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

May 7, 2019
6:00 PM Dinner – Houghton Room, 6:30 PM Workshop, 7:00 PM meeting – Houghton Room
Harrison Campus

Workshop Presentation
Marilee Kujat, ETS Grant Yearly Update

Board of Trustees Meeting Agenda

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

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

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

NEW BUSINESS
Item V-A: Correspondence and Announcements
Presenter: President Hammond  Board Consideration: Information
Item V-B: Administrative Retirement Incentive
Presenter: Vice President Frick  Board Consideration: Information/Action
Item V-C: Outdoor Education Center
Presenter: Vice President Frick  Board Consideration: Information/Action
Item V-D: Four Day Work Week Proposal
Presenter: AVP Lori Fassett  Board Consideration: Information/Action
Item V-E: A Northern Tradition Update
Presenter: Vice President Mertes  Board Consideration: Information
Item V-F: Policy Change
Presenter: AVP Lori Fassett  Board Consideration: Information

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

Item II, Approval of Agenda

Presenter: Board Chair Jacobson  Board Consideration: Action

Approval of Agenda.

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

Item III, Approval of Consent Items

Presenter: Board Chair Jacobson

Board Consideration: Action

A. Minutes – April 2, 2019 Regular Meeting

B. Monthly Financial Report:
   1. Financial Summary for the period ended March 31, 2019
   2. General fund balance sheet as of March 31, 2019
   3. General fund statement of revenues and expenses for nine months ended March 31, 2019
   4. Gifts and Donations: Donations totaling $22,631 were received for the Scholarship and Grant Fund in March 2019.

C. Donations were received in December for the Capital Campaign, A Northern Tradition, Lakers Leadership Fund, Lakers Academic Fund, Scholarship & Grant Fund, Bicknell Scholarship, Elizabeth J Horrocks CNA Scholarship, Manning Ford Scholarship, Foundation Unrestricted, Lakers Athletic Fund, Grabmeyer Scholarship, International Student Fund, Campus Cupboard, Tech Center Fund, McDonald Scholarship, Women’s Softball


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

Present: Douglas A. Jacobson, Board Chair; Betty M. Mussell, Vice Chair; Richard S. Allen, Jr., Secretary; Thomas W. Metzger, Treasurer; Eric T. Kreckman, Trustee; Carolyn C. Bay, 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 Administrative Services; Scott Mertes, Ph.D., Vice President of Community Outreach and Advancement; Matt Miller, Ed.D., Vice President of Student Services; Kim Barnes, Associate Vice President of Security Operations and Systems; Lori Fassett, Associate Vice President of Human Resources; Anthony Freds, Chief Information Officer/Associate Vice President of Technology Service; Tom Olver, Associate Vice President of the Mid Foundation; Scott Govitz, Associate Vice President of Workforce & Economic Development; Jessie Gordon, Associate Vice President of Strategic Communication; Bob Elmore, Faculty Senate President

Absent: All Trustees were present

**Agenda Item I: CALL TO ORDER**

The Board Chair called the meeting to order at 7:30 PM.

**Agenda Item II: APPROVAL OF AGENDA**

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

**Agenda Item III: APPROVAL OF CONSENT ITEMS**

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

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

Vice President Lillian Frick presented the Board with the latest information about the Harrison Campus renovations and a Bond Reimbursement Resolution.

Motion by Trustee Kreckman to approve a bond of $6 Million for the Harrison renovation project. Second by Trustee Metzger. All ayes; motion carried.

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

The Board received a letter of resignation from Professor Teri Paradise. Professor Paradise also asked for consideration of the former faculty retirement incentive as offered in previous faculty contracts. The Board declined to act on the retirement incentive request but expressed sincere appreciation for Professor Paradise’s years of service to Mid.

**Agenda Item V-B: PROJECTED REVENUE RESOLUTION**

Vice President Lillian Frick presented the Board with a Projected Revenue Resolution.

Motion by Trustee Bay, to approve the Projected Revenue Resolution as presented. Second by Trustee Petrongelli. A roll call vote indicated yes votes from Trustees Metzger, Bay, Kreckman, Allen, Petrongelli, Mussell, Jacobson. All ayes; motion carried.
Agenda Item V-C: TUITION

President Hammond presented the Board with potential scenarios based on projected tuition rates increases ranging from 0 to 3.2%. Each tuition amount results in a revenue deficit when compared to projected expenditures. An increase of 15% would be required to balance the budget with current projections. President Hammond reminded everyone that the work of balancing the budget occurs between the Board’s April meeting when tuition rates are set and the second meet in June when the budget is presented for adoption.

Motion by Trustee Petrongelli to approve increase the current tuition rate by 3.2% and set the Dual Enrollment rate at $129 per contact hour. Second by Trustee Metzger. All ayes; motion carried.

Agenda Item V-D: RETIREMENT INCENTIVE PROPOSAL

President Hammond presented the Board with a Retirement Incentive Proposal to offer a one-time retirement incentive program for individuals whose age and years of service at Mid Michigan College equal 80 or more. This incentive would be offered for a limited amount of time and could save the college between $0- $1,122,562 depending on how many employees agreed to accept the incentive.

Motion by Trustee Mussell to approve the Retirement Incentive Proposal as presented. Second by Trustee Bay. All Ayes; motion carried.

