

**NORTHWESTERN MICHIGAN COLLEGE
BOARD OF TRUSTEES
MINUTES
Monday, October 26, 2020
Traverse City, Michigan
Virtual Zoom Webinar ID: 993 3665 7406**

CALL TO ORDER—Chair Chris M. Bott called the regular meeting to order at 5:30 p.m.

ROLL CALL

In compliance with PA 228 each trustee should publicly announce if they are attending remotely and provide their current physical location. The member's announcement must identify specifically the member's physical location by stating the county, city, township, or village and state from which he or she is attending the meeting remotely.

Trustees present: **Douglas S. Bishop**, remote from Peninsula Township, Grand Traverse County, Michigan; **Chris M. Bott**, remote from Traverse City, Grand Traverse County, Michigan; **K. Ross Childs** remote from Peninsula Township, Grand Traverse County, Michigan; **Rachel A. Johnson**, remote from Garfield Township, Grand Traverse County, Michigan; **Jane T. McNabb**, remote from Traverse City, Grand Traverse County, Michigan; **Kennard R. Weaver**, remote from Peninsula Township, Grand Traverse County, Michigan

Trustees absent: Michael Estes

Also present: President Nick Nissley, Linda Berlin, Patti Burgess, Vicki Cook, Marguerite Cotto, Becky Donovan, Diana Fairbanks, Holly Gorton, Troy Kierczynski, Mark Liebling, Lynne Moritz, Kyle Morrison, Todd Neibauer, Denny Nguyen, Nick Roster, Chad Schenkelberger, Stephen Siciliano, Rebecca Teahen, Katie Thornton

REVIEW OF AGENDA—The agenda was accepted as presented.

REPORTS

Audit Presentation—Katie Thornton and Becky Donovan of Plante & Moran, PLLC, presented on the financial audit for Northwestern Michigan College for the fiscal year ended June 30, 2020. Thornton thanked everyone for their efforts to complete the audit remotely and stated they had met with the Board Audit Committee earlier in October. Annual audits are required for accreditation by the HLC and to receive federal grants and aid for students. Thornton shared they have issued a clean unmodified opinion, which is the highest they can give. An emphasis of matter paragraph was added to describe the impact of the COVID-19 pandemic on college operations. No significant deficiencies or material weaknesses in internal controls were identified. Becky Donovan reviewed the financial portion of the audit presentation, which included charts on College revenue, assets, liabilities and net position of all funds. Thornton noted they will be following up at a future meeting on the Federal compliance testing. Acceptance of the audit is included in the action items for this meeting.

Faculty Report—Anatomy and Physiology in the Time of COVID—Nick Roster, Biology Instructor and Assessment Coordinator, shared he has been developing an online format for the lab intensive biology course of Anatomy and Physiology prior to the COVID-19 pandemic so was prepared to go remote. He shared examples of the Interactive – POGIL gaming software he uses to accomplish the online labs for students. In response to a question, Roster shared that some classes do

hold in-person labs, but those will be completed by Thanksgiving. The Board thanked Roster for his interesting report.

Enrollment Report—Todd Neibauer, Vice President for Student Services and Technology, provided the enrollment report sharing there continues to be a strong response to the Futures for Frontliners program announced in September. The College continues to work with state agencies on administrative specifics of the program and the expansion of access to contact information for those who have indicated a desire to attend NMC. Neibauer shared it is anticipated that the Frontliners program will evolve into Governor Whitmer’s new Reconnect program. Neibauer addressed specific questions of the Board pertaining to the Futures for Frontliners registration, and stated NMC is helping students through that process.

Scholarship and Financial Aid Report—Linda Berlin, Director of Financial Aid, reviewed the sources of scholarships and financial aid that NMC provides to students. Berlin highlighted an 11% increase in the number of NMC scholarship recipients over the past year. She also shared the NMC financial aid default rate of 13.2% for 2017 compares favorably with the Michigan and national rates. In response to a question, Berlin explained that CARES Act funding is reported separately from other student financial aid. The Board thanked Linda Berlin for her thorough report.

Financial Report—Vicki Cook, Vice President of Finance and Administration, reviewed the financial report for the period ending September 30, 2020. Vice President Cook thanked her financial services staff, as well as all college staff, for their work, both on the audit process and throughout the year to have received a clean audit. Cook noted her department would not be recommending the use of reserves as previously planned, as there is a slight increase from last year in state appropriations, rather than the 15% decrease in state funding previously budgeted for.

Foundation Report—Rebecca Teahen, Associate Vice President for Resource Development and Executive Director of Foundation, provided an update on FY21 fundraising goals and Foundation initiatives. Teahen noted a strong start of the fiscal year, thanked Linda Berlin for her department’s work to get scholarship funding to NMC students, and announced Foundation staff offices are currently in the process of moving to the University Center Campus.

Audit Committee Report—Committee Chair Kennard Weaver reported NMC is receiving a clean opinion, which is best, reflecting on the great work of the NMC staff. Weaver thanked Lynne Moritz for the help to quickly turn the October 14 Audit Committee meeting into a hybrid meeting, with the auditors and one trustee participating remotely while several NMC participants met in person, socially distanced.

PRMC Report—Diana Fairbanks, Executive Director of Public Relations, Marketing, and Communications, provided the PRMC Report later in the meeting agenda due to another commitment in her schedule. Fairbanks reported on September activities, noting many good stories featured in NMC Now and in the upcoming NEXUS issue, which will be out in late January. The Board thanked PRMC for the Futures of Frontliners website that is very informative.

