MID MICHIGAN COLLEGE
Board of Trustees Workshop and Regular Meeting
Harrison, MI 48625 and Mt. Pleasant, MI 48858
December 3, 2019
6:00 PM Dinner, 6:30 PM Workshop, 7:00 PM Meeting
Poet Family Outdoor Education Center
Harrison Campus

Workshop Presentation
Trustee document sharing discussion.

Board of Trustees Meeting Agenda

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

Item III, Public Comment
Presenter: Board Chair Jacobson
Board Consideration: Information

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

UNFINISHED BUSINESS
Item V-A: Harrison Campus Renovations
Presenter: Vice President Frick
Board Consideration: Information

Item V-B: Enrollment Update
Presenter: President Hammond
Board Consideration: Information

Item V-C: Acceptance of Foundation Gifts & Pledges/Approval of Naming Opportunities
Presenter: Associate Vice President Olver
Board Consideration: Information/Action

NEW BUSINESS
Item VI-A: Correspondence and Announcements
Presenter: President Hammond
Board Consideration: Information

Item VI-B: Sabbatical Leave Requests
Presenter: Vice President Fager
Board Consideration: Information/Action

Item VI-C: HRA Plan Amendment
Presenter: Vice President Frick
Board Consideration: Information/Action

Item VI-D: Facilities Bond Update & Bond Authorizing Resolution
Presenter: Vice President Frick
Board Consideration: Information/Action

Item VI-E: Unpaid Leave of Absence
Presenter: Faculty Senate President Mertz
Board Consideration: Information/Action

Item VI-F: Academic Calendar
Presenter: Vice President Fager
Board Consideration: Information/Action

Item VI-G: Proposed Millage for March 2020
Presenter: President Hammond & VP Mertes
Board Consideration: Information/Action

BOARD COMMENTS
Item VII-A: Calendar of Events
Presenter: Board Chair Jacobson
Board Consideration: Information

Item VII-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 Agenda

Item III, Public Comment

Presenter: Board Chair Jacobson  Board Consideration: Information

Instructor Anthony Demasi has requested to speak about why he feels like policies do not reflect the values of a local college’s intended purpose.

Recommendation:
None, informational.
## Approval of Consent Items

### Item IV, Approval of Consent Items

**Presenter:** Board Chair Jacobson  
**Board Consideration:** Action

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
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<tbody>
<tr>
<td>A.</td>
<td>Minutes- November 5, 2019 Regular Meeting, November 19 Special Meeting, November 22 Special Meeting</td>
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</tbody>
</table>
| B.   | Monthly Financial Report:  
1. Financial Summary for the period ending October 31, 2019  
4. Gifts and Donations: Donations totaling $5,476 were received for the Scholarship and Grant Fund in October 2019.  
5. Donations were received in October for the Lakers Academic Fund, Lakers Leadership Fund, Health Sciences Fund, Women’s Basketball, Men’s Basketball, Elizabeth J. Horrocks CNA Scholarship, Waste Management, Retirees Scholarship, Lakers Athletic Fund, International Student Fund, Campus Cupboard, Grabmeyer Scholarship, McDonald Scholarship, Glenn Berry Scholarship. |
| C.   | Monthly Personnel Report |

**Recommendation:**  
It is recommended the Board approve the consent items as described by the Board Chair.
Mid Michigan College Board of Trustees Regular Meeting

November 5, 2019 – page 1
The meeting took place in the Poet Family Outdoor Education Center, 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; Jennifer Fager, Ph.D., Vice President of Academic Affairs; Lillian Frick, Vice President of Finance and Facilities; Scott Mertes, Ph.D., Vice President of Outreach and Advancement; Matt Miller, Ed.D., Vice President of Student Services; Kim Barnes, Associate Vice President of Security Operations and Systems; Anthony Freds, Chief Information Officer/Associate Vice President of Technology Service; Lori Fassett, Associate Vice President of Human Resources; Thomas Olver, Associate Vice President of the Mid Foundation; Rick Smith, Associate Dean of Off-Campus Instruction; Brad Merrill, Director of Eastern Region; Jackie Justice, Full Time Communications Instructor; David Ferris, Benefits Coordinator

Absent: Carolyn C. Bay, Trustee

Agenda Item I: CALL TO ORDER

The Board Chair called the meeting to order at 7:13 PM.

Board Chair asked for public comment.

Karen Archambout, retiree, asked what the vision for Mid is with all of the renovations taking place and several ventures taking place in other various counties. President Hammond discussed in-district and out-district tuition rates, as well as the efficiency of the Harrison campus once the renovations are complete. She stated that she would be happy to meet with anyone to discuss the future vision for Mid. Trustee Petrongelli spoke about the name change, saying that because we removed the word community from our name does not mean that we serve our community any less. President Hammond spoke about the lifelong learning programs, community tailgates, community movie nights, and several other events that take place at the college in order to serve the community besides the education aspect Mid provides. Board Chair Jacobson stated that with the current construction project Mid is investing over $12 Million in the community.

Anthony Demasi, adjunct professor at Mid spoke about his concerns with utilizing online classes too frequently. He feels that in person class settings provide students with the opportunity to better prepare for the next steps in their education. He stated that using students as ambassadors for the college would be beneficial and feels that many students have a more fulfilling experience when they can take in person classes. Mr. Demasi stated that he had other concerns, and Board Chair Jacobson expressed that he voice those concerns to the proper channels of the shared governance system through the college.

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.
Mid Michigan College Board of Trustees Regular Meeting

November 5, 2019 – page 2

Agenda Item III: APPROVAL OF CONSENT ITEMS

The Board Chair stated the consent items stand as approved.

Agenda Item IV-A: HARRISON CAMPUS RENOVATIONS

Vice President of Finance and Facilities Lillian Frick presented the latest on the Harrison campus renovations. It is hoped that during the month of December, we will be able to host hard hat tours during the Foundation Holiday Party. The bonding process for this project is taking place, and in December there will be an item for approval regarding the bonds.

Agenda Item IV-B: DISCUSSION OF PROPOSED OFFER ON PICKARD BUILDING

There was a concern that if the Pickard Building were to be sold, that it may affect some of Mid's programs such as truck driving, etc.

No motion to act on the offer was proposed.

Agenda Item IV-C: ACCEPTANCE OF FOUNDATION GIFTS & PLEDGES/APPROVAL OF NAMING OPPORTUNITIES

The Foundation has received an offer for the Terry property in the amount of $55,000. Once that is sold, the money will be placed into the endowment fund. MidMichigan Health has pledged $5,000 to name the Fitness Center on the Harrison campus.

The Board agreed by acclamation to accept the pledges and naming opportunities as presented. Motion Carried.

Agenda Item V-A: CORRESPONDENCE AND ANNOUNCEMENTS

The college received a Perkins Grant in the amount of $9,500 for Program Year 2019-2020 for Strengthening Career and Technical Education for the 21st Century.

The college also received word that it received accreditation status through 2025 from the Commission for Nursing Education Accreditation. Congratulations to Dean Barb Wieszciecinski and all of the nursing staff that worked so tirelessly to make sure that this became a reality. Great job!
Vice President Scott Mertes and President Hammond presented the Board with the idea of authorizing districting in various areas to better serve students, communities, and create a more stable funding model.

Pursuant to Board Policy 110, the Board confirmed its intention to extend educational access throughout the region and it authorizes the President and senior leadership team to pursue additional public funding to support such efforts.

**Agenda Item V-C: LIAISON OFFICER CONTRACT RENEWALS**

Associate Vice President of Security Operations and Systems Kim Barnes covered the current security operations on both campuses.

Motion by Trustee Mussell, to approve the renewal of the security contracts as presented in the amount of $149,800. Second by Trustee Petrongelli. All ayes; Motion Carried.

**Agenda Item V-D: ADMINISTRATIVE RETIREMENT INCENTIVE**

Vice President Matt Miller and Associate Vice President of Human Resources Lori Fassett presented the Board with a proposal to approve the Administrative Retirement Incentive for Jennifer Cooper, Director of Financial Aid, per policy 407.08 and supporting documentation.

Motion by Trustee Kreckman, to approve Administrative Retirement Incentive for Jennifer Cooper. Second by Trustee Petrongelli. All ayes; motion carried.

**Agenda Item V-E: FULL TIME FACULTY STATUS**

President Hammond presented her recommendation to the Board to approve Full Time Faculty Status for the following instructors: Beth Corner, Ruth Freebury, Rich Hollister, Diane Miller, Brad Olrich, and Britnie Wright.

Motion by Trustee Metzger, to approve the Full Time Faculty Status of Instructors as presented. Second by Trustee Petrongelli. All Ayes; Motion Carried.

**Agenda Item V-F: AUDIT APPROVAL**

Vice President of Finance and Facilities Lillian Frick presented the Board with the final audit report. Vice President Frick has additional copies of the audit for anyone who would like a copy.

Motion by Trustee Metzger to approve the Audit as present. Second by Trustee Mussell. All Ayes; Motion Carried.
Agenda Item V-G: MSU EXTENSION PARTNERSHIP

Vice President of Community Outreach and Advancement Scott Mertes spoke about the current partnership that Mid has with MSU Extension. Currently, Mid supports MSU Extension’s programs in the amount of $15,000. The additional $15,000 would allow Mid to gain the access of a part time person who will help with Mid’s exposure in the community and organizing community outreach events. Recently, Mid received the Key Partner Award from MSU Extension for the partnership that we have with them. Trustees requested a report a year from now to see how this partnership has affected the college.

The Board agreed by acclamation to approve an additional $15,000 a year support to the MSU Extension program, for a total $30,000. Motion Carried.

Agenda Item VI-A: CALENDAR OF EVENTS

Mid will be closed November 28-29 for the Thanksgiving holiday.

Agenda Item VI-B: OTHER BUSINESS

Motion by Trustee Mussell to accept President Christine Hammond’s retirement, effective June 30, 2020. Second by Trustee Kreckman. All Ayes; Motion Carried.

Board Chair Jacobson stated that the Board is starting the Presidential search and will be contacting two search firms. Interviews of the potential search firms will be taking place later in the month.

Meeting adjourned at 8:57 PM

Recording Secretary,

Amy Lince

Executive Assistant to the President and Board of Trustees

__________________________________________  ______________________________
Douglas A. Jacobson, Board Chair                  Richard S. Allen, Jr., Board Secretary
Mid Michigan College Board of Trustees Special Meeting

November 19, 2019 – page 1

The meeting took place in the Center for Student Success, Room 234 of the Mt. Pleasant Campus.

Present: Douglas A. Jacobson, Board Chair; Betty M. Mussell, Vice Chair; Richard S. Allen, Jr., Secretary; Thomas W. Metzger, Treasurer; Terry Petrongelli, Trustee; Carolyn C. Bay, Trustee; Christine M. Hammond, Ph.D., President

Absent: Eric T. Kreckman, Trustee

Agenda Item I: CALL TO ORDER

The Board Chair called the meeting to order at 1:00 PM.

Agenda Item II: PAULY GROUP PRESENTATION

Angela Provart, President of the Pauly Group provided a presentation to the Board of Trustees. The Pauly Group is one of the potential firms that the Board of Trustees is considering to handle the search for the next president of Mid.

Pauly Group would charge $46,000 for their services to Mid if selected.

Agenda Item III: CAMPUS TOURS

Vice President Matt Miller provided a campus tour to both search firms in order for them to get a better perspective of Mid as a whole.

Agenda Item IV: GOLD HILL PRESENTATION

Preston Pulliams, President/CEO of Gold Hill Associates provided a presentation to the Board of Trustees. Gold Hill Associates is one of the potential firms that the Board of Trustees is considering to handle the search for the next president of Mid.

Gold Hill Associates would charge $30,000 + $2,000 travel expenses for their services to Mid if selected.

Trustee Metzger excused himself from the meeting. Trustees identified the decision regarding the selection of Bond Counsel as a topic to be addressed. Respecting the provisions of the Michigan Open Meetings Act Trustees deferred further discussion until a subsequent meeting.

Trustees discussed the elements of the search process as outlined by each of the firms. In particular, attention was given to the level of support and guidance that each firm offered during the search process. There was general agreement that broad engagement across the college community is an important aspect of the search.

Motion by Trustee Petrongelli to hire Pauly Group as the consulting firm for the Presidential Search. Second by Trustee Allen. All Ayes; Motion Carried.

Meeting adjourned at 5:07 PM
Pauly Group
Presidential Search
Pauly Group’s Story

- Founded in 1990 by Teri Pauly
- Expressed purpose of serving only community and technical colleges
- 53% of positions are filled by a woman or person of color

- Angela began in 1996
- Angela became President in 2004
- Started Presidential searches in 2004
- Added consultants in 2017
Organizational Chart

ANGELA PROVART
President and CEO

SUE CARLINE
Operations Administrator

REBECCA ALBERTINI
VP Operations

MARI LIDDELL
Search Consultant

Research Consultants
Total of 10
Pauly Group's Philosophy

• Open and Honest Communication
  • Listen!!
  • Board
  • Committee
  • Liaison
  • Candidates

• Ethics

• Time-Tested Process
Pauly Group's Search Process

- Board Assistance
- Full search Coordination
- Committee Facilitation and Support
- Candidate Management
Board Assistance

- Needs assessment with full Board
  - Minimum qualifications
  - Desired characteristics
  - Salary/Benefits

- Listening sessions with all college constituencies
  - Faculty
  - Staff
  - Direct reports
  - Students
  - Union/Governance groups
  - External stakeholders

- Search Committee selection
- Search timeline
- Final Referencing
- Credit/Criminal/Civil Background checks
- Successful candidate negotiations
Full Search Coordination

Recruiting
- Position Profile development
- Job ad placement
- 1,000's of recruiting emails
- Hundreds individual recruiting calls
- Prescreen and preliminarily research applicants as received

Final Referencing
- Obtain candidate permission
- Contact 8 - 10 sources
- Interview listed/unlisted sources
- Credit/Criminal/Civil checks
- Provide full reports in writing

Interview Processes

For
Search Committee & Board

- Develop interview schedule
- Write interview questions
- Facilitate interview process and discussion of candidates
- Lead process of selecting successful candidate(s)
Committee Facilitation and Support

- Receipt of applications
- Prescreen into tiers for committee efficiency
- Preliminary research of applications
- Committee training/orientation
- Facilitate process of identifying semifinalists
- Coordinate writing of interview questions
- Lead process for interviewing and discussing candidates
Candidate Management

Pre-Application
- Calls with potential applicants
- Extensive conversations regarding strengths and weaknesses of college
- Salary and benefits

After Candidate Selection
- Explanation of referencing process
- Extensive conversations regarding strengths and weaknesses of college
- Salary and benefits

Post-Interview
- Feedback from interviews
- Maintain frequent and meaningful communication with candidates throughout search process
- Contact unsuccessful candidates
Pauly Group Presidential Search

Thank you!

Questions?
Mid-Michigan College
President

Search Project Calendar

This calendar is for presentation purposes only and may be manipulated in any way to meet the needs of Mid-Michigan College.

**November and December 2019**
- Develop Position Profile
- Develop Project Calendar
- College Signs Contract and it is Received in PGI Office
- Meetings with Constituency Groups

**Schedule Dates for Special Board Meetings and 5 evenings in late April and early May, 2020 for Board to interview Final Candidates**

**January, 2020**
- Initial Committee Meeting with Search Consultant — *Date TBD*

**Special Board Meeting to Approve Position Profile — *Date TBD***
- Email and Recruiting Call Lists Developed
- Prepare Electronic Mailings
- Post Profile with Pauly Group associated organizations
- College Posts Profile on College Website
- Post Profile on Pauly Group Website
- Packets to Consultants — *Date TBD*
- Pauly Group Submits Ad. Text to Publications and Ads Appear (Electronic Only) — *Date TBD*

**College Submits Ad. Text to Other Preferred Publications (Online Only Recommended) — *Date TBD***

*Pauly Group will place one ad in HigherEdJobs.com, unless another medium is requested by client college. If the position to be filled is a specialized position, Pauly Group will place an ad in a related publication or with a relevant association.*
<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event Description</th>
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<tbody>
<tr>
<td>February and March, 2020</td>
<td>Committee Reviews Applicant Pool</td>
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<tr>
<td></td>
<td><strong>Date TBD</strong> — Close Date for Applicants</td>
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<tr>
<td></td>
<td>Applicant Ratings due to Pauly Group office — <strong>Date TBD</strong> (2 Days before meeting to determine semifinalists)</td>
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<td>Committee chooses semifinalists — <strong>Date TBD</strong></td>
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<td><strong>Special Board Meeting to Approve Recommended Semifinalists</strong> — <strong>Date TBD</strong></td>
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<td>Zoom Testing with Candidates</td>
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<td>Interviews with Semifinalists — <strong>Dates TBD</strong></td>
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<td>Committee Identifies Final Candidates to Recommend to Board</td>
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<td></td>
<td><strong>Special Board Meeting to Approve Recommended Semifinalists</strong> — <strong>Date TBD</strong></td>
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<tr>
<td>April and May, 2020</td>
<td>Final Referencing on Candidates</td>
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<td>Final Reference Report to Decision Maker</td>
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<td></td>
<td><strong>On-Campus Interviews</strong> — <strong>Dates TBD</strong></td>
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<tr>
<td></td>
<td>Gather Feedback from Campus Communities</td>
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<tr>
<td></td>
<td><strong>Special Board Meeting to Choose Successful Candidate</strong> — <strong>Date TBD</strong> <em>(Must be at least 30 Days after Board Approves list of Semifinalists)</em></td>
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<td>Final Decision, Negotiation, and Hire</td>
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<td></td>
<td><strong>Special Board Meeting to Approve Contract of Successful Candidate</strong> — <strong>Date TBD</strong></td>
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<tr>
<td>July, 2020</td>
<td>Selected Candidate Begins Post</td>
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</table>
An Introduction to our Consulting Strategies
About Gold Hill Associates

• Preston Pulliams – President
• Founded in 1990 by the late Dr. Bob Barringer
• Exclusive to community college searches
• Associate consultants are all former presidents

