Workshop Presentation

All USA students/members of the All Michigan Academic Team Rylie Alward, Jason Armstrong, Madelyn McLavy Gabriel Wilde and their guests will join the Board for dinner.

Board of Trustees Special Meeting Agenda

I. Call to Order

II. Hearing – Proposed property Tax Millage to Support MMCC’s Budget

The property tax millage rate proposed to be levied to support the budget will be the subject of this hearing.

A resolution which certifies the college millage to the collecting units will be proposed at the June 26 Regular meeting held at 7:00 p.m. This process meets requirements of the general property act.

III. Adoption of FY 2019 Millage Rate

The budget anticipates that 1.2232 mills will be levied for operating purposes on all property. Action will be taken at the regular meeting later this evening.

IV. Adjournment
Board of Trustees Meeting Agenda

APPROVAL OF AGENDA
Item II, Approval of Agenda
Presenter: Board Chair Jacobson  Board Consideration: Action

APPROVAL OF CONSENT ITEMS
Item III, Approval of Consent Items
Presenter: Board Chair Jacobson  Board Consideration: Action

OLD BUSINESS
Item IV-A: Harrison Campus Renovations – Construction Manager Selection
Presenter: President Hammond  Board Consideration: Information/Action
Item IV-B: Proposed Replacement Phone System
Presenter: Mr. Lehr  Board Consideration: Information/Action
Item IV-C: Adoption of Revised Board Policies
Presenter: President Hammond  Board Consideration: Information/Action

NEW BUSINESS
Item V-A: Correspondence and Announcements
Presenter: Board Chair Jacobson  Board Consideration: Information
   HLC Systems Portfolio Report
   State Veterans Affairs Audit
   City of Harrison DDA
Item V-B: Resolution Certifying Millage
Item V-C: 2018-19 Budget
Presenter: Vice President Frick  Board Consideration: Action
Item V-D: A Northern Tradition Update
Presenter: Vice President Miller  Board Consideration: Information
Item V-E: Purchase Request for annual recurring postage costs
Presenter: Vice President Frick  Board Consideration: Action

BOARD COMMENTS
Item VI-A: Calendar of Events
Presenter: Board Chair Jacobson  Board Consideration: Information
Item VI-B: Board Comments-Other Business
Presenter: Board Chair Jacobson  Board Consideration: Information
Approval of Agenda

Item II, Approval of Agenda

Presenter: Board Chair Jacobson   Board Consideration: Action

Recommendation:

It is recommended the Board approve the agenda as presented.
Approval of Consent Items

Item III, Approval of Consent Items

Presenter: Board Chair Jacobson  Board Consideration: Action

A. Minutes – June 5, 2018 Regular Meeting

B. Monthly Financial Report:
   1. Financial Summary for the period ended May 31, 2018
   2. General fund balance sheet as of May 31, 2018
   3. General fund statement of revenues and expenses for eleven months ended March 31, 2018
   4. Gifts and Donations: Donations totaling $8,036 were received for the Scholarship and Grant Fund in May 2018.
   5. Donations were received in May for A Northern Tradition, Scholarship and Grant, Harris Allied Health Scholarship, Golf Outing, Freeland Scholarship, Isabella 8th Grade Girls Luncheon, Horrocks Scholarship, Student Showcase, Meyer Scholarship, Grabmeyer Scholarship, Willis Scholarship, McDonald Scholarship, Trail Maintenance, and International Student Fund.


Recommendation:

It is recommended the Board approve the consent items as described by the Board Chair.
The meeting took place in the Houghton Room, Harrison Campus.

Present: Douglas A. Jacobson, Board Chair; Richard S. Allen, Jr., Secretary; Thomas W. Metzger, Treasurer; Carolyn C. Bay, Trustee; Eric T. Kreckman, Trustee; Terry Petrongelli, Trustee; Kim Barnes, Associate Vice President of Safety Operations & Systems; Jennifer Fager, Vice President of Academic Affairs; Lillian K. Frick, Vice President of Finance and Facilities; Jessie Gordon, Associate Vice President of Strategic Communications; Christine M. Hammond, Ph.D., President; Scott Mertes, Ph.D., Vice President of Community Outreach and Advancement; Peter Velguth, Assistant Vice President of Institutional Research; Bob Elmore, Faculty Senate President; Martin Stack, Assistant Vice President of International Programs and Inclusion; L. Scott Govitz, Associate Vice President of Economic and Workforce Development;

Absent: Betty M. Mussell, Vice Chair; Lori Fassett, Associate Vice President of Personnel Services; Anthony Freds, CIO, Associate Vice President of Technology Services; Matt Miller, Ed.D., Vice President Student Services; Char Keel, ESPA President

Guests: Kirk Lehr, Brandon Kish, Richard Smith, Barb W., Shawn Troy, Kristen Falls

Agenda Item I: CALL TO ORDER

The Board Chair called the meeting to order at 7:17 p.m. There were no public comments from the guests.

Agenda Item II: APPROVAL OF AGENDA

With no proposed changes, the Board Chair stated that the agenda stands as approved as reflected in the Board packet.

Agenda Item III: APPROVAL OF CONSENT ITEMS

With no changes noted, the Board Chair stated the consent items stand as approved.

Board Chair Jacobson discussed the legislative plan for budgetary allocations to community colleges. The current plan for allocations includes an increase in the State funds for Mid, but the personal property tax exemption allocated very few additional funds to the College. Many of the other State community colleges received considerable additional funds through the personal property tax provision. Delta College, an outlier, incurred millions of additional dollars. The final legislative determination will likely occur soon.

Agenda Item V-A: CORRESPONDENCE AND ANNOUNCEMENTS

President Hammond announced that the Executive Assistant to the President and Board position has had strong responses, and the personnel committee has recommended interviewing five candidates. Interviews will begin June 6.

In addressing the question of whether there should be a plan for Mid to stock Narcan for situations in which there are opioid crises on campus, the recommendation is to not have the College keep Narcan on hand.

President Hammond reviewed the correspondence items, a thank you note from Linda Jensen and one from the Mt. Pleasant Women’s City Club.
**Agenda Item V-B: ENROLLMENT UPDATE**

President Hammond provided the Board with an enrollment update for the Spring 2018 semester. Total billing hours were down 9.1%. The College budgeted for a 4% decline.

**Agenda Item V-C: CURRICULUM COMMITTEE RECOMMENDATIONS: CURRICULUM CHANGES**

Vice President Fager reviewed the changes to the college curriculum from the past year and recommended the Board approve the changes as presented. These changes take effect July 1, 2018.

A motion was made by Trustee Bay to accept the Curriculum Changes Report. Seconded by Trustee Allen. All ayes; motion carried.

**Agenda Item V-D: LIBRARY-ELECTRONIC RESEARCH DATABASE YEARLY RENEWAL**

Kristin Falls, Library and Learning Services Assistant, presented the purchase request for EBSCO and ProQuest electronic research databases for the College’s libraries. Total cost for this purchase is $51,470 and will be paid for using the library’s electronic resources fund.

A motion was made by Trustee Metzger to approve the EBSCO and ProQuest subscription renewals at a cost of $51,470.00. Seconded by Trustee Kreckman. All ayes; motion carried.

**Agenda Item V-E: ELLUCIAN MAINTENANCE CONTRACT RENEWAL 2018-2019**

Director Kish presented the Ellucian Maintenance Contract renewal request. This contract is up for yearly renewal and includes tech support, patches, and new releases for the software. Of note, 2018-2019 is the last year in the five-year agreement with Ellucian to restrict Colleague product price increases to no more than five percent. Director Kish will work with Ellucian to see if the five percent discount can be continued. He also mentioned the additional consulting and support that Ellucian has offered over the past year, along with the additional of the Ellucian Self-Service products, financial aid and billing/accounts. The purchase will be funded by Institutional Technology Fund.

A motion was made to approve the Ellucian maintenance contract renewal for 2018-2019 at a cost of $194,334.00. All ayes; motion carried.

**Agenda Item V-F: INTERNET SERVICE FOR 2018-2019**

Director Lehr presented the purchase request for internet service. Mid’s internet service, provided by Winn Telecom, is currently at 200Mbits. The recommendation is to stay at this level of service. However, Winn Telecom has put together a new contract for three years, which would provide the College both internet and phone for $2,871/month, a savings of about $2,800/year. There will also be a one-time, annual $2,500 charge for network and firewall support.

The internet portion of costs will come from the Institutional Technology Fund, and the phone services will come from the General Fund.

A motion was made by Trustee Kreckman to approve the internet/phone service three-year contract from Winn Telecom beginning in the 2018-2019 year. Seconded by Trustee Bay. All ayes; motion carried.

**Agenda Item V-G: PROPOSAL FOR REPLACEMENT PHONE SYSTEM**
Director Lehr presented the proposal for a replacement phone system. The current phone system is ten years old, and is no longer under a support contract. In April, ten RPFs were reviewed. Director Lehr requested a budgeted amount of $266,000 to purchase a new phone system. Director Lehr is currently most interested in pursuing a proposal and system from BSB Communications (MiTel solution), but he requested additional time to consider whether this proposal will meet the needs for the Harrison campus, particularly in relation to facility changes that are forthcoming. Director Lehr explained that he is currently most interested in the BSB system because of its additional capabilities, particularly in regards to conferencing and emergency notifications. The higher cost of BSB reflect these additional features, which are not included in the pricing for some of the lower-priced systems and vendors.

The Board will return to this consideration and conduct an additional purchase review at the June 26, 2018 Board meeting.

**Agenda Item V-H: ADMINISTRATIVE SALARY INCREASES FOR 2018-2019**

Vice President Frick presented the administrative salary increases for the 2018-2019 academic year. The College administration is recommending a 2.5% base salary increase for all administrators for the 2018-2019 fiscal year. The average increases for the Faculty Senate and ESPA are 3.4% and 3.5% respectively for 2018-2019.

Board action at this time will assist the administration in establishing the final 2018-2019 budget for presentation at the June 26, 2018 board meeting.

A motion was made by Trustee Petrongelli to approve the 2.5% base salary increase for administrative personnel for the 2018-2019 year. All ayes; motion carried.

**Agenda Item V-I: 2018-2019 AUXILIARY SERVICES BPO APPROVAL**

Vice President Frick presented the auxiliary services blanket purchase order (BPO) for the 2018-2019 academic year. Auxiliary Services purchases significant inventory throughout the fiscal year. In order to facilitate and streamline the purchasing process, Blanket Purchase Orders (BPOs) are issued for multiple orders of similar items. Per the Board Purchasing Policy, all orders exceeding $20,000 require board approval.

A motion was made by Trustee Kreckman to approve estimated purchase amounts provided during the meeting for the 2018-2019 year. Seconded by Trustee Metzger. All ayes; motion carried.

**Agenda Item V-J: POLICY REVIEW – FIRST READING**

President Hammond reviewed the proposed policy updates with the Board of Trustees. She reviewed the table that enumerates the level of change to each of the policies, from editorial to substantive, and the reorganization of some 300-level policies.

Board Chair Jacobson recommended that a thorough reading take place before the next board meeting so that policy adoption can take place during the June 26, 2018 meeting.

**Agenda Item V-K: AUDIT FEES**

Vice President Frick reviewed the audit fees for the 2017-2018 audit by Plante Moran.

