Workshop Presentation
Vice Presidents Presentation

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: NC3 Industry 4.0 Manufacturing PLC Trainer Purchase
   Presenter: Dean Troy
   Board Consideration: Information/Action

Item VI-C: Alcohol Authorization for Clare Rotary
   Presenter: President Hammond
   Board Consideration: Information/Action

Item VI-D: Renewal of LinkedIn Learning
   Presenter: AVP Freds
   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

The Board will allow public comment at this time.

Recommendation:
None, informational.
Approval of Consent Items

Item IV, Approval of Consent Items

Presenter: Board Chair Jacobson  
Board Consideration: Action

A. Minutes- January 7, 2020 Regular Meeting

B. Monthly Financial Report:
   1. Financial Summary for the period ending December 31, 2019
   4. Gifts and Donations: Donations totaling $102,498 were received for the Scholarship and Grant Fund in December 2019.
   5. Donations were received in October for the Lakers Academic Fund, David Terry Occupational Scholarship, Gerstacker Fund, Lakers Leadership Fund, Lakers Leadership Fund, Lakers Athletic Fund & Other Athletics, Health Sciences Fund, Kathleen Kehoe Memorial Scholarship.


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

January 7, 2020 – page 1
The meeting took place in Room 203, Harrison Campus.

Present: Douglas A. Jacobson, Board Chair; Betty M. Mussell, Vice Chair; Richard S. Allen, Jr., Secretary; Thomas W. Metzger, Treasurer; Carolyn C. Bay, Trustee Eric T. Kreckman, Trustee; Terry Petrongelli, Trustee; Christine M. Hammond, Ph.D., President; Jennifer Fager, Ph.D., Vice President of Academic Affairs; Matt Miller, Ed.D., Vice President of Student Services; Lillian Frick, Vice President of Finance and Facilities; Scott Mertes, Ph.D., Vice President of Outreach and Advancement; Thomas Olver, Associate Vice President of the Mid Foundation; Stevens Amidon, Ph.D., Assistant Vice President of Academic Services/Dean of Arts & Sciences

Absent: All Trustees Present

Agenda Item I: CALL TO ORDER

The Board Chair called the meeting to order at 7:16 PM.

Agenda Item II: APPROVAL OF AGENDA

President Hammond asked for an addition to the agenda in the form of a closed session to discuss a union matter. The Board approved the agenda with the addition by acclimation.

Agenda Item III: PUBLIC COMMENT

The Board Chair asked for public comment, no one one wished to comment.

Agenda Item IV: APPROVAL OF CONSENT ITEMS

The Board Chair stated the consent items stand as approved.

Agenda Item V-A: HARRISON CAMPUS RENOVATIONS

Vice President of Finance and Facilities Lillian Frick presented the latest on the Harrison campus renovations.

Agenda Item V-B: ENROLLMENT UPDATE

Vice President of Student Services Matt Miller presented the latest Winter Semester enrollment report.
Agenda Item V-C: ACCEPTANCE OF FOUNDATION GIFTS & PLEDGES/APPROVAL OF NAMING OPPORTUNITIES

Associate Vice President of the Mid Foundation Tom Olver presented the Board with the naming opportunities available on both the Harrison and Mt. Pleasant campuses, as well as those that have already been requested. The requested locations are as follows:

Harrison Campus:
FED Design/Build (Brock Dennings), $10,000- 2 Welding Labs
Consumers Energy, $5,000- Student Life Suite
Horizon Bank, $2,500- SOAR Entrance
Clare Hometown Chiropractic, Dr. Kurt Keppner, $1,000- Student Alcove
Jim & Carol Churchill, $1,000- Student Alcove
United Apartments, $1,000- Student Collaboration Space (240A)

Motion by Trustee Petrongelli, to accept the gifts from the Foundation and allow the naming opportunities as presented. Second by Trustee Mussell. All ayes; motion carried.

The Terry Occupational Fund has also been started with an amount around $50,000. The Gerstacker Foundation also contributed $30,000 to the Mid Foundation. Thank you all for your generous donations!

Agenda Item VI-A: CORRESPONDENCE AND ANNOUNCEMENTS

President Hammond presented the Board with information about the commencement speaker for 2020, Kim Kuebler. Kim is a Mid alumni, receiving her Associates Degree in Nursing before pursuing her Graduate Degrees from other respective schools.

Agenda Item VI-B: MICROSCOPE SYSTEM REQUEST FOR THE HARRISON CAMPUS

Associate Vice President of Academic Services Stevens Amidon presented a proposal for new microscopes for the Harrison campus in the amount of $33,337.50. The other microscopes will be repurposed and utilized in classrooms in the Thumb area.

Motion by Trustee Metzger to approve the request to purchase the new microscopes for the Harrison campus. Second by Trustee Bay. All Ayes; Motion Carried.
Agenda Item VI-C: BOND FINANCING DECISION

Vice President of Finance and Facilities Lillian Frick presented the Board with the options for bond financing.

