Mid Michigan Community College
Board of Trustees Meeting
Schedule For
June 28, 2016
Cafeteria and Houghton Room, Harrison Campus - 6:00 p.m.

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

1. 6:00 p.m. – Special Hearing Meeting called to order – Houghton Room

2. 6:05 p.m. – Dinner – Cafeteria – All USA students/members of the All Michigan Academic Team
   Kenneth Cunningham II, Quincy Jones, Sarah Kohler, Margini Schafer and their guests will join
   the board for dinner.

   Also in attendance will be the following Phi Theta Kappa officers who will introduce themselves:

   2015-2016 Officer Team
   President – Sarah Kohler
   Vice President, Mt. Pleasant – Josh Kiger
   Vice President, Mt. Pleasant – Margini Schafer
   Vice President of Honors in Action – (Sarah Kohler)
   Vice President of College Project – Kenneth Cunningham
   Vice President of Public Relations – (Josh Kiger)
   Vice President of Fundraising – (Sarah Kohler)
   Recording Secretary – Abigail Averill
   Service Chair – Kent Feiss

   2016-2017 Officer Team
   President – Kenneth Cunningham
   Vice President, Harrison – Chase Cassel
   Vice President, Mt. Pleasant – Kilee Sommerville
   Vice President of Honors in Action – Jacklyn Evans
   Vice President of College Project – Vacant
   Vice President of Public Relations – Vacant
   Vice President of Fundraising – Bryan Cody
   Recording Secretary – Kristin Shoaf

3. 7:00 p.m. – The regular board meeting will be called to order.
<table>
<thead>
<tr>
<th>Topic</th>
<th>Presenter</th>
<th>Action/Information</th>
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<tbody>
<tr>
<td><strong>I. Call to Order</strong></td>
<td></td>
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<tr>
<td>A. Welcome</td>
<td>Chairman Jacobson</td>
<td>Action</td>
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<tr>
<td>B. Public Comments</td>
<td>Chairman Jacobson</td>
<td>Information</td>
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<tr>
<td><strong>II. Approval of Agenda</strong></td>
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<td></td>
<td>Chairman Jacobson</td>
<td>Action</td>
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<td><strong>III. Approval of Consent Items</strong></td>
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<tr>
<td>A. Minutes</td>
<td>Chairman Jacobson</td>
<td>Action</td>
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<tr>
<td>B. Monthly Financial Report</td>
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<tr>
<td>C. Monthly Personnel Report</td>
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<tr>
<td><strong>IV. Old Business</strong></td>
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<tr>
<td>A. Policy Revision</td>
<td>Frick</td>
<td>Action</td>
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<tr>
<td>B. President Evaluation Report</td>
<td>Chairman Jacobson</td>
<td>Information</td>
</tr>
<tr>
<td><strong>V. New Business</strong></td>
<td></td>
<td></td>
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<tr>
<td>A. Correspondence and Announcements</td>
<td>Hammond</td>
<td>Information</td>
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<td>B. Enrollment Report</td>
<td>Miller</td>
<td>Information</td>
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<tr>
<td>C. Student Activity Fee Adjustment</td>
<td>Miller</td>
<td>Action</td>
</tr>
<tr>
<td>D. Resolution to Certify Millage Levy and Budget for the 2017 Tax Year</td>
<td>Frick</td>
<td>Action</td>
</tr>
<tr>
<td><strong>VI. Board Comments</strong></td>
<td></td>
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</tr>
<tr>
<td>A. Calendar of Events</td>
<td>Chairman Jacobson</td>
<td>Information</td>
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<tr>
<td>B. Other Business</td>
<td>Chairman Jacobson</td>
<td>Information</td>
</tr>
<tr>
<td>1. Comments by Trustees</td>
<td>Chairman Jacobson</td>
<td>Information</td>
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<tr>
<td>2. MCCA Board of Directors</td>
<td>Chairman Jacobson</td>
<td>Action</td>
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</tbody>
</table>
Agenda Item:  II, Approval of Agenda

Board Consideration:  Action

Background:

Item II, Approval of Agenda.

Recommendation:

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

Board Consideration: Action

Background:

A. Minutes – June 7, 2016

B. Monthly Financial Report:

1. Financial Summary for the period ended May 31, 2016
2. General fund balance sheet as of May 31, 2016
4. Gifts and Donations: Donations totaling $60,600 were received for the Scholarship and Grant Fund in May 2016.
5. Donations were received last month for the Capital Campaign, Northern Tradition, Scholarship & Grant, Foundation, Manning Ford Scholarship, McDonald Scholarship, Lakers Athletic Fund, Grabmeyer Scholarship, Jean Willis OIS Scholarship, Clare County MARSP Scholarship, and Bob & Rosemary Carter Scholarship.

C. Monthly Personnel Report for this period.

Recommendation:

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

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

Absent: Eric T. Kreckman, Trustee; Terry Petrongelli, Trustee

Guests: Dorothy Boge, Kirk Lehr, and Ray Horrocks

Agenda Item I: CALL TO ORDER

The Board Chair called the meeting to order at 7:30 p.m. There were no public comments from the guests.

Agenda Item II: APPROVAL OF AGENDA

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

Agenda Item III: APPROVAL OF CONSENT ITEMS

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

Agenda Item V-A: CORRESPONDENCE AND ANNOUNCEMENTS

The Board Chair reviewed the correspondence items including a letter from the Mt. Pleasant Women’s Club thanking MMCC for use of the Community Room for their “Fashion for Compassion” style show and a Thank You note from the family of Doug Hoerauf.

President Hammond informed the Board of the many positive comments MMCC has received from the H.A.T.S. group.

President Hammond also informed the Board that Thomas Nyquist passed away in April and provided a handout. The College was notified late last week of Mr. Nyquist’s passing.

Vice President Miller provided a spring 2016 semester enrollment update. Credit hours were up 7% from last year; the third biggest increase in the state. Washtenaw Community College and Jackson College where the other two colleges that had increased enrollment for the spring semester. The average spring enrollment at Michigan’s 28 community colleges was 5.4% down from the previous year.

Agenda Item V-B: RECOMMENDED PURCHASES

The Board Chair stated a motion for the purchases will be made after all presentations have been completed.

Director Lehr presented the annual computer purchase request to the Board. Bid information was sent out to 10 vendors and the college received 3 bids back for desktops, laptops and other supplies. At the April Board meeting,
Director Lehr presented an estimated cost of around $130,000 and the final number came in at $81,735.85. Reallocation of some underutilized computers in a few areas took place, reducing the numbers of computers being purchased. The low bid for the desktops and laptops came in at $59,688.00 from SEHI Computing. The low bid for the accessory items and a server came in at $22,047.85 from Precision Data Products.

The recommendation was to award the desktops and laptops to Sehi Computing for a cost of $59,688.00 and the server and accessory items to Precision Data Products for a cost of $22,047.85. Funding for these purchases will come from the institutional technology fund.

Director Lehr also presented the Ellucian maintenance contract. This contract is up for yearly renewal and includes tech support, patches for the software and new releases of the software. The total cost is $167,338.00 and the funds will come from the Institutional Technology Fund.

The recommendation was to approve the total cost of $167,338.00 for the Ellucian maintenance contract.

A discussion took place centering on the possibility of other colleges working together on a consortium to reduce these maintenance costs. President Hammond stated staff members at the MCCA are looking in to this.

Vice President Frick presented the trash removal contract purchase request. The Clare Gladwin RESD solicited Bids for Trash Removal for the In-District Schools and MMCC’s Harrison campus in 2013. The current contract for trash removal for the Harrison Campus expires 6/30/16. The Mt. Pleasant Campus is currently not under contract.

The Clare Gladwin RESD solicited bids for another three year contract with the in-district schools, MMCC’s Harrison Campus, Mt. Pleasant Campus, and limited pick up at MMCC’s Pickard location. When the three year contract expires another bid request will be completed.

The recommendation was for the Board to accept the low bid of $25,824.26 from Waste Management for three years, expiring on 6/31/19.

Vice President Frick also presented the Harrison Campus Door Locks purchase request. An RFP was issued to prospective lock vendors to upgrade the Harrison Campus interior lock system to increase safety and security on campus. The proposed upgrade allows for all classroom and office doors to be locked from the inside with a thumb-turn lock compared to the current system that requires opening the door and using a key to lock the door. This will create consistency with the Mt. Pleasant campus door locks and significantly increases the safety of both staff and students on the Harrison campus.

A door hardware specialist was engaged to draft the RFP specifications with the goal of retaining and using the existing door hardware wherever possible. The RFP was sent to three vendors but only two responded with a bid: North Mission Door in Mt. Pleasant for $36,250 and S.A. Morman & Co. in Wyoming MI for $36,060.

This project would be done during the summer months and completed before fall classes begin on August 28, 2016. The funding would come from the Building and Site fund balance from prior year savings.

The recommendation was for the Board to accept the bid from North Mission Door for $36,250 as costs for subsequent service calls would be lower.