The total audit fees for the fiscal year 2017-18 are not to exceed $61,050, broken down as follows:
The above costs for 2017-2018 represent a 2% increase for the financial audit and the Foundation 990 work while the GASB 75 costs are new and based on estimated additional hours of work related to implementation.

College administration has executed the engagement letter with Plante Moran for the required 2017-2018 audit services.

Informational item; no action required.

**Agenda Item V-L: MICHIGAN COMMUNITY COLLEGE RISK MANAGEMENT**

Vice President Frick presented the Risk Management item to the Board. The Michigan Community College Risk Management Authority ("MCCRMA") is an insurance pool created by its members to provide property/casualty insurance, risk management and related services exclusively to Michigan Community Colleges. Mid-Michigan Community College has been a Member of MCCRMA since December 4, 1985. Currently 19 of Michigan’s 28 public community colleges are members of the MCCRMA.

For the 2017-2018 policy year, Mid Michigan’s total contribution will decrease approximately 3% from the current year contribution.

Informational item; no action required.

**Agenda Item VI-A: CALENDAR OF EVENTS**

The Board Chair reviewed the calendar of events for upcoming months, an informational item.

**Agenda Item VI-B: OTHER BUSINESS**

Board Chair Jacobson recommended that he remain the appointed MCCA Trustee Director, that President Hammond remain the Presidential representative to the MCCA, and that Trustee Petrongelli will serve as the Alternate Trustee Director.

The Board facilities committee will meet on June 6 to discuss facility changes for the Harrison campus.

A group of College employees will travel to Grand Rapids to consider a proposal for the Pickard building to become an art-tech hub, which was made by an entrepreneur who would function as the project’s sponsor. An update will be provided to the Board after the College group learns more about this possibility.

President Hammond informed the Board that the individual charged with making terrorist threats against the College remains in custody after the preliminary hearing.

Associate VP Govitz presented that the Drone Training being offered at the Pickard site is going very well. The course filled and there is interest in future trainings.

Dr. Mertes informed the Board that the College received a $95,000 USDA grant for a pavilion on the Harrison site.
Thomas Olver, the newly-hired Executive Director of the Foundation will start on July 9th.

Meeting adjourned at 8:30 p.m.

Recording Secretary,
Jessica Gordon
Associate Vice President Strategic Communications

____________________________
Douglas A. Jacobson, Board Chair

____________________________
Richard S. Allen, Jr., Secretary
The 2017-18 tuition and fees revenue budget is based on a 4% enrollment decrease from 2016-17 levels. Final 2017-18 enrollment reports show the following changes in billable tuition hours from 2016-17 levels: Fall 2017 1.5% decline, Winter 2018 1.9% decline, and Spring 2018 9.1% decline. The resulting total revenue represents 97% of the annual budget for 2017-18 tuition and fees revenue.

State appropriations revenue for 2017-18 increased 2.8% and was booked in September at $4,968,900. Additional state appropriations of $1,326,450 were allocated to Mid for the UAAL funding and booked as receivable in November. During March, we received $23,430 from the Local Stabilization Authority for our portion of the personal property tax reimbursement, down 50% from the previous year.

Property tax revenue of $2,326,696 was levied and booked as revenue in December 2017.

Departmental expenses are in line with 92% of the year elapsed with the exception of:

- Public Service expended 69%, due to courses and workshops that were budgeted but haven’t yet taken place.
- Institutional Administration expended 71%, due in part to contingency funding that has not been expended.

The Planned Savings transfer of $769,474 to Building & Site represents 92% of the annual budgeted amount.

The transfers of $101,062 to the Restricted Grant Funds represents 80% of the annual budget for the College’s match on various federal grants.

The total increase in net assets as of May 31, 2018 is $2.3 million. This excess will fund the operations for the balance of the 2017-18 fiscal year.
**BALANCE SHEET:**

- The cash balance increased roughly $587,000 from April 30, 2018 due to registration activity for the 2018 Spring term which began on May 14, 2018 and 2018 Fall term which begins August 25, 2018.

- The State appropriations receivable of $1,716,909 represents 3 remaining payments of 2017-2018 general and UAAL state appropriations.

- Student receivables increased $1.3 million due to 2018 Spring and 2018 Fall term registration activity in May.

- The prepaid expense balance of $63,119 represents a July student bus tour deposit of $9,444, the remaining balance of multi-year prepaid expenses $39,168, and other prepaid 2018-19 expenses of $14,567.

- The balance due to other funds of $10.1 million can be broken down as follows:
  - $552,000 due to the designated student activities fund
  - $2.3 million due to the auxiliary services for sales
  - $379,000 due from the scholarship and grant fund
  - $8 million due to building and site for current and future college needs
  - $470,000 due from the federal restricted fund for student financial aid; balance retained for return of funds
  - $17,000 due to the restricted grant fund
  - $40,000 due to the Foundation

- The $1,960,697 in accrued payroll and other compensation includes expenses incurred but not paid as follows:
  - Accrued salary, wages and vacation of $412,000
  - FICA, Federal and State withholding of $135,000
  - MPSERS/ORP payable of $439,000
  - Employee health and dental insurances payable of $128,000
  - Deferred faculty pay of $815,000
  - Unemployment and workers’ compensation insurances payable of $30,000
  - Miscellaneous payroll deductions

- A significant portion of the Unreserved Net Assets of $3 million represents funds set aside by the Board of Trustees to fund current and future college expansion needs.

**AUXILIARY FUNDS:**

- Total revenue is at 85% of the annual budget, which is 14% behind prior year due to a decline in bookstore sales. The total includes textbook sales for Fall 2017, Winter 2018, and Spring 2018 terms.

- Total expense is at 95% of the annual budget which corresponds with the sales volume and inventory levels.

- The excess revenue over expense to date is $309,641, which will fund bookstore operations for the balance of the 2017-18 fiscal year.
### MID MICHIGAN COMMUNITY COLLEGE
### BALANCE SHEET
### May 31, 2018

**Assets**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash and cash equivalents</td>
<td>$ 16,276,525</td>
</tr>
<tr>
<td>Short-term investments</td>
<td>$ 578,226</td>
</tr>
<tr>
<td>Property taxes receivable</td>
<td>$ 99,550</td>
</tr>
<tr>
<td>State appropriations receivable</td>
<td>$ 1,716,909</td>
</tr>
<tr>
<td>Student receivables</td>
<td>$ 4,228,120</td>
</tr>
<tr>
<td>Other receivables</td>
<td>$ 194,159</td>
</tr>
<tr>
<td>Inventories</td>
<td>-</td>
</tr>
<tr>
<td>Prepaid expenses and other assets</td>
<td>$ 63,119</td>
</tr>
<tr>
<td>Due from (due to) other funds</td>
<td>(10,086,182)</td>
</tr>
<tr>
<td><strong>Total current assets</strong></td>
<td>$ 13,070,425</td>
</tr>
<tr>
<td>Long-term investments</td>
<td>$ 1,082,467</td>
</tr>
<tr>
<td><strong>Total assets</strong></td>
<td>$ 14,152,892</td>
</tr>
</tbody>
</table>

**Liabilities and Net Assets**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts payable</td>
<td>(2,636)</td>
</tr>
<tr>
<td>Accrued payroll and other compensation</td>
<td>$ 1,960,697</td>
</tr>
<tr>
<td>Other payables</td>
<td>-</td>
</tr>
<tr>
<td>Reserve self-funded healthcare</td>
<td>$ 683,060</td>
</tr>
<tr>
<td>Unearned revenue</td>
<td>$ 3,303,753</td>
</tr>
<tr>
<td><strong>Total liabilities</strong></td>
<td>$ 5,944,874</td>
</tr>
<tr>
<td><strong>Net assets:</strong></td>
<td></td>
</tr>
<tr>
<td>Reserved for:</td>
<td></td>
</tr>
<tr>
<td>Technology</td>
<td>$ 527,345</td>
</tr>
<tr>
<td>Program development</td>
<td>$ 2,248,339</td>
</tr>
<tr>
<td>Retirement incentives</td>
<td>$ 200,000</td>
</tr>
<tr>
<td>Unreserved</td>
<td>$ 2,949,996</td>
</tr>
<tr>
<td>Current year excess revenue over/(under) expenditures</td>
<td>$ 2,282,338</td>
</tr>
<tr>
<td><strong>Total net assets</strong></td>
<td>$ 8,208,019</td>
</tr>
</tbody>
</table>

**Total liabilities and net assets**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$ 14,152,892</td>
</tr>
</tbody>
</table>
# MID MICHIGAN COMMUNITY COLLEGE
## STATEMENT OF REVENUES, EXPENSES
For the eleven months ended May 31, 2018

<table>
<thead>
<tr>
<th>Current Fiscal Year</th>
<th>Prior Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OPERATING REVENUES:</strong></td>
<td></td>
</tr>
<tr>
<td>Tuition and fees</td>
<td>$17,552,889 (97%)</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$130,643 (60%)</td>
</tr>
<tr>
<td>Total operating revenues</td>
<td>$17,683,532 (97%)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>EXPENSES:</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating expenses:</td>
<td></td>
</tr>
<tr>
<td>Instruction</td>
<td>$9,496,996 (99%)</td>
</tr>
<tr>
<td>Information technology</td>
<td>$1,568,793 (89%)</td>
</tr>
<tr>
<td>Public service</td>
<td>$485,515 (69%)</td>
</tr>
<tr>
<td>Instructional support</td>
<td>$2,211,753 (96%)</td>
</tr>
<tr>
<td>Student services</td>
<td>$3,239,601 (71%)</td>
</tr>
<tr>
<td>Institutional administration</td>
<td>$2,472,346 (96%)</td>
</tr>
<tr>
<td>Total operating expenses</td>
<td>$23,346,698 (86%)</td>
</tr>
</tbody>
</table>

| Operating income/(loss) | $ (5,663,165) | $ (5,591,603) |

| **NON-OPERATING REVENUES:** |                  |                  |
| State appropriations      | $6,405,061 (100%) | $6,316,674 (103%) |
| Property tax levy         | $2,327,424 (101%) | $2,317,425 (101%) |
| Investment income         | $23,938 (48%)     | $24,339 (49%)    |
| Unrealized gain (loss) on investments | $(11,798) | $(13,676) |
| Gifts                      | $0               | $0               |
| Miscellaneous             | $71,414          | $7,239           |
| Transfers from other funds: |                  |                  |
| Restricted grants         | $0               | $0               |
| Auxiliary services        | $0               | $0               |
| Foundation - Capital Campaign | $388,125 | $0               |
| Total Non-operating revenues | $8,816,040 (101%) | $9,040,127 (106%) |

| Revenues over/(under) expenses | $3,152,874 | $3,448,524 |

| Inter Funds Transfers |                  |
| Planned Savings (Building & Site) | $769,474 (92%) | $957,950 (92%) |
| Additional Savings (Building & Site) | $0 | $0 |
| Bond Debt Service (Building & Site) | $0 | $276,540 (91%) |
| Restricted Grant Match | $101,062 (80%) | $49,971 (13%) |
| Total Transfer to Building & Site | $870,536 | $1,284,461 |

| Net increase (decrease) in Net Assets | $2,282,338 | $2,164,062 |
V:\BUSOFFICE\Financial Statements\Monthly Financial Statements\FY 18\5-31-18 Financial Statements.xlsx
## Auxilary Fund

