

NORTHWESTERN MICHIGAN COLLEGE
BOARD OF TRUSTEES
MINUTES
Monday, June 29, 2020
at Virtual Zoom Webinar ID: 932 9263 1257
at Traverse City, MI 49686

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, Troy Kierczynski, Mark Liebling, Janet Lively, Kyle Morrison, Todd Neibauer, Denny Nguyen, Susan Odgers, Chad Schenkelberger, Stephen Siciliano, Rebecca Teahen

REVIEW OF AGENDA—The agenda was accepted as presented.

BUDGET HEARING

The regular meeting was closed and the budget hearing opened at 5:33 p.m. on a motion by Rachel Johnson, seconded by Janie McNabb, with the following roll call vote: Yes—Rachel Johnson, Janie McNabb, Ross Childs, Doug Bishop, Michael Estes, Kennard Weaver, Chris Bott; No—None.

FY21 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 FY21 budget that included the proposed property tax millage rate of 2.1137 mills for general fund operating purposes. She explained that the bond debt is paid off, eliminating the need for bond debt collection. Cook noted the proposed budget had no revisions from the version presented at the May 18, 2020, meeting; and the use of \$500,000 reserves to balance the budget. The Board was pleased with Cook and her team for their work to bring a balanced budget without increasing tuition, and stated the advantage of NMC reserves for this purpose, expressing their desire to continue rebuilding those reserves. Vice President Cook also thanked the NMC Foundation for their \$1 million contribution to the budget and student scholarships.

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

Budget Hearing Adjournment—A motion was made by Ross Childs, seconded by Kennard Weaver, 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 5:39 p.m.

REPORTS

Faculty Report—**NMC Nursing History and Historical Relationship with Munson Medical Center**—Norman (Mac) Beeker, Nursing Instructor, MSN, RN, CMSRN; Ethics Consultant,

Munson Medical Center. Beeker thanked President Nissley for his leadership and began his presentation by sharing about the institutional relationship between NMC and Munson Medical Center. He explained that the Nursing program would be returning to Munson clinicals this fall to help make up for time missed during the online clinicals due to the COVID-19 pandemic. Beeker reviewed the history of the local nursing program, which began with Traverse City Schools, moving to NMC in 1960. He noted that previous NMC President Timothy Nelson and other NMC leadership have been very instrumental in building a good relationship between NMC and Munson. In response to a question, Beeker shared that NMC Nursing students would not have to make up any time due to the COVID-19 impact, and were able to finish with virtual clinicals. He addressed other questions of the Board who thanked him for his presentation.

COVID-19 Update—President Nick Nissley explained that NMC’s first overarching goal was to keep employees and students safe, and then to ensure the least amount of disruption to learning. He noted the work of the Reimagining Fall Committee, led by Vice President Stephen Siciliano, to develop a plan that would be shared following this update; as well as a Reopening Committee, led by Vice President Vicki Cook, addressing the safety side, to reopening. Associate Vice President of Human Resources Mark Liebling and team developed an Exposure Control Plan. Nissley highlighted several other COVID-19 related activities and strategies included in report included in meeting materials. He completed his update by recognizing the work of Executive Director of PRMC Diana Fairbanks and team for their great job with communications.

Reimagining Fall Update—Stephen Siciliano, Vice President for Educational Services, and Janet Lively, Communications Instructor, reviewed plans for fall opening that includes four different formats to be offered. They shared that Educational Technologies, along with the help of deputy administrator trainers, such as Janet Lively, were providing training to faculty. Previous and new online and remote learning options were reviewed, and Lively shared that faculty had a lot of input into the work of developing the formats offered, and are excited to try them out.

Human Resources Update Related to COVID-19—Mark Liebling, Associate Vice President for Human Resources provided the Exposure Control Plan and training which has been very well received and attended by employees.

Enrollment Report—Vice President for Student Services and Technology Todd Neibauer provided the enrollment report, crediting a whole college effort to pivot quickly to total online format for summer resulting in the 3% increase in contact hours. He explained that staff was responding questions and concerns of students to help them understand and be comfortable with the course delivery format options. Neibauer shared that he hoped to see more fall registration decisions by students over the next two months to increase enrollment. In response to a question, Neibauer explained the online learning orientation sessions and other forms of support for students transitioning to the new learning formats, as well as providing required technology to students with those needs.

Financial Report—Vicki Cook, Vice President of Finance and Administration, reviewed the financial report for the period ending May 31, 2020, noting that summer tuition revenue was above budget, and that projected expenses were down considerably due to COVID-19 staffing reductions and savings in supplies and professional development. Cook shared the end of year projection shows about a \$300,000 surplus, which will help offset some of the amount of reserves required, if it

holds. She also explained that the institutional CARES Act funding will cover institutional expenses related to COVID-19.

Foundation Report—Rebecca Teahen, Associate Vice President for Resource Development and Executive Director of Foundation, provided the Foundation Report. She shared that, as the end of the fiscal year nears, there has been wonderful activity of giving during this COVID-19 time period and the Foundation was feeling very optimistic looking ahead toward the campaign closing. She noted that the NMC Scholarship Open was still occurring on August 6 at the Grand Traverse Resort and Spa with appropriate COVID-19 protocols in place.