Motion by Trustee Kreckman, to approve the bond financing in the amount of $6.5 Million. Second by Trustee Allen. All Ayes; Motion Carried.

Agenda Item VI-D: CLOSED SESSION

Motion by Trustee Allen to enter into a Closed Session to discuss a union matter. Second by Trustee Petrongelli. All Ayes; motion carried.

The Board returned to General Session at 8:38 PM.

Agenda Item VI-A: CALENDAR OF EVENTS

MCCA has several events coming up that Trustees and Staff may be interested in attending.

Agenda Item VI-B: OTHER BUSINESS

Board Chair Jacobson gave an overview of the February Board Workshop.

Trustees Mussell gave kudos to Associate Vice President Olver and Nivia McDonald for all of their hard work on Mid’s holiday party. Trustees Allen and Petrongelli also stated that they were very impressed by the holiday party.

Meeting adjourned at 8:40 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
FINANCIAL HIGHLIGHTS
GENERAL & AUXILIARY FUNDS
December 31, 2019

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, 2019 and accounts for the balance of the tuition and fees revenue to date. As of December 31, 2019, Winter 2020 enrollment reflected a 1.2% decrease from prior year levels.
- State appropriations revenue for 2019-20 increased 4.1% and was booked in October at $5,324,500. Additional state appropriations of $1,328,888 were allocated to Mid for the UAAL funding and booked as receivable in November.
- Property tax revenue of $2,462,446 was levied and booked as revenue in December 2019.

GENERAL FUND EXPENSES:
- Departmental expenses are in line with approximately 50% of the annual budget, with the exception of:
  - Operation and maintenance of plant has expended only 42% 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 December 31, 2019 is $12.6 million. This includes $5.5 million in tuition for the 2020 Winter term that began on January 11, 2020. This excess will fund the operations for the balance of the 2019-20 fiscal year.

BALANCE SHEET:
- The cash balance decreased $726,050 from November 30, 2019 to fund December operations.
- The State appropriations receivable of $4,838,818 represents the remaining 8 monthly payments of 2019-20 general and UAAL state appropriations.
- Student receivables increased $1.3 million due to continued registration for the Winter 2020 term.
- The prepaid expense balance of $191,145 represents a few multi-year prepaid items, other prepaid 2019-20 expenses, and prepaid HSA benefits that will be earned next fiscal year.
- The balance due to other funds of $4.6 million can be broken down as follows:
  - $697,000 due to the designated student activities fund
- $2.35 million due to the auxiliary services for sales
- $56,000 due from the scholarship and grant fund
- $159,000 million due from the federal restricted fund for student financial aid funds disbursed to the student accounts
- $684,000 due from the restricted grant fund
- $2.3 million due to building and site for current and future college needs
- $87,000 due to the Foundation

- The $1.6 million in accrued payroll and other compensation includes expenses incurred but not paid as follows:
  - Accrued salary, wages and vacation of $274,000
  - FICA, Federal and State withholding of $49,000
  - MPSERS/ORP/UAAL payable of $561,000
  - Employee health and dental insurances payable of $258,000
  - Deferred faculty pay of $424,000
  - Unemployment and workers’ compensation insurances payable of $5,600
  - 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 54% of the annual budget, which is 11% ahead of prior year. The espresso shop in Harrison is not in service right now due to construction but is expected to reopen in February 2020 for the Winter term.
- Total expenses, at 53% of the annual budget, represent operational costs for the months of July through December and corresponds with sales volume.
- The excess revenue over expense to date is $56,879, and will be used to fund bookstore operations for the balance of the 2019-20 year.
# MID MICHIGAN COLLEGE
## BALANCE SHEET
### December 31, 2019

### Assets

**Current Assets:**
- Cash and cash equivalents: $10,384,698
- Short-term investments: $695,065
- Property taxes receivable: $2,442,872
- State appropriations receivable: $4,838,818
- Student receivables: $6,567,151
- Other receivables: $132,958
- Deposit - self-funded healthcare: $184,368
- Prepaid expenses and other assets: $191,145
- Due from (due to) other funds: $(4,602,471)

**Total current assets:** $20,834,604

- Long-term investments: $362,315

**Total assets:** $21,196,919

### Liabilities and Net Assets

**Liabilities:**
- Accounts payable: $19,414
- Accrued payroll and other compensation: $1,580,991

**Total liabilities:** $1,598,110

**Net assets:**
- Reserved for:
  - Technology: $851,077
  - Program development: $852,425
  - Retirement incentives: $200,000
  - Self-funded healthcare reserve: $1,178,756
  - Unreserved: $3,944,291
  - Current year excess revenue over/(under) expenditures: $12,572,259

**Total net assets:** $19,598,808

**Total liabilities and net assets:** $21,196,919
MID MICHIGAN COLLEGE  
STATEMENT OF REVENUES, EXPENSES  
For the six months ended December 31, 2019

