

NORTHWESTERN MICHIGAN COLLEGE
BOARD OF TRUSTEES
MINUTES
Monday, March 22, 2021
Virtual Zoom Webinar ID: 968 6596 9730
Traverse City, MI

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

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, Jerry Achenbach, Patti Burgess, Amanda Clark, Vicki Cook, Marguerite Cotto, Diana Fairbanks, Cary Godwin, Joy Goodchild, Holly Gorton, Troy Kierczynski, Paul Kolak, Hannah Krohn, Mark Liebling, Laura Matchett, Lynne Moritz, Kyle Morrison, Todd Neibauer, Stephen Siciliano, Elizabeth Sonnabend, Alex Swainston, Rebecca Teahen, Lisa Thomas

REVIEW OF AGENDA—The agenda was accepted as presented.

REPORTS

Special Presentation—Jerry Achenbach, GLMA Superintendent, introduced James Semerad, CDR, USN (Ret.), from the Reserve Organization of America to present the Outstanding Family Support Contributor Award to Dr. Marcus Bennett, NMC's Associate Dean of Campus & Residence Life for his outstanding support the safe operation of the Great Lakes Maritime Academy's training ship cruises. Bennett was nominated for the award, presented by the Reserve Organization of America, Michigan Department, by GLMA Superintendent Jerry Achenbach. In summer 2020, Bennett facilitated a system of quarantines in NMC residence halls that ensured 42 maritime cadets were able to safely board and sail on the training ship *State of Michigan* or a commercial vessel despite the COVID-19 pandemic. Of the six state maritime academies in the U.S. GLMA was one of only two that was able to sail in 2020, which afforded cadets the opportunity to earn required sea time and remain on track to graduate. The award noted Bennett's efforts helped cadets and family members "endure extreme conditions of a pandemic" and graduate on schedule. Dr. Marcus Bennett graciously accepted the award and was congratulated by the Board congratulated Dr. Marcus Bennett.

Student Government Association—SGA Members presented their annual report to the Board, including the roles and activities of SGA and accomplishments in the academic year 2019-2020.

Faculty Report—Publishing a Student Newspaper Through a Pandemic—Jacob Wheeler, White Pine Press Advisor and adjunct instructor in journalism, presented on how the White Pine Press (WPP) staff adapted in March 2020 and shifted our production of the newspaper to work remotely during the 2020-21 school year. Despite the hurdles, the WPP is producing 5 editions each semester, and distributing 1,000 copies around campus and at locations throughout greater Traverse City. Key stories covered include: how COVID-19 has changed campus life; the 2020 presidential election, and its aftermath; nursing students at Munson's COVID ward; COVID and the arts, and NMC Futures for Frontliners.

Enrollment Report—Todd Neibauer, Vice President for Student Services and Technology, congratulated the Student Government Association for being adaptable to provide activities to student in spite of the COVID pandemic. Reviewing the monthly Enrollment Report, Neibauer highlighted the summer enrollment increase over last month due to the Future for Frontliners program. Noting statewide declines in high school enrollment and graduation, Neibauer then reviewed a summary of the Strategic Enrollment Plan, featuring components such as:

- New student recruitment goals
- Increased number of online sections of courses to maintain the current 30% due to COVID, because students desire to continue online course formats
- PRMC work to increase enrollment marketing to support these goals will be very important and investment
- Student coaching and success—adult students targeted
- Advocacy is extremely important

Neibauer addressed questions of the Board on both the enrollment and strategic enrollment plan reports. In response to questions from last board meeting, Neibauer attempted to survey other community colleges for comparative data, but has had difficulty receiving that data from others. Jackson College was very similar to NMC in terms of COVID impact on enrollment and number of virtual courses. Neibauer also shared the importance of NMC's specialty programs (e.g., GLMA, Experiential Learning) are the areas that need to be marketed.

Financial Report—Troy Kierczynski, Interim Vice President of Finance and Administration, reviewed the financial report for the period ending February 28, 2021.