Dr. Preston Pulliams
What You Can Expect

• Unsurpassed experience
• Nation-wide network: ACCT, AACC, League of Innovation, AAWCC, ACE, and more
• Diverse applicant pools
• Successful search process
• Strong record of personally recruiting candidates
Recent Placements

Jerry Weber  
Bellevue College  
(Washington)

Cathy Kemper-Pelle  
Rogue Community College  
(Oregon)

Bill Pink  
Grand Rapids Community College  
(Michigan)
GHA guarantees Board satisfaction with the search
1. Prepare your college for a successful CEO search
2. Develop a timeline for the presidential search process
3. Define the college’s primary challenges and opportunities
4. Determine a competitive compensation package
5. Appraise candidates through references, reports, and background checks
6. Market in a competitive environment for top talent
The Gold Hill Search Process

- **Flexible** – tailored to local situation and need
- **Consultant role** – Advisory
- **Final decisions** – Board of Trustees
Gold Hill Search Steps

1. Board appoints Search Liaison
2. Appoint Search Advisory Committee to include trustees, faculty, staff, and community
3. Advisory Committee and Consultant develop presidential profile and calendar of events
4. Board approves profile and calendar
5. Gold Hill Consultant begins the important task of recruitment
6. Advertising is developed and published
7. Applications are received via electronic copy and/or hard copy
8. Gold Hill Consultant evaluates applications and narrows to 10-12 semi-finalists or works with Advisory Committee to make this cut
Gold Hill Search Steps (continued)

9. Gold Hill Consultant reviews list with Advisory Committee and determines 3-5 finalists
10. Finalists are presented to Board for review and approval
11. Board selects three finalists
12. On campus interviews
13. Board selects new President
Responsibilities of the Consultant

- Seek qualified candidates through professional organizations and associations, and personal recruitment including personal email recruitment.
- Actively recruit candidates who are successful sitting professionals.
- Receive and distribute candidate applications to advisory committee.
- Manage initial screening of candidates.
- Work with the college’s public information office and Search Liaison to ensure advertisements are sent to The Chronicle of Higher Education and other sources, and to ensure the search is regularly updated on the college’s web site.
- Read and evaluate all applications and correspondence.
Responsibilities of the Consultant (continued)

- Perform preliminary and discrete reference checking for candidates we recommend to the committee.
- Discuss the list of recommended finalists with the Board of Trustees.
- Check with semi-finalists and finalists to confirm their continued interest in the position.
- Complete in-depth reference checks on the final candidates to be interviewed and report findings to the board.
- Assist in developing interview questions if needed.
- Assist in the coordination of interviews and, if requested, participate in interviews.
- Assist with contract negotiation if requested.
Designated Tasks (continued)

Responsibilities of the Board of Trustees

- Appoint a Search Liaison
- Appoint the search advisory committee. (We recommend you include representatives from your board, faculty, staff, administration, and the community.)
- Receive periodic updates of the search process.
- Approve the profile criteria and the calendar of events.
- Read the applications, particularly those recommended by Gold Hill.
- Consider the recommendations of the Consultant and advisory committee and approve semi-finalists/finalists.
- Review the reference reports.
- Interview the finalists.
- Make the final decision.
- Negotiate and issue a contract.
- Announce the decision to the public.
Responsibilities of the Search Liaison

- Coordinate with HR, PR, Board and Consultant to generate position announcement.
- Assist Consultant and Search Committee with special presidential search presence on college website.
- Receive feedback from internal/external constituents and forward to Board and Search Committee.
- Arrange on campus and phone/video meetings between the Consultant, the Board and the Search Committee.
- Assist Consultant with distribution of the applications to Search Advisory Committee and Board.
- Arrange for custodial staff to prepare meeting rooms.
- Contact food services for refreshments and meals during meetings and interviews.
- Work with the business office to assist with travel arrangements for interviews and candidate expense reimbursements.

Designated Tasks (continued)
Responsibilities of the Search Advisory Committee

- Understand and articulate the needs of the college from the perspectives of their constituencies.
- Develop the criteria/profile and calendar, with the assistance of the Consultant if desired, for Board of Trustees approval.
- Receive input from the college’s internal constituencies.
- Read the candidate’s applications, discuss candidates and their applications with Consultant, and recommend semi-finalists/finalists for the Board of Trustees consideration.
- Participate in the interview process, whether as part of a advisory committee interview or as a member of an individual constituency group, as the Board of Trustees prefers.
Concentrated Marketing Strategy

- This strategy employs target marketing with a consistent message supported by an assortment of related marketing activities
  - Tell your story
  - Reach your market
• We will work together to develop an accurate description of the:
  • Position
  • Institution
  • Service Area
• You will get direction from the Consultant in how to develop attractive, effective, and well-designed brochures, advertisements, and pamphlets that tell your story
The major purpose is to provide knowledge of the opportunities, challenges, and expectations for applicants.
Tell Your Story (continued)

• Key goals are to create:
  • Legitimacy about your search
  • An emotional appeal for the potential applicants
• Through strategic press releases, brochures, and advertisements by announcing the search via electronic and/or print advertising
Electronic Methods

• Use your institution’s website along with additional strategic websites to advertise the search and provide background information
• Maximize the use of social media—such as Twitter, Facebook and LinkedIn—complimented with an email campaign.
Print Methods

• Targeted distribution of print advertising such as brochures and pamphlets along with the placement of advertisements
Personal Methods

• Informal and personal networking to create interest and to recruit applicants at professional meetings, association gatherings, and conventions
Successful Combination

• The combination of electronic, print, and personal marketing, along with the connections available to Gold Hill Associates equals success.
Contact Gold Hill Associates

Dr. Preston Pulliams
Phone: 503-704-3425
preston@goldhillassociates.com

Dr. Walter Nolte
Phone: 307-262-2576
walter@goldhillassociates.com

Dr. Dennis Michaelis
Phone: 254-297-9896
dennis@goldhillassociates.com

Dr. Steve Kinslow
Phone: 512-971-1417
stephen@goldhillassociates.com

Dr. Kathi Hyaine-Brown
Phone: 612-432-1081
katherine@goldhillassociates.com

Visit our website at collegepresidentsearch.com
Mid Michigan College Board of Trustees Special Meeting

November 22, 2019 – page 1
The meeting took place in the Poet Family Outdoor Education Center, Harrison Campus.

Present: Douglas A. Jacobson, Board Chair; Betty M. Mussell, Vice Chair; Richard S. Allen, Jr., Secretary; Thomas W. Metzger, Treasurer; Terry Petrongelli, Trustee; Carolyn C. Bay, Trustee; Eric T. Kreckman, Trustee; Christine M. Hammond, Ph.D., President; Lillian Frick, Vice President of Finance and Facilities

Absent: All Trustees Present

**Agenda Item I: CALL TO ORDER**

The Board Chair called the meeting to order at 3:00 PM.

**Agenda Item II:**

Vice President Frick presented a Bond Counsel Recommendation to the Trustees from Dickinson Wright.

Motion by Trustee Allen to accept the Bond Counsel Recommendation from Dickinson Wright PLLC. Second by Trustee Petrongelli. All Ayes; Motion Carried.

**Agenda Item III: PRESIDENTIAL SEARCH DISCUSSION**

Board Chair Jacobson reviewed his follow up discussion with the Pauly Group after the November 19th meeting. Other trustees reviewed the decision to select the Pauly Group and why they made that decision.

**Agenda Item IV: EXPANSION DISCUSSION**

President Hammond, Trustee Allen, and Vice President Mertes visited Thrun Law Firm on November 22 to gather more information about election language for potential expansion efforts. Trustees discussed the potential of placing ballot initiatives on the presidential primary ballot in the various areas that Mid currently serves and the benefits and ramifications.

Meeting adjourned at 4:05 PM

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

________________________________________  ______________________________________
Douglas A. Jacobson, Board Chair                    Richard S. Allen, Jr., Board Secretary
GENERAL FUND REVENUE:

- 2019-20 tuition and fee revenue budget is based on an eight (8) percent enrollment decrease from 2018-19 levels. Fall tuition and fees revenue represents 41% of the total 2019-20 budgeted tuition and fees revenue. The 2020 Winter term registration began on October 14 and accounts for the balance of the tuition and fees revenue to date.
- State appropriations revenue for 2019-20 increased 4.1% and was booked in October at $5,324,500. This does not include the UAAL reimbursement which was booked November 19 in the amount of $1,328,888 and will be reflected in the upcoming November financials.
- No property tax revenue was booked since 2019 taxes will not be levied until December 2019.

GENERAL FUND EXPENSES:

- Departmental expenses are in line with 33% of the annual budget, with the exception of:
  - Operation and maintenance of plant has expended only 26% due to the disproportionate timing of some expenses such as fuel, overtime, and maintenance and repairs.

GENERAL FUND REVENUE OVER EXPENSES:

- The total increase in net assets as of October 31, 2019 is $8.76 million. This includes $2.2 million in tuition for the 2020 Winter term that begins on January 11, 2020. A portion of this excess will help fund the balance of the 2019 Fall term operations.

BALANCE SHEET:

- The cash balance increased $1.8 million from September 30, 2019 due in part to the receipt of federal financial aid funds in October.
- Student receivables increased $1.8 million due to registration for the Winter 2020 term that began October 14.
- The prepaid expense balance of $181,448 represents a few multi-year prepaid items, other prepaid 2019-20 expenses, and the College contributions to the employee HSA accounts that will be earned during 2019.
- The balance due to other funds of $5.6 million can be broken down as follows:
  - $655,000 due to the designated student activities fund
  - $2.46 million due to the auxiliary services for sales
$800,616 due from the scholarship and grant fund (TIP funding received in the amount of $853,436 on 11/12/19)
$806,416 million due from the federal restricted fund for student financial aid funds disbursed to the student accounts
$510,000 due from the restricted grant fund
$4.5 million due to building and site for current and future college needs
$92,000 due to the Foundation

The $1.7 million in accrued payroll and other compensation includes expenses incurred but not paid as follows:
- Accrued salary, wages and vacation of $457,000
- FICA, Federal and State withholding of $114,000
- MPSERS/ORP/UAAL payable of $520,000
- Employee health and dental insurances payable of $292,000
- Deferred faculty pay of $257,000
- Unemployment and workers’ compensation insurances payable of $11,000
- Miscellaneous payroll deductions

A significant portion of the preliminary Unreserved Net Assets of $3.9 million represents funds set aside by the Board of Trustees to fund current and future college expansion needs.

The self-funded health care reserve is currently at $1.2 million. This reserve will help to prepare the college for future years with higher than expected employee health insurance claims.

AUXILIARY FUNDS:
- Total revenue is at 46% of the annual budget, which is 9% ahead of prior year. The espresso shop in Harrison is not in service right now due to construction but is expected to reopen in January 2020 for the Winter term.
- Total expenses, at 48% of the annual budget, represent operational costs for the months of July through October and corresponds with sales volume.
- The excess revenue over expense to date is $12,358, which will help fund bookstore operations for the balance of the Fall term.
MID MICHIGAN COLLEGE
BALANCE SHEET
October 31, 2019

**Assets**

**Current Assets:**
- Cash and cash equivalents $12,935,582
- Short-term investments $692,868
- Property taxes receivable $-
- State appropriations receivable $4,840,440
- Student receivables $3,707,608
- Other receivables $94,736
- Deposit - self-funded healthcare $184,368
- Prepaid expenses and other assets $181,448
- Due from (due to) other funds $(5,556,871)

Total current assets $17,080,179

Long-term investments $362,315

**Total assets** $17,442,494

**Liabilities and Net Assets**

**Liabilities:**
- Accounts payable $6,734
- Accrued payroll and other compensation $1,662,099

Total liabilities $1,659,991

**Net assets:**
- Reserved for:
  - Technology $851,077
  - Program development $852,425
  - Retirement incentives $200,000
  - Self-funded healthcare reserve $1,171,757
  - Unreserved $3,944,291
  - Current year excess revenue over/(under) expenditures $8,762,953

Total net assets $15,782,503

Total liabilities and net assets $17,442,494
MID MICHIGAN COLLEGE
STATEMENT OF REVENUES, EXPENSES
For the four months ended October 31, 2019

<table>
<thead>
<tr>
<th>OPERATING REVENUES:</th>
<th>Current Fiscal Year</th>
<th>% of</th>
<th>Prior Fiscal Year</th>
<th>% of</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Amount</td>
<td>Budget</td>
<td>Amount</td>
<td>Budget</td>
</tr>
<tr>
<td>Tuition and fees</td>
<td>$10,884,342</td>
<td>67%</td>
<td>$10,936,655</td>
<td>61%</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$31,795</td>
<td>19%</td>
<td>$46,351</td>
<td>21%</td>
</tr>
<tr>
<td>Total operating revenues</td>
<td>$10,916,138</td>
<td>66%</td>
<td>$10,983,006</td>
<td>61%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXPENSES: Operating expenses:</th>
<th>Current Fiscal Year</th>
<th>% of</th>
<th>Prior Fiscal Year</th>
<th>% of</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction</td>
<td>$2,982,820</td>
<td>30%</td>
<td>$2,856,700</td>
<td>28%</td>
</tr>
<tr>
<td>Information technology</td>
<td>$642,387</td>
<td>35%</td>
<td>$602,628</td>
<td>32%</td>
</tr>
<tr>
<td>Public service</td>
<td>$250,170</td>
<td>29%</td>
<td>$207,661</td>
<td>28%</td>
</tr>
<tr>
<td>Instructional support</td>
<td>$679,885</td>
<td>29%</td>
<td>$875,185</td>
<td>34%</td>
</tr>
<tr>
<td>Student services</td>
<td>$910,684</td>
<td>28%</td>
<td>$1,078,418</td>
<td>36%</td>
</tr>
<tr>
<td>Institutional administration</td>
<td>$1,431,991</td>
<td>36%</td>
<td>$1,631,475</td>
<td>33%</td>
</tr>
<tr>
<td>Operation and maintenance of plant</td>
<td>$732,512</td>
<td>26%</td>
<td>$937,195</td>
<td>32%</td>
</tr>
<tr>
<td>Total operating expenses</td>
<td>$7,630,449</td>
<td>31%</td>
<td>$8,189,262</td>
<td>31%</td>
</tr>
</tbody>
</table>

| Net operating income/(loss)| $3,285,688          |       | $2,793,744        |       |

<table>
<thead>
<tr>
<th>NON-OPERATING REVENUES:</th>
<th>Current Fiscal Year</th>
<th>% of</th>
<th>Prior Fiscal Year</th>
<th>% of</th>
</tr>
</thead>
<tbody>
<tr>
<td>State appropriations</td>
<td>$5,352,235</td>
<td>80%</td>
<td>$5,129,097</td>
<td>100%</td>
</tr>
<tr>
<td>Property tax levy</td>
<td>$550</td>
<td>0%</td>
<td>$-</td>
<td>0%</td>
</tr>
<tr>
<td>Investment income</td>
<td>$89,402</td>
<td>179%</td>
<td>$11,964</td>
<td>24%</td>
</tr>
<tr>
<td>Unrealized gain (loss) on investments</td>
<td>$3,759</td>
<td></td>
<td>$(1,825)</td>
<td></td>
</tr>
<tr>
<td>Gifts</td>
<td>$-</td>
<td></td>
<td>$-</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$31,318</td>
<td></td>
<td>$3,358</td>
<td></td>
</tr>
<tr>
<td>Transfers from other funds:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restricted grants</td>
<td>$-</td>
<td></td>
<td>$-</td>
<td></td>
</tr>
<tr>
<td>Auxiliary services</td>
<td>$-</td>
<td></td>
<td>$-</td>
<td></td>
</tr>
<tr>
<td>Foundation - Capital Campaign</td>
<td>$-</td>
<td></td>
<td>$-</td>
<td></td>
</tr>
<tr>
<td>Total Non-operating revenues</td>
<td>$5,477,264</td>
<td>73%</td>
<td>$5,142,594</td>
<td>68%</td>
</tr>
</tbody>
</table>

| Revenues over/(under) expenses | $8,762,953 |       | $7,936,337 |       |

<table>
<thead>
<tr>
<th>Inter Funds Transfers</th>
<th>Current Fiscal Year</th>
<th>% of</th>
<th>Prior Fiscal Year</th>
<th>% of</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planned Savings (Building &amp; Site)</td>
<td>$-</td>
<td>0%</td>
<td>$275,000</td>
<td>33%</td>
</tr>
<tr>
<td>Additional Savings (Building &amp; Site)</td>
<td>$-</td>
<td>0%</td>
<td>$-</td>
<td>0%</td>
</tr>
<tr>
<td>Bond Debt Service (Building &amp; Site)</td>
<td>$-</td>
<td>0%</td>
<td>$16,720</td>
<td>5%</td>
</tr>
<tr>
<td>Restricted Grant Match</td>
<td>$-</td>
<td>0%</td>
<td>$-</td>
<td>0%</td>
</tr>
<tr>
<td>Total Transfer to Building &amp; Site</td>
<td>$-</td>
<td></td>
<td>$291,720</td>
<td></td>
</tr>
</tbody>
</table>

| Net increase (decrease) in Net Assets | $8,762,953 |       | $7,644,617 |       |
## MID MICHIGAN COLLEGE
### STATEMENT OF REVENUES, EXPENSES
For the four months ended October 31, 2019
### AUXILIARY FUND

<table>
<thead>
<tr>
<th></th>
<th>Current Fiscal Year</th>
<th>% of Budget</th>
<th>Prior Fiscal Year</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUE:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bookstore</td>
<td>$671,020</td>
<td>49%</td>
<td>$716,483</td>
<td>37%</td>
</tr>
<tr>
<td>Espresso Bar*</td>
<td>$-</td>
<td>0%</td>
<td>$28,203</td>
<td>36%</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>$671,020</td>
<td>46%</td>
<td>$744,686</td>
<td>37%</td>
</tr>
<tr>
<td><strong>EXPENSES:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bookstore</td>
<td>$615,870</td>
<td>51%</td>
<td>$611,698</td>
<td>43%</td>
</tr>
<tr>
<td>Espresso Bar*</td>
<td>$3,494</td>
<td>6%</td>
<td>$23,314</td>
<td>36%</td>
</tr>
<tr>
<td>Auxiliary Services</td>
<td>$39,298</td>
<td>33%</td>
<td>$40,543</td>
<td>32%</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>$658,662</td>
<td>48%</td>
<td>$675,555</td>
<td>42%</td>
</tr>
<tr>
<td><strong>EXCESS REVENUE OVER EXPENSES</strong></td>
<td>$12,358</td>
<td>2%</td>
<td>$69,131</td>
<td>9%</td>
</tr>
</tbody>
</table>
## Mid Michigan Community College
### Contributions

