

MID MICHIGAN COLLEGE
Board of Trustees Workshop and Regular Meeting
Harrison, MI 48625 and Mt. Pleasant, MI 48858
September 7, 2021
6:00 PM Workshop
7:00 PM Meeting
Esther C. Conference Room, Harrison Campus

Workshop Presentation
Trustee Workshop Time
Board of Trustees Meeting Agenda

APPROVAL OF AGENDA

Item II, Approval of Agenda

Presenter: Board Chair Petrongelli

Board Consideration: Action

Item III, Public Comment

Presenter: Board Chair Petrongelli

Board Consideration: Information

APPROVAL OF CONSENT ITEMS

Item IV, Approval of Consent Items

Presenter: Board Chair Petrongelli

Board Consideration: Action

UNFINISHED BUSINESS

Item V-A: Strategic Planning Update

Presenter: Tim Hood

Board Consideration: Information

Item V-B: Enrollment Report

Presenter: Matt Miller

Board Consideration: Information

NEW BUSINESS

Item VI-A: Correspondence and Announcements

Presenter: President Hood

Board Consideration: Information

Item VI-B: Foundation Holiday Reception

Presenter: Tom Olver

Board Consideration: Information/Action

Item VI-C: Computer Purchase

Presenter: Kirk Lehr

Board Consideration: Information/Action

Item VI-D: Policy Changes

Presenter: Board Chair Petrongelli

Board Consideration: Information

BOARD COMMENTS

Item VII-A: Calendar of Events

Presenter: Board Chair Petrongelli

Board Consideration: Information

Item VII-B: Board Comments- Other Business

Presenter: Board Chair Petrongelli

Board Consideration: Information

Approval of Agenda

Item II, Approval of Agenda

Presenter: Board Chair Petrongelli

Board Consideration: Action

President's Recommendation:

Motion to approve the agenda as presented.

Approval of Agenda.

Approval of Agenda

Item III, Public Comment

Presenter: Board Chair Petrongelli

Board Consideration: Information

President's Recommendation:

None, informational.

The Board will allow public comment at this time.

Approval of Consent Items

Item IV, Approval of Consent Items

Presenter: Board Chair Petrongelli

Board Consideration: Action

President's Recommendation:

Motion to approve the consent items as presented.

- A. Minutes- August 3, 2021 Regular Meeting
- B. Monthly Financial Report:
 - 1. Financial Summary for the period ending July 31, 2021.
 - 2. General fund balance sheet as of July 31, 2021.
 - 3. General fund statement of revenues and expenses for nine months ending July 31, 2021.
 - 4. Gifts and Donations: Donations totaling \$2,252 were received for the Mid Foundation in July 2021.
- C. Monthly Personnel Report.

Mid Michigan College Board of Trustees Regular Meeting

August 3, 2021 – page 1

The meeting took place in the Community Room, Mt. Pleasant Campus.

Present: Terry Petrongelli, Board Chair; Eric T. Kreckman, Vice Chair; Richard S. Allen Jr., Secretary; Thomas W. Metzger, Treasurer; George Gilmore, Trustee; Michael Jankoviak, Trustee; Jane Zdrojewski, Trustee

Absent: All Trustees Present

Agenda Item I: *CALL TO ORDER*

Board Chair Terry Petrongelli called the meeting to order at 7:05 PM.

Agenda Item II: *APPROVAL OF AGENDA*

Motion by Trustee Kreckman to approve the agenda as presented. Second by Trustee Zdrojewski. All Ayes; Motion Carried.

Agenda Item III: *PUBLIC COMMENT*

Board Chair Petrongelli asked for public comment, no one wished to comment.

Agenda Item IV: *APPROVAL OF CONSENT ITEMS*

Motion by Trustee Zdrojewski to approve the consent items as presented. Second by Trustee Jankoviak. All Ayes; Motion Carried.

Agenda Item V-A: *STRATEGIC PLANNING UPDATE*

Motion by Trustee Kreckman to approve the Strategic Plan language as presented. Second by Trustee Allen.

Vice President of Academic Affairs and Community Outreach Scott Mertes, Vice President of Student Services Matt Miller and President Hood presented a final language for the strategic plan. A discussion took place regarding the use of language in the plan and how specific metrics will be measured over time. Individual departments will be working with Ellucian to create strategic plans tailored for their area that will be easier to measure metrics from. Another discussion took place regarding seeking out new markets to increase enrollment. A voice vote showed All Ayes from the Trustees; Motion Carried.

Agenda Item V-B: *ENROLLMENT REPORT*

Vice President of Student Services Matt Miller presented an enrollment report on the Fall semester.

Mid Michigan College Board of Trustees Regular Meeting

August 3, 2021 – page 2

Agenda Item VI-A: *CORRESPONDENCE AND ANNOUNCEMENTS*

President Hood shared that he recently enjoyed dinner with former President Carol Churchill and her husband Jim. He stated that she sent her regards and is hearing positive feedback regarding the happenings at Mid.

Agenda Item VI-B: *FUME HOOD INSPECTION AND TESTING*

Motion by Trustee Jankoviak to approve a 5 year quote for state required fume hood certification and system repairs in the amount of \$55,840.00. Second by Trustee Kreckman.

Vice President of Finance and Administration Lillian Frick presented the Board with a request to approve a 5 year service/maintenance agreement with Quality Air Service, Inc for fume hood certifications and sensor/data services for the science lab exhaust/HVAC systems on the Harrison and Mt. Pleasant campuses. All Ayes; Motion Carried.

Agenda Item VI-C: *SCHINDLER ELEVATOR CONTRACT*

Motion by Trustee Zdrojewski to approve a six year elevator maintenance contract with Schindler Elevator for the Mt. Pleasant campus and Pickard building for a total cost of \$45,790.00. Second by Trustee Metzger.

Vice President of Finance and Administration Lillian Frick presented the Board with a request to approve a 6 year elevator maintenance contract with Schindler Elevator for the Mt. Pleasant campus and Pickard building. Each contract will include mandatory testing and call back components, as well as language to allow for the cancellation of the contract if the college sells the building in which any of the elevators are located. A voice vote showed All Ayes from the Trustees; Motion Carried.

Agenda Item VI-D: *PURCHASE OF REMOTE, CLOUD-BASED MANUFACTURING LABS*

Motion by Trustee Kreckman to approve the purchase of cloud-based manufacturing labs and equipment in the amount of \$208,539.00. Second by Trustee Jankoviak.

Dean of Workforce and Career Education Shawn Troy presented a request to utilize CARES funding to purchase remote, cloud-based manufacturing labs and equipment. These labs fully integrate with equipment on the lab floor and allow the college to issue all Level 1 NC3 Advanced Manufacturing certifications for students, even in the event of an extended closure of the college campus. A voice vote showed All Ayes from the Trustees; Motion Carried.

Mid Michigan College Board of Trustees Regular Meeting

August 3, 2021 – page 3

Agenda Item VI-E: *NURSING BLANKET PURCHASE ORDER REQUEST*

Motion by Trustee Kreckman to approve a Blanket Purchase Order for the 2021-2022 academic year for Nursing in the amount of \$135,860.00. Second by Trustee Allen.

Dean of Health Sciences Barb Wieszciecinski presented a request to approve a Blanket Purchase Order for supplies and testing associated with Nursing during the 2021-2022 academic year. A voice vote showed All Ayes from the Trustees; Motion Carried.

Agenda Item VI-F: *NURSING EQUIPMENT PURCHASE*

Motion by Trustee Metzger to approve an equipment purchase for simulation mannequins utilizing CARES funding in the amount of \$213,213.70. Second by Trustee Jankoviak.

Dean of Health Sciences Barb Wieszciecinski presented a request to purchase simulation mannequins to better equip Family Centered Nursing and Foundations for their clinical rotation opportunities. A voice vote showed All Ayes from the Trustees; Motion Carried.