PRMC Report—Executive Director of Public Relations, Marketing, and Communications Diana Fairbanks highlighted the pivoted marketing approach as a result of the COVID-19 pandemic with very responsive results and an increase in positive sentiment. Fairbanks complimented the positive work of the rest of the college to be able to share those stories. In response to a question, she shared about receiving great input from the Fall Reimagining Committee to help with communication terminology that is understandable and graphically presented. Fairbanks emphasized the great team effort of all levels of the college to develop a very coordinated communication plan.

Presidential Performance & Compensation Committee Report—Committee Chair Chris Bott provided a report on the work of the Board Presidential Performance and Compensation Committee, sharing that the transition team has been updated on a monthly basis. The team has determined an evaluation process that proposes an informal September evaluation to review the three initial charges to President Nissley of listen and learn, build relationships and maintain momentum; followed by a formal process at his first yearend in January. Bott shared appreciation of Nissley's efforts in light of the COVID-19 issues.

Building and Site Committee Report—Committee Chair Ross Childs noted the West Hall Innovation Center construction project report in the provided meeting materials. He shared that the committee had not met in June, but would meet again in July with tour. Childs explained that timelines may be slightly delayed, but the building will be open for fall classes. Vice President Vicki Cook shared that the final inspection was scheduled for July 9, 2020, that kitchen equipment is installed and confirmed that classes will be held in building this fall with 50% occupancy to follow COVID-19 protocols.

Legislative Issues Report—President Nick Nissley referred to the update provided in meeting materials and highlighted that the State of Michigan had received CARES Act funding to be used toward COVID-19 related expenses, but congress had not provided any flexibility for utilization of those funds to replace lost revenue or non COVID related existing budgeted items. A supplemental bill to address these issues does not include funding for community colleges. Nissley also noted the impact of COVID-19 on state revenue is forcing the legislature to consider a FY20 Budget Supplemental bill that would make significant cuts to state funding. The traditional state budget deadline of July 1 has been removed due to COVID-19 pandemic delays with a FY21 budget finalization now anticipated in September. President Nissley also shared that the state plans to begin the certification process to take place this fall for the Futures for Frontliners program designed for essential workers to receive a tuition-free scholarship for education, with students being enrolled for January 2021.

PUBLIC INPUT—There was no public input offered.

UPDATES

President’s Update—President Nick Nissley provided examples of strategies and activities supporting his three initial charges of the Board that include listen and learn, building relationships, and maintaining momentum. Even with the COVID-19 pandemic issues, Nissley shared that he has been able to begin building good relationships and listening to students, faculty and staff, as well as NMC Foundation and community members.

Board Chair Update—Chair Chris Bott shared that, while the strategic planning process has been delayed, a review of NMC’s strategic plan and refocused goals will take place following the current required focus on COVID-19 issues. Bott stated that it is premature to make changes at this point in time with so much transition occurring.

DISCUSSION ITEMS—None

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

- Minutes of the May 18, 2020, regular meeting

ACTION ITEMS

Certification of Taxes—On a motion by Ross Childs, seconded by Rachel Johnson, the Board adopted resolutions to authorize the millage rate of 2.1137 mills be levied for operation purposes for the FY21. The motion passed with a unanimous vote.

Adoption of Budgets— On a motion by Kennard Weaver, seconded by Ross Childs, the Board adopted budget resolutions and budgets based on the following unchanged tuition and fee rates for the FY21 as presented.

| Contact Hours | FY19 Rate | FY20 Rate | Increase |
|----------------------|----------------------------------|---------------------|----------------------|
| In-District | \$109 | \$109 | 0% |
| Out-of-District | \$227 | \$227 | 0% |
| Out-of-State | \$296 | \$296 | 0% |
| International | \$334 | \$334 | 0% |
| Fees | | | |
| Fees | \$30.50 (no change from 2020) | | |
| Local Property Tax | An increase in revenue of 3 - 4% | | |
| State Appropriations | A decrease of 15% | | |
| | Tier I - 0% | Tier II - 0% | Tier III - 0% |
| In District | \$131 | \$156 | \$445 |
| Out-of-District | \$261 | \$300 | \$445 |
| Out-of-State | \$338 | \$400 | \$445 |
| International | \$381 | \$452 | \$488 |

The motion passed with a unanimous vote.


Blanket Purchase Orders—On a motion by Doug Bishop, seconded by Janie McNabb, the Board authorized administration to create blanket purchase orders for each vendor identified on presented spreadsheet for the total of the estimated FY21 costs. Chair Chris Bott abstained from the vote due to a conflict of interest with one of the listed vendors. Rachel Johnson noted that she would normally abstain from vote due to Cherryland Electric being listed, but is was with a \$0.00 entry so was not included in POs to be created. The motion passed with a majority vote.

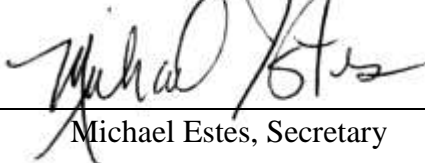
It is noted that all action items of this meeting included a vote of support by trustee Michael Estes, who could not be heard, but registered vote through Holly Gorton to be noted.

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 7:01 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