#### ****October 2019****

<table>
<thead>
<tr>
<th>Fund Name</th>
<th>Current</th>
<th>2020 Year-to-Date</th>
<th>2019 Total Contributions (all yr)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lakers Academic Fund</td>
<td>$1,024</td>
<td>$45,383</td>
<td>$24,104</td>
</tr>
<tr>
<td>Lakers Leadership Fund</td>
<td>$666</td>
<td>$6,282</td>
<td>$30,943</td>
</tr>
<tr>
<td>Health Sciences Fund</td>
<td>$20</td>
<td>$5,020</td>
<td>-</td>
</tr>
<tr>
<td>A Northern Tradition (2019 event)</td>
<td>-</td>
<td>$2,400</td>
<td>$52,135</td>
</tr>
<tr>
<td>Women's Basketball</td>
<td>$125</td>
<td>$2,100</td>
<td>$850</td>
</tr>
<tr>
<td>Men's Basketball</td>
<td>$125</td>
<td>$2,100</td>
<td>$253</td>
</tr>
<tr>
<td>Elizabeth J Horrocks CNA Scholarship</td>
<td>$1,300</td>
<td>$1,450</td>
<td>$2,150</td>
</tr>
<tr>
<td>Waste Management</td>
<td>$1,000</td>
<td>$1,000</td>
<td>$2,000</td>
</tr>
<tr>
<td>Retirees Scholarship</td>
<td>$785</td>
<td>$920</td>
<td>$705</td>
</tr>
<tr>
<td>Lakers Athletic Fund</td>
<td>$203</td>
<td>$812</td>
<td>$1,627</td>
</tr>
<tr>
<td>Manning Ford Scholarship</td>
<td>-</td>
<td>$600</td>
<td>$2,660</td>
</tr>
<tr>
<td>Tech Center Fund</td>
<td>$107</td>
<td>$374</td>
<td>$654</td>
</tr>
<tr>
<td>International Student Fund</td>
<td>$50</td>
<td>$200</td>
<td>$650</td>
</tr>
<tr>
<td>Campus Cupboard</td>
<td>$30</td>
<td>$130</td>
<td>$615</td>
</tr>
<tr>
<td>Grabmeyer Scholarship</td>
<td>$20</td>
<td>$80</td>
<td>$732</td>
</tr>
<tr>
<td>McDonald Scholarship</td>
<td>$20</td>
<td>$80</td>
<td>$260</td>
</tr>
<tr>
<td>Glenn Berry Scholarship</td>
<td>-</td>
<td>$50</td>
<td>$575</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$5,476</td>
<td>$68,981</td>
<td>$120,913</td>
</tr>
</tbody>
</table>

#### 2018/19 Contributors without current year activity:

- Gerstacker Fund: $30,000
- Scholarship & Grant: $11,034
- Golf Outing: $6,260
- Jack Morse Memorial Scholarship: $5,250
- Bicknell Scholarship: $3,425
- Christina Swan Memorial Scholarship: $1,500
- Foundation Unrestricted: $1,302
- Bob & Rosemary Carter Scholarship: $1,000
- Janice Langdon Scholarship: $850
- Tandem Family Scholarship: $1,000
- Nurses Training (Voiture): $1,000
- Student Showcase: $813
- Men's Bowling: $660
- Women's Bowling: $660
- Jean Willis OIS Scholarship: $500
- Computer Info Systems Scholarship: $500
- Students of Promise Scholarship: $500
- Bender Scholarship: $500
- Myers Memorial Scholarship: $350
- Christopher and Estelle Smith Scholarship: $250
- Mark Wilson Scholarship: $200
- Men's Baseball: $200
- Clare County MARSP Scholarship: $100
- Womens' Softball: $75
- Visiting Scholar: $2

#### Subtotal: $68,931

#### 2017/18 Contributors without current or prior year activity:

- Eckersley Foundation Scholarship: $-
- Harris Allied Health Scholarship: $-
- Mussell Endowment Scholarship: $-
- Jerry Freeland Scholarship: $-
- Isabella 8th Grade Girls Lunch: $-
- VanDeventer Adult Incentive Award: $-
- Cross Country: $-
- Merlin & Lillian Meyer Scholarship: $-
- Foundation Honorarium: $-
- Misc Fundraisers: $-
- Trail Maintenance/Trail Run: $-
- Buy A Brick: $-

#### Subtotal: $-

#### Total: $5,476

#### Prior Year Contributions - current month:

- $1,979

#### % Current Year to Prior Year:

- **276.7%**
- **293.5%**
TO: Board of Trustees

FROM: Lori Fassett, Associate VP of Human Resources

SUBJECT: Staffing Update, December 3, 2019 Board Meeting

DATE: November 18, 2019

FULL-TIME NEW HIRES:
Annie van de Water – TRiO SSS Success Coach Effective: 10/28/2019

Annie holds a Bachelor of Business Administration degree from Davenport University and a Master of Science in Administration from CMU. She brings to Mid over 20 years of experience in student advising within higher education. Welcome to the Mid team Annie!

NEW PART-TIME AND STUDENT EMPLOYEES:
Cheyenne Hole – Test Monitor (EDUStaff) Effective: 10/21/2019

Andrew Beagle – Student Worker Tutor Auto CADD Effective: 10/21/2019

Danele Pasch – Work Study Resource Assistant Effective: 10/16/2019

Jeremy Fassett – Part-time Maintenance (EDUStaff) Effective: 11/12/2019

Lesa Doke – Adjunct Graphic Design Effective: 01/08/2019

Holly Lavely – Work Study Financial Aid Effective: 11/04/2019

Dylan Mills – Student Worker Facilities Effective: 11/04/2019

INTERNAL TRANSFERS:
Eric Wittig From: Enrollment Management Specialist To: Mid Mentor Effective: 10/28/2019

Anita West From: Assoc. Director of Financial Aid To: Director of Financial Aid Effective: 11/04/2019
SEPARATIONS:

David Collins – IT Intern (EDUStaff)  Effective: 09/20/2019
Jennifer Cooper – Director of Financial Aid  Effective: 11/01/2010
Theresa Fabiano – Adjunct Arts  Effective: 10/25/2019
Shelby Raymond – Work Study Admissions  Effective: 10/23/2019
Ann van de Water – Part-time TRiO Coach  Effective: 10/25/2019

VACANCIES:

Adjunct Computer-Aided Drafting (CAD), Mecosta-Osceola ISD (part-time)  Posted
Adjunct Computer-Aided Drafting (CAD) (part-time)  Posted
Adjunct English, Big Rapids (part-time)  Posted
Adjunct Math, Big Rapids (part-time)  Posted
Adjunct Math (part-time)  Posted
Adjunct MRI (Magnetic Resonance Imaging) (part-time)  Posted
Adjunct Nursing – Family Centered (part-time)  Posted
Adjunct Sociology, Big Rapids, Caro (part-time)  Posted
Adjunct Speech, Bad Axe, Big Rapids (part-time)  Posted
Adjunct Welding (part-time)  Posted
Administrative Assistant – Technical Center (part-time)  Filled
Assistant Coach Cross Country (part-time)  Posted
Assistant Coach Softball (part-time)  Posted
Bookstore Operations Assistant (full-time)  
Offer Extended

Certified Nursing Aid (CAN) Instructor – Bad Axe (part-time)  
Posted

Head Coach – Cross Country (part-time)  
Posted

HRA Lab Technician (part-time)  
Posted

TRiO SSS Academic Success Coach (full-time)  
Filled
Unfinished Business

Item V-A: Harrison Campus Renovations

Presenter: Vice President Frick

Board Consideration: Information

Vice President of Finance and Facilities Lillian Frick will provide an update on the planning for the Harrison Campus Renovations.

Recommendation:
None, informational.
Unfinished Business

Item V-B: Enrollment Update

Presenter: President Hammond
Board Consideration: Information

President Hammond will present the Board with the latest update on Winter enrollment.

Recommendation:
None, informational.
Unfinished Business

Item V-C: Acceptance of Foundation Gifts & Pledges/Approval of Naming Opportunities

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

Associate Vice President of the Mid Foundation Tom Olver will be presenting the Board with a list of pledges that meet the criteria for naming opportunities and requesting that the Board approve those and accept the monetary gifts from the Foundation.

Recommendation:
It is recommended that the Board approve the naming opportunities and monetary gifts as presented.
New Business

Item VI-A: Correspondence and Announcements

Presenter: President Hammond

Board Consideration: Information

Announcements may be made at this time.

Recommendation:
None, informational.
New Business

Item VI-B: Sabbatical Leave Requests

Presenter: Vice President Fager  
Board Consideration: Information/Action

Vice President of Academic Affairs Jennifer Fager will be presenting Sabbatical Leave requests from Svetlana Overbaugh and Jeremiah Wagner.

Recommendation:
It is recommended that the Board approve the Sabbatical leave request for Svetlana Overbaugh and Jeremiah Wagner as presented.
### Svetlana Overbaugh – Sabbatical Leave Proposal

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Revise</th>
<th>Acceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Describes nature and purpose of the leave, and provides supportive information that connects expected learning outcomes with the faculty member’s other college work</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I will use the Sabbatical Leave to convert all existing Business Courses into an 8-weeks web format. The courses that will be converted are:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• BUS 122</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• BUS 151</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• BUS 162</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• BUS 171</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• BUS 213</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• BUS 225</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• BUS 231</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• BUS 250</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• BUS 255</td>
<td></td>
<td></td>
</tr>
<tr>
<td>My major responsibilities as a Business faculty are directly related to the nature and the content of the business program.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Describes the knowledge and experience the faculty member will gain from the Sabbatical Leave and provides a detailed description with supporting examples for how the knowledge and experience gained from the leave will be used in her position.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>By doing this project, I will learn the content of courses that I do not teach (e.g. BUS 151, BUS 162, BUS 171, BUS 213). I believe that having a broader knowledge of the entire business program is very important to me as a current business faculty. I will be able not only to expand my knowledge of specific courses I currently don’t teach, but also to develop a holistic view of the entire Business Program. This new knowledge and a broader view on the program will allow me to see more clearly how the program is structured, how different courses overlap and contribute to attaining program’s learning outcomes by our students. I also believe that this experience will allow me to develop a better vision on the program’s future.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Provides a detailed timeline with both major and minor tasks to be accomplished during the leave period.**

The Project will take 16 weeks.

- There are currently nine business courses to convert, so, on average, it will take slightly less than 2 weeks per course.
  - Each course will have to be reviewed first in order to make sure it does comply with the HLC requirements in terms of content, variety of the assignments, methodology, and ADA compliance.
  - Changing the length of the course will require a re-engineering of the syllabus, including the expected learning outcomes, activities, and assessment.
  - I estimate that the courses that I currently teach will take about one week per course;
  - The courses that I do not teach will take approximately 2 weeks per course, because I will need to learn the content of the course first in order to start working with it.

**Describe how the expected learning outcomes will meet the current and future needs of the college, department, and/or discipline area.**

The project will benefit the college, the department, and the program in the following ways:

- It will allow to create a fully online Business Program in an 8-week format.
- Having each course in 8-week format will allow to a greater efficiency and effectiveness in scheduling online business courses and will expedite the completion of the program by students.
- I also expect that having all business courses available in 8-week format will improve the completion rate, since it has been shown from practice that students are more likely to finish courses that are concentrated in a shorter time period (compared to 16-week format).
- Completing the Project will help to ensure the consistency in all our programs and their
conformity to the HLC requirements in term of the content, methodology, learning opportunity, and ADA compliance.

Describes how the learning outcomes will contribute to the faculty member’s ability to contribute to the educational process for students.

I believe that the Project will allow for a greater efficiency of the educational process and a higher completion rate for students.

The rational:

- It’s not unusual for a community college student to have two jobs and kids. So, in a community college, students are already multitasking. If anything, they need to be able to focus. Fewer, shorter, more intense classes offer the possibility of increased focus.
- A pattern of two classes at a time in a two 8-week chunks would also reduce the damage done when life gets in the way. In a traditional semester, if a student signs up for five classes that start in September and life happens in November, she walks away with nothing. She has to start over again from scratch. But, in an 8-week format, she walks away with six credits from the Sept/Oct term; she doesn’t have to start from scratch. Wins come more quickly and more often.
- From a faculty perspective, some of the same arguments would hold. For those working a ten-month academic year, a full load would never have to exceed two-three classes at any given time, allowing the faculty member to devote her time to fewer courses at a time.

Describes the way in which the Sabbatical Leave will impact the faculty member’s department during the leave period, and provides a plan to help accommodate the leave request

The department will have to find substitute instructors for the leave period. It could be done in two ways: (1) allocate my teaching load among 2 or 3 adjunct instructors or (2) hire one temporary instructor for a period of 16 weeks.
Provides a detailed plan on how the faculty member’s learning from the sabbatical will be shared with students, faculty, and the community.

**College, Students, Faculty:** Since the Project will be directly related to how the business courses are offered and scheduled, the project outcome will automatically and immediately become known and evident.

**The Community:** the Business and Professional Studies Dean will have to coordinate efforts with the college’s marketing department in order to communicate the expanded learning opportunities to the immediate community and to all prospective students. While the department can certainly do its part in communicating a new format, the main effort must come from the college’s marketing department, which is in charge of promoting all programs that MCC is offering.
Sabbatical Proposal for Jeremiah Wagner

Due October 1, 2019 for proposed sabbatical during 2021WI Semester

Proposal

The instructor in a traditional freshmen-biology course spends the majority of the time lecturing on content. This type of classroom set-up leaves little to no time for students to practice and apply what they are learning. The justification for this style of teaching is that there is too much information to be covered to allow for activities that help students better comprehend the material being covered.

Content knowledge is important, but science courses must go beyond teaching content to also guide students in applying their knowledge. For example, a student must not only be able to recite the definition of osmosis, but must be able to comprehend why it is important for intravenous fluids to contain a bit of salt and to understand how waste materials are filtered out of the bloodstream in the kidneys.

In recent years, a number of science-education scholars (AAAS 2010, Cooper 2015, President’s Council 2012) have advocated for the need to move away from content based classrooms to application based classrooms. To provide students with opportunity to apply their knowledge, a guiding principle of application-based classrooms, students engage with course content outside of class time, and then, during class students apply their newly gained content knowledge by, among other things, working through problem sets, analyzing data sets, and working through case studies. Analysis of student performance shows that students have a better comprehension of the concepts covered and retain more information in application-based learning environments (Cooper 2015, Freeman 2014).

For my sabbatical, I will convert Mid’s Bio111 and Bio112 into application-based courses. To do so I will need to create both the out of class and in class content for both of these courses.

Personal Learning

I will begin my sabbatical by reviewing the literature on best practices for creating application based courses and will investigate how others have accomplished converting similar courses into application based ones. I will then meet with contacts at Central Michigan University, Michigan State University, and elsewhere, who have, to various degrees, converted their biology courses into application based courses to discuss the ways they have adopted this style of teaching. I will then attend class meetings to observe application-based teaching in practice. To deepen my understanding of application based learning and to strengthen my abilities as an instructor, I will attend an academic conference on application based teaching if the opportunity arises.
Value to MMC and Others

Mid will benefit from the project in the following ways:

- Upon completion of my sabbatical, I will have converted Mid’s BIO111 and BIO112 courses into application based classes and will provide our students a strong educational foundation in biology preparing them for their future educational endeavors.
- My knowledge of scientific pedagogy will improve, enabling me to better serve all my students, not just the ones in BIO111 and BIO112.
- I can share the knowledge and ideas gained with my colleagues in the Science Department and, if requested, can assist my fellow Science faculty in implementing what I have learned into their courses.

Rough Timeline

- Review of the Literature: 2 weeks
- Meet with colleagues at CMU and MSU to discuss their experiences with application based teaching: 2 weeks
- Identify and create content delivery materials for classes: 6 weeks
- Identify and create content based activities for the course: 6 weeks

Departmental Impact

Upon being informed that my sabbatical leave request for Winter 2021 has been granted, I will inform the Dean of Liberal Arts and Sciences. We will collaborate during scheduling time to be sure that the sections I typically teach are covered by qualified adjunct, lecturer, and/or full-time colleagues. The department will not be harmed by my proposal for sabbatical leave.

Sharing

I will share what I have learned with my colleagues in the Science Department as well as with interested faculty across the college. I will share with the students enrolled in BIO111 and BIO112 the rationale for how the course is designed so that they have a better understanding of what to expect from the courses. I will also present my findings to the college during one of the College’s Professional Development Days. Finally I will give a presentation after the conclusion of the sabbatical at a meeting of the MMC Board of Trustees. This will give the board, administrators, and members of the community an opportunity to learn from the work I have completed during my sabbatical.
References:


Cooper MM, et al. 2015. Challenge faculty to transform STEM learning. Science 350 (6258), 281-282


New Business

Item VI-C: HRA Plan Amendment

Presenter: Vice President Frick  
Board Consideration: Information/Action

Vice President of Finance and Facilities Lillian Frick will present the Board with a resolution requesting to amend the HRA plan to comply with current IRS regulations.

Recommendation:
It is recommended that the Board approve the resolution adopting the HRA amendment as presented.
ADOPTION AGREEMENT
HEALTH REIMBURSEMENT PLAN

The undersigned adopting employer hereby adopts this Plan. The Plan is intended to qualify as a health reimbursement arrangement under Code sections 106 and 105. The Plan shall consist of this Adoption Agreement, its related Basic Plan Document and any related Appendix and Addendum to the Adoption Agreement. Unless otherwise indicated, all Section references are to Sections in the Basic Plan Document.

