MID MICHIGAN COLLEGE
Board of Trustees Workshop and Regular Meeting
Harrison, MI 48625 and Mt. Pleasant, MI 48858

October 2, 2018
6:00 PM Dinner – Houghton Room, 6:30 PM Workshop, 7:00 PM meeting – Houghton Room
Harrison Campus

Workshop Presentation
Amy Fisher, Dean of Business and Professional Studies will introduce herself and present the latest with her department.

Board of Trustees Meeting Agenda

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

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

UNFINISHED BUSINESS
Item IV-A: Audit Presentation
Presenter: Plante Moran  Board Consideration: Information/Action
Item IV-B: Harrison Campus Renovations
Presenter: Vice President Frick  Board Consideration: Information
Item IV-C: Updated Enrollment Report
Presenter: Vice President Miller  Board Consideration: Information
Item IV-D: Fall Festival and BBQ Update
Presenter: Vice President Mertes  Board Consideration: Information

NEW BUSINESS
Item V-A: Correspondence and Announcements
Presenter: President Hammond  Board Consideration: Information
Item V-B: Purchase of FANUC Robot
Presenter: Dean Troy  Board Consideration: Action
Item V-C: Morey Courts Blanket Purchase Order Approval
Presenter: Vice President Miller  Board Consideration: Action
Item V-D: Microsoft Software Renewal
Presenter: Director of IT Kirk Lehr  Board Consideration: Action
Item V-E: Blanket Purchase Order for Board Gift to Employees
Presenter: President Hammond  Board Consideration: Action
Item V-F: Local Strategic Value Resolution
Presenter: President Hammond  Board Consideration: Action
Item V-G: Weapons Policy
Presenter: President Hammond  Board Consideration: Information/Action
Item V-H: Security Policy
Presenter: Associate Vice President Barnes  Board Consideration: Information/Action

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

Item II, Approval of Agenda

Presenter: Board Chair Jacobson  Board Consideration: Action

Approval of Agenda.

Recommendation:

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

Item III, Approval of Consent Items

Presenter: Board Chair Jacobson  Board Consideration: Action

A. Minutes – August 7, 2018 Regular Meeting

B. Monthly Financial Report:
   1. Financial Summary for the period ended August 31, 2018
   2. General fund balance sheet as of August 31, 2018
   3. General fund statement of revenues and expenses for nine months ended August 31, 2018
   4. Gifts and Donations: Donations totaling $197,623 were received for the Scholarship and Grant Fund in June 2018.
   5. Donations were received in June for the Capital Campaign, Golf Outing, Scholarship & Grant Fund, Waste Management, A Northern Tradition, Manning Ford Scholarship, Myers Memorial Scholarship, Women’s Basketball, Foundation, International Student Fund, Lakers Athletic Fund, Grabmeyer Scholarship Fund, McDonald Scholarship.


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; Eric T. Kreckman, Trustee; Terry Petrongelli, Trustee; Christine M. Hammond, Ph.D., President; Matt Miller, Vice President of Student Services; Lillian Frick, Vice President of Finance and Administrative Services; Anthony Freds, Chief Information Officer, Associate Vice President of Technology Services; Kim Barnes, Associate Vice President of Security Operations and Systems; Lori Fassett, Associate Vice President of Human Resources; Jessie Gordon, Associate Vice President of Strategic Communications; Scott Mertes, Ph.D., Vice President of Community Outreach and Advancement; Peter Velguth, Assistant Vice President of Institutional Research; William Whitman, Director of Facilities; Steve Amidon, Assistant Vice President of Academic Affairs & Dean of Art & Sciences; Thomas Olver, Associate Vice President of the Mid Foundation

Absent: Trustees Carolyn C. Bay

**Agenda Item I: CALL TO ORDER**

The Board Chair called the meeting to order at 7:05 p.m.

**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.

**Agenda Item IV-A: HARRISON CAMPUS RENOVATIONS**

Vice President Frick presented the latest developments on the renovations to the Harrison campus. She stated that meetings are still taking place to make sure that the budget aligns with the needs of the College. President Hammond also spoke about the Pavilion project taking place on campus in Harrison and the work taking place with the Pickard location in Mt. Pleasant.

**Agenda Item V-A: CORRESPONDENCE AND ANNOUNCEMENTS**

President Hammond informed Board that students saved $249,900 last year due to OER classes.

**Agenda Item V-B: PICKARD BUILDING IMPROVEMENTS**

Director of Facilities William Whitman presented the latest on the improvements to the Pickard location building.

Motion by Trustee Mussell to contract with ABC Seal Coating and Manufacturing in the amount of $26,850.00 for the crack filling and seal coating at the Pickard Location as specified in the Request for Proposal. Second by Trustee Metzger. All ayes; motion carried.

Motion by Trustee Kreckman to contract at the discretion of the Director of Facilities, based on the quotes received, for an amount not to exceed $39,000.00 for the replacement of sidewalks at the Pickard Location as specified in a Request for Proposal. Second by Trustee Metzger. All ayes; motion carried.
Mid Michigan College Board of Trustees Regular Meeting
September 4, 2018 – page 2

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

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

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

Vice President Matt Miller presented the Fall enrollment report as it currently stands.

President Hammond informed the Board about the Memorial Service for Martin Stack, Director of International Programs, and the Scholarship fund that has been started in his name.

**Agenda Item VI-C: CLOSED SESSION**

The Board Chair stated the trustees would move into closed session for the purpose of discussing litigation. Motion made by Trustee Mussell to adjourn to closed session at 7:40 PM Second by Trustee Petrongelli. A roll call vote showed ayes from Trustees, Metzger, Jacobson, Allen, Petrongelli, and Mussell, with Trustee Bay absent.

The Board returned to regular session at 8:25 PM

No other business was to be addressed.
Meeting adjourned at 8:26 p.m.

Recording Secretary,
Amy Lince
Executive Assistant to the President and Board of Trustees

__________________________________________  __________________________
Douglas A. Jacobson, Board Chair                 Richard S. Allen, Jr., Secretary
GENERAL FUND REVENUE:
- The 2018-19 tuition and fee revenue budget is based on a four (4) percent enrollment decrease from 2017-18 levels. As of August 31, Fall 2018 enrollment showed a 4.9% decrease in billable tuition hours.
- State appropriations revenue for 2018-19 will be booked in October, coinciding with the State’s fiscal year and the disbursement of the first payment. Authorized appropriations for 2018-19 increased 2.8% for a total of $5,112,400.
- No property tax revenue was booked since 2018 taxes will not be levied until December 2018.

GENERAL FUND EXPENSES:
- Departmental expenses are in line with 17% of the year elapsed.

INTER FUND TRANSFERS:
- The Planned Savings transfer of $137,500 to Building & Site represents 17% of the annual budgeted amount.

GENERAL FUND REVENUE OVER EXPENSES:
- The total increase in net assets as of August 31, 2018 is $4.9 million. This represents $7.2 million of income for the Fall 2018 term (starting August 27, 2018) offset by a portion of actual College operating costs for the months of July and August. This excess will continue to grow until September when Fall 2018 expenses begin to hit the general ledger in earnest.

BALANCE SHEET:
- The cash balance increased $205,550 from July 31, 2018 as students paid their account balances.
- Student receivables increased to $6.9 million due to 2018 Fall term registration activity. Most of this balance will be paid once financial aid (student loans and grants) is processed in September for the 2018 Fall term.
- The prepaid expense balance of $27,043 represents a few multi-year prepaid items.
- The balance due to other funds of $10.9 million can be broken down as follows:
  - $685,000 due to the designated student activities fund
  - $2.3 million due to the auxiliary services for sales
  - $113,000 due to the scholarship and grant fund
$649,000 due from the federal restricted fund for student financial aid funds disbursed to the student accounts

- $21,000 due from the restricted grant fund
- $8.4 million due to building and site for current and future college needs
- $35,000 due to the Foundation

The $817,152 in accrued payroll and other compensation includes expenses incurred but not paid as follows:

- Accrued salary, wages and vacation of $215,000
- FICA, Federal and State withholding of $49,000
- MPSERS/ORP payable of $268,000
- Employee health and dental insurances payable of $224,000
- Deferred faculty pay of $55,000
- Unemployment and workers’ compensation insurances payable of $5,000
- Miscellaneous payroll deductions

A significant portion of the Unreserved Net Assets of $4.2 million represents funds set aside by the Board of Trustees to fund current and future college expansion needs.

**AUXILIARY FUNDS:**

- Total revenue is at 29% of the annual budget, which is 3% behind prior year due to a decline in bookstore sales.
- Total expenses, at 26% of the annual budget, represent operational costs for the months of July and August and corresponds with the sales volume.
- The excess revenue over expense to date is $172,877, which will fund bookstore operations for the balance of Fall term.
## Assets

<table>
<thead>
<tr>
<th>Current Assets:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash and cash equivalents</td>
<td>$14,608,463</td>
</tr>
<tr>
<td>Short-term investments</td>
<td>$874,169</td>
</tr>
<tr>
<td>Property taxes receivable</td>
<td>$-</td>
</tr>
<tr>
<td>State appropriations receivable</td>
<td>$-</td>
</tr>
<tr>
<td>Student receivables</td>
<td>$6,877,970</td>
</tr>
<tr>
<td>Other receivables</td>
<td>$98,714</td>
</tr>
<tr>
<td>Inventories</td>
<td>$-</td>
</tr>
<tr>
<td>Prepaid expenses and other assets</td>
<td>$27,043</td>
</tr>
<tr>
<td>Due from (due to) other funds</td>
<td>$(10,915,036)</td>
</tr>
<tr>
<td><strong>Total current assets</strong></td>
<td>$11,571,323</td>
</tr>
<tr>
<td>Long-term investments</td>
<td>$788,555</td>
</tr>
<tr>
<td><strong>Total assets</strong></td>
<td>$12,359,878</td>
</tr>
</tbody>
</table>

## Liabilities and Net Assets

<table>
<thead>
<tr>
<th>Liabilities:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts payable</td>
<td>$79,037</td>
</tr>
<tr>
<td>Accrued payroll and other compensation</td>
<td>$817,152</td>
</tr>
<tr>
<td>Other payables</td>
<td>$-</td>
</tr>
<tr>
<td>Reserve self-funded healthcare</td>
<td>$-(130,121)</td>
</tr>
<tr>
<td>Unearned revenue</td>
<td>$-</td>
</tr>
<tr>
<td><strong>Total liabilities</strong></td>
<td>$766,068</td>
</tr>
</tbody>
</table>

| Net assets:                                        |       |
| Reserved for:                                      |       |
| Technology                                         | $908,831 |
| Program development                                | $1,321,942 |
| Retirement incentives                              | $200,000 |
| Unreserved                                         | $4,212,923 |
| Current year excess revenue over/(under) expenditures | $4,950,113 |
| **Total net assets**                               | $11,593,810 |

| Total liabilities and net assets                   | $12,359,878 |
## MID MICHIGAN COMMUNITY COLLEGE
### STATEMENT OF REVENUES, EXPENSES
For the two months ended August 31, 2018

<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>$8,440,921</td>
<td>47%</td>
<td>$8,657,451</td>
<td>48%</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$14,335</td>
<td>7%</td>
<td>$30,472</td>
<td>14%</td>
</tr>
<tr>
<td>Total operating revenues</td>
<td>$8,455,256</td>
<td>47%</td>
<td>$8,687,923</td>
<td>48%</td>
</tr>
</tbody>
</table>

