

**NORTHWESTERN MICHIGAN COLLEGE
BOARD OF TRUSTEES
MINUTES**

**Monday, November 23, 2020
Virtual Zoom Webinar ID: 993 3665 7406**

CALL TO ORDER—Chair Chris M. Bott called the regular meeting to order at 5:32 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, remotely from Peninsula Township, Grand Traverse County, Michigan; Chris M. Bott, remotely from Traverse City, Grand Traverse County, Michigan; K. Ross Childs, remotely from Peninsula Township, Grand Traverse County, Michigan; Rachel A. Johnson, remotely from Garfield Township, Grand Traverse County, Michigan; Jane T. McNabb, remotely from Traverse City, Grand Traverse County, Michigan; Kennard R. Weaver, remotely from Peninsula Township, Grand Traverse County, Michigan.

Trustees absent: Michael Estes

Also present: President Nick Nissley, Jerry Achenbach, Patti Burgess, Vicki Cook, Marguerite Cotto, Jerry Dobek, Scott Eldridge, Diana Fairbanks, Joy Goodchild, Holly Gorton, Ashley Higginson, Tony Jenkins, Mark Liebling, Lynne Moritz, Kyle Morrison, Todd Neibauer, Denny Nguyen, Stephen Siciliano, Jay Smith, Rebecca Teahen

REVIEW OF AGENDA—The agenda was accepted as presented.

REPORTS

Program Focus—Update on GLMA Tow Vessel—Jerry Achenbach, Superintendent of Great Lakes Maritime Academy, provided an update on Great Lakes Maritime Academy and the impact of the COVID-19 pandemic on providing required sea time to cadets. Achenbach shared that NMC's lease of tug *Mississippi* was a critical addition to the program to meet the goal of giving every cadet the ability to graduate as per their model schedule. Superintendent Achenbach explained that it is anticipated GLMA will come to the Board early in 2021 with a request to lease a tow vessel again for summer 2021. They will also request permission from the US Coast Guard for engineers to earn the Dedicated Duty Engineer endorsement, toward a long term goal of a two-year program with a stackable license and degree. GLMA's partnership with Great Lakes Culinary Institute (GLCI) was also highlighted and provides internships aboard the State of Michigan vessel for culinary students.

Faculty Report—Experiential Learning in Introduction to Engineering—Jay Smith, Engineering Instructor, provided a brief introduction of himself and background. Smith then provided an overview of his Engineering 101 course and the typical students who take the course. The group project in the course this year (virtual via zoom) was a Redesign of the Academic & Career Advising Center. While the project content addressed a need of the campus or community,

the project provided an opportunity for student engagement and accountability in a virtual environment. The Board thanked Jay for a very interesting report.

Enrollment Report—Todd Neibauer, Vice President for Student Services and Technology, provided the enrollment report for Spring 2021. Neibauer reported Futures for Frontliners funding has begun to be awarded to students and the program has buoyed enrollment numbers for Spring. The number of returning students for spring semester is trailing from the same time last year. Fall semester had a lot of catch up toward the end of the registration period. Neibauer shared that planning is going forward for the Reconnect Program, with the NMC contact person just submitted to the State of Michigan.

Sensitive Information Report—Vicki Cook, Vice President of Finance and Administration, provided the annual identity theft protection report that is submitted each November. There were three incidents investigated over the past twelve months, two of which were related to fraudulent checks.

Financial Report—Vice President Vicki Cook reviewed the financial report for the period ending October 31, 2020, sharing that fall enrollment numbers were better than budgeted. Cook addressed a question providing clarification on transfers. She indicated projected yearend figures would begin being reported in January or February. In response to a question, Cook explained that no reserves had been used this year to date.

Foundation Report—Rebecca Teahen, Associate Vice President for Resource Development and Executive Director of Foundation, provided the NMC Foundation update sharing that total FY21 gifts and events revenue to date equal \$3,577,375. The Foundation is looking forward to Giving Tuesday on December 1. While staff continues to work remotely, Foundation offices have moved to the University Center. Teahen also noted the NMC Foundation received an unqualified audit. She explained the Taste of Success event would be held virtually as “to-go” in mid-April, with more details to come in the future.

PRMC Report—Diana Fairbanks, Executive Director of Public Relations, Marketing, and Communications, provided her report for October and drew attention to some good news stories including the Be What’s Possible Campaign, support for community college Bachelor of Science in Nursing (BSN), and President Nissley’s review. PRMC also recently launched a new video series highlighting technical opportunities at NMC to meet skills required for good paying job opportunities for adult learners. A more in-depth report regarding this new launch will be included in next month’s update.