Policy Committee Report—Committee Chair Doug Bishop reported the Policy Committee met and reviewed several policies scheduled for review and made some minor revisions to some. More significant revisions were made to the Bylaws which included additional language to provide the Board with ability to suspend a bylaw or policy.

ACCT Leadership Congress—Trustees reported on their experiences during the recent virtual conference hosted by the Association for Community College Trustees. All trustees missed the opportunity to have informal conversations with other college trustees and administrators due to the virtual format, but shared there were some valuable session topics such as a rural college track, training tailored to business needs, and lessons learned from COVID-19.

Legislative Issues Report—President Nick Nissley thanked the Board for attending the ACCT conference and being so engaged in current issues. Nissley noted Senate Bill 1108, which allows for virtual meetings to be held remotely through December 2020 for any reason and provides explicit reasons for virtual meetings in 2021. In regard to community college nursing baccalaureate legislation, Nissley highlighted several advocacy efforts currently underway. At the federal level, there is discussion about another COVID-19 relief package, but it is unlikely before the November 3 general election.

PUBLIC INPUT—There was no public input offered.

UPDATES

President's Update—President Nick Nissley shared how NMC has been very diligent in COVID-19 safety protocols with only four students testing positive with exposure to campus to date. NMC hosted Governor Whitmer's roundtable with Traverse City leaders on October 9 in the West Hall Innovation Center. For the meeting, there was 100% compliance with NMC exposure control protocols and the discussion covered many topics, including advocating for community college Bachelor of Science in Nursing degrees and thanking the governor for her budgetary support. Nissley also shared he is beginning to attend a monthly Traverse Connect CEO Roundtable group, which provides a venue for leaders of local organizations to meet regularly with a peer group to foster entrepreneurial thinking and community-minded approaches to our challenges. NMC is making a transition with on-campus food service from Sodexo to be managed in-house by Hagerty Center staff. Lastly, Nissley shared that he and President's Council are laying the groundwork for an upcoming strategic planning process.

Board Chair Update—Chair Chris Bott emphasized the importance of following the Health Department and College safety protocols. At the MCCA Autumn Board of Directors meeting on October 23, which both Bott and Nissley attended, there was a lot of discussion regarding community college Bachelor of Science in Nursing degrees (BSN). Bott asked trustees to communicate with legislators and the public on the importance of community colleges being able to offer a BSN.

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

- Minutes of the September 28, 2020, regular meeting

ACTION ITEMS

Acceptance of NMC Audit—On a motion by Kennard Weaver, seconded by Doug Bishop, the Board accepted the financial audit for Northwestern Michigan College for the fiscal year ended June 30, 2020, as presented. The motion passed with a unanimous vote.

NMC Resource Guidelines—On a motion by Ross Childs, seconded by Rachel Johnson, the Board approved the NMC Resource Guidelines for 2021-2022 as presented. The motion passed with a unanimous vote.

FY22 Five Year Capital Outlay Plan—On a motion by Ross Childs, seconded by Jane McNabb, the Board approved the FY 2022 Five-Year Capital Outlay Plan for submission to the Michigan Office of the State Budget as presented. The motion passed with a unanimous vote.

Board Policies—On a motion by Doug Bishop, seconded by Kennard Weaver, the Board adopted the following Board Policies on a first-reading basis:

- Amended Policy A-100.00 Board of Trustees Bylaws
- Amended Policy A-107.00 Board Attendance at Civic and College Events
- Amended Policy A-108.00 Board of Trustees Electronic Communications
- Policy A-101.00 Board of Trustees Responsibilities with no changes after review
- Policy A-106.03 Policy Amendment and Additions with no changes after review

The motion passed with a unanimous vote.

Bachelor of Science in Nursing Support Resolution—On a motion by Rachel Johnson, seconded by Ross Childs, the Board adopted a resolution in support of allowing community colleges to establish a nursing education program that grants Bachelor of Science in Nursing degrees. A suggestion was made to have a letter submitted by the Board Chair to the local newspaper on behalf of the full Board reflecting this support. The motion passed with a unanimous vote.

Closed Session—Doug Bishop, made a motion, seconded by Rachel Johnson, that the Board adjourn the open session and consider in closed session, as permitted by Subsection 8(a) of the Michigan Open Meetings Act, MCL 15.268, the annual performance evaluation of the president, per his request for a closed session. The motion passed with the following roll call vote: Yes—Kennard Weaver, Ross Childs, Doug Bishop, Jane McNabb, Rachel Johnson, Chris Bott; No—none; and the Board went into closed session at 7:06 p.m.

Reconvene Regular Meeting—Kennard Weaver made a motion, seconded by Doug Bishop, to adjourn the closed session and reconvene the open session. The motion passed with the following roll call vote: Yes—Doug Bishop, Rachel Johnson, Kennard Weaver, Ross Childs, Jane McNabb, Chris Bott; No—none; and the regular open session reconvened at 7:27 p.m.

Presidential Performance Evaluation—On a motion by Kennard Weaver, seconded by Ross Childs, the Board accepted the October 2020 Presidential Performance Evaluation. 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 7:32 p.m.

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

SIGNED Chris M. Bott
Chris M. Bott, Chair

ATTESTED Rachel Johnson
Rachel Johnson, Vice Chair