Mid Michigan Community College
Board of Trustees Meeting
Schedule For

October 4, 2016

Room 186 & 187 of the Center for Liberal Arts and Business,
Mt. Pleasant Campus - 6:00 p.m.

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

1. 6:00 p.m. – Dinner – CLAB 186

2. 6:30 p.m. – Plante Moran Auditors will present on the 2015-2016 Audit. – CLAB 187

3. 7:00 p.m. – The regular board meeting will be called to order – CLAB 187
**MID MICHIGAN COMMUNITY COLLEGE**  
*Board of Trustees Regular Meeting*  
*Harrison, MI 48625 and Mt. Pleasant, MI 48858*  
*October 4, 2016*  

Room 187, Center for Liberal Arts and Business –Mt. Pleasant 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>
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<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>
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<tr>
<td>B. Monthly Financial Report</td>
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<tr>
<td>C. Monthly Personnel Report</td>
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<tr>
<td>IV. Old Business</td>
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<tr>
<td>A. Policy Revision</td>
<td>Fassett</td>
<td>Action</td>
</tr>
<tr>
<td>V. New Business</td>
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</tr>
<tr>
<td>A. Correspondence and Announcements</td>
<td>Hammond</td>
<td>Information</td>
</tr>
<tr>
<td>B. Acceptance of 2015-2016 Audit</td>
<td>Frick</td>
<td>Action</td>
</tr>
<tr>
<td>C. Local Strategic Value Resolution</td>
<td>Hammond</td>
<td>Action</td>
</tr>
<tr>
<td>D. Nursing License Review Purchase</td>
<td>Jankoviak</td>
<td>Action</td>
</tr>
<tr>
<td>VI. Board Comments</td>
<td></td>
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</tr>
<tr>
<td>A. Calendar of Events</td>
<td>Chairman Jacobson</td>
<td>Information</td>
</tr>
<tr>
<td>B. Other Business</td>
<td>Chairman Jacobson</td>
<td>Information</td>
</tr>
<tr>
<td>1. Fall MCCA Meeting</td>
<td>Chairman Jacobson</td>
<td>Information</td>
</tr>
<tr>
<td>2. Comments by Trustees</td>
<td>Chairman Jacobson</td>
<td>Information</td>
</tr>
<tr>
<td>C. Closed 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 – September 6, 2016 Regular Minutes

B. Monthly Financial Report:
   1. Financial Summary for the period ended August 31, 2016
   2. General fund balance sheet as of August 31, 2016
   3. General fund statement of revenues and expenses for two months ended August 31, 2016
   4. Gifts and Donations: Donations totaling $81,536 were received for the Scholarship and Grant Fund in August 2016.
   5. Donations were received in August for the Capital Campaign, Lakers Athletic Fund, Isabella 8th Grade Girls Lunch, Golf Outing, Scholarship & Grant, Northern Tradition, Manning Ford Scholarship, Foundation, McDonald Scholarship, and Grabmeyer Scholarship.

C. October Personnel Report.

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; Betty M. Mussell, Vice Chair; Richard S. Allen, Jr., Secretary; Thomas W. Metzger, Treasurer; Carolyn C. Bay, 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; Bud Kanyo, Faculty Senate President;

Absent: Eric T. Kreckman, Trustee; L. Scott Govitz, Executive Director of Economic and Workforce Development; Kim Barnes, Executive Dean of Student & Academic Support Services; James Dinkens, ESPA President;

Guests: Jerry Hilliard and Bill Whitman

Agenda Item I: CALL TO ORDER

The Board Chair called the meeting to order at 7:14 p.m.

Jerry Hilliard addressed the Board as a follow up to his comments from the June 28, 2016 meeting.

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.

A motion was made by Trustee Petrongelli to amend the April 5, 2016 meeting minutes to reflect the corrected tech fee of $12. Seconded by Trustee Bay. All ayes; motion carried.

Agenda Item IV-A: ENROLLMENT UPDATE

Vice President Miller provided an enrollment update for the 2016 fall semester. Classes started on August 27 and any student who wanted to register the following week were registered for classes in the LUCES Academy. Total contact billing hours are down 1.8%. The College’s budget was based on a 5% decline. Harrison Campus enrollment is up.

Agenda Item V-A: CORRESPONDENCE AND ANNOUNCEMENTS

The Board Chair reviewed the correspondence items.

President Hammond recently attended a meeting as part of the Harrison City Rising Tide Initiative and spoke with Governor Snyder about challenges facing our area. Dr. Hammond also raised the structural inequities in MMCC’s state funding allocation.

MMCC has received a letter from Representative Joel Johnson concerning the expansion of Saint-Gobain Plastics in Beaverton. President Hammond stated this would be a good opportunity for MMCC to provide educational opportunities for current and future employees.
The Mt. Pleasant Community Foundation has approved a grant request for an 8th Grade Girls Luncheon for Isabella County students. Carol Darlington, Director of Grants Management, and Dorothy Boge, Business Services Manager, submitted the grant application and will chair the event on MMCC’s Mt. Pleasant Campus in November.

President Hammond and administrators in attendance discussed the compliance requirements for MMCC with the Board. Despite the fact that the budget is tight this year, compliance continues to establish a level of quality and expectations, and it comes with a cost of about $100,000 annually. MMCC compliance requirements include: Higher Learning Commission Accreditation, program accreditations, NACEP, OSHA for safety in science labs, chemical disposal, Auto lab Waste Disposal, Perkins Grant, equipment inspections for health programs, phlebotomy program, financial audits to keep MMCC in federal compliance, employee compliance with MIOSHA, athletics, grants, and other items.

President Hammond stated she is grateful that the college employees keep their eyes on these compliance items to assure quality in our program offerings.

**Agenda Item V-B: EBSCO SUBSCRIPTION RENEWAL**

President Hammond reviewed the EBSCO Subscription Renewal. EBSCO is a database that consists of three database packages which include OmniFile, Search Elite, and CINAHL. EBSCO hosts the CINAHL database which is used by the MMCC nursing and PTA students and staff and was acquired a couple years ago to help assist the students in these areas. Many students utilize the online databases as do instructors and members of the LLS.

A motion was made by Trustee Allen to approve the EBSCO subscription renewal at a cost of $22,893.00. Seconded by Trustee Bay. All ayes: motion carried.

**Agenda Item V-C: POLICY REVISION – FIRST READING**

Executive Director Fassett presented the revision for Board Policy 406.05 Personal Leave as a first reading of a Board policy revision. The revision is being requested to update the policy to reflect a decision that was made by the Board in 2013 in relation to administrator compensation.

**Agenda Item V-D: BANKING RESOLUTIONS**

Vice President Frick informed the Board that the college is in the process of updating signers for all bank and investment accounts of the College. The resolutions for PNC Bank, Multi-bank Securities, Mercantile Bank and Chemical Bank were reviewed. These banks no longer accept generic resolutions that were used in the past.

The Board Treasurer declined a request to be added to the resolutions.

A motion was made by Trustee Mussell to approve the banking resolutions as presented. Seconded by Trustee Petrongelli. All ayes; motion carried.

**Agenda Item V-E: MCCA SUMMER CONFERENCE & BELLEVUE VISIT**

The Board Chair and President Hammond led a discussion concerning the MCCA Summer Conference. Each Trustee shared their comments on the conference. Chuck Bowden, MMCC Sociology Instructor, received the Outstanding Faculty Award and most of MMCC’s trustees received years of services pins.

**Agenda Item V-F: RETIREMENT INCENTIVE UPDATE**
President Hammond provided an update on the Retirement Incentive offer to employees that was approved by the Board at their June 7, 2016 meeting.

There were 19 individuals, including two this past spring, who took advantage of the retirement incentive. These retirements will take place between now and June of 2018. These individuals have been invited to a breakfast to discuss a plan of action, as this will be a big transition for the individuals, departments, and the College.

Agenda Item V-G: FACILITIES COMMITTEE REPORT

Vice President Frick informed the Board that the Board Facilities Committee met earlier this evening to discuss numerous potential projects. One of the projects discussed was the replacement of the septic field.

As discussed in the past, the septic field on the Harrison campus is in need of replacement. Rowe Engineering has been working to design the new field, and their design was sent out to local contractors for bid. Three responded and interviews were held to discuss the project and the bid.

It was recommended to award the bid to Crawford Contracting, Inc. at a cost of $246,540.00 to come from building and site funds.

A motion was made by Trustee Metzger to accept the bid from Crawford Contracting, Inc. at a cost of $246,540.00 to replace the septic field. Seconded by Trustee Allen. All ayes; motion carried.

The septic field replacement is one of the many items mentioned in the Campus Master Plan. The College will be working through the projects mentioned in the master plan and bringing ideas to discuss at future facility committee meetings.

President Hammond and Board Chair Jacobson recently visited Bellevue University in Nebraska. MMCC has entered into a cooperative partnership with Bellevue. Bellevue offers bachelor degrees with online classes and accepts up to 92 credit hours. They are a nonprofit college committed to open access, cohort models, and the DQP as a way to accessing and forming student outcomes. They also have 35 community college partners around the Eastern half of the United States, including Mott Community College. Bellevue takes their partnerships seriously by putting a staff member on campus, and requires MMCC to rent them lockable office space for their staff member. Their onsite representative, Josh Adams, meets with students, and is willing to attend classes and give presentations about what Bellevue has to offer. MMCC is in discussions with Bellevue, and Michigan universities, to set up a BSN program on campus for our nursing students.

Vice President Jankoviak provided an update on the Higher Learning Commissions Strategy Forum. As part of the HLC’s AQIP process, a group of MMCC staff and faculty are required to attend a Strategy Forum midway through the accreditation cycle. The Strategy Forum will take place November 2-4, just South of Chicago. Terry Petrongelli expressed interest in attending as the Board Representative.

Agenda Item VI-A: CALENDAR OF EVENTS

The Board Chair reviewed the calendar of events for upcoming months.

