Mid Michigan Community College
Board of Trustees Meeting
Schedule For

February 2, 2016

Cafeteria and Houghton Room, Harrison Campus - 6:00 p.m.

The February Board Workshop/Meeting schedule will be as follows:

1. 6:00 p.m. – Dinner - Cafeteria

2. 6:30 p.m. – Richard Cronk, Adjunct Instructor, will be presenting e-textbooks. Mr. Cronk introduced an “e-book” alternative to the standard industry textbook in his recent course and will review this project with the Board and share student comments and appraisals.– Houghton Room

3. 7:00 p.m. – The regular board meeting will be called to order – Houghton Room
# MID MICHIGAN COMMUNITY COLLEGE

## Board of Trustees Regular Meeting

*Harrison, MI 48625 and Mt. Pleasant, MI 48858*

*February 2, 2016*

Houghton Room – Harrison Campus

<table>
<thead>
<tr>
<th>Topic</th>
<th>Presenter</th>
<th>Action/Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Call to Order</td>
<td>Chairman Jacobson</td>
<td>Action</td>
</tr>
<tr>
<td>A. Welcome</td>
<td>Chairman Jacobson</td>
<td>Information</td>
</tr>
<tr>
<td>B. Public Comments</td>
<td></td>
<td></td>
</tr>
<tr>
<td>II. Approval of Agenda</td>
<td>Chairman Jacobson</td>
<td>Action</td>
</tr>
<tr>
<td>III. Approval of Consent Items</td>
<td>Chairman Jacobson</td>
<td>Action</td>
</tr>
<tr>
<td>A. Minutes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Monthly Financial Report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Monthly Personnel Report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IV. Old Business</td>
<td>Miller</td>
<td>Information</td>
</tr>
<tr>
<td>A. Enrollment Report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>V. New Business</td>
<td>Hammond</td>
<td>Information</td>
</tr>
<tr>
<td>A. Correspondence and Announcements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Sabbatical Leave Recommendation</td>
<td>Petrongelli</td>
<td>Action</td>
</tr>
<tr>
<td>C. Mt. Pleasant City Women’s Club Event</td>
<td>Hammond</td>
<td>Action</td>
</tr>
<tr>
<td>D. Adobe Contract Renewal</td>
<td>Lehr</td>
<td>Action</td>
</tr>
<tr>
<td>VI. Board Comments</td>
<td>Chairman Jacobson</td>
<td>Information</td>
</tr>
<tr>
<td>A. Calendar of Events</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Other Business</td>
<td>Chairman Jacobson</td>
<td>Information</td>
</tr>
<tr>
<td>1. Comments by Trustees</td>
<td>Chairman Jacobson</td>
<td>Information</td>
</tr>
<tr>
<td>2. Executive Session</td>
<td>Chairman Jacobson</td>
<td>Information</td>
</tr>
</tbody>
</table>
Agenda Item: II, Approval of Agenda

Board Consideration: Action

Background:

Item II, Approval of Agenda.

Recommendation:

It is recommended the Board approve the agenda as presented.
Agenda Item: III, Approval of Consent Items

Board Consideration: Action

Background:

A. Minutes – January 5, 2016

B. Monthly Financial Report:

1. Financial Summary for the period ended December 31, 2015
2. General fund balance sheet as of December 31, 2015
3. General fund statement of revenues and expenses for six months ended December 31, 2015
4. Gifts and Donations: Donations totaling $256,028 were received for the Scholarship and Grant Fund in December 2015.
5. Donations were received last month for the Scholarship & Grant, Foundation, Capital Campaign, Northern Tradition, Lakers Athletic Fund, Manning Ford Scholarship, Students of Promise Scholarship, McDonald Scholarship, Grabmeyer Scholarship, Men’s Basketball, Women’s Basketball, Retirees Scholarship, Mark Wilson Scholarship, Janice Langdon Scholarship, Computer Information Systems Scholarship, Delaine Jakubowski Scholarship, Elizabeth J. Horrocks C.N.A. Scholarship, Gerstacker Fund, and Ester C. Haynack Memorial Scholarship.
6. Vice President Frick will present Financial Ratios, see attached document.

C. Monthly Personnel Report for this period.

Recommendation:

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

Present: Douglas A. Jacobson, Board Chair; Betty M. Mussell, Vice Chair; Richard S. Allen, Jr., Secretary; Thomas W. Metzger, Treasurer; Carolyn C. Bay, Trustee; Eric T. Kreckman, Trustee; Terry Petrongelli, Trustee; Christine M. Hammond, Ph.D., President; Lillian K. Frick, Vice President of Finance and Administrative Services; Michael W. Jankoviak, Ph.D., Vice President of Academic Services; Matt Miller, Ed.D., Vice President Student & Community Relations; Anthony Freds, Chief Information and Organizational Development Officer; Lori Fassett, Executive Director of Personnel Services; Tonya Clayton, Exec. Asst. to the President/Trustees; Al Ayers, ESPA President; Bud Kanyo, Faculty Senate President;

Absent: L. Scott Govitz, Executive Director of Economic and Workforce Development; Kim Barnes, Executive Dean of Student & Academic Support Services;

Guests: Maggie Magoon, Amanda Wismer, Jessica Gordon, Dave Dreyer, Tony Fox, Kirk Lehr, and Dorothy Boge.

Agenda Item I: CALL TO ORDER

The Board Chair called the meeting to order at 7:15 p.m. There were no public comments from the guests.

Agenda Item II: APPROVAL OF AGENDA

The Board Chair stated an Executive Session would take place after Agenda Item III.

With no further comments regarding the revised agenda, the Board Chair stated that the revised agenda stands as approved.

Agenda Item III: APPROVAL OF CONSENT ITEMS

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

Board Chair Jacobson introduced Lori Fassett, Executive Director of Personnel Services, to the Board. Lori provided a brief introduction stating she has prior community college experience from her time at Glen Oaks Community College. Ms. Fassett thanked Carolyn Bay and her family for the support with the transition and stated she was excited to be at MMCC.

The Board Chair stated the trustees would move into executive session for the purpose of a property discussion.

A motion was made by Trustee Allen to adjourn to executive Session at 7:20 p.m. Supported by Trustee Bay. A roll call vote showed ayes from Trustees Kreckman, Bay, Metzger, Jacobson, Allen, Petrongelli, and Mussell.

The Board returned to regular session at 8:01 pm.

A motion was made by Trustee Kreckman to accept the purchase agreement to sell the property located at 5805 Pickard Street in Mt. Pleasant to the Saginaw Chippewa Tribe for $4.2 million. Seconded by Trustee Bay. Five ayes, two nays; motion carried.

The Board Chair advised Mr. Dreyer to present the purchase agreement to the Saginaw Chippewa Tribe.
Agenda Item V-A:  CORRESPONDENCE AND ANNOUNCEMENTS

The Board Chair reviewed the two thank you notes as part of the correspondence items.

President Hammond informed the Board of discussions that have taken place concerning the best way to represent the Human Resources department. The Human Resources department will now be called Personnel Services to be consistent with other departments on campus such as Academic Services and Student Services.

Agenda Item V-B:  ENROLLMENT REPORT

Vice President Miller provided a winter 2016 enrollment report. Contact billing hours are down 2.3% at this time. The college’s budget is set at a 6% decline. Enrollment rates at other community college were discussed.

Agenda Item V-C:  NAMING OPPORTUNITY

Board Policy (309.01-Naming Policy) dictates that all named areas will be approved by the Board of Trustees. When a donor indicates an interest in naming a room, the request is brought before the Board for approval. Once approved, the President and VP of Student & Community Relations will work with the donor on an acceptable name and plan for recognition.