Agenda Item VI-G: *STRATEGIC COMMUNICATIONS BLANKET PURCHASE ORDER REQUEST*

Motion by Trustee Kreckman to approve a Blanket Purchase Order for Strategic Communications digital marketing expenses throughout the year in the amount of \$120,000.00. Second by Trustee Metzger.

Vice President of Student Services Matt Miller presented a request to approve a Blanket Purchase Order for digital marketing expenses through MLive throughout the year. A voice vote showed All Ayes from the Trustees; Motion Carried.

Agenda Item VI-H: *MCCA MEMBERSHIP ASSESSMENT FOR FY 2021/2022*

Motion by Trustee Jankoviak to approve the 2021/2022 fiscal year MCCA membership assessment in the amount of \$37,500.00. Second by Trustee Zdrojewski.

President Hood presented a request to approve the 2021/2022 fiscal year membership assessment from the Michigan Community College Association (MCCA). A voice vote showed All Ayes from the Trustees; Motion Carried.

Agenda Item VI-I: *BOARD COMMITTEE SELECTION*

Motion by Trustee Kreckman to appoint Tom Metzger, Dick Allen and Terry Petrongelli to the Board audit committee with George Gilmore to serve as the alternate for the current term. Second by Trustee Zdrojewski.

A voice vote showed All Ayes from the Trustees; Motion Carried.

Mid Michigan College Board of Trustees Regular Meeting

August 3, 2021 – page 4

Motion by Trustee Metzger to appoint Jane Zdrojewski to the Mid Michigan College Foundation Board of Directors, George Gilmore to the Sabbatical Committee with Mike Jankoviak to serve as the alternate and Eric Kreckman to the TRiO Committee for the current term. Second by Trustee Gilmore.

A voice vote showed All Ayes from the Trustees; Motion Carried.

Agenda Item VII-A: *CALENDAR OF EVENTS*

Sept 7 Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus

Dec 5 Mid Foundation Annual Holiday Reception 6-8 PM, Harrison Campus Main Concourse

Agenda Item VII-B: *OTHER BUSINESS*

Trustees Jankoviak and Zdrojewski found the MCCA Summer Conference very interesting.

Trustee Allen would like to see a demonstration of the new simulation mannequins when they arrive.

Trustee Kreckman would like to encourage everyone to get vaccinated.

Board Chair Petrongelli presented Trustee Allen with his 35 year service pin from MCCA and spoke about the presentation during the virtual summer conference.

Meeting adjourned at 8:27 PM
Recording Secretary,
Amy Lince
Executive Assistant to the President and Board of Trustees

Terry Petrongelli, Board Chair

Richard S. Allen, Jr., Board Secretary

MID MICHIGAN COLLEGE
FINANCIAL HIGHLIGHTS
GENERAL & AUXILIARY FUNDS

July 31, 2021 (Preliminary)

GENERAL FUND REVENUE:

- 2021-22 tuition and fee revenue budget is based on a one (1) percent enrollment increase from 2020-21 levels with a four (4) percent increase in tuition rates. As of August 26, 2021, Fall 2021 enrollment showed a 1% decrease in billable tuition hours.
- State appropriations revenue for 2021-22 will be booked in October, coinciding with the State's fiscal year and the disbursement of the first payment.
- No property tax revenue has been booked since 2022 taxes will not be levied until December 2021. The tax levy for 2022 will be \$4,017,700, 58% higher than prior year due to the annexation of Mt. Pleasant school district.

GENERAL FUND EXPENSES:

- Departmental expenses are in line with 8% of the annual budget, with the exception of:
 - Instruction expended 5% due to the academic calendar; expenses will pick up with the onset of Fall term.

GENERAL FUND REVENUE OVER EXPENSES:

- The total increase in net assets as of July 31, 2021 is \$3.1 million. This represents \$3 million of income for the Fall 2021 term (starting August 30, 2021.)

BALANCE SHEET:

- The cash balance decreased \$1.7 million from June 30, 2021 to fund operations for the month of July.
- The State appropriations receivable represents the remaining payment of 2020-21 general and UAAL state appropriations.
- Student receivables increased \$677,000 due to 2021 Fall term registration activity. Some of this will be collected by the August 30 start of classes but the greater part of the balance will not be paid until financial aid (student loans) is processed in September for the 2021 Fall term.
- The prepaid expense balance of \$578,250 represents a few multi-year prepaid items, other prepaid 2021-22 expenses (including Ellucian contract for \$279,835), and the College contributions to the employee HSA accounts that will be earned during 2021.
- The balance due to other funds of \$273,856 can be broken down as follows:
 - \$798,000 due to the designated student activities fund
 - \$2.4 million due to the auxiliary services for sales

- \$125,000 due to the scholarship and grant fund
- \$815,000 due from the federal restricted fund for student financial aid funds disbursed to the student accounts. (Drawn in August)
- \$185,000 due from federal restricted fund for student CARES Act emergency funds (Drawn in August)
- \$4.7 million due from restricted fund for institutional expenses for CARES Act (COVID-19 related) (Drawn in August)
- \$341,000 due from the restricted grant fund
- \$3 million due to building and site for current and future college needs
- \$13,150 due from the Foundation
- The \$1.2 million in accrued payroll and other compensation includes expenses incurred but not paid as follows:
 - Accrued salary, wages and vacation of \$469,000
 - FICA, Federal and State withholding of \$123,000
 - MPSERS/ORP/UAAL payable of \$308,000
 - Employee health and dental insurances payable of \$278,000
 - Unemployment and workers' compensation insurances payable of \$9,000
 - Miscellaneous payroll deductions
- A significant portion of the preliminary Unreserved Net Assets of \$8.6 million represents funds set aside by the Board of Trustees to fund current and future college expansion needs.

AUXILIARY FUNDS:

- Total revenue is at 13% of the annual budget due to activity for Fall term during the month of July.
- When looking at prior year, it's important to note that in-person auxiliary services, including both bookstores and the Harrison Laker Café closed March 11, 2020 due to restricted building access in response to the Corona Virus (COVID-19) Stay-a-Home order.
- Total expenses, at 8% of the annual budget, represent operational costs for the month of July.
- The excess revenue over expense to date is \$18,762, which will help fund bookstore operations through the transition to Barnes & Noble College bookstore.

MID MICHIGAN COLLEGE
BALANCE SHEET
July 31, 2021 (PRELIMINARY)

Assets

Current Assets:

Cash and cash equivalents	\$	11,203,297
Short-term investments	\$	610,288
Property taxes receivable	\$	3,243
State appropriations receivable	\$	614,423
Student receivables	\$	5,062,037
Other receivables	\$	24,296
Prepaid expenses and other assets	\$	578,250
Due from (due to) other funds	\$	(273,856)
Total current assets	\$	17,821,976

Long-term investments	\$	-
Total assets	\$	17,821,976

Liabilities and Net Assets

Liabilities:

Accounts payable	\$	79,063
Accrued payroll and other compensation	\$	1,191,028
Deferred revenue	\$	1,383,566
Total liabilities	\$	2,653,657

Net assets:

Reserved for:		
Technology	\$	884,632
Program development	\$	1,198,311
Retirement incentives	\$	200,000
Self-funded healthcare reserve	\$	1,111,362
Unreserved	\$	8,650,984
Current year excess revenue over/(under) expenditures	\$	3,123,030
Total net assets	\$	15,168,318

Total liabilities and net assets	\$	17,821,976
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MID MICHIGAN COLLEGE
STATEMENT OF REVENUES, EXPENSES
For the one month ended July 31, 2021 (PRELIMINARY)