Agenda Item VI-B: OTHER BUSINESS

The Board Chair stated the trustees would move into closed session for the purpose of discussing collective bargaining strategy.
A motion was made by Trustee Mussell to adjourn to closed session at 8:20 p.m. Supported by Trustee Bay. A roll call vote showed ayes from Trustees Bay, Metzger, Jacobson, Allen, Petrongelli, and Mussell. With Trustee Kreckman absent.

The Board returned to regular session at 9:03 p.m.

Meeting adjourned at 9:04 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
August 31, 2016

GENERAL FUND REVENUE:

• The 2016-17 tuition and fee revenue budget is based on a five (5) percent enrollment decrease from 2015-16 levels. As of August 31st Fall 2016 enrollment showed a 2% decline in billable tuition hours. This represents 46% of the total 2016-17 budgeted tuition and fees revenue.

• State appropriations revenue for 2016-17 will be booked in October, coinciding with the State’s fiscal year and the disbursement of the first payment. Authorized appropriations for 2016-17 increased 1.8% for a total of $4,834,100.

• No property tax revenue was booked since 2016 taxes will not be levied until December 2016.

GENERAL FUND EXPENSES:

• All departmental expenses are in line with 17% of the year elapsed with the exception of:
  o Instruction – expended 6% of the budget due to the decreased activity level in the spring term and related instructional costs. Fall term began on 8/29/16 so expenses will begin to hit in earnest in September.
  o Informational Technology expended 25% due to the prepayment of several service contract agreements for 2016-17, including Ellucian.

GENERAL FUND REVENUE OVER EXPENSES:

• The total increase in net assets as of August 31, 2016 is $4.8 million. This represents revenue for the Fall 2016 term. This excess will fund the balance of the 2016 Fall term operations.

BALANCE SHEET:

• The cash balance decreased roughly $200,000 from July 31, 2016 to fund operations for the month of August.

• The State appropriations receivable is at zero as the last payment for 2015-16 was received in August and the 2016-17 appropriations will not be booked until October to coincide with the start of the State’s fiscal year.

• Student receivables increased to $6.6 million as a result of student enrollment activity. Most of this balance will be paid when financial aid (student loans) is processed in September for the 2016 Fall term.

• The prepaid expense balance of $123,000 represents the unearned employee balance of the college funded deductible for health insurance for calendar year 2016, plus several other prepaid items.
• The balance due to other funds of $8.6 million can be broken down as follows:
  o $300,000 due to the designated student activities fund
  o $1.76 million due to the auxiliary services for sales
  o $26,000 due to the scholarship and grant fund
  o $6.9 million due to building and site for current and future college needs
  o $339,000 due from the federal restricted fund for student financial aid
  o $51,000 due from the restricted grant fund
  o $62,349 due to the foundation
• The $1,124,751 in accrued payroll and other compensation includes expenses incurred but not paid as follows:
  o Accrued salary, wages and vacation of $407,000
  o FICA, Federal and State withholding of $49,000
  o MPSERS/ORP payable of $510,000
  o Health and workers’ comp insurances payable of $36,000
  o Deferred faculty pay of $60,000
  o Unemployment payable of $34,000
  o Miscellaneous payroll deductions
• A significant portion of the Unreserved Net Assets of $4.8 million represents funds set aside by the Board of Trustees to fund current and future college expansion needs.

**AUXILIARY FUNDS:**
• Total revenue is at 36% of the annual budget, which is 6% ahead of prior year due to the budget reduction to reflect actual declines in bookstore sales in the past years.
• Total expenses, at 27% of the annual budget which corresponds with the sales volume.
• The excess expense over revenues to date is $324,807, which will fund bookstore operations for the balance of the fall term.
**MID MICHIGAN COMMUNITY COLLEGE**  
**BALANCE SHEET**  
**August 31, 2016**

### Assets

<table>
<thead>
<tr>
<th>Current Assets:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash and cash equivalents</td>
<td>$12,578,136</td>
</tr>
<tr>
<td>Short-term investments</td>
<td>$450,997</td>
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<tr>
<td>Property taxes receivable</td>
<td>$</td>
</tr>
<tr>
<td>State appropriations receivable</td>
<td>$</td>
</tr>
<tr>
<td>Student receivables</td>
<td>$6,616,577</td>
</tr>
<tr>
<td>Other receivables</td>
<td>$7,459</td>
</tr>
<tr>
<td>Inventories</td>
<td>$1,283</td>
</tr>
<tr>
<td>Prepaid expenses and other assets</td>
<td>$122,743</td>
</tr>
<tr>
<td>Due from (due to) other funds</td>
<td>$(8,571,966)</td>
</tr>
<tr>
<td><strong>Total current assets</strong></td>
<td></td>
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<tr>
<td><strong>Long-term investments</strong></td>
<td>$1,326,194</td>
</tr>
<tr>
<td><strong>Total assets</strong></td>
<td>$12,531,423</td>
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</tbody>
</table>

### Liabilities and Net Assets

<table>
<thead>
<tr>
<th>Liabilities:</th>
<th></th>
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<tbody>
<tr>
<td>Accounts payable</td>
<td>$127,295</td>
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<tr>
<td>Accrued payroll and other compensation</td>
<td>$1,124,751</td>
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<tr>
<td>Other payables</td>
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<tr>
<td>Planned savings</td>
<td>$</td>
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<tr>
<td>Unearned revenue</td>
<td>$0</td>
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<td><strong>Total liabilities</strong></td>
<td>$1,252,046</td>
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</table>

<table>
<thead>
<tr>
<th>Net assets:</th>
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</thead>
<tbody>
<tr>
<td>Reserved for:</td>
<td></td>
</tr>
<tr>
<td>Technology</td>
<td>$406,216</td>
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<tr>
<td>Program development</td>
<td>$1,003,868</td>
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<tr>
<td>Retirement incentives</td>
<td>$200,000</td>
</tr>
<tr>
<td>Unreserved</td>
<td>$4,806,780</td>
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<tr>
<td>Current year excess revenue over/(under) expenditures</td>
<td>$4,862,513</td>
</tr>
<tr>
<td><strong>Total net assets</strong></td>
<td>$11,279,376</td>
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</tbody>
</table>

| Total liabilities and net assets       | $12,531,423 |
MID MICHIGAN COMMUNITY COLLEGE
STATEMENT OF REVENUES, EXPENSES
For two month ended August 31, 2016

<table>
<thead>
<tr>
<th>OPERATING REVENUES:</th>
<th>Current Fiscal Year</th>
<th>% of Budget</th>
<th>Prior Fiscal Year</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and fees</td>
<td>$8,223,620</td>
<td>46%</td>
<td>$8,262,912</td>
<td>46%</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$3,972</td>
<td>2%</td>
<td>$4,997</td>
<td>4%</td>
</tr>
<tr>
<td>Total operating revenues</td>
<td>$8,227,592</td>
<td>45%</td>
<td>$8,267,909</td>
<td>46%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXPENSES:</th>
<th>Current Fiscal Year</th>
<th>% of Budget</th>
<th>Prior Fiscal Year</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction</td>
<td>$599,759</td>
<td>6%</td>
<td>$637,224</td>
<td>7%</td>
</tr>
<tr>
<td>Information technology</td>
<td>$395,573</td>
<td>25%</td>
<td>$414,828</td>
<td>22%</td>
</tr>
<tr>
<td>Public service</td>
<td>$65,085</td>
<td>13%</td>
<td>$62,655</td>
<td>13%</td>
</tr>
<tr>
<td>Instructional support</td>
<td>$421,036</td>
<td>18%</td>
<td>$459,986</td>
<td>18%</td>
</tr>
<tr>
<td>Student services</td>
<td>$509,336</td>
<td>16%</td>
<td>$483,867</td>
<td>16%</td>
</tr>
<tr>
<td>Institutional administration</td>
<td>$812,443</td>
<td>10%</td>
<td>$535,556</td>
<td>13%</td>
</tr>
<tr>
<td>Operation and maintenance of plant</td>
<td>$352,172</td>
<td>14%</td>
<td>$331,492</td>
<td>14%</td>
</tr>
<tr>
<td>MPSERS UAAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total operating expenses</td>
<td>$3,155,404</td>
<td>12%</td>
<td>$2,925,607</td>
<td>12%</td>
</tr>
</tbody>
</table>

Operating income/(loss) | $5,072,188 | $5,342,302 |

<table>
<thead>
<tr>
<th>NON-OPERATING REVENUES:</th>
<th>Current Fiscal Year</th>
<th>% of Budget</th>
<th>Prior Fiscal Year</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>State appropriations</td>
<td>$ -</td>
<td>0%</td>
<td>$ -</td>
<td>0%</td>
</tr>
<tr>
<td>Property tax levy</td>
<td>$ 761</td>
<td>0%</td>
<td>$ 610</td>
<td>0%</td>
</tr>
<tr>
<td>Investment income</td>
<td>$ 5,179</td>
<td>10%</td>
<td>$ -</td>
<td>0%</td>
</tr>
<tr>
<td>Unrealized gain (loss) on investments</td>
<td>$(3,139)</td>
<td></td>
<td>$ -</td>
<td></td>
</tr>
<tr>
<td>Gifts</td>
<td>$ -</td>
<td></td>
<td>$ -</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$ 974</td>
<td></td>
<td>$ 940</td>
<td></td>
</tr>
<tr>
<td>Transfers from other funds:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restricted grants</td>
<td>$ -</td>
<td></td>
<td>$ -</td>
<td></td>
</tr>
<tr>
<td>Auxiliary services</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Prior Year GF Fund Balance</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Non-operating revenues</td>
<td>$3,774</td>
<td>0%</td>
<td>$1,550</td>
<td>105%</td>
</tr>
</tbody>
</table>