The following request for naming has been made:

<table>
<thead>
<tr>
<th>Donor</th>
<th>Gift</th>
<th>Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ed Haynack</td>
<td>$100,000</td>
<td>Harrison Campus – Michigan Room</td>
</tr>
</tbody>
</table>

Ed Haynack has requested to rename the Michigan Room the Ester C. Conference Room after his late wife. Ed and Ester taught dance classes in the Michigan room years ago. The investment income from this donation will fund community engagement activities in the future.

Trustees Petrongelli and Metzger and Vice President Jankoviak have all taken dance classes in the Michigan room.

A motion was made by Trustee Petrongelli to approve the naming opportunity as presented. Seconded by Trustee Metzger. All ayes; motion carried.

The Board Chair requested Vice President Miller draft a letter from the Board to Ed Haynack and have Trustees Petrongelli and Metzger sign it on behalf of the Board.

Vice President Miller informed the Board that a dedication ceremony will be held in the coming months.

Agenda Item V-D:  MARKETING AND RECRUITING CONSULTANT

Jessie Gordon, Director of Marketing and Admissions, presented the marking and recruiting consultant contract proposals.

MMCC submitted an RFP for a strategic assessment of the College’s marketing and recruiting efforts and recommendations for related activities, specifically an assessment with recommendations that are evidence-based and inclusive of both quantitative and qualitative components.

The RFP required that all requests include the following steps:

- A full review of MMCC’s marketing and recruiting collaterals, processes, personnel, and activities
- An analysis of MMCC’s data, as well as national and statewide data for benchmarking
A site visit for qualitative information gathering which involves various stakeholders, including students
A finished report, presented on March 14th to admissions and marketing personnel and to College Council
A six month follow up with associated recommendations for further improvements

It is anticipated that the selected firm’s final report would include actionable recommendations to improve prospect management systems and increase MMCC’s admissions’ yield, improve recruiting in key markets, decrease barriers in student onboarding, increase registrations through improved communication with students across the admissions-to-enrollment period, and maximize use of online and social media tools. In addition, a summary of the department’s staffing model and resources with recommendations for change should also be included.

A recommendation was made to award the consulting contract to Stamats at a cost not to exceed $44,900. Funds are currently allocated in the marketing budget for a consultant.

A motion was made by Trustee Petrongelli to approve the consulting contract to Stamas at a cost not to exceed $44,900. All ayes; motion carried.

Agenda Item V-E: FACILITIES COMMITTEE RECOMMENDATION

Vice President Frick provided a recap of the Facilities Committee meeting held earlier this evening. Three potential projects were discussed including the redesign of the drain field, front parking lot and drive on the Harrison campus. The drain field is over 40 years old, deteriorating, and has hit capacity. The front parking lot and drive through campus configurations are not functional according to the Campus Master Plan as there are numerous islands and one aisle that has a dead end. The drive through campus causes a disruption to the pedestrian flow causing safety issues for students and cars drive over the sewer and water lines driving the frost deeper into the ground and freezing the pipes each year.

It was recommended the College contract with Rowe Professional Services Company to design and provide cost estimates to complete these projects. Cost to design the new drainage field is $11,500, the new parking lot is $11,600, and the redesign of the drive is $13,250. Total cost would be $36,350 for design recommendations and cost estimates. If all three are completed at the same time there would be a discount of $2,500 reducing the cost to $33,850. The funding for this project will come from the building and site fund.

The Board Chair suggested Rowe Professional Services Company investigate ways to reduces the college’s water consumption with eco-friendly options.

A motion was made by Trustee Metzger to approve the contract with Rowe Professional Services Company as recommended at a cost of $33,850. Seconded by Trustee Mussell. All ayes; motion carried.

Agenda Item V-F: CMMA AGREEMENT

President Hammond informed the Board that MMCC is entering in to an affiliation agreement with the Central Michigan Manufactures Association (CMMA). Jim Shoemaker, President of the CMMA, and Bill Henderson, CMMA member, are great advocates of MMCC and the MMCC Foundation. The CMMA has hired an executive director to increase and expand their membership. The CMMA has named Harry Leaver as the Executive Director, and he will work out of the Morey Technical Education Center. Mr. Leaver will also be working with MMCC on program development, identifying adjuncts and promoting manufacturing in the area. MMCC hopes to see increased enrollment and short term training as a result of the partnership.
Agenda Item V-G: RECOMMENDED PURCHASES

1. VMware Upgrade – Kirk Lehr, Director of I.T. informed the Board that MMCC currently uses the free version of this software which allows the college to operate many servers (called virtual servers) on a physical computer. With the current VMware software environment the management of the virtual servers is complex and lacks fail-over capabilities. The upgrade of the VMware software will allow better management and increased reliability of our server environment in the following ways: a better management of the virtual servers in how they utilize computing resources, automatic fail-over if one of the physical computers fails, and the ability to upgrade the VMware software on each of the physical computers without any downtime of the many virtual servers running on the physical computer.

A recommendation was made to purchase the upgrade from CDWG for a total project cost of $36,678.82. Funding for the purchase will come from institutional tech funds. The training budget of $10,000 will not necessarily come from CDWG. The cost of training is $3,500-$4,000 per person and is online.

2. Conference Room Upgrades – Kirk Lehr, Director of I.T., informed the Board of three conference rooms that are either in need of updating to newer technology or are in need of reconfiguration due to layout changes. The rooms are as follows:

   - The Huron Room on the Harrison campus needs to be updated due to age of equipment. The most recent update was in 2004.
   - The Superior room technology needs to be reconfigured to work better with the new layout.
   - The Morey Technical Education Center conference room is in need of sound and a projector system added to improve presentations in that room. The initial plan for this room was to use a video conference unit provided by the MSU extension office but the TV on that unit was only 32” therefore not big enough for viewing presentations.

A recommendation was made to accept the low bid from MOSS Telecom at a cost of $38,961.46. The funding for this project will come from institutional tech funds.

3. Physical Therapist Assistant Program Equipment – Amanda Wismer, Physical Therapist Assistant Program Director, presented the purchase to the Board. Currently the Physical Therapist Assistant (PTA) program has students in the program every other year. All students who have graduated the program are employed and are passing their boards. The program has worked off of a three year average when reporting to the accrediting agency in past years. Due to changes in accreditation standards, the program is now tied to a two year average. Because of this change and the limited number of student in the program, if the program has a bad year for the required reported metrics (graduation rate, licensure rate and employment) the accrediting agency puts the program in to a probation status. Due to these changes, the college has decided to increase admissions into the PTA Program to annually, with 18 students each fall. This will provide the program with a new cohort each year and will allow the numbers to balance out. A majority of schools in the country run their programs this way.

Due to the increase of students, the program will need additional equipment for the students to use in the labs. The additional equipment will provide the students with vital practice time before they attend their clinical education.
A recommendation was made to approve the PTA equipment purchase from the various vendors listed on the bid tallies for a total cost of $55,004.77. The funding for this purchase will come from program development funds.

4. Michigan Office Solutions—Vice President Frick informed the Board that the College has been working with Michigan Office Solutions for copier and printer services across the college since 2011. The current lease expires in May 2019, but the College has an opportunity to recognize savings while upgrading machines and extending the agreement period through 2020. The Information Technology department will be working with all departments on campus to ensure that needs are being met and services are optimal under this new agreement and will have opportunity to make modifications to equipment placed over the next couple of months.

It is recommended the Board extend the lease with Michigan Office Solutions (MOS) until December 31, 2020. By extending the lease, MOS will replace all of the equipment at MMCC and hold service rates at the same level as today. The cost of the lease is $138,000 for service, toners and supplies and $107,000 for the equipment. It was noted that the number of color copies are incorrect on the draft lease provided.

The College will send out a request for proposals in 2019 to acquire competitive bids for equipment and services to begin in 2020.

A motion was made by Trustee Mussell to approve all purchases as recommended. All ayes; motion carried.

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

The Board Chair reviewed the calendar of events for upcoming months and encouraged trustees to attend the Legislative Summit on January 28th.