Vice President Frick presented the electronic upgrades to the Harrison campus proposal. As part of the door lock project on the Harrison Campus, the college will implement electronic “panic button” options to lock the Library and room E206. This will electronically lock the doors since these doors do not have the option to have thumb locks installed. A bid from Security Corporation in Novi, MI for $7,560.24 was received in order to update these doors with
the appropriate readers and integrate them with the TruPortal system.

The recommendation was for the Board to accept the bid from Security Corporation for the electronic upgrades at a cost of $7,560.24.

Discussion took place concerning the need for the thumb locks on the doors and how many internal people have keys to access all doors.

A motion was made by Trustee Mussell to approve all the purchase recommendations presented. Seconded by Trustee Bay. Four ayes, one nay. Motion carried.

Agenda Item V-C: CURRICULUM COMMITTEE RECOMMENDATION: CURRICULUM CHANGES

Vice President Jankoviak reviewed the changes to the college curriculum over the past year and recommended the Board approve the changes as presented. These changes take effect July 1, 2016. Program and courses revisions listed in the report are a result of the work that the faculty members are doing for the Guided Pathways project in addition to routine changes and keeping up with changing university requirements.

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

Agenda Item V-D: RISK MANAGEMENT

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

For the 2016-17 policy year, Mid Michigan’s total contribution is $161,494. This represents a 1.94% increase over the current year contribution of $158,416. The college currently has member funds on deposit reserved for IBNR claims of $781,529 which is consistent with schools of comparable size.

Information only, no action required.

Agenda Item V-E: POLICY REVISION

Vice President Frick presented the policy revision for Board Policy 303.09 Purchasing as an informational item, for the first reading of a change in Board policy. Action as a second reading will be requested at the June 28, 2016 Board of Trustees meeting.

This policy revision is in response to the OMB Uniform Guidance requirements. All grant awards received after June 30, 2016 will be subject to the new Board Purchasing Policy.

Agenda Item V-F: EMPLOYEE ASSISTANCE PROGRAM PROPOSAL

President Hammond presented the employee assistance program proposal to the Board. An employee assistance program is usually a feature at most organizations of MMCC’s size and scope. The plan proposed through HelpNet, at
a cost of $22.75 per employee, would provide confidential assistance to employees at a reasonable cost to the college and would foster greater productivity and satisfaction among the faculty and staff.

Executive Director Fassett informed the Board of the services provided by HelpNet and MMCC’s willingness to possibly expand this program to students in the future. HelpNet could be a first step to a more robust wellness program at MMCC. A portion of the HelpNet services provides webinars, tools, tips and guidelines for supervisors to use.

Discussion took place on the services offered and feedback from employees. HelpNet will provide quarterly reports showing the number of people using the services; names will not be included on the report. The college plans to pilot this program for a year or two. The Board Chair requested faculty and staff be surveyed annually for their opinions concerning the program. Trustee Allen agreed with a survey to make sure the college is spending tax dollars appropriately.

The costs of the program will be included in the budget that is brought to the June 28, 2016 Board of Trustees meeting.

**Agenda Item V-G: EDUSTAFF PROPOSAL**

President Hammond reviewed the EduStaff proposal with the Board. The College is proposing to contract with EduStaff, a third party administrator, to handle the payroll and benefits of MMCC’s part-time staff, current adjuncts who opt into the plan, and for most future adjuncts. Those adjunct instructors who take advantage of the EduStaff option would see an increase in their pay.

Adjuncts and part-time staff members currently pay into the Michigan Public Schools Employee Retirement System (MPSERS), as does the College on their behalf. Because of the years of service credit required for vesting in the program, few adjuncts can take advantage of the retirement benefits. The proposed system enables the adjuncts and part-time staff to translate those MPSERS contributions into pay that they can then choose to save for retirement or use for other personal expenditures and investments.

North Central Michigan College, Kirtland Community College, Montcalm Community College, Lake Michigan College, Glen Oaks Community College, Jackson College, and West Shore Community College use EduStaff and are generally happy with it.

Trustee Allen cautioned administration on setting pay scales based on degree level for instructors, as degrees from some colleges are not well-recognized among peers and may cause problems between peers. President Hammond informed the Board that the Higher Learning Commission has been working on their degree requirements for faculty and that she will research Trustee Allen’s concerns and report back.

The Board Chair asked Faculty Senate President Kanyo what he thought about the proposal. Dr. Kanyo stated he felt the proposal was fair for adjuncts.

Executive Director Fassett clarified that current part time employees who are two years from being vested in MPSERS will have the option to stay on MMCC’s payroll to continue to accrue time to be vested. Ms. Fassett also stated that employees who are no longer paying in to MPSERS will be able to request a refund from MPSERS of the money they have paid in. There will be informative sessions held on campus with EduStaff for adjuncts and part time employees to attend and ask questions.

A motion was made by Trustee Mussell to accept the EduStaff proposal. Seconded by Trustee Bay. All ayes; motion carried.
Agenda Item V-H: RETIREMENT INCENTIVE PROPOSAL

President Hammond informed the board that the numerous proposals before the board tonight are to assist with the colleges budgeting process for the 2016-2017 academic year.

President Hammond explained given the decline in the enrollment, the disinvestment of the state, and even with a fairly conservative approach to expenditures, the College is still faced with a shortage of $900,000. Seventy to eighty percent of MMCC’s expenditures are related to personnel. The College is trying to ease the personnel costs in order to avoid or reduce layoffs.

President Hammond presented the Retirement Incentive Proposal to the Board. Retirement incentives have been offered in the past. Eligible employees will be offered a percentage of their 15-16 pay and a cash amount for accrued sick days. The retirement proposal is a way to provide advancement opportunity to individuals on campus as well as a cost saving measure for the college. New information received earlier in the day concerning the timeline of the proposed retirement incentive prompted President Hammond to request the Board to approve the retirement incentive option, with details to be approved by the Board Personnel committee in the coming week. An update would be brought back to the June 28 meeting.

Trustee Metzger stated his concern for the college hurting itself by losing many people with a lot of college history. Executive Director Fassett stated the administration understands those concerns and wants to make people feel valued and provide a transition period prior to leaving.

A motion was made by Trustee Allen to authorize the retirement incentive proposal with details of the proposal to be approved by the Board Personnel Committee prior to offering it to eligible employees. Seconded by Trustee Mussell. All ayes, motion carried.

Agenda Item V-I: OPTIONAL RETIREMENT PLAN (ORP) EMPLOYER CONTRIBUTION PROPOSAL

President Hammond presented the Optional Retirement Plan (ORP) Employer Contribution Proposal. The college has the most generous match for individuals who take the optional plan out of all Michigan community colleges. The proposal requests the College to adjust its match for employee contributions to Optional Retirement Plans for employees hired after July 1, 2016 be set at 15% of the employee’s gross salary. The reduction in employer contribution from the current level of 23.28% will have long-term cost savings while remaining generous in comparison to other institutions and employers. Current employees in the plan would not be affected.

A motion was made by Trustee Allen to approve the ORP employer contribution for new employees hired after July 1, 2016 to be 15%. Seconded by Trustee Bay. All ayes, motion carried.

Board Chair Jacobson and President Hammond stated there is discussion at the Michigan Community College Association on putting a group together to manage optional retirement plans to reduce to the cost of managing these plans.

President Hammond thanked Dorothy Boge, Business Services Manager, for bring the cost savings proposal to their attention.

Agenda Item V-J: SECURITY SERVICES PROPOSAL

Vice President Frick presented the Security Services Proposal. The College has used STT services for on campus security since 2009. In a recent Request for Proposal process, it was determined that Whelan Security Services could
provide a broader range of services with a larger national network for a lower proposed cost. Security is a growing concern on college campuses and MMCC is no exception. Whelan’s national network will enable the College to stay in touch with the latest trends for best practice in campus safety and security. Whelan also provides cost savings with more services offered.

A motion was made by Trustee Mussell to approve the Whelan Security Services three year contract beginning July 2016 for an estimated cost of $110,000 per year understanding the contact does not have an automatic renewal. Seconded by Trustee Bay. All ayes; motion carried.

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

Trustee Allen stated he enjoyed the commencement ceremonies and felt it was great as always.

The Board Chair stated that the trustees would move into executive session for the purpose of discussing the President’s Evaluation.

A motion was made by Trustee Metzger to adjourn to Executive Session at 8:47 pm. Supported by Trustee Allen. Roll Call vote showed ayes Trustees Jacobson, Mussell, Allen, Metzger, and Bay. With Trustees Kreckman and Petrongelli absent.

The board returned to regular session at 9:28 pm.

In regard to the President’s annual evaluation, the Board agreed by consensus that Trustees Jacobson and Mussell will prepare a written letter to the president summarizing the feedback given in the Executive session.

Meeting adjourned at 9:30 p.m.

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

_________________________________  ______________________________
Douglas A. Jacobson, Board Chair  Richard S. Allen, Jr., Secretary
Mid Michigan Community College
Financial Highlights
General & Auxiliary Funds
May 31, 2016

General Fund Revenue:

- The 2015-16 tuition and fee revenue budget is based on a six (6) percent enrollment decrease over 2014-15 levels. Fall 2015 enrollment reflected a 6% decline in billable tuition hours. Winter 2016 enrollment reflected a 4% decline in billable hours. 2016 Spring enrollment increased 7%. The resulting total revenue represents 95% of the annual budget for 2015-16 tuition and fees revenue.