Revenues over/(under) expenses | $5,075,962 | $5,343,852 |

<table>
<thead>
<tr>
<th>Inter Funds Transfers</th>
<th>Current Fiscal Year</th>
<th>% of Budget</th>
<th>Prior Fiscal Year</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planned Savings (Building &amp; Site)</td>
<td>$174,172</td>
<td>17%</td>
<td>$164,060</td>
<td>17%</td>
</tr>
<tr>
<td>Additional Savings (Building &amp; Site)</td>
<td>$ -</td>
<td></td>
<td>$ -</td>
<td></td>
</tr>
<tr>
<td>Bond Debt Service (Building &amp; Site)</td>
<td>$ -</td>
<td>0%</td>
<td>$ -</td>
<td>0%</td>
</tr>
<tr>
<td>Restricted Grant Match</td>
<td>$39,277</td>
<td>10%</td>
<td>$56,318</td>
<td>11%</td>
</tr>
<tr>
<td>Total Transfer to Building &amp; Site</td>
<td>$213,449</td>
<td>$220,398</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Net increase (decrease) in Net Assets | $4,862,513 | $5,123,454 |
MID MICHIGAN COMMUNITY COLLEGE
STATEMENT OF REVENUES, EXPENSES
For two month ended August 31, 2016
AUXILIARY FUND

<table>
<thead>
<tr>
<th></th>
<th>Current Fiscal Year</th>
<th></th>
<th>Prior Fiscal Year</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Amount</td>
<td>% of Budget</td>
<td>Amount</td>
<td>% of Budget</td>
</tr>
<tr>
<td>REVENUE:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bookstore</td>
<td>$ 800,148</td>
<td>37%</td>
<td>$ 816,118</td>
<td>30%</td>
</tr>
<tr>
<td>Food Service</td>
<td>$</td>
<td>-</td>
<td>$</td>
<td>-</td>
</tr>
<tr>
<td>Espresso Bar</td>
<td>$ 7,978</td>
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<td>$ 4,028</td>
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<td></td>
<td>$ 808,126</td>
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<td>$ 820,146</td>
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<td>EXPENSES:</td>
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<td>Bookstore</td>
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<td>Espresso Bar</td>
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<td>Auxiliary Services</td>
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<td>$ 483,319</td>
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<td>$ 486,577</td>
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<td>EXCESS REVENUE OVER EXPENSES</td>
<td>$ 324,807</td>
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<td>$ 333,569</td>
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## Mid Michigan Community College
### Contributions
#### ****August 2016****

<table>
<thead>
<tr>
<th>Fund/Program</th>
<th>Current</th>
<th>Year-to-Date</th>
<th>2016 Total Contributions</th>
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<tr>
<td>Capital Campaign</td>
<td>$66,109</td>
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<td>Lakers Athletic Fund</td>
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<td>Isabella 8th Grade Girls Lunch</td>
<td>$5,000</td>
<td>$5,000</td>
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<tr>
<td>Golf Outing</td>
<td>$2,720</td>
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<td>Scholarship &amp; Grant</td>
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<td>Northern Tradition</td>
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<td>Manning Ford Scholarship</td>
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<td>Foundation</td>
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<td>Trail Maintenance/Trail Run</td>
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<td>$-</td>
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<tr>
<td>McDonald Scholarship</td>
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<td>Grabmeyer Scholarship</td>
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<td>Sweat Shaker</td>
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<td><strong>Subtotal</strong></td>
<td>$81,536</td>
<td>$93,043</td>
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<td>Smith Second Chance</td>
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<td>Esther C. Haynack Memorial Scholarship</td>
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<td>Smith/Bergergy Scholarship</td>
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<td>Gerstacker Fund</td>
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<td>Bicknell Scholarship</td>
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<td>$3,150</td>
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<td>Bob &amp; Rosemary Carter Scholarship</td>
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<td>$-</td>
<td>$3,000</td>
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<tr>
<td>Visiting Scholar</td>
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<td>Retirees Scholarship</td>
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<td>Christina Swan Memorial Scholarship</td>
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<td>Elizabeth J Horrocks CNA Scholarship</td>
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<td>Women's Basketball</td>
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<tr>
<td>Janice Langdon Scholarship</td>
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<td>$1,000</td>
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<td>Misc Fundraisers</td>
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<td>Lickly Chemistry Scholarship</td>
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<td>$500</td>
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<td>Jean Willis OIS Scholarship</td>
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<td>$300</td>
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<td>Men's Basketball</td>
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<td>$250</td>
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<tr>
<td>Mark Wilson Scholarship</td>
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<tr>
<td>Delaine Jakubowski Scholarship</td>
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<td>Clare County MARSP Scholarship</td>
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<td>$-</td>
<td>$100</td>
</tr>
<tr>
<td>Myers Memorial Scholarship</td>
<td>$-</td>
<td>$-</td>
<td>$100</td>
</tr>
<tr>
<td>McDonald Nursing Prog Enhc Scholarship</td>
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<td>$-</td>
<td>$75</td>
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<tr>
<td>IBT Brownson Scholarship</td>
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<td>$45</td>
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<td><strong>Total</strong></td>
<td>$81,536</td>
<td>$93,043</td>
<td>$920,890</td>
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<tr>
<td>Prior Year Contributions - current month</td>
<td>$80,682</td>
<td>$86,280</td>
<td>% Current Year to Prior Year</td>
</tr>
<tr>
<td></td>
<td>1.1%</td>
<td>7.8%</td>
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</tbody>
</table>
TO: Board of Trustees
FROM: Lori A. Fassett, Executive Director of Personnel Services
SUBJECT: MMCC Staffing Update October 4, 2016 Board Meeting
DATE: September 16, 2016

**NEW HIRES:**

**NEW PART-TIME AND STUDENT EMPLOYEES:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Melinda Palinkas</td>
<td>Cross Country Asst. Coach</td>
<td>08/21/2016</td>
</tr>
<tr>
<td>Emmanuel Akanwa</td>
<td>English Adjunct (EDUStaff)</td>
<td>08/08/2016</td>
</tr>
<tr>
<td>Angela Banker</td>
<td>English Adjunct (EDUStaff)</td>
<td>08/08/2016</td>
</tr>
<tr>
<td>Matthew Barco</td>
<td>Math Adjunct (EDUStaff)</td>
<td>08/22/2016</td>
</tr>
<tr>
<td>Mark Brown</td>
<td>Science Adjunct (EDUStaff)</td>
<td>08/22/2016</td>
</tr>
<tr>
<td>Janice Broyles</td>
<td>English Adjunct (EDUStaff)</td>
<td>08/08/2016</td>
</tr>
<tr>
<td>Clinton Burhans</td>
<td>English Adjunct (EDUStaff)</td>
<td>08/08/2016</td>
</tr>
<tr>
<td>Elizabeth Cameron</td>
<td>Economics Adjunct (EDUStaff)</td>
<td>08/09/2016</td>
</tr>
<tr>
<td>Ryan Carlson</td>
<td>Speech Adjunct (EDUStaff)</td>
<td>08/08/2016</td>
</tr>
<tr>
<td>Genevieve Colon</td>
<td>PTA Adjunct (EDUStaff)</td>
<td>08/27/2016</td>
</tr>
<tr>
<td>Jose Diaz Perez</td>
<td>Spanish Adjunct (EDUStaff)</td>
<td>08/16/2016</td>
</tr>
<tr>
<td>Cherie Eurton</td>
<td>Psychology Adjunct (EDUStaff)</td>
<td>08/08/2016</td>
</tr>
<tr>
<td>Elizabeth Hackett</td>
<td>PTA Lab Assistant (EDUStaff)</td>
<td>08/15/2016</td>
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<tr>
<td>Phillip Hale</td>
<td>LLS SI Leader (EDUStaff)</td>
<td>08/04/2016</td>
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<tr>
<td>Melinda Hawley</td>
<td>Nursing Adjunct (EDUStaff)</td>
<td>08/27/2016</td>
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<tr>
<td>Tessa Huovinen</td>
<td>LLS SI Leader (EDUStaff)</td>
<td>08/05/2016</td>
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<tr>
<td>Stacie Keipinger</td>
<td>ESL Adjunct (EDUStaff)</td>
<td>08/05/2016</td>
</tr>
<tr>
<td>James Kozelouzek</td>
<td>Welding Adjunct (EDUStaff)</td>
<td>08/08/2016</td>
</tr>
</tbody>
</table>
William Meiners – English Adjunct (EDUStaff)  Effective: 08/08/2016
Nicole New – PHT Adjunct (EDUStaff)  Effective: 08/27/2016
Covenant Olumoroti – LLS SI Leader (EDUStaff)  Effective: 08/09/2016
Stephanie Prince – Student Advancement Clerk (EDUStaff)  Effective: 08/09/2016
Erin Suraweera – LLS SI Leader (EDUStaff)  Effective: 08/03/2016
Sahar Abushams – LLS Tutor (EDUStaff)  Effective: 08/25/2016
Amanda Crowl – LLS SI Leader (EDUStaff)  Effective: 08/22/2016
Cody Forsberg – Math Adjunct (EDUStaff)  Effective: 08/27/2016
Nicole Henry – LLS Instructor Support/WRC ESL Consultant (EDUStaff)  Effective: 08/29/2016
Emily Kabbe-Abayomi – Math Adjunct (EDUStaff)  Effective: 08/27/2016
Zoe McLaughlin – LLS Library Intern (EDUStaff)  Effective: 08/30/2016
Maria McNeel – LLS Instructor Support/WRC Consultant (EDUStaff)  Effective: 08/22/2016
Joseph Penzien – Biology Adjunct (EDUStaff)  Effective: 08/27/2016
Shannon Place – LLS Instructor Support/WRC Consultant (EDUStaff)  Effective: 08/22/2016
Ashley Randall – LLS Tutor (EDUStaff)  Effective: 08/25/2016
David Sanderson – Welding Adjunct (EDUStaff)  Effective: 08/23/2016
Mea Skornicka – Sub Custodian (EDUStaff)  Effective: 08/29/2016
Brogan Sprague – LLS SI Leader (EDUStaff)  Effective: 08/25/2016
Katherine Teed – LLS SI Leader (EDUStaff)  Effective: 08/25/2016
Hannah Thayer – LLS SI Leader (EDUStaff)  Effective: 08/25/2016
Austin Wilbur-Overfield – LLS Tutor (EDUStaff)  Effective: 08/25/2016
Renn McCormick – College Work Study – Health Sciences  Effective: 08/29/2016
Peter Pineau – College Work Study – Maintenance  Effective: 09/02/2016
Jasmine Way – College Work Study – Science  Effective: 08/30/2016
Renee Britvec – Nursing Adjunct (EDUStaff)  Effective: 09/08/2016
Renee Britvec – Nursing Adjunct (EDUStaff)  Effective: 09/08/2016
Tara Fisher – Test Monitor (EDUStaff) Effective: 09/07/2016
Sikiratu Ikekuah – Tutor (EDUStaff) Effective: 09/13/2016
Rebecca James – Tutor (EDUStaff) Effective: 09/08/2016
Ethan Lee – Tutor (EDUStaff) Effective: 09/14/2016
Daniel Morrow – Tutor (EDUStaff) Effective: 09/08/2016
Lorrin Rose – Tutor (EDUStaff) Effective: 09/08/2016
Lydia Sabin – SI Leader (EDUStaff) Effective: 09/06/2016
Nathan Street – SI Instructor (EDUStaff) Effective: 09/14/2016
Dalton Thomas – Tutor (EDUStaff) Effective: 09/08/2016
Katherine Vieau – Tutor (EDUStaff) Effective: 09/06/2016
Angelica Krueger – Student Worker / Admissions Effective: 09/07/2016
Victor Burdick – Student Worker / Facilities Effective: 09/06/2016