### EXPENSES:

**Operating expenses:**

- Instruction: $783,104 (8%)<br>- Information technology: $418,410 (22%)<br>- Public service: $109,158 (15%)<br>- Instructional support: $484,327 (19%)<br>- Student services: $499,549 (17%)<br>- Institutional administration: $674,453 (14%)<br>- Operation and maintenance of plant: $419,054 (14%)

Total operating expenses: $3,388,055 (13%)<br>Operating income/(loss): $5,067,201,

### NON-OPERATING REVENUES:

- State appropriations: $16,697 (0%)<br>- Property tax levy: $- (0%)<br>- Investment income: $2,806 (6%)<br>- Unrealized gain (loss) on investments: $-(551)<br>- Gifts: $- (0%)<br>- Miscellaneous: $1,460 (139,904)

Total operating expenses: $20,412 (0%)

### Revenues over/(under) expenses:

Total Non-operating revenues: $5,087,613 (5,199,682)

### Inter Funds Transfers

- Planned Savings (Building & Site): $137,500 (17%)<br>- Additional Savings (Building & Site): $- (0%)<br>- Bond Debt Service (Building & Site): $- (0%)<br>- Restricted Grant Match: $- (0%)

Total Transfer to Building & Site: $137,500 (139,904)

### Net increase (decrease) in Net Assets:

Net increase (decrease) in Net Assets: $4,950,113 (5,059,778)
MID MICHIGAN COMMUNITY COLLEGE
STATEMENT OF REVENUES, EXPENSES
For the two months ended August 31, 2018
AUXILIARY FUND

<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>REVENUE:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bookstore</td>
<td>$ 582,066</td>
<td>30%</td>
</tr>
<tr>
<td>Espresso Bar</td>
<td>$ 6,274</td>
<td>8%</td>
</tr>
<tr>
<td></td>
<td>$ 588,340</td>
<td>29%</td>
</tr>
<tr>
<td><strong>EXPENSES:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bookstore</td>
<td>$ 387,901</td>
<td>27%</td>
</tr>
<tr>
<td>Espresso Bar</td>
<td>$ 6,833</td>
<td>10%</td>
</tr>
<tr>
<td>Auxiliary Services</td>
<td>$ 20,728</td>
<td>17%</td>
</tr>
<tr>
<td></td>
<td>$ 415,462</td>
<td>26%</td>
</tr>
<tr>
<td><strong>EXCESS REVENUE OVER EXPENSES</strong></td>
<td>$ 172,877</td>
<td>29%</td>
</tr>
</tbody>
</table>
## Mid Michigan Community College Contributions

### August 2018

<table>
<thead>
<tr>
<th>Fund</th>
<th>Current</th>
<th>2019 Year-to-Date</th>
<th>2018 Total Contributions (all yr)</th>
<th>2018 Total</th>
<th>2018 Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Contributions</td>
<td>(all yr)</td>
</tr>
</tbody>
</table>
| Capital Campaign             | $187,500 | $205,714          | $211,677                         | $100,000 rec’d for 2018 pledges previously unpaid |}

### Fund Breakdown

#### Current

- **Eckersley Foundation Scholarship**: $43,000
- **Gerstacker Fund**: $30,000
- **Harris Allied Health Scholarship**: $11,000
- **Mussell Endowment Scholarship**: $10,186
- **Bicknell Scholarship**: $3,400
- **Jerry Freeland Scholarship**: $3,075
- **Isabella 8th Grade Girls Lunch**: $2,813
- **Retirees Scholarship**: $2,350
- **Janice Langdon Scholarship**: $1,500
- **Christina Swan Memorial Scholarship**: $1,500
- **Elizabeth J Horrocks CNA Scholarship**: $1,250
- **VanDeventer Adult Incentive Award**: $1,200
- **Campus Cupboard**: $1,066
- **Tandem Family Scholarship**: $1,000
- **Cross Country**: $700
- **Computer Info Systems Scholarship**: $500
- **Students of Promise Scholarship**: $500
- **Merlin & Lillian Meyer Scholarship**: $500
- **Bender Scholarship**: $500
- **Foundation Honorarium**: $300
- **Jean Willis OIS Scholarship**: $300
- **Misc Fundraisers**: $250
- **Lickly Chemistry Scholarship**: $250
- **Mark Wilson Scholarship**: $200
- **Trail Maintenance/Trail Run**: $200
- **Buy A Brick**: $125
- **Glenn Berry Scholarship**: $100

**Subtotal**: $117,765

<table>
<thead>
<tr>
<th>Fund</th>
<th>Current</th>
<th>2019 Year-to-Date</th>
<th>2018 Total Contributions (all yr)</th>
<th>2018 Total</th>
<th>2018 Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith &amp; Rosemary Carter Scholarship</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Visiting Scholar</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Men’s Basketball</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Mentor Team Building</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Rust Shaker</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td>Sweat Shaker</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Smith/Beary Scholarship</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Delane Jakubowski Scholarship</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Clare County MARSP Scholarship</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>McDonald Nursing Prog Endc Scholarship</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>IBT Brownson Scholarship</td>
<td>-</td>
<td>-</td>
<td>-</td>
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</tr>
</tbody>
</table>

**Subtotal**: $- - $ - - $ -

**Total**: $197,623 $218,644 $449,788

**Prior Year Contributions - current month**: $52,749 $84,892

**% Current Year to Prior Year**: 274.6% 157.6%

**Prior Year Contributions - current month (Same Contributors)**: $52,149 $80,967

**% Current Year to Prior Year**: 279.0% 170.0%
TO: Board of Trustees
FROM: Lori Fassett, Associate VP of Human Resources
SUBJECT: MMCC Staffing Update October 2, 2018 Board Meeting
DATE: September 14, 2018

FULL-TIME NEW HIRES:

NEW PART-TIME AND STUDENT EMPLOYEES:
Grace Cozat – Work Study Career Center Effective: 08/27/2018
Denote Long – Work Study Career Center Effective: 08/21/2018
Lauren Lybeer – Work Study Admissions Effective: 08/22/2018
Alyssa Shalabi – Student Worker HR Effective: 08/27/2018
James VanderMey – Adjunct Art/Philosophy Effective: 08/20/2018
Oluremi Abayomi – Adjunct Mathematics (EDUStaff) Effective: 08/20/2018
Alyssa Abbas – SI Leader (EDUStaff) Effective: 08/20/2018
Keegan Bosch – Adjunct Social Science/Speech (EDUStaff) Effective: 08/20/2018
Ronald Brown – Adjunct Communications/English (EDUStaff) Effective: 08/20/2018
Amber Bush – Adjunct Social Science/Psychology (EDUStaff) Effective: 08/20/2018
Vladimir Chaynikov – Adjunct Mathematics (EDUStaff) Effective: 08/20/2018
Linda Clouse – Adjunct Mathematics (EDUStaff) Effective: 08/20/2018
David Collins – IT Intern I (EDUStaff) Effective: 08/26/2018
Tara Cooper – Adjunct Social Science/Psychology (EDUStaff) Effective: 08/20/2018
Jeffrey Davis – Adjunct Health Education (EDUStaff) Effective: 08/22/2018
Martha Dennis – IT Intern II (EDUStaff)  Effective: 08/14/2018
Cherie Eurton – Adjunct Social Science/Psychology (EDUStaff)  Effective: 08/20/2018
Ashley Ford – Adjunct Health Education (EDUStaff)  Effective: 08/22/2018
Lilah Galvin – Adjunct Communications/English (EDUStaff)  Effective: 08/20/2018
Alan Gamble – Adjunct Science/Biology (EDUStaff)  Effective: 08/20/2018
Jacob Guajardo – Adjunct Communications/English (EDUStaff)  Effective: 08/20/2018
Anna Harrison – IT Intern II (EDUStaff)  Effective: 08/20/2018
Julie Hart – Adjunct Health Education (EDUStaff)  Effective: 08/20/2018
Amy Lee – Adjunct Radiography (EDUStaff)  Effective: 08/13/2018
Emily Leiferman – Adjunct Pharmacy Tech (EDUStaff)  Effective: 08/20/2018
Catherine Ludy – Adjunct Nursing/Family Centered (EDUStaff)  Effective: 08/20/2018
Oskar Milik – Adjunct Social Science/Sociology (EDUStaff)  Effective: 08/20/2018
Gregory Mink – Adjunct Mathematics (EDUStaff)  Effective: 08/20/2018
Jessica Murrell – Adjunct Art (EDUStaff)  Effective: 08/25/2018
Amy Nesbitt – Adjunct Pharmacy Tech (EDUStaff)  Effective: 08/20/2018
Bradley Peet – Adjunct Criminal Justice (EDUStaff)  Effective: 08/20/2018
Shelly Raitz – Adjunct Social Science/Psychology (EDUStaff)  Effective: 08/20/2018
Joyce Reader – Adjunct Nursing (EDUStaff)  Effective: 08/20/2018
Sara Schoenberg – Adjunct Social Science/Psychology (EDUStaff)  Effective: 08/20/2018
Alexis Strong – Tech Center Admin Assistant (EDUStaff)  Effective: 08/21/2018
James Valliere – Adjunct Communications/English (EDUStaff)  Effective: 08/20/2018
David Wier – Adjunct Social Science/Psychology (EDUStaff)  Effective: 08/20/2018
Marcia Wiseman – Adjunct Science/Biology (EDUStaff)  Effective: 08/20/2018
Caitlin Woodgate – Adjunct Nursing (EDUStaff)  Effective: 08/20/2018
Abdulla Zainuddin – International Programs Assistant (EDUStaff)  Effective: 08/27/2018
Haley Bay – Work Study Financial Aid  Effective: 09/06/2018
Krystal Steele – Work Study Off Campus Program  Effective: 09/03/2018
Jeremy Abbott – LLS Tutor (CADD) (EDUStaff)  Effective: 09/04/2018
Elizabeth Bomodi – LLS Tutor (Science) (EDUStaff)  Effective: 09/10/2018
Christina Haynes – Adjunct Nursing (EDUStaff)  Effective: 08/20/2018
Ashley LaLonde – LLS Tutor (Science) (EDUStaff)  Effective: 09/04/2018
Christina Millikin – LLS Tutor (Math) (EDUStaff)  Effective: 08/27/2018
Kevin Odell – LLS Tutor (CIS) (EDUStaff)  Effective: 09/04/2018
Niki Osakue – LLS Tutor (Science) (EDUStaff)  Effective: 09/10/2018
Ryan Seiter – SI Leader (EDUStaff)  Effective: 08/27/2018
Grace Shaw – SI Leader (EDUStaff)  Effective: 08/27/2018
Aimee Smith – SI Leader (EDUStaff)  Effective: 08/27/2018
Alexis Strong – Tech Center Admin Assistant (EDUStaff)  Effective: 08/21/2018

INTERNAL TRANSFERS:

Amy Fisher  From: SBDC Business Consultant  Effective: 09/04/2018
To: Dean of Business & Professional Studies
SEPARATIONS:

Joseph Dietsch – Student Worker Maintenance (EDUStaff)  Effective: 08/26/2018
Logan Pierce – IT Intern II (EDUStaff)  Effective: 08/15/2018
Emma Saad – IT Intern II (EDUStaff)  Effective: 08/16/2018
Corinne Wezensky – SI Leader (EDUStaff)  Effective: 05/04/2018
Noah Hall – Student Worker HR  Effective: 08/17/2018
Martin Stack – Assistant VP of International Programs  Effective: 08/22/2018
Ben Nichols – Student Worker MTEC  Effective: 07/21/2018
Kaitlyn Coreel – Student Worker Bookstore (EDUStaff)  Effective: 05/12/2018
Ayesha Mohan – LLS Tutor (EDUStaff)  Effective: 05/03/2018
Travis Polash – IT Intern II (EDUStaff)  Effective: 09/06/2018
Kaitlyn Money – Lab Technician (EDUStaff)  Effective: 08/29/2018

VACANCIES:

Adjunct Biology (part-time)  Posted
Adjunct Chemistry (part-time)  Posted
Adjunct English – Humanities (part-time)  Posted
Adjunct Fine Arts – Ceramics (part-time)  Posted
Adjunct Nursing – General (part-time)  Posted
Adjunct Nursing – Family Centered (part-time)  Posted
Adjunct Math (part-time)  Posted
Adjunct Psychology (part-time)  Posted
<table>
<thead>
<tr>
<th>Position</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjunct Psychology Huron ISD, Bad Axe MI (part-time)</td>
<td>Posted</td>
</tr>
<tr>
<td>Adjunct Sociology (part-time)</td>
<td>Posted</td>
</tr>
<tr>
<td>Adjunct Speech (part-time)</td>
<td>Posted</td>
</tr>
<tr>
<td>Adjunct Welding (part-time)</td>
<td>Posted</td>
</tr>
<tr>
<td>Adjunct Public Health Education – CPR/First Aid (part-time)</td>
<td>Posted</td>
</tr>
<tr>
<td>Director of Eastern Region (full-time)</td>
<td>Posted</td>
</tr>
<tr>
<td>Science Lab Technician (full-time)</td>
<td>Posted</td>
</tr>
<tr>
<td>Learning Technologist (full-time)</td>
<td>Posted</td>
</tr>
<tr>
<td>HVACR Technician (full-time)</td>
<td>Posted</td>
</tr>
</tbody>
</table>
Unfinished Business

Item IV-A: Audit Presentation

Presenter: Plante Moran  Board Consideration: Information/Action

Auditors from Plante Moran will present the final Audit.

Recommendation:

None.
Unfinished Business

Item IV-B: Harrison Campus Renovations

Presenter: Vice President Frick      Board Consideration: Information

Lillian Frick will present an update on the planning for the Harrison Campus Renovations.

Recommendation:

None.
Unfinished Business

Item IV-C: Updated Enrollment Report

Presenter: Vice President Miller  Board Consideration: Information

Vice President Miller will present an updated Enrollment Report.

Recommendation:

None.
### Fall 2018 Enrollment Report - All Locations

<table>
<thead>
<tr>
<th></th>
<th>Fall 2017 as of 9/10/17</th>
<th>Fall 2018 as of 9/14/18</th>
<th>Change</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of students</td>
<td>4095</td>
<td>3863</td>
<td>-232</td>
<td>-5.7%</td>
</tr>
<tr>
<td>Total Credit Hours</td>
<td>34671</td>
<td>33076</td>
<td>-1595</td>
<td>-4.6%</td>
</tr>
<tr>
<td>Total Billing Hours</td>
<td>37732</td>
<td>36025</td>
<td>-1707</td>
<td>-4.5%</td>
</tr>
</tbody>
</table>

### Credit Hours by Location

<table>
<thead>
<tr>
<th>Location</th>
<th>Fall 2017 as of 9/10/17</th>
<th>Fall 2018 as of 9/14/18</th>
<th>Change</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harrison</td>
<td>6385</td>
<td>5714</td>
<td>-671</td>
<td>-10.5%</td>
</tr>
<tr>
<td>Mount Pleasant</td>
<td>18300</td>
<td>16781</td>
<td>-1519</td>
<td>-8.3%</td>
</tr>
<tr>
<td>Online</td>
<td>7796</td>
<td>8699</td>
<td>903</td>
<td>11.6%</td>
</tr>
<tr>
<td>Other</td>
<td>2178</td>
<td>1883</td>
<td>-295</td>
<td>-13.5%</td>
</tr>
</tbody>
</table>

### In-District Credit Hours

<table>
<thead>
<tr>
<th></th>
<th>Fall 2017 as of 9/10/17</th>
<th>Fall 2018 as of 9/14/18</th>
<th>Change</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-District Credit</td>
<td>10942</td>
<td>10500</td>
<td>-442</td>
<td>-4.0%</td>
</tr>
</tbody>
</table>

### Out-District Credit Hours

<table>
<thead>
<tr>
<th></th>
<th>Fall 2017 as of 9/10/17</th>
<th>Fall 2018 as of 9/14/18</th>
<th>Change</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Out-District Credit</td>
<td>22888</td>
<td>21872</td>
<td>-1016</td>
<td>-4.4%</td>
</tr>
</tbody>
</table>

### International Credit Hours

<table>
<thead>
<tr>
<th></th>
<th>Fall 2017 as of 9/10/17</th>
<th>Fall 2018 as of 9/14/18</th>
<th>Change</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>International Credit</td>
<td>841</td>
<td>705</td>
<td>-136</td>
<td>-16.2%</td>
</tr>
</tbody>
</table>

### Fall 2017 Credits vs Fall 2018 Credits

<table>
<thead>
<tr>
<th></th>
<th>Fall 2017 as of 9/10/17</th>
<th>Fall 2018 as of 9/14/18</th>
<th>Fall 2017 Credits - Final on 9-10-17</th>
<th>FA 2018 as % of Final FA 2017 Credits as of 9/14/18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dual</td>
<td>5262</td>
<td>4883</td>
<td>5262</td>
<td>93%</td>
</tr>
<tr>
<td>First-Time Freshman</td>
<td>7692</td>
<td>8449</td>
<td>7692</td>
<td>110%</td>
</tr>
<tr>
<td>Guest</td>
<td>753</td>
<td>716</td>
<td>753</td>
<td>95%</td>
</tr>
<tr>
<td>Returning</td>
<td>17515</td>
<td>15881</td>
<td>17515</td>
<td>91%</td>
</tr>
<tr>
<td>Transfer</td>
<td>3449</td>
<td>3148</td>
<td>3449</td>
<td>91%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>34671</td>
<td>33077</td>
<td>34671</td>
<td>95%</td>
</tr>
</tbody>
</table>

### Fall 2017 Students vs Fall 2018 Students

<table>
<thead>
<tr>
<th></th>
<th>Fall 2017 as of 9/10/17</th>
<th>Fall 2018 as of 9/14/18</th>
<th>Fall 2017 Students - Final on 9-10-17</th>
<th>FA 18 Credit Hours per Student as of 9/14/18</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dual</td>
<td>1032</td>
<td>1016</td>
<td>1032</td>
<td>4.81</td>
</tr>
<tr>
<td>First-Time Freshman</td>
<td>713</td>
<td>772</td>
<td>713</td>
<td>10.94</td>
</tr>
<tr>
<td>Guest</td>
<td>138</td>
<td>116</td>
<td>138</td>
<td>6.17</td>
</tr>
<tr>
<td>Returning</td>
<td>1876</td>
<td>1664</td>
<td>1876</td>
<td>9.54</td>
</tr>
<tr>
<td>Transfer</td>
<td>336</td>
<td>295</td>
<td>336</td>
<td>10.67</td>
</tr>
<tr>
<td>TOTAL</td>
<td>4095</td>
<td>3863</td>
<td>4095</td>
<td>8.56</td>
</tr>
</tbody>
</table>
### Fall 2018 Enrollment Report - All Locations

#### Interesting Comparisons

<table>
<thead>
<tr>
<th></th>
<th>Fall 2017</th>
<th>Fall 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit hours per student for First-Time Freshman, Returning, and Transfer students:</td>
<td>9.80</td>
<td>10.06</td>
</tr>
</tbody>
</table>

#### Student Count

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>In-District</td>
<td>1332</td>
<td>1241</td>
</tr>
<tr>
<td>Out-District</td>
<td>2685</td>
<td>2551</td>
</tr>
<tr>
<td>International</td>
<td>78</td>
<td>71</td>
</tr>
</tbody>
</table>

#### Grade Level

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td># of Freshman</td>
<td>2786</td>
<td>2702</td>
</tr>
<tr>
<td># of Sophomores</td>
<td>937</td>
<td>873</td>
</tr>
<tr>
<td># of Other</td>
<td>372</td>
<td>288</td>
</tr>
</tbody>
</table>

#### Age

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Average Age (all students)</td>
<td>21.98</td>
<td>21.47</td>
</tr>
<tr>
<td># Under 18</td>
<td>1020</td>
<td>1042</td>
</tr>
<tr>
<td># 18 - 21</td>
<td>1761</td>
<td>1627</td>
</tr>
<tr>
<td># 22 - 25</td>
<td>595</td>
<td>579</td>
</tr>
<tr>
<td># 26 - 30</td>
<td>268</td>
<td>264</td>
</tr>
<tr>
<td># 31 and over</td>
<td>451</td>
<td>351</td>
</tr>
</tbody>
</table>

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>% Part-Time Students</td>
<td>68.08</td>
<td>64.9</td>
</tr>
<tr>
<td>% Full-Time Students</td>
<td>31.92</td>
<td>35.1</td>
</tr>
<tr>
<td>% Part-Time Men</td>
<td>26.81</td>
<td>24.67</td>
</tr>
<tr>
<td>% Full-Time Men</td>
<td>15.95</td>
<td>16.8</td>
</tr>
<tr>
<td>Total % Men</td>
<td>42.76</td>
<td>41.47</td>
</tr>
</tbody>
</table>

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>% Part-Time Women</td>
<td>41.27</td>
<td>40.23</td>
</tr>
<tr>
<td>% Full-Time Women</td>
<td>15.97</td>
<td>18.3</td>
</tr>
<tr>
<td>Total % Women</td>
<td>57.24</td>
<td>58.53</td>
</tr>
</tbody>
</table>

#### Percent of Enrollment by Credits

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Harrison Campus</td>
<td>18.4%</td>
<td>17.3%</td>
</tr>
<tr>
<td>Mt. Pleasant Campus</td>
<td>52.8%</td>
<td>50.7%</td>
</tr>
<tr>
<td>Online</td>
<td>22.5%</td>
<td>26.3%</td>
</tr>
<tr>
<td>Other</td>
<td>6.3%</td>
<td>5.7%</td>
</tr>
</tbody>
</table>

#### Percent of Enrollment by Credits

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Dual</td>
<td>15.2%</td>
<td>14.8%</td>
</tr>
<tr>
<td>First-Time Freshman</td>
<td>22.2%</td>
<td>25.5%</td>
</tr>
<tr>
<td>Fall 2018 Enrollment Report - All Locations</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------------------------------------</td>
<td>-----------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Guest</td>
<td>2.2%</td>
<td>2.2%</td>
</tr>
<tr>
<td>Returning</td>
<td>50.5%</td>
<td>48.0%</td>
</tr>
<tr>
<td>Transfer</td>
<td>9.9%</td>
<td>9.5%</td>
</tr>
</tbody>
</table>

| % of Students from Counties |
|-----------------------------|-----------------|-----------------|
| Total # of Students         | 4095            | 3863            |
| Isabella                    | 26.4            | 27.78           |
| Clare                       | 18.19           | 16.96           |
| Gratiot                     | 10.11           | 10.61           |
| Gladwin                     | 10.5            | 10.74           |
| Mecosta                     | 4.2             | 3.78            |
| Midland                     | 3               | 2.77            |
| Huron                       | 2.12            | 2.3             |
| Oakland                     | 2.49            | 1.84            |
| Osceola                     | 2.25            | 2.67            |
| Tuscola                     | 0.22            | 0.28            |
| Sanilac                     | 0.34            | 0.18            |

<table>
<thead>
<tr>
<th>Counties</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Gratiot-Isabella Counties</td>
<td>36.51</td>
<td>38.39</td>
</tr>
<tr>
<td>Clare-Gladwin Counties</td>
<td>28.69</td>
<td>27.70</td>
</tr>
<tr>
<td>Mecosta-Osceola Counties</td>
<td>6.45</td>
<td>6.45</td>
</tr>
<tr>
<td>Huron-Tuscola-Sanilac Counties</td>
<td>2.68</td>
<td>2.76</td>
</tr>
</tbody>
</table>

Number of Counties Served   | 76 of 83       | 73 of 83       |
Unfinished Business

Item IV-D: Fall Festival and BBQ Update

Presenter: Vice President Mertes  Board Consideration: Information

Vice President Mertes will be presenting an update on the Fall Festival and BBQ.