<table>
<thead>
<tr>
<th>Current Fiscal Year</th>
<th>Prior Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OPERATING REVENUES:</strong></td>
<td><strong>OPERATING REVENUES:</strong></td>
</tr>
<tr>
<td>Amount</td>
<td>% of Budget</td>
</tr>
<tr>
<td>Tuition and fees</td>
<td>$15,021,610</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$43,987</td>
</tr>
<tr>
<td>Total operating revenues</td>
<td>$15,065,597</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>/expenses/</th>
<th>Operating expenses:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction</td>
<td>$4,930,211</td>
</tr>
<tr>
<td>Information technology</td>
<td>$845,175</td>
</tr>
<tr>
<td>Public service</td>
<td>$382,720</td>
</tr>
<tr>
<td>Instructional support</td>
<td>$1,054,249</td>
</tr>
<tr>
<td>Student services</td>
<td>$1,398,808</td>
</tr>
<tr>
<td>Institutional administration</td>
<td>$2,120,807</td>
</tr>
<tr>
<td>Operation and maintenance of plant</td>
<td>$1,171,830</td>
</tr>
<tr>
<td>Total operating expenses</td>
<td>$11,903,800</td>
</tr>
</tbody>
</table>

| Operating income/(loss) | $3,161,796 | $2,954,361 |

<table>
<thead>
<tr>
<th>NON-OPERATING REVENUES:</th>
<th>NON-OPERATING REVENUES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>State appropriations</td>
<td>$6,778,641</td>
</tr>
<tr>
<td>Property tax levy</td>
<td>$2,462,446</td>
</tr>
<tr>
<td>Investment income</td>
<td>$112,817</td>
</tr>
<tr>
<td>Unrealized gain (loss) on investments</td>
<td>$4,278</td>
</tr>
<tr>
<td>Gifts</td>
<td>$ -</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$63,736</td>
</tr>
<tr>
<td>Transfers from other funds:</td>
<td></td>
</tr>
<tr>
<td>Restricted grants</td>
<td>$ -</td>
</tr>
<tr>
<td>Auxiliary services</td>
<td>$ -</td>
</tr>
<tr>
<td>Foundation - Capital Campaign</td>
<td>$ -</td>
</tr>
<tr>
<td>Total Non-operating revenues</td>
<td>$9,421,918</td>
</tr>
</tbody>
</table>

| Revenues over/(under) expenses | $12,583,714 | $11,983,660 |

<table>
<thead>
<tr>
<th>Inter Funds Transfers</th>
<th>Inter Funds Transfers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planned Savings (Building &amp; Site)</td>
<td>$ -</td>
</tr>
<tr>
<td>Additional Savings (Building &amp; Site)</td>
<td>$ -</td>
</tr>
<tr>
<td>Bond Debt Service (Building &amp; Site)</td>
<td>$11,455</td>
</tr>
<tr>
<td>Restricted Grant Match</td>
<td>$ -</td>
</tr>
<tr>
<td>Total Transfer to Building &amp; Site</td>
<td>$11,455</td>
</tr>
</tbody>
</table>

| Net increase (decrease) in Net Assets | $12,572,259 | $11,554,440 |
MID MICHIGAN COLLEGE
STATEMENT OF REVENUES, EXPENSES
For the six months ended December 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></td>
<td>Amount</td>
<td></td>
<td>Amount</td>
<td></td>
</tr>
<tr>
<td>Bookstore</td>
<td>$782,096</td>
<td>57%</td>
<td>$828,203</td>
<td>43%</td>
</tr>
<tr>
<td>Espresso Bar*</td>
<td>$</td>
<td>0%</td>
<td>$43,564</td>
<td>56%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$782,096</td>
<td>54%</td>
<td>$871,766</td>
<td>43%</td>
</tr>
</tbody>
</table>

**EXPENSES:**

<table>
<thead>
<tr>
<th></th>
<th>Current Fiscal Year</th>
<th>% of Budget</th>
<th>Prior Fiscal Year</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Amount</td>
<td></td>
<td>Amount</td>
<td></td>
</tr>
<tr>
<td>Bookstore</td>
<td>$659,826</td>
<td>55%</td>
<td>$718,313</td>
<td>51%</td>
</tr>
<tr>
<td>Espresso Bar*</td>
<td>$</td>
<td>0%</td>
<td>$38,534</td>
<td>59%</td>
</tr>
<tr>
<td>Auxiliary Services</td>
<td>$65,391</td>
<td>55%</td>
<td>$64,556</td>
<td>52%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$725,217</td>
<td>53%</td>
<td>$821,403</td>
<td>51%</td>
</tr>
</tbody>
</table>

**EXCESS REVENUE OVER EXPENSES**

<table>
<thead>
<tr>
<th></th>
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<th>% of Budget</th>
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<tbody>
<tr>
<td></td>
<td>$56,879</td>
<td>7%</td>
<td>$50,364</td>
<td>6%</td>
</tr>
</tbody>
</table>

*Espresso bar (Books & Beans) in Harrison Campus is temporarily closed due to construction*
Mid Michigan College
Contributions
December 2019