- State appropriations revenue for 2015-16 will be $4,790,600 per Public Act 85 of 2015. This represents a 1.6% increase over 2014-15. Additional state appropriations of $1,320,473 were allocated to MMCC for the UAAL funding and booked as receivable in December.

- Property tax revenue of $2,310,653 was levied and booked as revenue in December 2015.

General Fund Expenses:

- All departmental expenses are in line with 92% of the year elapsed with the exception of:
  - Institutional Administration is at 62% due to the timing of accounts receivable write-offs predominately stemming from return of Title IV funds.
  - Information Technology is at 77% due to intentionally decreasing expenditures for the year to align with enrollment and corresponding declines in technology fee revenue.
  - Public Service is at 79% due to running less workshops and customized trainings than was budgeted.

Inter Fund Transfers:

- Planned savings of $902,440 represents 11 months of the budgeted 3% planned savings for the 2015-16 fiscal year. The planned savings budget was reduced from 5% in prior years to 3% of total revenue for the current year.

General Fund Revenue Over Expenses:

- The total increase in net assets as of May 31, 2016 is $2.9 million. This excess, although $2 million below prior year levels, should be sufficient to fund operations for the balance of the 2015-16 fiscal year.

Balance Sheet:

- The cash balance decreased $350,000 to fund operations for the month of May.
- Short term investments remained constant for the month.
- The State Appropriations receivable of $1,657,682 represents the remaining 3 monthly payments of 2015-16 general and UAAL state appropriations.
• Student receivables increased $800,000 due to 2016 Spring and 2016 Fall term registration activity during the month.
• The prepaid expense balance of $202,905 represents MMCC contributions to employee HSA accounts that will be earned during 2016 along with a few prepaid multi-year agreements.
• The balance due to other funds of $7.4 million can be broken down as follows:
  o $197,000 due to the designated student activities fund
  o $1.77 million due to the auxiliary services for sales
  o $30,000 due to the scholarship and grant fund
  o $6.26 million due to building and site for current and future college needs
  o $61,000 due from the foundation
  o $547,000 due from the federal restricted fund for student financial aid
  o $216,000 due from the restricted grant fund

• The $1,520,278 in accrued payroll and other compensation includes expenses incurred but not paid as follows:
  o Accrued salary, wages and vacation of $378,000
  o FICA, Federal and State withholding of $134,000
  o MPSERS/ORP of $218,000
  o Health insurances payable of $83,000
  o Deferred faculty pay of $616,000
  o Unemployment payable of $26,000
  o Workers’ Compensation Insurance payable of $54,000
  o Miscellaneous payroll deductions and taxes

• The $2,895,236 in unearned revenue represents 2016 Fall enrollment activity through May 31st.

• A significant portion of the Unreserved Net Assets of $4.3 million represents funds set aside by the Board of Trustees to fund current and future college expansion needs.

**AUXILIARY FUNDS:**
• Total 2015-16 revenue for auxiliary services through May 31, 2016 is slightly behind prior year activity at 88% of the annual budget.
• Total expenses at 89% of the annual budget corresponds with auxiliary revenue.
• The excess revenue over expenses to date is $434,644. This will offset the operating costs for auxiliary services for the balance of the 2015-16 year.
### MID MICHIGAN COMMUNITY COLLEGE
### BALANCE SHEET
### May 31, 2016

#### Assets

<table>
<thead>
<tr>
<th>Current Assets</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Cash and cash equivalents</td>
<td>$13,239,565</td>
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<tr>
<td>Short-term investments</td>
<td>$1,015,392</td>
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<tr>
<td>Property taxes receivable</td>
<td>$106,412</td>
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<tr>
<td>State appropriations receivable</td>
<td>$1,657,682</td>
</tr>
<tr>
<td>Student receivables</td>
<td>$3,676,628</td>
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<tr>
<td>Other receivables</td>
<td>$26,621</td>
</tr>
<tr>
<td>Inventories</td>
<td>$3,705</td>
</tr>
<tr>
<td>Prepaid expenses and other assets</td>
<td>$202,905</td>
</tr>
<tr>
<td>Due from (due to) other funds</td>
<td>$(7,436,900)</td>
</tr>
<tr>
<td><strong>Total current assets</strong></td>
<td><strong>$12,492,011</strong></td>
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<tr>
<td>Long-term investments</td>
<td>$1,270,258</td>
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<tr>
<td><strong>Total assets</strong></td>
<td><strong>$13,762,268</strong></td>
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#### Liabilities and Net Assets

<table>
<thead>
<tr>
<th>Liabilities</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Accounts payable</td>
<td>$141,142</td>
</tr>
<tr>
<td>Accrued payroll and other compensation</td>
<td>$1,520,270</td>
</tr>
<tr>
<td>Other payables</td>
<td></td>
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<tr>
<td>Planned savings</td>
<td>$2,895,236</td>
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<tr>
<td>Unearned revenue</td>
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<tr>
<td><strong>Total liabilities</strong></td>
<td><strong>$4,556,467</strong></td>
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<table>
<thead>
<tr>
<th>Net assets</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reserved for:</td>
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<tr>
<td>Technology</td>
<td>$433,530</td>
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<td>Program development</td>
<td>$1,332,827</td>
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<td>Retirement incentives</td>
<td>$200,000</td>
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<tr>
<td>Unreserved</td>
<td>$4,298,579</td>
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<tr>
<td>Current year excess revenue over/(under) expenditures</td>
<td>$2,940,685</td>
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<tr>
<td><strong>Total net assets</strong></td>
<td><strong>$9,205,621</strong></td>
</tr>
<tr>
<td><strong>Total liabilities and net assets</strong></td>
<td><strong>$13,762,268</strong></td>
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**MID MICHIGAN COMMUNITY COLLEGE**

**STATEMENT OF REVENUES, EXPENSES**

For eleven months ended May 31, 2016

<table>
<thead>
<tr>
<th>OPERATING REVENUES:</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>Tuition and fees</td>
<td>$17,095,468</td>
<td>95%</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$137,960</td>
<td>110%</td>
</tr>
<tr>
<td><strong>Total operating revenues</strong></td>
<td><strong>$17,233,428</strong></td>
<td><strong>95%</strong></td>
</tr>
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**EXPENSES:**

<table>
<thead>
<tr>
<th>Operating expenses:</th>
<th>Current Fiscal Year</th>
<th>Prior Fiscal Year</th>
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</thead>
<tbody>
<tr>
<td>Instruction</td>
<td>$8,998,320</td>
<td>93%</td>
</tr>
<tr>
<td>Information technology</td>
<td>$1,424,303</td>
<td>77%</td>
</tr>
<tr>
<td>Public service</td>
<td>$369,951</td>
<td>79%</td>
</tr>
<tr>
<td>Instructional support</td>
<td>$2,455,364</td>
<td>95%</td>
</tr>
<tr>
<td>Student services</td>
<td>$2,665,299</td>
<td>83%</td>
</tr>
<tr>
<td>Institutional administration</td>
<td>$3,196,069</td>
<td>62%</td>
</tr>
<tr>
<td>Operation and maintenance of plant</td>
<td>$2,154,070</td>
<td>85%</td>
</tr>
</tbody>
</table>

**MPSERS UAAL**

| **Total operating expenses** | **$21,263,375** | **81%** | **$19,132,186** | **83%** |

<table>
<thead>
<tr>
<th>Operating Income/(loss)</th>
<th>Current Fiscal Year</th>
<th>Prior Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$(4,029,947)</td>
<td></td>
</tr>
</tbody>
</table>

**NON-OPERATING REVENUES:**

<table>
<thead>
<tr>
<th>Non-operating revenues:</th>
<th>Current Fiscal Year</th>
<th>Prior Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>State appropriations</td>
<td>$6,111,073</td>
<td>107%</td>
</tr>
<tr>
<td>Property tax levy</td>
<td>$2,312,038</td>
<td>100%</td>
</tr>
<tr>
<td>Investment income</td>
<td>$21,875</td>
<td>44%</td>
</tr>
<tr>
<td>Unrealized gain (loss) on investments</td>
<td>$15,962</td>
<td>$ (188)</td>
</tr>
<tr>
<td>Gifts</td>
<td>$14,715</td>
<td></td>
</tr>
<tr>
<td><strong>Total Non-operating revenues</strong></td>
<td><strong>$8,475,663</strong></td>
<td><strong>105%</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Revenues over/(under) expenses</th>
<th>Current Fiscal Year</th>
<th>Prior Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$4,445,716</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Inter Funds Transfers</th>
<th>Current Fiscal Year</th>
<th>Prior Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planned Savings (Building &amp; Site)</td>
<td>$902,440</td>
<td>92%</td>
</tr>
<tr>
<td>Additional Savings (Building &amp; Site)</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Bond Debt Service (Building &amp; Site)</td>
<td>$302,200</td>
<td>100%</td>
</tr>
<tr>
<td>Restricted Grant Match</td>
<td>$300,391</td>
<td>63%</td>
</tr>
</tbody>
</table>

| **Total Transfer to Building & Site** | **$1,505,031** |       | **$1,961,531** |       |