The Board Chair informed the trustees of Senate Bill 571 and asked them to consider writing to their legislators.

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

Trustee Bay shared with the Board that Vice President Jankoviak presented to the Gladwin Rotary earlier in the day. The audience listened intently and discussed MMCC’s goals and current projects. Ms. Bay congratulated Mr. Jankoviak and thanked him for doing a wonderful job.

Trustee Mussell led a discussion concerning the location of the Board meetings in the future.

Meeting adjourned at 9:02 p.m.

Recording Secretary,
Tonya Clayton
Exec. Asst. to the President and Board of Trustees

____________________________  ______________________________
Douglas A. Jacobson, Board Chair  Richard S. Allen, Jr., Secretary
MID MICHIGAN COMMUNITY COLLEGE
FINANCIAL HIGHLIGHTS
GENERAL & AUXILIARY FUNDS
December 31, 2015

GENERAL FUND REVENUE:
- The 2015-16 tuition and fee revenue budget is based on a six (6) percent enrollment decrease over 2014-15 levels. Fall 2015 enrollment reflected a 6% decline in billable tuition hours. Winter 2016 enrollment reflected a 4% decline in billable hours. Corresponding revenue accounts for 84% of the annual budget for 2015-16 tuition and fees revenue.
- State appropriations revenue for 2015-16 will be $4,790,600 per Public Act 85 of 2015. This represents a 1.6% increase over 2014-15. Additional state appropriations of $1,320,473 were allocated to MMCC for the UAAL funding and booked as receivable in December.
- Property tax revenue of $2,310,496 was levied and booked as revenue in December 2015.

GENERAL FUND EXPENSES:
- All departmental expenses are in line with 50% of the year elapsed.

GENERAL FUND REVENUE OVER EXPENSES:
- The total increase in net assets as of December 31, 2015 is $12 million. This includes $6.7 million in tuition for the 2016 Winter Term that begins on January 11, 2016. This excess will fund the operations for the balance of the 2015-16 fiscal year.

BALANCE SHEET:
- The cash balance decreased roughly $.7 million from November 30, 2015 to fund December operations.
- The State Appropriations receivable of $4,420,493 represents the remaining 8 monthly payments of 2015-16 general and UAAL state appropriations.
- Student receivables increased $1.4 million due to registration for the 2016 Winter Term that begins January 11, 2016.
- The prepaid expense balance of $25,456 represents prepaid multi-year agreements.
- The balance due to other funds of $6.6 million can be broken down as follows:
  - $340,000 due to the designated student activities fund
  - $1.1 million due to the auxiliary services for sales
  - $29,000 due to the scholarship and grant fund
  - $5.9 million due to building and site for current and future college needs
  - $15,000 due to the foundation
  - $405,000 due from the federal restricted fund for student financial aid
  - $345,000 due from the restricted grant fund
• The $1,328,656 in accrued payroll and other compensation includes expenses incurred but not paid as follows:
  o Accrued salary, wages and vacation of $400,000
  o FICA, Federal and State withholding of $128,000
  o MPSERS/ORP of $150,000
  o Health insurances payable of $189,000
  o Deferred faculty pay of $357,000
  o Unemployment payable of $26,000
  o Workers' Compensation Insurance payable of $68,000
  o Miscellaneous payroll deductions
• A significant portion of the Unreserved Net Assets of $4.3 million represents funds set aside by the Board of Trustees to fund current and future college expansion needs.

**AUXILIARY FUNDS:**
- Total revenue for the 2015 Fall Term bookstore sales and espresso shop operations through December 31, 2015 is at 50% of the annual budget, which is consistent with prior year.
- Total expenses, at 51% of the annual budget corresponds with auxiliary revenue.
- The excess revenue over expenses to date is $240,748. This help will offset the cost of operating the bookstore for the balance of the 2015-16 year.
MID MICHIGAN COMMUNITY COLLEGE  
BALANCE SHEET  
December 31, 2015

<table>
<thead>
<tr>
<th>Assets</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Assets:</strong></td>
<td></td>
</tr>
<tr>
<td>Cash and cash equivalents</td>
<td>$10,430,496</td>
</tr>
<tr>
<td>Short-term investments</td>
<td>$1,197,961</td>
</tr>
<tr>
<td>Property taxes receivable</td>
<td>$2,240,737</td>
</tr>
<tr>
<td>State appropriations receivable</td>
<td>$4,420,493</td>
</tr>
<tr>
<td>Student receivables</td>
<td>$6,616,189</td>
</tr>
<tr>
<td>Other receivables</td>
<td>$87,872</td>
</tr>
<tr>
<td>Inventories</td>
<td>$3,738</td>
</tr>
<tr>
<td>Prepaid expenses and other assets</td>
<td>$25,456</td>
</tr>
<tr>
<td>Due from (due to) other funds</td>
<td>(6,594,665)</td>
</tr>
<tr>
<td><strong>Total current assets</strong></td>
<td>$18,428,278</td>
</tr>
<tr>
<td>Long-term investments</td>
<td>$1,400,258</td>
</tr>
<tr>
<td><strong>Total assets</strong></td>
<td>$19,828,535</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Liabilities and Net Assets</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Liabilities:</strong></td>
<td></td>
</tr>
<tr>
<td>Accounts payable</td>
<td>$222,106</td>
</tr>
<tr>
<td>Accrued payroll and other compensation</td>
<td>$1,328,656</td>
</tr>
<tr>
<td>Other payables</td>
<td></td>
</tr>
<tr>
<td>Planned savings</td>
<td>$-</td>
</tr>
<tr>
<td>Unearned revenue</td>
<td>$1,419</td>
</tr>
<tr>
<td><strong>Total liabilities</strong></td>
<td>$1,552,181</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>$433,530</td>
</tr>
<tr>
<td>Program development</td>
<td>$1,332,627</td>
</tr>
<tr>
<td>Retirement incentives</td>
<td>$200,000</td>
</tr>
<tr>
<td>Unreserved</td>
<td>$4,298,579</td>
</tr>
<tr>
<td>Current year excess revenue over/(under) expenditures</td>
<td>$12,011,419</td>
</tr>
<tr>
<td><strong>Total net assets</strong></td>
<td>$18,276,355</td>
</tr>
</tbody>
</table>

| Total liabilities and net assets | $19,828,535 |
MID MICHIGAN COMMUNITY COLLEGE  
STATEMENT OF REVENUES, EXPENSES  
For six months ended December 31, 2015