Recommendation:

None.
New Business

Item V-A: Correspondence and Announcements

Presenter: President Hammond  Board Consideration: Information

Attached is a letter from the Higher Learning Commission formally notifying Mid Michigan College that IAC voted to extend the reaffirmation date for accreditation to 2023-2024.

Also attached is a letter from Molly Minnick, Martin Stack’s sister. Martin was the Director of International Programs at Mid Michigan College, until his passing in August.

Announcements may be made at this time.

Recommendation:

None.
September 20, 2018

Dr. Christine Hammond
President
Mid Michigan College
1375 S Clare Ave
Mid Michigan Community College
Harrison, MI 48625

Dear President Hammond:

This letter serves as formal notification and official record of action taken concerning Mid Michigan College by the Institutional Actions Council of the Higher Learning Commission at its meeting on September 17, 2018. The date of this action constitutes the effective date of the institution’s new status with HLC.

**Action.** IAC voted to extend the reaffirmation date for accreditation to 2023-2024 for Mid Michigan College. All future required accrediting pathway activities will be aligned with the new reaffirmation date.

In two weeks, this action will be added to the *Institutional Status and Requirements (ISR) Report*, a resource for Accreditation Liaison Officers to review and manage information regarding the institution’s accreditation relationship. Accreditation Liaison Officers may request the ISR Report on HLC’s website at [http://www.hlcommission.org/Accreditation/institutional-status-and-requirements-report.html](http://www.hlcommission.org/Accreditation/institutional-status-and-requirements-report.html).

Within the next 30 days, HLC will also publish information about this action on its website at [http://www.hlcommission.org/Student-Resources/recent-actions.html](http://www.hlcommission.org/Student-Resources/recent-actions.html).

If you have any questions about these documents after viewing them, please contact the institution’s staff liaison Linnea Stenson. Your cooperation in this matter is appreciated.

Sincerely,

[Signature]

Barbara Gellman-Danley
President

CC: ALO
ありがとう
❤️
Dear Friends at Mid-Michigan College,

On behalf of our entire family, thank you for the love, care and support you gave to Marty during his illness. His many friends and colleagues at Mid were a constant source of comfort and encouragement to him and all of us. He was deeply devoted to his students and spoke of them often. The flowers you sent were beautiful and the financial donations deeply appreciated. We will never forget your many kindnesses.

Sincerely yours,

Molly Minnick
In loving memory of Marty Stack

WHEN I DIE

When I die
whatever else happens
to my soul,
it will continue to exist
in the hearts, memories
and souls of those who knew
and loved me

-Jack M. Stack, M.D.
October, 1999
Martin Stack
September 20, 1967 ~ August 22, 2018


**WHEN I DIE**

*When I die, whatever else happens to my soul, it will continue to exist in the hearts, memories and souls of those who knew and loved me*

- Jack M. Stack, M.D.
October, 1999

---

**死すとき**

死すとき
わが御霊（みたま）は
ほかに何事であろうとも
永久（とわ）に生きる
われのことを知り
愛してくれた人々の
こころ、想い出、御霊の中で

ージャック・スタッフ
1999年10月

---

**Order of Service**

*Martin Charles Stack*
Pastor Rick Stieve & Chaplain Andrew Pomerville, Officiating

Prelude Music................................. Jon Steimel - Organ

Family Processional “Morning has Broken” ................. Julie Huggler - Violin

Gathering Words & Prayers ............................ Pastor Rick Stieve
& Chaplain Andrew Pomerville

Remembrances ...................................... Marina Stack

Video Collage .................................. Celebrating Marty’s Life

Remembrances ....................................... Dave Minnick

Scripture Reading Psalm 46: 1-11 ...................... Pastor Rick Stieve

Song “Amazing Grace” ............................ Lisa Stieve - Vocalist

Remembrances ...................................... Mike Stack,
Molly Minnick, and Matthew Stack

Song “He Ain’t Heavy, He’s My Brother” ............ Ben & Mercy Shaw

Closing Words and Prayers ............................... Pastor Rick Stieve
& Chaplain Andrew Pomerville

Recessional “Going Home” ........................... David Jones - Bagpipes

Please join Marty’s family for a luncheon immediately following the ceremony at:
Youth for Christ
2550 W Cheeseman Road
Alma, Michigan
When great trees fall,
rocks on distant hills shudder,
lions hunker down in tall grasses,
and even elephants lumber after safety.

When great trees fall in forests,
small things recoil into silence,
their senses eroded beyond fear.

When great souls die,
the air around us becomes light, rare, sterile.
We breathe, briefly.
Our eyes, briefly, see with a hurtful clarity.
Our memory, suddenly sharpened, examines,
gnaws on kind words unsaid,
promised walks never taken.

Great souls die and our reality, bound to them,
takes leave of us.
Our souls, dependent upon their nurture,
now shrink, wisened.
Our minds, formed and informed by their radiance,
fall away.
We are not so much maddened as reduced to the
unutterable ignorance of dark, cold caves.

And when great souls die,
after a period peace blooms,
slowly and always irregularly.
Spaces fill with a kind of soothing electric vibration.
Our senses, restored, never to be the same,
whisper to us.
They existed. They existed.
We can be. Be and better. For they existed.

*When Great Trees Fall*
-- Maya Angelou
New Business

Item V-B: Purchase of FANUC Robot

Presenter: Dean Troy  
Board Consideration: Action

Dean Troy will present a quote for the purchase of a FANUC robot, which was previously identified and budgeted from a Perkins Grant for 2018/2019. The total cost of the robot is $50,150.17.

Local companies like Vantage Plastics, Modern Machine, and Lear Corporation have expressed interest in having their employees trained on the FANUC robot.

Recommendation:

It is recommended the Board approve the request to purchase the robot utilize Perkins funds in the amount of $50,150.17.
Thank you for choosing IST; feel free to contact us with any questions or concerns regarding this quote

IST Ohio I 150 Industrial Drive Lexington, Ohio 44904 I Sales@ISTOhio.com I (844) 447-8644

<table>
<thead>
<tr>
<th>Product</th>
<th>Line Item Description</th>
<th>Quantity</th>
<th>Sales Price</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fenceless - LR Mate 200ID/4S R-30iB Plus Package for Material Handling</td>
<td>See attached spec sheet</td>
<td>1.00</td>
<td>$39,550.00</td>
<td>$39,550.00</td>
</tr>
<tr>
<td>Fixed or Carried** Mounted - iRVision 2D Guidance Hardware &amp; Software</td>
<td>See attached spec sheet</td>
<td>1.00</td>
<td>$4,000.00</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>2D iRVision CERT Instructor Training</td>
<td>**Required with purchase of iRVision Hardware/Software</td>
<td>1.00</td>
<td>$3,500.00</td>
<td>$3,500.00</td>
</tr>
<tr>
<td>FENCELESS Multi-EOAT Adaptor Kit</td>
<td>Allows mounting of Pneumatic Gripper, Vacuum Gripper, 2D iRVision Camera, and Ring Light</td>
<td>1.00</td>
<td>$800.00</td>
<td>$800.00</td>
</tr>
<tr>
<td>FENCELESS Multi-EOAT Vacuum Kit</td>
<td>(**Requires FENCELESS Multi-EOAT Adaptor Kit)</td>
<td>1.00</td>
<td>$1,250.00</td>
<td>$1,250.00</td>
</tr>
<tr>
<td>Standard Vacuum Gripper</td>
<td>The FANUC Vacuum Gripper EAT allows students to simulate a pick and place application. Vacuum based air valve is robust and reliable</td>
<td>1.00</td>
<td>$453.00</td>
<td>$453.00</td>
</tr>
</tbody>
</table>

Totals

Subtotal                                                                 $49,553.00  
In service & Installation                                                $597.17     
Quote Grand Total                                                        $50,150.17  

*Partial invoicing will occur upon product delivery if multiple vendors quoted
New Business

Item V-C: Morey Courts Blanket Purchase Order

Presenter: Vice President Miller    Board Consideration: Action

Vice President Miller will present a Budget Purchase Order to cover the yearly use of Morey Courts for the variety of purposes the Mid Michigan College utilizes the facility over the year including, Men’s and Women’s basketball, baseball, softball, and cross country. The total cost of the Blanket Purchase Order would be in the amount of $34,000.

Recommendation:

It is recommended the Board approve the Blanket Purchase Order in the amount of $34,000.
**New Business**

**Item V-D: Microsoft Campus Software Licensing Renewal**

Presenter: Director of IT Kirk Lehr  
Board Consideration: Action

Director of IT Kirk Lehr will present the renewal of Microsoft Campus Software Licensing.

**Recommendation:**

It is recommended the Board approve the renewal for the amount of $32,962.75.
**New Business**

**Item V-E: Blanket Purchase Order for Board Gift to Employees**

**Presenter:** President Hammond  
**Board Consideration:** Action

President Hammond will present a request for a Blanket Purchase Order for the Board Gifts to Employees in the amount of $8,500. This would cover each employee to receive a $20 gift card to Family Fare.

*Recommendation:*

It is recommended that the Board approved the Blanket Purchase Order in the amount of $8,500.
Mid Michigan College Board of Trustees Resolution Local Strategic Value
2018 Supporting Documentation

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 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. *Mid Michigan College has active partnerships with local employers including hospitals and healthcare providers.*

Mid has established **65 affiliation agreements with health care providers** and hospitals to provide for clinical experiences for over 450 students annually in eight health care programs.

Mid is a **member of the MiRIS Consortium**, which is approved by the Higher Learning Commission. The MiRIS Consortium is a collaborative effort between community college partners and one university to offer comprehensive training in Imaging Sciences Programs of MRI, CT and Neurodiagnostics. Students can take courses in an online format and complete their clinical training in facilities near their home colleges then be eligible for certification exams.

Mid Nursing students are admitted to the Program twice a year in a cohort based format. Forty eight students are admitted in the fall (Harrison campus) and another forty eight students again in the winter (Mt. Pleasant campus) semester. Mid **partners with long term care facilities and acute care facilities from West Branch to Saginaw to offer student clinical experiences** in geriatrics, maternal child, mental health and adult health. Students prepare for the clinical experience by spending hours each week in the Clinical Simulation Center at their respective campus. The CSC has been equipped with state of the art equipment to provide students with opportunities to improve their knowledge, skills, and expertise so that quality patient care is learned and being practiced in a safe environment. They will be able to better meet course outcomes while minimizing potential patient errors prior to entering the clinical setting.