**For the eleven months ended May 31, 2018**

<table>
<thead>
<tr>
<th></th>
<th>Current Fiscal Year</th>
<th>% of Budget</th>
<th>Prior Fiscal Year</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bookstore</td>
<td>$1,925,880</td>
<td>84%</td>
<td>$2,119,775</td>
<td>99%</td>
</tr>
<tr>
<td>Espresso Bar</td>
<td>$90,978</td>
<td>116%</td>
<td>$88,363</td>
<td>120%</td>
</tr>
<tr>
<td><strong>Total Revenue:</strong></td>
<td>$2,016,857</td>
<td>85%</td>
<td>$2,208,138</td>
<td>99%</td>
</tr>
<tr>
<td><strong>Expenses:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bookstore</td>
<td>$1,530,423</td>
<td>95%</td>
<td>$1,419,575</td>
<td>89%</td>
</tr>
<tr>
<td>Espresso Bar</td>
<td>$63,851</td>
<td>94%</td>
<td>$66,454</td>
<td>101%</td>
</tr>
<tr>
<td>Auxiliary Services</td>
<td>$112,942</td>
<td>100%</td>
<td>$107,282</td>
<td>94%</td>
</tr>
<tr>
<td><strong>Total Expenses:</strong></td>
<td>$1,707,216</td>
<td>95%</td>
<td>$1,593,311</td>
<td>90%</td>
</tr>
<tr>
<td><strong>Excess Revenue Over Expenses</strong></td>
<td>$309,641</td>
<td>15%</td>
<td>$614,828</td>
<td>28%</td>
</tr>
<tr>
<td>Contribution</td>
<td>2018 Year-to-Date</td>
<td>2017 Total Contributions (all yr)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>-------------------</td>
<td>----------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Campaign</td>
<td>$1,100</td>
<td>$357,238</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A Northern Tradition</td>
<td>$64,875</td>
<td>$67,752</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ecklesley Foundation Scholarship</td>
<td>$43,000</td>
<td>$33,290</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scholarship &amp; Grant</td>
<td>$35,104</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gerstacker Fund</td>
<td>$30,000</td>
<td>$30,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Harr A. Keel Health Scholarship</td>
<td>$11,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Russell Endowment Scholarship</td>
<td>$10,186</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Golf Outing</td>
<td>$5,330</td>
<td>$5,370</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Retirees Scholarship</td>
<td>$2,350</td>
<td>$1,950</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Janice Langdon Scholarship</td>
<td>$1,500</td>
<td>$1,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Van Dellen Adult Incentive Award</td>
<td>$1,200</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campus Cupboard</td>
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<td>Bender Scholarship</td>
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<td>Glenn Berry Scholarship</td>
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<tr>
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<td>$511,731</td>
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<tr>
<td>Bob &amp; Rosemary Carter Scholarship</td>
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<td>Yadia Scholarship</td>
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<td>Men's Basketball</td>
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<td>Mentor Team Building</td>
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<td>Rust Shaker</td>
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<td>Sweat Shaker</td>
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<td>Smith Second Chance</td>
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<td>Smith/Beery Scholarship</td>
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<td>Gladwin Automotive Scholarship</td>
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<td>Catherine King Scholarship</td>
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<tr>
<td>Michigan Medical Center Scholarship</td>
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<tr>
<td>Keele's Fund</td>
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<tr>
<td>HRA Scholarship</td>
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<td></td>
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<tr>
<td>Christopher &amp; Estelle Smith Scholarship</td>
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<tr>
<td>LUV Scholarship</td>
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<td>Subtotal</td>
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<td>Prior Year Contributions - current month</td>
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<td>% Current Year to Prior Year</td>
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<td>Prior Year Contributions - current month (Same Contributors)</td>
<td>$503,862</td>
<td>-84.6%</td>
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</table>

SS0k Q1 & Q2 pledges from Morey FDN not yet rec'd
Human Resources

TO:    Board of Trustees

FROM: Lori Fassett, Associate VP of Human Resources

SUBJECT: MMCC Staffing Update June 26, 2018 Board Meeting

DATE: June 18, 2018

NEW HIRES:
None

NEW PART-TIME AND STUDENT EMPLOYEES:
Anita Castellon – Head Coach Softball
Effective: 05/21/2018

Fred Brown – Head Coach Baseball
Effective: 05/21/2018

INTERNAL TRANSFERS:
None

SEPARATIONS:
Tonya Clayton – Exec. Asst. to President & Board of Trustees
Effective: 06/01/2018 Steven

Fosgard – FT Faculty Occ. Tech & Plastics
Effective: 05/31/2018

Tenley Good – LLS Tutor
Effective: 05/21/2018

Serene Newby – Work Study Communications
Effective: 05/04/2018

James Ball – Library Student Worker (EDUStaff)
Effective: 05/04/2018 Daniel

Talley – Computer Lab Tech (intern)

VACANCIES:
Adjunct Nursing – General (part-time)
Posted

Adjunct Nursing – Family Centered (part-time)
Posted
Adjunct Math (part-time)  
Adjunct Pharmacy Tech (part-time)  
Adjunct Psychology (part-time)  
Adjunct Welding (part-time)  
Adjunct Public Health Education – CPR/First Aid (part-time)  
Associate VP of the Foundation (full-time)  
Certified Nursing Assistant (CNA) Instructor (part-time)  
Clinical Simulation Center (CSC) Assistant (part-time)  
Dean of Business & Professional Studies  
Head Coach – Softball (part-time)  
Executive Assistant for the President & Board of Trustees (full-time)  
FT Faculty – Business (full-time)  
FT Faculty – History/Political Science (full-time)  
FT Faculty – Physics (full-time)  
FT Faculty – Sociology (full-time)  
FT Faculty – General Mfg/Machine & Industrial Tech (full-time)
Old Business

Item IV-A: Harrison Campus Renovations – Construction Manager Selection

-REVISED-

Presenter: Vice President Frick          Board Consideration: Action

Vice President Frick will provide an update on the planning for the Harrison Campus renovations and a recommendation for the selection of the Construction Manager of the project. The next steps in the project are to select a Construction Manager and to proceed with the infrastructure engineering work.

Recommendation:

It is recommended that the Board name the Three Rivers Corporation as the Construction Manager for the Harrison classroom building renovation project at a bid price of $659,112 and authorize engineering work by Peter Basso & Associates at a cost of $374,272.
Old Business

Item IV-B: Proposed Replacement Phone System

Presenter: Director Kirk Lehr  Board Consideration: Action

Mr. Lehr will provide an update of the phone replacement project and a request for authorization to proceed up to a ceiling of $266,000.

**Recommendation:**

It is recommended that the Board authorize a future purchase of a telephone system for the College with a price not to exceed $266,000.
Item IV-BA: Proposal for Replacement Phone System

Director Lehr will present a recommendation to replace Mid’s current phone system. The current system is now ten years old, outside of any maintenance contracts, and is no longer supported. The College sent out an RFP and received responses in April. Director Lehr has been working with an internal advisory committee to evaluate the proposals and they have narrowed it down to SwitchVox/Digium or one of the MiTel providers. The network budget line item (in the chart below) will allow the college to improve network performance for the phones and equipment connected through phones by bring the network up to gigabit speed.

Below is a cost summary of the base proposals received. Mr. Lehr is in the process of refining the costs as each vendor has proposed a little different solution. The funding for this project would come from the building and site fund.

<table>
<thead>
<tr>
<th>Company</th>
<th>Brand</th>
<th>5 year costs presented in proposals</th>
</tr>
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<tbody>
<tr>
<td>BSB</td>
<td>MiTel</td>
<td>$224,878.95</td>
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<tr>
<td>Howard</td>
<td>SwitchVox/Digium</td>
<td>$164,712.00</td>
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<tr>
<td>Integration Partners</td>
<td>Avaya</td>
<td>$149,879.15</td>
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<td>TELNET Worldwide</td>
<td>Hosted Solution</td>
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<td>MOSS</td>
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<td>SunTel</td>
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<td>Cytranet</td>
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<tr>
<td>Network equipment budget</td>
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<td>$40,000</td>
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</table>

Recommendation:

Director Lehr would like to recommend a budgeted amount of $266,000.00 to purchase a new phone system. At this time BSB Communications is the preferred vendor.
Old Business

Item IV-C: Adoption of Revised Board Policies

Presenter: President Hammond  
Board Consideration: Action

President Hammond will provide an overview of the proposed policy changes as submitted at the June 5 meeting of the Board.

Recommendation:

It is recommended that the Board adopt the revised Policies, consistent with the change of the College’s name and reflective of current practices.
101 Core Values

Core Values are the principles and ideals that guide our daily actions so that we achieve our College’s mission. They are the benchmarks by which Mid Michigan College measures its success and they are the standards to which it holds itself accountable. These Core Values appear below.

People
Mid creates opportunities for all people. We value each person’s unique abilities and maintain open access to education. We create learning spaces and opportunities that promote global considerations and perspectives in a caring, inclusive, and safe environment. We are fair and respectful and treat people with equality and dignity. We value diversity in people, ideas, and beliefs, and we appreciate that our differences offer rich insights and opportunities for growth.

Learning
Mid values the transformational power of learning. We inspire and empower lifelong curiosity, growth, and achievement through teaching and learning. Both within and beyond the classroom, we are student-centered. We hold ourselves to the highest standards of academic rigor and excellence so our students can make a better future.

Integrity
Mid values trust building through ethical decision-making, transparency, and honesty. We keep our commitments, act consistently and fairly, and make evidence-informed decisions that promote our mission. Our students, employees, and constituents know to expect the highest-degree of forthrightness and accountability when they interact with us.

Community
Mid values community and building collaborative relationships. We are careful stewards of our own resources, and we invest in meeting our communities’ needs for more engaged, skilled, and thoughtful citizens. Through strong and innovative partnerships, we support economic vitality and broaden our reach.

Excellence
Mid maintains the highest standards and promotes innovation so that we serve in relevant and meaningful ways. We recognize how rapidly the world changes, so we stay adaptable and responsive to the needs of those we serve. We do not settle for the status quo; rather, we encourage creative solutions and new approaches. We are forward looking. We see possibilities and we reach for those. We engage and value passionate and spirited leaders at all levels of the institution, because we believe that we are stronger collectively than we are individually.
102 Mission

We develop knowledge and ability to empower learners and transform communities.

103: Organizational Goals

Mid Michigan College strives to advance the careers and enrich the lives of all its students by providing open, affordable, and lifelong access to a broad range of programs and services including:

A. Transfer Education, designed to fulfill university course requirements at the bachelor degree level and develop the essential skills needed for career success;
B. Career Education, designed to prepare students for successful employment, career advancement, and future study;
C. Student Services, designed to assist students in attaining their educational goals through supportive services and a robust co-curricular program;
D. Community Education and Lifelong Learning, designed to contribute to the personal, professional, cultural and recreational growth within our community; and
E. Economic and Workforce Development, designed to provide customized training, continuing education, and consulting services, as well as attraction and retention services to the industrial, social service, non-profit, and business communities.
104: History and Organization

Mid Michigan Community College was established in September 1965 through the authority of Act#331, Public Acts of 1966 of the Michigan Legislature. The College was subsequently formulated under those regulatory provisions specifying community college organization by one or more adjoining intermediate school districts.