<table>
<thead>
<tr>
<th></th>
<th>Current Fiscal Year</th>
<th>Prior Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Amount</td>
<td>% of Budget</td>
</tr>
<tr>
<td><strong>OPERATING REVENUES:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition and fees</td>
<td>$15,163,154</td>
<td>84%</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$67,772</td>
<td>54%</td>
</tr>
<tr>
<td>Total operating revenues</td>
<td>$15,230,926</td>
<td>84%</td>
</tr>
<tr>
<td><strong>EXPENSES:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction</td>
<td>$4,308,200</td>
<td>45%</td>
</tr>
<tr>
<td>Information technology</td>
<td>$838,588</td>
<td>45%</td>
</tr>
<tr>
<td>Public service</td>
<td>$203,233</td>
<td>43%</td>
</tr>
<tr>
<td>Instructional support</td>
<td>$1,378,281</td>
<td>54%</td>
</tr>
<tr>
<td>Student services</td>
<td>$1,382,200</td>
<td>45%</td>
</tr>
<tr>
<td>Institutional administration</td>
<td>$1,684,268</td>
<td>39%</td>
</tr>
<tr>
<td>Operation and maintenance of plant MPSERS UAAL</td>
<td>$1,164,682</td>
<td>48%</td>
</tr>
<tr>
<td>Total operating expenses</td>
<td>$10,959,452</td>
<td>43%</td>
</tr>
<tr>
<td>Operating income/(loss)</td>
<td>$4,271,475</td>
<td></td>
</tr>
<tr>
<td><strong>NON-OPERATING REVENUES:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State appropriations</td>
<td>$6,111,073</td>
<td>107%</td>
</tr>
<tr>
<td>Property tax levy</td>
<td>$2,310,496</td>
<td>100%</td>
</tr>
<tr>
<td>Investment income</td>
<td>$10,204</td>
<td>20%</td>
</tr>
<tr>
<td>Unrealized gain (loss) on investments</td>
<td>$(8,651)</td>
<td>20%</td>
</tr>
<tr>
<td>Gifts</td>
<td>$3,379</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$3,379</td>
<td></td>
</tr>
<tr>
<td>Transfers from other funds:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restricted grants</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Auxiliary services</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Prior Year GF Fund Balance</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Total Non-operating revenues</td>
<td>$8,426,501</td>
<td>105%</td>
</tr>
<tr>
<td>Revenues over/(under) expenses</td>
<td>$12,697,975</td>
<td></td>
</tr>
<tr>
<td><strong>Inter Funds Transfers</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Planned Savings (Building &amp; Site)</td>
<td>$492,240</td>
<td>50%</td>
</tr>
<tr>
<td>Additional Savings (Building &amp; Site)</td>
<td>$-</td>
<td></td>
</tr>
<tr>
<td>Bond Debt Service (Building &amp; Site)</td>
<td>$31,100</td>
<td>10%</td>
</tr>
<tr>
<td>Restricted Grant Match</td>
<td>$163,217</td>
<td>31%</td>
</tr>
<tr>
<td>Total Transfer to Building &amp; Site</td>
<td>$686,557</td>
<td></td>
</tr>
<tr>
<td>Net increase (decrease) in Net Assets</td>
<td>$12,011,419</td>
<td></td>
</tr>
</tbody>
</table>

V:\BUSOFFICE\Financial Statements\Monthly Financial Statements\FY 16\12-31-15 Financial Statements
MID MICHIGAN COMMUNITY COLLEGE  
STATEMENT OF REVENUES, EXPENSES  
For six months ended December 31, 2015  
AUXILIARY FUND

<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></td>
<td>Amount</td>
<td></td>
<td>Amount</td>
<td></td>
</tr>
<tr>
<td>Bookstore</td>
<td>$1,327,483</td>
<td>49%</td>
<td>$1,472,672</td>
<td>51%</td>
</tr>
<tr>
<td>Food Service</td>
<td>$</td>
<td></td>
<td>$15</td>
<td></td>
</tr>
<tr>
<td>Espresso Bar</td>
<td>$35,841</td>
<td>151%</td>
<td>$22,570</td>
<td>95%</td>
</tr>
<tr>
<td></td>
<td>$1,363,324</td>
<td>50%</td>
<td>$1,495,256</td>
<td>51%</td>
</tr>
</tbody>
</table>

EXPENSES:

<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></td>
<td>Amount</td>
<td></td>
<td>Amount</td>
<td></td>
</tr>
<tr>
<td>Bookstore</td>
<td>$1,033,732</td>
<td>51%</td>
<td>$1,151,252</td>
<td>53%</td>
</tr>
<tr>
<td>Food Service</td>
<td>$</td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>Espresso Bar</td>
<td>$30,988</td>
<td>51%</td>
<td>$23,483</td>
<td>35%</td>
</tr>
<tr>
<td>Auxiliary Services</td>
<td>$57,855</td>
<td>52%</td>
<td>$54,270</td>
<td>50%</td>
</tr>
<tr>
<td></td>
<td>$1,122,575</td>
<td>51%</td>
<td>$1,229,005</td>
<td>53%</td>
</tr>
</tbody>
</table>

EXCESS REVENUE OVER EXPENSES $240,748 $266,251
<table>
<thead>
<tr>
<th>Scholarship &amp; Grant</th>
<th>Current $8,772</th>
<th>Year-to-Date $19,393</th>
</tr>
</thead>
<tbody>
<tr>
<td>Foundation</td>
<td>$1,645</td>
<td>$3,405</td>
</tr>
<tr>
<td>Capital Campaign</td>
<td>$104,658</td>
<td>$271,704</td>
</tr>
<tr>
<td>Northern Tradition</td>
<td>$5,700</td>
<td>$14,800</td>
</tr>
<tr>
<td>Lakers Athletic Fund</td>
<td>$30</td>
<td>$220</td>
</tr>
<tr>
<td>Manning Ford Scholarship</td>
<td>$220</td>
<td>$1,330</td>
</tr>
<tr>
<td>Students of Promise Scholarship</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>McDonald Scholarship</td>
<td>$40</td>
<td>$260</td>
</tr>
<tr>
<td>Grabmeyer Scholarship</td>
<td>$120</td>
<td>$291</td>
</tr>
<tr>
<td>IBT Brownson Scholarship</td>
<td>$-</td>
<td>$45</td>
</tr>
<tr>
<td>HRA Scholarship</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td>L U V Scholarship</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td>Men's Basketball</td>
<td>$250</td>
<td>$250</td>
</tr>
<tr>
<td>Women's Basketball</td>
<td>$250</td>
<td>$300</td>
</tr>
<tr>
<td>Bicknell Scholarship</td>
<td>$-</td>
<td>$3,050</td>
</tr>
<tr>
<td>Lickly Chemistry Scholarship</td>
<td>$-</td>
<td>$250</td>
</tr>
<tr>
<td>Retirees Scholarship</td>
<td>$1,550</td>
<td>$1,725</td>
</tr>
<tr>
<td>Mark Wilson Scholarship</td>
<td>$200</td>
<td>$200</td>
</tr>
<tr>
<td>Jerry Freeland Scholarship</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td>Janice Langdon Scholarship</td>
<td>$600</td>
<td>$1,000</td>
</tr>
<tr>
<td>Computer Info Systems Scholarship</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>Christopher &amp; Estelle Smith Scholarship</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td>MidMichigan Medical Center Scholarship</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td>Churchill Fund</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td>Clare County MARSP Scholarship</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td>Catherine King Scholarship</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td>Visiting Scholar</td>
<td>$-</td>
<td>$2,000</td>
</tr>
<tr>
<td>David Land Memorial Fund</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td>Christina Swan Memorial Scholarship</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td>Jean Willis OIS Scholarship</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td>Myers Memorial Scholarship</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td>Golf Outing</td>
<td>$-</td>
<td>$8,898</td>
</tr>
<tr>
<td>Misc Fundraisers</td>
<td>$-</td>
<td>$1,000</td>
</tr>
<tr>
<td>Buy A Brick</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td>Delaine Jakubowski Scholarship</td>
<td>$105</td>
<td>$105</td>
</tr>
<tr>
<td>Elizabeth J Horrocks CNA Scholarship</td>
<td>$700</td>
<td>$700</td>
</tr>
<tr>
<td>Gerstacker Fund</td>
<td>$30,000</td>
<td>$30,000</td>
</tr>
<tr>
<td>Esther C. Haynack Memorial Scholarship</td>
<td>$100,187</td>
<td>$100,187</td>
</tr>
<tr>
<td>Gladwin Automotive Scholarship</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td>Kehoe's Fund</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td>Gene Haas Scholarship</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td>Bob &amp; Rosemary Carter Scholarship</td>
<td>$-</td>
<td>$1,000</td>
</tr>
<tr>
<td>Rust Shaker</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td>Sweat Shaker</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td>Total</td>
<td>$256,028</td>
<td>$463,113</td>
</tr>
</tbody>
</table>
TO: Board of Trustees

FROM: Lori A. Fassett, Executive Director of Personnel Services

SUBJECT: MMCC Staffing Update for February 2, 2016 Board Meeting

DATE: January 21, 2016

NEW HIRES:

Lori Fassett – Executive Director of Personnel Services

Lori is pursuing a Master of Science in Leadership with a Human Resources emphasis from Trine University, with an anticipated completion date of May 2016. She holds a Bachelor of Arts in Management and Organizational Development from Spring Arbor University, as well as an Associate Degree of Applied Science of Business from Glen Oaks Community College. Lori comes to us with experience in the Community College and K-12 public school sectors. Lori also serves part-time as a Logistics Officer in a Transportation Company within the Michigan Army National Guard.