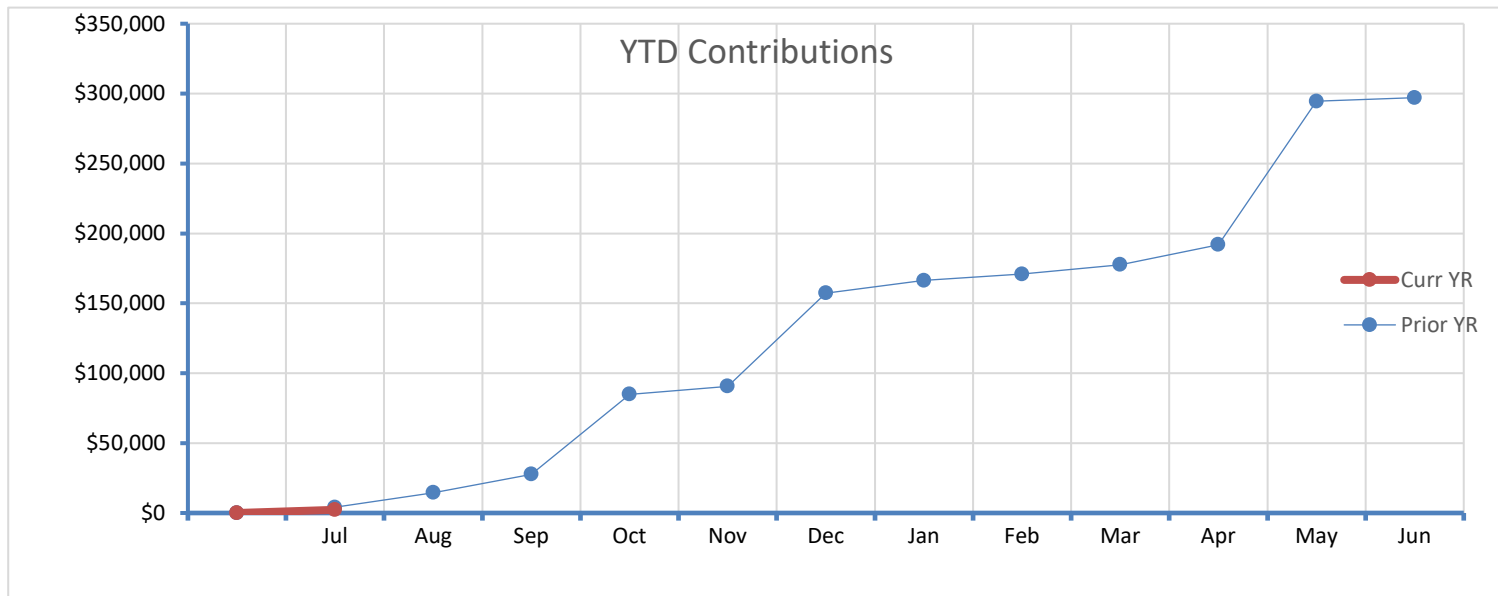
	Current Fiscal Year		Prior Fiscal Year	
	Amount	% of Budget	Amount	% of Budget
OPERATING REVENUES:				
Tuition and fees	\$ 4,499,363	32%	\$ 5,491,583	33%
Miscellaneous	\$ 1,427	1%	\$ 717	1%
Total operating revenues	\$ 4,500,790	32%	\$ 5,492,299	33%
EXPENSES:				
Operating expenses:				
Instruction	\$ 490,283	5%	\$ 351,326	3%
Information technology	\$ 127,298	7%	\$ 132,039	9%
Public service	\$ 46,594	6%	\$ 49,865	7%
Instructional support	\$ 116,489	7%	\$ 199,831	11%
Student services	\$ 172,650	6%	\$ 215,175	8%
Institutional administration	\$ 296,054	6%	\$ 313,385	7%
Operation and maintenance of plant	\$ 148,788	7%	\$ 130,948	5%
Total operating expenses	\$ 1,398,157	6%	\$ 1,392,569	6%
Operating income/(loss)	\$ 3,102,633		\$ 4,099,730	
NON-OPERATING REVENUES:				
State appropriations	\$ 20,021	0%	\$ 20,182	0%
UAAL	\$ -	0%	\$ -	0%
Property tax levy	\$ -	0%	\$ -	0%
Investment income	\$ 245	0%	\$ 1,206	1%
Unrealized gain (loss) on investments	\$ -		\$ -	
Gifts	\$ -		\$ -	
Miscellaneous	\$ 131		\$ 795	
Total Non-operating revenues	\$ 20,397	0%	\$ 22,183	0%
Revenues over/(under) expenses	\$ 3,123,030		\$ 4,121,914	
Inter Funds Transfers				
Planned Savings (Building & Site)	\$ -	0%	\$ -	0%
Bond Debt Service (Building & Site)	\$ -	0%	\$ -	0%
Restricted Grant Match	\$ -	0%	\$ -	0%
Foundation Transfer	\$ -	0%	\$ -	
Total Inter Funds Transfers	\$ -		\$ -	
Net increase (decrease) in Net Assets	\$ 3,123,030		\$ 4,121,914	

MID MICHIGAN COLLEGE
 STATEMENT OF REVENUES, EXPENSES
 For the one month ended July 31, 2021 (PRELIMINARY)
 AUXILIARY FUND

	Current Fiscal Year		Prior Fiscal Year	
	Amount	% of Budget	Amount	% of Budget
REVENUE:				
Bookstore	\$ 46,767	13%	\$ 54,893	4%
Espresso Bar*	\$ 686	9%	\$ -	0%
	<u>\$ 47,453</u>	13%	<u>\$ 54,893</u>	4%
EXPENSES:				
Bookstore	\$ 19,327	7%	\$ 122,402	11%
Espresso Bar*	\$ -	0%	\$ -	0%
Auxiliary Services	\$ 9,364	21%	\$ 9,818	8%
	<u>\$ 28,691</u>	8%	<u>\$ 132,220</u>	10%
EXCESS REVENUE OVER EXPENSES	<u><u>\$ 18,762</u></u>	40%	<u><u>\$ (77,327)</u></u>	-141%

*Both Harrison Laker Cafe and Mt. Pleasant (included in bookstore operations) café locations closed beginning March 11, 2020 due to stay-at-home order, and reopened with limited hours at the beginning of Fall term.

Mid Michigan College Contributions July 2021



	Curr YR	Prior YR
Monthly Contributions	\$ 2,252	\$ 4,074
YTD Contributions	\$ 2,252	\$ 4,074

YTD Top Contribution Totals in 2022:	
Lakers Academic Fund	\$ 973
Lakers Leadership Fund	\$ 727
Lakers Athletic Fund	\$ 209
Other Funds	\$ 343
YTD Total	<u>\$ 2,252</u>

TO: Board of Trustees
FROM: Lori Fassett, Associate VP of Human Resources
SUBJECT: Staffing Update, September 7, 2021 Board Meeting
DATE: August 18, 2021

FULL-TIME NEW HIRES:

N/A

NEW PART-TIME AND STUDENT EMPLOYEES:

Isaac Denslow – Student Worker Facilities	Effective: 07/26/2021
Olivia Kleinhardt – Student Workers Admissions	Effective: 07/26/2021
Alex Larson – Student Worker IT	Effective: 07/22/2021
Rachel McNerney – Student Worker Library	Effective: 07/27/2021
Kyle Loomis – Student Worker Tutor	Effective: 08/16/2021
Carrie MacDonald – Adjunct Instructor Welding	Effective: 08/15/2021
Tess Renne – Student Worker Library	Effective: 08/10/2021

INTERNAL TRANSFERS:

N/A

SEPARATIONS:

Elissandra Miller – Student Worker Tutor	Effective: 03/27/2021
Matthew Rodenbo – Head Coach Women’s Basketball	Effective: 06/30/2021
Grace Saupe – Student Worker Human Resources	Effective: 07/27/2021

David Kedrowski – Full Time Faculty Mathematics	Effective: 08/19/2021
Oliver Strouse – Student Worker Library	Effective: 07/30/2021
Amaya Ware – College Work Study Off Campus Programs	Effective: 05/08/2021
Michelle Argueta – Online Learning Intern (EDUStaff)	Effective: 08/13/2021
Svetlana Beilfuss – Adjunct Economics / Social Sciences (EDUStaff)	Effective: 05/08/2021
Jeff Carey – Adjunct Communication / Arts (EDUStaff)	Effective: 05/22/2021
Sarah Kohler – ETS Clerk (EDUStaff)	Effective: 08/13/2021

