materials explaining the assumptions used, reduction of expenses planned, status of reserves, and potential revenue sources. Cook noted the ever-changing current environment will see changes between now and the budget adoption in June, and asked for feedback from the Board. The Board expresses their support of no tuition increase and the approach being taken with budget development under the current economic conditions. They recognized and supported the used of reserves, as well as the importance to maintain reserves.

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

- Minutes of the March 23, 2020, regular meeting

## ACTION ITEMS

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

1. Century, Inc. (amendment to existing agreement)
2. Cherry Capital Foods (amendment to existing agreement)
3. Tamarack Holding (amendment to existing agreement)
4. Hayes Manufacturing (new agreement)

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.

**Housing reserve amount**


**ADJOURNMENT**—The meeting adjourned at 7:00 p.m.

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

SIGNED \_\_\_\_\_

  
Chris M. Bött, Chair

ATTESTED \_\_\_\_\_

  
Michael Estes, Secretary