By action of the Board of Trustees and with the approval of the Department of Education of the State of Michigan, the College amended its name from Mid Michigan Community College to Mid Michigan College, effective June 30, 2018.
105: Accreditation

The Board of Trustees shall provide leadership for maintaining accreditation status with the accrediting agencies designated by the Board of Trustees.

Mid Michigan College holds approval from the Department of Education of the State of Michigan and is accredited by the Higher Learning Commission and a member of the North Central Association.

The Board of Trustees supports an accreditation model that infuses the principles and benefits of continuous improvement into the culture of the College in order to assure and advance the quality of the educational opportunities it offers.
Non-Discrimination Policy

Mid Michigan College is dedicated to providing a safe and healthy environment that is nondiscriminatory in nature and in which all individuals are treated with respect and dignity. Interactions between members of the campus community should be centered on integrity and mutual respect so that each member may fully experience and benefit from the opportunities the College provides.

Mid Michigan College prohibits any form of discrimination against any person on the basis of race, color, religion, sex, gender identity or expression, pregnancy, age, sexual orientation, marital or parental status, national origin, citizenship, disability, military or veteran status, or any other legally-protected status, in the administration of and access to the College’s programs and activities and in conditions of admission or employment. Mid Michigan College is committed to and adheres to the principles of all applicable state and federal equal opportunity laws and regulations for its students, faculty, staff and applicants for admission and employment.

Questions and complaints concerning Title IX of the Education Amendments of 1972, including the College’s response to sex discrimination and sexual and gender-based harassment, may be referred to the Title IX Coordinator and/or the United States Department of Education:

Title IX Coordinator –
Associate Vice President of Security Operations and Systems
1375 S. Clare Ave. Harrison, MI 48625
(989) 386-6622 ext. 236
kbarnes@midmich.edu

Office for Civil Rights
Cleveland Office
U.S. Department of Education 1350 Euclid Avenue, Suite 325 Cleveland, OH 44115
Telephone: (216) 522-4970; Facsimile: (216) 522-2573 Email:
OCR.Cleveland@ed.gov
Questions and complaints concerning other forms of discrimination in the educational or employment areas may be referred to the Civil Rights Coordinator and/or the United States Equal Employment Opportunity Commission:

**Civil Rights Coordinator –**  
**Associate Vice President of Human Resources**  
1375 S. Clare Ave. Harrison, MI 48625  
(989) 386-6692  
lfassett1@midmich.edu

**United States Equal Employment Opportunity Commission - Detroit Field Office**  
Patrick V. McNamara Bldg. 477 Michigan Ave.  
Detroit, MI 48226  
Telephone: (800) 669-4000; Facsimile: (313) 226-4610
107 Policy Development

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.

Administrative Policy
The President, in concert with members of his/her council, 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.

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

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 staff 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.
109: Community Relations

The Board of Trustees derives its authority from the community and the State of Michigan, and it therefore must act on behalf of, and be accountable to, all of its constituents.

The Board of Trustees forms a vital link between the College and the community, facilitating communication on behalf of the College’s interests.

At officially convened Board meetings, the Board shall consider comments and requests from citizens or organizations on matters of policy and administration. The Chair of the Board of Trustees speaks on behalf of the Board, including interactions with the public, press, or other entities.

The Board of Trustees shall create a proper public image in accord with the philosophy, mission and goals of the college; shall protect and promote the Institution’s public relations; and shall maintain communication between the College and the community.

Board members shall not violate confidentiality, including discussions occurring at legally held closed meetings of the Board.
110: Districting
The Board of Trustees accepts statewide districting for community colleges; therefore, the Board extends a standing invitation to other school districts to affiliate with Mid Michigan College and request membership in the functional control of the College.
111 Court of Final Appeal

The Board of Trustees shall serve as a court of final appeal for students, employees, and citizens of the College district on matters of policy and policy interpretation. A necessary prerequisite includes the use of established lines of authority and normal procedures.
112 Social Security Number Privacy Policy

Mid Michigan College shall obtain social security numbers for individuals for valid business purposes only, and shall ensure to the extent practicable the confidentiality of social security numbers in its possession. The college prohibits unlawful disclosure of social security numbers and prescribes limits on who has access to information or documents that contain social security numbers.

Documents containing social security numbers shall be properly disposed of. The College provides penalties for violation of the privacy policy up to and including termination or expulsion.

201 Board Membership

201.01 Election

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.

201.02 Officers and duties

The Board of Trustees shall elect officers to perform duties as follows. All officers may perform other duties as vested by the Board of Trustees:

Chairperson - Call meetings as herein provided and preside over all meetings of the Board of Trustees

Vice Chairperson - Preside over meetings in the temporary absence of the Chairperson.

Secretary - Ensure the recording of all the official proceedings of the Board, the maintenance of an adequate historical record of the College, and the written public record of every regular or special meeting. The Secretary of the Board of Trustees shall designate the Executive Assistant to the Board to perform such duties as needed to record, preserve, and transmit information for the Board of Trustees.

Treasurer - Ensure that all funds collected on behalf of the College are handled according to established policies and procedures. The Treasurer and designated personnel shall be duly bonded by a bonding agent appointed and compensated by the Board of Trustees. The Treasurer of the Board of Trustees shall designate the Chief Financial Officer to monitor the financial affairs of the College as directed by the Board of Trustees, to act as custodian of all College funds and to report monthly the financial status of the College.
201.03 Vacancies

Board vacancies shall be filled according to the stipulations of Public Act 331, 1966; that is "whenever a vacancy in the Board of Trustees occurs, the remaining members of the board by a majority vote shall fill the vacancy immediately with a qualified elector of the community college district..." For purposes of interpretation, "immediately" shall be defined as within 30 calendar days. In the event of an official's permanent vacancy (i.e., resignation, death) in any of the four above-listed offices, the position shall be filled within sixty days by a majority vote of the full, six-member Board of Trustees.

201.04 Representation

The Chairperson of the Board of Trustees shall appoint:

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
202 Meetings

202.01 Official Meeting

There shall be an official meeting of the Board of Trustees once each month. The monthly date can be changed by a vote of the majority of the Board at any official meeting of the Board of Trustees. The schedule of official meetings must be publicly posted in accordance with the Michigan Open Meetings Act. The schedule of other meetings/workshops of the Board of Trustees shall be governed by the Michigan Open Meetings Act.

202.02 Quorum

A majority of the Board of Trustees (4) shall represent a quorum thereby making it possible for the transaction of all official business. When there is no quorum for a regularly scheduled meeting of the Board of Trustees, the Board shall meet at the same time and place one week later.

202.03 Notice and Agenda

A written notice announcing each regular meeting date shall be forwarded to each Trustee at least three business days prior to the meeting. Accompanying the notice shall be the minutes of the previous meeting and the agenda for the scheduled meeting, prepared by the College President.

Any Trustee, any interested citizen or any employee of the College may request, in writing, agenda items to be recognized by the Board of Trustees at the next official Board meeting. The request must be made through the Office of the President seven calendar days prior to the scheduled meeting time.

The order of business at each official meeting of the Board of Trustees shall be determined by the approval of agenda items as an order of business.
202.04 Special Meetings

Special meetings of the Board of Trustees may be called by the Chairperson or any two members of the Board. Notice of such meeting must be presented in writing to each Board member two days in advance of the meeting day.

Emergency meetings may be scheduled through the same procedure with the exception of the two-day notice. However, emergency meetings may not be held without the verbal consent of a quorum of the Board membership.

No business shall be transacted at special meetings other than that for which the meeting was purposely called. Notice of a special meeting shall be posted at least 18 hours prior to the time of that meeting.

202.05 Attendees

Those persons in official attendance at all regularly scheduled official meetings of the Board of Trustees shall be the duly elected Board members, the College President, senior administrators, and a recording secretary. Other official representation shall be determined by the majority vote of the Board of Trustees.

202.06 Rules of Order

Robert's Rules of Order, Newly Revised, shall determine parliamentary procedure of all official business transpired by the Board of Trustees.

202.07 Voting

Only those members of the Board who are elected by the voters of the College district or duly appointed by the Board to fill a Trustee vacancy are permitted to vote on all official College business.

202.08 Public Meeting

All official meetings of the Board of Trustees shall be public meetings. If persons in attendance wish to speak from the floor, they must receive recognition from the Chairperson of the Board or officer conducting the meeting. A time limitation for speaking may be determined by the Chairperson of the Board of Trustees.
203 Board of Trustees Travel and Expenses

203.01 Credit Card

Upon request all Trustees shall be provided with a College credit card to be used for college-related travel and/or business. In the case of allowable use questions, the chairperson of the Board shall be the final authority.

203.02 Receipts

If a Board member requests reimbursement for expenses incurred in College related travel or business for which a College credit card was not used, receipts and other documentation of costs shall be submitted to the Board/President’s administrative assistant. The President’s approval is required before reimbursement is issued; the chairperson of the Board shall be the final authority in questions of allowable reimbursement.

203.03 Regular Meeting Expense

Board members can request reimbursement of travel expenses for attendance at regular, special and/or committee meetings. Additional mileage reimbursement can be requested for attendance at college-sponsored events held on any of Mid Michigan College’s campuses. Documentation of such expenses should be presented to the Board/President’s administrative assistant. Reimbursement for mileage shall be based upon the existing administrative rate. The President’s approval is required before reimbursement is issued; the chairperson of the Board shall be the final authority in questions of allowable reimbursement. There shall be no cost to Trustees or significant others for participation in College sponsored- social events.
203.04 National/Regional Organizations/Associations

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 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.
204 Freedom of Information Act Requests

It is the public policy of this State that all persons (except those persons incarcerated in State or local correctional facilities) are entitled to full and complete information regarding the affairs of government and the official acts of those who represent them as public officials and public employees. The people shall be informed so that they may fully participate in the democratic process. Consistent with the Michigan Freedom of Information Act (FOIA), Public Act 442 of 1976, Mid Michigan College provides FOIA Procedures and Guidelines relevant to the general public.

More information regarding Mid Michigan College’s FOIA Procedures and Guidelines are available on Mid Michigan College’s website: www.midmich.edu.
301 Academics

301.01 Assessment of Student Learning

The Board of Trustees is committed to offering the highest quality educational opportunities. To establish an institutional environment that fosters continuous improvement in student academic achievement and total institutional effectiveness, the College shall provide an assessment program that adheres to the American Association of Higher Education’s Principles of Good Practice for Assessing Student Learning while meeting the expectations of program and institutional accreditation.

301.02 Assurance of Quality

Mid Michigan College is committed to graduating students of high quality, fully capable of performing the skills specified in the student’s major, and in the area of the College's general degree requirements. The College offers assurance to its students, prospective employers, and to transferring institutions that individuals holding degrees or certificates with a "C" average or better are fully capable of competent performance.

Graduates of Mid Michigan College who transfer to a university within one year of receiving a degree or certificate should be able to perform at a level equal to or better than those students who were admitted as freshmen at the transferring institution.

The College will, upon written recommendation from the institution to which the student transferred, permit the student to retake any course or courses in areas deemed deficient. This retake shall result in no tuition charges for the student.

Non-transferring graduates who earn a degree or certificate with a "C" average or better can be expected to perform competently in the area in which they were instructed. Any employer who views a graduate of Mid Michigan College as not possessing appropriate entry-level skills within a year of receiving a degree or certificate, and can specify such deficiencies, may request remediation. The student will be permitted to retake a specified course or courses or develop a specified skill without an additional tuition charge.
301.03 Calendar

The Board of Trustees shall approve the academic calendar each fiscal year.