Agenda Item V-E: FOUNDATION BOARD OF DIRECTORS APPOINTMENTS

Associate Vice President Tom Olver presented the Board with seven potential candidates to serve a three year term to the Mid Michigan College Foundation Board of Directors. Those candidates included:

Mike Shea, Gladwin County Sheriff
Jenny Beemer-Fritzinger, Clare County Treasurer
Erin Ludwig, Edward Jones (Clare)
Shelly Browning, Weinlander Fitzhugh
Jenny Hoyle, Isabella Community Credit Union
Brock Dennings, FED Design/Build
Andrew Santini, Attorney

Motion by Trustee Mussell to elect the candidates to a three year term to the Mid Michigan College Foundation Board of Directors. Second by Trustee Bay. All ayes; motion carried.

Agenda Item VI-A: CALENDAR OF EVENTS

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

Agenda Item VI-B: OTHER BUSINESS

President Hammond and Board Chair Jacobson spoke about some various points they learned at the latest MCCA Board of Directors Meeting.
Meeting adjourned at 8:42 PM
Recording Secretary,
Amy Lince
Executive Assistant to the President and Board of Trustees

Douglas A. Jacobson, Board Chair  Richard S. Allen, Jr., Secretary
MID MICHIGAN COLLEGE
FINANCIAL HIGHLIGHTS
GENERAL & AUXILIARY FUNDS
March 31, 2019

GENERAL FUND REVENUE:
- 2018-19 enrollment reports show the following changes in billable tuition hours from 2017-18 levels: Fall 2018 4.5% decline; Winter 2019 7.7% decline. Summer 2019 registration is in process and ends April 26. The resulting total revenue represents 89% of the annual budget for 2018-19 tuition and fees revenue.
- State appropriations revenue for 2018-19 increased 2.9% and was booked in September at $5,112,400. Additional state appropriations of $1,396,148 were allocated to Mid for the UAAL funding and booked as receivable in November. Mid received $2.5 million in capital appropriations in March.
- Property tax revenue of $2,386,274 was levied and booked as revenue in December 2018.

GENERAL FUND EXPENSES:
- Departmental expenses are in line with or slightly under 75% of the annual budget, with the exception of:
  - Public Service expended only 56% due to courses and workshops that were budgeted but haven’t yet taken place.

INTER FUND TRANSFERS:
- The Planned Savings transfer of $618,750 to Building & Site represents 75% of the annual budgeted amount.

GENERAL FUND REVENUE OVER EXPENSES:
- The total increase in net assets as of March 31, 2019 is $7.8 million. This excess will fund the operations for the balance of the 2018-19 fiscal year.

BALANCE SHEET:
- The cash balance increased $3.9 million from February 28, 2019 due to receipt of federal financial aid funds in March.
- The State appropriations receivable of $2,958,430 represents the remaining 5 monthly payments of 2018-19 general and UAAL state appropriations.
- Student receivables decreased $1.2 million due to payments and financial aid applied to student accounts for the Winter 2019 term.
- The prepaid expense balance of $53,264 represents a few multi-year prepaid items.
• The balance due to other funds of $9.6 million can be broken down as follows:
  o $540,000 due to the designated student activities fund
  o $2.4 million due to the auxiliary services for sales
  o $29,000 due to the scholarship and grant fund
  o $397,000 due from the federal restricted fund for student financial aid funds disbursed
to the student accounts
  o $392,000 due from the restricted grant fund
  o $7.4 million due to building and site for current and future college needs
  o $54,000 due from the Foundation
• The $2.4 million in accrued payroll and other compensation includes expenses incurred but not
paid as follows:
  o Accrued salary, wages and vacation of $409,000
  o FICA, Federal and State withholding of $123,000
  o MPSERS/ORP-UAAL payable of $780,000
  o Employee health and dental insurances payable of $258,000
  o Deferred faculty pay of $735,000
  o Unemployment and workers’ compensation insurances payable of $30,000
  o Miscellaneous payroll deductions
• A significant portion of the Unreserved Net Assets of $3.4 million represents funds set aside by
the Board of Trustees to fund current and future college expansion needs.

AUXILIARY FUNDS:
• Total revenue is at 69% of the annual budget, which is 9% behind prior year due to a decline in
bookstore sales.
• Total expenses, at 82% of the annual budget are higher than the rate of sales due in part to the
additional inventory purchased in support of the College’s name change.
• The excess revenue over expense to date, $72,551, will be used to fund bookstore operations
for the balance of the 2018-19 year.
### MID MICHIGAN COLLEGE
### BALANCE SHEET
### March 31, 2019

#### Assets

**Current Assets:**
- Cash and cash equivalents: $19,872,422
- Short-term investments: $881,803
- Property taxes receivable: $522,722
- State appropriations receivable: $2,958,430
- Student receivables: $1,408,867
- Other receivables: $24,235
- Deposit - self-funded healthcare: $184,368
- Prepaid expenses and other assets: $53,264
- Due from (due to) other funds: $(9,590,394)

**Total current assets:** $16,315,717

- Long-term investments: $790,074

**Total assets:** $17,105,791

#### Liabilities and Net Assets

**Liabilities:**
- Accounts payable: $8,410
- Accrued payroll and other compensation: $2,357,880

**Total liabilities:** $2,366,290

**Net assets:**
- Reserved for:
  - Technology: $908,831
  - Program development: $1,290,505
  - Retirement incentives: $200,000
  - Self-funded healthcare reserve: $1,151,233
  - Unreserved: $3,407,052
  - Current year excess revenue over/(under) expenditures: $7,781,880