Mid **students are intentionally engaged with healthcare partners.** For example, Mid Nursing students participate in the flu shot clinic with MidMichigan Health System. In addition, nursing students partner with CMU medical students to provide medical services to Flint residents.

The annual Mid Fall Festival includes a large interactive Health Fair that is supported by local
health care facilities and agencies. Approximately 24 vendors, hospitals, and healthcare partners attend to provide health services.

Nursing students, faculty, and administrators collaborate with FSU and CMU on two interprofessional events each year across Health fields. In addition, Mid nursing students and PTA students participate in an interprofessional event annually to support both professions while learning with and from each other.

Mid has developed a Public Health program (started in Fall 2018) which provides education and training for the student interested in serving as a link between health and social services and the members of the community. Mid recognizes that public health workers are valued members of the healthcare team while assisting in health system navigation; address barriers to care; and provide care coordination through referrals for needs such as food, housing, education, and mental health services. Mid’s Public Health degree is a direct transfer for an advanced degree in Public Health Administration at CMU.

Mid collaborates with the Ottawa County Health Department and CMU for the statewide Wear One Campaign, a condom distribution campaign targeting 18-24 year olds in the Mt. Pleasant and Harrison campuses and communities.

Mid collaborates with regional hospitals to provide field trips for local middle school students to learn about hospital jobs. For example, high schools offer a course equivalent to Intro to Health Care. Students from this course observe in various areas of the hospital in rotations to determine which interests them the most. They are able to observe in imaging, lab, cardiopulmonary, and emergency departments for short rotations each week for the school semester. Periodic presentations are conducted in coordination with regional RESD and CTE students, and approximately 350 Career Technical Education students (K-12) attend an annual presentation about health programming hosted by Mid during the Occupational and Technical Career Fair.

In collaboration with MidMichigan Medical Center-Gladwin, all Mid students who complete clinical education at MidMichigan Medical Center Gladwin get involved with tot tours. Students and/or other hospital partners are also involved in external and internal disaster simulations and the annual health fair.

Mid Health Sciences coordinates four blood drives each year, two at each campus, with The American Red Cross and Michigan Blood.

Mid National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) Phlebotomy program has affiliations with local area hospitals and labs. The Phlebotomy training program at Mid is one of four NAACLS approved programs in the State of Michigan. Phlebotomy students complete a required three-week site externship as part of their 193 hour program at MidMichigan Medical Centers in Clare, Gladwin, Harrison, Houghton Lake, Midland and Gratiot as well as McLaren Central, West Branch Regional Memorial Center, Bay Regional Medical Center, Mid Michigan Health Alpena, Ascension of Tawas and Spectrum Health Hospitals in Big Rapids and Reed City.

Mid’s CNA program is being offered at both the Harrison and Mt. Pleasant campuses. Students enrolled in the Harrison CNA course complete 60 hours in the classroom and 60-hour clinical experience at our partner organization, Northwoods Assisted Living in Farwell. While the students attending the CNA course in Mt. Pleasant, complete their clinical experience at the
Isabella Medical Care Facility, also in Mt. Pleasant.

In addition to its strong collaboration with area healthcare providers, **Mid is actively engaged with regional business and industry partners.** The exchange of experience and new energy occurs often through internships in settings such as those of the 2017-18 academic year as listed below:

- ACCU-Air
- Allied Heating & Cooling
- Alma High School
- All Weather Seal
- Bad Wolf Tactical
- Bonham’s Heating & Cooling
- Burford Plumbing and Heating
- Children’s Health Care
- Dagwood’s
- Habitat for Humanity
- Isabella County Court
- J.E. Johnson
- Krapohl Ford
- Metro Consulting
- MSU Extension
- Mumford Oil & Gas Supply, LLC
- Northern Michigan Blower Door
- Owens Water Softner
- Robinson Industry
- R& R Bookkeeping & Tax Service
- Soaring Eagle Casino & Resort
- StageRight
- Sherri Unger, CPA
- Walgreens

The College’s career and technical programs each benefit from their respective **Advisory Committees. Nearly 100 local leaders** from a multitude of different organizations serve on various Mid Advisory Councils. More recently, the college has engaged in the Great Lakes Bay
Regional Alliance STEM Network efforts. Other actions include work with the Central Michigan Manufacturers Association and their various Special Interest Groups. These efforts have led to program improvement and new initiatives and improved programming to meet regional needs including the enhancement of STEM education across the Governor’s Regional Prosperity Zone (Region V).

The Committees advise faculty and program directors to emerging trends and assist in maintaining high-quality standards. Adjustments are made to the program and passed through the College Curriculum Committee for credit-based programming, which strengthens Mid’s programs. An example of a non-credit program utilizing advisory committee feedback leading to change includes changes to the non-credit rapid response short term welding program. Based on employer feedback via advisory meetings, the curriculum was changed to produce two separate programs with added requirements. These noncredit programs now ladder into the college’s certificate and degree programs.

Due to the demand for Phlebotomists in the region, Mid added course offerings in Phlebotomy in Alpena in the Summer of 2018 by partnering with Mid Michigan Health, Alpena.

Other 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. Among the College’s strongest short-term courses are:

- Phlebotomy (193 hours)
- Certified Nurse Aide (120 Hours)
- Welding (120 Hours)
- CDL Class A (160 Hours)
- Online Electrical Apprentice Continuing Education

The College participates in the annual Gladwin County Farm and Garden Show, we hosted the Isabella County Business Over Breakfast, have representation at the Mt. Pleasant Technical Center Open House, Central Michigan Manufacturers Association company tours, Mt. Pleasant Chamber Business Expo and other examples of community outreach and involvement. The events fostered communication between the College representatives and those of other participating business as well as with visitors to the events.

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

Mid offers training opportunities in several areas, including the examples listed below:

- Arc Flash
- Basic Shop Math
- Basic Blueprint Reading
- Business Correspondence
- 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 2017-2018:
Trainings 478 trainees, 22 companies
Rapid Response Welding 3 classes with 26 students
CNA 7 classes 46 students
Phlebotomy 9 classes with 86 students
Electrical Apprenticeship 14 active students registered in 219 total courses
CDL Class A 8 classes with 19 students and 156 students in various workshops.

3. Mid 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 Mid 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 affects the economy by
strengthening existing companies, creating new jobs, retaining existing jobs and assisting companies in defining their path to success.

In calendar year 2017, Mid Michigan SBDC consulted with:
312 firms and provided 121 individuals with training. These efforts played a meaningful role in helping our local companies achieve the following impact:
- 27 New Companies Started
- $9,899,719 Capital Formation
- 113 Jobs Created and/or Retained

The top industries served in 2017 were manufacturing, food service, and retail. Training offerings in 2017 included a Cybersecurity Seminar, Team SBA Financing Roundtable, Know Your Numbers Financial Seminar and various Startup Courses.

Additionally, the SBDC maintained office hours at a number of off-site locations. This allowed clients to meet with a consultant in their area on designated days each month. Locations currently included in this outreach program were:
- Clare County - Pere Marquette District Library | First Wednesday of the Month
- Gladwin County - Michigan Works Office in Gladwin | Second Thursday of the Month
- Gratiot County - Greater Gratiot Development | Fourth Thursday of the Month

4. Mid supports technological advancement through industry partnerships, incubation activities, or operation of a Michigan technical education center or other advanced technology center.

The college is looking at additional training locations in underserved locations in the State. We intend to provide short term and customized training options in Michigan’s Thumb region, as well as Mecosta County and work with Advisory Boards has commenced. The college also continues its collaboration with the Central Michigan Manufacturers Association (CMMA). The offices of the Director of the CMMA are located at the Morey Technical Center 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. College staff are active members of CMMA Special Interest Groups (SIGs), including the HR and Educations SIGs. The college President also serves on the CMMA Board of Advisors.

The college continues to collaborate with area manufacturers on other grant opportunities, like the Skilled Trades Training Fund (STTF) for training an incumbent workforce. This years
training covered a variety of training needs with 476 individuals trained in customized training topics for 24 companies across the region.

The Small Business Development Center (SBDC) works in close conjunction with various economic and business development partners in the ecosystem including various chambers of commerce, state/local economic development organizations, libraries, and business incubator/accelerators. Additionally, the SBDC work compliments the efforts of various private sector providers such as lenders, accountants, attorneys, developers, etc.

The college does ongoing needs assessment conducted through business 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
- Promoting numerous small business learning opportunities
- Regional partnership to increase STEM experiential learning
- Michigan Works! partnership to write Skilled Trades Training Fund grants for area employers
- 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 Middle Michigan Development Corporation, serving Clare and Isabella Counties and the Gladwin County Economic Development Corporation.

The Director of Workforce and Economic Development is an active leader in numerous other groups related to economic and workforce development including: Michigan Works! Region 7B Board and Career Education Advisory Committee, Region 5 Prosperity Zones, Plastics Alliance, East Michigan Council of Governments, Michigan Works! Region 5 Great Lakes Bay Region, local DDA and LDFA Boards, Great Lakes Bay STEM initiative and as the co lead for the Mid Michigan Society of Plastics Engineers Student Chapter.

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

The College hosted a number of events on campus over the past year including a local EDC meeting on renewable energy, Leadercast, Chamber and MSU planning events.

Mid’s ability to provide relevant and laddered training further supports the economic development of the region. In the 2016-2017 academic year, the college fulfilled a grant from the Lumina Foundation to create career laddered programming. In addition to developing an Integrated Manufacturing Program that ladders from short-term training credentials, to certificates of achievement, to associate’s degrees, other avenues were explored to better bridge
credit for prior learning and non-credit short-term training to credit bearing programs.

Mid is an active participant in the Chamber of Commerce acting as volunteers at Chamber events attendance at Chamber After Hours and Harrison Women’s Association events. The college also has representation on the boards of the Clare, Gladwin, and Mt. Pleasant Chambers of Commerce.

Category B: Educational Partnerships

1. Mid 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 Mid students. In the current semester (Fall 2017) 1,025 high school students, from 43 area high schools are participating in dual enrollment at Mid.

Nine of the 43 high schools, plus 3 additional ISDs, offer an enhanced dual enrollment program characterized by a series of courses that build to significant progress toward a degree. These eight 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
- Gratiot-Isabella RESD
- Harrison High School
- Huron Intermediate School District
- Ithaca 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 Mid. These fifth-year programs utilize **Mid facilities and resources**, and are facilitated at both the Mid Harrison Campus and Mt. Pleasant Campus.

The **Clare/Gladwin RESD CTE Program and Mid 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 Mid’s Harrison Campus. Recent enrollments: Fall 2017, 35 CTE welding students; Winter 2017, 28 students; Fall 2016, 27 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 42 students dual enrolled at Mid in the fall of 2017 – 12 were 5th year students, 15 seniors, and 15 juniors.

2. **Mid hosts, sponsors, or participates in enrichment programs for area K-12 students, such as college days, summer or after-school programming, or science Olympiad.**

**Mid 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 to Mid Scholarship Offerings. The list below provides a partial snapshot of such activities:

- **Dual Enrollment Mini Orientations** - Mid Dual Enrollment Mid Mentor and student services staff- collectively provide eight mini orientations to high school students throughout the course of an academic year.