<table>
<thead>
<tr>
<th>Net increase (decrease) in Net Assets</th>
<th>Current Fiscal Year</th>
<th>Prior Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$2,940,685</td>
<td></td>
</tr>
</tbody>
</table>
## MID MICHIGAN COMMUNITY COLLEGE
### STATEMENT OF REVENUES, EXPENSES
*For eleven months ended May 31, 2016*

**AUXILIARY FUND**

<table>
<thead>
<tr>
<th></th>
<th>Current Fiscal Year</th>
<th>Prior Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUE:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bookstore</td>
<td>$2,325,696</td>
<td>$2,572,237</td>
</tr>
<tr>
<td>Food Service</td>
<td>$-</td>
<td>$15</td>
</tr>
<tr>
<td>Espresso Bar</td>
<td>$73,776</td>
<td>$59,661</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td>$2,399,472</td>
<td>$2,631,913</td>
</tr>
<tr>
<td><strong>% of Budget:</strong></td>
<td>88%</td>
<td></td>
</tr>
<tr>
<td></td>
<td>$2,399,472</td>
<td>88%</td>
</tr>
<tr>
<td></td>
<td>$2,631,913</td>
<td>90%</td>
</tr>
</tbody>
</table>

| EXPENSES:            |                     |                   |
| Bookstore            | $1,792,709          | $1,965,491        |
| Espresso Bar         | $63,850             | $48,873           |
| Auxiliary Services   | $108,269            | $101,548          |
| **Total:**           | $1,964,828          | $2,115,911        |
| **% of Budget:**     | 89%                                                             |
|                      | $1,964,828          | 91%               |

**EXCESS REVENUE OVER EXPENSES**

<table>
<thead>
<tr>
<th></th>
<th>Current Fiscal Year</th>
<th>Prior Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$434,644</td>
<td>$516,002</td>
</tr>
<tr>
<td>Scholarship/Grant</td>
<td>Current</td>
<td>Year-to-Date</td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>----------</td>
<td>--------------</td>
</tr>
<tr>
<td>Capital Campaign</td>
<td>$55,873</td>
<td>$397,199</td>
</tr>
<tr>
<td>Northern Tradition</td>
<td>$1,425</td>
<td>$62,925</td>
</tr>
<tr>
<td>Scholarship &amp; Grant</td>
<td>$422</td>
<td>$24,192</td>
</tr>
<tr>
<td>Golf Outing</td>
<td>$-</td>
<td>$8,898</td>
</tr>
<tr>
<td>Bicknell Scholarship</td>
<td>$-</td>
<td>$3,125</td>
</tr>
<tr>
<td>Foundation</td>
<td>$120</td>
<td>$4,065</td>
</tr>
<tr>
<td>Manning Ford Scholarship</td>
<td>$220</td>
<td>$2,440</td>
</tr>
<tr>
<td>Christina Swan Memorial Scholarship</td>
<td>$-</td>
<td>$1,500</td>
</tr>
<tr>
<td>Women's Basketball</td>
<td>$-</td>
<td>$1,200</td>
</tr>
<tr>
<td>Retirees Scholarship</td>
<td>$-</td>
<td>$1,725</td>
</tr>
<tr>
<td>Janice Langdon Scholarship</td>
<td>$-</td>
<td>$1,000</td>
</tr>
<tr>
<td>McDonald Scholarship</td>
<td>$40</td>
<td>$480</td>
</tr>
<tr>
<td>Lakers Athletic Fund</td>
<td>$30</td>
<td>$385</td>
</tr>
<tr>
<td>Students of Promise Scholarship</td>
<td>$-</td>
<td>$500</td>
</tr>
<tr>
<td>Grabmeyer Scholarship</td>
<td>$70</td>
<td>$451</td>
</tr>
<tr>
<td>Men's Basketball</td>
<td>$-</td>
<td>$250</td>
</tr>
<tr>
<td>Jean Willis OIS Scholarship</td>
<td>$300</td>
<td>$300</td>
</tr>
<tr>
<td>Mark Wilson Scholarship</td>
<td>$-</td>
<td>$200</td>
</tr>
<tr>
<td>Clare County MARSP Scholarship</td>
<td>$100</td>
<td>$100</td>
</tr>
<tr>
<td>IBT Brownson Scholarship</td>
<td>$-</td>
<td>$45</td>
</tr>
<tr>
<td>Myers Memorial Scholarship</td>
<td>$-</td>
<td>$100</td>
</tr>
<tr>
<td>Visiting Scholar</td>
<td>$-</td>
<td>$2,000</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$58,600</strong></td>
<td><strong>$513,080</strong></td>
</tr>
</tbody>
</table>

**Esther C. Haynack Memorial Scholarship**
- $- $100,187 $-

**Smith Second Chance**
- $- $100,000 $-

**Smith/Berkey Scholarship**
- $- $52,510 $-

**Gerstacker Fund**
- $- $30,000 $-

**Bob & Rosemary Carter Scholarship**
- $2,000 $3,000 $-

**Elizabeth J Horrocks CNA Scholarship**
- $- $1,500 $-

**Misc Fundraisers**
- $- $1,000 $-

**Computer Info Systems Scholarship**
- $- $500 $-

**Licky Chemistry Scholarship**
- $- $500 $-

**Delaine Jakubowski Scholarship**
- $- $155 $-

**McDonald Nursing Prog Enhe Scholarship**
- $- $75 $-

**Total**
- **$2,000** **$289,427** $-

**Gene Haas Scholarship**
- $- $- $10,000

**Gladwin Automotive Scholarship**
- $- $- $9,800

**David Land Memorial Fund**
- $- $- $1,710

**Rust Shaker**
- $- $- $645

**Catherine King Scholarship**
- $- $- $580

**Jerry Freeland Scholarship**
- $- $- $575

**MidMichigan Medical Center Scholarship**
- $- $- $500

**Buy A Brick**
- $- $- $500

**Sweat Shaker**
- $- $- $250

**Kehoe's Fund**
- $- $- $100

**HRA Scholarship**
- $- $- $100

**Churchill Fund**
- $- $- $20

**Christopher & Estelle Smith Scholarship**
- $- $- $-

**L U V Scholarship**
- $- $- $-

**Total**
- **$60,600** **$802,507** **$569,829**

**Prior Year Contributions - current month**
- $4,337 $505,201 $-

**% Current Year to Prior Year**
- 1297.3% 58.8%
TO: Board of Trustees
FROM: Lori A. Fassett, Executive Director of Personnel Services
SUBJECT: MMCC Staffing Update June 28, 2016 Board Meeting
DATE: June 15, 2016

**NEW HIRES:**

Kenneth Smith – Financial Aid Customer Service Assistant  
*Effective: 05/17/2016*

Kenneth brings with him to this position, prior knowledge of the Financial Aid Customer Service position as a Work Study. He also is pursuing a Business Studies Transfer Degree with MMCC.

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

Lexi Strope – Admissions Student Worker  
*Effective: 06/06/2016*

Namunbedralt Zolboot – Facilities Student Worker  
*Effective: 05/18/2016*

Matthew Keel – Facilities Student Worker  
*Effective: 05/31/2016*

Cindy McGrain – PT Accounts Payable Clerk  
*Effective: 06/06/2016*

Emily Panco – Enrollment Student Help  
*Effective: 05/23/2016*

Olivia Perry – Financial Aid Student Employee  
*Effective: 06/06/2016*

Jessica Scherrer – Financial Aid Student Employee  
*Effective: 06/01/2016*

Elizabeth Gordon – Admissions Student Worker  
*Effective: 05/23/2016*

Sara Venema – Admissions Student Worker  
*Effective: 05/16/2016*

**INTERNAL TRANSFERS**

Christopher Smith  
*From: Intern Level I  To: Intern Level II  Effective: 05/12/2016*

Mallory Johnson  
*From: Work Study  To: Advising Student Worker  Effective: 05/23/2016*

Kristin Shoaf  
*From: Work Study  To: Advising Student Worker  Effective: 05/13/2016*

Ameer Alsabaa  
*From: International Student Intern  To: International Program Consultant  Effective: 06/06/2016*
To: LMS and Learning Technology (under Online Learn & Inst. Dept)

SEPARATIONS:

Doug Manee – WLD Lab Tech Effective: 05/08/2016

VACANCIES:

Adjunct Instructor Accounting Faculty (Part-Time) Posted
Adjunct Instructor Biology (Bio & Anatomy/Physiology) (Part-Time) Posted
Adjunct Instructors at Huron ISD (Part-Time) Posted
Adjunct Instructor Medical/Surgical Nursing Clinical (Part-Time) Posted
Adjunct Instructor Math (Algebra & Developmental Math) Posted
Adjunct Instructor Mental Health Nursing (Part-Time) Posted
Adjunct Instructor Nursing Fundamentals (Part-Time) Posted
Adjunct Instructor Geology (Part-Time) Posted
Adjunct Instructor Physical Science-Astronomy (Part-Time) Posted
Adjunct Instructor Sociology (Part-Time) Posted
Clinical Simulation Center (CSC) Assistant (Part-Time) Posted
HRA/HVAC Faculty (Full-Time) Posted
Adjunct Instructor Pharmacy Technician (Part-Time) Posted
Adjunct Instructor Physical Therapist Assistant Program (Part-Time) Posted
Welding Lab Technician (Part-Time) Posted
Agenda Item IV-A: Policy Revision

Board Consideration: Action

Background:

The policy revision for Board Policy 303.09 Purchasing is being presented for action as a second reading.