**Total net assets:** $14,739,501

**Total liabilities and net assets:** $17,105,791
### MID MICHIGAN COLLEGE

#### STATEMENT OF REVENUES, EXPENSES

For the nine months ended March 31, 2019

<table>
<thead>
<tr>
<th>Operating Revenues:</th>
<th>Current Fiscal Year</th>
<th>% of Budget</th>
<th>Prior Fiscal Year</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and fees</td>
<td>$15,911,663</td>
<td>89%</td>
<td>$16,530,217</td>
<td>92%</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$101,931</td>
<td>47%</td>
<td>$93,960</td>
<td>43%</td>
</tr>
<tr>
<td>Total operating revenues</td>
<td>$16,013,595</td>
<td>88%</td>
<td>$16,624,177</td>
<td>91%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Expenses:</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction</td>
<td>$8,032,309</td>
<td>79%</td>
<td>$7,768,754</td>
<td>80%</td>
</tr>
<tr>
<td>Information technology</td>
<td>$1,188,345</td>
<td>65%</td>
<td>$1,365,838</td>
<td>88%</td>
</tr>
<tr>
<td>Public service</td>
<td>$475,518</td>
<td>56%</td>
<td>$382,106</td>
<td>65%</td>
</tr>
<tr>
<td>Instructional support</td>
<td>$1,810,754</td>
<td>75%</td>
<td>$1,871,978</td>
<td>74%</td>
</tr>
<tr>
<td>Student services</td>
<td>$2,475,102</td>
<td>70%</td>
<td>$2,764,728</td>
<td>89%</td>
</tr>
<tr>
<td>Institutional administration</td>
<td>$3,254,764</td>
<td>66%</td>
<td>$3,082,991</td>
<td>63%</td>
</tr>
<tr>
<td>Operation and maintenance of plant</td>
<td>$2,109,004</td>
<td>71%</td>
<td>$2,016,287</td>
<td>80%</td>
</tr>
<tr>
<td>Total operating expenses</td>
<td>$19,345,794</td>
<td>72%</td>
<td>$19,252,682</td>
<td>73%</td>
</tr>
</tbody>
</table>

#### Operating income/(loss)

- **Current Fiscal Year:** $(-3,332,200)
- **Prior Fiscal Year:** $(-2,628,505)

### NON-OPERATING REVENUES:

<table>
<thead>
<tr>
<th>Source</th>
<th>Current Fiscal Year</th>
<th>% of Budget</th>
<th>Prior Fiscal Year</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>State appropriations</td>
<td>$6,666,038</td>
<td>130%</td>
<td>$6,315,580</td>
<td>99%</td>
</tr>
<tr>
<td>Capital appropriations</td>
<td>$2,500,000</td>
<td></td>
<td>-$</td>
<td>0%</td>
</tr>
<tr>
<td>Property tax levy</td>
<td>$2,386,274</td>
<td>100%</td>
<td>$2,327,424</td>
<td>101%</td>
</tr>
<tr>
<td>Investment income</td>
<td>$107,323</td>
<td>215%</td>
<td>$17,983</td>
<td>36%</td>
</tr>
<tr>
<td>Unrealized gain (loss) on investments</td>
<td>$5,765</td>
<td></td>
<td>$(9,637)</td>
<td></td>
</tr>
<tr>
<td>Gifts</td>
<td>-$</td>
<td></td>
<td>-$</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$84,149</td>
<td></td>
<td>$58,711</td>
<td></td>
</tr>
</tbody>
</table>

#### Transfers from other funds:

- Restricted grants: $-
- Auxiliary services: $-
- Foundation - Capital Campaign: $-

#### Total Non-operating revenues

- **Current Fiscal Year:** $11,749,549 (156%)
- **Prior Fiscal Year:** $8,710,061 (100%)

#### Revenues over/(under) expenses

- **Current Fiscal Year:** $8,417,350
- **Prior Fiscal Year:** $6,081,556

### Inter Funds Transfers

<table>
<thead>
<tr>
<th>Source</th>
<th>Current Fiscal Year</th>
<th>% of Budget</th>
<th>Prior Fiscal Year</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planned Savings (Building &amp; Site)</td>
<td>$618,750</td>
<td>75%</td>
<td>$629,570</td>
<td>75%</td>
</tr>
<tr>
<td>Additional Savings (Building &amp; Site)</td>
<td>-$</td>
<td>0%</td>
<td>-$</td>
<td>0%</td>
</tr>
<tr>
<td>Bond Debt Service (Building &amp; Site)</td>
<td>$16,720</td>
<td>5%</td>
<td>-$</td>
<td>0%</td>
</tr>
<tr>
<td>Restricted Grant Match</td>
<td>-$</td>
<td>0%</td>
<td>$87,707</td>
<td>69%</td>
</tr>
</tbody>
</table>

#### Total Transfer to Building & Site

- **Current Fiscal Year:** $635,470
- **Prior Fiscal Year:** $717,277

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

- **Current Fiscal Year:** $7,781,880
- **Prior Fiscal Year:** $5,364,279
MID MICHIGAN COLLEGE  
STATEMENT OF REVENUES, EXPENSES  
For the nine months ended March 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>$1,324,200</td>
<td>69%</td>
<td>$1,787,685</td>
<td>78%</td>
</tr>
<tr>
<td>Espresso Bar</td>
<td>$64,349</td>
<td>82%</td>
<td>$76,227</td>
<td>97%</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>$1,388,549</td>
<td>69%</td>
<td>$1,863,912</td>
<td>78%</td>
</tr>
</tbody>
</table>