- **Discover Health** - Mid Health Sciences hosts an annual Health camp on both campuses to promote Health programs. Participants have an opportunity to gain hands-on experience with our Health Sciences programs and learn about careers in healthcare.

- **Science Olympiad Competition** - Mid 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 Mid experiencing and exploring Mid Occupational and Technical programs with College faculty and staff.

- **Mid College Goal Saturday** – Mid’s Financial Aid staff participate in this event by helping students understand the financial aid process and complete their FAFSA.

- **The Mid Great Race** – Area high school sophomores learn about Mid in a unique student centered “race” filled with clues, campus exploration, puzzles, interaction, food, music, fun, etc. They discover the resources available at Mid, 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 Mid, the careers day brings to Mid’s campus about 500 8th graders from two counties for career exploration opportunities.

- **Mid College Day** – Two and four year colleges, universities and the armed forces are represented at this event hosted by Mid, drawing attendance from about 500 high school sophomores, juniors and seniors.

- **8th Grade Honors Luncheons** – Mid hosts two scholarship luncheons – one each at the Harrison and Mt. Pleasant campuses – to award Mid 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** - Mid is invited by area high school teachers to present Mid/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, 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 Mid 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.

Mid was fortunate to receive a limited number of Verizon Foundation grants aimed at the creation of an 8th grade girls STEM camp. The 3 week camp hosted nearly 50 girls in the summer of 2017, offering learning opportunities in the areas of 3D printing, Coding, Virtual Reality, Entrepreneurship and Collaboration. The all expense paid program offered free transportation and food for all campers and will bring them back to campus one time per month for added learning. The camp will run again in 2018 and can host as many as 100 girls.

3. **Mid 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 eleventh 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 Mid upon graduation from high school.

The **Educational Talent Search (ETS) program** is a federally funded TRIO program administered locally by Mid Michigan 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 Mid to be part of the program. ETS works primarily with low income, first generation college students in grades 6-12 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/SAT and college admission applications.

The **TRiO Student Support Services (SSS) program** is a five-year grant awarded to Mid in September 2015, now successfully in its fourth 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., Mid 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.

Mid 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 College’s Admissions Office makes regular presentations at area high schools to assist both parents and students in understanding the college application process and the awarding and delivery processes for financial aid. In addition, Mid hosts a number of events on campus throughout the year specifically targeted toward preparing high school students for college. These activities familiarize the high school students with campus, program offerings, support services, financial aid, and overall college prep. The Admissions Office also began offering
College 101 presentations in the high school. This presentation series focused on helping students prepare for college and setting goals and expectations for college achievement.

In addition to direct service to area students, Mid supports the professional development of teachers and the integration of technology. Mid 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. Mid 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.

Mid 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, Mid 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 Mid Mentor team provides applicants and students a single point-of-contact for general assistance about enrolling in and succeeding at Mid. 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 the College’s diverse student body. Adult Learners are uniquely supported by a Mid Mentor who works specifically with that group.

The College also provides pathways for adult students through its short-term training and technical focused rapid response courses. Mid 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.

Mid 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, the Career Center, works closely with students in administering career testing to determine skills and interests, 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. *Mid 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.

Mid has a new partnership with Central Michigan University that started in Fall 2017. The Chippewas Achieve Program allows students who would have been denied regular admission to CMU, to attend Mid while living in CMU’s dormitories. The cohort of nearly 50 students receives additional services and advising to ensure that they can successfully transfer to CMU after a year at Mid.

MRI collaboration: This Associate degree program gives access to students to the MRI competency and credential without duplicating costly equipment. (This collaboration has been in place since 2012). Current partners of the MRI program include Kellogg Community College, Lansing Community College, Lake Michigan Community College, and Grand Rapids Community College. Delta College, Gogebic Community College, Bay Community College, and North Central College are to be added officially for 2018. The consortium has also added a Computed Tomography certificate program with a soft start scheduled for Winter 2018.

MiCUP GRANT: this grant provides a liaison on Mid’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.

Onsite student advising by Transfer Institutions done on Mid’s campus during 2016-2017:

- 17 Transfer institutions visited Mid campuses and advised Mid students
- 136 Visits were made by these transfer institutions

In addition to its focus on plastics, the College is strengthening its collaboration with Central Michigan University Research Cooperation (CMURC) through various initiatives including industry and manufacturing.
Category C: Community Services

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

The 2016-17 academic year provided 318 individuals with over 5,800 hours of training in a variety of areas including basic blueprint reading, precision instruments, shop math, quality controls and program solving, supervisory skills and internal auditing. 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, Mid 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.

Mid has been working to develop a Lifelong Learning office, focusing on community engagement. In 2016, a partnership was formed between Mid and Michigan State University Extension. An office is available on the Harrison Campus for a MSU 4-H representative to be on campus one day a week. Through this partnership, Mid has collaboratively offered a number of success activities for youth and families focused on the STEM areas. Some of those activities have included three Science Blast nights and a Winter Blast Saturday that included snowshoeing, a GPS scavenger hunt, and various hands-on activities. A very exciting new event was Summer Camp Blast held in both 2017 and 2018. This is a three-day event for 7 – 11 year olds. Topics for the three days included Junior Chef Cook-off Monday, Survival Day Tuesday, and Robotics and Plastics on Wednesday.

Lifelong Learning is continuing to work on developing additional children and family offerings, as well as adult focused programs. The college offers online low cost continuing education courses through Ed2Go – a well-established vendor that offers six-week classes for both professional and personal interests. In total, in 2017-18, Mid offered 14 community education events.

The College also held its annual State of the Community event, bringing together local community members for an evening of information sharing. This has become an excellent opportunity to talk about the current state of our local area as well as future direction. The 2018 version focused on the critical health care needs of the region, and the updates and activities areas organizations are working on to address these needs.
2. Mid 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 Mid Michigan Lakers are members of the NJCAA, with both have men and women teams in basketball, cross country, and bowling. Community members and students share in their enjoyment of Mid Michigan 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.

The Mid Student Art Club sponsors the Laker Art Gallery each November in the Mount Pleasant campus Community Room highlighting student art representing all mediums. The student-run art show offers work for sale to Mid employees and the public to support ongoing opportunities for beginning artists.

Additionally, Mid hosted two summer movie nights in 2018. Festivities began at 8pm each evening, with the movie beginning at 9:30pm. Characters from each movie were also on hand for fun photo opportunities.

3. Mid 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 Mid 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, photocopying, faxing, printing and a typewriter.

Mid provides computer/Internet access not only for our students and for staff but the public are also welcome to use the 122 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. Mid 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.
Mid has a **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 Pilate’s 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 Mid students for the use of its Student Activity Center.

Mid’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 over 15 miles of mountain bike trails on campus. The college holds two mountain bike races and a foot race on campus each year. Mid also hosts local high school cross country invitational meets and a number of community races.

Mid makes its facilities available at no charge for local non-profit organizations. Organizations that regularly take advantage of this opportunity include Women’s Aid Service, Central Michigan Health Department, 4-H, MARSP (Retired School Personnel), Clare-Gladwin Board of Realtors, Clare-Gladwin Reading Council, Gideon’s International, Michigan Department of Agriculture, Mid Michigan Cattle Producers, and Twenty Lakes Antique Engine Club.

Mid Michigan College is frequently the **host for a variety of community awareness events**. For example, the judicial and law enforcement community collaborated to host a Drug Symposium at Mid. Nearly 200 people convened to gather more information about the proliferation of illegal drugs in our region and the devastation that these drugs wreak. 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. **Mid promotes, sponsors, or hosts community service activities for students, staff, or community members.**

Mid 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 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.

Mid 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. A number of Mid 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.

Mid’s Annual Barbeque not only raises money for student scholarships, it provides an opportunity for more than 2,100 members of the surrounding community to come together. The event includes the trail races – 10-K run and 5-K run/walk; a car/truck/cycle show; local artists; and the local animal shelter.

The employees at Mid 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.

Mid 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 College adopt the following resolution:

The Mid Michigan 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 College’s Board of Trustees at a regular meeting the second day of October 2018.

________________________________________
Richard S. Allen, Jr., Board Secretary
New Business

Item V-F: Local Strategic Value Resolution

Presenter: President Hammond

Board Consideration: Action

President Hammond will review the Local Strategic Value Resolution.

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 Mid Michigan College adopt the following resolution:

The Mid Michigan 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 College’s Board of Trustees at a regular meeting the second day of October, 2018.

Recommendation:

It is recommended the Board approve the Local Strategic Value as presented.
New Business

Item V-G: Weapons Policy

Presenter: President Hammond  Board Consideration: Action

President Hammond will present a proposed weapons policy for Mid Michigan College.

Based on the July 2018 decisions of the Michigan Supreme Court, and a review of weapons policies at other Michigan community colleges, a new weapons policy is proposed to replace the current policy, 304.09. The policies of other community colleges have been placed in a shared Google Doc for ease of reference. The October Board meeting will be the first reading of this policy.

Current Policy: 304.09 Weapons

[LAST APPROVED June 2018]

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

There shall be no game hunting with any sort of a weapon on any part of the College property. For purposes of interpretation, a weapon shall be deemed as & any instrument which is designed with the capability of inflicting injury to persons.

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

Recommendation:

It is recommended the Board approve the weapons policy as presented.
Proposed Policy: 304.09 Weapons

Weapons Policy
Department/Division: Security Operations and Systems

Purpose
Mid Michigan College endeavors to provide a safe environment for students, faculty, staff, vendors, contractors, and visitors by eliminating or reducing the likelihood of threatening behavior on our College property.

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

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

Any student found possessing any prohibited material/device shall equally be subject to corrective action up to and including expulsion. Anyone who violates this Policy may also be subject to criminal sanctions as provided for by law.

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

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

If an individual witnesses or becomes aware of someone in possession or use of a dangerous weapon or is informed of or witnesses any threat or act of violence or any
conduct in violation of this Policy, he/she is urged to immediately report it to Campus Security or the Office of Security Operations and Systems. Instances of severe and/or immediate danger should be reported to the local police department.

Definitions
1. **College Property**: includes but is not limited to property owned, managed, occupied, operated or leased by the College and used for classroom purposes, activities, college sponsored events or other authorized use of the facilities.

2. **Weapons/Dangerous Weapons**
   a. a loaded or unloaded firearm, whether operable or not
   b. a dagger, dirk, razor stiletto, knife or stabbing instrument having a blade of longer than 3 inches, brass knuckles, blackjack, club, or other object specifically designed or customarily carried for use as a weapon, that is used as a weapon or carried/possessed for use as a weapon.
   c. an object or device that is utilized or fashioned in a manner that would compel a person to believe that the object or device is a firearm or an object likely to cause death or bodily injury
   d. pneumatic devices, including any device that is designed to expel a projectile by the use of air, gas, or spring; to include BB guns, paintball guns, and Airsoft guns
   e. explosives, fireworks, bows and arrows, swords, and dangerous chemicals

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

**Responsible Party for Administration and Enforcement**
Security
Office of Security Operations and Systems

**Related Documents**
- MCL 123.1101
- MCL 750.226
- MCL 28.425o
New Business

Item V-H: Security Policy

Presenter: Associate Vice President Barnes  Board Consideration: Information/Action

Associate Vice President Barnes will present a proposed security policy for Mid Michigan College.