Sara Straus – Adjunct Faculty/PTA

Sara holds a Doctorate of Physical Therapy and a Bachelor of Science Degree in Therapeutic Recreation and Psychology from Central Michigan University. She comes to us with experience in several rehabilitation centers, and is currently employed by Mid Michigan Health in Clare.

Corinna Warnars – Adjunct Faculty/Biology

Corinna holds a Bachelor of Arts in Biology with a Chemistry minor and also a Master of Science both from Truman State University. She comes to us with experience in teaching, research, and professional publications.

Bradley Wheeler – Adjunct Faculty/PHT

Bradley holds an Associate Degree of Nursing from Mid Michigan Community College, is a Registered Nurse within the State of Michigan, and holds several other national certifications. He comes to us with experience as the Lead Pharmacy Technician at CVS Pharmacy in Mount Pleasant and has worked within several other local pharmacies through his years of experience.

NEW PART-TIME AND STUDENT EMPLOYEES:

Christine Moreau, Bookstore / Books & Beans Harrison & Mt. Pleasant

Effective: 01/05/2016

Johnathan Yarnell, Welding Lab Tech

Effective: 01/11/2016

Joseph Borgula, CAD Tutor

Effective: 01/15/2016

Amanda Cruden, SI Leader

Effective: 01/15/2016

Ryan Harley, CAD Tutor

Effective: 01/20/2016
Corrin Rose, CAD Tutor  
Effective: 01/19/2016

Megan Tomes, SI Leader  
Effective: 01/07/2016

Caitlyn Wilson, SI Leader  
Effective: 01/07/2016

**INTERNAL TRANSFERS**

Mary Battaglia – From: Associate Director of Personnel Services  
To: Director of Advising/Trio/SSS Grant  
Effective: 01/18/2016

Ryan Harkrader – From: Retention Advisor  
To: Student Conduct & Institutional Compliance Officer  
Effective: 01/18/2016

Kaitlyn Money - From: Tech Center Work Study  
To: Occupation Studies Student Worker  
Effective: 01/13/2016

**SEPARATIONS:**

Kaylynn Cesarz, Instructional Design Intern  
Effective: 12/17/2015

Donna David, Adjunct-RAD  
Effective: 11/30/2015

Michelle Evensen, CSC Assistant  
Effective: 01/05/2016

Kayte Klawikowski, Work Study/Student Worker  
Effective: 12/23/2015

Galen Miller, Radiography Clinical Coordinator  
Effective: 01/08/2016

Kaleigh Boggs, Executive Secretary-MTEC  
Effective: 01/22/2016

Jacob Simsack, Programming Intern  
Effective: 12/23/2015

Ron Balch, Full-time Faculty  
Effective: 12/31/2015

Lana Kleinhardt, Advising Secretary  
Effective: 12/31/2015

Rhonda Linn, Learning Services Coordinator  
Effective: 01/04/2016

Donna Patterson, WRC/ESL Consultant  
Effective: 12/04/2015

**VACANCIES:**

Accounting Adjunct Faculty (Part-Time)  
Posted

Adjunct Instructors at Huron ISD (Part-Time)  
Posted

Adjunct Medical/Surgical Nursing Clinical (Part-Time)  
Posted

Adjunct Mental Health Nursing (Part-Time)  
Posted

Adjunct Nursing Fundamentals (Part-Time)  
Posted
Adjunct Physical Geology (Part-Time)  Posted
Adjunct Physical Science-Astronomy (Part-Time)  Posted
Adjunct Sociology (Part-Time)  Posted
Associate Director of Personnel Services  Posted
Clinical Simulation Center (CSC) Assistant (Part-Time)  Posted
HRA/HVAC Faculty (Full-Time)  Posted
Maintenance (Full-Time)  Posted
Math Adjunct (Algebra & Developmental Math) (Part-Time)  Posted
Radiography Adjunct Instructor (Part-Time)  Posted
Student & Community Relations Specialist (Full-Time)  Posted
WEB Design & CIS Programming Faculty (Full-Time)  Posted
Welding Adjunct (Part-Time)  Posted
MID MICHIGAN COMMUNITY COLLEGE
FINANCIAL RATIOS

PRIMARY RESERVE RATIO

The Primary Reserve Ratio measures the financial strength of the institution by comparing expendable net assets to total expenses. This ratio provides a snapshot of financial strength and flexibility by indicating how long the institution could function using its expendable reserves. Trend analysis indicates whether an institution has increased its net worth in proportion to the rate of the growth in its operating size.

A Primary Reserve Ratio of .40 or better is advisable to give institutions the flexibility to operate. The implication of .40 is 40% of 12 months, or about 5 months. Given MMCC's Primary Reserve Ratio as of 6/30/15 of .32, the institution could operate for roughly 4 months on its general fund reserves.

![Primary Reserve Ratio Graph]

NET OPERATING REVENUE RATIO

Profitability is one of the primary indicators of a change in an institution's financial condition. Non-profit entities, such as private and public colleges, must, at a minimum, break-even or generate surpluses over time in order to remain financially viable. Significant operating losses can impair the ability of an institution to continue operations.

The Net Operating Revenue Ratio measures the ability of an institution to live within its means in a given operating cycle. A positive ratio indicates a surplus or profit for the year. Generally speaking, the larger the surplus or profit, the stronger the institution's financial position as a result of the year's operations. A negative ratio indicates a deficit or loss for the year. Significant operating losses can impair the ability of an institution to continue operations. Deficits or losses are usually a warning signal that major program or operational adjustments should be made.

![Net Operating Revenue Ratio Graph]
MID MICHIGAN COMMUNITY COLLEGE
FINANCIAL RATIOS

RETURN ON NET ASSET RATIO

The Return on Net Assets Ratio is a measure of whether or not the institution's resources are growing. This ratio, like all the ratios, is better applied over an extended period so that results of long term plans are measured. Long term returns are quite volatile and vary significantly based on the prevailing level of inflation. Therefore, establishing fixed nominal return targets is not possible.

A Return on Net Assets Ratio determines whether the institution is financially better off than in previous years by measuring total economic return. A decline in this ratio may be appropriate and even warranted if it reflects a strategy to better fulfill the institution’s mission. An improving trend in this ratio indicates that the institution is increasing its net assets and is likely to be able to set aside financial resources to strengthen its future financial flexibility.

![Return on Net Asset Ratio](image)

VIABILITY RATIO

The Viability Ratio measures one of the most basic determinants of clear financial health: the availability of expendable net assets to cover debt should the institution need to settle its obligations as of the balance sheet date. A ratio in the range of 1.25 to 2.0 indicates a strong creditworthy institution. However, the level that is “right” is institution specific. The institution should develop a target for this ratio that balances its financial, operating and programmatic objectives.

Mid Michigan’s trend shows viability increasing as long term debt decreases.

![Viability Ratio](image)
Agenda Item IV-A: Enrollment Report

Board Consideration: Information

Background:

Vice President Miller will provide an enrollment for the winter 2016 semester.

Recommendation:

None.
Agenda Item V-A: Correspondence and Announcements

Board Consideration: Information

Background:

1. MMCC received the message below on January 18, 2016:

   The Federal Student Aid office of the U.S. Department of Education has completed its review of your GE Certification submission in accordance with the regulations at 34 CFR 668.414 and as described in Gainful Employment Electronic Announcement #54 - Certification Requirements for Gainful Employment Programs. We have found the GE Certification submitted for Mid Michigan Community College 00676800 MI, OPEID# 00676800 is complete.