<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>EXPENSES:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bookstore</td>
<td>$1,161,006</td>
<td>82%</td>
<td>$1,403,461</td>
<td>87%</td>
</tr>
<tr>
<td>Espresso Bar</td>
<td>$58,262</td>
<td>89%</td>
<td>$52,878</td>
<td>78%</td>
</tr>
<tr>
<td>Auxiliary Services</td>
<td>$96,730</td>
<td>77%</td>
<td>$92,916</td>
<td>82%</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>$1,315,998</td>
<td>82%</td>
<td>$1,549,255</td>
<td>86%</td>
</tr>
</tbody>
</table>

**EXCESS REVENUE OVER 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><strong>Excess Revenue</strong></td>
<td>$72,551</td>
<td>5%</td>
<td>$314,658</td>
<td>17%</td>
</tr>
<tr>
<td>Scholarship/Grant</td>
<td>Current</td>
<td>2019 Year-to-Date</td>
<td>2018 Total Contributions (all yr)</td>
<td></td>
</tr>
<tr>
<td>-------------------</td>
<td>---------</td>
<td>-------------------</td>
<td>---------------------------------</td>
<td></td>
</tr>
<tr>
<td>Capital Campaign</td>
<td>$24</td>
<td>$358,334</td>
<td>$212,677</td>
<td></td>
</tr>
<tr>
<td>A Northern Tradition</td>
<td>$17,000</td>
<td>$44,135</td>
<td>$66,475</td>
<td></td>
</tr>
<tr>
<td>Gerstacker Fund</td>
<td>$ -</td>
<td>$30,000</td>
<td>$30,000</td>
<td></td>
</tr>
<tr>
<td>Lakers Leadership Fund</td>
<td>$2,244</td>
<td>$27,907</td>
<td>-</td>
<td></td>
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<tr>
<td>Lakers Academic Fund</td>
<td>$2,260</td>
<td>$17,557</td>
<td>-</td>
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</tr>
<tr>
<td>Scholarship &amp; Grant</td>
<td>$36</td>
<td>$10,917</td>
<td>$35,176</td>
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<tr>
<td>Golf Outing</td>
<td>$ -</td>
<td>$6,260</td>
<td>$5,330</td>
<td></td>
</tr>
<tr>
<td>Bicknell Scholarship</td>
<td>$75</td>
<td>$3,425</td>
<td>$3,400</td>
<td></td>
</tr>
<tr>
<td>Waste Management</td>
<td>$ -</td>
<td>$2,000</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Elizabeth J Horrocks CNA Scholarship</td>
<td>$150</td>
<td>$2,000</td>
<td>$1,250</td>
<td></td>
</tr>
<tr>
<td>Manning Ford Scholarship</td>
<td>$220</td>
<td>$1,990</td>
<td>$2,660</td>
<td></td>
</tr>
<tr>
<td>Foundation Unrestricted</td>
<td>$107</td>
<td>$1,008</td>
<td>$3,740</td>
<td></td>
</tr>
<tr>
<td>Bob &amp; Rosemary Carter Scholarship</td>
<td>$1,000</td>
<td>$1,000</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Janice Langdon Scholarship</td>
<td>$ -</td>
<td>$1,000</td>
<td>$1,500</td>
<td></td>
</tr>
<tr>
<td>Lakers Athletic Fund</td>
<td>$138</td>
<td>$873</td>
<td>$2,900</td>
<td></td>
</tr>
<tr>
<td>Women's Basketball</td>
<td>$ -</td>
<td>$850</td>
<td>$450</td>
<td></td>
</tr>
<tr>
<td>Stack Memorial</td>
<td>$ -</td>
<td>$813</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Student Showcase</td>
<td>$ -</td>
<td>$750</td>
<td>$1,500</td>
<td></td>
</tr>
<tr>
<td>Grabmeyer Scholarship</td>
<td>$70</td>
<td>$662</td>
<td>$455</td>
<td></td>
</tr>
<tr>
<td>Men's Bowling</td>
<td>$ -</td>
<td>$660</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Women's Bowling</td>
<td>$ -</td>
<td>$660</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Retirees Scholarship</td>
<td>$ -</td>
<td>$625</td>
<td>$2,350</td>
<td></td>
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<tr>
<td>Computer Info Systems Scholarship</td>
<td>$ -</td>
<td>$500</td>
<td>$500</td>
<td></td>
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<tr>
<td>Students of Promise Scholarship</td>
<td>$ -</td>
<td>$500</td>
<td>$500</td>
<td></td>
</tr>
<tr>
<td>Bender Scholarship</td>
<td>$ -</td>
<td>$500</td>
<td>$500</td>
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<tr>
<td>Glenn Berry Scholarship</td>
<td>$475</td>
<td>$475</td>
<td>$100</td>
<td></td>
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<tr>
<td>International Student Fund</td>
<td>$50</td>
<td>$475</td>
<td>$150</td>
<td></td>
</tr>
<tr>
<td>Campus Cupboard</td>
<td>$85</td>
<td>$445</td>
<td>$1,066</td>
<td></td>
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<tr>
<td>Tech Center Fund</td>
<td>$77</td>
<td>$385</td>
<td>-</td>
<td></td>
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<tr>
<td>Myers Memorial Scholarship</td>
<td>$ -</td>
<td>$350</td>
<td>$250</td>
<td></td>
</tr>
<tr>
<td>Men's Basketball</td>
<td>$ -</td>
<td>$253</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Christopher and Estelle Smith Scholarship</td>
<td>$ -</td>
<td>$250</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Licky Chemistry Scholarship</td>
<td>$250</td>
<td>$250</td>
<td>-</td>
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<tr>
<td>Mark Wilson Scholarship</td>
<td>$ -</td>
<td>$200</td>
<td>$200</td>
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<tr>
<td>McDonald Scholarship</td>
<td>$20</td>
<td>$190</td>
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<td>Clare County MARSP Scholarship</td>
<td>$ -</td>
<td>$100</td>
<td>-</td>
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<tr>
<td>Men's Baseball</td>
<td>$ -</td>
<td>$100</td>
<td>-</td>
<td></td>
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<tr>
<td>Womens' Softball</td>
<td>$75</td>
<td>$75</td>
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<tr>
<td>Visiting Scholar</td>
<td>$2</td>
<td>$2</td>
<td>-</td>
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<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$22,631</strong></td>
<td><strong>$518,475</strong></td>
<td><strong>$373,639</strong></td>
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<tr>
<td>Eckerley Foundation Scholarship</td>
<td>$ -</td>
<td>$ -</td>
<td>$43,000</td>
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<tr>
<td>Harris Allied Health Scholarship</td>
<td>$ -</td>
<td>$ -</td>
<td>$11,000</td>
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<td>Mussell Endowment Scholarship</td>
<td>$ -</td>
<td>$ -</td>
<td>$10,186</td>
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<tr>
<td>Jerry Freeland Scholarship</td>
<td>$ -</td>
<td>$ -</td>
<td>$3,075</td>
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<tr>
<td>Isabella 8th Grade Girls Lunch</td>
<td>$ -</td>
<td>$ -</td>
<td>$2,813</td>
<td></td>
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<tr>
<td>Christina Swan Memorial Scholarship</td>
<td>$ -</td>
<td>$ -</td>
<td>$1,500</td>
<td></td>
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<tr>
<td>VanDeventer Adult Incentive Award</td>
<td>$ -</td>
<td>$ -</td>
<td>$1,200</td>
<td></td>
</tr>
<tr>
<td>Tandem Family Scholarship</td>
<td>$ -</td>
<td>$ -</td>
<td>$1,000</td>
<td></td>
</tr>
<tr>
<td>Cross Country</td>
<td>$ -</td>
<td>$ -</td>
<td>$700</td>
<td></td>
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<tr>
<td>Merlin &amp; Lillian Meyer Scholarship</td>
<td>$ -</td>
<td>$ -</td>
<td>$500</td>
<td></td>
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<tr>
<td>Foundation Honorarium</td>
<td>$ -</td>
<td>$ -</td>
<td>$300</td>
<td></td>
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<tr>
<td>Jean Willis OIS Scholarship</td>
<td>$ -</td>
<td>$ -</td>
<td>$300</td>
<td></td>
</tr>
<tr>
<td>Mise Fundraisers</td>
<td>$ -</td>
<td>$ -</td>
<td>$250</td>
<td></td>
</tr>
<tr>
<td>Trail Maintenance/Trail Run</td>
<td>$ -</td>
<td>$ -</td>
<td>$200</td>
<td></td>
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<tr>
<td>Buy A Brick</td>
<td>$ -</td>
<td>$ -</td>
<td>$125</td>
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<td><strong>Subtotal</strong></td>
<td><strong>$ -</strong></td>
<td><strong>$ -</strong></td>
<td><strong>$76,149</strong></td>
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<tr>
<td><strong>Total</strong></td>
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<td><strong>$518,475</strong></td>
<td><strong>$449,788</strong></td>
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</tr>
<tr>
<td>Prior Year Contributions - current month</td>
<td>$12,054</td>
<td>$402,792</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>% Current Year to Prior Year</td>
<td>87.7%</td>
<td>28.7%</td>
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<td></td>
</tr>
<tr>
<td>Prior Year Contributions - current month (Same Contributors)</td>
<td>$11,054</td>
<td>$334,768</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>% Current Year to Prior Year</td>
<td>104.7%</td>
<td>54.9%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
TO: Board of Trustees
FROM: Lori Fassett, Associate VP of Human Resources
SUBJECT: Staffing Update, May 7, 2019 Board Meeting
DATE: April 19, 2019