301.04 Credentials

The Board of Trustees shall present degrees, certificates and diplomas upon the completion of such courses and curricula as have been deemed appropriate by the administration and faculty.

301.05 Honorary Degrees

The Board of Trustees shall award honorary degrees to recognize outstanding service to the College, service to education, and/or service to the community. The Board of Trustees may award an Honorary Associate in Arts or Science Degree, reserving this award as the highest level of recognition. The Award shall be presented with an appropriate keepsake at a commencement ceremony. The Board may also award, at its discretion and in an appropriate setting, a more general Honorary Degree in Arts and Science.

301.06 Michigan Colleges Online

As a member of Michigan Colleges Online, the College shall adjust existing College policy as needed to remain compliant with the terms and conditions of student enrollment in Michigan Colleges Online courses and activities as necessary.

301.07 Program Change

The Board of Trustees shall consider recommendations by the President to initiate or discontinue an academic program or to substantially change its scope.

Recommendations brought before the Board shall provide adequate information upon which decisions can be made and may include a) accreditation or regulatory requirements, b) relevancy to the College mission, c) responsiveness to community needs, d) accessibility to students, e) student outcomes, f) measure of program quality, g) adequacy of program resources and efficiency of resource use, and h) direct and indirect program-related revenues and costs to the College. A teach-out plan to serve the students currently enrolled in the program shall accompany any recommendations for discontinuation of a program.
301.08 Transfer Credit

Mid Michigan College will accept transfer credit from other accredited institutions within certain guidelines:

A. An evaluation will only be done from an official transcript as defined by the College's registrar.
B. Credits are transferred only for “C” or better courses. Grades from transfer courses are not calculated in the Mid Michigan College cumulative grade point average.
C. Transfer credits will be shown on the student's academic record.

A minimum of 15 credits must be taken at Mid Michigan College to graduate from Mid Michigan College. A minimum of one-half of the student’s credits toward a program must be taken at Mid Michigan College to be eligible to graduate from Mid Michigan College with honors.

Students who transfer to Mid Michigan College after completing a degree at an accredited institution will be given the following exemptions from Mid Michigan College’s General Education requirements:

- From a Two-Year Institution: Students transferring to Mid Michigan College with a two-year degree from an accredited institution will be exempt from 100 Level General Education requirements. 200 Level requirements will be determined in the transcript evaluation process.
- From a Four-Year Institution: Students transferring to Mid Michigan College with a four-year degree from an accredited institution will be exempt from both the 100 and the 200 Level General Education requirements.
302: Facilities

302.01 College Closing
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.

302.02 Inventory
College property shall be inventoried so as to provide the College with reliable information for insurance purposes and equipment accountability.

302.03 Site Development
College sites shall be developed in a manner that aligns with the philosophy, mission, core values, and goals of the College. The Board will consider proposals for campus development that have been submitted to the President. Final disposition of each proposal shall be made by official action of the Board of Trustees.

302.04 Use/Rental
The Board of Trustees authorizes the President to establish procedures, roles and charges associated with the use and/or rental by organizations or individuals of College facilities and equipment at all its locations.

Further, the Board grants the President the authority to determine which organizations may rent or use the College facilities and equipment and to specify the terms.

302.05 Posting of Materials
Materials posted at any College location must be appropriate for an educational setting and may not detract from the aesthetics of the property. Locations available for posting may be limited and/or restricted at any time. The College reserves the right to remove any and all types of posted material that are considered to be contrary to the best interests of the College.
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 Mid Michigan College’s Mount Pleasant location. These libraries have the responsibility to serve as a 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 Financial
The Board of Trustees shall acquire, manage and protect the funds and property of the College including expenditure of all College funds.

303.01 Accounting/Auditing
The Board of Trustees shall provide for the establishment of necessary procedures to assure proper accounting of receipts and disbursements of College funds and other funds under the supervision of the College.

A system of accounting shall be implemented that meets state requirements and conforms to Generally Accepted Accounting Principles. Audits shall be conducted on an annual basis by an auditing firm approved by the Board of Trustees. The audit report shall be presented to the Board of Trustees for approval.

Business Services personnel shall be responsible for the administration of the accounting system.

303.02 Approval of College Expenditures
The College shall ensure that all expenditures are made through a consistent approval process.

The Board of Trustees supports all employees being reimbursed for appropriate expenses that they incur in fulfilling their job responsibilities. Reimbursement of College employees for job-related expenses and travel shall be made in an equitable manner, with the same rules applying to all levels of employees.

If College-owned vehicles are not available and administrators find it necessary to drive their own personal vehicles when pursuing official College business, they shall be reimbursed by the College at 80% of the rate allowable according to Internal Revenue Service mileage allowance guidelines.
The College authorizes the President to provide credit cards to employees whose job responsibilities demonstrate the need. In no circumstance shall the total credit card exposure exceed $1,000,000 indebtedness. Limitations on individual cards are set as determined by mutual agreement of the President and the Vice President of Finance.

303.03 Budget and Facilities

The Board of Trustees shall review and approve financial matters including the annual budget, capital expenditures relative to additional facilities or major repairs, and modifications to or replacement of established facilities.

303.04 College Retail Operations

The Board of Trustees may authorize and approve retail operations established to enhance, promote, or support the College’s instructional, student activities, and public service functions in order to meet the needs of the students, faculty, staff, and members of the public participating in institutional events. The operations will provide services and supplies for the use of students and staff at the lowest price consistent with good business practice. All costs for supplies, equipment, services and wages will be paid out of the gross sales when possible, with any net proceeds to be used by the College for the general benefit of the students.

Retail operations must meet the following three conditions:

A. The activity is deemed important in fulfilling the Institution's instructional or public service mission;
B. The activity is needed to provide an important product or service at a convenient location and time; and
C. The activity is carried out for the primary benefit of the campus community, but with sensitivity to the total community.

Business activities not falling within these guidelines may be considered "unrelated business income" activities. The College shall comply with applicable laws and regulations pertaining to such activities.
303.05 Conflict of Interest and Disclosure

The Board shall adhere to the principle that no public servant or employee of the College shall be a party, either directly or indirectly, to a contract with the College.

No public servant or employee of the College shall solicit, either directly or indirectly, any contract between the College and

A. Himself or herself;
B. Any firm of which the public servant or employee is an affiliate;
C. Any private corporation in which the public servant or employee is:
   1. A stockholder of more than 1% of the total outstanding stock of any class if the stock is not listed on the stock exchange;
   2. A holder of stock with a present market value greater than $25,000 if the stock is listed on a stock exchange; or
   3. A director, officer, or employee; or
D. Any trust of which the public servant or employee is a beneficiary or trustee.

The foregoing shall not apply to a public servant or an employee who is paid for working less than 25 hours per week provided:

A. The public servant or employee shall promptly disclose his or her interest in the contract, which disclosure is made as a matter of record in the Board’s official proceedings.
B. The contract is approved by a vote of not less than 2/3 of the membership of the Board of Trustees.
C. The minutes disclose the name of each party, the terms of the contract and the nature of the pecuniary interest involved.

303.06 Financial Support

The Board of Trustees shall encourage adequate financial support of the College through local and state legislative action.
303.07 Investment

303.08 Prohibition of the Use of Federal Funds for Lobbying
No federal appropriated funds have been paid or will be paid by or on behalf of the College, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this federal grant or cooperative agreement, the College shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.

303.09 Purchasing
The Board of Trustees has established guidelines to ensure that legal, ethical, and responsible practices are maintained during the purchasing process.

303.09.01 Authority and Responsibility
The President shall have the authority to purchase all materials, supplies, equipment and other items that have been approved as part of the adopted budget. The President may delegate this authority to the Vice President of Finance who shall establish purchasing procedures. The President and Vice President of Finance shall designate those persons who are authorized to commit the College for goods and services. Any other commitments are not binding on the College.

In all cases, the College reserves the right to modify or waive established policy or procedure if deemed to be in the best interest of the College.

Mid Michigan College is a tax-exempt institution. The College will not pay sales tax within the State of Michigan.
303.09.02 Vendor Selection
The Board of Trustees places a high priority on purchasing goods and services competitively within the College district when possible, subject to prudent business practices.

Purchases of professional services shall be at the discretion of the President and Vice President of Finance based on criteria relevant to the service to be rendered.

Contemplated purchases for materials and supplies of more than $2,000 shall require competitive quotations.

Contemplated purchases for non-professional services of more than $5,000 shall require competitive quotations.

Contemplated purchases for materials, supplies and projects greater than $20,000 shall require issuance of an official RFP. Acceptance of a proposal of more than $20,000 must be approved by the Board of Trustees.

Requests for materials, supplies, or non-professional services where there may only be one vendor (sole source) due to the unique product or service offered, must be accompanied by written rationale providing supporting details or technical specifications.

Purchases shall not be structured so as to circumvent the approval process.

303.09.03 Personal Purchases
The College will not negotiate or purchase for the personal benefit of College employees.

303.09.03 Grant Purchases
The College will adhere to the appropriate federal, state or local purchasing guidelines whenever they are more stringent than college policies.
303.09.05 Emergency Purchases
In the event of an actual emergency that requires the immediate purchase of services or supplies, the Vice President of Finance and Facilities shall be empowered by the President to authorize an agent to purchase at the lowest obtainable price, any supplies or contractual services needed to mitigate the emergency regardless of the expenditure. The agent will fully record and document the event and circumstances surrounding the emergency for submission to the Board of Trustees.

303.09.06 Purchases Made by College Employees for College Purposes
When it is necessary for College employees to personally purchase and pay for goods or services, reimbursement will be made per the Employee Reimbursement Policy, provided that all receipts and supporting documents are submitted.
303.10 Student Payments

303.10.01 Tuition
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 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.

303.10.02 Fees
The College may assess and change without notice fees including but not limited to:

- Course Fees to defray the cost of special equipment or materials.
- Enrollment Fee based on the date of the student’s initial enrollment for the semester or session.
- Facilities Fee on all courses offered on the Harrison or Mt. Pleasant campus.
- Student Activities Fee to support student co-curricular opportunities.
- Technology Fee to maintain the College’s technological infrastructure and equipment.
303.10.03 Deferred Payment of Tuition and Fees
All students are expected to pay 100% of the balance due by the tuition due date.

Students may opt to use a tuition budget plan administered by an external third-party and approved by the Board of Trustees, which includes an appropriate per semester NON-REFUNDABLE fee.

Only authorized financial aid recipients receiving assistance through the College, State and/or Federal agencies will be allowed to charge 100% of assessed charges with the understanding that if their aid is insufficient to cover their charges for any reason, the student will be responsible for the amount charged.

An administrator, as designated by the President, can approve deferred payments which deviate from the above.

303.10.04 Outstanding Bills
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 Facilities or his/her designee.

303.10.05 Insufficient Funds
A service charge will be levied against the student's account for each check/draft returned to the College from a financial institution because of insufficient funds.

303.10.06 Student Refunds
The College shall refund tuition and fees based upon the date when a student drops a course. During a 16-week semester, a full refund is allowed through the first 7 calendar days of the semester. There is no differentiation between partial and total drops in terms of percentage of refund of tuition and fees. Sessions containing less than 15 weeks are pro-rated, as are classes that vary in length.

