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

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

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

Guests: Dorothy Boge, Kirk Lehr, and Ray Horrocks

Agenda Item I: CALL TO ORDER

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

Agenda Item II: APPROVAL OF AGENDA

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

Agenda Item III: APPROVAL OF CONSENT ITEMS

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

Agenda Item V-A: CORRESPONDENCE AND ANNOUNCEMENTS

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

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

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

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

Agenda Item V-B: RECOMMENDED PURCHASES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Agenda Item V-D: RISK MANAGEMENT**

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

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

Information only, no action required.

**Agenda Item V-E: POLICY REVISION**

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

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

**Agenda Item V-F: EMPLOYEE ASSISTANCE PROGRAM PROPOSAL**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Agenda Item V-J: SECURITY SERVICES PROPOSAL

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

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

Agenda Item VI-A: CALENDAR OF EVENTS

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

Agenda Item VI-B: OTHER BUSINESS

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

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

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

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

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

Meeting adjourned at 9:30 p.m.

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

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Douglas A. Jacobson, Board Chair  Richard S. Allen, Jr., Secretary