YTD Top Contribution Totals in 2020:

<table>
<thead>
<tr>
<th>Monthly Contributions</th>
<th>Prior YR</th>
<th>Curr YR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lakers Academic Fund</td>
<td>$63,262</td>
<td>$102,498</td>
</tr>
<tr>
<td>David Terry Occupational Scholarship</td>
<td>$50,474</td>
<td></td>
</tr>
<tr>
<td>Gerstacker Fund</td>
<td>$30,000</td>
<td></td>
</tr>
<tr>
<td>Lakers Leadership Fund</td>
<td>$8,474</td>
<td></td>
</tr>
<tr>
<td>Lakers Athletic Fund &amp; Other Athletics</td>
<td>$5,550</td>
<td></td>
</tr>
<tr>
<td>Health Sciences Fund</td>
<td>$5,020</td>
<td></td>
</tr>
<tr>
<td>Kathleen Kehoe Memorial Scholarship</td>
<td>$5,000</td>
<td></td>
</tr>
<tr>
<td>Other Funds</td>
<td>$12,863</td>
<td></td>
</tr>
<tr>
<td>YTD Total</td>
<td>$180,643</td>
<td></td>
</tr>
</tbody>
</table>

YTD Contributions

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<td>YTD Total</td>
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<td></td>
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TO: Board of Trustees
FROM: Lori Fassett, Associate VP of Human Resources
SUBJECT: Staffing Update, February 4, 2020 Board Meeting
DATE: January 17, 2020

FULL-TIME NEW HIRES:

NEW PART-TIME AND STUDENT EMPLOYEES:

Danielle Flick – Adjunct ASL Communications (EDUStaff)  Effective: 12/01/2019
Donald Bidwells – WRC Consultant (EDUStaff)  Effective: 01/13/2020
Cristy Campbell – Adjunct Nursing (EDUStaff)  Effective: 01/02/2020
Daniel Castanier – Adjunct MRI (EDUStaff)  Effective: 01/02/2020
Reiss Faber – Temp PT Admin Assistant Workforce & Econ Develop (EDUStaff)  Effective: 01/16/2020
Aaron Kipfmiller – Adjunct Drafting/CAD (EDUStaff)  Effective: 01/11/2020
Meghan Klein – Adjunct Nursing (EDUStaff)  Effective: 01/11/2020
Jon Klaus – Adjunct MRI (EDUStaff)  Effective: 01/11/2020
Scott McNeal – Adjunct Drafting/CAD (EDUStaff)  Effective: 01/10/2020
Amanda Morgan – Adjunct MRI (EDUStaff)  Effective: 01/02/2020
Nathan Seeley – Adjunct Social Science/History (EDUStaff)  Effective: 01/06/2020
Cirrin Simon – Adjunct Nursing (EDUStaff)  Effective: 01/11/2020
Calvin Barlow – Student Worker Library Intern  Effective: 01/06/2020
Carly Daniels – Student Worker SI Leader  Effective: 01/13/2020
Troy Davis – Student Worker Tutor Science  Effective: 01/13/2020
Zahid Israr – Student Worker Library Intern  Effective: 01/06/2020
Bryce Lacker – Student Worker SI Leader  Effective: 01/13/2020
Esta Mahdi – Work Study Bookstore  Effective: 01/06/2020
Tia McCauley – Student Worker SI Leader  Effective: 01/13/2020
Hailey Ritter – Student Worker Library Intern  Effective: 01/06/2020
Taylor Sackett – Student Worker Tutor Science  Effective: 01/13/2020
Anna Weber – Student Worker Tutor Accounting  Effective: 01/20/2020

INTERNAL TRANSFERS:

Kenny Smith  From: Financial Aid Customer Service Assistant  Effective: 01/02/2020
To: Financial Aid Analyst

Annette Sturdavant  From: Admin Specialist Technical Center  Effective: 01/15/2020
To: Community Outreach & Advancement Specialist

SEPARATIONS:

Stefan Britt – Adjunct Communications (EDUStaff)  Effective: 12/31/2019
Amanda Crowl – SI Leader (EDUStaff)  Effective: 12/11/2019
Sara Faye Jamison – SI Leader (EDUStaff)  Effective: 12/12/2019
Stacy Carlstrom – Community Outreach & Advancement Specialist  Effective: 01/03/2020
Kara Pattison – Temp FT Science Faculty  Effective: 12/13/2019
Cindy Derscheid – Phlebotomy Instructor (EDUStaff)  Effective: 12/12/2019
Skylar Berry – Student Worker Library Intern  Effective: 12/20/2019
Emari Layton – Student Worker Library Intern  Effective: 12/20/2019
| Oladele Olakanmi – Student Worker Tutor Science | Effective: 12/11/2019 |
| Joyce Taylor – FT 3rd Shift MP Custodian | Effective: 01/17/2020 |

