MMCC Board of Trustees Meeting
April 5, 2016 – page 1

The meeting took place in the Houghton Room, Harrison Campus.

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

Absent: Richard S. Allen, Jr., Secretary; Al Ayers, ESPA President;

Guests: Kirk Lehr, Director of I.T.; Dorothy Boge, Business Services Manager; Susan Call, Director of Accounting; Jim VanderMey, Full time English and Humanities Faculty; Cameron Harper

Agenda Item I: CALL TO ORDER

The Board Chair called the meeting to order at 7:22 p.m.

Bud Kanyo informed the Board that many faculty and staff enjoyed listening to the Board members at the Professional Development Day on March 30th.

The Board Chair appointed Trustee Petrongelli as acting secretary for the meeting.

Agenda Item II: APPROVAL OF AGENDA

The Board Chair appointed Trustee Petrongelli as acting secretary for the meeting.

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

Agenda Item III: APPROVAL OF CONSENT ITEMS

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

The Board Chair stated that it is with regret the Board acknowledges the retirement announcements of Professors Barry Alford and Janet Grimm. A conversation took place concerning the history the college loses when long term faculty retire.

Agenda Item IV-A: POLICY RECOMMENDATION – SECOND READING

President Hammond presented Board Policy 204 Freedom of Information Act Requests for the second reading to create a new Board policy. Dr. Hammond thanked Dorothy Boge, Business Services Manager, and Lillian Frick, Vice President of Finance and Administration, for putting this policy together.

A motion was made by Trustee Mussell to approve Board Policy 204 Freedom of Information Act Requests. Seconded by Trustee Petrongelli. All ayes; motion carried.

Agenda Item V-A: CORRESPONDENCE AND ANNOUNCEMENTS
A Notice of Public Hearing from the Village of Farwell was reviewed.

The Vision 2020 Strategic Plan Objectives document was also reviewed. The document lists the assignment of the plan objectives to Shared Governance committees and serves as the requested update of the Shared Governance system. College Council members are working with the various committees and committee leaders on the objectives identified.

**Agenda Item V-B: INSTITUTIONAL REVIEW BOARD (IRB)**

Bud Kanyo, Ph.D., Associate Professor of English & Humanities provided an update on the development of an IRB. Dr. Kanyo has been working with Maggie Magoon, Ph.D., Dean of Health Sciences; William Reader, English and Humanities Faculty; Aileen Wernert, Nursing Faculty; and Scott Mertes, Ph.D., Dean of Liberal Arts, on this project. They have had discussions with CMU’s IRB and spoken with others at various campuses on the best practices.

There have been numerous requests to various employees on campus to conduct research on the college and the students. The college does not have a designated place to funnel these request at this time. The development of an IRB will give the college a place for these requests. Board members who are interested in being a part of an IRB can contact Dr. Magoon.

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

The policy revisions for Board Policies 106 Non-Discrimination Policy, 304.03 Drug Abuse Prevention/Drug Free Work Environment, 304.04 Tobacco and 401.03 Committees were presented as an informational item, for the first reading of a change in Board policy. Action as a second reading will be at the May 3, 2016 Board of Trustees meeting.

Reasoning for the changes to Board Policy are below:

- **106 Non-Discrimination** - redraft the opening statements and bring the policy into compliance with the Department of Education and Office of Civil Rights regulations.
- **304.03 Drug Abuse Prevention/Drug Free Work Environment** – bring the policy into compliance with the Drug-Free Schools and Campuses Act (EDGAR Part 86).
- **304.04 Tobacco** - to include vapor and e-cigarettes in the policy statement, as they were previously omitted and are frequently used on campus.
- **401.01 Committees** – removal of the MTEC Board of Directors as it is no longer required by the State of Michigan and is now an advisory committee. Part of the change is to eliminate Appendix 1003 as it is part of this Board Policy and explains the State requirements of the MTEC Board of Directors.