   On or after the date and time of this e-mail, if the institution adds or revises GE program information on an E-App that does not result in a new PPA, the institution will need to provide a new certification when the E-App is updated. This includes when establishing the eligibility or reestablishing the eligibility of a program; discontinuing a program’s eligibility under 34 CFR 668.410; ceasing to provide a program for at least 12 consecutive months; losing program eligibility under 34 CFR 600.40; or changing a program’s name, CIP code, or credential level.

   Gale Crandall, MMCC Director of Financial Aid, explained: this acceptance is just one step (an important one) in the process we will go through in the coming year. Our updated Program Participation Agreement is still under review and we will be working with the DoE Participation Team for two to four months to complete their review and approval. In addition the GE reporting project is still underway. This winter or spring we will receive the DoE’s draft data that will be used to determine Title IV eligibility for our Certificate and Credential programs. We will have 45 days to submit corrections to this data before DoE completes their evaluation.

2. MMCC will be hosting a State of the Community Event on February 9, 2016. Please see attached flyer for more information.

3. Joint Review Committee of Education in Radiologic Technology (JRCERT) extended the accreditation of the Radiography program as detailed in the attached letter.

   The Radiography Program Faculty and Administrators shared the note below:

   “We want to thank the Board of Trustees and Strategic Council members for taking the time to review the assessment materials and providing some amazing feedback to submit to the Joint Review Committee on Education in Radiologic Technology (JRCERT). Because of your efforts, the Radiography Program was granted the maximum accreditation period of eight years.”

4. Announcements may be made at this time.

Recommendation:

None.
We invite you to attend our first State of the Community event, which will bring community leaders together for a night of information sharing. Join us for an opportunity to learn more about your community - and those around you.

February 9, 2016
6:00 p.m.
Mid Michigan Community College
Cafeteria - Harrison Campus

Invited to participate:

- City of Clare
- City of Beaverton
- Village of Farwell
- City of Gladwin
- City of Harrison
- Gladwin County EDC
- Middle Michigan Development Corporation

For more information, contact Tonya Clayton at (989) 386-6601 or tmclayton@midmich.edu.
January 22, 2016

Christine A. Hammond, Ph.D.
President
Mid Michigan Community College
1375 South Clare Avenue
Harrison, MI 48625-9447

RE: Program #0277

Previous Accreditation Status: 5 Years
Most Recent Site Visit: 06/15

Dear Dr. Hammond:

After review of the requested progress report, the continuing accreditation status of the associate degree radiography program sponsored by Mid Michigan Community College was considered at the January 19, 2016 meeting of the Joint Review Committee on Education in Radiologic Technology (JRCERT). The JRCERT is the only agency recognized by the United States Department of Education (USDE) for the accreditation of traditional and distance delivery educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry. The program was evaluated according to the Standards for an Accredited Educational Program in Radiography (2014). The JRCERT took the following action:

EXTENSION OF ACCREDITATION FOR A PERIOD OF THREE YEARS.

This extension equates to an award of eight (8) years of accreditation effective from the date of the last site visit.

An interim report will be required. The projected date for submission of the interim report is the Second Quarter of 2019. The JRCERT will provide program officials adequate notice of the due date for submission of the interim report. Based on the interim report, the JRCERT will determine if the accreditation award of eight (8) years will be maintained or reduced and the continuing accreditation process expedited.

Based on this extension, the next site visit is tentatively scheduled for the Second Quarter of 2023.

The program is advised that consistent with JRCERT Policy 11.600, the JRCERT reserves the right to conduct unannounced site visits of accredited programs. The sponsoring institution would be responsible for the expenses of any on-site evaluation.

The Joint Review Committee on Education in Radiologic Technology Directors and staff congratulate you and the program faculty for achieving the maximum award of accreditation from the JRCERT and wish you continuing success in your efforts to provide a quality educational program. If we can be of further assistance, do not hesitate to contact the office.

Sincerely,

Laura S. Aaron, Ph.D., R.T.(R)(M)(QM), FASRT
Chair

LSA/TAB/jm

Program Director: LouAnn R. Goodwin, M.S., R.T.(R)(CT)(MR)
Dean: Maggie Magoon, Ph.D.

The JRCERT promotes excellence in education and elevates the quality and safety of patient care through the accreditation of educational programs in radiography, radiation therapy, magnetic resonance, and medical dosimetry.
Agenda Item V-B: Sabbatical Leave Recommendation

Board Consideration: Action

Background:

The Sabbatical Committee this year consists of the following members:

- Barry Alford, Chair
- Jordan Webster, faculty
- Lucia Elden, faculty
- Terry Petrongelli, Board Representative
- Scott Mertes, academic administrator
- Mike Jankoviak, academic administrator

In accordance with the Master Agreement with the Faculty Senate, the Sabbatical Committee met and reviewed a proposal for consideration from Professor Bill Reader for the 2016 - 2017 academic year. Mr. Reader has been working with developmental reading and writing for a number of years at MMCC. The work he has been doing for his dissertation has opened up new ways for understanding the experiences of our students—particularly of our student veterans. This sabbatical will allow him to continue his research and pull together a book manuscript for possible publication. Mr. Reader’s request is for the Winter semester of 2017. Per the master agreement with the Faculty Senate, the Board must make its decision by the February meeting.

It is a recommendation of the committee that the Board approve the proposal which will be in effect for the 2016 – 2017 academic year.

A copy of the proposal is attached.

Recommendation:

It is recommended the Board approve the Sabbatical Leave proposal as presented.
To: Barry Alford, Sabbatical Review Committee

From: Bill Reader, Professor, English and Humanities

Re: Sabbatical Proposal Winter, 2017

Date: September 15, 2015

Purpose of the Proposed Sabbatical Leave:

At the conclusion of fall, 2016, semester, I will have completed fourteen semesters of uninterrupted teaching at MMCC as a full-time faculty member since my last sabbatical leave. Therefore, I will be eligible for sabbatical leave winter semester, 2017. I would like to use this one semester leave to accomplish my goal of revising and finishing a book manuscript. The book project is about the experience of four Iraq/Afghanistan combat veterans returning to a rural community college. While these stories will be foregrounded, in the background will be a secondary purpose: to tell a different, perhaps even a new, story about developmental and vocational education in adulthood. As a longtime reading and writing educator in an American community college, I, as well as my colleagues, am quite familiar with the current story of this kind of education: the development of reading and writing skills and training for a job.

The different story I would like to tell about this kind of education focuses on the never-ending human struggle to grow and make meaning in life among and with others. A key concern the book will take up is learning how to be with others and the various relationships that people must live and navigate through during the time of this learning. I plan to use what the student veterans have shared with me through conversation in different life contexts -- in the military, returning to civilian society, and as community college students -- to achieve this secondary purpose of re-storying developmental and vocational education.

To achieve my goal of revising and finishing the book manuscript, I propose to use sabbatical leave to complete revisions based on feedback from a panel of peer reviewers.

Tentative Timeline for Accomplishing Each Part of the Project:

The one semester leave that I am requesting should provide me with the time I will need to accomplish the project I have outlined above. Feedback from peer reviewers will certainly inform my task of making revisions to the manuscript and finishing it.

How I Intend to Use the Knowledge and Experience Gained in My Position:

The knowledge and experience I gain from revising and finishing the book manuscript will be useful in my position as English faculty at MMCC. In all of the writing courses I teach (Eng. 104, 110, and 111), drafting, getting feedback from peer and other readers, and revising are all essential parts of the writing process. We learn to be better writers through the eyes of others who read our writing and advise us. As a teacher, I provide advice for my students, and experiencing these parts of the process from what will closely resemble their perspective myself will make me a better teacher in some important ways. After all, I believe the best writing teachers are themselves writers.
First, I will be able to share with my students my experience as a writer engaged in the process of drafting and receiving feedback, therefore giving me perspective on writing that I can use in the classroom. I will be able to share with students the perspective I gained from this experience and how they can shape it to inform their own experiences. Second, I will have a heightened empathy with my students as they work through the process I teach; this empathy will be based on having gone through the process myself.

