

**NORTHWESTERN MICHIGAN COLLEGE
BOARD OF TRUSTEES
MINUTES
Monday, October 25, 2021
Hagerty Center, Room C**

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

ROLL CALL

Trustees present: Douglas S. Bishop, Chris M. Bott, Rachel A. Johnson, Laura J. Oblinger, Kenneth E. Warner, Kennard R. Weaver

Trustees absent: None

Also present: President Nick Nissley, Linda Berlin, Patti Burgess, Marguerite Cotto, Casey Cowell, Dana Cowell, Kevin D’Alessandro, Brandon Everest, Diana Fairbanks, Troy Kierczynski, Mark Liebling, Lindsey Lipke, Kristy McDonald, Kyle Morrison, Lynne Moritz, Todd Neibauer, Jeff Pohler, Jason Slade, Ty Schmidt, Stephen Siciliano, Rebecca Teahen, Katie Thornton, Tracy Welch

REVIEW OF AGENDA—A motion was made by Doug Bishop, seconded by Chris Bott, to amend discussion item S. January 2022 Board Retreat to be a discussion of “Board Retreats” in general.

SPECIAL REPORTS AND PRESENTATIONS

Audit Presentation—Katie Thornton and Jeff Pohler of Plante Moran, PLLC, provided a summary of the financial audit for Northwestern Michigan College for the fiscal year ended June 30, 2021. Thornton thanked NMC staff for their help and cooperation in completing the audit through a variety of virtual and in person meetings this year. A clean unmodified opinion was issued, which is the highest level of assurance.

Program Focus—Kevin D’Alessandro presented on the Commitment Scholarship Program, as he coordinate the program and serves as an adjunct history instructor. The Commitment Scholarship program has been in existence at NMC since 1993. D’Alessandro explained the program covers the costs associated with tuition and fees at NMC for high school students who have demonstrated academic promise and potential, and have been recommended by their guidance counselor. D’Alessandro also reviewed the process by which high school students progress through the program and events engaging both students and parents.

Faculty Report— Brandon Everest and Kristy McDonald presented on their work over the past 18 months, as the Experiential Learning Institute (ELI) has focused on teacher development during this time period. The ELI Fellowship program has graduated 11 faculty—6 in 2020 and 5 in 2021. Everest and McDonald also provided examples of experiences in their courses.

Enrollment Report—Todd Neibauer, Vice President for Student Services and Technology, provided the enrollment report noting the spring enrollment cycle is the shortest and it is still early in that cycle as registration recently opened on October 20, 2021.

Scholarship and Financial Aid Report--Linda Berlin, Director of Financial Aid, reviewed the annual report and highlighted Students Financial Services have found better ways to serve students during the pandemic.

Financial Report—Troy Kierczynski, Vice President of Finance and Administration, reviewed the financial report for the period ending September 30, 2021.

PRMC Report—Diana Fairbanks, Associate Vice President of Public Relations, Marketing, and Communications, highlighted from her report that adult learner inquiries increased from August to September. Data also indicates that adult learners are reviewing course delivery methods primarily upon visiting the website, which suggests the importance of various course formats. Fairbanks also provided an update on the Funds for Transformation investment in the PRMC area and status of reorganization of the department.

Audit Committee Report—Committee Chair Kennard Weaver added to the presentation offered earlier in the agenda, stating the audit committee will issue a request for proposals for auditing firms next spring. Weaver also noted the audit reports are the best source of information regarding the college and he has made an intentional effort to remove undefined acronyms from audit reports.

Building and Site Committee Report—Committee Chair Rachel Johnson shared the committee reviewed signage for the Timothy J. Nelson Innovation Center and asked staff to begin the bid process.

ACCT Leadership Congress Report—Trustees Doug Bishop and Rachel Johnson provided highlights from the sessions they attended at this year's conference.

Strategic Planning Report—Vicki Cook, Special Assistant to the President, and Stephen Siciliano, Vice President for Educational Services, highlighted the updates to the mission, vision, values statements, and strategy statements as they provided their monthly update on the strategic planning process.

EXECUTIVE REPORTS—The following written reports were provided in the packet of materials: Foundation Report.

PUBLIC INPUT—There was no public input offered.

UPDATES

President's Update—President Nick Nissley thanked employees for their support of mask compliance and respectful behavior, therefore low numbers of COVID-19 exposures on campus. Nissley welcomed the inaugural Vice President of Strategic Initiatives Jason Slade and recognized recent achievements of Water Studies and the Great Lakes Maritime Academy, before providing a legislative update. Lastly, Nissley reviewed recent college events, such as October Conference and Indigenous Peoples Day.

Board Chair Update—Chair Chris Bott discussed the BSN legislation and the process for current Board vacancy.

DISCUSSION ITEMS

Board Retreats—Executive Director of the President's Office and Board Operations Lynne Moritz provided a summary of best practices for retreats as presented at the recent ACCT Leadership

Congress to gather input as to whether the Board believes it beneficial to schedule such a meeting in early 2022. There was overall support for moving forward with selecting a date and researching potential locations.

CONSENT ITEMS—On a motion by Kennard Weaver, seconded by Ken Warner, the minutes of the September 27, 2021 meeting were approved by a unanimous vote without discussion.

ACTION ITEMS

Acceptance of NMC Audit—On a motion by Doug Bishop, seconded by Kennard Weaver, the Board accepted the financial audit of Northwestern Michigan College for the fiscal year ended June 30, 2021, as presented. The motion passed with a unanimous vote.

FY23 Five Year Capital Outlay Plan—On a motion by Laura Oblinger, seconded by Ken Warner, the Board approved the FY 2023 Five-Year Capital Outlay Plan for submission to the Michigan Office of the State Budget as presented. The motion passed with a unanimous vote.

Copier/Printer Replacement—On a motion by Laura Oblinger, seconded by Rachel Johnson, the Board authorized administration to enter into a contract with Applied Imaging for the replacement of 11 copier/printer systems at a cost of \$73,543. The motion passed with a unanimous vote.

Closed Session—Rachel Johnson made a motion, seconded by Laura Oblinger that the Board adjourn the open session and consider in closed session (pursuant to Subsection 8(a) of the 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—Rachel Johnson, Laura Oblinger, No—none; and the Board went into closed session at 7:40 p.m.

Reconvene Regular Meeting—Laura Oblinger made a motion, seconded by Kennard Weaver, to adjourn the closed session and reconvene the open session. The motion passed with the following roll call vote: Yes—Kennard Weaver, Ken Warner, Doug Bishop, Laura Oblinger, Rachel Johnson, Chris Bott, No—none; and the regular open session reconvened at 8:41 p.m.

Rachel Johnson, Chair of the Presidential Performance and Compensation Committee, stated the Board has rated President Nissley as very effective in initiating the strategic planning process, leading the college through a pandemic, and strengthening connections with the community and college stakeholders. Based on this evaluation, the board instructs the PPC to negotiate an extension of his 2-year contract. The Board would like an expanded list of expectations, goals and a revised review process. The PPC will bring back recommendations accordingly.

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 8:43 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