VACANCIES:

Adjunct – Advanced Manufacturing & Robotics (part-time)	Posted
Adjunct American Sign Language (part-time)	Posted
Adjunct Biology – MOISD Big Rapids (part-time)	Posted
Adjunct Communication – various locations (part-time)	Posted
Adjunct Computer Information Systems (part-time)	Posted
Adjunct English – various locations (part-time)	Posted
Adjunct Health Education – Dewitt HS (part-time)	Posted
Adjunct Math – various locations (part-time)	Posted
Adjunct Music - MOISD Big Rapids (part-time)	Posted
Adjunct Nursing – General	Posted
Adjunct – Outdoor Safety for Hunting & Angling program (part-time)	Posted
Adjunct Philosophy – various locations (part-time)	Posted

Adjunct Psychology- various locations (part-time)	Posted
Adjunct Religion – MOISD Big Rapids (part-time)	Posted
Adjunct Sociology – Caro, MI (part-time)	Posted
Adjunct Spanish Faculty – various locations (part-time)	Posted
Adjunct Student Educational Services (part-time)	Posted
Adjunct Welding – Clinton County RESA/Ovid-Elsie (part-time)	Filled
Administrative Assistant – Technical Center (part-time)	Posted
Hospitality Assistant (part-time)	Posted
Head Coach – Softball (part-time)	Posted
IT Technical Assistant (part-time)	Posted
Phlebotomy Instructor (part-time)	Posted
Temporary FT Mathematics Instructor – (Temp FT)	Posted
Welding Lectureship – Clinton County RESA Ovid-Elsie HS (part-time)	Posted

Unfinished Business

Item V-A: Strategic Planning Update

Presenter: Tim Hood

Board Consideration: Information

President's Recommendation:

None, informational.

President Hood will provide an update on the Strategic Planning process, including meetings that took place during Welcome Back day with members of the Ellucian team.

Unfinished Business

Item V-B: Enrollment Report

Presenter: Matt Miller

Board Consideration: Information

President's Recommendation:

None, informational.

Vice President of Student Services Matt Miller will provide the Board with the Fall 2021 enrollment report.

New Business

Item VI-A: Correspondence and Announcements

Presenter: President Hood

Board Consideration: Information

President's Recommendation:

None, informational.

Announcements may be made at this time.

New Business

Item VI-B: Foundation Holiday Reception

Presenter: Tom Olver

Board Consideration: Information/Action

President's Recommendation:

Motion to approve a request allowing beer and wine on campus for the Mid Foundation Holiday Reception on December 5, 2021 in accordance with Board policy 304.01.

Executive Director of the Mid Foundation Tom Olver will be presenting a request to approve the allowance of alcoholic beverages on campus for the Mid Foundation Holiday Reception on December 5, 2021.

New Business

Item VI-C: Computer Purchase

Presenter: Kirk Lehr

Board Consideration: Information/Action

President's Recommendation:

Motion to approve the purchase of 20 new computers for the library utilizing HEERF (CARES) funding in the amount of \$23,235.00.

Director of Information Technology Kirk Lehr will present a request to approve the purchase of 20 new computers for the library area, utilizing HEERF (CARES) funding in the amount of \$23,235.00. This purchase will better allow students to participate in online classes using video conferencing technology.

Organization Name	Part #	Bid Rank	Quantity	Price	Total Cost	Comments
ACP CreativIT LLC	EliteDesk 800 G6	1	20	984.79	\$ 19,695.80	Did not meet spec - CPU requested was 3.3 they quoted 3.1
ICT Resources	EliteDesk 800 G6	2	20	989.13	\$ 19,782.60	Did not meet spec - CPU requested was 3.3 they quoted 3.1
Adorama	EliteDesk 800 G6	3	20	993.66	\$ 19,873.20	Did not meet spec - CPU requested was 3.3 they quoted 3.1
Hypertec USA, Inc. (Hypertec Direct)	EliteDesk 800 G6	4	20	995.55	\$ 19,911.00	Did not meet spec - CPU requested was 3.3 they quoted 3.1
Sehi Computer Products, Inc.	EliteDesk 800 G6	5	20	1161.75	\$ 23,235.00	Meets spec
Malor & Company Inc	EliteDesk 800 G6	6	20	1197.21	\$ 23,944.20	
Princeton IT Services	EliteDesk 800 G6	7	20	1309.2	\$ 26,184.00	Did not meet spec - CPU requested was 3.3 they quoted 3.1
Tiles in Style DBA Taza Supplies	EliteDesk 800 G6	8	20	1589.3	\$ 31,786.00	
NETSOLUTIONS L.L.C.	EliteDesk 800 G6	9	20	1595.95	\$ 31,919.00	
CPAC Inc	EliteDesk 800 G6	10	20	2040.05	\$ 40,801.00	

New Business

Item VI-D: Policy Changes

Presenter: Board Chair Petrongelli

Board Consideration: Information

President's Recommendation:

None, first policy reading.

Board Chair Petrongelli will present the first reading of several policy changes to the Board policies.

107: Policy Development

[LAST APPROVED June 2018]

A. Board Policy

The Board of Trustees of Mid Michigan College establishes those broad policies appropriate to the functioning of the College consistent with the Michigan Constitution and the Community College Act of 1966 (as amended).

The power to make policy resides in corporate action at Board meetings. Commitments and promises made outside of Board meetings by any member of the Board shall have only the weight of a comment of any private citizen.

Policies adopted by the Board shall be consistent with provisions of the law, but need not incorporate the same. The Board retains authority for the local control of activities at any of the College's locations.

The President may apply to the Board for a waiver of Board Policy if the President deems a waiver is in the best interest of the College. A waiver, if granted, shall apply to the specific instance only.

Policies introduced at one meeting shall not be adopted until a subsequent meeting. All policies shall remain in effect until changed by the Board of Trustees at official Board meetings. In emergency or special circumstances in lieu of formal policy, the Board may authorize temporary guidelines or the President may act subject to subsequent and timely review of the Board.

Copies of the policies of the Board of Trustees shall be available on the College's website and in any other location deemed appropriate by the Trustees.

B. Administrative Policy

The President, in concert with members of his/her council **administration**, formulates policy to regulate college-wide practices and operations that are delegated by the Board of Trustees or that would traditionally be viewed as a management function. Such policies shall be reviewed by the College Council and approved by the President.

C. Unit Guidelines

The President, with the advice of the College Council, shall designate and provide oversight to those College units responsible for developing, implementing, and updating procedures to support adopted policies.

108: Presidential Relations

[LAST APPROVED June 2018]

The Board of Trustees shall select and appoint a President of Mid Michigan College. When it becomes necessary to appoint a new President for the College, the Board of Trustees shall organize the search process using professional services or stakeholder advisory groups as they deem necessary. The final selection and appointment of a new President for the College rests with the Board of Trustees.

The President sets the ethical tone for the College and serves as the primary liaison and communication channel between the College and the Board of Trustees. The Board of Trustees and the President shall endeavor to maintain mutual trust, confidence, and understanding between the Board and the President.

The President shall administer the affairs of the College in accordance with the policies of the Board of Trustees, the rules and regulations of the State Department of Education, and the laws of the State of Michigan. The President shall ensure the development of administrative principles and procedures for implementing Board decisions and to ensure alignment with the mission and goals of the College. ~~An official copy of the President's job description shall be maintained as an appendix to the Board Policy Manual.~~

The President may delegate responsibilities to ~~the staff~~ **the staff's** at his/her discretion, using good management practices and ensuring appropriate oversight. (See current delegation roster as appended.) If the President is to be absent for a significant period, a senior administrator shall be named by the President or the Chair of the Board to ensure the smooth functioning of the College.