Foundation Report—Rebecca Teahen, Associate Vice President for Resource Development and Executive Director of Foundation, provided a Foundation Report and noted upcoming events such as the Taste of Success “to go” coming up April 16 and Scholarship open planned for August 5.

PRMC Report—Diana Fairbanks, Executive Director of Public Relations, Marketing, and Communications, provided her monthly report and announced she will report on the reimagining work of PRMC at the April Board meeting.

Strategic Planning Report—Stephen Siciliano, Vice President of Educational Services, reported on the planning process and timeline being developed with the consulting firm of CampusWorks. Siciliano noted several upcoming sessions and events, and emphasized the plan provides for a wide variety of community, student and employee engagement.

Executive Committee Report—Committee Chair Chris Bott reported the monthly Board Executive Committee discussed Board meeting formats at their April 8 meeting, and reviewed agenda topics for the current full Board meeting.

Traverse Connect Diversity, Equity, & Inclusion Summit Report—Trustee Kennard Weaver reported on his, and Rachel Johnson's, attendance at the recent Diversity, Equity, and Inclusion (DEI) Summit hosted by Traverse Connect. Trustees noted they are interested in learning more about NMC's internal DEI Team.

Legislative Issues Report—President Nick Nissley highlighted state budget issues, including that while a 2% increase in NMC state appropriations is anticipated, it is a one-time increase. NMC's budget priorities also include supplemental funding to address impacts of COVID-19, which would provide NMC an additional \$375,000.

PUBLIC INPUT—There was no public input offered.

UPDATES

President's Update—President Nick Nissley provided an update on COVID-19 cases, reporting 29 students and 4 employees with on-campus exposure. Nissley thanked campus for managing the numbers so well by following safety protocols. NMC nursing students have been helping at the Hagerty Center vaccination site and Lt. Governor Garlin Gilchrist was very impressed with the site during a recent visit. Nissley noted a walk-through commencement is being planned for Saturday, May 1. Lastly, Nissley discussed the FY22 budget, which is including in as a discussion item later in the agenda.

Board Chair Update—Chair Chris Bott reminded trustees of the upcoming Board Strategic Planning Kickoff meeting on April 6 and asked trustees to be flexible for potential board participation in the May 1 walk-through commencement.

DISCUSSION ITEMS

Board Meeting Format—Chair Chris Bott asked for Board discussion regarding meeting format in relation to current state and local orders. College staff will prepare a plan for future hybrid or in-person Board meetings at the April meeting.

FY22 Budget Process—Interim Vice President of Finance and Administration Troy Kierczynski provided introduction to the early FY22 budget work occurring.

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

- Minutes of the February 22, 2021, regular meeting

ACTION ITEMS

EES Registration Software—On a motion by Doug Bishop, seconded by Kennard Weaver, the Board authorized administration to enter into a five-year contract with Augusoft Lumens for registration software for Extended Educational Services for a total of \$162,064 over five years, to be funded by the Information Technology Budget. The motion passed with a unanimous vote.

Banking RFP—On a motion by Laura Oblinger, seconded by Doug Bishop, the Board authorized administration to enter into a contract with Huntington Bank for banking, investment, and merchant services under a three-year contract, including an optional two-year extension if the College is satisfied with fees and service. The motion passed with a unanimous vote.

Firewall Replacement—On a motion by Kennard Weaver, seconded by Doug Bishop, the Board authorized administration to enter into a contract with Frontier Computers for the replacement of the Firewall system at a cost of \$529,136. CRRSAA funds will be utilized for a portion of this purchase, in the amount of \$177,653; the remaining \$351,483 will be funded by the Technology Plant Fund. The motion passed with a unanimous vote.


Lease of GLMA Tow Vessel—On a motion by Kennard Weaver, seconded by Rachel Johnson, the Board authorized administration to lease a tow vessel from approximately April 24, 2021, to September 12, 2021, as presented in proposal, for an amount not to exceed \$40,000, the lease and cost of operations will be funded by the GLMA Operating Budget through FY2021 U.S. Maritime Administration funding. 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 7:50 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