The refund schedule is so structured that persons changing contact hour loads will receive a 100 percent refund of tuition and fees if the change is made within the official registration period for the semester or session. Total refunds for courses starting on dates which do not coincide with the scheduled semester or session starting dates will be limited to the official registration period for such courses.

Refunds to persons enrolling in a course after the official starting date of the course
will be made according to the refund schedule, using the official starting date of the College classes as the point from which the schedule will apply. Persons dropping courses as a result of an institutional drop will receive a 100 percent refund of tuition and fees for the dropped courses.

The College reserves the right to eliminate refunds to students who drop from designated "limited enrollment" classes. The President or the President's designee reserves the right to authorize exceptions to the refund policy in cases of unusual circumstances.
303.11 Tax Levy

The Board of Trustees shall annually determine and request collection of the local tax levy in accordance with existing applicable laws.

303.12 Supplanting Federal Funds

Any funds received under a federal grant shall be used to supplement and, to the extent practicable, increase the amount of state and local funds that would, in the absence of such Federal Funds, be made available, and in no case supplant such state or local funds.
304: Health and Safety

304.01 Alcoholic Beverages

Alcoholic beverages may only be allowed on campus with approval of the Board of Trustees. The Gillaspy Center, when used as the President’s residence, will be a specific exception to the policy.

304.02 Alcohol and Other Drugs

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 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

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.

304.04 Disease Transmission

The College shall increase awareness and provide current, reliable, up-to-date and easily accessible education to students, faculty, administration and staff to prevent further spread of disease.
304.05 “Right to Know” Policy on Chemicals

Safety Data Sheets shall be posted appropriately and College employees shall be provided with training and/or information so as to work safely in environments containing chemicals. Appropriate postings and training will be provided for students to ensure their safety in classrooms and laboratories where chemicals are a part of the instructional activity.

304.06 Safe Learning Environment

The Board of Trustees shall monitor Campus safety and act on recommendations as needed to maintain Campus safety at all times.

304.07 Solicitation

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.

304.08 Tobacco

To promote the health and well-being of its students, faculty and staff, and reduce involuntary exposure to secondhand smoke, smoking and/or the use of any tobacco products, vapor or e-cigarettes is prohibited within or outside of all facilities, vehicles and grounds that are owned, leased or operated by Mid Michigan College.

No designated areas will be provided by the college for smoking or the use of tobacco products, vapor or e-cigarettes.

Students, faculty, staff and visitors may continue to smoke and/or use tobacco products, vapor or e-cigarettes in their personal vehicles when attending class, working, or visiting any campus location.
304.09 Weapons

No weapons shall be permitted on Campus, except those carried by duly authorized law enforcement officials or as permitted by civil law. Individuals exercising such permissions must also comply with Mid Michigan College’s policy 306.01 on Conduct and 308.14 Student Rights and Responsibilities.

There shall be no game hunting with any sort of a weapon on any part of the College property.

For purposes of interpretation, a weapon shall be deemed as "any instrument which is designed with the capability of inflicting injury to persons."

Exceptions to this policy may be granted by the Board for approved college programs and activities.
305 Philanthropy

305.01 Naming Policy

Mid Michigan College (hereafter referred to as “the College”) Trustees and President, as well as the Directors of the Mid Michigan College Foundation, seek private funds to enhance the College’s ability to meet the higher education needs of its community, particularly toward a level of excellence that would otherwise not be possible given State funding levels and restraints on student tuition and fees. To that end, the College seeks to provide appropriate recognition to donors for their generosity. Although such recognition may take many forms (thank you letters, press conferences, etc.), this policy seeks to establish guidelines for the naming of facilities and programs as donor recognition.

305.01.01 Purpose

This policy serves as a guideline for the Mid Michigan College Trustees, the President, the Directors of the Mid Michigan College Foundation (hereafter referred to as “the Foundation”), and other staff, volunteers, and outside advisors who assist in the solicitation of gifts. It is established to assure an appropriate reflection of the history of the College as well as consistency, fairness, fitting recognition, and good value in exchange for the honor or privilege of name association with a program, fund, or physical aspect of the College. As gifts can encourage others to give or do the opposite, this policy is intended only as a guide and allows for flexibility on a case-by-case basis.

305.01.02 Naming Tributes

Two circumstances generally give rise to a naming tribute: Naming in Recognition of Distinguished Service may honor a gift of time or talent that has had a significant positive impact on the College over an extended period of years. Such honor will typically be recommended no less than two years following the end of the individual’s service to the College. The President of the College, or a committee appointed by the President, is charged with determining whether the person proposed is worthy of the honor, as well as the degree of internal and external support for the proposed naming, prior to submitting to the Board of Trustees for approval.

Naming may also recognize a gift of monetary value appropriate to the facility, program or fund being named. Such gifts must comprise a substantial portion of the cost. A substantial portion will be defined as 51% of the cost or a contribution, while not a majority, that is integral to the completion of the project.
**305.01.03 Donors**
Donors to be honored with naming opportunities may reflect individuals, families, organizations, foundations or corporations.

**305.01.04 Endowments for Programs and Scholarships**
Endowed funds established for a variety of purposes may also bear the donor’s or designee’s name. These funds are generally coordinated and approved by the Foundation. Endowment minimums are established by the Foundation and are regularly reviewed for currency and appropriateness.

**305.01.05 Physical Property**
Sponsorship of physical property on campus through monetary gifts may occur:
A. To pay for all or part of a new campus facility or improvement; or
B. In conjunction with fundraising efforts on the part of the College or the Foundation.

Giving levels for the naming of physical property shall be established and published through consultation among the College Trustees, Foundation Directors, and President. “Suggested Guidelines” have been omitted from this section.

**305.01.06 Rights and Responsibilities**
The College President, in consultation with the donor, Foundation, or other appropriate parties shall make decisions related to naming, memorial and tribute gifts, including but not limited to the following:

A. Public announcements: the right to determine content, timing, location and frequency of any announcements associated with the gift.
B. Physical markers: the right to approve the color, design, and size of any physical marker that provides information about the designee or donor and/or the nature of the gift or honor.
C. Care and maintenance: the right and responsibility to determine and carry out the exact nature of any ongoing care and maintenance of any memorial or tribute gifts or their physical markers.

**305.01.07 General Provisions**
Naming recognition should enhance the reputation and prestige of the College and the donor. Any legal impropriety or other act which brings dishonor to the College on the part of the donor or a corporate donor which is no longer in existence shall make the gift and naming subject to reconsideration by the College.

Where a building or part has been named, the College will continue to use the name so long as the building, part or facility remains in use and serves its original function, unless otherwise stipulated at the time of gift acceptance.
When the use of a building, room, or facility is changed such that it must be demolished, substantially renovated or rebuilt, the naming shall be reconsidered for its appropriateness and continuation by the Board of Trustees.

It is the responsibility of individuals negotiating on behalf of the College to advise potential benefactors that their gift may be recognized by naming, subject to approvals and decisions being consistent with this policy. Commitments made prior to adoption of this policy shall be honored.

305.02 Final Authority
The final authority for any naming, memorial or tribute decision rests with the College Board of Trustees. The guidelines set forth in this policy statement are not to be deemed all-inclusive. The College Board of Trustees reserves the right to consider any and all factors regarding the privilege of name association with the program, fund, or physical aspect of Mid Michigan College as particular acts and circumstances warrant.
306 Students

306.01 Academic Amnesty

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.
306.02 Academic Probation and Dismissal

Mid Michigan College provides assistance and support to all students, particularly those with unique academic needs. Students are encouraged to take advantage of these resources and to recognize their responsibility as individuals for academic success.

Academic Probation or Academic Dismissal will occur when a student’s cumulative grade point average falls below the scale below.

<table>
<thead>
<tr>
<th>Credit Hours Used to Calculate GPA</th>
<th>Academic Probation GPA Levels</th>
<th>Academic Dismissal GPA Levels</th>
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<tbody>
<tr>
<td>12 - 17</td>
<td>0.00 - 1.99</td>
<td>- -</td>
</tr>
<tr>
<td>18 - 37</td>
<td>1.00 - 1.99</td>
<td>less than 1.0</td>
</tr>
<tr>
<td>38 - 50</td>
<td>1.50 - 1.99</td>
<td>less than 1.5</td>
</tr>
<tr>
<td>51 - 63</td>
<td>1.60 - 1.99</td>
<td>less than 1.6</td>
</tr>
<tr>
<td>64 or more</td>
<td>1.70 - 1.99</td>
<td>less than 1.7</td>
</tr>
</tbody>
</table>

306.03 Access to Records

The College shall comply with the Family Education Rights and Privacy Act of 1974 as amended.

306.04 Credit by Examination

A student who has had experience or background comparable to a course offered at Mid Michigan College may seek credit for the course through a Credit by Examination procedure that the College shall provide.
306.05 Institution Initiated Drop

The College can drop a student from a class or classes at its discretion for a variety of reasons. These reasons include, but are not limited to, insufficient class attendance, conduct-related issues, or violations of College policies. Institutional considerations, including reporting requirements, will guide the utilization of this policy and no refunds of tuition and fees will be granted.

306.06 International Students

The College recognizes that we live in a global society and values the diversity that international students bring to the College. The College shall provide appropriate procedures to admit and support international students in accordance with regulations as established by the U.S. Citizenship and Immigration Services.

International students will pay international tuition rates.

306.07 Repetitive Course Enrollment

The Board of Trustees supports the premise that State and local taxpayers should not contribute financially to students who fail to make academic progress in a responsible manner.

In an effort to avoid potential same course re-enrollment abuse, the following conditions apply:

A. Regardless of grade(s) earned in a course(s) previously, a student will be allowed to re-enroll for this same course for a second time without conditions unless it is in a restricted enrollment program which requires written approval to re-enroll by the program director.

B. Regardless of grade(s) earned in course(s) previously, a student will not be allowed to re-enroll for a course for a third time unless the re-enrollment request is written by the student and submitted to the Registrar along with a plan for success signed by an Academic Advisor.

C. For a student to be allowed to re-enroll in a course for a fourth time (or more) the student must make a request in writing, receive approval from the Vice President of Academic Affairs, and agree in writing to pay an additional $50/contact hour for the course.
306.08 Residency

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.

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 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.


306.09 Scholarships and Financial Aid

The College shall grant scholarships and provide financial aid in accordance with existing applicable laws.

306.10 Student Organizations

The Board of Trustees reserves the right to recognize student organizations and College clubs as well as the right to suspend such recognition and related activities when they are considered to be contrary to the core values of the College or violate
the student Code of Conduct

306.11 Code of Conduct.

Students are expected to act in a responsible manner that promotes the environment for learning. The three forms of misconduct subject to disciplinary action are:

A. Violations of civil/criminal law,
B. Disruption of the educational process, and
C. Violation of College rules, regulations and policies.

Students shall be afforded procedural due process prior to the imposition of discipline by the College.

306.12 Student Withdrawal

After the official enrollment period and before the last week of the semester, a student who withdraws from a class will be assigned a grade of "W" with no grade point average penalty. The request to withdraw from a class shall be initiated by the student and may be initiated at any point throughout the semester with the exception of the last week. Students who stop attending class without initiating the drop or withdrawal procedures will be given a letter grade--not a withdrawal or incomplete grade--at the end of the semester or session. Students enrolled in limited enrollment programs (e.g., Nursing, Radiography) must obtain permission from their instructor or the program director to withdraw.

