

NORTHWESTERN MICHIGAN COLLEGE
BOARD OF TRUSTEES
MINUTES
Monday, September 27, 2021
Timothy J. Nelson Innovation Center, Room 106/107

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

ROLL CALL

Trustees present: Rachel A. Johnson, Laura J. Oblinger, Kenneth E. Warner, Douglas S. Bishop attending remotely from Bonita Springs County, FL; Michael Estes (until 7:01p.m.), Kennard R. Weaver, Chris M. Bott

Trustees absent: None

Also present: President Nick Nissley, Sally Smarsty, Lisa Blackford, Glenn Blackford, Patti Burgess, Vicki Cook, Marguerite Cotto, Diana Fairbanks, Madison Ford, Craig Hadley, Troy Kierczynski, Mark Liebling, Lindsey Lipke, Janet Lively, Lynne Moritz, Kyle Morrison, Todd Neibauer, Stephen Siciliano, Jason Slade, Rebecca Teahen

REVIEW OF AGENDA—The agenda was accepted as presented.

SPECIAL REPORTS AND PRESENTATIONS

Program Focus—Sally Smarsty, Coordinator for Student Success, presented on the services provided by the Student Success Center (SSC). The SSC seeks to understand students' lives and needs and connect them to the resources they need. Smarsty explained how the Success Center collects and uses a data informed approach to build a holistic view of every student, providing early alerts to support staff when students demonstrate signs of veering off track or of facing an obstacle they need to continue their education.

Faculty Report—Lisa Blackford, Social Work Instructor, explained how she engages students in psychology courses and the social work program.

Enrollment Report—Todd Neibauer, Vice President for Student Services and Technology, provided the enrollment report for the Fall 2021 semester. Fall semester enrollment is up 20 students and 162 contact hours over last year. The .5% increase is a positive variance over budget projections, which anticipated a 3.8% decline in contact hours for the fall. Neibauer also noted residence halls are at a 73% occupancy rate and spring 2022 enrollment begins on October 20, 2021.

Financial Report—Board Chair Chris Bott congratulated Troy Kierczynski on formally becoming the Vice President of Finance and Administration after serving as interim vice president of this area since March 2021 when Vicki Cook announced she would be reducing her workload ahead of her retirement at the end of December. Kierczynski reviewed the financial report for the period ending August 31, 2021. There was discussion regarding the state budget process.

Presidential Performance and Compensation Committee—Committee Chair Rachel Johnson reviewed the evaluation timeline and process included in the written report in the packet. Johnson noted the committee is asking President Nissley to include a 360 review in his plans for 2022.

EXECUTIVE REPORTS—The following written reports were provided in the packet of materials: Foundation Report, PRMC Report, Executive Committee Report, and Legislative Issues Report.

PUBLIC INPUT—There was no public input offered.

UPDATES

President's Update—President Nick Nissley began his update by reviewing state budget developments as they pertain to community college funding.

In regards to COVID-19, Nissley noted 7 students and 2 employees with positive on-campus exposure this semester. The recent vaccination clinics held on campus have been minimally attended. However, 899 students registered for the lottery open to those providing proof of COVID-19 vaccination. Prizes for vaccination include free housing for the spring semester, \$500 gift certificates to the NMC bookstore, and \$100 Amazon gift cards.

Nissley noted several recent events on his calendar, as well as student events on campus such as the upcoming first meeting of the student chapter of Rotaract. The NMC Diversity, Equity, Inclusion (DEI) Committee held virtual campus presentations over the past few weeks regarding their assessment report. Nissley noted area business leaders have expressed their workplace needs for diverse demographics.

Lastly, Nissley reviewed a memo included in the packet which provides an overview how the college is reimagining facilities use and welcoming students to campus for fall semester.

Board Chair Update—Chair Chris Bott noted his recent visits with NMC Aviation and the GLMA. Bott encouraged trustees to review the facilities overview provided in this month's packet.

DISCUSSION ITEMS

Strategic Planning Report—President Nissley thanked the Board for their courage and support for strategic planning during a pandemic and their broad and deep engagement with internal and external stakeholders throughout the process. Nissley reminded everyone this is a process the college has not undertaken in a decade and thanked Stephen Siciliano and Vicki Cook as co-chairs of the process.