INTERNAL TRANSFERS

Jesse Gordon From: Director of Admissions & Marketing To: Exec. Director Admissions Effective: 08/08/2016
Autumn Horn From: Tech Center Student Employee To: Right Signals Grant – Admin Support Effective: 08/29/2016
Candi Kanyo From: Sub Custodian To: FT Custodian MP Effective: 08/29/2016
Timothy Maloney From: LLS Intern To: LLS SI Leader (EDUStaff) Effective: 08/23/2016
Serena Potocki From: College Work Study To: Right Signals Grant – Admin Support (EDUStaff) Effective: 08/29/2016
Matthew Weissborn From: IT Tech Intern I To: IT Tech Intern I (EDUStaff) Effective: 08/22/2016
Tammy Alvaro From: Coordinator of Student Advancement To: Director of Student Advancement Effective: 09/10/2016
Marisa Enos  From: Instructional Design (PT Hourly)  To: Instructional Design (FT Admin)  Effective: 09/06/2016

Sarah Hamilton  From: Bookstore Operations Assistant  To: Administrative Specialist to Academic Deans  Effective: 09/11/2016

Karry Kiste-Toner  From: Admissions Representative  To: Director of Student Mentoring & Retention  Effective: 09/10/2016

Mia McLaughlin  From: Library Intern  To: SI Leader  Effective: 09/19/2016

**SEPARATIONS:**

Adam Gilmore – SI Leader  Effective: 08/11/2016

Shelby Lawcock – Test Monitor  Effective: 08/04/2016

Karen Radell – WRC Consultant  Effective: 08/04/2016

Erin Roland – Library Intern  Effective: 08/11/2016

Kevin Tecklenburg – ITTA (IT)  Effective: 08/11/2016


David Wier – Intern  Effective: 08/26/2016

Brandi Griswold – FT Enrollment Clerk  Effective: 08/19/2016

James Kozelouzek – Welding Adjunct  Effective: 08/09/2016

Maria McNeel – LLS Instructor Support/WRC  Effective: 08/25/2016

Hillary Phillips – FT Academic Advisor  Effective: 08/22/2016

**VACANCIES:**

Automotive Lab Technician (Part-Time)  Posted

Adjunct Instructor – Accounting (Part-Time)  Posted

Adjunct Instructor Biology/Anatomy & Physiology (Part-Time)  Posted

Adjunct Instructor Geology (Part-Time)  Posted

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

Adjunct Instructor Mental Health Nursing (Part-Time)  Posted

Adjunct instructor – Math (Part-Time)  Posted
Adjunct Instructor Nursing Fundamentals (Part-Time)  
Adjunct Instructor Nursing – General (Part-Time)  
Adjunct Instructor Nursing – Family Centered (Part-Time)  
Adjunct Instructor Physical Science - Astronomy (Part-Time)  
Bookstore Operations Assistant (Full-Time)  
College Representative / Recruiter (Full-Time)  
Director of Marketing and Public Relations (Full-Time)  
Faculty Nursing – Mental Health (Full-Time)  
Financial Aid Analyst (Full-Time)
Agenda Item IV-A: Policy Revision – Second Reading

Board Consideration: Action

Background:

Executive Director Fassett will present the revision for Board Policy 406.05 Personal Leave as a second reading of a Board policy revision. The current policy with revisions, is available below for review.

406.05 Personal Leave

[LAST APPROVED November 3, 2009]

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.

Recommendation:

It is recommended the Board approve the policy revision as presented.
Agenda Item V-A: Correspondence and Announcements

Board Consideration: Information

Background:

- MMCC 2016 BBQ & Fall Festival Update – Below is a note from Carol Darlington, Fall Festival & BBQ Chair -

  I want to take a moment to extend my appreciation to those that were involved in making our 24th Annual Fall Festival and BBQ another successful event! The weather was perfect for the thousands of people who attended. Through various sponsorship opportunities, donations, ticket purchases, car registrations, children’s games, trail run registrations and more we have raised over $20,500 for student scholarships as more than 1,800 people joined us for lunch. Great job!

  As always, we are grateful to SpartanNash and our friends at the Family Fare Supermarkets for sponsoring the food and providing many hours of volunteer work. I have found, over the years, that the people that come to help are some of the very best to work with – be sure to support their stores in your hometown areas.

  This year, I have attached the committee list to let you see the large number of dedicated individuals that make this possible – please thank them when you see them around campus. This team works with other employees and community members, sometimes for many months, to organize and oversee the activities. A huge thank-you to this awesome team.

  A special thank you goes out to Heidi Roche, CTE Culinary Arts Instructor for the outstanding work that was done by those involved in the CTE program. They started working early last week on silverware rolling and meat preparation, many did not stop until the kitchen was cleaned-up late Sunday afternoon. Heidi and her team made the BBQ possible!

  Again, if you played a role in making the BBQ happen . . . thank-you. Without the support of many, and a great group of volunteers, WE could not help our students by providing this event.

  Carol Darlington
  Fall Festival & BBQ Chair

- Attached is a thank you note from Clare-Gladwin Regional Education Service District, Area School PTO

- 2015-2016 Merit Pay Plan

- Capital Outlay Project

- Announcements may be made at this time.

Recommendation:

None.
### 2016 FALL FESTIVAL & BBQ COMMITTEE LIST

**Carol Darlington 386-6625**

#### Food Preparation – Deb Olson (989) 386-6622 #387
- **SpartanNash Retail**
  - Cindy Galliher – Family Fare Director (Harrison)
- **MMCC & RESD**
  - Deb Olson & Heidi Roche

#### Food Accommodating – Dorothy Boge (989) 386-6609 & Tonya Clayton (989) 386-6601
- **Table/Serving Lines Set-up (9:30 a.m.)**
  - Ray Horrocks & ________
- **Table/Serving Lines Tear Down (4:00 p.m.)**

#### Ticket Sales – Matt Miller (989) 386-6600 Meghan Keen (989) 386-6651
- **Ticket Chair**
  - Matt Miller (Community, Business, MMCC Board & Employees)
  - Meghan Keen (Foundation Members)
- **Distribution/Tracking**
  - Meghan Keen
- **Community**
  - Beaverton – Rich Roehrs & Scott Govitz
  - Gladwin –
  - Harrison –
  - Clare & Farwell –
  - Mt Pleasant –
- **MMCC Tickets**
  - Admin. – Mike Jankoviak
  - Faculty – Mertes, Magoon, Troy & Velguth
  - Staff – Ronnie Jankoviak
- **On Site Ticket Volunteers**
  - Carol Santini
  - Kathy Leasher
- **Cashier/Ticket Collection**
  - Lillian Frick

#### Publicity – Carol Darlington (989)386-6625
- **Releases/Ads/Radio**
  - Matt Miller & Jessie Gordon
- **Portable Signs - Graphics**
  - Pete Deroche
- **Posters & Tickets - Graphics**
  - Pete Deroche
- **Program**
  - Dawn Alberts
- **Minutes & Mail**
  - Ginger Gulick
- **Poster Distribution**
  - Pete Deroche
- **Photos**
  - Greg Gunther
- **Welcome Table**
  - Tena Diamond

#### Children’s Events – Julie Ehle (989) 386-6641 & Tammy Alvaro (989) 386-6634
- **Games**
  - Ronnie Jankoviak
  - Bill Mathews
- **Cotton Candy**
  - Jessica Ehnmcke
- **Train**
  - Tammy & PTK

#### Grounds – Ron Gepford (989) 386-6656
- **Set-up**
  - Ron Gepford
  - Jeramy Carrier
- **Picnic Tables**
  - Jeremy Carrier
- **Traffic Control**
  - John Wilson
- **Tear Down (outside)**
  - Ron Gepford
- **Clean Up (inside)**

#### Transportation & Trash – Martha Budd (989) 386-6610
- **Busses/Mules**
  - Martha Budd
- **Trash**
  - Gale Crandell
- **Port-A-Potties**
  - Martha Budd

#### Car Show – Meghan Keen (989) 386-6651
- **Anne Pennington (Family Fare)**

#### Miscellaneous – Carol Darlington (989) 386-6625
- **Clare County Art Show**
  - Carol Santini
- **Trail Run**
  - Gale Crandell
  - Chris Kliewoneit
  - Meghan Keen (pre)
- **First Aid**
  - Jan Noteboom

---

**Revised 7/11/16**
Dear Mid Michigan Community College,

We would like to thank you and your company for the generous gift to our 5K Hero Run/Walk which was held on September 10. Our run/walk was a huge success! It would not have been possible without your help! The funds will be used to help with playground upgrades, so you truly are making a difference in our students' lives!