FULL-TIME NEW HIRES:
N/A

NEW PART-TIME AND STUDENT EMPLOYEES:

Melissa Benchley – Assistant Women’s Basketball Coach  Effective: 03/01/2019
Jasmyn Dailey – Work Study Financial Aid  Effective: 03/18/2019
Tammy Gingery – Tutor Science (EDUStaff)  Effective: 03/19/2019
Anthony Demasi – Adjunct Business/Econ/Social Science (EDUStaff)  Effective: 05/13/2019
Paige Gould – Adjunct Accounting (EDUStaff)  Effective: 04/02/2019
Travis Hynson – Auto Lab Tech (EDUStaff)  Effective: 04/01/2019
Michael Klosowski – Adjunct Accounting (EDUStaff)  Effective: 08/24/2019
Craig Owens – Work Study Security Operations  Effective: 04/10/2019
Shelby Raymond – Work Study Admissions  Effective: 04/08/2019

INTERNAL TRANSFERS:
None

SEPARATIONS:

Haley Bay – Work Study Financial Aid  Effective: 03/18/2019
Joseph Dietsch – Work Study Facilities  
Effective: 03/12/2019

Alyssa Shalabi – Student Worker Human Resources  
Effective: 03/28/2019

Brett Collins – Learning Services Instructor Support (EDUStaff)  
Effective: 03/29/2019

Jeremy Carrier – Procurement Specialist  
Effective: 04/05/2019

Lexi Strope – Student Worker Admissions/Enrollment  
Effective: 04/04/2019

VACANCIES:

Adjunct Accounting (part-time)  
Posted

Adjunct Criminal Justice (part-time)  
Posted

Adjunct Early Childhood Education Huron ISD (part-time)  
Posted

Adjunct Economics (part-time)  
Posted

Adjunct Machine Tool/INDS (part-time)  
Posted

Adjunct Nursing – General (part-time)  
Posted

Adjunct Physical Science (part-time)  
Posted

Adjunct Physical Therapy Assistant (part-time)  
Posted

Adjunct Psychology Huron ISD, Bad Axe MI (part-time)  
Posted

Adjunct Sociology (part-time)  
Posted

Adjunct Web Design (part-time)  
Posted

Adjunct Welding (part-time)  
Posted

Automotive Lab Technician (part-time)  
Posted

Enrollment Management Specialist (full-time)  
Posted
<table>
<thead>
<tr>
<th>Position</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td>Head Coach – Cross Country (part-time)</td>
<td>Posted</td>
</tr>
<tr>
<td>HRA Lab Technician (part-time)</td>
<td>Posted</td>
</tr>
<tr>
<td>International Programs Coordinator (full-time)</td>
<td>Interviewing</td>
</tr>
<tr>
<td>Nursing Faculty (full-time)</td>
<td>Posted</td>
</tr>
<tr>
<td>Phlebotomy Instructor – Big Rapids (part-time)</td>
<td>Filled</td>
</tr>
<tr>
<td>Phlebotomy Instructor – Bad Axe (part-time)</td>
<td>Filled</td>
</tr>
<tr>
<td>TRiO/SSS Academic Success Coach (part-time)</td>
<td>Interviewing</td>
</tr>
</tbody>
</table>
Unfinished Business

Item IV-A: Harrison Campus Renovations

Presenter: Vice President Frick

Board Consideration: Information

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

Recommendation:

None.
New Business

Item V-A: Correspondence and Announcements

Presenter: President Hammond

Board Consideration: Information

Announcements may be made at this time.

1. An adjustment has been made to the College's academic calendar as presented to the Board on November 6, 2018. The end dates for Spring Break each year should be as follows: March 13, 2020; March 12, 2021; March 22, 2022.

2. Approval of the College's Title IV application by the U.S. Department of Education.

3. ESGR Above and Beyond Awards; MSU Extension Partnership Awards

Recommendation:

None.
New Business

Item V-B: Administrative Retirement Incentive

Presenter: Vice President Frick

Board Consideration: Information/Action

Vice President of Finance and Administrative Services Lillian Frick will be presenting a proposal to approve the Administrative Retirement Incentive for William Whitman per policy 407.08 based on the supporting documentation provided.

Recommendation:
It is recommended that the Board approve the Administrative Retirement Incentive as presented.
April 9, 2019

Board of Trustees
Mid Michigan College
1375 S. Clare Avenue
Harrison, Michigan  48625

Trustees,

I am offering this letter in support of Bill Whitman’s request to utilize the Administrative early retirement incentive as outlined in Board policy 407.08.

Bill will complete forty years of service to Mid Michigan College in June, just a week before his planned retirement. He began his career with the college as a grounds worker and worked his way up to hold the position of Director of Facilities for the past eighteen years. During his time as Director, Bill has led multiple large scale building projects and the college has more than doubled its physical footprint. Bill’s knowledge of Mid’s facilities is unparalleled and he will be greatly missed in the coming years and future projects.

I have thoroughly enjoyed working with Bill and being his direct supervisor the past eight years. He has taught me much about the art of facilities management and maintenance. He has been patient and long suffering with those less skilled in this area and he always protected the interests of the college.

Bill is well respected and admired by his team. Through his mentoring, many of them have expanded and honed their skills. They can be sure that he always has their back.

It is my honor and privilege to recommend Bill Whitman for the Administrative Early Retirement Incentive. Although Bill’s retirement will leave a large hole at Mid, he has worked hard to get to this point and I wish him well.

Thank you for your consideration.

Lillian K. Frick
VP for Finance & Facilities
April 9, 2019

MMC Board of Trustees

Notice of Retirement

I would like to start off by saying that I have had a wonderful and rewarding career at Mid Michigan College. Though I have looked forward to the day that I could retire it saddens me to leave all of the wonderful people I have had the privilege of working with. I can only hope that the college benefited from my employment as much as I have by working here.

Thank you for the numerous opportunities for professional and personal development that you have provided me over the past 40 years. I have enjoyed working for the College and appreciate the support provided me during my tenure with the organization.

I realize I am vacating my position during an extremely busy time for the organization, but I am very confident that there are qualified in-house staff to take my place. I will help in any way I can during the transition phase to make it as smooth as possible.

Again, I have enjoyed working with you and for you over the years. I wish all the best to the Board and the continued success of this amazing organization.

Yours sincerely,

William D. Whitman

William Whitman
Director of Facilities
April 2, 2019

MID Board of Trustees

LETTER OF INTENTION TO RETIRE

Pursuant to the retirement incentive program, as provided in the Board of Trustees Policy Manual dated August 3, 1993, as amended December 7, 1999 and any subsequent revisions per their effective date, I hereby resign my employment with Mid Michigan Community College and elect to retire effective June 30, 2019. I understand that the only benefit I will receive as a result of retiring early and waiving my employment rights is the special Retirement Incentive Program benefits, as set forth in the Board Policy Manual.