COMPANY INFORMATION

1. Name of adopting employer (Plan Sponsor): Mid Michigan College
2. Address: 1375 S. Clare Avenue
4. Phone number: 989-386-6604 7, Fax number: __________ - __________
5. Plan Sponsor EIN: 38-1812272
6. Plan Sponsor fiscal year end: 12/31
7. Plan Sponsor entity type:
   i. [ ] C Corporation
   ii. [ ] S Corporation
   iii. [ ] Non Profit Organization
   iv. [ ] Partnership
   v. [ ] Limited Liability Company
   vi. [ ] Limited Liability Partnership
   vii. [ ] Sole Proprietorship
   viii. [ ] Union
   ix. [ ] Government Agency
   x. [ ] Other: Governmental entity or Church

10a. If 10a.viii (Union) is selected, enter name of the representative of the parties who established or maintain the Plan: __________

12a. The Plan Sponsor is a member of an affiliated service group:
    [ ] Yes [ X ] No
12b. If 12a is "Yes", list all members of the group (other than the Plan Sponsor): __________
13a. The Plan Sponsor is a member of a controlled group:
    [ ] Yes [ X ] No
13b. If 13a is "Yes", list all members of the group (other than the Plan Sponsor): __________

PLAN INFORMATION

A. GENERAL INFORMATION.

1. Plan Number: 503
2. Plan name: a. Mid Michigan College HRA Plan
   b. __________
3. Effective Date:
   3a. Original effective date of Plan: 01/01/2017
   3b. Is this a restatement of a previously-adopted plan:
       [ X ] Yes [ ] No
   3c. If A.3b is "Yes", effective date of Plan restatement: 01/01/2020.
       NOTE: If A.3b is "No", the Effective Date shall be the date specified in A.3a, otherwise the date specified in A.3c; provided, however, that when a provision of the Plan states another effective date, such stated specific effective date shall apply as to that provision.
4a. Plan Year means each 12-consecutive month period ending on 12/31 (e.g. December 31). If the Plan Year changes, any special provisions regarding a short Plan Year should be placed in the Addendum to the Adoption Agreement.
4b. The Plan has a short plan year:
    [ ] Yes [ X ] No
4c. If A.4b is "Yes", the short plan year begins ________ and ends on ________.
5. Is the Plan Subject to ERISA?
   [ ] Yes [ X ] No

B. ELIGIBILITY.
Other Company Benefit Plan

1a. An Employee is eligible to participate in the Plan under the same terms and conditions as under the Company benefit plan(s) specified in B.1b:
   i. [ ] Yes - without limitation
   ii. [ ] Yes - with limitations and modifications described in B.1c
   iii. [ X ] No

1b. If B.1a is not "No", enter name of other Company benefit plan(s): __________.

1c. If B.1a is "Yes - with limitations and modifications", describe limitations and/or modifications: __________.

NOTE: If B.1a is not "No", the remainder of Section B is disregarded.

Exclusions/Modifications

If B.1a is "No", the term "Eligible Employee" shall not include (Check items B.2 - B.6a as appropriate):

2. [ ] Union. Any Employee who is included in a unit of Employees covered by a collective bargaining agreement, if benefits were the subject of good faith bargaining, and if the collective bargaining agreement does not provide for participation in this Plan.


4. [ X ] Non-Resident Alien. Any Employee who is a non-resident alien who received no earned income (within the meaning of Code section 911(d)(2)) which constitutes income from services performed within the United States (within the meaning of Code section 861(a)(3)).

5. [ X ] Part-time. Any Employee who is expected to work less than 20 hours per week.

6a. [ ] Other. Other Employees described in B.6b.

6b. If B.1a is "No", and B.6a is selected, describe other Employees excluded from definition of Eligible Employee:

NOTE: The Plan may not discriminate in favor of highly compensated employees (within the meaning of Code section 105(h)(5)) as to benefits provided or eligibility to participate.

7a. If B.1a is "No", allow immediate participation for all Eligible Employees employed on the date specified in B.7b:
   [ ] Yes [ X ] No

7b. If B.1a is "No" and B.7a is "Yes", all Eligible Employees employed on _________ shall become eligible to participate in the Plan as of such date.

8a. If B.1a is "No", indicate whether the Plan will make any other revisions to the term "Eligible Employee":
   [ X ] Yes [ ] No

8b. If B.1a is "No" and B.8a is "Yes", describe any further modifications to the term "Eligible Employee": Eligible employees must be enrolled in either Medicare Part A, TRICARE, or VA benefits and enrolled in the Mid-Michigan College group health insurance plan.

Service Requirements

10. If B.1a is "No", minimum age requirement for an Eligible Employee to become eligible to be a Participant in the Plan: None

11. If B.1a is "No", minimum service requirement for an Eligible Employee to become eligible to be a Participant in the Plan:
   i. [ X ] None.
   ii. [ ] Completion of _____ hours of service.
   iii. [ ] Completion of _____ days of service.
   iv. [ ] Completion of _____ months of service.
   v. [ ] Completion of _____ years of service.

12a. If B.1a is "No", frequency of entry dates:
   i. [ X ] An Eligible Employee shall become a Participant in the Plan as soon as administratively feasible upon meeting the requirements of B.10 and B.11.
   ii. [ ] first day of each calendar month.
   iii. [ ] first day of each plan quarter.
   iv. [ ] first day of the first month and seventh month of the Plan Year.
   v. [ ] first day of the Plan Year.

12b. If B.1a is "No" and B.12a (immediate entry) is not selected, an Eligible Employee shall become a Participant in the Plan on the entry date selected in B.12a that is:
   i. [ ] coincident with or next following
   ii. [ ] next following
   the date the requirements of B.10 and B.11 are met.

13a. If B.1a is "No", indicate whether the Plan will make any other revisions to the eligibility rules specified in B.10 - B.12:
   [ X ] Yes [ ] No
13b. If B.1a is "No" and B.13a is "Yes", describe any further modifications to the eligibility rules specified in B.10 - B.12:
Spouse and Dependents of Eligible employees that are enrolled in the Mid Michigan College health insurance plan will automatically participate in the HRA plan and are ineligible to contribute to an H.S.A.

Former Employees

15a. Permit Eligible Employees to participate in the Plan after Termination (Section 3.03; See item C.10 to describe benefits available to former employees):
   i. [ ] Yes - all Eligible Employees are eligible to participate in the Plan after Termination.
   ii. [ ] Yes - selected Eligible Employees are eligible to participate in the Plan after Termination.
   iii. [ X ] No.

15b. If B.15a is "Yes - selected Eligible Employees are eligible to participate in the Plan after Termination", describe the Employees:
   NOTE: The election in B.15 does not have an effect on COBRA coverage.

C. BENEFITS

Eligible Expenses

1a. Coverage under the Plan for Covered Persons is available for the following Eligible Expenses (Section 4.01):
   i. [ ] All allowable medical expenses. All medical expenses that are excludable from income under Code section 105(b).
   ii. [ X ] Listed medical expenses. All medical expenses that are listed on an appendix to the Adoption Agreement and that are excludable from income under Code section 105(b).
   iii. [ ] Health plan deductibles. Only health plan deductible amounts that are otherwise payable by the Participant under a Company-sponsored medical plan covering the Participant.
   iv. [ ] Health plan coinsurance. Only health plan coinsurance amounts that are otherwise payable by the Participant under a Company-sponsored medical plan covering the Participant.
   v. [ ] Health plan deductibles and coinsurance. Only health plan deductibles and coinsurance amounts that are otherwise payable by the Participant under a Company-sponsored medical plan covering the Participant.
   vi. [ ] Schedule of expenses. A schedule of allowable medical expenses under a Company-sponsored medical plan(s) (current or former) as provided in an appendix to the Adoption Agreement.
   NOTE: If C.1a.vi. is selected, the terms listed in the schedule of expenses shall be defined as provided in the relevant Company-sponsored medical plan.

1b. Are there any other modifications to the definition of Eligible Expenses:
   [ ] Yes [ X ] No

1c. If C.1b is "Yes", describe modifications to the definition of Eligible Expenses: __________.
   NOTE: The modifications listed in C.1c may not be inconsistent with expenses that are excludable from income under Code section 105(b).

Covered Person

2a. The definition of Covered Person under the Plan shall include the following persons:
   i. [ X ] Participant, spouse and dependents. The Participant, his or her spouse and all dependents within the meaning of Code section 152 as modified by Code section 105(b), and any child (as defined in section 152(f)(1)) of the Participant until his or her 26th birthday.
   ii. [ ] Persons covered under Company medical plan. The Participant, his or her spouse and all dependents within the meaning of Code section 152 as modified by Code section 105(b), and any child (as defined in section 152(f)(1)) of the Participant until his or her 26th birthday, but only if such persons are also covered under the Company-sponsored benefit plan specified in C.2b.
   iii. [ ] Participants Only. No spousal or dependent coverage.
   iv. [ ] Other. The persons described in C.2c.
   NOTE: The Plan Administrator may extend coverage for children until the end of the calendar year in which a child turns age 26.

2b. If C.2a is "Persons covered under Company medical plan", indicate the name of the Company-sponsored benefit plan:
   __________.
   NOTE: If i) the Plan constitutes a group health plan as defined in Treas. Reg. section 54.9801-2 or if the Plan Administrator determines that the Plan is subject to HIPAA portability rules, ii) the Plan is not a grandfathered health plan under the Patient Protection and Affordable Care Act, and iii) children are covered under this Plan, all children up to their 26th birthday must be covered.

2c. If C.2a is "Other", indicate the definition of Covered Person: __________.
Health Reimbursement Account - Maximum Benefit

3a. If C.1a.vi is selected are the maximum annual amounts specified in the schedule of benefits?

[ ] Yes [ ] No

NOTE: If the maximum annual amount credited to a Participant's Health Reimbursement Account depends on the Company-sponsored benefit plan the Participant is enrolled in or the particular type of Eligible Expense, C.1a.vi (schedule of expenses) should be selected and C.3a should be "Yes" (the maximum annual amounts entered in the schedule of benefits apply to this Plan).

3b. Enter the maximum annual amount that will be credited to a Participant's Health Reimbursement Account in any Plan Year for the applicable coverage category (Section 4.01):

   i. One Covered Person (Participant only): $1,400
   ii. Two Covered Persons (Participant plus one other Covered Person): $2,800
   iii. More than two Covered Persons (Family coverage): $2,800

NOTE: If the Plan only provides for a single coverage level for all Participants, enter that coverage level in C.3b.i.-C.3b.iii.

NOTE: The maximum annual amount is determined after any deductibles and coinsurance are calculated. For example, if the HRA pays the last $750 of a $1,000 plan deductible (after the Participant pays $250), C.3b.i should be "$750".

3c. FSA FailSafe. Limit the maximum annual benefit to 5 times the value of coverage and exclude long term care services:

[ ] Yes [X] No

NOTE: If C.3c is "Yes", the Plan is intended to be a flexible spending arrangement under Code section 106(c). Qualified long term care services as defined in Code section 7702B(c) are not an Eligible Expense under the plan and the maximum amount of reimbursement available must be less than 5 times the value of such coverage.

Health Reimbursement Account - Deductible

4. Enter the annual Health Reimbursement Account deductible in any Plan Year for the applicable coverage category:

   a. One Covered Person (Participant only): $0
   b. Two Covered Persons (Participant plus one other Covered Person): $0
   c. More than two Covered Persons (Family coverage): $0

NOTE: If the Plan only provides for a single deductible for all Participants, enter that coverage level in C.4a.-C.4c.

NOTE: If the Participants are also covered by a Company-sponsored medical plan, enter the deductible that applies to this plan (the Health Reimbursement Plan), not the deductibles of the Company-sponsored plan. Any expenses covered by a Company-sponsored plan are not an Eligible Expense under this Plan (Section 4.01(c)).

NOTE: If C.1a.vi (schedule of benefits) is selected, enter 0 (zero) if no annual deductible applies before the schedule of benefits is implemented.

NOTE: If i) the Plan constitutes a group health plan as defined in Treas. Reg. section 54.9801-2 or if the Plan Administrator determines that the Plan is subject to HIPAA portability rules and ii) the Plan is not a grandfathered health plan under the Patient Protection and Affordable Care Act, then the Plan must provide coverage without cost-sharing requirements for preventative care to the extent required under Treas. Reg. 54.9815-2713T (and any superseding guidance; up to the amount available under a Participant's Health Reimbursement Account).

Health Reimbursement Account - Coinsurance

5. If C.1a.vi is not selected, once the HRA deductible is met (if any), indicate the level of coverage provided under the HRA until the annual amount under C.3 is met: 100% of eligible expenses (for example, "50% of coinsurance/copayment amounts" or "100% of Eligible Expenses").

NOTE: If C.5 is left blank, once the HRA deductible is met (if any), the Plan will provide coverage for 100% of Eligible Expenses until the annual amount under C.3 is met, unless otherwise provided in the Adoption Agreement.

NOTE: If i) the Plan constitutes a group health plan as defined in Treas. Reg. section 54.9801-2 or if the Plan Administrator determines that the Plan is subject to HIPAA portability rules and ii) the Plan is not a grandfathered health plan under the Patient Protection and Affordable Care Act, then the Plan must provide coverage without cost-sharing requirements for preventative care to the extent required under Treas. Reg. 54.9815-2713T (and any superseding guidance; up to the amount available under a Participant's Health Reimbursement Account).

Health Reimbursement Account - Procedures
6a. The amounts in C.3 shall be credited to the Participant’s Health Reimbursement Account at the following times:
   i. [ X ] Beginning of Plan Year. The entire amount shall be credited at the beginning of the Plan Year.
   ii. [  ] Semi annually. One half of the amount shall be credited at the beginning of the Plan Year and on the first day of the seventh month of the Plan Year.
   iii. [  ] Quarterly. One fourth of the amount shall be credited at the beginning of each plan quarter.
   iv. [  ] Monthly. One twelfth of the amount shall be credited at the beginning of each calendar month during the Plan Year.
   v. [  ] Per payroll period. Amounts are credited each payroll period in an amount equal to the entire amount divided by the number of payroll periods.
   vi. [  ] Claims dependent. Accounts are credited and reimbursements are made as claims are made.

6b. If C.6a.vi is not selected and a Participant enters the Plan at a time other than the beginning of a period described in C.6a, the amounts credited to the Participant’s Health Reimbursement Account for such period shall be reduced to reflect the time of actual participation in the applicable period:
   [  ] Yes [ X ] No

6c. If C.6a.vi is not selected and if a change to the number of Covered Persons under C.2 affects the amount(s) credited to the Health Reimbursement Account at times other than that selected in C.6a, contributions to the Participant’s Health Reimbursement Account will be prorated to accommodate the change:
   [  ] Yes [ X ] No - only future contributions affected

NOTE: If you select “Yes”, this may result in a forfeiture from a Participant’s Account, or, if amounts have been credited from a Participant’s Account in excess of prorated amounts, future contributions may be discontinued until the correct contribution amount is attained.

7a. The Plan allows a carryover of the balance in a Participant’s Health Reimbursement Account to the next Plan Year:
   i. [  ] Yes.
   ii. [  ] Yes - but limited to the dollar amount specified in C.7b.
   iii. [  ] Yes - but limited to the multiple specified in C.7b of the maximum annual benefit specified in C.3.
   iv. [ X ] No.

7b. If C.7a is “Yes with limitations”, enter the maximum dollar amount (or multiple of the maximum annual amount specified in C.3) that may be carried over to the next Plan Year: _________.

NOTE: Enter a percentage if C.7a.iii is selected and the multiple is less than 1.

Coordination with Other Plans

8. Describe method to coordinate coverage in the Plan with a Health Care Reimbursement Account (“HCRA”) in a Company-sponsored cafeteria plan for expenses that are reimbursable under both this Plan and the cafeteria plan (Section 6.01(e)):
   i. [  ] None. Plan is not used in conjunction with a Company-sponsored HCRA.
   ii. [ X ] HRA first. A Participant shall not be entitled to payment/reimbursement under the HCRA until the Participant has received his or her maximum reimbursement under the Plan.
   iii. [  ] Cafeteria plan first. A Participant shall not be entitled to payment/reimbursement under this Plan until the Participant has received his or her maximum reimbursement under the HCRA.

9a. Describe method to coordinate coverage in the Plan with Health Savings Accounts (Section 6.01(j)):
   i. [ X ] None. Coverage in the Plan is not limited or the Plan is not used in conjunction with a Health Savings Account.
   ii. [  ] Permitted Coverage. Coverage in the Plan is only provided for permitted insurance and other specified coverage (e.g., coverage for accidents, disability, dental care, vision care or preventive care within the meaning of Code section 223(c)(1), Rev. Rul. 2004-45 and Notice 2008-59).
   iii. [  ] Post Deductible Coverage. The Plan will not pay or reimburse any medical expense incurred before the minimum annual deductible under Code section 223(c)(2)(A)(i) is satisfied pursuant to Notice 2008-59.
   iv. [  ] Both Permitted and Post Deductible Coverage. Until the minimum annual deductible under Code section 223(c)(2)(A)(i) is satisfied, coverage in the Plan is only provided for permitted insurance and other specified coverage (e.g., coverage for accidents, disability, dental care, vision care or preventive care within the meaning of Code section 223(c)(1) and Rev. Rul. 2004-45). The Plan will pay or reimburse all medical expenses otherwise allowed by the Plan incurred after the minimum annual deductible under Code section 223(c)(2)(A)(i) is satisfied.
   v. [  ] Suspended HRA. A Participant may elect to forego coverage in the Plan except for permitted insurance and other specified coverage (e.g., coverage for accidents, disability, dental care, vision care or preventive care within the meaning of Code section 223(c)(1) and permitted by Rev. Rul. 2004-45).

9b. If C.9a is not “None”, the limitations shall apply to:
   i. [  ] All Participants.
   ii. [  ] Only Participants who are also eligible to participate in the high deductible health plan.
   iii. [  ] Only Participants who are also enrolled in the high deductible health plan.