In accordance with the guidance outlined in the OMB Uniform Guidance 2 CFR 200, as well as the COFAR Frequently Asked Questions dated November 2014, MMCC, a non-Federal entity, will abide by its existing purchasing policies through the fiscal year ending Jun 30, 2016 for all Federal awards and sub-awards received after December 26, 2014.

This policy revision is in response to the OMB Uniform Guidance requirements. All awards received after June 30, 2016 will be subject to the new Board Purchasing Policy.

Changes to the policy are reflected in red on the following page.

Recommendation:

It is recommended the Board approve the policy revision as presented.
03.09 Purchasing

[LAST APPROVED April 7, 2015]

A. Authority and Responsibility The President shall have the authority to purchase all materials, supplies, equipment and other items which have been approved as part of the adopted budget. The President may delegate this authority to the Chief Financial Officer who shall establish purchasing procedures. The President and Chief Financial Officer shall designate those persons who are authorized to commit the College for goods and services. Any other commitments are not binding on the College. In all cases, the College reserves the right to modify or waive established policy or procedure if deemed to be in the best interest of the College.

B. Vendor Selection

1. The Board of Trustees places a high priority on purchasing goods and services competitively within the College district when possible, subject to prudent business practices.

2. Purchases of professional services shall be at the discretion of the President and Chief Financial Officer based on criteria relevant to the service to be rendered.

3. Purchases of less than $2,000 for materials and supplies and $5,000 for non-professional services may be purchased at the discretion of the administration from qualified vendors.

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

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

6. Acceptance of a bid of more than $20,000 must be approved by the Board of Trustees.

7. If the purchase is for a sole source item, a rationale must be provided stating the specific details or technical specifications that make this a unique purchase available only from the vendor specified.

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

C. Personal Purchases The College will not enter into any negotiation or become involved in any transaction for the purchase of anything for the personal account of an individual College faculty or staff member.

D. Grant Purchases The College will adhere to the appropriate federal, state or local purchasing guidelines whenever they are more stringent than college policies.
Agenda Item IV-B: President Evaluation Report

Board Consideration: Information

Background:

The President Evaluation Report will be provided the night of the meeting.

Recommendation:

None.
Agenda Item V-A: Correspondence and Announcements

Board Consideration: Information

Background:

- A Thank You note from Norma Owens is attached.
- An update concerning the Retirement Incentive will be provided.
- Attached is a letter from Jerry Hilliard, adjunct instructor, sent to President Hammond. The second letter has President Hammond’s response in blue. President Hammond and Mr. Hilliard met on June 21 to discuss Mr. Hilliard’s letter and President Hammond’s response.
- The College received the attached FOIA request. As required by law, the College has responded to the FOIA request.
- Announcements may be made at this time.

Recommendation:

None.
June 16, 2016

Board of Trustees,

My time with MMCC started the year that I graduated from high school in 1968. I took classes for a year at MMCC in the basement of the courthouse in Harrison. I moved away for a few years and moved back in 1983.

When I moved back to Gladwin, I enrolled at MMCC and received my associate degree in 1987. In April of 1987 (just before I graduated), I filled in for a secretary that was on medical leave. The rest is history. Over 29 years later, I am ready to retire. My last day will be July 29, 2016.

I want to thank you for the generous retirement incentive. With the incentive, I am able to retire a year earlier than I had planned. I’m excited about being able to spend more time with my family, doing some scrapbooking, working on family genealogy, sitting under my shade tree and reading a good book.

Thank you!!

Norma Owens

Norma Owens
Honorable President Hammond:

First of all, President Hammond could you please forward this message to each member of the board of trustees, as I do not find their email addresses easily accessible on the MMCC website.

I am a property owner in Gladwin County, as well as a member of the first graduating class of MMCC, who has paid taxes in district continuously since 1965, the year MMCC’s charter was granted. I graduated from Harrison High School in 1968 and currently teach business and economics at MMCC. In the spirit of full disclosure, I would also like to mention that I am already retired from the state retirement system so this action does not directly affect me, it is the economic impact of the scheme and the wellbeing of the adjuncts and part time staff that myself and other economically knowledgeable people are concerned about. In other words, I am not a disgruntled employee but a concerned one.

I and others have I talked to, who understand economics, are concerned about taking jobs from Clare, Gladwin and Isabella Counties, along with cash out of the local area and sending the jobs and cash to Grand Rapids and beyond. This could have a major negative economic impact on the economy in district. This is not the place for a detailed economic discussion, but are you aware that every dollar you take out of the local economy is subject to the multiplier effect, or in this case the reverse multiplier effect; for every dollar you take out of the local economy you take roughly 1.75 dollars of economic activity out of the local economy, as a portion of each dollar would have been re-spent, and re-spent several times. If an economic impact study has been done, is it public? If so has it been done by an unbiased researcher? Shouldn’t we be finding ways to employ people from our own community, at THEIR community college rather than in Grand Rapids? Isn’t it at the very least ironic, if not hypocritical that an organization which has as one of its main objective to bring jobs and investment to Clare and Gladwin Counties is preparing to send jobs and investment out of the counties. Granted when we expanded to Isabella county we brought millions of dollars into the district, but this is a totally different endeavor.

The announcement letter for the privatization scheme, coming on the heels of an annual report sent out to stakeholders implying a rather good economic position of the school, was incomplete, very vague, unclear, and at times misleading. Today, the letter talked about raising compensation by 10% for adjuncts, and implied that doing so was the main purpose for making the decision. For example, as I am sure you know, in a business sense compensation is all disbursements connected with an individual employee, i.e. salary plus benefits, so when you say you plan on increasing compensation by ten % for adjuncts do you mean on total compensation as implied by the announcement or on salary alone? That is just one instance of the many problems I see with the communication. Before I was an adjunct, I was in sales and management for 20+ years and I wrote a few persuasive letters disguised as informative letters myself.

There is already an underlying current of discontent amongst the part time staff and adjuncts. Many wonder: where is the shared sacrifice, why is it always those at the bottom of the pay scale who have to bear the brunt of cutbacks. The real mission of MMCC should be to educate, any economist looking at the economic structure of MMCC would say the real mission of MMCC is to administrate because that is where a disproportionate amount of the money goes.

I am well aware of budget problems, however there is no evidence that this is the solution, but may well be just another lap in the race to the bottom. For instance, the letter states that you have too many employees, and it certainly adds administrative costs for each employee hired, but since that is the case why is it that one of the goals of human resources is to limit adjuncts to 12 or possibly 18 credits per year of non-summer credits? Rather than to encourage the best adjuncts to schedule the 29 credits allowed when possible. That alone could decrease adjuncts by 40% or more and last time I looked it up we had 250 adjuncts. This reduction would be far more than the 50 "surplus employees". In fact, the only reason I can determine to have that goal is to make sure that adjuncts do not make enough money to make the retirement system worthwhile so administration can tell adjuncts they would be better off without it.

I could go on but suffice it to say the board of trustees and administration should make public or conduct an economic impact study of this decision; thereby putting the best interest of the community in the forefront, not what a corporation or ideology suggests. I write this letter in an effort to assure that the board of trustees and administration has done their homework before finalizing such an economically questionable decision, usurping my need to ask these and many more questions in upcoming board of trustees’ meetings, on social media and the local press. Show the community this is the best alternative, don't sell it to us. I don't think anyone wants to have this discussion in public forums, but this is too important to just sit back and let it happen. Please respond at your earliest convenience.as deadlines for letters to the editor in the local press are upon us and could you please include in your response the procedure for getting time to speak at the next board of trustees meeting?

Jerry Hilliard  jhilliard@midmich.edu  989 330 3644
Honorable President Hammond:

First of all, President Hammond could you please forward this message to each member of the board of trustees, as I do not find their email addresses easily accessible on the MMCC website.

I am a property owner in Gladwin County, as well as a member of the first graduating class of MMCC, who has paid taxes in district continuously since 1965, the year MMCC’s charter was granted. I graduated from Harrison High School in 1968 and currently teach business and economics at MMCC. In the spirit of full disclosure, I would also like to mention that I am already retired from the state retirement system so this action does not directly affect me, it is the economic impact of the scheme and the wellbeing of the adjuncts and part time staff that myself and other economically knowledgeable people are concerned about. In other words, I am not a disgruntled employee but a concerned one. I appreciate your past service and the fact that you are raising concerns and asking questions. An open dialogue is good for our college. Senator Moynihan once said, “What is not discussed will not be advanced.” That’s true for the betterment of Mid.