The College, at its discretion, may institutionally withdraw a student from a course or courses for a variety of reasons. These reasons may include, but are not limited to insufficient class attendance, student conduct issues, or College policy violations.
401 College Organization

401.01 Organizational Structure

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 regarding the salary, appointment, or dismissal of personnel.

401.02 Committees

In addition to any committees prescribed by employee contracts, the College shall establish a committee structure to allow for the engagement of and input from members of the College community. Advisory Committees shall be maintained for all credit-bearing occupational programs.

The President shall convene such standing and/or ad hoc committees as needed to effectively conduct the business of the College.

402 Salaries

The Board of Trustees shall approve the rate of compensation for all employees upon the recommendation of the President.
403: College Administration

403.01 Administrator Definition

All College personnel employed on a full- or part-time basis with a fiscal year contract specifying administrative or managerial duties as principal job responsibilities and receiving an annual salary shall be classified as administrators and shall perform, thereby, under the administrative policies set forth below. Administrative appointments are at-will and are made on annual appointments that run concurrently with the fiscal year. Other employees are covered by contracts and/or handbooks with corresponding limitations or expansions of benefits and requirements appropriate to their organizational groupings.

403.02 Administrative Grievance Procedure

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 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.
403.03 Involvement in Outside Organizations and Boards

The Board of Trustees supports administrator involvement in organizations or boards outside the College or regular job duties when such activity has a demonstrable benefit to the College, when an appropriate approval process is in place, and when participation does not interfere with the full performance of the administrator’s job assignment.

403.04 Teaching Responsibilities

Teaching responsibilities may be assigned to any administrator upon the recommendation of the appropriate instructional administrator and with the approval of the administrator’s supervisor. Also, any administrator may request supplemental teaching. This request must be approved by the administrator’s supervisor and the instructional administrator responsible for the discipline area being taught.

404 Professional Development System

The College shall deliver to employees a professional development program that aligns with organizational mission, strategic goals, and operational needs.

404.01 Administrator Educational Benefits

Mid Michigan College provides educational benefits to administrative employees to encourage and support the development of their knowledge and skills.

The President must approve any requests for variations from educational benefit policies and procedures.

Completion of a degree by an administrator at the expense of the College may require a commitment to the College for a specified number of years.

404.01.01 Mid Michigan College Classes for Credit

Administrative employees are welcome to enroll in courses provided by the college. The College’s tuition costs and fees for up to six credit hours per semester shall be covered, provided the course is completed with a satisfactory grade (2.0 or better). Employees who fail to earn a complete the class with a 2.0 GPA will be required to reimburse the College for all costs of his/her enrollment.
Tuition grants for employees will include all fees except for the Student Activities Fee. In the event an employee elects to enroll in a travel course under the tuition grant program, the College shall pay tuition credit hour cost only. The cost of travel, lodging, meals and other expenses shall be the responsibility of the employee.

404.01.02 Family Tuition Grants

Mid Michigan College provides tuition grants for the full-time administrator’s spouse and/or IRS dependent children. Such tuition grants are capped at a maximum of 62 credit hours. Students must maintain a 2.0 cumulative grade point average or the tuition grant will be rescinded for subsequent semesters until a 2.0 cumulative grade point average is re-established. Award of a Family Tuition Grant does not preclude the award of other scholarships for which the student might be eligible. Family Tuition Grants shall include tuition and all fees except for the Student Activities Fee.

The State of Michigan’s Activity Classification Structure and the Community College Accounting Manual will determine whether the tuition benefits are calculated at the in- or out-of-district rate. This policy is not intended to modify tuition benefits identified in any collective bargaining agreements existing between the Board of Trustees and various employee groups.

404.01.03 Classes From Another Institution

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 the 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 educations 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 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.

404.01.04 Courses for Professional Development

Administrators, whether full-time or part-time, will not be required to make up time for courses or portions of courses taken at Mid Michigan College during the regular work day under the following conditions:

A. The course is assigned by the appropriate supervisor for the specific purpose of professional development. Rationale shall be provided relative to the skills/knowledge to be acquired and how the skills/knowledge relate to improved job performance.
B. Should the course be offered outside the regular workday, release time can be granted if agreed to by both the supervisor and the employee.
C. The course is not part of an approved associate degree program for that individual and is not taken for credit.
D. Prior approval is secured from the Associate Vice President of Human Resources based upon meeting the above conditions.
405 Employee Evaluation

The College shall provide an employee evaluation system to assure high quality in the development and delivery of knowledge, skills, and services to its students and effective involvement in its communities.
406 Insurance

406.01 Disability Insurance

Mid Michigan College shall provide, in accordance with the current insurer’s handbook and without cost to the administrator, a plan of salary continuation in the event of sickness or accident for each full-time administrator.

406.02 Health Insurance

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.

406.03 Life Insurance

The College shall provide, without cost to the administrator, $50,000 or the administrator's annual salary to a maximum benefit of $150,000. Dependent child and spouse life insurance buy-up is also made available.
407 Excused Regular Absence

The President may grant an administrator leave for any activity which affords additional compensation, not as a part of the administrator’s area of responsibility, which will continue on a regular basis for more than one day during the time considered to be a part of the normal working day at the College. Such leave can be granted only after the administrator has completed two years of continuous employment. The president shall determine the method by which the administrator will compensate for lost time.

407.01 Family Medical Leave

Employees who have been employed by Mid Michigan College for at least twelve (12) months, and have worked a minimum of 1250 hours during the preceding twelve (12) month period are eligible for a Family and Medical Leave.

Employees may apply for a leave under the Family Medical Leave Act (FMLA) and be entitled to a leave of up to total of twelve (12) workweeks during any twelve (12) month period of time. The twelve (12) month period is calculated from the date an employee first uses the Family and Medical Leave.

Employees may apply for the Family & Medical Leave for the following reasons:
   A. For the birth of a son or daughter, and to bond with the newborn child;
   B. For the placement with the employee of a child for adoption or foster care, and to bond with that child;
   C. To care for an immediate family member (spouse, child, or parent—but not a parent “in-law”) with a serious health condition;
   D. To take medical leave when the employee is unable to work because of a serious health condition; or
   E. For qualifying exigencies arising out of the fact that the employee’s spouse, son, daughter, or parent is on covered active duty or on call to covered active duty status as a member of the National Guard, Reserves, or Regular Armed Forces.

Concurrent with FMLA, the College requires that an employee will be required to use any leave time (i.e. Sick, Vacation, Personnel, Comp) while on FMLA leave. Once all leave time is used, the remaining FML will be unpaid.
407.02 Jury and Witness Leave

Jury and witness leave recognizes the employees’ civic responsibility and ensures that administrative employees will not sustain a loss of their regular compensation or fringe benefits when involuntarily summoned to serve as a juror or witness on behalf of the college. Employees will continue to earn regular salary and fringe benefits for time spent on official court business that prevents the employee from working as scheduled. The employee will, with the exception of money allocated as travel expense, reimburse the College for any revenue received from such duty.

407.03 Military Leave

Employees who actively serve in a branch of the Armed Forces of the United States, National Guard or Reserves, shall be granted military leave consistent with State and Federal Laws under the Uniformed Services Employment and Reemployment Rights Act (USERRA).

Employees in the Uniformed Services who receive official government orders for trainings and/or active duty during their regularly assigned work year, will be paid the difference between their straight time daily rate (to include shift differentials) at the College (based on an 8 hour workday) and their Basic Pay earned for the period of duty. The differential pay will be paid for leave up to 52 consecutive weeks. If the military pay is greater than the employee’s regular pay from the College, no differential pay is due to the employee.

Dependent tuition benefit shall continue for any eligible dependents during the time the employee is assigned to military leave.

Military leave covers any unpaid period up to the length of training, enlistment or conscription. The College will comply with the requirements of USERRA for the granting of certain benefits during a military leave of absence.

Employees who serve in the military Reserve or National Guard will be allowed to access their vacation and personal leave time or take time without pay when serving on duty.

Employees are required to provide a copy of their Leave and Earning Statement (LES) to the Human Resources Office at the completion of their training. The differential pay amount will be processed and paid with the next available payroll.
407.04 Personal Leave

Three personal days of leave per fiscal year will be granted to each administrator without providing any reason and/or obtaining prior approval. All other paid non-working days caused by personal business, family illness not covered under the provisions of the FMLA, or bereavement, will be determined after consultation with the employee and approval of the Divisional VP, and/or President of the College.

407.05 Sabbatical Leave

Administrative employees who have a minimum of five (5) years of full-time employment are eligible for a sabbatical leave upon written request and approval of the President and Board of Trustees. The duration, compensation and future employment and other considerations shall be determined at the time of the request.

407.06 Sick Time

Full-time administrative employees shall accrue one work day each month for use to cover personal sick time or the provisions outlined in the FMLA. Administrative employees can accumulate sick hours up to a maximum of 2080 hours, (260 days), based on their hire date. In the year closing when an administrator's accumulated sick leave would have exceeded 2080 hours the administrator will be compensated for hours in excess of 2080 earned that year according to the schedule identified in the Retirement Incentive policy. The pay for excess hours will be at the salary rate the administrator was receiving when the 2080 limit was exceeded.

407.07 Vacation Days

Working days are assigned to each administrator as vacation days for each full fiscal year of employment as follows:
### Assigned Vacation Days

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Assigned Vacation Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 5 YEARS</td>
<td>20 DAYS</td>
</tr>
<tr>
<td>6 - 10 YEARS</td>
<td>21 DAYS</td>
</tr>
<tr>
<td>11 - 15 YEARS</td>
<td>22 DAYS</td>
</tr>
<tr>
<td>16 - 20 YEARS</td>
<td>23 DAYS</td>
</tr>
<tr>
<td>21 - 25 YEARS</td>
<td>24 DAYS</td>
</tr>
<tr>
<td>26 - 30 YEARS</td>
<td>25 DAYS</td>
</tr>
</tbody>
</table>

If a full year of employment is not completed, the number of vacation days is reduced in proportion to the number of days worked. If more vacation days have been used than earned, necessary financial adjustment will be made prior to the issuance of the final pay check at the time of separation.

Working days shall be defined as all days excepting those celebrated as New Year’s Day, Memorial Day, July Fourth, Labor Day, Thanksgiving, Day after Thanksgiving, Christmas Eve, Christmas, and all Saturdays and Sundays. Other vacation days or part-days may be designated by the Office of the President.

In the event a staff member has not chosen or has been unable to use all assigned vacation days, no more than ten (10) days shall be carried over until December 31, at which time all remaining unused vacation days for the previous fiscal year shall be canceled. However, with the approval of the appropriate supervisor and the President, January/July carry-over days can be increased. All extra carry-over days must be used by December 31 of that year. Reasons for carry-over exceptions may be personal or educational. No vacation days shall be granted prior to the fiscal year in which they are earned.

All administrator vacation requests must be approved by the employee’s immediate supervisor and submitted to the payroll department. Every effort shall be made to obtain approval for vacation leave thirty (30) days in advance unless the leave will be less than six (6) days in duration. Priority shall be given to the first requests submitted. Every effort shall be made to avoid overlapping
vacations that would in any way disrupt the operation of the College. Vacation requests for more than four consecutive weeks must be cleared through the President’s office at least sixty (60) days in advance.

If employment at the College is terminated, unused earned vacation days in accord with all policies that pertain shall be counted as days of employment and shall be reimbursed accordingly by the College.

