

**NORTHWESTERN MICHIGAN COLLEGE
BOARD OF TRUSTEES
MINUTES
Monday, January 25, 2021
Virtual Zoom Webinar ID: 937 7095 5158**

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

OATH OF OFFICE—The Oath of Office was recited by re-elected trustee Rachel A. Johnson for a term expiring on December 31, 2026.

OATH OF OFFICE—The Oath of Office was recited by newly elected trustee Laura J. Oblinger for a term expiring on December 31, 2026.

OATH OF OFFICE—The Oath of Office was recited by newly elected trustee Kenneth E. Warner for a term expiring on December 31, 2026.

ROLL CALL

In compliance with PA 254 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**, attending remotely from City of Bonita Springs, Lee County, Florida; **Chris M. Bott**, attending remotely from Traverse City, Grand Traverse County, Michigan; **Rachel A. Johnson**, attending remotely from Garfield Township, Grand Traverse County, Michigan; **Laura J. Oblinger**, attending remotely from Garfield Township, Grand Traverse County, Michigan; **Kenneth E. Warner**, attending remotely from East Bay Township, Grand Traverse County, Michigan; **Kennard R. Weaver**, attending remotely from Peninsula Township, Grand Traverse County, Michigan

Trustees absent: Michael Estes

Also present: President Nick Nissley, Michael Anderson, Patti Burgess, Bruce Byl, Vicki Cook, Marguerite Cotto, Jerry Dobek, Diana Fairbanks, Joy Goodchild, Holly Gorton, Constanza Hazelwood, Troy Kierczynski, Beth Milligan, Lynne Moritz, Kyle Morrison, Bill Myers, Todd Neibauer, Denny Nguyen, Mark Liebling, Stephen Siciliano, Rebecca Teahen

REVIEW OF AGENDA—The agenda was accepted as presented.

ANNUAL MEETING BUSINESS

Reading of Notice and Proof of Service—The notice of annual meeting was read with proof of service on January 18, 2021, attested to by Holly Gorton, Chief of Staff to the President and Board of Trustees.

Election of Officers—Nomination and election of Board officers were conducted according to the previously approved process presented with nominations for each office of Chairperson, Vice Chairperson, Secretary, and Treasurer being received from the floor and voted on before moving on to the next officer nomination.

Doug Bishop nominated Chris Bott for the office of Board Chair, who was elected with a unanimous vote.

The remainder of the meeting was continued to be chaired by elected 2021 Chair Chris Bott.

Doug Bishop nominated Rachel Johnson for the office of Board Vice Chair, Kenneth Warner for the office of Board Secretary, and Laura Oblinger for the office of Board Treasurer, who were elected with a unanimous vote.

Report of Secretary—Acting/assistant Secretary Doug Bishop reported that the 2020 Northwestern Michigan College Board of Trustees Annual Meeting minutes were approved on January 27, 2020, and are available online at the 2020 Trustee Meeting Materials and Minutes website (<https://www.nmc.edu/about/board-of-trustees/minutes/2020/012720-Board-Minutes.pdf>).

Report of Treasurer—Board Chair Chris Bott reported that the annual financial audit for Northwestern Michigan College for the fiscal year ending June 30, 2020, was accepted by the NMC Board of Trustees on October 26, 2020, and is available online at the NMC Audit Reports website (<https://www.nmc.edu/departments/finance-administration/audits/files/audit-nmc-2020.pdf>).

Verification of Residential Address—Trustees were asked to provide their current address where they registered to vote as renewed verification for calendar year 2021.

Conflict of Interest Disclosure Statement—Trustees were provided with Conflict of Interest Disclosure Statements for calendar year 2021 and asked to return the completed and signed statements to Holly Gorton in the President's Office.

Regular Board Meeting Dates—A motion was made by Kennard Weaver, seconded by Chris Bott, to approve the regular board meeting dates through June 2022 as presented. The motion passed with unanimous vote.

REPORTS

Faculty Report—Reimagining the Introduction to Freshwater Studies—Constanza Hazelwood, GLWSI Education and Outreach Coordinator, and Marguerite Cotto, Vice President for Lifelong and Professional Learning, presented on the Water Studies Institute Introduction to Freshwater Studies course and how the requirements of the COVID pandemic protocols allowed them to accelerate changes in the role of community partners and program alums, in turn expanding student experiences, deepening experiential opportunities, and amplifying their future career pathways. They provided a written retrospective of the evolution of Freshwater Studies in the meeting materials and their presentation focused on the past semester's student highlights. In

response to questions, the presenters shared that the experience of this course will be utilized going forward and these types of experiences are being shared across other NMC courses. In response to another question, Hazelwood shared that ongoing contact with alumni is currently done with informal methods through posting of job opportunities, invitations to meetings, and students connecting through the shared occupation. They are working toward creation of a formal alumni tracking system. The board thanked them and their students for the excellent, informative presentation.