I and others I have talked to, who understand economics, are concerned about taking jobs from Clare, Gladwin and Isabella Counties, along with cash out of the local area and sending the jobs and cash to Grand Rapids and beyond. No jobs are being taken out of our counties as a result of the use of a third-party payroll administrator (EduStaff). The adjunct instructors who are scheduled to teach our students will remain assigned to those classes and will be welcomed to participate in college activities and professional development experiences. EduStaff’s offices are based in Grand Rapids but that has no impact on who our adjunct instructors are or will be. The people who are in place will remain in place and we anticipate that most future hiring will continue to be from local districts. That being said, I should also note that we do not require faculty or staff to live in the district (as you may know, some individuals drive in from Gratiot County, from Lansing and from Big Rapids) and we are not contemplating such a requirement in the future. But, simply, most people want live and work in close proximity.

This could have a major negative economic impact on the economy in district. This is not the place for a detailed economic discussion, but are you aware that every dollar you take out of the local economy is subject to the multiplier effect, or in this case the reverse multiplier effect; for every dollar you take out of the local economy you take roughly 1.75 dollars of economic activity out of the local economy, as a portion of each dollar would have been re-spent, and re-spent several times. You are correct that the College is one of the largest employers in Clare County. And, as you know, Community Engagement has long been one of the College’s enduring strategic goals. It remains so in the current strategic plan, Vision 2020. The College measures and reports its impact (its “Local Strategic Value”) each year. The most recent report can be found at https://www.midmich.edu/community/about-mmcc/research-and-reports/financial-employee-information-transparency. You might also be interested in other reports on the College’s website, particularly the College’s strategic plan, master plan, accreditation materials, and capital outlay requests – all of which have components related to community impact. The College contracted with EMSI consulting firm for an economic impact study in 2008. I have been in contact with EMSI regarding an updated study and regarding a study that would analyze the impact of a Mid degree on individual income. Such studies are costly and I do
not know if we will be able to afford either study this year but, as you will see in the various reports, we do think carefully about these issues.

You have pointed out that the stipend increase to adjuncts is modest. We are in agreement that it should be more. The economic impact in the community may be modest but it will be positive. I hope that the cost-savings will allow for additional increases in the future. In contrast, if it becomes necessary to resort to lay-offs, that impact will be negative – for the individuals affected, their families, and for the community.

If an economic impact study has been done, is it public? If so has it been done by an unbiased researcher? Shouldn’t we be finding ways to employ people from our own community, at THEIR community college rather than in Grand Rapids? Isn’t it at the very least ironic, if not hypocritical that an organization which has as one of its main objective to bring jobs and investment to Clare and Gladwin Counties is preparing to send jobs and investment out of the counties. Granted when we expanded to Isabella county we brought millions of dollars into the district, but this is a totally different endeavor. Let me reiterate – the College is not moving any jobs to Grand Rapids. However, because I know that you do care about economic impact, let me reinforce the importance to program completion for our students. College attainment and degree completion are in the best interest of the individual (who will make more money, be less likely to face unemployment, be less likely to default on student loans) and in the best interest of our communities. Communities with high college completion rates also show stronger economic prosperity. I hope that you will work with me and with others to improve our program and degree completion rates. Business is one of the most popular majors – for our students and nationwide. Strengthening our business program could have a significant and positive impact on our communities. What are your thoughts on this?

The announcement letter for the privatization scheme, coming on the heels of an annual report sent out to stakeholders implying a rather good economic position of the school, was incomplete, very vague, unclear, and at times misleading. The letter, talked about raising compensation by 10% for adjuncts, and implied that doing so was the main purpose for making the decision. For example, as I am sure you know, in a business sense compensation is all disbursements connected with an individual employee, i.e. salary plus benefits, so when you say you plan on increasing compensation by ten % for adjuncts do you mean on total compensation as implied by the announcement or on salary alone? The $4/hour increase is in the direct compensation and not in other benefits. In our telephone conversation on Monday, you expressed the wish that the College could create more full-time positions with benefits. We know that many adjuncts would like to advance to such positions. In the past year, we did increase the number of full-time faculty lines and enhanced the lectureship positions to include better compensation and benefits. It was a start. However, in a time of declining revenues, there are constraints on spending for personnel and for other college needs.

That is just one instance of the many problems I see with the communication. Before I was an adjunct, I was in sales and management for 20+ years and I wrote a few persuasive letters disguised as informative letters myself. As I indicated in our phone conversation, I regret that the letter seemed like a press release to you. My goal was to continue the communication within the Mid community and to explain the steps we are taking to maintain our investment in employees, even in difficult budget times. In the past two years, we have implemented a shared-
governance system that is open to all members of our campus community. Through the website and regular email reports, committee actions are accessible to everyone. The monthly Data Discussions have provided insights about Mid, including two sessions on the budget. The December 2015 Data Discussion focused on the budget as it was being built prior to the April Board meeting. You can find the PowerPoint for that discussion on the MMCC Intranet in the Data Discussions archive. My April quarterly report to the Mid community also described the budget situation. Five open sessions (including one with a special invitation to instructors with a potluck dinner afterwards) to describe what steps were being considered to balance the budget were held in April and more than 100 members of the faculty and staff attended to give input.

There is already an underlying current of discontent amongst the part time staff and adjuncts. Many wonder: where is the shared sacrifice, why is it always those at the bottom of the pay scale who have to bear the brunt of cutbacks. The real mission of MMCC should be to educate, any economist looking at the economic structure of MMCC would say the real mission of MMCC is to administrate because that is where a disproportionate amount of the money goes. All of us on College Council agree that the focus of our efforts must be on fostering student learning and community connections. At Mid, 45% of expenditures go directly to instruction and an additional 12% go to instructional support services. In contrast, 17% of expenditures go to administrative costs, some of which include administrators like those who manage and teach in our health care programs. We often discuss how to lower administrative costs and operate as efficiently as possible. I would welcome your voice in those discussions. Let me also note, Jerry, that layoffs in any employee category will have a more negative economic impact in our community than will increasing compensation, even by a modest amount.

I am well aware of budget problems, however there is no evidence that this is the solution, but may well be just another lap in the race to the bottom. For instance, the letter states that you have too many employees, and it certainly adds administrative costs for each employee hired, but since that is the case why is it that one of the goals of human resources is to limit adjuncts to 12 or possibly 18 credits per year of non-summer credits? The letter does not say that we have too many employees. It says that we have more employees now than we had in 2008, when enrollment was similar to what it is today.

Rather than to encourage the best adjuncts to schedule the 29 credits allowed when possible. That alone could decrease adjuncts by 40% or more and last time I looked it up we had 250 adjuncts. This reduction would be far more than the 50 "surplus employees". In fact, the only reason I can determine to have that goal is to make sure that adjuncts do not make enough money to make the retirement system worthwhile so administration can tell adjuncts they would be better off without it. There are several issues related to these assertions but the two most significant are not related to the EduStaff decision. The first is that the College follows IRS guidelines in calculating hours for part-time personnel (both faculty and staff) to remain within the threshold of the Affordable Care Act. The second is that the Agreement between the College and the Faculty Senate limits the number of adjunct hours. I am happy to discuss these considerations with you and to provide more detailed information if that would be helpful.

I could go on but suffice it to say the board of trustees and administration should make public or conduct an economic impact study of this decision; thereby putting the best interest of the
community in the forefront, not what a corporation or ideology suggests. I write this letter in an effort to assure that the board of trustees and administration has done their homework before finalizing such an economically questionable decision, usurping my need to ask these and many more questions in upcoming board of trustees’ meetings, on social media and the local press. Show the community this is the best alternative, don’t sell it to us. I don’t think anyone wants to have this discussion in public forums, but this is too important to just sit back and let it happen. Please respond at your earliest convenience.as deadlines for letters to the editor in the local press are upon us and could you please include in your response the procedure for getting time to speak at the next board of trustees meeting? I am glad that we have had the chance to talk. As I indicated, I will include your correspondence in the Board materials. Please know that the next meeting of the Board is scheduled for Tuesday, June 28th at 7:00 p.m. There is always an opportunity for public comment and you are welcome to attend and speak at that time.

Let me close by thanking you for the service you have provided to Mid. I know that the College has relied on you and that you have a genuine concern for our students and communities. I hope that we will find common ground on how to best move forward. Thank you.

Jerry Hilliard   jhilliard@midmich.edu   989 330 3644
From: Michigan@openthebooks.com [mailto:Michigan@openthebooks.com]
Sent: Tuesday, June 14, 2016 9:58 AM
To: jseiter@midmich.edu
Subject: New FOIA - Mid Michigan Community College submitted on 06/14/2016
Importance: High

06/14/2016

Records Access Officer:

Pursuant to the FOIA, this is a request for a copy of the following records: An electronic copy of any and all employees for years of 2015, (fiscal or calendar year). Each employee record should contain the employer name; employer zip code; year of compensation; first name, middle initial, last name; hire date (mm-dd-yyyy); gross annual (fiscal or calendar) wages (including but not limited to salary, over-time wages); position; etc. (etc.: means any other public data available, as to not require the agency to have to remove data from existing records.) This data should be broken down by employer, employee and year.