Only decisions of the Board, acting as a body, are binding upon the President. Decisions or instructions of individual Board members, officers or committees are not binding on the President except in rare instances when the Board has specifically authorized such exercise of authority.

201: Board Membership

201.01 Election

[LAST APPROVED June 2018]

The College shall be directed and governed by a Board of Trustees, consisting of seven (7) members, elected at large according to the stipulations of Public Act 331 of 1966 as amended. **Members of the Board of Trustees shall not be currently employed by Mid Michigan College or EduStaff.**

201.04 Representation

[LAST APPROVED June 2018]

The ~~Chairperson~~ of the Board of Trustees shall appoint:

- **Three Trustees and One alternate to serve as official members of the Board Audit committee. The Audit committee shall be the only official committee of the Mid Michigan College Board of Trustees, however ad hoc committees may be formed as necessary.**
- **Trustee representatives to serve on various committees throughout the college (i.e. Mid Foundation Board of Directors, Sabbatical Committee, TRiO Committee, etc).**
- One Trustee to serve as an official member of the Board of Directors of the Michigan Community College Association. The appointee shall attend all regularly scheduled meetings of the Board of Directors and shall report to the Trustees at regular intervals vital information related to the community college movement. An alternate shall be appointed and shall serve and report in the absence of the official appointee.
- Official representation as needed to meet with legislators, legislative committees, governmental agencies and all other persons or organizations affecting community college interests.

The Board shall select new representation in January following a general election including Mid Michigan College Board of Trustee candidates. The term of service for any representation shall be two years.

203: Board of Trustees Travel and Expenses

203.04 National/Regional Organizations/Associations

[LAST APPROVED June 2018]

Subject to budget limitations, each Trustee is authorized to participate and receive approved reimbursement for one national or regional meeting at a community college organization/association each fiscal year.

A Trustee who has attended one national/regional community college conference/workshop/meeting can request the Board of Trustees to authorize attendance at a second meeting. Board of Trustees approval must be received in advance of the dates of the conference, workshop or meeting.

Travel expenses of the Trustee's significant other incurred while accompanying the Trustee at one national or regional conference/meeting/workshop shall be reimbursed. If a Trustee receives approval from the Board to attend additional meetings, ~~his/her~~ **their** significant other's travel expenses shall not be reimbursed.

All Trustees and their significant others are encouraged to participate in the Michigan Community College Association's summer workshop. Allowable expenses for Trustees and their significant others shall be reimbursed in accordance with College policies and practices.

302: Facilities

302.01 College Closing

[LAST APPROVED June 2018]

The total closing of the college on other than those days denoted on the College calendar shall be authorized by the President or ~~his/her~~ designee.

302.06 Library and Learning Services

[LAST APPROVED June 2018]

The Board of Trustees recognizes the importance of the Charles A. Amble Library on Mid Michigan College's Harrison campus and the Library and Learning Services at ~~on~~ Mid Michigan College's Mount Pleasant ~~location~~ campus. These libraries have the responsibility to serve as supportive units to instructional programs.

The President shall ensure that materials selected or donated to the library are in alignment with the mission and goals of the College, stimulate student reading and research, and support faculty instructional needs.

303.10 Student Payments

303.10.01 Tuition

[LAST APPROVED June 2018]

The Board of Trustees shall determine the tuition for all students enrolled in the College and disclose such information in accordance with existing applicable laws.

The tuition rates for all students shall be based on contact hours and assessed in three different ways based on residency: resident of the College district; non-resident of the College district; and international resident.

Any individual using educational assistance under either Chapter 30 (Montgomery GI Bill® – Active Duty Program), Chapter 33 (Post-9/11 GI Bill®), of title 38, United States Code, and/or the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in the State of Michigan while attending Mid Michigan College (regardless of ~~his/her~~ formal state of residence) will be charged the non-resident of the College district tuition unless ~~s/he~~ **qualifies qualifying** as a resident of the College district.

Beyond the standard tuition and fee structure, the Board of Trustees may authorize various tuition rates and fees that reflect special circumstances, increased costs, unique instruction methods, or other criteria as appropriate.

Tuition rates are subject to change without notice by action of the Board of Trustees.

303.10.04 Outstanding Bills

[LAST APPROVED June 2018]

Students with outstanding bills in the College Business Office from any previous semester will not be allowed to use any charge system, will not be allowed to re-enroll, and will not be able to obtain grades or transcripts until such time as the bill has been paid in full.

Exceptions to this policy must be approved by the Vice President of Finance and Administrative Services or his/her designee.

304: Health and Safety

304.02 Alcohol and Other Drugs

[LAST APPROVED June 2018]

The College shall provide a drug-free workplace and learning environment for employees and students in compliance with the Federal Drug-Free Workplace Act of 1988.

The Mid Michigan College Board of Trustees prohibits the possession, use, distribution, and unlawful manufacture of illegal drugs, narcotics or controlled substances on the College's campuses. Alcohol is prohibited on campus except when a written Exception Request is submitted for consideration and is approved by the Board of Trustees. It is the responsibility of each student, faculty, and staff member to be familiar with the provisions of this policy and the State of Michigan laws as they pertain to alcohol and drug use and abuse. The College's Alcohol and Other Drug Policy places responsibility for individual and group conduct on the individuals who use drugs and consume alcohol. Using drugs and drinking alcoholic beverages are not excuses for irresponsible behavior. Individuals and groups are held accountable for their behavior whether or not they have consumed drugs or alcohol.

Michigan law prohibits the dispensing, selling or supplying of drugs or alcohol to any person under the age of 21. Students, faculty, staff and visitors to the College may not unlawfully manufacture, consume, possess, sell, distribute, transfer or be under the influence of alcohol, illicit drugs, or a controlled substance on College property, at College-related events, while driving a College vehicle or while otherwise engaged in College business. College property includes all

buildings and land owned, leased, or used by the College; motor vehicles operated by employees, including personal motor vehicles when used in connection with work performance on behalf of the College.

Any person taking prescription drugs or over-the-counter medication is individually responsible for ensuring that ~~while~~ while taking the drug or medication ~~he/she~~ is not a safety risk to themselves or others while on College property, at College-related events, and while driving a College or privately owned vehicle while engaged in College business. It is illegal to misuse prescribed drugs contrary to the prescription or to give or sell the prescribed drug(s) to another person.

Employees who are convicted of a drug violation in the workplace as defined by the Drug-Free Workplace Act of 1988 shall be subject to disciplinary action in accordance with State and Federal statutes and the College's policies and procedures. Disciplinary action may result in penalties up to and including discharge.

As a condition of employment, employees will be expected to abide by this statement and notify the Office of Human Resources of any criminal drug statute conviction for a violation occurring in the workplace within, and not later than, five days after such conviction.

For employees engaged in Federal grants, the College shall notify the appropriate Federal agency of such conviction within ten days of receipt of notification as required by the Act.

The College shall provide to employees and students information, literature, and supportive services to inform them of the dangers of drug abuse and provide assistance and referral if a problem exists.

304.03 Conduct

[LAST APPROVED June 2018]

The College shall provide an environment conducive to learning in which students, faculty, and staff interact in a manner that creates and sustains mutual respect. The College shall operate within the parameters of Act #26 of Michigan Public Acts of 1970. No person shall enter or remain on the college property or premises, in buildings or other structures if it is determined by the chief administrator of the College, or ~~his/her~~ designee, that the person constitutes a clear and substantial risk of physical harm or injury to other persons or of

damage to or destruction of the property of the institution, or an unreasonable prevention or disruption of the customary and lawful functions of the institution by occupying space necessary therefore, or by use of force or threat of force.