NOTE: If C.9a is “None” or C.9b is not “All Participants”, eligibility for a Health Savings Account may be limited.
Former Employees

10a. If B.15a is "Yes" (Eligible Employees may participate in the Plan after Termination), select what benefits the Employees described in B.15 are eligible for after Termination:
   i. [ ] Plan Year spend-down. Former employees may spend down the amount remaining in their Account through the end of the Plan Year or 90 days after Termination, whichever is later.
   ii. [ ] Other. As specified in C.10b.
   NOTE: If C.10a.i is selected, no new benefits will apply to Terminated participants. If you want to provide new benefits for Terminated Participants or other spend-down periods, select C.10a.ii and indicate what benefits Terminated Participants will receive and any restrictions on Eligible Expenses in C.10b.

10b. If C.10a.ii is selected, describe any unique Plan features that apply to the Employees described in B.15: __________.
   NOTE: The elections in C.10 will apply irrespective of whether employees are eligible for or elect COBRA coverage.
   NOTE: Unless otherwise specified in C.10b, Eligible Expenses, benefits and other Plan provisions will apply in the same manner to former employees as other Plan Participants.

D. PLAN OPERATIONS

Claims

1. Claims for reimbursement for an active Participant must be filed with the Plan Administrator (Section 6.01):
   i. [ X ] within 90 days following the last day of each Plan Year.
   ii. [ ] by _____.
2a. The Plan provides for an earlier deadline for claims submission for Terminated Participants:
   [ X ] Yes [ ] No
2b. If D.2a is Yes, claims for reimbursement for a Terminated Participant must be filed with the Plan Administrator (Section 6.01):
   i. [ X ] within 90 days following Termination of employment.
   ii. [ ] by _____.
3. Indicate whether the Company will provide debit, credit, and/or other stored-value cards (Section 6.01(i)):
   [ ] Yes [ X ] No

Plan Administrator

4a. Designation of Plan Administrator (Section 7.01):
   i. [ X ] Plan Sponsor
   ii. [ ] Committee appointed by Plan Sponsor
   iii. [ ] Other
4b. If D.4a.iii is selected, Name of Plan Administrator: __________

5a. Type of indemnification for the Plan Administrator (Section 7.02):
   i. [ ] None - the Company will not indemnify the Plan Administrator.
   ii. [ X ] Standard as provided in Section 7.02.
   iii. [ ] Custom.
5b. If D.5a.iii (Custom) is selected, indemnification for the Plan Administrator is provided pursuant to an Addendum to the Adoption Agreement.

State Law Rules

10a. If A.5 is "No" (non-ERISA Plan), is the Plan subject to other state law rules?:
   [ ] Yes [ X ] No
10b. If A.5 is "No" (non-ERISA Plan) and D.10a is "Yes", enter any State law rules that apply to the Plan: __________

E. EFFECTIVE DATES

Use this Section to provide any effective dates for Plan provisions other than the Effective Date specified in A.3.

F. EXECUTION PAGE

Failure to properly fill out the Adoption Agreement may result in the failure of the Plan to achieve its intended tax consequences.
The Plan shall consist of this Adoption Agreement, its related Basic Plan Document #HRA and any related Appendix and Addendum to the Adoption Agreement.

Additional participating employers may be specified in an addendum to the Adoption Agreement.

The undersigned agree to be bound by the terms of this Adoption Agreement and Basic Plan Document and acknowledge receipt of same.

The Plan Sponsor caused this Plan to be executed this _____ day of ________________, 2019.

MID MICHIGAN COLLEGE:

Signature:__________________________

Print Name: _________________________

Title/Position:_____________________
APPENDIX A

The following are available for coverage under this Plan (but only if also excludable from income under Code section 105(b)):

- Deductibles
- Coinsurance
- Copays
- Prescription Drugs
- Dental
- and Vision expenses are eligible for reimbursement. Your Explanation of Benefits (EOB) is required as your receipt when submitting claims for Deductible and Coinsurance expenses.
INTEGRATION ADDENDUM

This addendum to the Plan is adopted to reflect "FAQs about Affordable Care Act Implementation Part XI," IRS Notice 2013-54, the Patient Protection and Affordable Care Act and Health Care and Education Reconciliation Act (collectively, the Affordable Care Act). This addendum is intended as good faith compliance with the requirements of the Affordable Care Act and is to be construed in accordance with same. This addendum shall supersede the provisions of the Plan to the extent those provisions are inconsistent with the provisions of this addendum and the Affordable Care Act.

NOTE: This addendum shall not modify the Plan with respect to former employees unless specifically noted below.

1. Other Company Group Health Plan
   a. The Company offers the following group health plan: Mid Michigan College HRA Plan (the "Company-sponsored Group Health Plan"). The Company-sponsored Group Health Plan does not consist solely of excepted benefits.
   b. Does the Company-sponsored Group Health Plan offer minimum value?
      i. [x] Yes, the Company-sponsored Group Health Plan provides minimum value.
      ii. [ ] No, the Company-sponsored Group Health Plan does not provide minimum value.

      NOTE: "Minimum value" means minimum value as defined in Code section 36B(c)(2)(C)(ii) and any superseding guidance (generally means the Company-sponsored Group Health Plan covers at least 60% of total costs).

2. Eligible Employee and Enrollment
   a. An Employee is eligible to participate in the Plan if enrolled in (choose one)
      i. [x] the Company-sponsored Group Health Plan and;
      ii. [x] Enrolled in either Medicare Part A, TRICARE, or VA benefits.
   b. [ ] The following modifications apply to 2a: __________
   c. An Eligible Employee will enter the plan and become a Participant in this Plan at the same time as the Company-sponsored Group Health Plan.
      [ ] The following modifications apply: __________
   d. An Eligible Employee (or former employee) may opt out of the HRA during the same enrollment periods as the Company-sponsored Group Health Plan (choose at least one)
      i. [x] on an annual basis
      ii. [ ] permanently and waive all future reimbursements from the HRA

      NOTE: 2a-d of this Amendment replaces and supersedes B.1-13 of the Adoption Agreement.
      NOTE: 2a.ii and 2a.iii would allow the other group health plan to be offered by a different employer (such as the employee’s spouse’s employer).
      NOTE: Eligibility to participate in the Plan if enrolled in a group health plan that offers minimum value (2a.ii) should generally only be selected if the Company-sponsored Group Health Plan provides minimum value (1b.i is selected).
      NOTE: 2b must comply with the Affordable Care Act.
      NOTE: If a change in group health plan coverage results in an individual no longer qualifying as an Eligible Employee, such Employee shall cease to be a Participant for purposes of Article 4 (or shall not become eligible to become a Participant) as of the effective date of such coverage change unless the Participant is a former employee eligible for former employee benefits.
      NOTE: The Plan Administrator may establish deadlines and administrative procedures for opt outs. If an Eligible Employee opts out of the Plan on an annual basis, the Eligible Employee may not enter the HRA until the next Plan Year.

3. Eligible Expenses
   Coverage under the Plan for Covered Persons is available for the following Eligible Expenses:
   a. [ ] All allowable medical expenses. All medical expenses that are excludable from income under Code section 105(b).
   b. [x] Selected expenses. Choose one or more options below.
i.  [x] Health plan deductibles. Only health plan deductible amounts that are otherwise payable by the Participant under a group health plan covering the Participant.

ii. [x] Health plan coinsurance. Only health plan coinsurance/copay amounts that are otherwise payable by the Participant under a group health plan covering the Participant.

iii. [x] Copays, Rx, dental, and vision expenses

c.  [ ] There are other modifications/exclusions to the definition of Eligible Expenses: __________

NOTE: 3a-c of this Amendment replaces and supersedes C.1a-c of the Adoption Agreement.
NOTE: 3a may only be selected if the group health plan offered by the Company provides minimum value (1b.i is selected).
NOTE: 3a may not be selected if employees are eligible to participate in this Plan when enrolled in a group health plan that plan does not offer minimum value (2a.iii is selected).
NOTE: The modifications listed in 3c may not be inconsistent with expenses that are excludable from income under Code section 105(b) and the Affordable Care Act.
The following is a formal record of action taken by the Board of Trustees of Mid Michigan College (the "Company").

With respect to the amendment and restatement of the Mid Michigan College HRA Plan (the "Plan"), the following resolutions are hereby adopted:

RESOLVED: That the Plan be amended and restated in the form attached hereto, which Plan is hereby adopted and approved;

RESOLVED FURTHER: That the appropriate officers of the Company be, and they hereby are, authorized and directed to execute the Plan on behalf of the Company;

RESOLVED FURTHER: That the officers of the Company be, and they hereby are, authorized and directed to take any and all actions and execute and deliver such documents as they may deem necessary, appropriate or convenient to effect the foregoing resolutions including, without limitation, causing to be prepared and filed such reports, documents or other information as may be required under applicable law.

PASSED AND ADOPTED BY THE BOARD OF TRUSTEES OF THE COLLEGE this 3rd day of December, 2019

_________________________________________________
Richard S. Allen, Jr., Secretary, Board of Trustees
New Business

Item VI-D: Facilities Bond Update & Bond Authorizing Resolution

Presenter: Vice President Frick  
Board Consideration: Information/Action

Vice President of Finance and Facilities Lillian Frick will present the Board with an update of the facilities bond issue status, present debt service projections, and request adoption of a bond authorizing resolution.

Recommendation:
It is recommended that the Board approve the Bond Authorizing Resolution as presented.
At a regular meeting of the Board of Trustees of Mid Michigan College, Counties of Clare, Gladwin and Isabella, State of Michigan (the "College"), held on December 3, 2019.

PRESENT: ________________________________________________________________

______________________________________________________________

ABSENT: __________________________________________________________________

The following resolution was offered by __________________________ and seconded by __________________________.

BOND RESOLUTION
Community College Facilities Bonds, Series 2020

WHEREAS, the College is a community college district operating under Act 331, Public Acts of Michigan, 1966, as amended ("Act 331"); and

WHEREAS, Section 122(b) of Act 331 authorizes the board of a community college district, subject to the provisions of the Revised Municipal Finance Act, Act 34, Public Acts of Michigan, 2001, as amended ("Act 34"), to issue bonds to pay for various capital improvements to be made or acquired with regard to community college facilities, which bonds may be issued without a vote of the electors of the district, in amounts which, together with the total outstanding bonded indebtedness of the district, do not exceed the total of 1-1/2% of the first $250,000,000 of the last confirmed state equalized valuation of all taxable property within the district plus 1% of the excess over $250,000,000 of the last confirmed state equalized valuation of all taxable property in the district; and
WHEREAS, the last confirmed state equalized valuation of taxable property within the College district is $_______, and consequently the College's current limit on debt which may be issued without a vote of the electors of the district is $_______; and

WHEREAS, the total outstanding general obligation bonded indebtedness of the College as of the date hereof is not greater than $580,000; and

WHEREAS, the Board of Trustees of the College (the "Board") does hereby determine that it is necessary to defray all or part of the cost of acquiring, constructing, furnishing and equipping renovations of the main instructional building on the College’s Harrison Campus and making related improvements thereto (the "Project"); and

WHEREAS, the cost of the Project is estimated to be not less than Eight Million Dollars ($8,000,000); and

WHEREAS, the Board has determined to issue bonds and to use the proceeds of the sale of such bonds to finance the Project.

THEREFORE, BE IT RESOLVED by the Board as follows:

1. **AUTHORIZATION OF BONDS – PURPOSE.** Bonds of the College aggregating the principal sum of not to exceed Eight Million Dollars ($8,000,000) shall be issued and sold for the purpose of defraying all or part of the cost of the Project, including the cost of issuing the bonds.

2. **BOND DETAILS.** The bonds shall be designated “Community College Facilities Bonds, Series 2020", shall be dated the date of their delivery; shall be numbered from 1 upwards; shall be fully registered; shall be in the denomination of $5,000 each or any integral multiple thereof not exceeding the aggregate principal amount for each maturity at the option of the
purchaser thereof; shall bear interest at a rate or rates not exceeding 6% per annum to be determined upon the sale thereof payable on the first day of May and November in each year commencing on May 1, 2020; and shall be serial and/or term bonds and mature on such dates and in such amounts as shall be determined by order of the President or the Vice President for Finance and Administrative Services (each an "Authorized Officer"); provided, however, that the final principal maturity of the bonds shall be not later than May 1, 2040. If the original purchaser of the bonds shall designate certain of the bonds as term bonds, the principal maturities of the bonds shall become mandatory redemption requirements in accordance with the provisions of Section 6 and the form of bond set forth in Section 10. If requested by the original purchaser of the bonds and determined by the Authorized Officer, the bonds may be issued in the form of a single bond with an exhibit containing the principal maturity amounts and applicable interest rates and due dates.

3. **PAYMENT OF PRINCIPAL AND INTEREST.** The principal of and interest on the bonds shall be payable in lawful money of the United States. Principal shall be payable upon presentation and surrender of the bonds to the bond registrar and paying agent as they severally mature; provided, however, the Authorized Officer may determine by order that presentation and surrender of the bonds to the bond registrar and paying agent are not required for payment of some or all of the principal installments, and in such case such principal installments shall be paid to the registered owner of the bonds as shown on the registration books. Interest shall be paid to the registered owner of each bond as shown on the registration books at the close of business on the 15th day of the calendar month preceding the month in which the interest payment is due. Interest shall be paid when due by check or draft mailed by the bond registrar and paying agent to the registered owner at the registered address, wire transfer or such other manner of payment acceptable to the College.
4. **BOOK-ENTRY SYSTEM.** Initially, one fully-registered bond for each maturity, in the aggregate amount of such maturity, shall be issued in the name of Cede & Co., as nominee of The Depository Trust Company ("DTC") for the benefit of other parties (the "Participants") in the book-entry-only transfer system of DTC. In the event the College determines that it is in the best interest of the College not to continue the book-entry system of transfer or that the interests of the holders of the bonds might be adversely affected if the book-entry system of transfer is continued, the College may notify DTC and the bond registrar and paying agent, whereupon DTC will notify the Participants of the availability through DTC of bond certificates. In such event, the bond registrar and paying agent shall deliver, transfer and exchange bond certificates as requested by DTC and any Participant or "beneficial owner" in appropriate amounts in accordance with this Bond Resolution. DTC may determine to discontinue providing its services with respect to the bonds at any time by giving notice to the College and the bond registrar and paying agent and discharging its responsibilities with respect thereto under applicable law or the College may determine that DTC is incapable of discharging its duties and may so advise DTC. In either such event, the College shall use reasonable efforts to locate another securities depository. Under such circumstances (if there is no successor securities depository), the College and the bond registrar and paying agent shall be obligated to deliver bond certificates in accordance with the procedures established by this Bond Resolution. In the event bond certificates are issued, the provisions of this Bond Resolution shall apply to, among other things, the transfer and exchange of such certificates and the method of payment of principal of and interest on such certificates. Whenever DTC requests the College and the bond registrar and paying agent to do so, the College and the bond registrar and paying agent shall cooperate with DTC in taking appropriate action after reasonable notice to make available one or more separate certificates evidencing the bonds to any Participant having bonds credited to its DTC account or to arrange for another securities depository to maintain custody of certificates evidencing the bonds.
Notwithstanding any other provision of this Bond Resolution to the contrary, so long as any bond is registered in the name of Cede & Co., as nominee of DTC, all payments with respect to the principal of, interest on and redemption premium, if any, on the bonds and all notices with respect to the bonds shall be made and given, respectively, to DTC. The Authorized Officer is authorized to sign the Blanket Issuer Letter of Representations on behalf of the College in such form as such official deems necessary or appropriate in order to accomplish the issuance of the bonds in accordance with law and this Bond Resolution.

Notwithstanding any other provision of this resolution to the contrary, if the Authorized Officer deems it to be in the best interest of the College, the bonds shall not initially be issued through the book-entry-only transfer system of DTC.

5. **OPTIONAL PRIOR REDEMPTION.** The bonds shall be subject to optional redemption prior to maturity upon such terms and conditions as shall be determined by order of the Authorized Officer.

6. **MANDATORY PRIOR REDEMPTION.** If any of the bonds are designated by the original purchaser as term bonds such bonds shall be subject to mandatory prior redemption at par and accrued interest in accordance with the maturity schedule determined by the Authorized Officer and upon the terms and conditions set forth in the form of bond contained in Section 10 hereof. The bonds to be redeemed shall be selected by lot.

7. **BOND REGISTRAR AND PAYING AGENT.** The Authorized Officer shall designate, and may enter into an agreement with, a bond registrar and paying agent for the bonds that shall be a bank or trust company located in the State of Michigan that is qualified to act in such capacity under the laws of the United States of America or the State of Michigan. The Authorized Officer may from time to time as required designate a similarly qualified successor
8. **EXECUTION, AUTHENTICATION AND DELIVERY OF BONDS.** The bonds shall be executed in the name of the College by the manual or facsimile signatures of the Chairperson and the Secretary and authenticated by the manual signature of an authorized representative of the bond registrar and paying agent, and the seal of the College (or a facsimile thereof) shall be impressed or imprinted on the bonds. After the bonds have been executed and authenticated for delivery to the original purchaser thereof, they shall be delivered by the Treasurer of the Board or the Authorized Officer to the purchaser upon receipt of the purchase price. Additional bonds bearing the manual or facsimile signatures of the Chairperson and the Secretary and upon which the seal of the College (or a facsimile thereof) is impressed or imprinted may be delivered to the bond registrar and paying agent for authentication and delivery in connection with the exchange or transfer of bonds. The bond registrar and paying agent shall indicate on each bond the date of its authentication.

9. **EXCHANGE AND TRANSFER OF BONDS.** Any bond, at the option of the registered owner thereof and upon surrender thereof to the bond registrar and paying agent with a written instrument of transfer satisfactory to the bond registrar and paying agent duly executed by the registered owner or his duly authorized attorney, may be exchanged for bonds of any other authorized denominations of the same aggregate principal amount and maturity date and bearing the same rate of interest as the surrendered bond.

Each bond shall be transferable only upon the books of the College, which shall be kept for that purpose by the bond registrar and paying agent, upon surrender of such bond together
with a written instrument of transfer satisfactory to the bond registrar and paying agent duly executed by the registered owner or his duly authorized attorney.