Board approval is sought to enter into negotiations with the Clare County and Isabella County Sheriffs' department to provide security services on Mid's Harrison and Mt. Pleasant campus. Preliminary drafts of such contracts are provided with recognition that any such agreement would also require action by the respective county governing boards.

Recommendation:

It is recommended the Board approve the Associate Vice President of Security Operations and Systems to enter into negotiations with the Clare County and Isabella County Sheriffs’ Departments for campus security.
AGREEMENT FOR LAW ENFORCEMENT SERVICES

THIS AGREEMENT, made and entered into this _____ day of _______________ 2018, by and between the COUNTY OF CLARE, Michigan (hereinafter referred to as the “COUNTY”), and the SHERIFF OF CLARE COUNTY, Michigan (hereinafter referred to as the “SHERIFF”), and the MID MICHIGAN COLLEGE (hereinafter referred to as the “COLLEGE”).

WITNESSETH:

WHEREAS, at the College Board of Trustees meeting on _________________, 2018 they made a proposal to the Clare County Sheriff Department that it is desirous of requesting extra patrol services with the Clare County Sheriff Department for law enforcement / administrative services within the jurisdiction of Clare County for the Harrison Mid Michigan College Campus and its policing services.

This will cover all costs of the assigned part time or full time deputy regarding investigations, fringes, overtime, retirement contribution costs, payroll taxes (i.e., social security, medicare, worker’s compensation, unemployment, and other associated costs); and

WHEREAS, the COUNTY and the SHERIFF agree that the SHERIFF shall provide those services to the COLLEGE as outlined below and as permitted by law.

NOW, THEREFORE, for and in consideration of the mutual covenants hereinafter contained, IT IS HEREBY AGREED as follows:

1. Services to be Performed by the SHERIFF. The SHERIFF shall provide the COLLEGE with law enforcement patrol services. These law enforcement services shall be performed through the assignment of a Deputy Sheriff / School Liaison that will provide law enforcement and administrative services for the Mid Michigan College properties within the jurisdictions of Clare County. These law enforcement services shall be performed in accordance with the following schedule:

   A. Extra hours per week of coverage as needed shall be provided within the college campus and its jurisdiction. This will consist of the following:

      1 Full Time Campus Deputy Sheriff / Liaison 40 hours/week $56,773.01
      Overtime pursuant to union contract $2,500.00
      Fuel for transportation replacement costs of clothing/equipment $2,000.00
      TOTAL $61,273.01
      One time start-up cost for soft uniforms, duty belt, radio, boots, and other attire/equipment $5,088.00
      Grand Total – First Year $66,361.01

   This is calculated at a 50 week work year. It may be modified as needed, but yet stay within the allocated budget unless otherwise agreed upon.

   B. The total hours of law enforcement services authorized in subsection A of this section may be increased or decreased when mutually agreed upon by the parties.
C. A deputy sheriff shall be considered to be providing the services when he/she is required to appear in court on matters relating to law enforcement services provided under this Agreement.

D. The officers assigned to perform law enforcement services under this contract shall be MCOLES certified.

2. **Equipment to be Provided by the COUNTY.** The Sheriff’s Office shall provide all necessary support services required to administer the services to be provided to the other party under this Agreement. These support services shall include all necessary equipment, uniforms, weapons, and radios. The Sheriff’s Office shall also provide evidence processing and storage, L.E.I.N. usage, dispatch service and warrant storage, breathalyser operator service, all records storage and retention required, and property and evidence room facilities.

3. **Meetings.** The COUNTY, through the SHERIFF or his designee, and any representative the Board of Commissioners deemed necessary, shall meet with the designated members of the COLLEGE monthly or as mutually agreed upon for the purpose of providing reports and discussions regarding of the law enforcement services activities, addressing concerns regarding the Deputy, and discussing any problem areas perceived by any party to this contract.

4. **Insurance.** The COUNTY shall provide liability and workers’ disability compensation insurance coverage for any deputy sheriffs assigned to duty at the jurisdiction, and shall provide insurance for motor vehicle(s) that may be used in the performance of the services described in paragraph 1 of this Agreement.

5. **Wages & Benefits**

The party receiving services agrees to pay full time wages and benefits as well as any required overtime pertaining to the negotiated contract of such Sheriff’s deputies as are assigned to the jurisdiction, in amounts pertaining to the negotiated contract for wages and benefits between the County and the Police Officers Association of Michigan – bargaining unit.

a. The COLLEGE receiving services agrees to reimburse wages and benefits as per the Sheriff’s invoice on a monthly basis, for such wages and benefits, as accrued; and,

b. The COLLEGE receiving services agrees that it shall be the responsibility of the Sheriff to invoice, budget and apportion such wage and benefit monthly payment.

6. **COMPENSATION**

The Sheriff shall provide the COLLEGE with a statement of services provided, on a monthly basis. The party shall pay the County the amount due, no later than the 15th day of the month following the statement date. All payments shall be made payable to the County of Clare and submitted to the Clare County Sheriff’s Office Clerical Supervisor.
7. **Status of Deputy Sheriffs Assigned to COLLEGE and SHERIFF’s Responsibility for Management.** The deputy sheriffs assigned to patrol the COLLEGE’S jurisdiction under this Agreement shall remain employees of the SHERIFF and under his supervision, direction, management and control. All rights in the management of the Deputies shall remain with the SHERIFF.

8. **Removal of Deputy Sheriffs for Emergencies.** The SHERIFF reserves the right to remove any deputy who is otherwise assigned to patrol the jurisdiction for life threatening emergencies that might exist outside the jurisdiction. However, it is expressly agreed that time spent outside of the jurisdiction to cover such emergencies shall not be included in the jurisdiction’s billing period; and the time the assigned officer is removed from the jurisdiction to handle such emergencies shall be banked as provided in paragraph 1B above to be utilized at other times during the contract term.

9. **Nondiscrimination.** The parties hereto, as required by law, shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, disability that is unrelated to the individual’s ability to perform the duties of a particular job or position, height, weight, marital status, political affiliation or beliefs. Breach of this covenant shall be regarded as a material breach of this Agreement.

10. **Agreement Does Not Affect Collective Bargaining Agreements.** It is expressly understood and agreed by the parties hereto that the requirements of this Agreement shall not be construed as in any way affecting any collective bargaining agreement covering Sheriff Deputies that could be assigned to the jurisdiction under this Agreement including, but not limited to, the adding of provisions thereto or subcontracting provisions therefrom.

11. **Waivers.** No failure or delay on the part of any of the parties to this Agreement in exercising any right, power or privilege hereunder shall operate as a waiver thereof, nor shall a single or partial exercise of any right, power or privilege preclude any other or further exercise of any other right, power or privilege.

12. **Modification of Agreement.** Modifications, amendments or waivers of any provision of this Agreement may be made only by the written mutual consent of the parties hereto.

13. **Assignment or Subcontracting.** The parties to this Agreement may not assign, subcontract or otherwise transfer their duties and/or obligations under this Agreement.

14. **Disregarding Titles.** The titles of the sections set forth in this Agreement are inserted for the convenience of reference only and shall be disregarded when construing or interpreting any of the provisions of this Agreement.

15. **Complete Agreement.** This Agreement contains all the terms and conditions agreed upon by the parties hereto, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement, or any part thereof, shall have any validity or bind any of the parties hereto.
16. **Agreement Renewal.** This Agreement shall automatically renew from year to year (each year for an additional one-year term) unless either party terminates the agreement upon 60 days prior written notice to the other party.

17. **Invalid Provisions.** If any clause or provision of this Agreement is rendered invalid or unenforceable because of any State or Federal statute or regulation or ruling by any tribunal of competent jurisdiction, that clause or provision shall be null and void, and any such invalidity or unenforceability shall not affect the validity or enforceability of the remainder of this Agreement. It shall be considered to be deleted and the remainder of this Agreement shall not be affected thereby. Where the deletion of the invalid provision would result in the illegality and/or unenforceability of this Agreement, this Agreement shall be considered to have terminated as of the date in which the provision was rendered invalid or unenforceable.

18. **Certification of Authority to Sign Agreement.** The persons signing on behalf of the parties hereto certify by their signatures that they are duly authorized to sign this Agreement on behalf of said parties and that this Agreement has been authorized by said parties.

    **IN WITNESS WHEREOF,** the authorized representatives of the parties hereto have fully signed this Agreement on the day and year first above written.

    **WITNESSED BY:**

    **COUNTY OF CLARE**

    By: _______________________________  __________________________
    Karen Lipovsky, Chairperson  John S. Wilson, Sheriff
    County Board of Commissioners

    By: _______________________________  __________________________
    Lori Martin, County Clerk  Christine Hammond, MMC President

    **SHERIFF OF CLARE COUNTY**

    By: _______________________________  __________________________
    John S. Wilson, Sheriff  Witness

    **MID MICHIGAN COMMUNITY COLLEGE**

    By: _______________________________  __________________________
    Christine Hammond, MMC President  Witness

    By: _______________________________  __________________________
    Witness  Date
AGREEMENT FOR LAW ENFORCEMENT SERVICES

THIS AGREEMENT is made and entered into this _____ day of ______________, 2018, by and between the COUNTY OF ISABELLA, Michigan (hereinafter referred to as the “COUNTY”), the SHERIFF OF ISABELLA COUNTY, Michigan (hereinafter referred to as the “SHERIFF”), and the MID MICHIGAN COLLEGE (hereinafter referred to as the “COLLEGE”).

WITNESSETH:

WHEREAS, the COLLEGE is desirous of obtaining extra patrol services from the Isabella County Sheriff’s Office for law enforcement/administrative services within the jurisdiction of Isabella County for the Isabella Mid-Michigan College campus and its policing services; and

WHEREAS, at its meeting on __________, 2018, the College Board of Trustees made a proposal to the Isabella County Sheriff’s Office for the provision of the extra patrol services; and

WHEREAS, the COUNTY and the SHERIFF accept the COLLEGE’s proposal, and agree that the SHERIFF shall provide those services to the COLLEGE as outlined below and as permitted by law.

NOW, THEREFORE, for and in consideration of the mutual covenants hereinafter contained, IT IS HEREBY AGREED as follows:

1. Services to be Performed by the SHERIFF. The SHERIFF shall provide the COLLEGE with law enforcement patrol services. These law enforcement services shall be performed through the assignment of a Deputy Sheriff / School Liaison that will provide law enforcement and administrative services for the Mid-Michigan College properties within the jurisdiction of Isabella County. These law enforcement services shall be performed in accordance with the following schedule:

   A. Hours per week of coverage shall be provided as needed on the College campus and within its jurisdiction. This will consist of the following:

      Part Time Campus Deputy Sheriff / Liaison 40 hours/week

      This is calculated at a 50 week work year. It may be modified as needed, but yet stay within the allocated budget, unless otherwise agreed upon.

   B. The total hours of law enforcement services authorized in subsection A of this section may be increased or decreased when mutually agreed upon by the parties, or banked for use at another time as otherwise provided in this Agreement.

   C. A Deputy Sheriff shall be considered to be providing services under this Agreement when he/she is required to meet with the Prosecutor or appear in court on matters relating to law enforcement services provided under this Agreement, or to attend required training with the Isabella County Sheriff’s Office.
D. The officers assigned to perform law enforcement services under this Agreement shall be MCOLES-certified.