These two key ways my classroom teaching will be improved in my position as English faculty should also improve my students’ education process as writers through the experiences I have gained from the sabbatical project. There is one more key aspect that should positively affect my students’ education process beyond learning writing, and this has to do with the subject matter of the book project.

The subject matter of the book project shines a different light on developmental education, illuminating the never-ending journey toward growth through struggle and navigating various lived relationships. Key to this kind of lived education is learning to be with and learning to belong with others, and what I learn from how student veterans experience this kind of learning in various life contexts can lead to more mindful and tactful teaching encounters with all of my students.

**How Learning Outcomes Connect to Other College Work and to MMCC’s Future Needs:**

As I discuss above, I will use what I learn about my own writing process to make me a better teacher in the college writing classroom at MMCC. Also, what I learn from the subject matter of the book will help me to see all my students, not just student veterans, engaged in this kind of developmental education in their lives, which should make me a more mindful and tactful teacher. These learning outcomes not only benefit my students directly in the classroom, but my other work at the college, as well.

For some years now, I have been involved in retention work at MMCC, including sitting on the Retention Committee, participating in retention research at the college, presenting research to faculty, leading discussion of data at faculty orientation, and helping to launch the “I’m Here to Help” campaign as a way to connect students with faculty and staff at the college. There is another outcome of the book project that connects to the retention work I have been doing at MMCC, and this is what I will learn about the experience of learning to belong with others as a result of having written a manuscript about this kind of lived developmental education. Good learning happens when people feel like they belong with others in any learning situation. In the book, I plan to take a careful look at what it was like for these veteran students to learn to be and to belong in the military, in civilian life, and in community college through their experiences negotiating lived relationships with others. The resulting narrative of their relational experiences should provide a better understanding of what this learning process looked like for the veterans. I hope to share this better understanding and use it in our retention efforts as we explore ways to help all of our students feel a sense of belonging through the relationships they forge and navigate during their time at MMCC.
The learning outcomes from the book manuscript project I am proposing for my sabbatical leave will not only connect to my work in the English Department and to my work with college retention efforts; they will also connect with MMCC’s future needs regarding veterans who return to civilian life and come to our college. Because a number of major military campaigns are winding down, and because military benefits make college more affordable, it is likely that the veteran population at MMCC will increase in the coming years. What is more, MMCC was recently named a Veteran Friendly School, which means that veterans who attend here will receive their benefits. What I learn from the sabbatical project about student veterans’ experiences of learning to be and belong can be used to better understand this special population of students coming to MMCC in the ways I outline above.

Although the book project I am proposing is specifically concerned with student veterans at a community college, I believe that all MMCC students need to feel a sense of belonging during their time here, and what I learn from the project could be used to inform efforts to work toward that goal.

**How Sabbatical Leave will Impact the English Department (and Staffing Plan):**

As soon as I know that my sabbatical leave request for winter, 2017, has been granted, I will inform my full-time colleagues and the dean of liberal arts. We will collaborate during scheduling time to be sure that the sections I typically teach are covered by qualified adjunct, lectureship, and/or full-time colleagues. The department will not be irreparably harmed by my proposal for sabbatical leave.

**How I will Share My Learning with Students, Faculty, and Community:**

The experience with revising and finishing a book manuscript will be quite easy to share with students in all of my writing courses. As I describe above, the writing and revising experience from the sabbatical leave project will directly impact my students’ learning in my position, so the classroom is the place where I will share this aspect of my learning with students.

There will be opportunities to share my learning with faculty, as well. I can imagine faculty orientation and/or professional development sessions providing an opportunity for me to share what I have learned about the lived human relational dimensions of developing and the work of learning to belong. Faculty could use this learning to help them be more mindful and tactful in their teaching encounters with students.

Finally, there are opportunities to share my learning with the community. The first opportunity comes in the form of a presentation to MMCC’s Board of Trustees, all of whom are community members. Another opportunity comes with sharing what I have learned about the experiences of student veterans with local county veterans’ representatives as a possible way to improve their understanding of their clients’ similar experiences.
Agenda Item V-C: Mt. Pleasant City Women’s Club Event

Board Consideration: Action

Background:

The Mt. Pleasant City Women’s Club has requested the use of the Mt. Pleasant facilities for an event on April 12, 2015 for a "Fashion for Compassion" Style Show. Proceeds from the event will support the educational and nutritional needs of the children of Isabella County. They are requesting to serve wine at this event. In accordance with Board Policy 304.01 Alcoholic Beverages – Alcoholic beverages may be allowed on campus with approval of the Board of Trustees.

Recommendation:

It is recommended the Board approve the request to allow the Mt. Pleasant City Women’s Club to have alcoholic beverages on the Mt. Pleasant Campus for their event on April 12, 2016.
Agenda Item V-D: Adobe Contract Renewal

Board Consideration: Action

Background:

In December, 2012, the Board approved a three year contract with Adobe via CDW for a site license to provide the Adobe Suite and/or Adobe Acrobat Pro on all MMCC owned computers (1/3 Master Collection, 1/3 Design & Web Premium, 1/3 Acrobat Pro only).

In short we can run Photoshop, Illustrator, and InDesign on 2/3 of the college computers and Acrobat Pro on all college computers.

It is time to renew the contract. This would be a three year contract at $39,564 per year. Costs would be paid for with the Institutional Tech funds. The new distribution would be ½ Acrobat Pro only and ½ Creative Cloud for Enterprise. A license agreement is attached.

Recommendation:

It is recommended the Board approve the contract with CDW for three years at a total cost of $118,692.
Adobe Enterprise Term License Agreement Sales Order

Adobe Contact: Michael Scrogan
Tel: +1-206.675.7660

Contracting Entity: MID MICHIGAN COMM COLLEGE
Currency: US DOLLARS

Products and Services Pricing Detail:

<table>
<thead>
<tr>
<th>Line Number</th>
<th>SKU</th>
<th>Product Description</th>
<th>Billing Cycle</th>
<th>Quantity</th>
<th>Unit of Measure/Metric</th>
<th>Start Date of License Term</th>
<th>End Date of License Term</th>
<th>Unit Price</th>
<th>Total Fees during the License Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>65257871MA</td>
<td>DC PRO W SERVICES MLP Ed Subscription All Languages*</td>
<td>Annually in advance</td>
<td>*Unlimited number may be deployed within Enterprise; non-binding estimate of the number that will be deployed: (126)</td>
<td>Per User Per Year</td>
<td>Original delivery date</td>
<td>Day before third anniversary of original delivery date</td>
<td>54.00</td>
<td>20,412.00</td>
</tr>
<tr>
<td>02</td>
<td>65256965MA</td>
<td>2G HED L1/L2 1S MLP Ed Subscription All Languages</td>
<td>Annually in advance</td>
<td>*Unlimited number may be deployed within Enterprise; non-binding estimate of the number that will be deployed: (126)</td>
<td>Per User Per Year</td>
<td>Original delivery date</td>
<td>Day before third anniversary of original delivery date</td>
<td>260.00</td>
<td>98,280.00</td>
</tr>
</tbody>
</table>

\*Customer is permitted to send a total number of transactions per license year equivalent to 50 Transactions per licensed user per license year. For example, if Customer has 10 licensed users, Customer may send 500 Transactions per license year. Transactions do not carry over to the following license year.

*The pricing for these Products is determined by Customer’s total FTE count, as defined in Section 7 of this Sales Order. Customer may deploy Creative Cloud for Enterprise on up to 50% of its Computers, and may deploy Acrobat Professional on the remaining 50% of its Computers. If Customer’s deployment of these products exceeds the percentages indicated in the preceding sentence by 5% or more, Customer must pay pro-rata license fees for the over-deployment, within 30 days of its occurrence.