304.07 Solicitation

[LAST APPROVED June 2018]

The College President or his/her designee shall authorize any solicitation of funds, professional services, advertising, door prizes or any other type of financial support for any College-related purpose by a College employee, student or organization. Employees of the College shall not be solicited for any commercial purpose during regular working hours. Commercial purpose shall include but is not limited to products or services.

Gifts, free samples or products exceeding \$25 in value are not to be accepted from vendors by employees. Any gift exceeding \$25 must be turned over to the Business Office.

304.09 Weapons

[LAST APPROVED November 2018]

Mid Michigan College prohibits any weapons on property that is owned, leased or otherwise under the control of the College. The College enacts this Policy in order to provide for the safety and welfare of all students, employees, vendors, contractors and visitors while on our campus or at College sponsored activities. Accordingly, no person shall be permitted to carry firearms or other weapons (concealed or not concealed) with or without a concealed weapon permit, while on campus or at any college sponsored function or event.

Any staff member found on the College premises possessing any pistol, firearm, dangerous weapon or other device that is purposed to inflict bodily harm, shall be subject to corrective action up to and including termination of employment. This applies to all College premises, in College vehicles, or on property being used by the College for College purposes. Anyone who violates this Policy may also be subject to criminal sanctions as provided for by law. This prohibition also applies to staff members who may be licensed to possess firearms, have a concealed weapon permit, or may otherwise engage in the open carry of a weapon. This restriction is not applicable to sworn federal, state, or local law enforcement officers who are required to carry firearms during the course of their employment

or to those individuals who receive a written waiver of this prohibition from the President or his/her designee.

Any student found possessing any prohibited material/device shall equally be subject to corrective action up to and including expulsion.

Any vendor, contractor, or visitor found in possession of any prohibited devices will be denied access to the College or be immediately removed from the premises.

The College recognizes that some individuals carry pepper spray or similar materials for personal protection when walking on or off campus. This Policy is not intended to prohibit the possession of such items. However, the College expects that individuals will use sound judgment in their use or display of such devices.

Individual witnesses who become aware of the following are urged to immediately report it to Campus Security or the Office of Security Operations and Systems:

- **Someone who is in possession or use of a dangerous weapon**
- **Any threat or act of violence or conduct in violation of this Policy**

~~If an individual witnesses or becomes aware of someone in possession or use of a dangerous weapon or is informed of or witnesses any threat or act of violence or any conduct in violation of this Policy, he/she is urged to immediately report it to Campus Security or the Office of Security Operations and Systems.~~

Instances of severe and/or immediate danger should be reported to the local police department.

Definitions

1. College Property: includes but is not limited to property owned, managed, occupied, operated or leased by the College and used for classroom purposes, activities, college sponsored events or other authorized use of the facilities.
2. Weapons/Dangerous Weapons
 1. a loaded or unloaded firearm, whether operable or not
 2. a dagger, dirk, razor stiletto, knife or stabbing instrument having a blade of longer than 3 inches, brass knuckles, blackjack, club, or other object specifically designed or customarily carried for use as a

weapon, that is used as a weapon or carried/ possessed for use as a weapon.

3. an object or device that is utilized or fashioned in a manner that would compel a person to believe that the object or device is a firearm or an object likely to cause death or bodily injury
4. pneumatic devices, including any device that is designed to expel a projectile by the use of air, gas, or spring; to include BB guns, paintball guns, and Airsoft guns
5. explosives, fireworks, bows and arrows, swords, and dangerous chemicals

Exceptions

1. Current or retired State, Federal, County, or Local Law Enforcement Officer.
2. Current or retired State, Federal, or County Court judge.
3. An individual, with prior written approval of the ~~AVP of Security Operations and Systems~~ **President** (and with limited scope and duration), may possess an unloaded weapon when it is worn as part of a military or fraternal uniform in connection with a public ceremony, parade, or theatrical performance; or if stored in a locked vehicle with a valid license.
4. Based on extraordinary circumstances, only the President or ~~his/her~~ designee may waive the prohibitions against weapons on campus. Any such waiver shall be in writing, state with particularity the reason for the waiver, and must be limited in both scope and duration.

Responsible Party for Administration and Enforcement

Security

Office of Security Operations and Systems Related Documents: MCL 123.1101
MCL 750.226 MCL 28.425.

306: Students

306.01 Academic Amnesty

[LAST APPROVED June 2018]

Academic amnesty is an action of forgiveness provided to certain students who have experienced poor academic performance at Mid Michigan College. Through Academic Amnesty, a student will be awarded a "second opportunity" to achieve success at Mid Michigan College by removing the negative impact of less than "C" grade courses on the student's academic transcript.

Academic Amnesty can be granted only once to any student.

To be eligible, certain conditions apply:

- A. A cumulative grade point average (gpa) of less than 2.00 for the period in question;
- B. Recently completed at least six credit hours or more and have maintained a current 2.00 gpa or higher.
- C. Allowed five (5) years to elapse between the poor academic performance period and requirement B.
- D. Must have mitigating circumstances for the period of poor academic performance as defined by the Federal Department of Education. Circumstances are considered mitigating if they are beyond control of the student. A written letter of explanation and documentation, if available, should be submitted for consideration.

Determination regarding the award of Academic Amnesty will be made by a committee comprised of at least one representative from the Financial Aid Office.

Once Amnesty has been applied to the student's transcript, the student will not be permitted to rescind the application of Amnesty ~~on his/her academic record.~~

Other conditions include:

- A. Amnesty must be for one continuous period of enrollment in a program at Mid Michigan College as indicated by courses taken by the student that are directly attributable to that program.
- B. No course work will be removed from a transcript.
- C. A special notation explaining Amnesty approval will be placed on the student's transcript.
- D. Honor points and credit hours attempted during the Amnesty period will be subtracted from the current cumulative honor and credit hours attempted. A new cumulative grade point average will then be established.

E. Courses successfully completed with a grade of "C" or better during the Amnesty period can be used toward the student's certificate or degree requirements but do not count toward the student's cumulative grade point average.

F. A student receiving Academic Amnesty will not be allowed to graduate with honors.

G. Academic Amnesty, when granted, applies only to Mid Michigan College courses. There is no guarantee, expressed or implied, that Academic Amnesty will be recognized by any other college or university.

H. Courses previously counted to fulfill degree requirements on a completed degree cannot be considered for academic amnesty.

306.08 Residency

[LAST APPROVED June 2018]

Students must verify residency at the time of each official registration by providing an appropriate document such as driver's license, voter registration card, Secretary of State Identification Card, or property tax receipt for the tax period immediately preceding registration, or by procedures as authorized by the President.

Students are considered in-district residents if they meet one of the following criteria:

A. They are a dependent student (according to Internal Revenue Service regulations) residing with a parent or guardian and the parent or guardian maintains their primary residence within one of the public school districts of Beaverton, Clare, Farwell, Gladwin, or Harrison or Mt. Pleasant.

B. They reside within the college district at the time of registration and are a United States citizen or permanent resident.

C. The student, the student's spouse, or the parents of a dependent student hold real property within the College district against which real property taxes have been assessed in support of the College for the tax period immediately preceding registration; the tax receipt must show proof of payment of taxes in support of the College.

D. The student is an employee of a business or industrial firm or governmental agency or is a member of a professional organization within the College district and the employer or organization, by written agreement, agrees to pay directly to the College all tuition and/or fees of a student for employer-approved courses.

E. Military personnel whose Home of Record or Legal Residence is within one of the public school districts of Beaverton, Clare, Farwell, Gladwin, or Harrison or Mt. Pleasant.

F. The students are enrolled under the provisions of Act 245, Public Acts of 1935, as amended by Act 371, Public Acts of 1965 (students receiving benefits under the Michigan Veterans' Trust Fund).

401: College Organization

401.01 Organizational Structure

[LAST APPROVED June 2018]

The President is responsible for organizing the College so as to most effectively utilize human and financial resources to achieve College goals. ~~The Board Personnel Committee may provide input as requested.~~ The President will assign titles appropriate to the job duty and consistent with usage in similar educational institutions. The Board shall review the recommendations of the President as ~~he/she requests~~ requested regarding the salary, appointment, or dismissal of personnel.