Any variation in the vacation policy must be approved by the President.
407.08 Administrative Retirement Incentive

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 (MPSERS) 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 MPSERS 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 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)

<table>
<thead>
<tr>
<th>Component</th>
<th>Explanation</th>
<th>Years of service at MMCC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salary</td>
<td>Percentage of average annual salary earned during 12 months immediately preceding stated retirement date</td>
<td>At least 10, less than 15</td>
</tr>
<tr>
<td></td>
<td></td>
<td>33%</td>
</tr>
<tr>
<td>Sick days</td>
<td>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</td>
<td>17%</td>
</tr>
</tbody>
</table>
408 Retirement Benefits

408.01 Retirement Contributions

Mid Michigan College employees are automatically enrolled in the Michigan Public School Employee’s Retirement System (MPSERS) as required by law. Full-time administrators and faculty members have a 90-day period from the initial start date of their full-time administrator or faculty position during which they can elect to legally opt-out of the MPSERS retirement and opt-in to an Optional Retirement Plan (ORP). Employees who transfer into full-time Administrative or Faculty positions, may elect to change to the ORP within 90 days of their effective transfer date. The College’s contribution to the ORP is 15% of gross salary.

408.02 Tuition for College Retirees and/or Legal Dependents of Retirees

Employees who retire with a minimum of 20 years full-time employment with Mid Michigan College shall be eligible for continued tuition benefits for up to 12 credits per semester for a maximum of 62 credits, or the number of credits required to fulfill one Associates Degree of a declared major. This shall include tuition costs only, and not include fees or other related costs. IRS-eligible dependents of retired full-time persons shall be eligible for tuition benefits for courses for up to 12 credits per semester for a maximum of 62 credits, or the number of credits required to fulfill one Associates Degree of a declared major. This benefit is to be limited to tuition costs only and does not cover any related fees.
409 Miscellaneous Employee Perquisites

409.01 Bookstore Discount

Full and part-time, non-student employees and College retirees receive a 20% discount on all routinely stocked, non-discounted items at the College Bookstore.

409.02 Recognition of Service to Mid Michigan College

The College shall recognize in an appropriate manner the services of 1) retiring employees with 25 or more years of employment with the College, and 2) Trustees who have served the equivalent of two six-year terms.
New Business

Item V-A: Correspondence and Announcements

Presenter: Board Chair Jacobson    Board Consideration: Information

Announcements may be made at this time.

Recommendation:

None.
New Business

Item V-B: Resolution to Certify Millage Levy and Budget for the 2018 Tax Year

Presenter: Vice President Frick  
Board Consideration: Action

The general property tax act requires that each unit certify its millage to the collecting units. A resolution certifying such is attached for board approval. Vice president Frick will be available to answer any questions.

The 2019 fiscal year budget is also attached.

Recommendation:

It is recommended the Board certify its allowable millage rate as reflected in the resolution by roll call vote and adopt the 2018 fiscal year budget.
New Business

Item V-C: 2018-19 Budget

Presenter: Vice President Frick  Board Consideration: Action

Vice President Frick will present the proposed Budget for the fiscal year.

Recommendation:

It is recommended the Board approve the budget as presented.
<table>
<thead>
<tr>
<th></th>
<th>Proposed</th>
<th>2017-18</th>
<th>2018-19</th>
<th>Change</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Budget</td>
<td>Budget</td>
<td>Change</td>
</tr>
<tr>
<td><strong>OPERATING REVENUE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Tuition</td>
<td>$15,149,501</td>
<td>$15,511,205</td>
<td>$361,704</td>
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<tr>
<td>Fees</td>
<td>$1,506,894</td>
<td>$1,353,556</td>
<td>$(153,338)</td>
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<tr>
<td>Tech Fee</td>
<td>$1,198,520</td>
<td>$1,186,885</td>
<td>$(11,635)</td>
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<tr>
<td>Auxiliary Services</td>
<td>$2,381,294</td>
<td>$2,004,300</td>
<td>$(376,994)</td>
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<tr>
<td>New Revenue</td>
<td>$203,240</td>
<td>$227,010</td>
<td>$23,770</td>
<td></td>
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<tr>
<td>Miscellaneous</td>
<td>$218,200</td>
<td>$218,200</td>
<td>$0</td>
<td></td>
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<tr>
<td>Total operating revenue</td>
<td>$20,657,650</td>
<td>$20,501,156</td>
<td>$(156,494)</td>
<td></td>
</tr>
<tr>
<td><strong>NON-OPERATING REVENUE</strong></td>
<td></td>
<td></td>
<td></td>
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<td>State Appropriations</td>
<td>$4,968,900</td>
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<td>State Appropriations-UAAL</td>
<td>$1,407,813</td>
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<td>Property Taxes</td>
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<td>$2,386,275</td>
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<td>Investment Income</td>
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<td>$50,000</td>
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<td>Total non-operating revenue</td>
<td>$8,731,016</td>
<td>$8,956,488</td>
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<td><strong>TOTAL REVENUE</strong></td>
<td>$29,388,666</td>
<td>$29,457,644</td>
<td>$68,978</td>
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<tr>
<td><strong>OPERATING EXPENSES</strong></td>
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<tr>
<td>Instruction</td>
<td>$9,667,497</td>
<td>$10,150,803</td>
<td>$483,306</td>
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<td>Information Tech</td>
<td>$1,517,416</td>
<td>$1,907,132</td>
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<td>Public Service</td>
<td>$592,108</td>
<td>$756,190</td>
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<td>Instructional Support</td>
<td>$2,536,100</td>
<td>$2,390,804</td>
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<td>Student Services</td>
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<td>Auxiliary</td>
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<td>Institutional Admin</td>
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<td>Physical Plant</td>
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<td>MPSERS UAAL</td>
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<td><strong>Total-Operating Expenses</strong></td>
<td>$27,471,258</td>
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<td><strong>Contingencies</strong></td>
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<tr>
<td>Institutional</td>
<td>$645,983</td>
<td>$590,399</td>
<td>$(55,584)</td>
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<td>M&amp;R</td>
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<td>Subtotal Contingencies</td>
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<td>$(20,584)</td>
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<td>$55,403</td>
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</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td><strong>Revenues over Expenses-Before Transfers</strong></td>
<td>$1,271,426</td>
<td>$1,285,000</td>
<td>$13,574</td>
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<tr>
<td><strong>TRANSFERS TO/(FROM) OTHER FUNDS:</strong></td>
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<tr>
<td>Building &amp; Site - Bond Debt Service</td>
<td>$305,000</td>
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<td>Building &amp; Site - Planned Savings-general (3%)</td>
<td>$839,426</td>
<td>$825,000</td>
<td>$-14,426</td>
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<td>Restricted Grant Match</td>
<td>$127,000</td>
<td>$155,000</td>
<td>$28,000</td>
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<tr>
<td>Total transfers to other funds</td>
<td>$1,271,426</td>
<td>$1,285,000</td>
<td>$13,574</td>
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<tr>
<td><strong>Net Revenues over Expenses</strong></td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
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</tbody>
</table>
Vice President Mertes will present an update on the success of the annual Northern Tradition event.

Recommendation:

None
New Business

Item V-E: Purchase Request

Presenter: Vice President Frick  Board Consideration: Action

Vice President Frick will present a request for a Blanket Purchase Order (BPO) for the purchase of annual postage. Currently the College averages $3300/month in postage fees. This equates annually to a cost of $39,600. This purchase funds the Pitney Bowes mail machine which is operated out of the Shipping and Receiving department. Purchase Power is the vendor account utilized through Pitney Bowes for this purpose.

Recommendation:

That the Board authorizes a BPO for the annual cost of postage.
**Board Comments**

**Item VI-A: Calendar of Events**

**Presenter: Board Chair Jacobson**  **Board Consideration: Information**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 4</td>
<td>Independence Day – College Closed</td>
</tr>
<tr>
<td>July 8</td>
<td>Spring 2018 Eight Week Semester Ends</td>
</tr>
<tr>
<td>July 24-27</td>
<td>MCCA Summer Conference – Grand Traverse Resort, Traverse City</td>
</tr>
<tr>
<td>Aug 3</td>
<td>Spring 2018 Twelve Week Semester Ends</td>
</tr>
<tr>
<td>Aug 7</td>
<td>Board of Trustees Workshop – 6:00 p.m., Community Room, Mt. Pleasant</td>
</tr>
<tr>
<td>Aug 7</td>
<td>Board of Trustees Regular Meeting – 7:00 p.m., Community Room, Mt. Pleasant</td>
</tr>
<tr>
<td>Aug 25</td>
<td>Fall 2018 Semester Begins</td>
</tr>
<tr>
<td>Sept 3</td>
<td>Labor Day – College Closed</td>
</tr>
<tr>
<td>Sept 4</td>
<td>Board of Trustees Workshop – 6:00 p.m., Houghton Room, Harrison</td>
</tr>
<tr>
<td>Sept 4</td>
<td>Board of Trustees Regular Meeting – 7:00 p.m., Houghton Room, Harrison</td>
</tr>
<tr>
<td>Sept 16</td>
<td>Fall Festival – 12:00 p.m., Harrison</td>
</tr>
<tr>
<td>Sept 27-28</td>
<td>MCCA Student Success Summit – 11:00 a.m., Lansing</td>
</tr>
<tr>
<td>Oct 2</td>
<td>Board of Trustees Workshop – 6:00 p.m., Houghton Room, Harrison</td>
</tr>
<tr>
<td>Oct 2</td>
<td>Board of Trustees Regular Meeting – 7:00 p.m., Houghton Room, Harrison</td>
</tr>
<tr>
<td>Oct 24-27</td>
<td>ACCT Annual Leadership Congress – New York, New York</td>
</tr>
<tr>
<td>Nov 6</td>
<td>Board of Trustees Workshop – 6:00 p.m., Houghton Room, Harrison</td>
</tr>
<tr>
<td>Nov 6</td>
<td>Board of Trustees Regular Meeting – 7:00 p.m., Houghton Room, Harrison</td>
</tr>
<tr>
<td>Nov 8-9</td>
<td>MCCA Trustee Leadership Institute – Lansing</td>
</tr>
<tr>
<td>Nov 21</td>
<td>Professional Development Day – No Classes</td>
</tr>
<tr>
<td>Nov 22-23</td>
<td>Thanksgiving Break – College Closed</td>
</tr>
<tr>
<td>Nov 8-9</td>
<td>MCCA Trustee Leadership Institute – Lansing</td>
</tr>
<tr>
<td>Nov 21</td>
<td>Professional Development Day – No Classes</td>
</tr>
<tr>
<td>Dec 4</td>
<td>Board of Trustees Workshop – 6:00 p.m., Esther C. Conference Room, Harrison</td>
</tr>
<tr>
<td>Dec 4</td>
<td>Board of Trustees Regular Meeting – 7:00 p.m., Esther C. Conference Room, Harrison</td>
</tr>
<tr>
<td>Dec 14</td>
<td>Fall 2018 Semester Ends</td>
</tr>
<tr>
<td>Dec 22 – Jan 1</td>
<td>Winter Break – College Closed</td>
</tr>
</tbody>
</table>

**Recommendation:**

None.
Item VI-B: Board Comments-Other Business

Presenter: Board Chair Jacobson   Board Consideration: Information

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

Recommendation:

None.