I agree and recognize that my relationship with the College is permanently and irrevocably severed as of my retirement date. I further agree that I will not apply for or otherwise seek full-time re-employment with Mid Michigan College and that the College has no obligation, contractual or otherwise, to re-employ me in the future.

I agree and recognize that my retirement is voluntary and, therefore, I am not entitled to any unemployment benefits. I further agree that I will not apply for or draw unemployment compensation. I will also notify the Michigan Employment Security Commission of this agreement.

In exchange for the special retirement benefits program and other consideration received by me under the Board Policy Manual, I further waive any claims arising from or relating to my employment or separation from employment including, without limitation, any claims arising under the Age Discrimination in Employment Act, but excluding any claim arising after the date of this Letter of Resignation. I further acknowledge that I have not incurred any physical or mental injuries during the course of my employment with the College which would be compensable under any Worker's Compensation Act for which I have not already received full compensation.

The foregoing waiver is made by me but shall also bind my heirs, executors, administrators, successor and assigns. The waiver will ensure to Mid Michigan College and also to its Board of Trustees, officers, employees, agents, and all predecessors, successors and assigns.

I understand that the special retirement program covers all full-time administrators who are covered by the Board Policy Manual and, who retire in accordance with the terms identified in the Administrative Retirement Incentive Program Policy.
I acknowledge that there are no agreements, other than the agreements referred to in this Letter of Resignation and the Board Policy Manual, with respect to my termination of employment or the benefits that I will receive upon termination of employment.

I acknowledge that I have been given a period of at least 45 days in which to consider this Letter of Separation, including the foregoing waiver, and that I have been advised to consult with an attorney before executing this Letter of Resignation.

I understand that for a period of seven (7) days following execution I may revoke this Letter of Resignation and waiver by notifying the College in writing. If not revoked in this manner, I understand this Letter of Resignation and the included waiver will become effective on the eighth day following its execution.

Dated: April 9, 2019

William D. Whitman
New Business

Item V-C: Outdoor Education Center

Presenter: Vice President Frick
Board Consideration: Information/Action

Vice President Lillian Frick will be presenting the updated bid packets for the Outdoor Education Center and requesting Board approval for the project.

Recommendation:

It is recommended that the Board approve the proposal for the Outdoor Education Center as presented.
April 24, 2019

Mid Michigan College
1375 South Clare Ave.
Harrison, MI 48917

Attention: Jeremiah Wagner, Project Director

RE: Mid Michigan College (MMC)
Outdoor Education Center
Hobbs+Black No. 17-727.03

Based on the limited construction funding available and subsequent discussions with the college relative to the requested project deductive alternates and contractor provide voluntary deductive alternates. We recommend taking the following scope deductive alternates and voluntary deductive alternate as itemized on the attached bid form:

1. Deduct Alternates 1, 3, 4, 5, 6, 7 & 8 for a total scope reduction value of $40,550.
2. Voluntary Deductive Alternate for providing and installing plywood and FRP panels in the amount of $7,500.

The total scope reduction items of $48,050 support a total contract value of $466,250. We believe that this provides the best opportunity for construction of the Outdoor Education Center in a way that maintains the integrity of the project for MMC.

Based on this review and subsequent post-bid interview conducted on April 23, 2019, we are recommending that Three Rivers Corporation be awarded the contract in the amount of Four Hundred Sixty-Six Thousand Two Hundred and Fifty Dollars ($466,250).

If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

HOBBS+BLACK ARCHITECTS

Martin H. Ruiter Jr. AIA, LEED AP
Project Manager

MHR:ame
Table 1. Bid Summary for the Outdoor Education Center

<table>
<thead>
<tr>
<th>Bidder</th>
<th>BASE BID</th>
<th>Total of Alternate Building Reductions</th>
<th>Voluntary Alternate Reductions</th>
<th>Bid Price After Alternates</th>
</tr>
</thead>
<tbody>
<tr>
<td>THREE RIVERS CORPORATION</td>
<td>$514,300.00</td>
<td>-$40,550.00</td>
<td>-$7,500.00</td>
<td>$466,250.00</td>
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<tr>
<td>GRAHAM CONSTRUCTION</td>
<td>$548,500.00</td>
<td>-$76,660.00</td>
<td>$0.00</td>
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<td>JBS CONTRACTING</td>
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<td>-$33,179.00</td>
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<td>SAJDAK CONTRACTOR</td>
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<td>-$24,372.00</td>
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<td>$485,628.00</td>
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<tr>
<td>GORDON CONSTRUCTION SERVICES</td>
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<td>-$24,697.00</td>
<td>$0.00</td>
<td>$509,303.00</td>
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<td>RCL CONSTRUCTION</td>
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<td>-$43,191.00</td>
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<td>GREEN CONSTRUCTION</td>
<td>$702,000.00</td>
<td>-$98,500.00</td>
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<td>$603,500.00</td>
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Table 2. Budget Details of the Outdoor Education Center

<table>
<thead>
<tr>
<th>Budget Item</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Construction Cost</td>
<td>$466,250.00</td>
</tr>
<tr>
<td>Architectural &amp; Engineering Fees</td>
<td>$34,000.00</td>
</tr>
<tr>
<td>Soil Boring</td>
<td>$3,500.00</td>
</tr>
<tr>
<td><strong>Total costs</strong></td>
<td><strong>$503,750.00</strong></td>
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<tr>
<td>Contingency 5.3%</td>
<td>$26,698.75</td>
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<tr>
<td><strong>Total Construction Cost with Contingency</strong></td>
<td><strong>$530,448.75</strong></td>
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</table>