2. **Equipment to be provided by the COUNTY.** The Sheriff’s Office shall provide all necessary support services required to administer the services to be provided to the COLLEGE under this Agreement. These support services shall include all necessary equipment, uniforms, weapons, and radios. The Sheriff’s Office shall also provide evidence processing and storage, L.E.I.N. usage, dispatch service and warrant storage, breathalyzer operator service, all records storage and retention required, and property and evidence room facilities.

3. **Meetings.** The COUNTY, through the SHERIFF or his designee, may meet with the designated members of the COLLEGE monthly or as mutually agreed upon for the purpose of providing reports and discussions regarding (a) the law enforcement services activities, (b) any concerns regarding the assigned Deputy, and (c) any problem areas perceived by any party to this Agreement.

4. **Insurance.** The COUNTY shall provide liability and workers’ disability compensation insurance coverage for any Deputy Sheriffs assigned to duty at the COLLEGE, and shall provide insurance for motor vehicle(s) that may be used in the performance of the services described in paragraph 1 of this Agreement.

5. **Compensation.** It is expressly understood and agreed that the COLLEGE shall pay the COUNTY for the services which it receives from Deputy Sheriffs under this Agreement as follows:

   A. The COLLEGE shall reimburse the COUNTY the sum of Thirty-Eight Thousand five hundred eighty-three DOLLARS ($38,583.00) for the law enforcement services provided under this Agreement. Should the hours of service, as provided in Subsection A of Section 1 above be changed, this amount will be changed accordingly.

   The COLLEGE agrees to reimburse the County for all wages and benefits.

   B. In addition, the COLLEGE agrees to pay the County’s annual costs of fuel for transportation of up to $1,000.00, uniform/equipment replacement cost of up to $500.00, as well as a one-time start-up cost of up to $5,088.00 for soft uniforms, duty belt, radio, boots and other attire/equipment that will be needed.

   C. The compensation described in this Section is intended to cover all costs of the assigned Deputy regarding investigations, payroll taxes (i.e., social security, Medicare, worker’s compensation, unemployment, and other associated costs.

   D. The SHERIFF shall submit an invoice to the COLLEGE for all billable hours, and other costs, on a monthly basis. The invoice will be sent at the beginning of each month. The COLLEGE shall pay the COUNTY the invoiced amount due, no later than the 15th day of the month following the statement date. All payments shall
be made payable to the County of Isabella and submitted to the Isabella County Sheriff’s Office Administrative Assistant.

6. **Status of Deputy Sheriffs Assigned to COLLEGE and SHERIFF’s Responsibility for Management.** The Deputy Sheriffs assigned to patrol the COLLEGE’S jurisdiction under this Agreement shall remain employees of the SHERIFF and under his supervision, direction, management and control. All rights in the management of the Deputies shall remain with the SHERIFF.

7. **Removal of Deputy Sheriffs for Emergencies.** The SHERIFF reserves the right to remove any Deputy who is otherwise assigned to patrol the COLLEGE’S jurisdiction for limited emergency exigent circumstances that might exist outside the COLLEGE’S jurisdiction. However, it is expressly agreed that any time spent outside of the COLLEGE’S jurisdiction to cover such emergencies shall not be included in the COLLEGE’S billing period; and the time the assigned officer is removed from the COLLEGE’S jurisdiction to handle such incidents shall be banked as provided in paragraph 1B above to be utilized at other times during the Agreement term.

8. **Nondiscrimination.** The parties, as required by law, shall not discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, disability that is unrelated to the individual’s ability to perform the duties of a particular job or position, height, weight, marital status, political affiliation or beliefs. Breach of this covenant shall be regarded as a material breach of this Agreement.

9. **Agreement Does Not Affect Collective Bargaining Agreements.** It is expressly understood and agreed by the parties that the requirements of this Agreement shall not be construed as in any way affecting any collective bargaining agreement covering Sheriff’s Deputies.

10. **Waivers.** No failure or delay on the part of any of the parties to this Agreement in exercising any right, power or privilege hereunder shall operate as a waiver thereof, nor shall a single or partial exercise of any right, power or privilege preclude any other or further exercise of any other right, power or privilege.

11. **Modification of Agreement.** Modifications, amendments or waivers of any provision of this Agreement may be made only by the written mutual consent of the parties.

12. **Assignment or Subcontracting.** The parties to this Agreement may not assign, subcontract or otherwise transfer their duties and/or obligations under this Agreement.

13. **Disregarding Titles.** The titles of the sections set forth in this Agreement are inserted for the convenience of reference only and shall be disregarded when construing or interpreting any of the provisions of this Agreement.

14. **Complete Agreement.** This Agreement contains all the terms and conditions agreed upon by the parties, and no other agreements, oral or otherwise, regarding the subject
matter of this Agreement, or any part thereof, shall have any validity or bind any of the 
parties.

15. **Agreement Term and Renewal.** This Agreement shall commence on the ___ day of 
__________, 2018, and shall continue in effect for an initial term of one year, unless 
terminated earlier. At the end of the initial term, and for each year thereafter, this 
Agreement shall automatically renew for additional one-year terms, unless either party 
terminates the Agreement upon 60 days’ prior written notice to the other party.

16. **Invalid Provisions.** If any clause or provision of this Agreement is rendered invalid or 
enforceable because of any State or Federal statute or regulation or ruling by any 
tribunal of competent jurisdiction, that clause or provision shall be null and void, and any 
such invalidity or unenforceability shall not affect the validity or enforceability of the 
remainder of this Agreement. It shall be considered to be deleted and the remainder of 
this Agreement shall not be affected thereby. Where the deletion of the invalid provision 
would result in the illegality and/or unenforceability of this Agreement, this Agreement 
shall be considered to have terminated as of the date in which the provision was rendered 
invalid or unenforceable.

17. **Certification of Authority to Sign Agreement.** The persons signing on behalf of the 
parties certify by their signatures that they are duly authorized to sign this Agreement on 
behalf of the parties and that this Agreement has been authorized by the parties.

**IN WITNESS WHEREOF,** the authorized representatives of the parties hereto have 
fully signed this Agreement on the day and year first above written.

**COUNTY OF ISABELLA**

By: _______________________________  
______________________________  
George Green, Chairperson  
County Board of Commissioners  

Date

**SHERIFF OF ISABELLA COUNTY**

By: _______________________________  
______________________________  
Michael Main, Sheriff  

Date

**MID MICHIGAN COMMUNITY COLLEGE**

By: _______________________________  
______________________________  
Christine Hammond, MMC President  

Date
Funding Proposal

Contact Person for Request: Kim Barnes

Amount Requested: $37,610.00
Current Security Budget $110,000.00
Total Project Cost: $147,610.00

Project Title: Campus Security

Project Dates: TBD

Project Summary: Contract with Clare and Isabella counties to provide security and act as a liaison between MMC and the Sheriff’s Departments.

Statement of Purpose / Scope of Services: The deputy on the Harrison Campus in addition to security coverage, would provide emergency preparedness training that would align with other agencies and schools in both counties. Deputies on both campuses would have direct access to both county emergency systems through restricted radio communication allowing for a quicker response in an emerging emergency situation. They would coordinate with other agencies and provide annual emergency preparedness training for staff.

Project Impact: These deputies are well-trained, seasoned law enforcement hand-picked by each Sheriff’s Department. The mere presence of law enforcement on site may dissuade criminal actions and give staff peace of mind.

Collaborations/Partners: We would be collaborating with each county Sheriff’s department and homeland security. With emergency preparedness trainings, we would work with community agencies to establish resources and become part of a larger response team.

Personnel: The Department of Security Operations and Systems would work closely with the liaison officers.

Other Resources Needed: At this time, we cannot afford to have deputies both for day and night coverage of classes and events. We would still need Whelan Security to work the evening hours and events.

Evaluation:
Alignment with Strategic Plan: Ensuring Institutional Effectiveness

Project Budget: Attached are proposals from Isabella and Clare County Sheriff’s offices that contain more detailed information.

Isabella County Total for 50 weeks 40 hours per week (including fuel costs) $40,083.00
Start Up Costs—soft uniforms, duty belt, radio boots and other attire and equipment $5,088.00

Clare County Total for 50 weeks 40 hours per week (including fuel costs) $61,273.00
Start Up Costs—soft uniforms, duty belt, radio boots and other attire and equipment $5,088.00

Whelan Security for 2,577 hours of coverage (not including Pickard and events outside of standard College hours) $36,078.00

Total Cost First Year $147,610.00
Subsequent Years $137,434.00
## Board Comments

### Item VI-A: Calendar of Events

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept 27-28</td>
<td>MCCA Student Success Summit – 11:00 AM, Lansing</td>
</tr>
<tr>
<td>Oct 2</td>
<td>Board of Trustees Workshop – 6:00 PM, Houghton Room, Harrison</td>
</tr>
<tr>
<td>Oct 2</td>
<td>Board of Trustees Regular Meeting – 7:00 PM, Houghton Room, Harrison</td>
</tr>
<tr>
<td>Oct 5-6</td>
<td>MCCA Autumn Board of Directors Meeting, Gogebic</td>
</tr>
<tr>
<td>Oct 24-27</td>
<td>ACCT Annual Leadership Congress – New York, New York</td>
</tr>
<tr>
<td>Nov 6</td>
<td>Board of Trustees Workshop – 6:00 PM, Houghton Room, Harrison</td>
</tr>
<tr>
<td>Nov 6</td>
<td>Board of Trustees Regular Meeting – 7:00 PM, Houghton Room, Harrison</td>
</tr>
<tr>
<td>Nov 8-9</td>
<td>MCCA Trustee Leadership Institute – Lansing</td>
</tr>
<tr>
<td>Nov 21</td>
<td>Professional Development Day – No Classes</td>
</tr>
<tr>
<td>Nov 22-23</td>
<td>Thanksgiving Break – College Closed</td>
</tr>
<tr>
<td>Nov 8-9</td>
<td>MCCA Trustee Leadership Institute – Lansing</td>
</tr>
<tr>
<td>Nov 21</td>
<td>Professional Development Day – No Classes</td>
</tr>
<tr>
<td>Dec 2</td>
<td>Community Holiday Party -</td>
</tr>
<tr>
<td>Dec 4</td>
<td>Board of Trustees Workshop – 6:00 PM, Esther C. Conference Room, Harrison</td>
</tr>
<tr>
<td>Dec 4</td>
<td>Board of Trustees Regular Meeting – 7:00 PM, Esther C. Conference Room, Harrison</td>
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<tr>
<td>Dec 7</td>
<td>Employee Holiday Party</td>
</tr>
<tr>
<td>Dec 14</td>
<td>Fall 2018 Semester Ends</td>
</tr>
<tr>
<td>Dec 22 – Jan 1</td>
<td>Winter Break – College Closed</td>
</tr>
<tr>
<td>Jan 2</td>
<td>Faculty Welcome Back Day</td>
</tr>
<tr>
<td>Jan 8</td>
<td>Board of Trustees Workshop – 6:00 PM, Esther C. Conference Room, Harrison</td>
</tr>
<tr>
<td>Jan 8</td>
<td>Board of Trustees Regular Meeting – 7:00 PM, Esther C. Conference Room, Harrison</td>
</tr>
<tr>
<td>Jan 30</td>
<td>MCCA Legislative Summit, 8:30 AM – 12:30 PM, 124 N. Capitol Ave, Lansing, MI</td>
</tr>
</tbody>
</table>

**Recommendation:**

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

Presenter: Board Chair Jacobson  Board Consideration: Information

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

Recommendation:

None.