Presidential Performance and Compensation Committee Report—Committee Chair Chris Bott reported on the work of the Board Presidential Performance and Compensation Committee. At their meeting on November 12, committee members debriefed the evaluation process with President Nissley. There was also discussion of the committee going back to its original charge and consideration of an executive committee to meet with the president ongoing. Nissley and the committee are developing areas of focus for the President over next year that will be brought back to the Board at a future meeting.

Policy Committee Report—Committee Chair Doug Bishop shared the committee had met on November 9, and policies reviewed are listed in actions items of this meeting. One additional policy will be reviewed on December 7, following staff review and recommendations.

Legislative Issues Report—President Nick Nissley referenced the report included in the material packet and drew attention to SB 1055 to allow community colleges to offer a baccalaureate degree in nursing. The college continues to advocate for the passing of the bill, awaiting action by the state Senate. President Nissley shared he had attended several meetings with state officials and community constituents regarding the community college BSN. In response to a question, Nissley shared there was not a sense of how the Governor would respond to the legislation if it makes it through the process to her.

PUBLIC INPUT—There was no public input offered.

UPDATES

President's Update—President Nick Nissley reported that, given the new MDHHS emergency order this week, the college had moved to virtual learning ahead of the original plan to move to remote learning after the Thanksgiving holiday. Nissley shared appreciation for staff and faculty to allow students to complete their required lab course work before the order went into effect and provided some examples. Regarding NMC's two goals to ensure safety and minimize disruption to learning since the start of COVID, Nissley stated the college had seen only 13 students and 3 employees with campus exposure of positive cases to date, and this year's withdrawal rate was 15% compared to last fall's 12% withdrawal rate. Nissley also shared President's Council had decided to close the college during the week between Christmas and New Year's to allow employees much needed downtime. He also shared the Planning to Plan Team is working toward Strategic Planning in the new year, which would be shared with the Board in January. Nissley highlighted numbers and points of pride from his report, as well as takeaways from student events and classes he has attended recently. And finally, Nissley thanked the Board for their support and work and wished everyone a happy Thanksgiving.

Board Chair Update—Chair Chris Bott stated the Board would continue with virtual meetings through December 31 per the current emergency order. He noted upcoming Giving Tuesday, encouraged support for BSN legislation, and thanked Ross and Janie for their Board service ending on December 31. A reception would be planned for outgoing trustees once gathering in person became feasible.

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 October 26, 2020, regular and closed meetings

ACTION ITEMS

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

- Amended Policy A-105.01 Gift Acceptance
- Policy A-106.02 Investment with no changes after review

Board Policies—On a motion by Doug Bishop, seconded by Rachel Johnson, the Board unanimously adopted the following Board Policies on a second-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

Native American Grant Application—On a motion by Ross Childs, seconded by Kennard Weaver, 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.

Special Liquor License—On a motion by Rachel Johnson, seconded by Doug Bishop, the Board adopted a resolution authorizing the organization through its duly authorized officers, to make application to the Liquor Control Commission for a Special License for a Wine Auction and the allowance of wine to be sold along with prepackaged carry out meals to be in effect on Friday, April 16, 2021, at the Northwestern Michigan College Hagerty Center at Great Lakes Campus, 715 E. Front Street, Traverse City, Grand Traverse County, Michigan. The motion passed with a unanimous vote.

Foundation Board Appointments—On a motion by Kennard Weaver, seconded by Doug Bishop, the Board approved the reappointment of Rebecca Teahen and Nick Nissley to the NMC Foundation Board as Group Two Directors; and new Honorary Foundation Board Member Lee Gardner for the term of life. The motion passed with a unanimous vote.


Closed session—Kennard Weaver made a motion, seconded by Ross Childs, 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, Kennard Weaver, Chris Bott; No—none; and the Board went into closed session at 6:41 p.m.

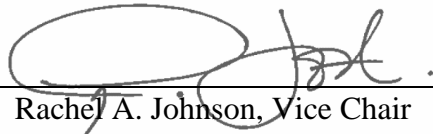
Reconvene Regular Session—Kennard Weaver made a motion, seconded by Ross Childs, to adjourn the closed session and reconvene the open session. The motion passed with the following roll call vote: Yes—Kennard Weaver, Ross Childs, Doug Bishop, Janie McNabb, Rachel Johnson, Chris Bott; No—none; and the regular open session reconvened at 7:05 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 7:08 p.m.

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

SIGNED _____

Chris M. Bott, Chair

ATTESTED _____

Rachel A. Johnson, Vice Chair