Enrollment Report—Todd Neibauer, Vice President for Student Services and Technology, provided the enrollment report and noted a 14.9% decrease in spring enrollment in comparison to last spring semester. The rate of return was an additional 5% decrease from previous years. However, applications were up over 8% with Future for Frontliners, many of which will attend in the near future. On February 2, Governor Whitmer is expected to announce the Reconnect Program for adults 25-years and older who have had some college, but have not received their degree.

Financial Report—Vicki Cook, Vice President of Finance and Administration, reviewed the financial report for the period ending December 31, 2020. Spring tuition was down, but still within budget because Fall was above projected. State appropriation is higher than projected and projections show there should still be a balanced revenue and expense statement for the year. Cook noted they will continue work to project June 30 yearend projections.

Foundation Report—Rebecca Teahen, Associate Vice President for Resource Development and Executive Director of Foundation, provided the Foundation Report, sharing that yearend giving was strong, with many gifts received. She noted the Foundation was turning its attention toward spring events such as the Taste for Success in April.

PRMC Report—Diana Fairbanks, Executive Director of Public Relations, Marketing, and Communications reported a positive boost with paid media success in December. The “Ready (Re)Set Go!” pilot video promotion was met with initial positive response. The January 2021 NEXUS is out in the community, highlighting many COVID related student stories.

Legislative Issues Report—President Nick Nissley referenced the report provided in the meeting materials and shared additional news received about the COVID-19 relief package of massive emergency relief funding, NMC’s allocation is about \$4.1M, with approximately \$1M needing to be disbursed directly to students, which will be done as soon as possible. The remainder will be used by the college for allowable expenses as regulated by the CARES Act.

PUBLIC INPUT—There was no public input offered.

UPDATES

President’s Update—President Nick Nissley provided a COVID update, noting there had only been 18 student and employee campus exposed positive cases to date. These low numbers are the result of NMC’s safety protocols that are followed by faculty, staff and students. Spring semester classes have only about 12% in-person format, some a hybrid of virtual and minimal in-person, with 60% conducted remotely. The Grand Traverse County Health Department is

utilizing the NMC Hagerty Center to provide vaccinations to greater numbers. Nissley informed the Board that the strategic planning process would be kicked off with the Board at their study session on February 2. A request for proposals for the strategic planning consultant work has been distributed, and staff are preparing for the review and selection process. Nissley highlighted recognitions to share—NMC listed Most Affordable Colleges in Michigan by Best Value Schools, Top 25 Most Affordable Associate Degree in Nursing Programs for 2021 by Nursing School Hub, and the only community college among the 50 Best Colleges for Summer School. Nissley commended faculty for showing great adaptability, such as the Board heard in the water studies presentation earlier in the meeting, as well as Yellow River Institute construction course that had just been completed in a remote format with China.

Board Chair Update—Chair Chris Bott shared that the Board would remain in a virtual format as long as required, and he would like to maintain some of the virtual aspects/improvements. Bott noted upcoming Open Meetings Act training planned for the February 2 study session and invited NMC Foundation members to that training as well.

DISCUSSION ITEMS

Committee Appointments—Board Chair Chris Bott shared committee appointments, noting a new Executive Committee that would meet with President Nissley on a regular schedule. A draft committee charge will be reviewed and adopted at their first meeting.

CONSENT ITEMS—On a motion by Doug Bishop, seconded by Rachel Johnson, minutes of the December 21, 2020, regular meeting were approved by a unanimous vote as a group without discussion.

ACTION ITEMS

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

- Amended Board Policy A-104.00 Board of Trustees Video Recording of Meetings
- Amended Board Policy A-100.00 Board of Trustees Bylaws

Associate of Science in Engineering—A motion was made by Rachel Johnson, seconded by Doug Bishop, for approval of a new Associate of Science in Engineering Degree as presented, effective fall 2021. The motion passed with a unanimous vote.


2021 Presidential Goals—A motion was made by Laura Oblinger, seconded by Rachel Johnson, for the acceptance of the 2021 Presidential Goals as presented. The motion passed with a unanimous vote.

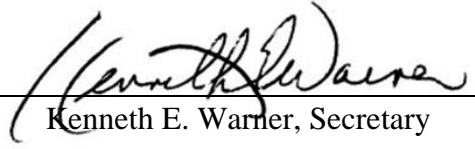
Millage Fund Transfer Balance—A motion was made by Kennard Weaver, seconded by Laura Oblinger, to authorize administration to transfer the remaining millage fund balance in the amount of \$161,482.96 to the 2012 Refunding Bonds Debt Service fund in accordance with Michigan's Revised Municipal Finance Act (Act 24 of 2001). 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 6:57 p.m.

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

SIGNED _____

Chris M. Bott, Chair

ATTESTED _____

Kenneth E. Warner, Secretary