

**NORTHWESTERN MICHIGAN COLLEGE
BOARD OF TRUSTEES
MINUTES
Monday, January 22, 2024
Timothy J. Nelson Innovation Center
Room 106/107**

CALL TO ORDER—Chair Laura J. Oblinger called the regular meeting to order at 5:30 p.m.

ROLL CALL

Trustees present: Laura J. Oblinger, Kennard R. Weaver, Chris M. Bott, Andrew K. Robitshek

Trustees absent: Rachel A. Johnson

Trustees participating remotely: Douglas S. Bishop from Lee County, FL; Kenneth E. Warner from Florida

Also present: President Nick Nissley, Lynne Moritz, Diana Fairbanks, Troy Kierczynski, Kyle Morrison, Todd Neibauer, Stephen Siciliano, Glenn Wolff, Molly Norville, Carly McCall, Marcus Bennett, Alex Bloye, Jason Slade

REVIEW OF AGENDA—The agenda was accepted as presented.

ANNUAL MEETING BUSINESS

Reading of Notice and Proof of Service—The notice of the annual meeting was read with proof of service on January 9, 2024, attested to by Lynne Moritz, Executive Director of the President's Office and Board Operations.

Report of Secretary—Secretary Andy Robitshek reported the 2023 Northwestern Michigan College Board of Trustees Annual Meeting minutes were approved on February 27, 2023, and are available online at the [2023 Trustee Meeting Materials and Minutes website](#) along with all other regular meeting minutes.

Report of Treasurer—Treasurer Ken Warner reported the annual financial audit for Northwestern Michigan College for the fiscal year ending June 30, 2023, was accepted by the NMC Board of Trustees on October 23, 2023, and is available online at the NMC Audit Reports website (<https://www.nmc.edu/departments/finance-administration/audits/files/audit-nmc-2023.pdf>).

Verification of Residential Address and Conflict of Interest Disclosure Statement—Trustees were asked to provide their current address where they registered to vote as a renewed verification for the calendar year 2024. Trustees were also provided with Conflict of Interest Disclosure statements for 2024 and asked to return the completed and signed statements to Lynne Moritz in the President's office by February 1, 2024.

Resignation—Chair Laura Oblinger shared a resignation letter submitted by Trustee Rachel Johnson. Kennard Weaver made a motion, supported by Chris Bott, to accept the resignation. The motion passed unanimously.

Election of Officers—Trustee Bott nominated the following slate of officers for 2024: Laura Oblinger as Chair, Andy Robitshek for Vice Chair, Chris Bott as Secretary, and Ken Warner as Treasurer. Kennard Weaver seconded the motion and the slate was accepted unanimously by those trustees present in-person.

STRATEGIC FOCUS: Institutional Distinction and Sustainability—Jason Slade, Vice President of Strategic Initiatives, and Troy Kierczynski, Vice President of Finance and Administration stated strategy five is focused on programs unique to NMC and highlight progress made in areas such as Aviation, Water Studies Institute, and the Great Lakes Culinary Institute. Kierczynski shared that the culinary institute’s financial performance is trending positive for the first time in seventeen years. Trustee Weaver requested information regarding other freshwater centers in Michigan.

REPORTS AND PRESENTATIONS

Faculty Report: Peer Review Process—Ryan Bernstein, Curriculum & Instructional Designer, and Becca Richardson, Math Instructor, presented on how increasing the number of online/hybrid courses for review improves the quality of such courses. In response to questions, Bernstein described the base criteria for course review and role of in-person course review.

PUBLIC INPUT—There was no public input offered.

UPDATES

President’s Update—President Nick Nissley provided updates on the ongoing Benzie county listening sessions, Campus Master Planning process and emerging themes, last week’s legislative reception, and the Aviation hangar expansion project. Nissley also thanked trustees for their engagement in college events. There was brief discussion regarding proposed legislation to amend the Open Meetings Act to allow for greater remote participation.

Board Chair Update—Chair Laura Oblinger reviewed Board committee assignments for 2024 and shared that revised presidential evaluation materials will be shared soon. Oblinger thanked trustees for their participation in Benzie listening sessions and noted the upcoming Board study session on February 1.

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

- Minutes of the December 11, 2023, regular meeting and closed session
- Minutes of the December 21, 2023, special meeting and closed session
- Enrollment Report—*Todd Neibauer, Vice President for Student Services and Technologies*
- Financial Report—*Troy Kierczynski, Vice President of Finance and Administration*
- PRMC—*Diana Fairbanks, Assoc. V.P. of Public Relations, Marketing, & Communications*
- Foundation Report—*Carly McCall, Director of Alumni Engagement*
- Building and Site Committee—*Ken Warner, Committee Chair*
- Fellows Nominating Committee—*Andy Robitshek, Committee Chair*
- Presidential Performance and Compensation—*Laura Oblinger, Committee Chair*

ACTION ITEMS—*Those trustees participating remotely did not count as a quorum, nor were they permitted to vote per the Michigan Open Meetings Act. All votes referenced below reflect the votes of those present at the in-person meeting.*

Appointment of Fellows—Andy Robitshek made a motion, seconded by Chris Bott, to Recommend that Bill Donberg, Tim Nelson & Nancy Johnson, and Jack & Karen Segal be appointed 2024 Fellows of Northwestern Michigan College with all honors and privileges pertaining hereto. The motion passed unanimously by those trustees present in-person.

NMC/NMC Foundation Memorandum of Understanding—Chris Bott made a motion, seconded by Andy Robitshek, to approve the amended Memorandum of Understanding between Northwestern Michigan College and the Northwestern Michigan College Foundation as presented. Chair Oblinger recognized the process that was undertaken to review and update the MOU between the College and Foundation and cited those segments that underwent significant changes. The motion passed by a majority, with Kennard Weaver opposed.

High School Enrolled Out of District Tuition Rate—Andy Robitshek made a motion, seconded by Chris Bott, to recommend approval of a new out of district tuition rate of \$160 per contact hour for high school enrolled students (dual enrolled, direct credit, and early college) beginning Fall 2024. Vice President of Students Services and Technologies Todd Neibauer explained the rationale for the tuition rate change. The motion passed unanimously by those trustees present in-person.

Aviation Hangar Expansion Project Scope—Kennard Weaver made a motion, seconded by Chris Bott, to approve the Aviation Hangar Expansion project scope, as presented and discussed with the full Board and Building and Site Committee in December 2023. The motion passed unanimously by those trustees present in-person.

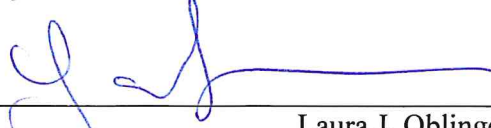
Hydrant Easement— On a motion by Kennard Weaver, seconded by Chris Bott, the Board authorized for administration to grant an easement to the City of Traverse City for a public utility easement at the Great Lakes Campus. The motion passed unanimously by those trustees present in-person.

Laundry Machines and Services Purchase —On a motion by Andy Robitshek, seconded by Chris Bott, the Board authorized for administration to enter into an agreement with Max’s Services in the amount of \$36,790 for the purchase, delivery, and installation of (36) laundry machines in the residence halls and apartments, to be funded by Auxiliary (Housing) funds. The motion passed unanimously by those trustees present in-person.

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 6:40 p.m.

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

SIGNED  _____
Laura J. Oblinger, Chair

ATTESTED  _____
Chris M. Bott, Secretary