Thank you on behalf of the Clare-Gladwin Area School PTO!

Respectfully,

Area School PTO
Agenda Item V-B: Acceptance of the 2015 – 2016 Audit

Board Consideration: Action

Background:

Plante Moran has been the college’s auditing firm since 2007. Plante Moran representatives will present the audit during the Board’s workshop session and will be available for questions during the meeting.

It is recommended the board accept the 2015-2016 audit as presented.

Recommendation:

It is recommended the Board take action to accept the 2015-2016 Audit.
**Agenda Item V-C: Local Strategic Value Resolution**

**Board Consideration: Action**

**Background:**

President Hammond will review the five areas of measurement related to the Local Strategic Value component of state appropriations and describe MMCC’s achievement in all five areas.

Community colleges seeking performance funding through the State of Michigan are required to submit the evidence of such value and a certifying resolution from the Board of Trustees. It is recommended that the Mid Michigan Community College adopt the following resolution:

The Mid Michigan Community College Board of Trustees certifies that the College does meet the best practice standards required for state appropriations under Michigan Public Act 85.

Therefore, be it resolved: that the Local Strategic Value Resolution is hereby adopted by Mid Michigan Community College’s Board of Trustees at a regular meeting the fourth day of October, 2016.

**Recommendation:**

It is recommended the board approve the Local Strategic Value Resolution as presented.
Pursuant to Michigan Public Act 94, Article II, Section 388.1801 (Amended effective October 1, 2014), the appropriations for Michigan community college includes performance funding based on the local strategic value provided by each institution. Evidence of local strategic value is to be shown for three categories:

- Economic Development and Business or Industry Partnerships
- Educational Partnerships
- Community Services

Each category includes five standards or best practice description, at least four of which must be fulfilled.

As shown below, Mid Michigan Community College meets and exceeds local strategic value in each of the identified categories and subcomponents.

**Category A: Economic Development and Business or Industry Partnerships**

1. **MMCC has active partnerships with local employers including hospitals and healthcare providers.**

MMCC has established 61 affiliation agreements with health care providers and hospitals to provide for clinical experiences for over 250 students annually in eight health care programs.

The annual MMCC Fall Festival includes a large interactive Health Fair that is supported by local health care facilities and agencies. Approximately 25 vendors attend to provide health services. MMCC students are intentionally engaged with healthcare partners. For example, MMCC partnered with Central Michigan University's Mobile Health Clinic and the Central Michigan Health Department to offer vaccinations at the Health Fair.

Health Sciences representatives are working with SVSU, FSU and CMU to develop interprofessional relationships across all disciplines.

MMCC collaborates with regional hospitals to provide field trips for local middle school students to learn about hospital jobs. For example, students take a field trip to War Memorial Hospital to experience radiography in the work place. About 350 Career Technical Education
students (K-12) attend an annual presentation about health programming hosted by MMCC during the Occupational and Technical Career Fair.

In collaboration with MidMichigan Medical Center-Gladwin, all MMCC students who complete clinical education at MidMichigan Medical Center Gladwin get involved with tot tours, external and internal disaster simulations, and/or the annual health fair.

MMCC’s National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) Phlebotomy program has affiliations with area hospitals and labs. The Phlebotomy training program at MMCC is one of five NAACLS accredited programs in the State of Michigan. Phlebotomy students complete a required three-week site externship as part of their 192-hour program at MidMichigan Medical Centers in Clare, Gladwin, Harrison, Houghton Lake, Midland and Gratiot as well as McLaren Central.

MMCC’s Certified Nursing Assistant (CNA) program is being offered at both the Harrison and Mt. Pleasant campuses. Students enrolled in the Harrison CNA course complete their 60-hour externship at our partner organization, Northwoods Assisted Living in Farwell. While the students attending the CNA course in Mt. Pleasant complete their externship at the Isabella Medical Care Facility, also in Mt. Pleasant.

In addition to its strong collaboration with area healthcare providers, MMCC is actively engaged with regional business and industry partners. The exchange of experience and new energy often occurs through internships. During the 2015-2016 academic year these internships occurred with the companies listed below:

<table>
<thead>
<tr>
<th>ACCU-Air</th>
<th>His Hands Auto Care</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arhaus HVAC LLC</td>
<td>ICTC</td>
</tr>
<tr>
<td>Bandit Industries</td>
<td>Impact Heating &amp; Cooling</td>
</tr>
<tr>
<td>Benchley Bros</td>
<td>Instant Cash Advance Corp.</td>
</tr>
<tr>
<td>Burger King</td>
<td>Ithaca Manufacturing</td>
</tr>
<tr>
<td>Central Michigan District Health</td>
<td>Jay Trucks &amp; Associates</td>
</tr>
<tr>
<td>Central Michigan Rehab</td>
<td>KMP Prestige</td>
</tr>
<tr>
<td>Chiropractic Wellness Center</td>
<td>Krapohl Form</td>
</tr>
<tr>
<td>Cost Cutters</td>
<td>Lewis Brothers</td>
</tr>
<tr>
<td>Dreyer, Hovey &amp; Post LLP</td>
<td>MMCC</td>
</tr>
<tr>
<td>Fast Eddy’s</td>
<td>Mortin Heating</td>
</tr>
<tr>
<td>Fifth Street Auto Service</td>
<td>Next Door Store</td>
</tr>
<tr>
<td>General Agency Company</td>
<td>Precision Auto</td>
</tr>
<tr>
<td>Hamilton’s Towing</td>
<td>Prism Analytical Technologies Inc.</td>
</tr>
<tr>
<td>Harrison &amp; Newman CPA</td>
<td>PT Billing Services</td>
</tr>
</tbody>
</table>
The College’s career and technical programs benefit from their respective Advisory Committees. Nearly 100 local leaders from a multitude of organizations serve on various MMCC Advisory Councils. Of special significance has been the Science, Technology, Engineering and Math (STEM) Network, formed at MMCC to enhance STEM education across the Great Lakes Bay Region and the Governor’s Regional Prosperity Zone (Region V). The Network is comprised of business, industry, and K-12 leaders and has met monthly for more than a year. Working collaboratively, it has developed a proposal for an Employer Resource Center to strengthen the connection between students at all levels and industry-based experiential learning opportunities.

The committees advise faculty and program directors about emerging trends and assist in maintaining high-quality standards. Based on recommendations, adjustments are made to the programs and reviewed by the College Curriculum Committee for credit based programming. Advisory councils also review and recommend non-credit programming. An example of an improvement to non-credit programs based on advisory committee feedback can be seen in the Certified Nurse Aide program. Prior to 2015-16 academic year the CNA program at MMCC was 112 hours. Due to the 120 CNA training-hour requirement in surrounding states, our program hours were increased, thus giving MMCC students a broader geographical reach in which to use their skills.

Due to the demand for Phlebotomists in the region, MMCC added course offerings in Phlebotomy at the Mt. Pleasant campus. By adding an additional location, along with instructors and support staff, we were able to increase the number of trainings offered each year from four to nine, and the number of students trained increased from thirty-two to fifty-three.

**Short term training courses are developed in response to industry needs.** These condensed and concentrated trainings run six to nine weeks and lead to a job-ready workforce that contributes to regional economic growth. The College’s strongest short-term courses are:

- Phlebotomy (193 hours)
- Certified Nurse Aide (120 Hours)
- Welding (120 Hours)
- Local Detention Training (160 Hours)
- CDL Class A (187 Hours)
- Online Electrical Apprentice Continuing Education
In addition to training courses, the college participates in community outreach and involvement. The College’s participation in the annual Gladwin County Farm and Garden Show and the Mt. Pleasant Technical Center Open House as two examples of this outreach and involvement. These events foster communication between the College representatives and those of other participating business as well as with visitors to the shows.

2. **MMCC provides customized on-site training for area companies, employees, or both.**

MMCC offers **training opportunities in several areas**, examples are listed below:

- 60-Hour Builders License
- Arc Flash
- Basic Shop Math
- Basic Blueprint Reading
- Business Correspondence
- CNC Training
- Computer Assisted Drafting (CAD)
- Computer Training
- GD&T (Geometric Dimensioning & Tolerancing)
- Hydraulics and Pneumatics
- Industrial Electricity
- Leadership Skills
- Lean Manufacturing
- NEC Code Update
- Programmable Logic Control
- Problem Solving
- Project Management
- Quality Control
- Six Sigma
- Statistical Process Control
- Supervisory Skills
- Team Building
- Total Productive Maintenance
- Trouble Shooting/Maintenance
- Welding
- Written Safety & Health Planning

For Fiscal Year 2015-16, MMCC offered the following:

<table>
<thead>
<tr>
<th>Training</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trainings</td>
<td>331 trainees, 34 companies, 8 open trainings</td>
</tr>
<tr>
<td>Rapid Response</td>
<td>4 Welding classes with 29 students, 1 CNC class with 5 students and 1 CNC hybrid course with 3 students</td>
</tr>
<tr>
<td>CNA</td>
<td>9 classes with 62 students</td>
</tr>
<tr>
<td>Phlebotomy</td>
<td>6 classes with 53 students</td>
</tr>
<tr>
<td>Electrical Apprenticeship</td>
<td>15 active students registered in 127 total courses</td>
</tr>
<tr>
<td>CDL Class A</td>
<td>1 class 4 student</td>
</tr>
</tbody>
</table>

3. **MMCC supports entrepreneurship through a small business assistance center or other training or consulting activities targeted toward small businesses.**

The **Mid Michigan Small Business & Development Center (SBDC)**, based on the MMCC campuses in Harrison and Mt. Pleasant, enhances Michigan’s economic well-being by providing counseling, training, secondary market research for new ventures, existing small
businesses and advanced technology companies. The SBDC positively impacts the economy by strengthening existing companies, creating new jobs, retaining existing jobs and assisting companies in defining their path to success.