**Agenda Item V-D: PURCHASE REQUESTS**

Director Lehr provided primary numbers for the annual computer purchase. Mr. Lehr explained to the Board that the college is evaluating the longevity of the computers in student computer labs and instead of switching computers our every four years, they are now replaced every five to six years. This year’s purchase will include approximately 121 computers and 2 servers. A portion of the new computers will be placed in the Library as these are high traffic student use computers. A formal request will be brought to the May Board of Trustees meeting.

Vice President Jankoviak presented the purchase request to replace the scissor lift for the automotive lab on the Harrison campus. The current scissor lift used in MMCC’s automotive lab is unsafe for use. The funding will come
from the Perkins Grant. It was recommended the Board accept the low bid of $25,401.61 from Equipment Distributors.
A motion was made by Trustee Metzger to purchase the scissor lift from Equipment Distributors for $25,401.61. Seconded by Trustee Bay. All ayes; motion carried.

**Agenda Item V-E: RESOLUTION FOR ESTIMATED REVENUE**

Vice President Frick explained to the Board that the *Resolution for Estimated Revenue* is a requirement of the State of Michigan to identify projected revenue.

A motion was made by Trustee Kreckman to approve the *Resolution for Estimated Revenue* as presented. A roll call vote showed ayes from Trustees Kreckman, Bay, Metzger, Jacobson, Petrongelli, and Mussell with Trustee Allen absent.

The *Resolution for Estimated Revenue* was adopted by the Board.

**Agenda Item V-F: TUITION**

President Hammond reviewed the MMCC 2016-2017 Budget Preparation PowerPoint with the Board. The information provided showed MMCC’s 2016-2017 anticipated revenue and expenses including an estimated 5% enrollment decline for the 2016-2017 academic year. This estimated decline will reduce MMCC’s revenues by approximately 5.7%, due to the college’s heavy reliance on tuition as a funding source (72%).

A lengthy discussion took place concerning tuition rates, fixed numbers, and cuts to the budget which could affect staffing. In addition, there were discussions about the amount of credits each student takes. President Hammond stated an increase in the amount of credits a student takes could help improve the enrollment numbers as the average contact load for students is 8.5 credits. Bud Kanyo informed the Board that Guided Pathways would help students take more credits.

Trustee Bay asked those in attendance how students feel about tuition. Vice President Barnes and Vice President Miller stated that students tend to look at the whole picture including fees and books instead of just tuition. Dr. Miller also stated that the recent consulting report by STAMATS stated MMCC has low rates compared to universities in the area.

Discussions also took place concerning how financial aid and financial aid disbursement works.

President Hammond stated the College’s outreach to current students needs to be stronger. The college has approximately 700 students with 50 credits or more. Of these students, only 35% of them have applied for graduation. There is a need to reach out to those students to encourage them to complete their courses.

Trustee Bay feels that an important part of keeping the students in the classrooms is to help them with their self-esteem. Instructors are an important part in this process. Discussion took place concerning the new Accelerated Learning Program (ALP). The ALP is designed to help students who need a confidence boost and to help them move through their classes faster.

The trustees reviewed the tuition costs provided by President Hammond and discussed the pros and cons of each one.
A motion was made by Trustee Kreckman to set the tuition rates for the 2016-2017 academic year at $108 for in district, $196 for out district, and $338 for international and to increase the tech fee by $2 to $14 per contact hour. Seconded by Trustee Mussell. All ayes; motion carried.

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

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

A Student Showcase will be held on the Harrison Campus April 20 and on the Mt. Pleasant Campus April 21.

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

The Board Chair informed the Board of the upcoming commencement ceremony that will take place at Clare High School on Saturday, May 7 at 11 am and of the 2016 MCCA Summer Workshop that will take place in late July.

Trustee Petrongelli stated she received her Connections magazine earlier in the day and enjoyed reading it. There were a lot of interesting articles and she thanked those who put a lot of hard work in to making it a wonderful publication.

President Hammond thanked the Board for the panel discussion at the Professional Development day that was held on March 30.

Meeting adjourned at 8:49 p.m.

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

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Douglas A. Jacobson, Board Chair  Terry Petrongelli, Acting Secretary