**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 – General (part-time)  
  - Posted
- Adjunct Nursing – Family Centered (part-time)  
  - Posted
- Adjunct Political Science or History, Caro (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
- Anatomy/Physiology Faculty (full-time)  
  - Posted
- Assistant Coach Cross Country (part-time)  
  - Interviewing
- Assistant Coach Softball (part-time)  
  - Interviewing
- Assistant Coach Bowling (part-time)  
  - Interviewing
- Certified Nursing Aid (CAN) Instructor – Bad Axe (part-time)  
  - Posted
- Custodian 2nd Shift – Mt. Pleasant (full-time)  
  - Posted
<table>
<thead>
<tr>
<th>Position</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economics/Business Faculty (full-time)</td>
<td>Posted</td>
</tr>
<tr>
<td>Head Coach – Cross Country (part-time)</td>
<td>Interviewing</td>
</tr>
<tr>
<td>HRA Lab Technician (part-time)</td>
<td>Posted</td>
</tr>
<tr>
<td>Mid College Assistant, Tuscola ISD (part-time)</td>
<td>Posted</td>
</tr>
<tr>
<td>Mid College Assistant, Huron ISD (part-time)</td>
<td>Posted</td>
</tr>
<tr>
<td>Mid College Assistant, Mecosta/Osceola ISD (part-time)</td>
<td>Posted</td>
</tr>
<tr>
<td>Nursing Faculty (full-time)</td>
<td>Posted</td>
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</tbody>
</table>
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 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.
December 30, 2019

Christine Hammond, President
Mid Michigan College
1375 South Clare Avenue
Harrison, Michigan 48625-9447

RE: Final Audit Determination
Audit Control Number (ACN): 05-2019-01516
OPE ID Number: 00676800

Dear President Hammond:

The U.S. Department of Education (Department) has reviewed a single audit report of Mid Michigan College (MMC). This audit report, prepared by Plante and Moran, PLLC, Certified Public Accountants, in accordance with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), covers the period July 1, 2018 through June 30, 2019. This letter advises MMC of the Department's final audit determination concerning the portions of the audit report that relate to the programs authorized pursuant to Title IV of the Higher Education Act of 1965, as amended, 20 U.S.C. §§ 1070 et seq. (Title IV, HEA programs).

The Department has reviewed the corrective action plan and/or management’s response provided with the audit report. Enclosed is the Department’s final audit determination. Also enclosed is MMC’s response to this audit. Any supporting documentation submitted with the institution’s written response is not included with this final audit determination. However, it will be retained and available for inspection by MMC upon request. Copies of the final audit determination, the institution’s response, and any supporting documentation may be subject to release under the Freedom of Information Act (FOIA) and can be provided to other oversight entities after this final audit determination is issued.

Although the enclosures to this letter may not address each of the auditor's findings, MMC must take the necessary actions to correct all of the deficiencies noted in the audit report. Sections .315(b) and .320 (c) of the Uniform Guidance require MMC to prepare and submit as part of the reporting package a Summary Schedule of Prior Audit Findings that reports the status of prior audit findings. In preparing that Schedule, MMC must comment on all actions taken to correct each finding noted in this audit report, including any action required in the enclosures to this letter.
Mid Michigan College
OPE ID: 00676800

The institution is advised repeat findings in future audits or failure to satisfactorily resolve the findings of this audit may lead to an adverse administrative action. An adverse action may include the imposition of a fine, or the limitation, suspension, or termination of the eligibility of the institution pursuant to 34 C.F.R. Part 668 Subpart G.

Program records relating to the period covered by this audit must be retained until the later of: resolution of any loans, claims, or expenditures questioned in the audit, 34 C.F.R. § 668.24(e)(3)(i), or the end of the retention period applicable to the record under 34 C.F.R. §§ 668.24(e)(1) and (e)(2).

MMC's continued cooperation throughout the audit resolution process is appreciated. If the institution has any questions about our review, please call Mark Holland at (312) 730-1523.

Sincerely,

[Signature]
Jeremy Early
Compliance Manager

Enclosures:  Final Audit Determination
             Response to Audit

cc: Anita West, Director of Financial Aid
     North Central Association of Colleges & Schools – Higher Learning Commission
     Michigan Licensing and Regulations Department
ACN 05-2019-01516
Mid Michigan College

Audit Finding:

The auditor noted of the 40 students selected for NSLDS enrollment status changes, two students did not have a status change reported timely.

The auditor attributed this finding to a lack of controls not in place to ensure MMC’s graduation report was complete. As a result, certain graduate’s status was not updated timely.

The auditor recommended MMC review the process and controls over the accurate and timely graduation report submissions.

Final Audit Determination:

An institution must notify the Secretary, or the guaranty agency or lender, within 30 days of any change in the enrollment status of a student, unless the institution expects to submit its next Student Status Confirmation Report (SSCR) to the Secretary or the guaranty agency within the next 60 days. See 34 C.F.R. § 685.309(b).