In calendar year 2015, Mid Michigan SBDC results included:

<table>
<thead>
<tr>
<th>Capital Formation</th>
<th>$3,176,700</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Companies Started</td>
<td>24</td>
</tr>
<tr>
<td>Jobs Created</td>
<td>73</td>
</tr>
<tr>
<td>Jobs Retained</td>
<td>34</td>
</tr>
<tr>
<td>Hours of Counseling</td>
<td>1424</td>
</tr>
<tr>
<td>Companies Served</td>
<td>232</td>
</tr>
<tr>
<td>Number of Training Attendees</td>
<td>58</td>
</tr>
<tr>
<td>Number of FTE Consultants</td>
<td>2.5</td>
</tr>
</tbody>
</table>

In addition, the SBDC staff engages with business and industry leaders across a wide section of mid-Michigan through various training programs.

The SBDC hosted three “Know Your Numbers” workshops. Business owners and key staff who want to have a better understanding of how to use their financial statements were encouraged to attend these four-hour sessions. Topics addressed in the session included: using your balance sheet and income statement in managing your business, using break even analysis to improve your decision-making, finding the source of your cash flow problems, increasing your company’s cash flow, and getting the banker on your side.

Two “Team SBA” sessions were held as well. Before a company applies for a business loan, the SBDC encourage them to first attend the free financing roundtable. The SBDC debunks myths and demystifies the process of obtaining small business financing. The "team" is a banker, an SBA representative, an SBDC business counselor, and business owners. Attendees get firsthand information on what credit criteria local lenders have. The team answers business owner’s financing questions and provides advice on what steps they should take to achieve their goal of starting or expanding a business. The team also explains how SBA loan guarantees can work for the borrower. These roundtables are best suited for those who have good credit, a solid business idea, and some money to invest in the business.

Finally, the SBDC initiated office hours at a number of offsite locations. This allowed clients to meet with a consultant in their area on designated days each month. Locations currently included in this outreach program are:

- Clare County - Pere Marquette District Library | First Wednesday of the Month
- Gladwin County - Michigan Works Office in Gladwin | Second Thursday of the Month
4. **MMCC supports technological advancement through industry partnerships, incubation activities, or operation of a Michigan technical education center or other advanced technology center.**

The addition of the Morey Technical Education Center in Mt. Pleasant expanded our industry partnerships and expanded technical training opportunities in Isabella counties for both credential-seeking students and for incumbent workers. The **Central Michigan Manufacturers Association. Comprised of 68 industry partners, has supported the project and plays a key partnership role.** The Executive Director of the CMMA is housed in the facility and works directly with the college on a number of manufacturing improvement initiatives including grants, input on curriculum and co-branding opportunities as well as helping to identifying new opportunities. The college President also serves on the CMMA Board of Advisors.

Most recently, the CMMA has offered the college input on a newly developed laddered advanced manufacturing program that will create non-credit to credit and apprenticeship learning opportunities aimed at the region’s manufacturing base. Additional efforts include the writing of a U.S. Department of Labor grant to offer area students tuition to attend the program. The college continues to partner with area manufacturers on other grant opportunities, like the Skilled Trades Training Fund for training an incumbent workforce.

The Small Business Development Center (SBDC) works in close conjunction with Mt. Pleasant based business incubator and accelerator at Central Michigan University Research Corporation (CMURC). The Mid Michigan SBDC is an active participant in events held at CMURC, and furthermore conducts weekly joint intake sessions with all new prospective incubator tenants. Additionally, the Mid Michigan SBDC serves on the advisory board for the Harrison City Market, a regional commercial kitchen, retail incubator and all seasons farmer’s market.

The college has ongoing needs assessment conducted through surveys, advisory groups, strategic planning, focus groups, participation with professional or business associations, and one-on-one dialogue with community, student and business/industry leaders.

Other partnership support includes:
- Participation in CMMA Special Interest Groups
- Hosting and promoting numerous small business learning opportunities including a recent Procurement Technical Assistance Center (PTAC) event aimed at creating awareness of government contracting opportunities
- Tours and demonstrations for local students at MMCC and community events
- Creation of video for local manufacturers promoting their equipment.
Creation of the STEM Network and Internship Toolkit

5. The community college has active partnerships with local or regional workforce and economic development agencies.

The Executive Director of Workforce and Economic Development is a board member on the Middle Michigan Development Corporation (MMDC), serving Clare and Isabella Counties and the Gladwin County Economic Development Corporation (EDC).

The Executive Director of Workforce and Economic Development is an active leader in numerous other groups related to economic and workforce development including: MiWorks! Region 7B Board and Economic Advisory Group, Region 5 Prosperity Zones, Plastics Alliance, East Michigan Council of Governments Efforts in Region V, MiWorks Region V Great Lakes Bay Region, local DDA and LDFA Boards, the STEM initiative at the College and the co-leader of the Mid Michigan Student Chapter of the Society of Plastics Engineers.

The President also serves on the Board of the Central Michigan Manufacturers Association.

The College hosted events including the Governor’s Talent and Workforce Boards Statewide meeting and Michigan Economic Development meetings.

MMCC’s ability to provide Rapid Response training further supports the economic development of the region. In the 2015-16 academic year, Rapid Response training has been offered in Computer Numeric Controls (CNC), Welding and Advanced Manufacturing.

MMCC is an active participant in the Chamber of Commerce acting as volunteers at Chamber events such as the Gladwin County ATV poker run and attendance at Chamber After Hours and Harrison Women’s Association events.

Category B: Educational Partnerships

1. MMCC has active partnerships with regional high schools, intermediate school districts and career-tech centers to provide instruction through dual enrollment, direct credit, middle college, or academy programs.

Dual enrollment is an important component of the educational pathway offered to MMCC students. In the current semester (Fall 2016) 973 high school students, from 34 area high schools are participating in dual enrollment at MMCC.
Ten of the 34 high schools offer an enhanced dual enrollment program characterized by a series of courses that build to significant progress toward a degree. These ten schools include:

- Beal City High School
- Beaverton High School
- Big Rapids High School
- Clare Public High School
- Clare-Gladwin CTE, Welding
- Farwell High School
- Gladwin High School
- Huron Intermediate School District
- Morley Stanwood High School
- Shepherd High School

While the relationship and configuration is unique to each school district, this programming approach regularizes course offerings and enables students to move through the program as a cohort. The program also fosters efficiencies in advising and registration as well as in peer support. Enhanced dual enrollment students receive additional college support through assessment, advising, and informational opportunities to assist the student in transitioning from high school to college.

Several Early/Middle College programs provide career pathway opportunities for students to make significant progress toward a number of certificate or degree programs at MMCC. These fifth-year programs utilize MMCC facilities and resources, and are facilitated at both the MMCC Harrison Campus and Mt. Pleasant Campus.

The Clare Gladwin Regional Educational School District (CGRESD) Career & Technical Education (CTE) Program and MMCC collaborate to provide students interested in a welding career the opportunity to work toward a Welding Technology Certificate. These students are dual enrolled and participate in college welding courses at MMCC’s Harrison Campus. Recent enrollments: Fall 2016, 39 CTE welding students.

The Farwell Area Early College is a school within a school, where students have the potential to earn an associate's degree with 45 of the required 62 credits (or 75%) earned on the college campus—in alignment with the Power of the Site. The program overlaps and integrates high school and college coursework to provide opportunities for students to concurrently earn their high school diploma and an associate degree. The Farwell Area Early College had 55 students dual enrolled at MMCC in the fall of 2015 – seven were 5th year students, 29 seniors, and 19 juniors.

2. MMCC hosts, sponsors, or participates in enrichment programs for area K-12 students, such as college days, summer or after-school programming, or science Olympiad.
MMCC is actively involved in promoting educational opportunities for area youth. This involvement begins with participation by Early Childhood Education Coordinator Julie Ehle in the Great Start Collaborative and stretches to MMCC Scholarship Offerings.

The list below provides a partial snapshot of educational opportunities for area youth:

- **Dual Enrollment Mini Orientations** - MMCC Dual Enrollment Advisor and Off Campus Program Coordinator- collectively provide eight mini orientations to high school students throughout the course of an academic year.
- **Science Olympiad Competition** - MMCC hosts the Science Olympiad competition, which is a national, non-profit organization designed to promote scientific literacy among all students with an interest in science, and recognition for academic achievement.
- **Occupational & Technical (Perkins) Career Fair/Game Day** – Participants (approximately 400) spend a half day at MMCC experiencing and exploring MMCC Occupational and Technical programs with College faculty and staff.
- **MMCC College Goal Saturday** – MMCC’s Financial Aid staff participate in this event by helping students understand the financial aid process and complete their FAFSA.
- **The MMCC Great Race** – Area high school sophomores learn about MMCC in a unique student centered “race” filled with clues, campus exploration, puzzles, interaction, food, music, fun, etc. They discover the resources available at MMCC, including an emphasis on Perkins Programs. Approximately 750 sophomore students from five schools (Harrison, Gladwin, Farwell, Beaverton, and Clare) participate.
- **8th Grade Careers Day** - Cohosted by the Clare-Gladwin CTE and MMCC, the careers day brings to MMCC’s campus about 500 8th graders from two counties for career exploration opportunities.
- **MMCC College Day** – Two and four year colleges, universities and the armed forces are represented at this event hosted by MMCC, drawing attendance from about 500 high school sophomores, juniors and seniors.
- **8th Grade Honors Luncheons** – MMCC hosts two scholarship luncheons – one each at the Harrison and Mt. Pleasant campuses – to award MMCC scholarships to approximately 125 area students.
- **8th Grade Girls’ Luncheons** – In collaboration with local women’s organizations, an annual luncheon seeking to motivate career and academic planning as well as social and interpersonal skills for 8th grade attendees from Clare, Gladwin, and Isabella Counties.
- **College 101** - MMCC is invited by area high school teachers to present MMCC/college information in senior exit classes (averaging 250 students, at five area high schools).