Upon the exchange or transfer of any bond, the bond registrar and paying agent on behalf of the College shall cancel the surrendered bond and shall authenticate and deliver to the transferee a new bond or bonds of any authorized denomination of the same aggregate principal amount and maturity date and bearing the same rate of interest as the surrendered bond. If, at the time the bond registrar and paying agent authenticates and delivers a new bond pursuant to this section, payment of interest on the bonds is in default, the bond registrar and paying agent shall endorse upon the new bond the following: "Payment of interest on this bond is in default. The last date to which interest has been paid is [insert applicable date]."

The College and the bond registrar and paying agent may deem and treat the person in whose name any bond shall be registered upon the books of the College as the absolute owner of such bond, whether such bond shall be overdue or not, for the purpose of receiving payment of the principal of and interest on such bond and for all other purposes, and all payments made to any such registered owner, or upon his order, in accordance with the provisions of Section 3 of this Bond Resolution shall be valid and effectual to satisfy and discharge the liability upon such bond to the extent of the sum or sums so paid, and neither the College nor the bond registrar and paying agent shall be affected by any notice to the contrary. The College agrees to indemnify and save the bond registrar and paying agent harmless from and against any and all loss, cost, charge, expense, judgment or liability incurred by it, acting in good faith and without negligence hereunder, in so treating such registered owner.

For every exchange or transfer of bonds, the College or the bond registrar and paying agent may make a charge sufficient to reimburse it for any tax, fee or other governmental charge required to be paid with respect to such exchange or transfer, which sum or sums shall be paid by
the person requesting such exchange or transfer as a condition precedent to the exercise of the privilege of making such exchange or transfer.

10. **FORM OF BONDS.** The bonds shall be in substantially the following form, with such changes as are approved by the Authorized Officer and consistent with the terms of this Bond Resolution:

   UNITED STATES OF AMERICA
   STATE OF MICHIGAN
   COUNTIES OF CLARE, GLADWIN AND ISABELLA
   MID MICHIGAN COLLEGE
   COMMUNITY COLLEGE FACILITIES BOND, SERIES 2020

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<thead>
<tr>
<th>INTEREST RATE</th>
<th>MATURITY DATE</th>
<th>DATE OF ORIGINAL ISSUE</th>
<th>CUSIP</th>
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<tr>
<td>____________</td>
<td>____________</td>
<td>____________, 2020</td>
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</tbody>
</table>

Registered Owner:

Principal Amount:

Mid Michigan College, Counties of Clare, Gladwin and Isabella, State of Michigan (the "College"), acknowledges itself indebted to and for value received hereby promises to pay to the Registered Owner identified above, or registered assigns, the Principal Amount set forth above on the Maturity Date specified above, unless redeemed prior thereto as hereinafter provided, upon presentation and surrender of this bond at the corporate trust office of ____________, __________, Michigan, the bond registrar and paying agent, or at such successor bond registrar and paying agent as may be designated pursuant to the Resolution (as hereinafter defined), and to pay to the Registered Owner, as shown on the registration books at the close of business on the 15th day of the calendar month preceding the month in which an interest payment is due, by check or draft drawn upon and mailed by the bond registrar and paying agent by first class mail postage prepaid to the Registered Owner at the registered address, interest on such Principal Amount until the College's obligation with respect to the payment of such Principal Amount is discharged, at the rate per annum specified above. Interest is payable on the first day of May and November in each year, commencing on May 1, 2020. Principal and interest are payable in lawful money of the United States of America. Interest shall be computed on the basis of a 360-day year of twelve 30-day months.
This bond is one of a series of bonds aggregating the principal sum of ______________________ Dollars ($_______) issued by the College under and pursuant to and in full conformity with the Constitution and Statutes of Michigan (especially Act No. 331, Public Acts of Michigan, 1966, as amended, and Act No. 34, Public Acts of Michigan, 2001, as amended) and a bond authorizing resolution adopted by the Board of Trustees of the College (the "Resolution") for the purpose of defraying all or part of the cost of acquiring, constructing, furnishing and equipping renovations of the main instructional building on the College’s Harrison Campus and making related improvements thereto.

The College has irrevocably pledged its full faith and credit for the prompt payment of the principal of and interest on this bond as the same become due. The principal of and interest on the bonds are payable as a first budget obligation of the College from its general funds. The ability of the College to raise such funds is subject to applicable statutory and constitutional limitations on the taxing power of the College. The amount of taxes necessary to pay the principal of and interest on the bonds, together with the taxes levied for the same year, shall not exceed the limit authorized by law.

This bond is transferable, as provided in the Resolution, only upon the books of the College kept for that purpose by the bond registrar and paying agent, upon the surrender of this bond together with a written instrument of transfer satisfactory to the bond registrar and paying agent duly executed by the Registered Owner or his attorney duly authorized in writing. Upon the exchange or transfer of this bond a new bond or bonds of any authorized denomination, in the same aggregate principal amount and of the same interest rate and maturity, shall be authenticated and delivered to the transferee in exchange therefor as provided in the Resolution, and upon payment of the charges, if any, therein provided. Bonds so authenticated and delivered shall be in the denomination of $5,000 or any integral multiple thereof not exceeding the aggregate principal amount for each maturity.

The bond registrar and paying agent shall not be required to transfer or exchange bonds or portions of bonds which have been selected for redemption.

**MANDATORY PRIOR REDEMPTION**

Bonds maturing in the year ____ are subject to mandatory prior redemption at par and accrued interest as follows:

<table>
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<tr>
<th>Redemption Date</th>
<th>Principal Amount of Bonds to be Redeemed</th>
</tr>
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<tbody>
<tr>
<td>______ 1, 20__</td>
<td>$</td>
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<tr>
<td>______ 1, 20__</td>
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<tr>
<td>______ 1, 20__ (Maturity)</td>
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</tbody>
</table>

(REPEAT IF MORE THAN ONE TERM BOND)
Bonds or portions of bonds to be redeemed by mandatory redemption shall be selected by lot.

**OPTIONAL PRIOR REDEMPTION**

Bonds maturing prior to ________ 1, 20__, are not subject to redemption prior to maturity. Bonds maturing on and after ________ 1, 20__, are subject to redemption prior to maturity at the option of the College, in such order as shall be determined by the College, on any date on or after ________ 1, 20__. Bonds may be partially redeemed in any amount. If less than all of the bonds maturing in any year are to be redeemed, the bonds or portions of bonds to be redeemed shall be selected by lot. The redemption price shall be the par value of the bond or portion of the bond called to be redeemed plus interest to the date fixed for redemption.

Not less than thirty nor more than sixty days' notice of redemption shall be given by first-class mail to the registered owners of bonds called to be redeemed at their registered addresses. Failure to receive notice of redemption shall not affect the proceedings for redemption. Bonds or portions of bonds called for redemption shall not bear interest after the date fixed for redemption, provided funds are on hand with the bond registrar and paying agent to redeem the same.

It is hereby certified, recited and declared that all acts, conditions and things required to exist, happen and be performed precedent to and in the issuance of the bonds of this series, existed, have happened and have been performed in due time, form and manner as required by law, and that the total indebtedness of the College, including the series of bonds of which this bond is one, does not exceed any constitutional or statutory limitation.

IN WITNESS WHEREOF, Mid Michigan College, Counties of Clare, Gladwin and Isabella, State of Michigan, by its Board of Trustees, has caused this bond to be executed in its name by facsimile signatures of the Chairperson and Secretary and its corporate seal (or a facsimile thereof) to be impressed or imprinted hereon. This bond shall not be valid unless the Certificate of Authentication has been manually executed by the bond registrar and paying agent or an authorized representative of the bond registrar and paying agent.

**MID MICHIGAN COLLEGE**

By: _________________________________

Its: Chairperson

And: _________________________________

Its: Secretary
CERTIFICATE OF AUTHENTICATION

This bond is one of the bonds described in the within mentioned Resolution.

________________________________
Bond Registrar and Paying Agent

By: ______________________________
    Authorized Representative

AUTHENTICATION DATE:

------------------------------------------------------------------

ASSIGNMENT

For value received, the undersigned hereby sells, assigns and transfers unto
(please print or type name, address and taxpayer identification number of transferee) the within bond and all rights thereunder and hereby irrevocably constitutes and appoints

attorney to transfer the within bond on the books kept for registration thereof, with full power of substitution in the premises.

Dated: __________________________

Signature Guaranteed: ______________________________

Signature(s) must be guaranteed by an eligible guarantor institution participating in a Securities Transfer Association recognized signature guarantee program.

[END OF BOND FORM]
11. **SECURITY.** The full faith and credit of the College are pledged hereby to the payment of the principal and interest on the bonds authorized by this Bond Resolution. Each year the College shall include in its budget as a first budget obligation an amount sufficient to pay such principal and interest as the same shall become due. The ability of the College to raise funds for the payment of the principal of and interest on the bonds is subject to applicable constitutional and statutory limitations on the taxing power of the College. The amount of taxes necessary to pay the principal of and interest on the bonds, together with the taxes levied for the same year, shall not exceed the limit authorized by law. The proceeds of such taxes (both current and delinquent) shall be deposited as collected into a Principal and Interest Fund that shall be established for the bonds, and until the principal of and the interest on the bonds are paid in full, such proceeds shall be used only for payment of such principal and interest.

12. **ESTIMATES OF PERIOD OF USEFULNESS AND COST.** The estimated period of usefulness of the Project for which the bonds are to be issued is hereby determined to be twenty (20) years and upwards, and the estimated cost of the Project in the amount of not less than $8,000,000 as submitted to the Council is hereby approved and adopted.

13. **USE OF BOND PROCEEDS – PRINCIPAL AND INTEREST FUND; CONSTRUCTION FUND.** From the proceeds of the sale of the bonds there shall be set aside in the Principal and Interest Fund, which is hereby established, any accrued interest received from the purchaser at the time of delivery of the bonds and such portion of any premium on the bonds received from the purchaser at the time of delivery of the bonds as determined by the Authorized Officer. The remainder of the proceeds of the sale of the bonds shall be set aside in a construction fund and used to pay the costs of issuing the bonds and to acquire and construct the Project.
14. **APPROVAL OF MICHIGAN DEPARTMENT OF TREASURY.** The issuance and sale of the bonds shall be subject to permission being granted therefor by the Michigan Department of Treasury pursuant to Act No. 34, Public Acts of Michigan, 2001, as amended ("Act 34") unless the College has obtained qualified status thereunder, and, if necessary, the Authorized Officer is authorized and directed to make application to the Department of Treasury for permission to issue and sell the bonds as provided by the terms of this Bond Resolution and by Act 34.

15. **TAX COVENANT.** The College hereby covenants to comply with all requirements of the Internal Revenue Code of 1986, as amended (the "Code"), necessary to assure that the interest on the bonds will be and will remain excludable from gross income for federal income tax purposes. The Chairperson, the Secretary and the Treasurer of this Board and the Authorized Officer and other appropriate officials of the College are authorized to do all things necessary to assure that the interest on the bonds will be and will remain excludable from gross income for federal income tax purposes.

16. **QUALIFIED TAX-EXEMPT OBLIGATIONS.** The bonds are designated as "Qualified Tax-Exempt Obligations" as described in Section 265(b)(3)(B) of the Code.

17. **DEFEASANCE.** In the event cash or direct obligations of the United States or obligations the principal of and interest on which are guaranteed by the United States, or a combination thereof, the principal of and interest on which, without reinvestment, come due at times and in amounts sufficient to pay, at maturity or irrevocable call for earlier optional redemption, the principal of, redemption premium, if any, and interest on the bonds, or any portion thereof, shall have been deposited in trust, this Bond Resolution shall be defeased with respect to such bonds, and the owners of the bonds shall have no further rights under this Bond Resolution except to receive payment of the principal of, redemption premium, if any, and
interest on the bonds from the cash or securities deposited in trust and the interest and gains
thereon and to transfer and exchange bonds as provided herein.

18. REPLACEMENT OF BONDS. Upon receipt by the Authorized Officer of proof of
ownership of an unmatured bond, of satisfactory evidence that the bond has been lost,
apparently destroyed or wrongfully taken and of security or indemnity that complies with
applicable law and is satisfactory to the Authorized Officer, the Authorized Officer may
authorize the bond registrar and paying agent to deliver a new executed bond to replace the bond
lost, apparently destroyed or wrongfully taken in compliance with applicable law. In the event
an outstanding matured bond is lost, apparently destroyed or wrongfully taken, the Authorized
Officer may authorize the bond registrar and paying agent to pay the bond without presentation
upon the receipt of the same documentation required for the delivery of a replacement bond. The
bond registrar and paying agent, for each new bond delivered or paid without presentation as
provided above, shall require the payment of expenses, including counsel fees, which may be
incurred by the bond registrar and paying agent and the College in the premises. Any bond
delivered pursuant to the provisions of this Section 18 in lieu of any bond lost, apparently
destroyed or wrongfully taken shall be of the same form and tenor and be secured in the same
manner as the bond in substitution for which such bond was delivered.

19. SALE, ISSUANCE, DELIVERY, TRANSFER AND EXCHANGE OF BONDS.
The Authorized Officer is hereby authorized to sell the bonds at a competitive sale at a price not
less than 98.0% of their par value in accordance with the notice of sale set forth in Section 21
hereof and approve by written order the interest rates on the bonds and the winning bidder upon
the sale of the bonds. After the receipt of bids, the Authorized Officer, if determined that it is in
the best interest of the College to do so, shall enter an order awarding the bonds to the bidder
whose bid produces the lowest interest cost in accordance with the notice of sale. Alternatively,
if determined to be in the best interest of the College, the Authorized Officer is authorized to
reject all bids and negotiate the terms of sale with a purchaser as determined by the Authorized Officer. The Chairperson, the Secretary, and the Treasurer of the Board, the Authorized Officer and other officers and employees of the College are authorized to do all things necessary to effectuate the sale, issuance, delivery, transfer and exchange of bonds in accordance with this Bond Resolution.

20. OFFICIAL STATEMENT; CONTINUING DISCLOSURE: The Authorized Officer is hereby authorized to cause the preparation of a preliminary official statement and a final official statement for the bonds for the purpose of enabling compliance with SEC Rule 15c2-12 (the "Rule") by the successful bidder or bidders and to do all other things necessary to enable compliance with the Rule by the successful bidder or bidders. After the award of the bonds, the College shall provide, on a timely basis and in reasonable quantity as requested by the successful bidder or bidders to enable the successful bidder or bidders to comply with paragraphs (b)(3) and (b)(4) of the Rule and the rules of the Municipal Securities Rulemaking Board.

The Authorized Officer is hereby authorized to execute and deliver in the name of and on behalf of the College (i) a certificate of the College to comply with the requirement for a continuing disclosure undertaking of the College pursuant to subsection (b)(5) of the Rule, as applicable, and (ii) amendments to such certificate from time to time in accordance with the terms of such certificate (the certificate and any amendments thereto are collectively referred to herein as the "Continuing Disclosure Certificate"). The College hereby covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate. The remedies for any failure of the College to comply with or carry out the provisions of the Continuing Disclosure Certificate shall be as set forth therein.
21. **NOTICE OF SALE.** The Notice of Sale for the bonds shall be published in accordance with law in *The Bond Buyer* and shall be in substantially the following form with such changes as may be approved by the Authorized Officer:

**OFFICIAL NOTICE OF SALE**

$______________ *
*(subject to adjustment as described below)*

MID MICHIGAN COLLEGE  
COUNTIES OF CLARE, GLADWIN AND ISABELLA, STATE OF MICHIGAN   
COMMUNITY COLLEGE FACILITIES BONDS, SERIES 2020

**SEALED BIDS** for the purchase of the above bonds will be received by the undersigned on __________, the ___ of __________, 20___, until ___:___ m.m., Eastern Standard Time, at the office of the President, 1375 South Clare Avenue, Harrison, Michigan, 48625, at which time they will be opened and read publicly. Sealed bids also will be received on the same date and until the same time by an agent of the undersigned at the offices of the Municipal Advisory Council of Michigan (the “MAC”), Buhl Building, 26211 Central Park Boulevard, Suite 508, Southfield, Michigan 48076, where they will be opened and read publicly. Signed bids may be submitted by fax to the President at (989) 386-9088 or the MAC at (313) 963-0943, but no bid will be received after the time for receiving bids specified above and the bidder bears all risks of transmission failure. Bidders may choose either location to present bids, but may not present bids at both locations.

**IN THE ALTERNATIVE:** Bids may be submitted electronically via PARITY pursuant to this Notice on the same date and until the same time, but no bid will be received after the time for receiving bids specified above. To the extent any instructions or directions set forth in PARITY conflict with this Notice, the terms of this Notice shall control. For further information about PARITY, potential bidders may contact the Municipal Advisor at (517) 371-2607 or PARITY at (212) 849-5021.

**BOND DETAILS:** The bonds will be fully registered bonds of the denomination of $5,000 each or any integral multiple thereof not exceeding the aggregate principal amount for each maturity at the option of the purchaser thereof, dated the date of their delivery, and will bear interest from their date payable on May 1, 2020, and semiannually thereafter.

The bonds will mature on the first day of May as follows (subject to adjustment as set forth in “ADJUSTMENT IN PRINCIPAL AMOUNT” below):
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<tr>
<th>YEAR</th>
<th>AMOUNT</th>
<th>YEAR</th>
<th>AMOUNT</th>
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<tbody>
<tr>
<td>2021</td>
<td>$</td>
<td>2031</td>
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<td>2022</td>
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**TERM BOND OPTION:** Bidders shall have the option of designating bonds as serial bonds or term bonds, or both. The bid must designate whether each of the principal amounts shown above represents a serial maturity or a mandatory redemption requirement for a term bond maturity. There may be more than one term bond designated. A term bond may consist of bonds subject to optional redemption or bonds not subject to optional redemption but may not consist of both types of bonds. In the event that term bonds are utilized, the principal amount scheduled for maturity in the years shown above shall be represented by either serial bond maturities or mandatory redemption requirements, or a combination of both. Any such designation must be made at the time bids are submitted.