403.02 Administrative Grievance Procedure

[LAST APPROVED June 2018]

The College expects administrators to act collaboratively and respectfully in advancing the mission of the College. It encourages employees to resolve differences at the lowest possible level.

When differences cannot be resolved between employees or when a dispute between an administrative employee and the College arises, the College provides the grievance procedure set forth below and detailed in the ~~Administrative~~ Employee Handbook.

This procedure is applicable to any grievance by any administrative employee of the College. A "grievance" is any dispute arising from employment or termination of employment. It includes, but is not limited to, any dispute arising under this policy manual and any dispute involving alleged discrimination or harassment.

It is the responsibility of the employee to initiate the grievance procedure in writing to the Human Resources department within five (5) working days of the incident. A Human Resources representative is available to assist employees throughout this process as requested. The Human Resources Department cannot resolve disputes but can provide guidance, explain policies, and assist in the processing of the grievance procedure.

404.01.03 Classes From Another Institution

[LAST APPROVED June 2018]

Active full-time employees are eligible for reimbursement for satisfactorily completed college accredited courses that are directly related to their present position or that will enhance the employee's potential for advancement within the organization.

Eligibility

Eligible administrators who have completed one (1) year of full-time service with the College are eligible for educational assistance. The College will honor the service of part-time employees who subsequently assume a full-time administrative position provided that the employee has worked a minimum of 2,080 hours prior to enrollment in the course. The most recent hire date will determine eligibility for employees who have had a break in service. Employees who are on a leave of absence are not eligible for educational reimbursement. Administrators must maintain their eligibility status throughout the duration of the course(s) for which reimbursement is requested.

An approved course is one that is beneficial to the institution and relates to the administrator's present position or a position that could be reasonably obtained at the College. Unrelated courses are not covered unless they are a requirement of an approved degree program related to employment with Mid Michigan College. The College reserves the right to define which courses this program covers and to deny educational assistance for unacceptable courses.

Workshops, seminars, certifications, continuing education credit (CEUs), and community education classes are not covered by this policy.

Reimbursement

The College will reimburse eligible employees for tuition costs, up to \$3,000.00 per calendar year for undergraduate coursework, \$4,000.00 per calendar year for master degree level coursework, and \$5,250.00 for doctoral degree level coursework. The per credit hour rate of tuition reimbursement is based on the actual cost of tuition or the average of CMU, SVSU, Ferris State and Michigan State, whichever is lower. Student fees (i.e. registration, student activity, technology, and laboratory fees), books, equipment, supplies, and travel expenses are not covered under this program.

Employees receiving educational assistance from any other source must report the source and amount received to the Human Resources Department. Grant monies and/or scholarships will offset reimbursement from this program so that the total amount of assistance from all sources does not exceed the cost of the course(s).

To be eligible for reimbursement, a passing grade of at least a "C" or "credit" for credit/non-credit coursework is required. The maximum annual amount to be reimbursed will be determined by the date the course is completed and the employee's employment status at the time the course is completed. All grades must be turned in to Human Resources within sixty (60) days of course completion in order to receive reimbursement. Employees seeking reimbursement for doctoral dissertation credits may submit a confirmation of academic progress from their dissertation chair in lieu of grades.

Administrators who receive educational assistance are obligated to continue their employment with the College for one calendar year following completion of the course(s) or to repay 1/12th of the amount reimbursed for each month short of the required year of service. Any monies owed will be deducted from the employee's last paycheck and/or benefit accrual cash out.

Taking Class during Regular Work Hours

Administrators are expected to schedule class before or after their regular workday. In cases where course scheduling makes it necessary for an administrator to take a class during his/her regular work hours, with supervisor approval the administrator may take the class provided s/he uses **use of**

allocated personal or vacation time to cover the time lost for class attendance. Any deviations from this policy must be approved by the College President.

406.02 Health Insurance

[LAST APPROVED June 2018]

The College shall make available group health insurance for each full-time administrator and ~~his/her~~ eligible dependents. The College's share of the premiums shall conform to Michigan Public Act 152 for Defined Benefits. Employee contribution requirements are defined each year during the benefits open enrollment period for the upcoming benefit year.

The College shall make available a group dental insurance program for each full-time administrator and ~~his/her~~ eligible dependents.

The College shall make available vision insurance for each full-time administrator.

Coverages as identified above (health, dental, and/or vision) may be provided to part-time administrators (1040 hours or more during a fiscal year) on a prorated basis. Eligible part-time administrators must enroll for the specific benefit coverages desired through the Human Resource Department at the time they are hired.

The employee's share of the premium is based on hours worked. In the event an employee's status changes, warranting a change in the premium percent, the change shall become effective the following month.

In instances where the College employs both a husband and wife, the College will provide only one of these employees with a health benefit package (the other will be considered a dependent on the insured's policies).

It is the responsibility of each employee to inform the Human Resource Department in a timely manner of changes/terminations that result in a dependent's (i.e.: spouse, child, etc.) eligibility for benefit coverage.

The College will pay the administrator an annual "opt out" payment if the administrator declines health insurance coverage during the benefit open enrollment period for the upcoming benefit year. The opt-out payment is only provided when the administrator, and, if applicable, ~~his/her~~ spouse or dependent(s), decline health insurance coverage provided by the college. The

opt-out can be paid as a payroll stipend or in the form of payment to a qualified tax-deferred annuity. The administrator must demonstrate basic medical coverage from another source and must notify the College of any lapse in coverage from the other source and re-enroll at the next available date permitted by plan terms. Benefit payments must comply with the rules of Internal Revenue Code Section 125 and the terms of the Plan document. The above payments are a taxable benefit, but will not be considered as part of an employee's salary for any purpose. Accordingly, and without limiting the foregoing, all such payments made to employees who waive medical coverage will be excluded from the determination of eligible compensation for retirement plan purposes.

408.03 Administrative Retirement Incentive

[LAST APPROVED June 2019]

Mid Michigan College offers a retirement incentive to full-time administrators.

Eligibility

Administrators are eligible for a retirement incentive package if their most recent 10 years of full-time service have been in an administrative capacity at the College and they meet one of the following criteria:

- A. Have given ten (10) or more years of full-time service to Mid Michigan College and have qualified for full retirement benefits in accordance with the employee's respective Michigan Public School Employees' Retirement System (MPERS) or Optional Retirement Plan (ORP); or
- B. Have given twenty (20) or more years of full-time service to Mid Michigan College and have reached age 60;

Individuals who meet MPERS or ORP retirement guidelines but who have not fulfilled 10 years of continuous full-time employment in an administrative capacity at the College, can petition the Board of Trustees in writing for special consideration. If granted, the employee will be eligible to receive the administrative retirement incentive benefits at a rate no greater than the proportional part of 10 years of continuous administrative employment at the time of retirement (e.g., An employee with 7.3 years could be eligible for a maximum of 73 percent of incentive benefits of an employee with 10 continuous years of service).

The administrative employee must present the Human Resource Department with a letter of intention to retire from the College, including the date retirement will commence.

The administrative employee must leave the employment of Mid Michigan College no later than 180 days after ~~her/his~~ **their** 62nd birthday.

The administrator's supervisor must recommend the employee for the incentive program, using criteria of ongoing acceptable performance and acceptable performance as indicated in the administrator's two most recent written evaluations.

The Board of Trustees retains the right to formally request that an administrative employee maintain ~~her/his~~ employment with the College beyond 180 days after their 62nd birthday and still grant the retirement incentives when that employee does retire.