The Secretary provides further guidance within the NSLDS Enrollment Reporting Guide in chapter 2, section 4, on page 7 which states:

The accurate administration of the Title IV programs depends heavily on the accuracy of the enrollment information reported by schools. Schools must review, update, and verify student enrollment statuses, program information, and effective dates that appear on the Enrollment Reporting roster file or on the Enrollment Maintenance page of the NSLDS Professional Access (NSLDSFAP) website. Schools must also correct any returned errors that are identified by NSLDS within 10 business days.

MMC indicated in its Corrective Action Plan during the 2017-18 and 2018-19 audits, a few issues were identified in the area of NSLDS reporting. While issues were found in both years, they were each unique and MMC promptly corrected errors each year.

The registrar has adjusted its procedures to prevent ‘backdated’ degrees. Any requests for degrees must be in within a week of the final day of the term so they can be processed in time for the Graduates Only report. All notifications or requests received later will be moved to the next graduation date.

To avoid errors resulting from students with multiple programs or CIP code errors, the registrar has adjusted its procedures. After degrees are posted, graduates’ files will be checked for any existing active programs. Those programs will be changed to a status of inactive. This should eliminate problems in compiling the reporting file.
MMC has implemented procedures to determine which student’s CIP codes do not match and manually adjust NSLDS for the status change. The registrar has revised and updated the internal reporting calendar for the National Student Clearinghouse (NSC), which will ensure reports are being prepared and errors are fixed timely upon submission to NSLDS.

Some of the changes were implemented in September 2018 after the 2017-18 audit with the remaining changes occurring in October 2019 after the 2018-19 audit. Per the new processes, financial aid will ensure proper reporting to NSLDS and work with the registrar to ensure NSC reports were submitted timely.

MMC's financial aid office and registrar will be meeting annually to review the NSC submission schedules and the registrar will post submission reminder dates on his calendar. The FA Office will also send out reminders and review notices of NSC submission transmissions. Both offices are supervised by the vice president of student services, who will provide oversight for these new processes.

The institution is reminded of its fiduciary responsibilities obligate it to the highest standard of care and diligence in administering and accounting for Title IV, HEA funds. Rudae’s is required to implement procedures or enhance current procedures in accordance with the auditor’s recommendation to bring the institution into compliance with federal regulations to ensure that this finding does not recur.

The institution is reminded this is a repeat finding and 34 C.F.R. § 668.16 states a participating Title IV institution must demonstrate it is capable of properly administering the Title IV programs. The institution’s inability or unwillingness to resolve a deficiency that has been previously identified in prior compliance audits may represent a lack of administrative capability on the part of the institution as well as a possible lack of control over Title IV funds.

Failure to correct deficiencies which have been previously cited in audits and program reviews may result in the institution being referred to the Department’s Administrative Actions and Appeals Service Group (AAASG) for possible adverse action. Such actions may include a fine, or the limitation, suspension or termination of the eligibility of the institution. Further action may also include the revocation of the institution’s Program Participation Agreement (if provisional), or, if the institution has an application pending for renewal of its certification, denial of that application.
Federal Student Aid
Request for Expanded Correction Action
12-16-19

Request from Federal Student Aid
Mid Michigan College was cited for a second year for a finding regarding the National Student Loan Database System (NSLDS) Enrollment Reporting found on page 10 of the 2019 fiscal year annual compliance audit. The FSA is requesting Mid Michigan College provide additional information on how it will ensure the finding does not recur.

Current Statement from the Audit: The College concurs and is implementing a process to review the graduation report for completeness.

Response from Mid Michigan College
During the 2017-18 and 2018-19 audits, a few issues were identified in the area of reporting to the National Student Loan Data System (NSLDS). While issues were found in both years, they were each unique and the College promptly put correction action plans in place each year to reduce errors in this very complicated system.

- What is the new “process”?  
  - To not miss the “60 day window,” the Registrar has adjusted its procedure to prevent ‘backdated’ degrees. Any late requests for degrees must be in within a week of the final day of the term so that they can be processed in time for the Graduates Only report. Any notifications or requests that come in later than that date will be moved to the next graduation date.
  - To avoid errors resulting from students with multiple programs or CIP code errors, the Registrar has adjusted its procedures.
    - After degrees are posted, graduates’ files will be checked for any existing active programs. Those programs will be changed to a status of Inactive. This will eliminate problems in compiling the reporting file.
    - The College has implemented procedures to determine which students CIP codes do not match and manually adjust NSLDS for the status change.
  - The Registrar has revised and updated the internal reporting calendar for the National Student Clearinghouse, which will ensure that reports are being prepared and errors are fixed in a timely manner.

- Who/what office implemented the process?  
  - The Registrar is primarily responsible for the development and implementation of the processes. The Registrar worked with the Financial Aid Office to ensure compliance with regulations.

- When did the implementation occur?  
  - Some of the new processes were implemented in September 2018 after the 2017-18 audit.
  - Other new processes were implemented in October 2019 after the 2018-19 audit.
• Who/what office compiles the graduation report?
  ○ The Registrar in the Registration and Records Office is responsible for performing enrollment and graduation reporting. Reporting is sent to the National Student Clearinghouse (NSC). The NSC sends Mid Michigan College’s reports to NSLDS.