<table>
<thead>
<tr>
<th>Secured Funds</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>USDA Matching Grant</td>
<td>$95,000.00</td>
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<tr>
<td>College Match for USDA Grant</td>
<td>$95,000.00</td>
</tr>
<tr>
<td>Gift from Mid Michigan College Foundation</td>
<td>$300,000.00</td>
</tr>
<tr>
<td><strong>Total Secured Funds</strong></td>
<td><strong>$490,000.00</strong></td>
</tr>
</tbody>
</table>

| Construction & Contingency over $490,000.00 | $40,448.75 |

We received 7 bids for the construction of the Outdoor Education Center building. After factoring in the alternate deductions, Three Rivers Corporation was the low bidder at $466,250.00. After our post-bid interview with Three Rivers Corporation on April 23, 2019, Martin Ruiter, Vice President with Hobbs + Black Architects, recommended that we award the contract to build the Outdoor Education center to Three Rivers Corporation in the amount of four hundred sixty-six thousand two hundred and fifty dollars ($466,250).

We have secured a total of $490,000 for the construction of the OEC, and require an additional $40,448.75 to cover the cost of Architectural and Engineering fees, soil boring fees, a 5.3% contingency. We are requesting that the Board approve the use of Building and Site funds to cover the remaining cost of the project up to $40,448.75.
Architectural Renditions of the Outdoor Education Center:
Good Afternoon,

Below is our State Architect's concurrence to bid award. Please make sure to let me know when you have the pre-construction meeting set for and I will do my best to attend.

Thanks.

Jackie

---

From: Ryan, James - RD, East Lansing, MI
Sent: Thursday, April 25, 2019
To: Morgan, Jackie - RD, West Branch, MI <jackie.morgan@usda.gov>
Subject: RE: Bid Award Recommendation

Jackie,

After reviewing the bid tabs presented by Hobbs & Black Architects I concur with their recommendation dated 4/24/19 awarding the contract for the Mid Michigan College project to Three Rivers Corp for the sum of $466,250.

If you have any questions or comments please let me know.

I look forward to the project starting.

Please print a copy of this email for your file.

Thank you,

James

Note: My new email address is james.ryan@usda.gov

James A. Ryan | State Architect
Rural Development
U.S. Department of Agriculture
3301 Coolidge Rd., Suite 200 | East Lansing, MI 48823
Phone: 517.324.5195 | Fax: 855.813.7741 | Cell: 269.275.4938
New Business

Item V-D: Four Day Work Week Proposal

Presenter: AVP Lori Fassett

Board Consideration: Information/Action

Associate Vice President Lori Fassett will be presenting the Board with a proposal for employees to work 10 hour work days in the months of June and July as a pilot program.

This proposal was developed by the Director’s Council in the College’s shared governance system in the fall semester of 2018 and forwarded to the College Council for consideration. College Council solicited further employee input and considered the final proposal, recommending it to the President on Friday, April 26, 2019.

Under this proposal, the College’s hours of operation from June 1 through August 1 would be 8:00 AM to 6:30 PM, Monday – Thursday. Staff supervisors would be allowed to approve flexible working hours for individual employees during this period as long as departmental operations function between 8:00 a.m. and 6:30 p.m., Monday – Thursday.

Recommendation:

It is recommended that the Board approve four day work week pilot for the months of June and July as presented.
New Business

Item V-E:  A Northern Tradition Update

Presenter: Vice President Scott Mertes  Board Consideration:  Information

Vice President Scott Mertes will provide an update on A Northern Tradition, which took place on April 14, at Jay’s Sporting Goods of Clare.

Recommendation:

None.
New Business

Item V-F:  Policy Change

Presenter: AVP Lori Fassett  

Board Consideration: Information

Associate Vice President Lori Fassett will be presenting the first reading of a request to renumber the Board Policy on Administrative Retirement Incentive from 407.08 to 408.03. This moves the Policy from the section on leave policies to the section on retirement.

Recommendation:

None. First policy reading, will be read again at the next Board Meeting.
## Board Comments

**Item VI-A: Calendar of Events**

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 8</td>
<td>College Council Retreat, Presentation by Schoolcraft President Dr. Conway Jeffress, Lunch in recognition of Mid’s Facilities Staff. Noon in Room 263 CLAB, Mt. Pleasant Campus.</td>
</tr>
<tr>
<td>May 9-10</td>
<td>MCCA President’s Meeting</td>
</tr>
<tr>
<td>May 17</td>
<td>MCCA Executive Committee Meeting, Lansing, MI</td>
</tr>
<tr>
<td>June 4</td>
<td>Board of Trustees Meeting, Houghton Room, Harrison Campus</td>
</tr>
<tr>
<td>June 28</td>
<td>Board of Trustees Meeting, PTK Honors, Community Room, Mt. Pleasant Campus</td>
</tr>
<tr>
<td>July 24-26</td>
<td>MCCA Summer Conference, Grand Traverse Resort, Acme, MI</td>
</tr>
<tr>
<td>Oct 3-4</td>
<td>MCCA Autumn Board of Directors Meeting, Petoskey, MI</td>
</tr>
<tr>
<td>Nov 14-15</td>
<td>MCCA President’s Meeting</td>
</tr>
<tr>
<td>Dec 6</td>
<td>MCCA Executive Committee Meeting, Lansing, MI</td>
</tr>
</tbody>
</table>

**Recommendation:**

None.
Board Comments

Item VI-B: Board Comments-Other Business

Presenter: Board Chair Jacobson

Board Consideration: Information

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

Recommendation:

None.