**PRIOR REDEMPTION:**

A. **MANDATORY REDEMPTION.** Bonds designated as term bonds shall be subject to mandatory redemption at par and accrued interest on the dates and in the amounts corresponding to the annual principal maturities hereinbefore set forth. The bonds or portions of bonds to be redeemed shall be selected by lot.

B. **OPTIONAL REDEMPTION.** Bonds maturing prior to May 1, 2031, are not subject to redemption prior to maturity. Bonds maturing on and after May 1, 2031, are subject to redemption prior to maturity, at the option of the College, in such order as determined by the College, in whole or in part at any time on and after May 1, 2030, in integral multiples of $5,000 and by lot within a maturity, at par value of the bond or portion of the bond called to be redeemed, plus accrued interest to the redemption date.

C. **NOTICE OF REDEMPTION.** Not less than thirty nor more than sixty days’ notice of redemption shall be given by first class mail to the registered owner at the registered address. Failure to receive notice of redemption shall not affect the validity of the proceedings for redemption. Bonds or portions of bonds called for redemption shall not bear interest after the
redemption date; provided, funds are on hand with the bond registrar and paying agent to redeem the bonds called for redemption.

**INTEREST RATE AND BIDDING DETAILS:** The bonds shall bear interest at a rate or rates not exceeding 6% per annum, to be fixed by the bids therefor, expressed in multiples of 1/8 or 1/20 of 1%, or both. The interest on any one bond shall be at one rate only and all bonds maturing in any one year must carry the same interest rate. The interest rate borne by bonds maturing in any one year shall not be less than the interest rate borne by bonds maturing in the preceding year. No proposal for the purchase of less than all of the bonds or at a price less than 98.0% of their par value will be considered.

**BOOK-ENTRY-ONLY:** The bonds will be issued in book-entry-only form as one fully-registered bond per maturity and will be registered in the name of Cede & Co., as nominee for The Depository Trust Company ("DTC"), New York, New York. DTC will act as securities depository for the bonds. Purchase of the bonds will be made in book-entry-only form, in the denomination of $5,000 or any multiple thereof. Purchasers will not receive certificates representing their interest in bonds purchased. However, the bonds will not be issued in book-entry form if the purchaser is willing to accept physical delivery of the bonds in denominations equal to the aggregate principal amount for each maturity and, if necessary, transfer the bonds only in such denominations. If requested by the purchaser of the bonds and determined by an authorized officer of the College, the bonds may be issued in the form of a single bond with an exhibit containing the principal maturity amounts and applicable interest rates and due dates. Purchasers will not receive certificates representing their interest in bonds purchased. The book-entry-only system is described further in the preliminary official statement for the bonds.

**BOND REGISTRAR AND PAYING AGENT:** The bonds shall be payable as to principal in lawful money of the United States upon surrender thereof at the corporate trust office of ________________, __________, Michigan, the bond registrar and paying agent. Interest shall be paid to the registered owner of each bond as shown on the registration books at the close of business on the 15th day of the calendar month preceding the month in which the interest payment is due. Interest shall be paid when due by check or draft drawn upon and mailed by the bond registrar and paying agent to the registered owner at the registered address. As long as DTC, or its nominee Cede & Co., is the registered owner of the bonds, payments will be made directly to such registered owner. Disbursement of such payments to DTC participants is the responsibility of DTC and disbursement of such payments to the beneficial owners of the bonds is the responsibility of DTC participants and indirect participants as described in the preliminary official statement for the bonds. The College from time to time as required may designate a successor bond registrar and paying agent.

**PURPOSE AND SECURITY:** The bonds are to be issued pursuant to the provisions of Act 331, Public Acts of Michigan, 1966, as amended, and Act 34, Public Acts of Michigan, 2001, as amended, to defray all or part of the cost of acquiring, constructing, furnishing and equipping renovations of the main instructional building on the College’s Harrison Campus and making related improvements thereto. The full faith and credit of the College have been pledged to the prompt payment of the principal of and interest on the bonds. The principal of and interest on the bonds are payable as a first budget obligation of the College from its general funds. The
ability of the College to raise such funds is subject to applicable constitutional and statutory limitations on the taxing power of the College.

**ADJUSTMENT IN PRINCIPAL AMOUNT:** Following receipt of bids and prior to final award, the College reserves the right to decrease the principal amount of the bonds. Such adjustment, if necessary, will be made in increments of $5,000, and may be made in one or more maturities. The purchase price will be adjusted proportionately to the decrease in the principal amount of the bonds, but the interest rates specified by the successful bidder will not change. The successful bidder may not withdraw its bid as a result of any changes made as provided in this paragraph.

**GOOD FAITH:** A good faith deposit in the form of a certified or cashier’s check drawn upon an incorporated bank or trust company, or wire transfer, in the amount of $_______ payable to the order of the Treasurer of the College will be required of the successful bidder. If a check is used, it must accompany the bid. If a wire transfer is used, the successful bidder is required to wire its good faith deposit to the College not later than Noon, Eastern Standard Time, on the next business day following the sale using the wire instructions provided by the Municipal Advisor. The good faith deposit will be applied to the purchase price of the bonds, and payment for the balance of the purchase price of the bonds shall be made at the closing. In the event the purchaser fails to honor its accepted bid, the good faith deposit will be retained by the College. No interest shall be allowed on the good faith deposit, and checks of the unsuccessful bidders will be promptly returned to such bidder’s representative or by registered mail.

**AWARD OF BONDS:** The bonds will be awarded to the bidder whose bid produces the lowest true interest cost to the College. True interest cost shall be computed by determining the annual interest rate (compounded semiannually) necessary to discount the debt service payments on the bonds from the payment dates thereof to ______, 20__, and to the price bid.

**LEGAL OPINION:** Bids shall be conditioned upon the approving opinion of Dickinson Wright PLLC, attorneys of Troy, Michigan, Bond Counsel, the original of which will be furnished without expense to the purchaser at the delivery of the bonds. The fees of Dickinson Wright PLLC for services rendered in connection with such approving opinion are expected to be paid from bond proceeds. Except to the extent necessary to issue its approving opinion as to the validity of the above bonds, Dickinson Wright PLLC has made no inquiry as to any financial information, statements or material contained in any financial documents, statements or materials that have been or may be furnished in connection with the authorization, issuance or marketing of the bonds and, accordingly, will not express any opinion with respect to the accuracy or completeness of any such financial information, statements or materials.

**TAX MATTERS:** The approving opinion of Bond Counsel will include an opinion to the effect that under existing law as enacted and construed on the date of the initial delivery of the bonds, the interest on the bonds is excluded from gross income for federal income tax purposes. Interest on the bonds is not an item of tax preference for purposes of the federal alternative minimum tax. The opinion set forth above will be subject to the condition that the College comply with all requirements of the Internal Revenue Code of 1986, as amended (the "Code"), that must be satisfied subsequent to the issuance of the bonds in order that interest thereon be (or continue to be) excluded from gross income for federal income tax purposes. Failure to comply with certain of such requirements could cause the interest on the bonds to be included in gross income
retroactive to the date of issuance of the bonds. The College has covenanted to comply with all such requirements. The opinion will express no opinion regarding other federal tax consequences arising with respect to the bonds.

The College has designated the bonds as "qualified tax-exempt obligations" for purposes of Section 265(b)(3) of the Code.

If the successful bidder will obtain a municipal bond insurance policy or other credit enhancement for the bonds in connection with their original issuance, the successful bidder will be required, as a condition of delivery of the bonds, to certify that the premium therefor will be less than the present value of the interest expected to be saved as a result of such insurance or other credit enhancement. The form of an acceptable certificate will be provided by bond counsel.

In addition, the approving opinion of Bond Counsel will include an opinion to the effect that under existing law as enacted and construed on the date of the initial delivery of the bonds, the bonds and the interest thereon are exempt from all taxation by the State of Michigan or a political subdivision thereof, except estate taxes and taxes on gains realized from the sale, payment or other disposition thereof.

**ISSUE PRICE:** The winning bidder shall assist the College in establishing the issue price of the bonds and shall execute and deliver to the College at closing an "issue price" or similar certificate setting forth the reasonably expected initial offering price to the public or the sales price or prices of the bonds, together with the supporting pricing wires or equivalent communications, substantially in the form provided by Bond Counsel, with such modifications as may be appropriate or necessary, in the reasonable judgment of the winning bidder, the College and Bond Counsel. All actions to be taken by the College under this Notice of Sale to establish the issue price of the bonds may be taken on behalf of the College by the College's municipal advisor identified herein and any notice or report to be provided to the College may be provided to the College's municipal advisor.

The College intends that the provisions of Treasury Regulation Section 1.148-1(f)(3)(i) (defining "competitive sale" for purposes of establishing the issue price of the bonds) will apply to the initial sale of the bonds (the "competitive sale requirements") because:

1. the College is disseminating this Notice of Sale to potential underwriters in a manner that is reasonably designed to reach potential underwriters;
2. all bidders shall have an equal opportunity to bid;
3. the College anticipates receiving bids from at least three underwriters of municipal bonds who have established industry reputations for underwriting new issuances of municipal bonds; and
4. the College anticipates awarding the sale of the bonds to the bidder who submits a firm offer to purchase the bonds at the lowest true interest cost, as set forth in this Notice of Sale.
Any bid submitted pursuant to this Notice of Sale shall be considered a firm offer for the purchase of the bonds, as specified in the bid.

In the event that competitive sale requirements are satisfied, the winning bidder shall be expected to certify as to the reasonably expected initial offering price of the bonds to the public.

In the event that the competitive sale requirements are not satisfied, the College shall so advise the winning bidder. The College shall treat (i) the first price at which 10% of a maturity of the bonds (the "10% test") is sold to the public as of the sale date as the issue price of that maturity and (ii) the initial offering price to the public as of the sale date of any maturity of the bonds not satisfying the 10% test as of the sale date as the issue price of that maturity (the "hold-the-offering-price rule"), in each case applied on a maturity-by-maturity basis (and if different interest rates apply within a maturity, to each separate CUSIP number within that maturity). The winning bidder shall advise the College if any maturity of the bonds satisfies the 10% test as of the date and time of the award of the bonds. Any maturity of the bonds (and if different interest rates apply within a maturity, to each separate CUSIP number within that maturity) that does not satisfy the 10% test as of the date and time of the award of the bonds shall be subject to the hold-the-offering-price rule. Bids will not be subject to cancellation in the event that any maturity of the bonds is subject to the hold-the-offering-price rule. Bidders should prepare their bids on the assumption that some or all of the maturities of the bonds will be subject to the hold-the-offering-price rule in order to establish the issue price of the bonds.

By submitting a bid, each bidder confirms that, except as otherwise provided in its bid, it has an established industry reputation for underwriting new issuances of municipal bonds, and, further, the winning bidder shall (i) confirm that the underwriters have offered or will offer the bonds to the public on or before the date of award at the offering price or prices (the "initial offering price"), or at the corresponding yield or yields, set forth in the bid submitted by the winning bidder and (ii) agree, on behalf of the underwriters participating in the purchase of the bonds, that the underwriters will neither offer nor sell unsold bonds of any maturity to which the hold-the-offering-price rule shall apply to any person at a price that is higher than the initial offering price to the public during the period starting on the sale date and ending on the earlier of the following:

1. the close of the fifth (5th) business day after the sale date; or
2. the date on which the underwriters have sold at least 10% of that maturity of the bonds to the public at a price that is no higher than the initial offering price to the public.

The winning bidder shall promptly advise the College when the underwriters have sold 10% of that maturity of the bonds to the public at a price that is no higher than the initial offering price to the public, if that occurs prior to the close of the fifth (5th) business day after the sale date.

The College acknowledges that, in making the representation set forth above, the winning bidder will rely on (i) the agreement of each underwriter to comply with the hold-the-offering-price rule, as set forth in an agreement among underwriters and the related pricing wires, (ii) in
the event a selling group has been created in connection with the initial sale of the bonds to the public, the agreement of each dealer who is a member of the selling group to comply with the hold-the-offering-price rule, as set forth in a selling group agreement and the related pricing wires, and (iii) in the event that an underwriter is a party to a retail distribution agreement that was employed in connection with the initial sale of the bonds to the public, the agreement of each broker-dealer that is a party to such agreement to comply with the hold-the-offering-price rule, as set forth in the retail distribution agreement and the related pricing wires. The College further acknowledges that each underwriter shall be solely liable for its failure to comply with its agreement regarding the hold-the-offering-price rule and that no underwriter shall be liable for the failure of any other underwriter, or of any dealer who is a member of a selling group, or of any broker-dealer that is a party to a retail distribution agreement to comply with its corresponding agreement regarding the hold-the-offering-price rule as applicable to the bonds.

By submitting a bid, each bidder confirms that: (i) any agreement among underwriters, any selling group agreement and each retail distribution agreement (to which the bidder is a party) relating to the initial sale of the bonds to the public, together with the related pricing wires, contains or will contain language obligating each underwriter, each dealer who is a member of the selling group, and each broker-dealer that is a party to such retail distribution agreement, as applicable, to comply with the hold-the-offering-price rule if and for so long as directed by the winning bidder and as set forth in the related pricing wires, and (ii) any agreement among underwriters relating to the initial sale of the bonds to the public, together with the related pricing wires, contains or will contain language obligating each underwriter that is a party to a retail distribution agreement to be employed in connection with the initial sale of the bonds to the public to require each broker-dealer that is a party to such retail distribution agreement to comply with the hold-the-offering-price rule if and for so long as directed by the winning bidder or such underwriter and as set forth in the related pricing wires.

Sales of any bonds to any person that is a related party to an underwriter shall not constitute sales to the public for purposes of this Notice of Sale. Further, for purposes of this Notice of Sale:

(i) "public" means any person other than an underwriter or a related party,

(ii) "underwriter" means (A) any person that agrees pursuant to a written contract with the College (or with the lead underwriter to form an underwriting syndicate) to participate in the initial sale of the bonds to the public and (B) any person that agrees pursuant to a written contract directly or indirectly with a person described in clause (A) to participate in the initial sale of the bonds to the public (including a member of a selling group or a party to a retail distribution agreement participating in the initial sale of the bonds to the public),

(iii) a purchaser of any of the bonds is a "related party" to an underwriter if the underwriter and the purchaser are subject, directly or indirectly, to (A) at least 50% common ownership of the voting power or the total value of their stock, if both entities are corporations (including direct ownership by one corporation of another), (B) more than 50% common ownership of
their capital interests or profit interests, if both entities are partnerships (including direct ownership by one partnership of another), or (C) more than 50% common ownership of the value of the outstanding stock of the corporation or the capital interests or profit interests of the partnership, as applicable, if one entity is a corporation and the other entity is a partnership (including direct ownership of the applicable stock or interests by one entity of the other), and

(iv) "sale date" means the date that the bonds are awarded by the College to the winning bidder.

**OFFICIAL STATEMENT:** A copy of the College's official statement relating to the bonds may be obtained by contacting the Municipal Advisor at the address referred to below. The official statement is in a form deemed final by the College for purposes of paragraph (b)(1) of SEC Rule 15c2-12 (the "Rule"), but is subject to revision, amendment and completion in a final official statement.

After the award of the bonds, the College will provide on a timely basis copies of a final official statement, as that term is defined in paragraph (f)(3) of the Rule, at the College's expense in sufficient quantity to enable the successful bidder or bidders to comply with paragraphs (b)(3) and (b)(4) of the Rule and the rules of the Municipal Securities Rulemaking Board. Requests for such additional copies of the final official statement shall be made to the Municipal Advisor at the address set forth below within 24 hours of the award of the bonds.

**CONTINUING DISCLOSURE:** In order to assist bidders in complying with paragraph (b)(5) of the Rule, the College will undertake, pursuant to a resolution adopted by its governing body and a continuing disclosure certificate, to provide annual reports and notices of certain events. A description of these undertakings is set forth in the preliminary official statement and will also be set forth in the final official statement.

**CUSIP:** It is anticipated that CUSIP numbers will be printed on the bonds at the option of the purchaser, but neither the failure to print CUSIP numbers nor any improperly printed CUSIP numbers shall be cause for the purchaser to refuse to take delivery of and pay the purchase price for the bonds. The CUSIP Service Bureau’s charge for the assignment of CUSIP identification numbers shall be paid by the purchaser.

**BIDDER CERTIFICATION: NOT "IRAN-LINKED BUSINESS":** By submitting a bid, the bidder shall be deemed to have certified that it is not an "Iran-Linked Business" as defined in Act No. 517, Public Acts of Michigan, 2012; MCL 129.311 et seq.

**DELIVERY OF BONDS:** The College will furnish bonds ready for execution at its expense. Bonds will be delivered without expense to the purchaser through DTC in New York, New York or such other place or by such other means as may be agreeable to the purchaser and the College. The usual closing documents, including a continuing disclosure certificate (to the extent that the purchaser is subject to the Rule) and a certificate that no litigation is pending affecting the issuance of the bonds, will be delivered at the time of the delivery of the bonds. If the bonds are
not tendered for delivery by twelve o'clock noon, Eastern Daylight Time, on the 45th day following the date of sale, or the first business day thereafter if said 45th day is not a business day, the successful bidder on that day, or any time thereafter until delivery of the bonds, may withdraw its proposal by serving notice of cancellation, in writing, on the undersigned, in which event the College shall return the good faith deposit. Payment for the bonds shall be made in Federal Reserve Funds. Accrued interest to the date of delivery of the bonds shall be paid by the purchaser at the time of delivery.

THE RIGHT IS RESERVED TO REJECT ANY OR ALL BIDS.

ENVELOPES containing the bids should be plainly marked "Proposal for Bonds."