The principal purpose of this is to make this information more accessible to the public and to access and disseminate information regarding the health, safety, and welfare of the general public. This request is not principally for personal or commercial benefit. Our agency is just exercising the general rights of the public. For these reasons, we are requesting a waiver of fees. If there is a charge for this service, please obtain my approval in writing prior to proceeding with request.

All documents can be e-mailed to michigan@openthebooks.com or mailed in electronic format (preferred format would be .csv or .xls). If any documents are not provided in the format specified, please provide the state or federal statutes relied upon for that decision. If any record or portion of a record responsive to this request is contained in a record or portion of a record deemed unresponsive to the request, I would like to inspect the entire document. Under the Open Records Act/Freedom of Information Act, all non-exempt portions of any partially-exempt documents must be disclosed. If any records or portions of records are withheld, please state the exemption on which you rely, the basis on which the exemption is invoked, and the name of the individual responsible for the decision.

Thank you for your prompt consideration of my request. If you have any questions, or if I can be of any assistance, please e-mail me at michigan@openthebooks.com

Sincerely,

Steven Schupbach
American Transparency
P.O. Box 970999
Boca Raton, FL 33497-0999
Agenda Item V-B: Enrollment Report

Board Consideration: Information

Background:

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

Recommendation:

None.
AGENDA ITEM V-C: STUDENT ACTIVITY FEE ADJUSTMENT

BOARD CONSIDERATION: ACTION

BACKGROUND:

The Student Activity Fee is currently being charged to all students except those who are dually enrolled and those who are enrolled fully online. This practice conflicts with the language on the website and in the catalog.

We seek to clarify the application of the student activity fee. The exemption for dual-enrolled students is justifiable because it saves costs for the local K-12s and high school students tend to participate in their own student activities.

However, the exemption for online students might have been based on the assumption that they would not come to campus for activities. In fact, most online students are local and are encouraged to participation in student activities such as Phi Theta Kappa, student clubs, and athletics. In addition, students may be online one semester and on campus the next. Their exemption from the fee means that students who do not study online bear a greater share of the cost for co-curricular activities.

We recommend that the Student Activity Fee be assessed to all students who enroll in three (3) or more credit hours except those high school students who are dually enrolled.

This change aligns with the statement on our webpage and the language in the 2015-16 catalog. It also will generate greater support for our co-curricular activities as shown below.

WEBSITE LANGUAGE FOR STUDENT ACTIVITY FEE

A $30 fee is charged each semester to all students enrolling in 3 or more credit hours. The fee is non-refundable unless a total withdrawal is made within the 100% refund period. (https://www.midmich.edu/student-resources/enrollment/registration/tuition-rates)

2015-16 CATALOG (NOT UPDATED TO $30 FEE YET)

A $20 fee is charged each semester to all students enrolling in 3 or more credit hours. The fee is non-refundable unless a total withdrawal is made within the refund period.

<table>
<thead>
<tr>
<th></th>
<th>Total Headcount</th>
<th>Less Online Only</th>
<th>Less Dual</th>
<th>Total Charged Student Activity Fee</th>
<th>Student Activity Fee</th>
<th>Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall 2015</td>
<td>4247</td>
<td>641</td>
<td>987</td>
<td>2619</td>
<td>$30.00</td>
<td>$78,570</td>
</tr>
<tr>
<td>Winter 2016</td>
<td>4015</td>
<td>699</td>
<td>913</td>
<td>2403</td>
<td>$30.00</td>
<td>$72,090</td>
</tr>
<tr>
<td>Spring 2016</td>
<td>1260</td>
<td>434</td>
<td>42</td>
<td>784</td>
<td>$30.00</td>
<td>$35,250</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$174,180</td>
</tr>
</tbody>
</table>

ENROLLMENT DECLINE FOR 2016-2017 -5%

EXPECTED STUDENT ACTIVITY REVENUE $165,471

RECOMMENDATION:

It is recommended the Board motion to assess the Student Activity Fee to all students who enroll in three (3) or more credit hours except those high school students who are dually enrolled. This assessment would take effect for the Fall 2016 semester.
Agenda Item V-D: Resolution to Certify Millage Levy and Budget for the 2017 Tax Year

Board Consideration: Action

Background:

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

The 2017 fiscal year budget is also attached.

Recommendation:

It is recommended the Board certify its allowable millage rate as reflected in the resolution by roll call vote and adopt the 2017 fiscal year budget.
A Regular Meeting of the Board of Trustees of said community college was held at Harrison in said community college district on the 28th day of June, 2016 at seven o’clock, p.m.

The meeting was called to order by the Board Chair, Douglas A. Jacobson

Present: Trustees

Absent:

The following preamble and resolution were offered by Trustee ___________ and supported by Trustee ____________.

WHEREAS, this Board of Trustees has been advised by the County Equalization Directors that the state taxable valuation for the 2016 tax year of property located within the community college district is $1,883,832,023 and,

WHEREAS this Board of Trustees, after careful examination of its estimated revenues based on state taxable valuation, has determined that the best interests of the community college require the levy of 1.2232 mils from the community college district for operating purposes for the ensuing year.

NOW, THEREFORE BE IT RESOLVED THAT:

This Board of Trustees certifies the levy of 1.2232 mils for operating purposes in 2016.

Ayes: Trustees ______________________________________________________

Nays: Trustees _____________________________________________________

Resolution declared adopted.

__________________________
Richard S. Allen, Jr., Board Secretary

I, the undersigned, Secretary of the Board of Trustees, Mid Michigan Community College, Michigan, do hereby certify that the foregoing is a true and completed copy of a resolution adopted by the Board of Trustees of Mid Michigan Community College at its Regular Meeting held on June 28, 2016 the original of which is part of the Board’s minutes.

__________________________
Richard S. Allen, Jr., Board Secretary
# Proposed

**Mid Michigan Community College**  
**General Fund Budget**  
**Fiscal Years Ending 6/30/16 & 6/30/17**

### Operating Revenue

<table>
<thead>
<tr>
<th></th>
<th>2015-16 Budget</th>
<th>Proposed 2016-17 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$15,129,357</td>
<td>$15,178,063</td>
</tr>
<tr>
<td>Fees</td>
<td>$1,977,472</td>
<td>$1,788,842</td>
</tr>
<tr>
<td>Tech Fee</td>
<td>$675,057</td>
<td>$877,824</td>
</tr>
<tr>
<td>Auxiliary Services</td>
<td>$2,736,781</td>
<td>$2,225,305</td>
</tr>
<tr>
<td>New Revenue</td>
<td>$377,169</td>
<td>$100,000</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$125,000</td>
<td>$218,200</td>
</tr>
<tr>
<td><strong>Total operating revenue</strong></td>
<td><strong>$21,020,836</strong></td>
<td><strong>$20,388,234</strong></td>
</tr>
</tbody>
</table>

### Non-Operating Revenue

<table>
<thead>
<tr>
<th></th>
<th>2015-16 Budget</th>
<th>Proposed 2016-17 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Appropriations</td>
<td>$4,747,548</td>
<td>$4,834,100</td>
</tr>
<tr>
<td>State Appropriations-UAAL</td>
<td>$948,000</td>
<td>$1,320,473</td>
</tr>
<tr>
<td>Property Taxes</td>
<td>$2,309,623</td>
<td>$2,304,303</td>
</tr>
<tr>
<td>Investment Income</td>
<td>$50,000</td>
<td>$50,000</td>
</tr>
<tr>
<td><strong>Total non-operating revenue</strong></td>
<td><strong>$8,055,171</strong></td>
<td><strong>$8,508,876</strong></td>
</tr>
</tbody>
</table>

### Total

<table>
<thead>
<tr>
<th></th>
<th>2015-16</th>
<th>2016-17</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total</strong></td>
<td>$29,076,007</td>
<td>$28,897,110</td>
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</tbody>
</table>

### Operating Expenses

<table>
<thead>
<tr>
<th></th>
<th>2015-16 Budget</th>
<th>Proposed 2016-17 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction</td>
<td>$9,560,723</td>
<td>$9,547,910</td>
</tr>
<tr>
<td>Information Tech</td>
<td>$1,859,134</td>
<td>$1,525,380</td>
</tr>
<tr>
<td>Public Service</td>
<td>$478,183</td>
<td>$489,293</td>
</tr>
<tr>
<td>Instructional Support</td>
<td>$2,571,698</td>
<td>$2,338,728</td>
</tr>
<tr>
<td>Student Services</td>
<td>$3,104,239</td>
<td>$2,975,493</td>
</tr>
<tr>
<td>Auxiliary</td>
<td>$2,213,458</td>
<td>$1,799,612</td>
</tr>
<tr>
<td>Institutional Admin</td>
<td>$3,696,400</td>
<td>$3,801,127</td>
</tr>
<tr>
<td>Physical Plant</td>
<td>$2,440,890</td>
<td>$2,564,371</td>
</tr>
<tr>
<td>Dual Enrollment Discounts</td>
<td>$175,000</td>
<td>$250,000</td>
</tr>
<tr>
<td>MPSERS UAAL</td>
<td>$948,000</td>
<td>$1,320,473</td>
</tr>
<tr>
<td><strong>Total-Operating Expenses</strong></td>
<td><strong>$27,047,724</strong></td>
<td><strong>$26,612,387</strong></td>
</tr>
</tbody>
</table>