• Will there be additional controls (second review by another office/staff) to verify completeness?
  ○ Per the new processes, staff in the Financial Aid office will be conducting checks on NSLDS to ensure proper reporting and working with the Registrar to ensure that NSC reports were submitted in a timely manner.
  ○ The College’s Financial Aid Office and Registrar will be meeting each year to review the upcoming NSC submission schedules and the Registrar will post submission reminder dates on his calendar. The FA Office will also send out reminders and review notices of NSC submission transmissions.
  ○ Both the Registrar and the Financial Aid Office are supervised by the VP of Student Services, who will provide oversight for these new processes.
New Business

Item VI-B: NC3 Industry 4.0 Manufacturing PLC Trainer Purchase

Presenter: Dean Shawn Troy  
Board Consideration: Information/Action

Dean of Workforce & Career Education Shawn Troy will present a request to purchase an Industry 4.0 Manufacturing Level 1 PLC (Programmable Logic Control) Trainer, which will allow Mid to issue NC3 Level 1 PLC industry recognized certifications through the Advanced Integrated Manufacturing (AIM) program.

Total cost for this request is $43,903.78 and would allow the purchase of two units. Funding for this purchase would come from the Perkins budget.

Recommendation:
It is recommended that the Board approve the purchase of the NC3 Industry 4.0 Manufacturing PLC Trainer as presented.
Advanced PLC Training System (Rockwell Automation)
588969 (3355-00)
PLC applications developing students’ understanding

PLC Applications, Series 8075, aim to further develop the students’ understanding of PLC programming. These small-scale systems are typical of what can be found in the industry. The systems’ training capabilities are enhanced by their modularity and their instructor-inserted faults.

The modules of the PLC Applications Series can be interconnected with those of other Festo training systems for interdisciplinary training applications. The PLC Applications series is divided into seven systems, each system covering a specific topic related to PLC controls:

- Traffic Lights
- Electro-Pneumatics
- Electro-Mechanical – DC Motor
- Electro-Mechanical – Stepper Motor
- Wind Turbine
- Level Process Control
- Bottling Process

The exercises provided with the Advanced PLC Training system are inspired by the Traffic Lights, Electro-Pneumatics, and Level Process Control applications. Students can connect these additional components while developing their programs or simulate the inputs and outputs instead.

Topic Coverage

- Familiarization with Studio 5000 and FactoryTalk View Studio
- Understanding PLC operation and addressing
- PLC programming in four different IEC 61131 languages: Ladder Logic (focus), Sequential Function Chart, Function Block, and Structured Text
- Designing human-machine interfaces
- Troubleshooting

Features & Benefits

- The system uses Rockwell software and hardware that are used in actual factories.
- Comprehensive curriculum with hands-on exercises accompanies each system.
- The system is mounted in a rugged suitcase with casters.
- The system can be used alone or in conjunction with existing PLC applications.
- Communication between devices using either an industrial Ethernet switch, Sys-Link connectors, or 2-mm jacks.
Advanced Technologies Consultants, Inc.

110 W. Main St., P.O. Box 905
Northville, MI 48167

Home Office Phone: (800) 348-8447
Home Office Fax: (248) 348-3040

Price Quotation
1/8/2020
PLC - Level 1 Certification
Prices valid for 60 days
Prices and packages are subject to change without notice

PREPARED FOR:
Mr. Shawn Troy, Dean
Mid Michigan College
1375 S. Clare Avenue
Harrison, MI 48625

<table>
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<th>Consultant</th>
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<tr>
<td>Andrew Close</td>
<td>Net 30 Days</td>
<td>60-90 Days ARO</td>
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<td>(Must have Fluid Power Bench from Level one or add Learntop)</td>
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Festo recommends 2 students per Workstation

Sub-Total $43,103.78
Shipping & Handling $500.00
Installation $300.00
Grand Total $43,903.78

Note: A 3% processing fee will be added for orders paid by credit card

Warranty: All equipment of our manufacturer is warranted free from defects in materials and workmanship. This warranty shall cover only the intended use of the equipment. It shall not cover damage due to alteration, negligent use or normal wear. For a period of one year from the date of installation and/or acceptance by the customer, Lab-Volt will repair or replace any Lab-Volt equipment, which having been returned to us prepaid and upon inspection, is found to be defective through normal use. We assume no liability for damage, injury or expense claimed to have been incurred through the installation or use of our products.
New Business

Item VI-C: Alcohol Authorization for Clare Rotary

Presenter: President Hammond       Board Consideration: Information/Action

Clare Rotary will be hosting their Charter Night at Mid Michigan College on February 29th and would like to have a cash bar at this event.

In accordance with Board Policy 304.01 Alcoholic Beverages- Alcoholic beverages may be allowed on campus with approval of the Board of Trustees.