REGISTERED MUNICIPAL ADVISOR: Robert W. Baird & Co. (the "Municipal Advisor") is a Registered Municipal Advisor in accordance with the rules of the Municipal Securities Rulemaking Board. The Municipal Advisor has been retained by the College to provide certain financial advisory services relating to the planning, structuring and issuance of the bonds. The Municipal Advisor is not engaged in the business of underwriting, trading, marketing or the distribution of securities or any other negotiable instruments. The Municipal Advisor's duties, responsibilities and fees arise solely as a Registered Municipal Advisor to the College and it has no secondary obligation or other responsibility. Further information with respect to the bonds may be obtained from the Municipal Advisor, 124 West Allegan Street, Suite 2200, Lansing, Michigan 48933, Telephone (517) 371-2607, Fax (517) ________.

Dr. Christine M. Hammond, President
Mid Michigan College

[END OF FORM OF NOTICE OF SALE]

22. BOND INSURANCE. The Authorized Officer is authorized and directed to take any actions that may be necessary or appropriate to purchase a policy or policies of municipal bond insurance with respect to the bonds to the extent that such officer determines that the purchase of such municipal bond insurance is in the best interests of the College. If the Authorized Officer makes such a determination, the purchase of a policy or policies and the payment of premiums therefor and the execution by such officer of any necessary commitments with respect thereto are hereby authorized.

23. APPOINTMENTS. Robert W. Baird & Co. is hereby appointed to act as registered municipal advisor with respect to the bonds. Dickinson Wright PLLC is hereby appointed to act as bond counsel to the College with respect to the bonds.
24. **CONFLICTING RESOLUTIONS.** All resolutions and parts of resolutions, insofar as they are in conflict herewith, are rescinded.

YEAS: __________________________________________________________

_________________________________________________________________

NAYS: __________________________________________________________

ABSENT: _________________________________________________________

RESOLUTION DECLARED ADOPTED.
STATE OF MICHIGAN  )
COUNTY OF CLARE  )ss

I, the undersigned, the Secretary of the Board of Trustees of Mid Michigan College, Counties of Clare, Gladwin and Isabella, State of Michigan, do hereby certify that the foregoing is a true and correct copy of a resolution adopted at a regular meeting of the Board of Trustees of said College held on December 3, 2019, the original of which resolution is on file in my office. I further certify that notice of said meeting was given in accordance with the provisions of the Open Meetings Act.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this ____ day of December, 2019.

________________________________________
Secretary, Board of Trustees
New Business

Item VI-E: Unpaid Leave of Absence

Presenter: Faculty Senate President Mertz

Board Consideration: Information/Action

Faculty Senate President JJ Mertz will present a letter from Laurel McLaughlin requesting an unpaid leave of absence until the Fall of 2020, due to health reasons.

Recommendation:
It is recommended that the Board grant Laurel McLaughlin’s request for her unpaid leave of absence.
To: Dr. Christine Hammond, President

From: Lori Fassett, AVP of HR

Re: Laurel McLaughlin

Laurel McLaughlin, Full-time Faculty Clinical Simulation Center (CSC) Coordinator, was out on a medical leave during the first half of the Winter 2019 semester. She did return and worked intermittently for the remainder of the Winter and Spring/Summer 2019 semesters. Laurel started working in the Fall 2019 semester and unfortunately due to some complications with her health condition from earlier in the calendar year, she needed to take additional time away from her work. Her last day working was September 13, 2019.

I spoke with Laurel in length on November 12, 2019. During the conversation she continually expressed to me her desire and intent to return to work as soon as she physically can. She is optimistic that the treatment options she is working through will allow her to return at some point during the Winter 2020 semester. She did state that she has an appointment in early January with her specialist for a re-evaluation and the medical documentation we have for her verifies her medical condition and this future appointment.

During this conversation, Laurel asked me if she had any protection as she is no longer covered under the Family Medical Leave Act (FMLA). I directed her to her FSA and recommended that she contact JJ Mertz, faculty senate president for further advice.

On November 18, 2019 Laurel McLaughlin, submitted a letter to the board requesting a mutual consent leave in correlation with the Faculty Senate Agreement (FSA), Article VIII, 7, g (p.44). This provision states:

Mutual consent leave shall be granted to a faculty member upon his/her request if it is mutually agreeable to the faculty member and the Board. Such leaves shall be granted for not less than one semester nor more than two semesters. At the end of the leave period, the faculty member will be able to return to his/her former position or similar position. Such leave may or may not be without pay and fringe benefits.
Laurel also noted in her letter an additional 90 day extension. I am guessing that she is referencing Article VIII, 7, j (p.44) and that she added this information in by mistake. In a conversation I had with JJ Mertz on November 13, 2019, he referred to both of these provisions, but was going to work with Laurel on the mutual consent leave as that is the provision that would provide her the most coverage at this time. This provision states:

After twelve (12) months of continuous employment, a disability leave without pay may be requested by the instructor from the Vice President. Accumulated sick leave must be used prior to the disability leave. Leave may be granted on the approval of the President and Board of Trustees. Disability leave may be up to ninety calendar days in length, with fringe benefits covered.

Laurel has applied for Long Term Disability Benefits (LTD). As of the date on this memo, her application has neither been denied nor approved. We are unsure of if/when a decision will be made regarding her application. If the is approved for LTD, this will not impact her work status with Mid. If she is released back to work during the Winter semester, her LTD case would be closed and she would no longer receive the benefit.

On her current unpaid leave, Laurel is still receiving her fringe benefits of: Group Life, Group LTD, Group AD&D, dental, and vision. These fringe benefits are paid by the college. Laurel opts out of Mid’s health plan and could only opt into Mid’s plan during her unpaid leave if she has a qualifying event as outlined per the Affordable Care Act.

On an approved leave of absence, Laurel is still considered an active employee of Mid. This is beneficial to her as it does not affect her current status with the Michigan Public Schools Employee Retirement System (MPSERS). They would still consider her an active employee if she were eligible for retirement and decided to retire, which enables her to obtain the subsidy for the MPSERS health insurance. During her unpaid leave neither Laurel nor the college pay into the MPSERS system.

Also as an active employee, on a approved leave of absence, Laurel remains eligible for all benefits to include the employee tuition reimbursement. If Laurel seeks to obtain the Certified Healthcare Simulator Educator Program credential and obtains approval via our policy/process, she may receive reimbursement for this certification.
I spoke with Barb Wieszciecinski, Dean of Health, regarding filling the CSC position in a temporary full-time basis. She stated she has a plan already in place. Elizabeth Kogelman has filled the role during the Fall 2019 semester and will remain in the role during the Winter 2020 semester, if Laurel is not able to return in January.

In calculating a cost estimate to have Elizabeth fill the CSC position temporarily, it will not negatively affect Barb’s budget since Laurel is on an unpaid leave. In the Winter 2020 semester Elizabeth was scheduled to teach an 8.5 hour clinical that Barb had to fill with a retired nursing faculty. The approximate cost of the retired faculty is $8032.50 ($945/hr x 8.5 hours = $8032.50). The budget savings for Laurel being on unpaid leave for the Winter 2020 semester is approximately $16,911 ($1691.13/per pay x 10 pays = $16,911.30).

My personal recommendation to the board is to approve Laurel’s request for the Mutual Consent Leave (Article VIII, 7, g, p.44) for the two semesters, Fall 2019 and Winter 2020. This would require Laurel to return to as the CSC coordinator effective May 18, 2020. This approval would provide Laurel needed time without additional stress to work on her rehabilitation and to pursue her additional certification mentioned in her request. Also, the approval would not negatively impact the college financially.
November 15, 2019

RE: Maintain Clinical Simulation Center Coordinator Position
Mutual Consent Leave Proposal

Faculty Senate Master Agreement 2017-2022
ARTICLE VIII Faculty Benefits
A. Leaves of Absence
7. Unpaid Leaves of Absence:
g. Mutual consent leave shall be granted to a faculty member upon his/her request if it is mutually agreeable to the faculty member and the Board. Such leaves shall be granted for not less than one semester nor more than two semesters. At the end of the leave period, the faculty member will be able to return to his/her former position or similar position. Such leave may or may not be without pay and fringe benefits. (p. 44)

To the Board of Trustees of Mid Michigan College,

I am writing this Mutual Consent Leave proposal due to the present medical challenges that I am experiencing that are keeping me from returning to my position at 100 percent capability. I am asking that the board consider granting me, Fall 2019 and Winter 2020 (2 semesters) along with a 90 day extension as stated in the Faculty Senate Master Agreement 2017-2022, A., 7., g. (p.44) This would allow me to return for the next school year, Fall 2020 and be 100% and able to perform the physically demanding duties of the CSC. I am not requesting pay but would like to ask to receive fringe benefits. If this Mutual Consent Leave proposal is granted by the board, I would like to request a letter of understanding.

The Clinical Simulation Center (CSC) Coordinator position requires 100 percent of the Coordinator, as it is a stressful and physical demanding position. The CSC demands are highest at the beginning of the semester when the four courses are utilizing the lab along with the addition of specialty labs such as the Virtual Dementia Tour, 4-hour family centered nursing labs and simulations. The CSC demands have always been a challenge, but this is one of the reasons that I love this position. In the past I was always able to meet challenges that came my way that relate to the CSC. I came in early, stayed late, came in on weekends, worked from home...whatever it took. Unfortunately, I cannot fulfill the physical requirements of the CSC at this time due to imbalance and painful mobility that I am experiencing at this time. 

(**Health Information Redacted for Privacy Protection**)
Student outcome is always foremost on my mind and that is what makes my challenge so frustrating. My life and career are deeply rooted at MMC. I was a work study at the Library and Assessment Center with Shelly Carter (dating myself) while earning my pre-requisites. I was secretary of Phi Theta Kappa and volunteered for everything due to the excitement of advancing myself from a housewife and mother to become a registered nurse. I can proudly say that I graduated from MMC’s nursing program with honors and is the reason that I relate so personally with our students. As I always express to my students, “there is no one in this room that has not gone through what you are going through”.
Laurel McLaughlin, MSN, RN  
Mid Michigan College  
Clinical Simulation Center Coordinator  
lmclaughlin@midmich.edu  
Harrison Office (989) 386-6622 ext. 300  
Mt. Pleasant Office (989) 773-6622 ext. 300

Because of my deep-rooted connection with MMC and newfound love of simulation in nursing, I want to remain in my position, return strong, ready to take the CSC to the next level. This means creation and implementation of a Simulation Team, train all faculty in running the computerized mannequins, bringing and maintaining International Nursing Association for Clinical Simulation and Learning (INACSL) Standards of Best Practice for simulation, implementation of acquired equipment, implementation of the WASP Inventory System and much more. This is the direction we must head especially since we are now an accredited nursing program. This has always been my goal.

I plan on taking this down time to study and become a Certified Healthcare Simulation Educator (CHSE) because time has always been the challenge. Now that I have the down time, I want to keep my intellectual brain cells active and achieve the CHSE certification. This certification is highly respected in the healthcare/education/simulation industries. Ultimately, the real winners will be the healthcare students of MMC and the institution itself. This certification will allow myself, staff and interprofessional peers to bring forth the best experience and outcomes for our students in accordance to (INACSL) Standards of Best Practice for simulation and raise the bar of MMC CSC's

I want to sincerely thank each and every one of you for your past support of myself and the CSC. I would like to also thank you for your time and consideration of this Mutual Consent Leave proposal request. I sincerely hope for the best for each of you over the holidays and new year, as I know mine will certainly be better than the last one!

Sincerely,

Laurel McLaughlin, MSN, BSN, RN
New Business

Item VI-F: Academic Calendar

Presenter: Vice President Fager  Board Consideration: Information/Action

Vice President of Academic Affairs Jennifer Fager will present the Board with the Academic Calendar for the year for approval.

Recommendation:
It is recommended the Board approve the Academic Calendar as presented.
# Mid Michigan College
## Academic Calendar

<table>
<thead>
<tr>
<th>Fall Semester</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
<th>Tentative</th>
<th>Tentative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Return</td>
<td>Aug 24</td>
<td>Aug 23</td>
<td>Aug 22</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty Welcome/Orientation</td>
<td>Aug 26</td>
<td>Aug 25</td>
<td>Aug 24</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Aug 31</td>
<td>Aug 30</td>
<td>Aug 29</td>
<td></td>
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</tr>
<tr>
<td>Labor Day - College Closed</td>
<td>Sept 7</td>
<td>Sept 6</td>
<td>Sept 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LUCES Classes Begin</td>
<td>Sept 8</td>
<td>Sept 7</td>
<td>Sept 6</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First 8-Week Classes End</td>
<td>Oct 23</td>
<td>Oct 22</td>
<td>Oct 21</td>
<td></td>
<td></td>
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<tr>
<td>Professional Development Day - No Classes, College Open</td>
<td>Nov 25</td>
<td>Nov 24</td>
<td>Nov 23</td>
<td></td>
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<tr>
<td>Thanksgiving Break - College Closed</td>
<td>Nov 26-29</td>
<td>Nov 25-28</td>
<td>Nov 24-27</td>
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<tr>
<td>Classes End</td>
<td>Dec 18</td>
<td>Dec 17</td>
<td>Dec 16</td>
<td></td>
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</tr>
<tr>
<td>College Closed</td>
<td>Dec 24 - Jan 3</td>
<td>Dec 24 - Jan 2</td>
<td>Dec 23 - Jan 2</td>
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<table>
<thead>
<tr>
<th>Winter Semester</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
<th>Tentative</th>
<th>Tentative</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Return</td>
<td>Jan 4</td>
<td>Jan 3</td>
<td>Jan 3</td>
<td></td>
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</tr>
<tr>
<td>Faculty Welcome/Orientation</td>
<td>Jan 6</td>
<td>Jan 5</td>
<td>Jan 4</td>
<td></td>
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<tr>
<td>Classes Begin</td>
<td>Jan 11</td>
<td>Jan 10</td>
<td>Jan 9</td>
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<tr>
<td>Martin Luther King Jr. Day - No Classes, College Open</td>
<td>Jan 18</td>
<td>Jan 17</td>
<td>Jan 16</td>
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</tr>
<tr>
<td>LUCES Classes Begin</td>
<td>Jan 19</td>
<td>Jan 18</td>
<td>Jan 17</td>
<td></td>
<td></td>
</tr>
<tr>
<td>First 8-Week Classes End</td>
<td>Mar 5</td>
<td>Mar 4</td>
<td>Mar 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring Break - No Classes, College Open</td>
<td>Mar 6-14</td>
<td>Mar 5-13</td>
<td>Mar 4-12</td>
<td></td>
<td></td>
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<tr>
<td>Second 8-Week Classes Begin</td>
<td>Mar 15</td>
<td>Mar 14</td>
<td>Mar 13</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional Development Day - No Classes, College Open</td>
<td>Mar 24</td>
<td>Mar 23</td>
<td>Mar 22</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Winter Recess - No Classes, College Open</td>
<td>Apr-2</td>
<td>Apr-15</td>
<td>Apr-7</td>
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<tr>
<td>Classes End</td>
<td>May 7</td>
<td>May 6</td>
<td>May 5</td>
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<tr>
<td>Commencement</td>
<td>May 8</td>
<td>May 7</td>
<td>May 6</td>
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<table>
<thead>
<tr>
<th>Summer Session</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
<th>Tentative</th>
<th>Tentative</th>
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</thead>
<tbody>
<tr>
<td>Classes Begin</td>
<td>May 24</td>
<td>May 23</td>
<td>May 22</td>
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<tr>
<td>Memorial Day - College Closed</td>
<td>May 31</td>
<td>May 30</td>
<td>May 29</td>
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<td>6-Week Classes End</td>
<td>Jul 2</td>
<td>Jul 1</td>
<td>Jun 30</td>
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<td>Independence Day - College Closed</td>
<td>Jul 5</td>
<td>Jul 4</td>
<td>Jul 4</td>
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<tr>
<td>8-Week Classes End</td>
<td>Jul 16</td>
<td>Jul 15</td>
<td>Jul 14</td>
<td></td>
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<tr>
<td>12-Week Classes End</td>
<td>Aug 13</td>
<td>Aug 12</td>
<td>Aug 11</td>
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</table>
New Business

Item VI-G: Proposed Millage for March 2020

Presenter: President Hammond & VP Mertes  Board Consideration: Information/Action

The Board will have the opportunity to discuss the possibility of placing a millage request on the March ballot for operating purposes, specifically technology.

Draft language is being prepared by Thrun Law Firm before the December 17th deadline and will be available the night of the Board Meeting.

Recommendation:

It is recommended that the Board request additional voter support in the form of a millage for .6268 mills bringing the college’s total millage to 1.85 mills for 10 years. Proceeds from this additional millage will be for operating purposes, specifically technology to support the college’s students and programs.
## Board Comments

### Item VII-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>Dec 15</td>
<td>Mid Foundation Holiday Reception</td>
</tr>
<tr>
<td>Dec 23-Jan</td>
<td>College Closed</td>
</tr>
<tr>
<td>Jan 7</td>
<td>Board of Trustees Meeting, Poet Family Outdoor Education Center, Harrison</td>
</tr>
<tr>
<td>Feb 4</td>
<td>Board of Trustees Meeting, Harrison Campus</td>
</tr>
<tr>
<td>Mar 3</td>
<td>Board of Trustees Meeting, Harrison Campus</td>
</tr>
<tr>
<td>Mar 9</td>
<td>Phi Theta Kappa Awards Luncheon, Kellogg Center Ten A, East Lansing</td>
</tr>
<tr>
<td>Mar 19-20</td>
<td>Spring Board of Directors Meeting, Lake Michigan College, Benton Harbor</td>
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<tr>
<td>Mar 28-31</td>
<td>AACC Annual Convention, National Harbor, MD</td>
</tr>
<tr>
<td>Apr 7</td>
<td>Board of Trustees Meeting, Harrison Campus</td>
</tr>
<tr>
<td>Apr 16</td>
<td>Community College Day, Capitol Building, Lansing</td>
</tr>
<tr>
<td>Apr 17-21</td>
<td>Higher Learning Commission Annual Conference, TBD</td>
</tr>
</tbody>
</table>

**Recommendation:**

None, informational.
Board Comments

Item VII-B: Board Comments- Other Business

Presenter: Board Chair Jacobson

Board Consideration: Information

1. Any comments may be offered by Trustees at this time.
   ● Follow Up on Leadership Succession Plan from November 1st Board Retreat.

Recommendation:
None, informational.