Retirement Incentive Program Benefits

A full-time administrator whose employment history satisfies the minimum eligibility may be eligible for the following retirement incentive. (~~See Appendix for related notations~~)

Component	Explanation	Years of service at the College				
		At least 10, less than 15	At least 15, less than 20	At least 20, less than 25	At least 25, less than 30	30 and Greater

Salary	Percentage of average annual salary earned during 12 months immediately preceding stated retirement date	33%	33%	33%	33%	33%
Sick days	Partial payment of unused sick days as of the employee's official retirement date, paid at employee's average daily rate of pay over the previous 12 months	17%	21%	25%	29%	33%

(The following would be moved from the location of the appendix to section 408.03)

Notations Related to the Retirement Incentive Program

- a. In determining the Retirement Incentive, all computations are based upon salary only. Other compensated benefits are not to be included.
- b. The determination of pay for unused sick days will employ the following guidelines:
 - i. A work year is 260 days
 - ii. Salary base is an average of the administrator's twelve (12) month salary immediately preceding the person's retirement date stated in the Letter of Intention to retire.
 - iii. Calculation formula: Salary base ÷ 260 days x number of accumulated unused sick days x pay-off percentage from table above.

Required Letter of Intention to Retire

"Date"

Pursuant to the retirement incentive program, as provided in the Board of Trustees Policy Manual dated August 3, 1993, as amended December 7, 1999 and any subsequent revisions per their effective date, I hereby resign my

employment with Mid Michigan College and elect to retire effective _____ , _____. I understand that the only benefit I will receive as a result of retiring early and waiving my employment rights is the special Retirement Incentive Program benefits, as set forth in the Board Policy Manual.

I agree and recognize that my relationship with the College is permanently and irrevocably severed as of my retirement date. I further agree that I will not apply for or otherwise seek full-time re-employment with Mid Michigan College, or a full-time appointment at the College through a third-party vendor, and that the College has no obligation, contractual or otherwise, to re-employ me in the future.

I agree and recognize that my retirement is voluntary and, therefore, I am not entitled to any unemployment benefits. I further agree that I will not apply for or draw unemployment compensation.

In exchange for the special retirement benefits program and other consideration received by me under the Board Policy Manual, I further waive any claims arising from or relating to my employment or separation from employment including, without limitation, any claims arising under the Age Discrimination in Employment Act, but excluding any claim arising after the date of this Letter of Resignation. I further acknowledge that I have not incurred any physical or mental injuries during the course of my employment with the College which would be compensable under any Worker's Compensation Act for which I have not already received full compensation.

The foregoing waiver is made by me but shall also bind my heirs, executors, administrators, successor and assigns. The waiver will ensure to Mid Michigan College and also to its Board of Trustees, officers, employees, agents, and all predecessors, successors and assigns.

I understand that the retirement incentive program covers all full-time administrators who are covered by the Board Policy Manual and, who retire in accordance with the terms identified in the Administrative Retirement Incentive Program Policy.

I acknowledge that there are no agreements, other than the agreements referred to in this Letter of Resignation and the Board Policy Manual, with respect to my termination of employment or the benefits that I will receive upon termination of employment.

I acknowledge that I have been given a period of at least 45 days in which to consider this Letter of Separation, including the foregoing waiver, and that I have been advised to consult with an attorney before executing this Letter of Resignation.

I understand that for a period of seven (7) days following execution I may revoke this Letter of Resignation and waiver by notifying the College in writing. If not revoked in this manner, I understand this Letter of Resignation and the included waiver will become effective on the eighth day following its execution.

“Sincerely”

“Signed Name”

“Printed Name”

1001: CEO CODE OF ETHICS

[LAST APPROVED November 3, 2009]

A. VALUES

To promote individual development and the common good, CEOs should strive to promote basic values about how people should conduct themselves when dealing with others in an academic institution serving the educational needs of the community. These values should represent a shared ideal, which should permeate the institution and become for CEOs a primary responsibility to uphold and honor.

These values should include:

1. Trust and respect for all persons within and ~~without~~ **outside of** the college **community**.
2. Honesty in actions and utterances.
3. Fairness and justice in the treatment of all.
4. A pervasive sense of integrity and promise keeping.
5. A commitment:
 1. to intellectual and moral development
 2. to quality
 3. to individual empowerment
 4. to the community college philosophy
 5. to college above self.
6. Openness in communication.
7. Belief in diversity within an environment of collegiality and professionalism.

B. RESPONSIBILITIES TO BOARD MEMBERS

1. To insure that all board members have equal access to complete information in a timely manner.
2. To avoid not only conflict of interest, but also the appearance of it.
3. To represent accurately positions of the board in public statements.
4. To foster teamwork and common purpose.
5. To carry out board policies in a conscientious and timely manner.

C. RESPONSIBILITIES TO ADMINISTRATION, FACULTY, AND STAFF

1. To encourage the highest standards of excellence in teaching and in the advancement and application of knowledge.
2. To respect both the personal integrity and professionalism of administrators, faculty, and staff.
3. To promote a college environment that fosters mutual support and open communication among all administrators, faculty, and staff.
4. To raise consciousness concerning ethical responsibilities and encourage acceptance of these responsibilities.
5. To seek and respect the advice of administration, faculty, and staff in matters pertaining to college life and governance.
6. To treat all employees fairly and equitably, to preserve confidentiality, to provide appropriate due process, and to allow adequate time for corrective actions.

D. RESPONSIBILITIES TO STUDENTS

1. To ensure that all students are treated with respect and to promote acceptance of diversity within the college community.
2. To provide quality education and equal access to educational opportunities for all students.
3. To provide accurate and complete descriptions of available academic programs and to provide sufficient resources to ensure viable programs.
4. To seek and respect contributions of students to college decisions.
5. To ensure that there is no unlawful discrimination, harassment, or exploitation in any aspect of student life.

E. RESPONSIBILITIES TO OTHER EDUCATIONAL INSTITUTIONS

1. To keep informed about developments at all levels of education, particularly with respect to community, technical, and junior colleges.
2. To be honest in reporting college operations and needs.
3. To honor agreements and to maintain confidential information.
4. To respect the integrity of programs offered by other institutions and to promote collaboration.

F. RESPONSIBILITIES TO BUSINESS, CIVIC GROUPS, AND THE COMMUNITY AT LARGE

1. To ensure that the college responsibly meets changing needs in its state and communities.
2. To promise only what is realistic and keep promises that have been made.
3. To ensure that all interested parties have an opportunity to express their views regarding college policies.
4. To ensure equal opportunities for all groups to take part in college programs.
5. To avoid conflict of interest in contracts, services, and sharing of information.
6. To honor all laws pertaining to the college.

G. RIGHTS OF CHIEF EXECUTIVE OFFICERS ~~A CEO should have the right:~~

1. To work in a professional and supportive environment.
2. To a clear, written statement of the philosophy and goals of the college; to participate fully in setting subsequent goals and policies.
3. To a clear, written statement of conditions of employment, board procedures for professional review, and a job description outlining duties and responsibilities.
4. Within the scope of authority and policy, to exercise judgment and perform duties without disruption or harassment.
5. To freedom of conscience and the right to refuse to engage in actions which violate professional standards of ethical or legal conduct. Adopted by the American Association of Community and Junior Colleges April 1991.

~~1004: RETIREMENT INCENTIVE PROGRAM~~

Eliminate this section of appendix, as this would be moved to section 408.03
Administrative Retirement Incentive.

Board Comments

Item VII-A: Calendar of Events

Presenter: Board Chair Petrongelli

Board Consideration: Information

President's Recommendation:

None, informational.

Sept 30-Oct 1 MCCA Autumn Board of Directors Meeting, Lake Michigan College

Oct 5 Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus

Nov 2 Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus

Nov 5 MCCA Trustee Leadership Institute, (More details to follow when available)

Dec 5 Mid Foundation Holiday Reception, 6-8 PM, Main Concourse, Harrison Campus

Dec 7 Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus

Board Comments

Item VII-B: Board Comments- Other Business

Presenter: Board Chair Petrongelli

Board Consideration: Information

President's Recommendation:

None, informational.

1. Any comments may be offered by Trustees at this time.