Recommendation:
It is recommended that the Board approve the request to serve alcohol on campus during the Clare Rotary Charter Night on February 29th as presented.
New Business

Item VI-D: Renewal of LinkedIn Learning

Presenter: AVP Anthony Freds                Board Consideration: Information/Action

Associate Vice President of Technology Services Anthony Freds will present a request for LinkedIn Learning service (formerly Lynda.com). This is a three year contract totaling $62,100, paid in yearly installments of $20,700.

Recommendation:
It is recommended that the Board approve the renewal as presented.
# Contract Details

**CONTRACT CONTACT:** Anthony Freds

**BILL TO:** Please review the below Billing details and edit if necessary.

**Order Information**

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<th>FTE</th>
<th>Term (Months)</th>
<th>Notes</th>
<th>Sales Price</th>
<th>Total</th>
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<td>3,585</td>
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<td>$62,100.00</td>
<td>$62,100.00</td>
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<td>Product SKU: LLFCVB000-1801</td>
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<td>Product Description: LinkedIn Learning for community colleges and vocational schools purchasing site license for the entire campus, including faculty, staff, and students</td>
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**Estimated Tax**

- **SUB TOTAL:** $62,100.00
- **Estimated Tax:** $0.00
- **Estimated Order Total:** $62,100.00

**Purchase Order Information**

- **Customer Payment Terms:** 30 Days
- **US and Canada Customers:** Check, Credit Card, or Bank Wire Transfer
- **Non-US Customers:** Credit Card or Bank Wire Transfer only

**Tax Information**

- **Check here if your company is tax exempt:** Please attach any/all exemption certifications or email documentation to taxinquiry@linkedin.com.

Your order will be taxed using the applicable tax rate for your shipping address. The tax listed on your order form is only an estimate and is calculated on the net price. Your invoice will reflect the final total taxes in effect at the time of invoicing and may differ from the amount listed on this order form.

For customers located in AZ, CO, CT, FL, HI, IA, IL, IN, LA, MA, MN, MS, NE, NV, NY, NC, OH, PA, RI, SC, SD, TN, TX, UT, VT, WA, WI and WV, LinkedIn may be required to charge sales tax on your order pursuant to certain state and local sales tax laws. Any applicable sales tax charges will appear separately on your final invoice. For customers located in other states, your state and/or local government may require you to report your purchase and pay appropriate sales and/or use tax amounts to them directly.

---

LinkedIn Confidential and Proprietary
Rev. September 2016
**TERMS**

- LinkedIn Services provided under this Order Form are governed by the LinkedIn Subscription Agreement between the parties ("LSA"), the terms of which are incorporated into this Order Form. The Service Terms available at https://legal.linkedin.com/service-specific-terms apply to Customer to the extent the specific Service is included in this Order Form, the terms of which are incorporated into this Order Form.
- Except as provided in the LSA, Services purchased under this Order Form are non-cancelable and non-refundable.
- Future orders will be at list price (including any applicable volume based discounts) at the time of purchase.
- Customer will maintain complete and accurate billing and contact information with LinkedIn and will notify LinkedIn of any inaccuracies on an invoice within the time period set forth in the Payment Terms section above.
- Add-on orders must co-term with the originating order.

I HEREBY REPRESENT THAT: (I) I AM AN AUTHORIZED SIGNATORY FOR CUSTOMER; (II) I HAVE READ AND AGREED TO THE TERMS OF THIS ORDER FORM; AND (III) BY SIGNING THIS ORDER FORM, I AM ENTERING INTO A LEGALLY BINDING CONTRACT.

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<th>CUSTOMER (or APPROVED AGENCY)</th>
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<tr>
<td>Signature:</td>
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<tr>
<td>Name:</td>
<td>Marshia Escobar</td>
</tr>
<tr>
<td>Title:</td>
<td>Senior Manager, Revenue Recognition</td>
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<tr>
<td>Date:</td>
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## Board Comments

### Item VII-A: Calendar of Events

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

<table>
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<tr>
<th>Date</th>
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<tbody>
<tr>
<td>Mar 3</td>
<td>Board of Trustees Meeting, Harrison Campus</td>
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<td>Mar 9</td>
<td>Phi Theta Kappa Awards Luncheon, Kellogg Center Ten A, East Lansing</td>
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<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>
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<tr>
<td>Apr 7</td>
<td>Board of Trustees Meeting, Harrison Campus</td>
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<tr>
<td>Apr 16</td>
<td>Community College Day, Capitol Building, Lansing</td>
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<td>Apr 19</td>
<td>A Northern Tradition, Jay's Sporting Goods, Clare</td>
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<td>Apr 17-21</td>
<td>Higher Learning Commission Annual Conference, TBD</td>
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<tr>
<td>May 5</td>
<td>Board of Trustees Meeting, Harrison Campus</td>
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<tr>
<td>May 9</td>
<td>Commencement</td>
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<tr>
<td>June 2</td>
<td>Board of Trustees Meeting, Harrison Campus</td>
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**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.

 Recommendation:
None, informational.