In addition, two long-term programs, the **Educational Talent Search and the Students of Promise Program**, are worthy of special note. Both programs are described below in more detail.
detail, but they also provide enrichment programs, cultural activities, weekend and summer activities, and college preparedness workshops for students from sixth through twelfth grades.

The Educational Talent Search program hosts and sponsors a number of events throughout the year that are targeted specifically at students in grades six through twelve.

The Students of Promise program, supported by the MMCC Foundation, holds an annual summer camp for the nearly 120 students in seventh through tenth grades enrolled in the program. The experience helps students learn more about specific topics and helps students bond as a cohort.

3. MMCC provides, supports, or participates in programming to promote successful transitions to college for traditional age students, including grant programs such as talent search, upward bound, or other activities to promote college readiness in area high schools and community centers.

The Students of Promise program, now in its ninth year, promotes cultural awareness, academic achievement, higher education, and social development to academically promising students who face significant challenges in their lives. The program inducts a cohort of 25 seventh graders from five local high schools each year. Students stay in the program through their senior year in high school. In total, the program serves nearly 150 students across Clare and Gladwin Counties. These students are taken on cultural outings, participate in meaningful volunteer experiences, take tours of college campuses, and prepare for the next step after high school. Students completing the program, who meet participation and other criteria, receive scholarships to MMCC upon graduation from high school.

The Educational Talent Search (ETS) program is a federally funded program administered locally by Mid Michigan Community College. Its aim is to increase the number of students going to and completing college from six local school districts (Beaverton, Clare, Coleman, Farwell, Gladwin, and Harrison.) Students are not required to attend MMCC to be part of the program. ETS works primarily with low income, first generation college students in grades sixth-twelfth and offered services to 500 students each year. The students enrolled in the ETS program learn about the world around them, develop good academic skills, and then prepare to move on to college. The activities include cultural experiences, academic opportunities, campus tours, and career workshops. Other services ETS provides include: financial aid assistance, career information, academic advising, college admissions assistance, and fee waivers for ACT and college admission applications.

The TRiO Student Support Services (SSS) program is a five-year grant awarded to MMCC in September 2015, now successfully in its second year. This grant serves first generation students,
low income students, and students with disabilities. Services provided to TRiO students include: navigating through college processes, academic advising, mentoring, attending cultural enrichment events and/or travel to historical or cultural sites, introduction to educational opportunities (e.g., MMCC certificate and associate degree programs, as well as visits to four-year educational institutions for transfer to bachelor degree programs), career counseling/planning, financial planning, tutoring and supplemental instruction, personal counseling, community give back program, and spring semester grant aid.

The TRiO SSS program serves 140 students with solid goals for a persistence rate of 54% from one academic year to the next; a good academic standing rate of 81% while at the grantee institution; 18% graduation rate for new participants each year; and 10% transfer rate for new participants served each year who obtain an associate degree or certificate and then transfer to a four-year institution.

MMCC has course-to-course Articulation Agreements arranged with various high schools and technical centers around the area which allow students to earn college credit upon successful completion of the course.

The MMCC Financial Aid Office offers Financial Aid Presentations at area high schools to assist both parents and students in understanding the awarding and delivery processes for financial aid, including tips on completing the FAFSA. In 2015-16, five presentations (Bullock Creek, Gladwin, Shepherd, St. Louis, MMCC FAFSA Workshop and Beaverton) were delivered to 179 participants.

In addition to direct service to area students, MMCC supports the professional development of teachers and the integration of technology. MMCC has hosted the Michigan Moodle Moot, a statewide conference for users of the Moodle Learning Management System. The event brings together educators, administrators, and technical support staff from K-12 and higher education to model and explore how to support teaching and learning.

4. **MMCC provides, supports, or participates in programming to promote successful transitions to college for new or reentering adult students, such as adult basic education, GED preparation, GED testing, or recruiting, advising or orientation activities specific to adults.**

MMCC offers support services to students in a range of situations and backgrounds including a dedicated veterans’ support person and financial aid officer, recruiting events focused on veterans, and outreach to veterans’ offices, rehabilitation centers and hospitals.
Throughout the year, MMCC offers recruiting and orientation sessions in the evening. While these are open to all students, the sessions primarily focus on the needs of adult learners and are meant to allow potential students to learn more about college after they leave work for the day.

The newly designed Student Mentoring and Retention team provides MMCC applicants and students a single point-of-contact for general assistance about enrolling in and succeeding at MMCC. Mid Mentors actively work to deliver streamlined, clear, and timely communications to students through student-focused outreach and interventions that promote successful completion of students’ educational goals. Mid Mentors handle general inquiries and assistance and direct students to other departments and staff members for deeper-level assistance, interventions, and support.

The cohort-based caseloads of Mid Mentors allow for tailored communications and actions based on MMCC’s diverse student body. Adult Learners will be uniquely supported by a Mid Mentor who works specifically with applicants and students over age 24.

The College also provides **pathways for adult students through its short-term training** and technical focused rapid response courses. MMCC is sensitive to employment activities in area workplaces and has taken a proactive approach in plant closures and in meeting the needs of local employers.

MMCC is committed to assisting new or returning adult students in defining a direct pathway to their education goals or skill development needs. With this in mind, our Career Center, currently in the planning stages, will work closely with students in administering career testing to determine skills and interests, develop academic program pathways with appropriate coursework, and provide job outlook information. This pathway will help adult students meet competency, meet training or retraining needs, develop skills, and/or complete certificate or associate degree programs. In addition to providing professional development programs to develop skills so adult students may function successfully in the work environment, Career Center staff will assist students with resume and cover letter preparation, interviewing skills, and employment search.

5. **MMCC has active partnerships with regional 4-year colleges and universities to promote successful transfer, such as articulation, 2+2 or reverse transfer agreements, or operation of a university center.**

**Reverse transfer agreements** have been signed or are in progress with Saginaw Valley State University, Central Michigan University, and Grand Valley State University.

**MRI collaboration:** this collaboration includes Grand Valley State University and five community colleges to offer three tracks in Magnetic Resonance Imaging. The program gives
access to students to the MRI competency and credential without duplicating costly equipment. (This collaboration has been in place since 2012).

**MiCUP GRANT**: this grant provides a liaison on MMCC’s campus to Central Michigan University’s STEP (Student Transition Enrichment Program). **The focus of the grant is to transition at-risk students more effectively to the university setting.**

**Chippewa Achievement Program (CAP)**: Central Michigan University and Mid Michigan Community College launched the Chippewa Achieve Program — a collaborative student success agreement. The program will provide additional support and services for students who plan to transfer to CMU after completing two semesters at MMCC. The program is one of only a few partnerships in the nation that provides custom services and access to ease students’ transition between a two-year and four-year institution. Freshman at MMCC will live in CMU residence halls and get involved in student life on campus before transferring to CMU their sophomore year.

**Bellevue University** – MMCC has entered in to a cooperative partnership with Bellevue University located in Nebraska. Bellevue offers bachelor degrees with online classes and accepts up to 92 credit hours. They are a nonprofit college committed to open access, cohort models, and the DQP as a way to accessing and forming student outcomes. They also have 35 community college partners around the Eastern half of the United States. Bellevue takes their partnerships seriously by putting a staff member on campus, and requires MMCC to rent them lockable office space for their staff member. Their onsite representative, Josh Adams, meets with students, and is willing to attend classes and give presentations about what Bellevue has to offer. MMCC is in discussions with Bellevue, and Michigan universities, to set up a BSN program on campus for our nursing students.

Onsite student advising by Transfer Institutions done on MMCC campus during 2015-2016:
- Fifteen transfer institutions visited MMCC campuses and advised MMCC students
- Seventy-eight visits were made by these transfer institutions

**Category C: Community Services**

1. **MMCC provides continuing education programming for leisure, wellness, personal enrichment, or professional development.**

The 2014 -15 academic year provided 490 individuals with over 18,500 hours of training in a variety of areas including emotional intelligence, managing change, conflict resolution, supervisory skills, and project management. These courses enhance educational opportunities for
incumbent workers, entrepreneurial classes for current and aspiring entrepreneurs and personal enrichment classes for adults of all ages.

**Focused training programs for entry level positions** in healthcare areas such as certified nurse’s aide and phlebotomy continued to draw significant enrollment. Other continuing education courses included Local Detention Training, Excel, QuickBooks, Customer Service, Heating Ventilation and Air Conditioning for maintenance personnel, and Computer Aided Design.

To promote the health and well-being of students, faculty, staff, and visitors, MMCC has a Recreation and Fitness Center on its Harrison Campus. This reasonably priced Center offers a full array of equipment to help the community stay in shape.

MMCC is also working to develop additional community education courses and has recently signed a contract with Ed2Go to provide online, low cost continuing education courses. The College is also preparing a slate of courses that will be offered in the community.

2. **MMCC operates or sponsors opportunities for community members to engage in activities that promote leisure, wellness, cultural or personal enrichment such as community sports teams, theater or musical ensembles, or artist guilds.**

**The MMCC Lakers are members of the NJCAA and have men’s and women’s teams in basketball, cross country, and bowling.** Community members and students share in their enjoyment of MMCC Laker athletics. About 60 students participate in collegiate athletics. Home basketball games are held at Morey Courts in Mt. Pleasant and admission is free to students and the community.

