

**NORTHWESTERN MICHIGAN COLLEGE  
BOARD OF TRUSTEES  
MINUTES  
Monday, July 20, 2020**

**Virtual Zoom Webinar ID: 929 5389 8525**

**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, Holly Gorton, Kyle Morrison, Patti Burgess, Mark Liebling, Rebecca Teahen, Scott Eldridge, Todd Neibauer, Tony Jenkins, Vicki Cook, Diana Fairbanks, Joy Goodchild, Laura Oblinger, Lynne Moritz, Marguerite Cotto, Melissa Sprenkle

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

**REPORTS**

**Faculty Report—Students as Knowledge Makers: Examining Media Representations of the Opioid Crisis**—Dr. Melissa Sprenkle, English Department/Communications Area, PhD in English, shared a brief biography, which included her appreciation of opportunities provided by community colleges. Sprenkle explained she chose the topic of opioid addiction because it is relevant to students and local community issues. The subject is examined throughout the semester via various assignments and media. Sprenkle referred to the assignment detail provided in the board meeting materials, which requires students to use their own method to obtain data, interpret that data, and examine how media creates their knowledge. An example of student work was shared and trustees applauded Sprenkle on the assignment's relevancy and requirement for students to examine sources.

**COVID-19 Update**—President Nick Nissley referred to the report provided in the materials packet. He highlighted the recent positive COVID-19 case on campus and the process being followed to contain and quarantine that GLMA student. Nissley commended the protocol and safety practices in place by GLMA Superintendent Jerry Achenbach and his team, and that the student is anticipated to join the cruise following their quarantine period. Nissley also noted that the leaders of NMC programs recently reported to Leadership Council on the protocols and experiences of students that have been back to campus in specific programs requiring in-person instruction. The exposure control plan seeks to ensure the safety of employees and students upon their return to campus. The Office of Research, Planning, and Effectiveness recently completed a survey of employees to gauge their feelings toward returning to campus.

**Enrollment Report**—Vice President for Student Services and Technology Todd Neibauer provided the enrollment report citing improved enrollment projection numbers since last month. Neibauer also reported on housing numbers, which are close to maximum capacity at the reduced capacity allowed under COVID recommendations.

**Financial Report**—Vice President of Finance and Administration Vicki Cook reviewed the financial report for the period ending June 30, 2020. Summer tuition revenue is very close to

budgeted amount. Since some expenses have been reduced, such as travel, the yearend may result in a slight surplus. A full report will be provided next month after all the yearend journal entries have been completed.

**Foundation Report**—Rebecca Teahen, Associate Vice President for Resource Development and Executive Director of Foundation, provided the Foundation Report for the recently completed fiscal year. Teahen reviewed changes planned for the upcoming Scholarship Open golf outing due to COVID-19, and encouraged participation on August 6, 2020.

**PRMC Report**—Diana Fairbanks, Executive Director of Public Relations, Marketing, and Communications, highlighted positive activity for the month of June regarding comprehensive communication conducted in relation to COVID-19 strategies and accommodations. The Board appreciated the communication approach associated with the recent student COVID-19 case on campus.

**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 will meet the following day, so no formal report is available at this time.

**Building and Site Committee**—Committee Chair Ross Childs shared the committee recently toured the new West Hall Innovation Center, during which Kyle Morrison provided a great presentation of technology in the classrooms. The project is on budget and a virtual ribbon cutting is being planned. In response to a question, Vice President Vicki Cook shared that the occupancy permit has been received and once furniture installation is completed, capacity will be determined, which is anticipated to be approximately 50% to accommodate for social distancing due to COVID-19.

**Legislative Issues Report**—President Nick Nissley referenced the update provided in the packet of materials, but highlighted the FY20 budget that will be net zero impact with COVID funding for the state budget shortfall. Nissley shared the Futures for Frontliners program is proposed to provide a tuition free education to frontline workers. The program is scheduled to launch in September to begin accepting applications. There was a suggestion from a board member to provide additional support services to frontliners due to lack of coordination with current workforce development resources at the state level. In response to a question, Vice President Vicki Cook shared there has been no indication that the state would discontinue funding MPSERS contributions.

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

## UPDATES

**President's Update**—President Nick Nissley highlighted the “Keep Safe” web hub illustrating PRMC’s work on communication of keeping updated information available on COVID-19 issues for all of our stakeholders. Nissley noted he is taking every opportunity he can to continue connecting with students either via zoom or at a social distance to better understand their concerns and emotional and academic wellbeing. Virtual and socially distanced meetings with other groups, such as donors, continue as well. Nissley shared that a Leadership Council retreat will take place on August 7. Finally, Nissley shared a few noteworthy numbers: 93 instructors have completed the online teaching professional development and 40 new online courses are being developed, which

speaks to their commitment and adaptability. In response to a question, Todd Neibauer explained taking the SAT is not required for students and other placement tests are used for math and English course placement. The Board praised the college for the thorough work on handling the COVID-19 pandemic impact and keeping students and employees safe with little disruption to their learning.

**Board Chair Update**—Chair Chris Bott shared how impressed he is with the pivot of faculty, staff and students to so quickly implement online instruction and the college’s preparedness during the pandemic.

**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 June 29, 2020, regular meeting

**ACTION ITEMS**

**New Jobs Training Program Agreements**—On a motion by Doug Bishop, seconded by Ross Childs, the Board authorized administration to amend the training agreement with Elmer’s Crane and Dozer, Inc. under the New Jobs Training Program (NJTP).


**Closed Session**—Ross Childs made a motion, seconded by Kennard Weaver, that the Board convene in closed session as permitted by Section 8(h) of the Open Meetings Act, MCL 15.268(h), to consider one privileged legal memo prepared by the college’s outside counsel, Miller Canfield, PLC, which are materials exempt from discussion or disclosure under state or federal statute as written attorney-client communications in connection with Section 13(1)(g) of Michigan’s Freedom of Information Act, MCL 15.243(1)(g). 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 Board went into closed session at 6:37 p.m.

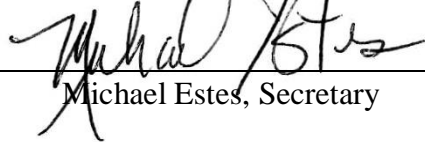
**Reconvene Regular Meeting**—Ross Childs made a motion, seconded by Kennard Weaver, to adjourn the closed session and reconvene the open session. The motion passed with the following roll call vote: Yes—Kennard Weaver, Ross Childs, Doug Bishop, Michael Estes, Janie McNabb, Rachel Johnson, Chris Bott; No—none; and the regular open session reconvened at 7:15 p.m.

**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 7:17 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