The quantities above are for deployment in the United States, Canada, or Mexico (North America, i.e. “NA”).

Unless otherwise listed as a separate line item in the Products and Services Pricing Details, Adobe will provide Enterprise Support to Customer as described at: [https://helpx.adobe.com/support/programs/support-policies-terms-conditions.html](https://helpx.adobe.com/support/programs/support-policies-terms-conditions.html).

**Summary of Product and Service Fees**

<table>
<thead>
<tr>
<th></th>
<th>North America</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year One Fees</td>
<td>39,564.00</td>
</tr>
<tr>
<td>Year Two Fees</td>
<td>39,564.00</td>
</tr>
<tr>
<td>Year Three Fees</td>
<td>39,564.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>118,692.00</strong></td>
</tr>
</tbody>
</table>

These totals assume no additional purchases are made pursuant to this Sales Order after the Effective Date.

20 January 2016 12:05:15 PM
VI-A: Calendar of Events

Board Consideration: Information

Background:

Feb 9  State of the Community Event – 6:00 p.m., Cafeteria, Harrison
Mar 1  MMCC Board of Trustees Workshop – 6:00 p.m., Superior Room, Harrison
Mar 1  MMCC Board of Trustees Regular Meeting – 7:00 p.m., Superior Room, Harrison
Mar 5-11  Spring Break
Mar 10-11  MCCA Spring Board of Directors Meeting – Washtenaw Community College
Mar 16  Phi Theta Kappa Awards Luncheon – 9:00 a.m., Lansing
Mar 25  Good Friday – No classes
Mar 30  Faculty Professional Development Day – No classes
Apr 5  MMCC Board of Trustees Workshop – 6:00 p.m., Superior Room, Harrison
Apr 5  MMCC Board of Trustees Regular Meeting – 7:00 p.m., Superior Room, Harrison
Apr 19  A Northern Tradition – 6:00 p.m., Jay’s in Clare
Apr 21  MCCA Community College Day – 11:00 a.m., Lansing
May 3  MMCC Board of Trustees Workshop – 6:00 p.m., Superior Room, Harrison
May 3  MMCC Board of Trustees Regular Meeting – 7:00 p.m., Superior Room, Harrison
May 6  Winter Semester ends
May 7  Commencement
May 16  Spring Classes Begin
May 20  MCCA Executive Committee – 10:00 a.m., Lansing
May 30  Memorial Day – College Closed
June 7  MMCC Board of Trustees Workshop – 6:00 p.m., Superior Room, Harrison
June 7  MMCC Board of Trustees Regular Meeting – 7:00 p.m., Superior Room, Harrison
July 4  Independence Day – College Closed
July 8  Summer Semester 8 week classes end
July 26-29  MCCA Summer Conference – Mackinac Island (see attached draft Schedule)
Aug 2  MMCC Board of Trustees Workshop – 6:00 p.m., Superior Room, Harrison
Aug 2  MMCC Board of Trustees Regular Meeting – 7:00 p.m., Superior Room, Harrison

Continued on the next page.
VI-A: Calendar of Events continued

Board Consideration: Information

Background:

Aug 5    Spring Semester 12 week classes end
Aug 27   Fall 2016 Semester Begins
Sept 6   MMCC Board of Trustees Workshop – 6:00 p.m., Superior Room, Harrison
Sept 6   MMCC Board of Trustees Regular Meeting – 7:00 p.m., Superior Room, Harrison
Sept 23  MCCA Executive Committee – 10:00 a.m., Lansing
Sept 29-30  MCCA Student Success Summit, Lansing

Recommendation:

None.
MCCA Calendar of Events for July 26 through 29, 2016
*** Please note that registration is needed ***

- **Tuesday, July 26, 2016**
  Presidents Dinner *(Registration Required)*
  5:30 p.m. Cocktails
  6:00 p.m. Dinner
  Place: TBA
  **Who Should Attend:** Presidents & Their Guests

  Trustee Dinner *(Registration Required)*
  5:30 p.m. Cocktails
  6:00 p.m. Dinner
  Place: Cypress Room & Balcony
  **Who Should Attend:** Trustees & Spouses

- **Wednesday, July 27, 2016**
  Presidents Institute *(Registration Required)*
  8:00 a.m. Registration
  8:30 a.m. to 4:00 p.m.
  Mission Point Resort
  Room: Colonial Room
  Breakfast & Lunch Included
  (Joint lunch with the Presidents – Cypress Room)
  **Who Should Attend:** Presidents

  Significant Others Network Breakfast *(Registration Required)*
  8:30 a.m. to 10:30 a.m.
  Mission Point Resort
  Room: Chianti
  Breakfast Included
  **Who Should Attend:** Significant Others of the Presidents

  Trustee Institute *(Registration Required)*
  8:00 a.m. Registration
  8:30 a.m. to 3:00 p.m.
  Mission Point Resort
  Room: Atrium
  Breakfast and Lunch Included
  (Joint lunch with the Presidents – Cypress Room)
  **Who Should Attend:** ALL Trustees

  New Trustee Reception *(NEW 11/17/2015)*
  5:00 -5:30 PM
  Room: TBA
  **Who Should Attend:** New Trustees in their first term of service

  Welcome Reception *(Registration Required)*
  Sponsored by:
  Grand Rapids Community College
  Mission Point Resort
  Room: Courtside Patio
  5:30 p.m. to 6:30 p.m.
  Dinner on your own
  **Who Should Attend:** ALL Conference Attendees, families, and spouses

- **Thursday, July 28, 2016**
  MCCA 2016 Conference *(Registration Required)*
  8:00 a.m. Registration
  8:30 a.m. to 2:00 p.m.
  Mission Point Resort
  Room: Sound Stage
  Breakfast and Lunch Included
  **Who Should Attend:** All Conference Attendees

- **Thursday, July 28, 2016 (Cont.)**
  Reception and Awards Dinner *(Registration Required)*
  Reception Sponsored by Walsh College

- **Wednesday, July 27 (Cont.)**
5:30 p.m. Cocktails
6:30 p.m. Dinner
Mission Point Resort
Room: Cypress Extension & Balcony
Reception Sponsored by: Walsh College

**Who Should Attend:** All Conference Attendees, families, and spouses

---

Please note the following changes:

1. **Trustee Dinner** – for all trustees and their spouses on Tuesday evening 7/26/2016. This is optional and all attendees will need to register online to attend. We will be giving away some beautiful baskets to the lucky winners.

2. **New Trustee Reception** – New trustees in their first term of service. **NEW 11/17/2015**

3. **Trustee Institute** – Wednesday 7/27/2016 will be from 8:00 AM – 3:00 PM and is for all trustees. There will NOT be a new trustee orientation at this event.

4. The **Main Conference** will start Thursday 7/28/2016 and will run until 2:00 PM on the first day and will continue on Friday 7/29/2016 and will conclude at 12:00 PM. Only breakfast will be provided lunch will be on your own. This will allow those wishing to leave on Friday enough time to make an early ferry back to the main land.

As we move closer to the event I will be giving everyone more information about arrival at the Star Line Dock, Ferry Tickets and Packets, as well as arrival on Mackinac Island.

The Registration site will be up by November 10, 2015 for online registration. Much more information will be provided on the registration website.

If you have questions as always please email me at [kathy@mcca.org](mailto:kathy@mcca.org) or call 517-372-4350.  

Thank you, Kathy Taskey
Agenda Item: VI-B: Board Comments-Other Business

Board Consideration: Information

Background:

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

2. Executive Session - Public Act No. 267 of 1976 permits the Board to meet in closed session for the purpose of conducting strategy sessions necessary in reaching a collective bargaining agreement and for other specified purposes relating to personnel, property and litigation. The Board will go into Executive Session for the purpose of discussing personnel. A two-thirds roll call vote of Board members is required to call a closed session.

Recommendation:

None.