### Contingencies

<table>
<thead>
<tr>
<th></th>
<th>2015-16 Budget</th>
<th>Proposed 2016-17 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institutional</td>
<td>$522,687</td>
<td>$524,605</td>
</tr>
<tr>
<td>Salary &amp; Wage Adjustments</td>
<td>$25,000</td>
<td>-</td>
</tr>
<tr>
<td>M&amp;R</td>
<td>$35,000</td>
<td>$35,000</td>
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<tr>
<td><strong>Subtotal Contingencies</strong></td>
<td><strong>$582,687</strong></td>
<td><strong>$559,605</strong></td>
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</table>

### Total Expenses

<table>
<thead>
<tr>
<th></th>
<th>2015-16</th>
<th>2016-17</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Expenses</strong></td>
<td>$27,630,411</td>
<td>$27,171,992</td>
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</table>

### Revenues over Expenses-Before Transfers

<table>
<thead>
<tr>
<th></th>
<th>2015-16</th>
<th>2016-17</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>$1,445,595</strong></td>
<td>$1,725,117</td>
<td></td>
</tr>
</tbody>
</table>

### Transfers to/from Other Funds

<table>
<thead>
<tr>
<th></th>
<th>2015-16 Budget</th>
<th>Proposed 2016-17 Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building &amp; Site - Bond Debt Service</td>
<td>$302,200</td>
<td>$303,080</td>
</tr>
<tr>
<td>Building &amp; Site - Planned Savings-general (3%)</td>
<td>$984,480</td>
<td>$1,045,037</td>
</tr>
<tr>
<td>Transfer from Technology Fund</td>
<td>$(376,085)</td>
<td></td>
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<tr>
<td>Restricted Grant Match</td>
<td>$535,000</td>
<td>$377,000</td>
</tr>
<tr>
<td><strong>Total transfers to other funds</strong></td>
<td><strong>$1,445,595</strong></td>
<td><strong>$1,725,117</strong></td>
</tr>
</tbody>
</table>

### Net Revenues over Expenses

<table>
<thead>
<tr>
<th></th>
<th>2015-16</th>
<th>2016-17</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>$0</strong></td>
<td><strong>$0</strong></td>
<td></td>
</tr>
</tbody>
</table>
VI-A: Calendar of Events

Board Consideration: Information

Background:
July 4  Independence Day – College Closed
July 8  Spring Semester 8 week Classes End
July 26-29  MCCA Summer Conference – Mackinac Island (see attached draft Schedule)
Aug 5  Spring Semester 12 week Classes End
Aug 9  MMCC Board of Trustees Workshop – 6:00 p.m., Houghton Room, Harrison
Aug 9  MMCC Board of Trustees Regular Meeting – 7:00 p.m., Houghton Room, Harrison
Aug 24  Faculty Orientation Day
Aug 27  Fall 2016 Semester Begins
Sept 5  Labor Day – College Closed
Sept 6  MMCC Board of Trustees Workshop – 6:00 p.m., Houghton Room, Harrison
Sept 6  MMCC Board of Trustees Regular Meeting – 7:00 p.m., Houghton Room, Harrison
Sept 23  MCCA Executive Committee – 10:00 a.m., Lansing
Sept 18  Annual MMCC Barbeque & Fall Festival - Noon, Harrison Campus
Sept 29-30  MCCA Student Success Summit - 11:00 a.m., Lansing
Oct 4  MMCC Board of Trustees Workshop – 6:00 p.m., Houghton Room, Harrison
Oct 4  MMCC Board of Trustees Regular Meeting – 7:00 p.m., Houghton Room, Harrison
Oct 20 & 21  MCCA Autumn Board of Directors Meeting, Grand Rapids Community College
Nov 1  MMCC Board of Trustees Workshop – 6:00 p.m., Houghton Room, Harrison
Nov 1  MMCC Board of Trustees Regular Meeting – 7:00 p.m., Houghton Room, Harrison
Nov 11  MCCA Executive Committee – 10:00 a.m., Lansing
Nov 17- 18  MCCA Trustee Institute – 6:00 pm, Lansing
Nov 23  Faculty Professional Development Day, No classes
Nov 24-25  Thanksgiving Break, College Closed
Dec 6  MMCC Board of Trustees Workshop – 6:00 p.m., Ester C. Conference Room, Harrison
Dec 6  MMCC Board of Trustees Regular Meeting – 7:00 p.m., Ester C. Conference Room, Harrison
Dec 18  Fall Semester Ends
Dec 23-Jan 3  College Closed

Recommendation:
None.
MCCA Calendar of Events for July 26 through 29, 2016

*** Please note that registration is needed ***

- **Tuesday, July 26, 2016**

  Presidents Dinner
  *(Registration Required)*
  5:30 p.m. Cocktails
  6:00 p.m. Dinner
  Place: The Woods
  **Who Should Attend:** Presidents & Their Guests

  Trustee Dinner *(NEW in 2016)*
  *(Registration Required)*
  5:30 p.m. Cocktails
  6:00 p.m. Dinner
  Place: Cypress Room & Balcony
  **Who Should Attend:** Trustees & Spouses

- **Wednesday, July 27, 2016**

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

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

- **Wednesday, July 27 (Cont.)**

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

  New Trustee Reception *(NEW in 2016)*
  5:00 -5:30 PM
  Room: TBA
  **Who Should Attend:** New Trustees in their First term of service

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

- **Thursday, July 28, 2016**

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

  Reception and Awards Dinner  
  *(Registration Required)*  
  Reception Sponsored by Walsh College  
  5:30 p.m. Cocktails  
  6:30 p.m. Dinner  
  Mission Point Resort  
  Room: Cypress Extension & Balcony  
  Reception Sponsored by: Walsh College  
  **Who Should Attend:** All Conference Attendees families, and spouses

• **Friday, July 29, 2016**

  MCCA BOD Meeting  
  7:30 a.m. – 8:45 a.m.  
  Mission Point Resort  
  Room: Summit Room  
  Breakfast Provided  
  **Who Should Attend:** MCCA Board of Directors

  2016 Summer Conference (continues)  
  *(Registration Required)*  
  8:30 a.m. – 12:00 p.m.  
  Mission Point Resort  
  Room: Sound Stage  
  Breakfast Included  
  Lunch on your own  
  **Who Should Attend:** All Conference Attendees  
  **Optional**

Please note the following changes:

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


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

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

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

The Registration site is up and available at [www.mcca.org](http://www.mcca.org). Each tab during registration has information about the conference and Mackinac Island.

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

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

Board Consideration: Information/Action

Background:

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

2. Attached is the information from the MCCA office concerning the certification of appointments to the 2016-2017 MCCA Board of Directors. The appointments will be made by the Board Chair and verified to the MCCA by Ms. Clayton

Recommendation:

None.
TO: MCCA Board of Directors
FROM: Michael Hansen, Secretary, MCCA Board of Directors
DATE: May 29, 2016
SUBJECT: Certification of Appointments to the 2016-2017 MCCA Board of Directors

Article VII, Sec. 1 and 2 of the Michigan Community College Association (MCCA) Bylaw states:

“This shall be a Board of Directors composed of the chief administrative officer of each member college and one member of the governing board. The governing board of each member college shall also designate an alternate who shall serve in the absence of its governing board member Director of the Association.

…Prior to July 15 each year, each member college shall certify to the Secretary of the Association its members of the Board of Directors.”

Attached is a copy of a Certification Form for the designation of 2016-2017 representatives to the MCCA Board of Directors. Please indicate and certify the names of the President Director, Trustee Director, and Alternate Trustee Director from your member college.

Please return a signed copy of the Certification Form to the MCCA office before July 15, 2016, so the composition of the 2016-2017 MCCA Board of Directors may be known before the July 2016 annual meeting.

Please contact me if you have any questions regarding this procedure.

Michael Hansen
CERTIFICATION OF APPOINTMENT
2016-2017 MCCA BOARD OF DIRECTORS
MICHIGAN COMMUNITY COLLEGE ASSOCIATION

CERTIFICATION FORM

At a _______________________________ meeting of the Board of Trustees or Board of (Special/Regular)
Education of ___________________________________ held on ___________________ (College)     (Date)
the following were designated as the chief administrative officer and governing board representatives of ___________________________________ to the Board of Directors of (College)
the Michigan Community College Association for the year beginning July 1, 2016 and ending June 30, 2017.

MCCA BOARD OF DIRECTORS REPRESENTATIVES

President Director ___________________________________
                        (Name)

Trustee Director ___________________________________   __________________
                        (Name)    (Board Title)

Alternate Trustee Director ___________________________________
                        (Name)    (Board Title)

Submitted by: ___________________________________________
                        (Signature of Authorized Agent)

__________________________
                        (Date)

Return this completed form by July 15, 2016 to:

MCCA – 222 North Chestnut, Lansing, MI  48933-1000, fax to: (517) 372-0905 or e-mail to michelle@mcca.org. Thank you.