

**NORTHWESTERN MICHIGAN COLLEGE
BOARD OF TRUSTEES
MINUTES**

Monday, May 18, 2020

Virtual Zoom Webinar ID: 98698379121

Traverse City, MI

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 Nick Nissley, Patti Burgess, Vicki Cook, Marguerite Cotto, Diana Fairbanks, Joy Evans Goodchild, Holly Gorton, Tony Jenkins, J. Brantley Lather, Mark Liebling, Janet Lively, Kyle Morrison, Todd Neibauer, Denny Nguyen, Caroline Schaefer-Hills, Jackie Schenk, Stephen Siciliano, Ann Swaney, Rebecca Teahen

REVIEW OF AGENDA—The agenda was accepted as presented.

REPORTS

COVID-19 Update—President Nick Nissley provided a status report on the current COVID-19 pandemic impact on NMC. He shared his optimism for potential reopening with the recent executive order from the Governor. Nissley noted that the Reopening Committee, along with departmental planning processes, were preparing for a phased approach based on governmental and health department guidelines. He explained that a Reimagining Fall Committee was also developing a plan with three scenarios, depending on appropriate protocols at that time. Nissley shared that summer enrollment numbers were up over last year, with faculty providing entirely online and virtual course offerings. He noted the NMC Foundation commitment to provide \$1M to emergency aid to students, along with emergency federal funding to students being disbursed to students as quickly as possible.

Faculty Report—Visual Communications Studio Service-Learning Projects Highlights—Visual Communications Program Coordinator Caroline Schaefer-Hills presented highlights of video promos for local artists conducted by NMC students as an example of the Visual Communications Studio Service-Learning Projects that allow students to interact and do projects with actual clients.

Enrollment Report—Vice President for Student Services and Technologies Todd Neibauer reported that current summer enrollment figures were increase by almost 9% over last year at that time. He also noted that fall projections were improving, with progress made by the online orientations occurring and other enrollment management efforts. In response to a question of the Board, Neibauer explained the assumption of students deciding to take courses locally, rather than going away.

Financial Report—Vice President of Finance and Administration Vicki Cook provided a summary report for the General Fund as of April 30, 2020, reporting that spring tuition revenue was under budget, but were being offset by labor cost savings. She shared that state appropriations were expected to be decreased in both FY20 and FY21, however, institutional CARES Act funding could be used for COVID related expenditure overages. She explained she would continue to assess projections as the crisis continued to unfold, with reductions in the current year's budgeted transfers potentially being required.

Foundation Report—Associate Vice President for Resource Development and Executive Director of Foundation Rebecca Teahen provided an NMC Foundation update and announced the Foundation commitment of \$1M to college and students impacted by the COVID-19 pandemic. She encouraged participation with the virtual BBQ by visiting the website.

PRMC Report—Executive Director of Public Relations, Marketing, and Communications Diana Fairbanks provided the April monthly report. She shared about the communications and marketing shifts in response to the COVID-19 pandemic, initially with crisis communication, phasing into scenario planning, and the significant increases in visits to various NMC websites containing information. Many positive COVID related stories of NMC learners and alumni helping in response to the pandemic. Fairbanks reported that NMC continues to communicate regularly with internal and external stakeholder groups on the business of the college and in coordination with the region as a member of the Grand Traverse County's Joint Operations Center since March 13 in response to this health crisis.

Audit Committee—Committee Chair Kennard Weaver reported that the Board Audit Committee had met on May 8, 2020, with the representatives from the firm of Plante & Moran, PLLC, about the annual planning process for the audit of the financial statements of Northwestern Michigan College for the year ended June 30, 2020. Weaver noted that NMC's compliance with grant initiatives will be reviewed due to their experience with other community colleges, and that the Board Audit Committee had suggested testing of CARES Act funding.

Presidential Performance and Compensation Committee—Committee Chair Chris Bott shared that the committee meets monthly, now virtually, and received updates on the transition process from President Nick Nissley. Committee members have also been reviewing examples of presidential evaluation process models. It was the consensus and recommendation of the committee for the Board to evaluate the president twice annually with an informal session and a formal process linked to the strategic plan.

Building and Site Committee—Committee Chair Ross Childs shared that the Board Building and Site Committee had not met, but reported that workers are back on the West Hall Innovation Center and Library project site.

Legislative Issues Report—President Nick Nissley shared that Higher Ed is included in phase 5 of Michigan's 6 phase Safe Start Plan, and the state is now in phase 3 of the plan. He noted that the Governor has allowed for NMC's police academy and dental assistant programs to continue

labs in small face-to-face instruction groups with protocols. Nissley also highlighted the Governor's Futures for Frontliners, billed as a G.I. Bill Program for Essential Workers, along with other state and federal budget information included in the legislative update in the meeting materials.

PUBLIC INPUT—There was no public input offered.

UPDATES

President's Update—President Nick Nissley shared that his updates were all included in his COVID-19 and legislative updates. The Board had no further questions.

Board Chair Update—Chair Chris Bott shared that he had participated in the virtual MCCA Board of Directors meeting where it was shared that a 10% reduction in state appropriation was anticipated.

DISCUSSION ITEMS

FY21 Budget—Vice President Vicki Cook presented on 2021 Working Budget. Her presentation included information on national trends, allocation of resources and 2021 budget assumptions. She reviewed past structural changes impacting both revenue and expenses, as well as planned fiscal 2021 shifts in revenue and expenses. Cook provided a draft 2021 budget summary, which assumes a 15% decline in enrollment, with no tuition changes, and a 15% decline in state appropriations. She then reviewed a draft 2021 transfer detail showing reductions from last year, and provided next steps in the budget process during May and June, when the final recommended budget will come to the Board for approval. Vice President Cook then addressed questions and received comments from the Board who expressed their gratitude for her good work in balancing the budget under the current circumstances and without a tuition increase. The Board also thanked the Foundation for their contribution of unrestricted funds.

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

- Minutes of the April 27, 2020, regular meeting

ACTION ITEMS

Notice of Truth in Taxation Hearing—On a motion by Ross Childs, seconded by Jane McNabb, 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 Kennard Weaver, seconded by Rachel Johnson, 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 Michael Estes, the Board authorized the Dennon 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, 2020. The motion passed with a unanimous vote.


Internet Service Provider Contract—On a motion by Ross Childs, seconded by Michael Estes, the Board authorized administration to enter into a contract with Merit Networks for 3Gb of Internet service and Internet2 access for five years with an annually renewable agreement, at an annual cost of \$49,032.00, to be funded from the General Fund. 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 adjourned at 7:03 p.m.

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

SIGNED 
Chris M. Bott, Chair

ATTESTED 
Michael Estes, Secretary