Stephen Siciliano, VP for Educational Services, noted recent adjustments to the process timeline, which include final approval of the plan in early 2022 rather than December 2021. Siciliano emphasized the committee's desire to gather feedback from the Board of Trustees on the draft mission, vision, and values statements, as they have been developed by the Strategic Planning Steering Committee through numerous input sessions and methods with all stakeholder groups.

Each member of the full Board of Trustees then provided their input on the draft mission, vision, and values statements. There was consensus to find a more actionable alternative to the word "promise" in the mission statement and to develop the vision statement into a full sentence.

Vicki Cook, Special Assistant to the President, noted the feedback from the Board will be taken to the Steering Committee. Cook noted that while strategic directions are broad and similar to other institutions' strategic plans, objectives and tactics will be what sets NMC apart. Strategy statements will be included in the October report to the Board, as the Steering Committee will be working on

the statements at a workshop on October 8. Cook also noted additional faculty and staff have been added to the SPSC to ensure representation from both employee groups.

FY23 Capital Outlay Overview

VP for Finance and Administration Troy Kierczynski provided a high-level overview of the capital outlay process and the documentation included in the packet. The FY2023 Five Year Capital Outlay Plan will be submitted to the NMC Board of Trustees at their meeting on October 25, 2021. In Fall 2020, the State's Department of Technology, Management Budget (DTMB) notified Northwestern Michigan College that they were not accepting major project requests for Fiscal Year 2022.

However, in June 2021, at the request of a State legislator, we submitted an informal funding request to the State's Joint Capital Outlay Committee to renovate the Osterlin building into an "Integrated Student Services Hub". We intend to resubmit the Integrated Student Services Hub as our Fiscal Year 2023 project along with the Five-Year Capital Plan.

Trustee Bishop attended the meeting remotely. According to the bylaws of the Board of Trustees and state statute, Bishop's virtual attendance counts toward constitution of a quorum, but does not allow for his participation in voting. All votes referenced below reflect the votes of those present at the in-person meeting.

CONSENT ITEMS—On a motion by Rachel Johnson, seconded by Kennard Weaver, the minutes of the August 23, 2021, regular meeting were approved by unanimous vote of those present without discussion.

ACTION ITEMS

Local Strategic Value Resolution--Laura Oblinger made a motion, seconded by Kennard Weaver, to adopt the presented Local Strategic Value Resolution certifying that Northwestern Michigan College meets the best practice standards required by the appropriations law for fiscal year 2022. The motion passed with a unanimous vote of those present.

Storage System Replacement--On a motion by Laura Oblinger, seconded by Kennard Weaver, the Board authorized administration to enter into contract with iXsystems for the replacement of the Storage Area Network System at a cost of \$489,598.50. Todd N addressed a question regarding how often storage system replacements are required. The motion passed with a unanimous vote of those present.

Security Log Management Software--On a motion by Rachel Johnson, seconded by Laura Oblinger, the Board authorized for administration to enter into contract with August Schell Enterprises for the capacity increase and license extension of the Security Log Management System at a cost of \$40,458.64. The motion passed with a unanimous vote of those present.

Voicemail System Replacement--On a motion by Laura Oblinger, seconded by Ken Warner, the Board authorized administration to enter into a contract with BSB Communications for the replacement of the voicemail system on our Mitel phone system at a cost of \$56,148.80. The motion passed with a unanimous vote of those present.

Drone Purchase--On a motion by Kennard Weaver, seconded by Laura Oblinger, the Board authorized administration to purchase a DJI Matrice 300 RTK Combo (drone) from Unmanned Vehicle Technologies (UVT) for the purchase price of \$55,141. In response to a question, Jason Slade, Dir of Technical Division, described the size and capabilities of the drone, noting the technical aspects of the drone are the greatest expense and fulfill the commercial needs (advanced payloads). The motion passed with a unanimous vote of those present.

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 7:51 p.m.

Recorded by Lynne Moritz, Executive Director of the President’s Office and Board Operations.

SIGNED Chris M. Bott
Chris M. Bott, Chair

ATTESTED Kenneth E. Warner
Kenneth E. Warner, Secretary