For those more interested in the performing arts, **MMCC offers two on campus auditorium theatrical performances per year. Annual fall and spring performances include luncheon matinees and evening performances. Approximately 1,000 community members and/or students attend throughout the performance period.**

MMCC is a member of the **Michigan Global Awareness Consortium**, a group of five community colleges that has been coordinating shared global awareness events for 22 years. This consortium provides our students and community opportunities to experience and learn about other cultures by hosting performers and a speaker series each academic year. Speakers have ranged from Gordon Henry, Anishinaabe poet and fiction writer, to speakers and performers from African countries, Vietnam, China, Islamic cultures, Hispanic cultures, and the local Amish community. These events are open to both students and community members.
3. **MMCC operates public facilities to promote cultural, educational, or personal enrichment for community members, such as libraries, computer labs, performing arts centers, art galleries, or television or radio stations.**

Many **MMCC library services are available for public use.** In total, there are 16 in-room computers with internet access along with eight laptop computers and two Kindles that the public can check out. The public may check out any book in our collection along with interlibrary loan services in which they can access texts from across the state. The public also has access to the library lamination machine, photo-copying, faxing, printing and a typewriter.

**MMCC provides computer/Internet access** not only for our students and staff but the public are also welcome to use our open computers. The College provides computers to the local area libraries and non-profits either through a grant application or through our annual technology sale at a fraction of the cost of purchasing new.

The College’s campuses in Harrison and Mt. Pleasant both have **areas available to the community that can be used for speakers or cultural activities.** The Auditorium on its Harrison Campus and the Community Room on the Mt. Pleasant Campus are other available to local non-profit organizations free of charge.

4. **MMCC operates public facilities to promote leisure or wellness activities for community members, including gymnasiums, athletic fields, tennis courts, fitness centers, hiking or biking trails, or natural areas.**

MMCC has a **full fitness center on its Harrison Campus.** This Center is open to students, staff, and the community for modest rates. The College also makes the facility available to local groups for use, like a Pilates group.

The College works with Morey Courts, a comprehensive fitness and sports complex in Mt. Pleasant, to offer discounted rates to its students. Central Michigan University also offers discounts to MMCC students for the use of its Student Activity Center.

MMCC’s Harrison Campus sits on **560 acres of wooded land.** The college has worked with a number of groups, including a local mountain bike club, student groups, and local Boy Scouts, to develop **a system of trails that are open to the public.** There are three miles of groomed walking trails that are open year round for walking, running, snowshoeing, etc. There are also over 15 miles of mountain bike trails on campus. The college holds two mountain bike races and a foot race on campus each year. MMCC also hosts local high school cross country invitational meets and a number of community races.
MMCC makes its **facilities available at no charge for local non-profit organizations.** Organizations that regularly meet on campus include Women's Aid Service, Central Michigan Health Department, 4-H, Michigan Association of Retired School Personnel (MARSP), Clare-Gladwin Board of Realtors, Clare-Gladwin Reading Council, Michigan Department of Agriculture, Mid Michigan Cattle Producers, Harrison Women’s Association, and Twenty Lakes Antique Engine Club.

Mid Michigan Community College frequently **hosts a variety of community awareness events.** For example, the judicial and law enforcement community collaborated to host a Drug Symposium at MMCC. Similarly, the college collaborated with the county health department to host a symposium for developing strategies to address the designation of Clare and Gladwin counties as two of the unhealthiest counties in the state.

5. **MMCC promotes, sponsors, or hosts community service activities for students, staff, or community members.**

**MMCC has a required service learning component** integrated in its general education program. All students receiving a degree are required to fulfill the general education requirements. Our Social Science 200 course (Social Sciences & Contemporary America) utilizes the service learning model within its curriculum. Each student in this course performs a minimum of 15 hours of service learning activities throughout the semester, typically with a volunteer or service organization in the local community. Students also complete a capstone style activity in which they demonstrate their understanding of how the various social sciences play a role in their respective community and society around them.

MMCC works to give back to the community through its “**Doing Good in the Neighborhood**” initiative. This initiative specifically addresses an objective outlined in the college’s strategic plan. Under this umbrella, the college supports a number of activities including Jeans Day (employees pay $5 to wear jeans with proceeds contributed to a local charity) and coordination of volunteer activities. A number of MMCC student groups, including its Phi Theta Kappa honor society, spend countless hours volunteering in the community in activities such as “Relay for Life” or highway clean up. Administrators at the college are encouraged to volunteer with local non-profit organizations and are allowed to flex their work time accordingly.

MMCC’s Annual Barbeque not only raises money for student scholarships, it provides an opportunity for more than **1,800 members of the surrounding community to come together.** The event includes the **trail races** – a half-marathon, 10-K run and 5-K run/walk; a car/truck/cycle show; local artists; and the local animal shelter.
The employees at MMCC take time each year to help area children have a merry Christmas. The employees hosted a **holiday party for over 60 children** from Clare and Gladwin counties, complete with Santa, elves, presents, and pictures.

MMCC also engages in a **comprehensive campaign for United Way** in which it raises funds through activities, competitions, and personal donations.

**Recommended Action**

Community colleges seeking performance funding through the State of Michigan are required to submit the evidence of such value and a certifying resolution from the Board of Trustees. It is recommended that the Mid Michigan Community College adopt the following resolution:

The Mid Michigan Community College Board of Trustees certifies that the College does meet the best practice standards required for the state appropriations under Michigan Public Act 85. Therefore, be it resolved: that the Local Strategic Value Resolution is hereby adopted by Mid Michigan Community College’s Board of Trustees at a regular meeting the fourth day of October, 2016.

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Richard S. Allen, Jr., Board Secretary
Agenda Item V-D: Nursing License Review Purchase

Board Consideration: Action

Background:

As stated at the June 2, 2015 Board of Trustees meeting, the nursing students will now complete a three-day Hurst Live Review Course during the final semester for their program in an effort to increase pass rates on the Nursing State Board Test.

The cost for this review was charged to students as part of their course fee. Total cost for the review for all students involved was $22,300. The costs will be paid for out of the nursing instructional expense account.

Recommendation:

It is recommended the Board approve the payment of the Hurst Live Review Course.
VI-A: Calendar of Events

Board Consideration: Information

Background:

Oct 20 & 21 MCCA Autumn Board of Directors Meeting, Grand Rapids Community College
Nov 1 MMCC Board of Trustees Workshop – 6:00 p.m., Houghton Room, Harrison
Nov 1 MMCC Board of Trustees Regular Meeting – 7:00 p.m., Houghton Room, Harrison
Nov 11 MCCA Executive Committee – 10:00 a.m., Lansing
Nov 17-18 MCCA Trustee Institute – 6:00 pm, Lansing – Schedule Attached
Nov 23 Faculty Professional Development Day, No classes
Nov 24-25 Thanksgiving Break, College Closed
Dec 4 Community Holiday Party – 6:00 p.m.
Dec 6 MMCC Board of Trustees Workshop – 6:00 p.m., Ester C. Conference Room, Harrison
Dec 6 MMCC Board of Trustees Regular Meeting – 7:00 p.m., Ester C. Conference Room, Harrison
Dec 9 Staff Holiday Party – 5:00 p.m.
Dec 18 Fall Semester Ends
Dec 23-Jan 2 College Closed

2017

Jan 3 MMCC Board of Trustees Workshop – 6:00 p.m., Houghton Room, Harrison
Jan 3 MMCC Board of Trustees Regular Meeting – 7:00 p.m., Houghton Room, Harrison
Jan 7 Winter Classes Begin
Feb 7 MMCC Board of Trustees Workshop – 6:00 p.m., Houghton Room, Harrison
Feb 7 MMCC Board of Trustees Regular Meeting – 7:00 p.m., Houghton Room, Harrison
Mar 4-11 Spring Break – No Classes
Mar 7 MMCC Board of Trustees Workshop – 6:00 p.m., Houghton Room, Harrison
Mar 7 MMCC Board of Trustees Regular Meeting – 7:00 p.m., Houghton Room, Harrison
Mar 29 Faculty Professional Development Day – No Classes
May 5 Winter Semester ends
May 6 Commencement

Recommendation:

None.
What makes a great trustee, great? And, what makes an exceptional community college board, exceptional? In the current environment of intense competition, increasing calls for accountability, thinner operating margins, and an expanding regulatory framework, the role of the trustee in this rapidly changing eco-system has become not only more complex, but essential for board effectiveness.

But how do we, as trustees, advance the work of our boards? It is incumbent on every trustee to understand both the concrete responsibilities of being a trustee and the many nuances of effective trusteeship. What are the most important responsibilities of a board? What questions should we be asking as a board? How do we ensure an effective decision making process? What tools and practices are being adopted by other high performing boards? Join us for this highly interactive session to explore these issues with other trustee leaders across the state.

SESSION OBJECTIVES:
• Crystalize what makes a great trustee, great.
• Deepen our understanding of the key responsibilities of the nonprofit board.
• Explore the best practices of high performing community college boards and how you can bring them into your boardroom.
Susan Meier, Principal at Meier and Associates and Senior Governance Consultant with BoardSource, brings over 28 years of governance and nonprofit experience to her work. From 2004 to 2011, Susan served as the vice president of consulting and training for BoardSource, the nation’s premier governance resource for nonprofit organizations. She works collaboratively with nonprofit executives and board leadership to identify governance challenges and opportunities and to implement proven strategies to address a broad array of governance issues.

Much of Susan’s work has focused on increasing board engagement, board/staff relations, and leadership transitions. Specifically, she engages boards in a deeper understanding of roles and responsibilities, effective fundraising, strategic and generative thinking, concrete ways to maximize board meetings, and addressing culture and dynamics in the boardroom. Susan also has extensive experience in facilitating sensitive and important conversations and in helping boards build on their strengths to become higher performing boards.

Susan works with all types of nonprofit organizations. She has also served as guest faculty for the Kellogg School of Management Nonprofit Executive Education program, American University, George Washington University, and the Issues in Nonprofit Governance Conference hosted by Georgetown Law, the IRS and Independent Sector. In addition, Susan has served on a number of boards of directors and currently serves on the Ripon College Board of Trustees.
Agenda Item: VI-B: Board Comments-Other Business

Board Consideration: Information

Background:

1. Fall MCCA Meeting – Grand Rapids Community College, October 20 and 21

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

3. Closed 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 Closed Session for the purpose of discussing collective bargaining strategy. A two-thirds roll call vote of Board members is required to call a closed session.

Recommendation:

None.