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; Eric T. Kreckman, Trustee; Terry Petrongelli, Trustee; Kim Barnes, Executive Dean of Student & Academic Support Services; Lori Fassett, Executive Director of Personnel Services; Anthony Freds, Chief Information Officer; Lillian K. Frick, Vice President of Finance and Administrative Services; L. Scott Govitz, Executive Director of Economic and Workforce Development; Christine M. Hammond, Ph.D., President; Michael W. Jankoviak, Ph.D., Vice President of Academic Services; Matt Miller, Ed.D., Vice President Student & Community Relations;

Absent: Tonya Clayton, Executive Assistant to the President and Board of Trustees; Bob Elmore, Faculty Senate President; James Dinkens, ESPA President;

Guests:  Brandon Kish, Kirk Lehr, Corey Goethe, Dorothy Boge

**Agenda Item I: CALL TO ORDER**

The Board Chair called the meeting to order at 7:32 p.m.  There were no public comments from the guests.

**Agenda Item II: APPROVAL OF AGENDA**

The Board Chair stated a closed session would be added to the end of the meeting. With no further comments regarding the revised agenda, the Board Chair stated that the revised agenda stands as approved.

**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**

President Hammond reviewed the correspondence items and stated the Systems Portfolio is due January 2018. In addition, she provided information about the June 26 Legislative Breakfast.

**Agenda Item V-B: CURRICULUM COMMITTEE RECOMMENDATIONS: 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, 2017.

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

**Agenda Item V-C: BLANKET PURCHASE ORDER – AUXILIARY SERVICES**

Vice President Frick informed the Board that historically the Auxiliary Services department has not brought a request for purchase to the board when purchasing inventory items. As a matter of full disclosure and transparency, Ms. Frick reviewed the list of purchases from major vendors for 2016-17 and the projected need for 2017-18.

A motion was made by Trustee Mussell to approve the estimated purchase amounts provided during the meeting. Seconded by Trustee Kreckman. All ayes; motion carried.
Vice President Frick reminded the Board that in February 2015, the Board approved a three-year proposal from Plante Moran for audit services. The total audit fees for the fiscal year 2016-17 are $56,500 as follows:

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual financial audit, including financial aid</td>
<td>$51,500</td>
</tr>
<tr>
<td>Preparation of the Form 990 for MMCC Foundation</td>
<td>$2,500</td>
</tr>
<tr>
<td>GASB 68 work</td>
<td>$2,500</td>
</tr>
</tbody>
</table>

The above costs for 2016-17 represent a 2% increase for the financial audit and the Foundation 990 work while the GASB 68 cost remained constant.

College administration executed the engagement letter with Plante Moran for the required 2016-17 audit services.

A motion was made by Trustee Mussell to approve the audit fee at a cost of $56,000 seconded by Trustee Kreckman. All ayes; motion carried.

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. Mid-Michigan Community College has been a Member of MCCRMA since December 4, 1985. Currently 19 of Michigan’s 28 public community colleges are members of the MCCRMA.

For the 2016-17 policy year, Mid Michigan’s total contribution is $151,749. This represents a 6.4% decrease from the current year contribution of $161,494. The college currently has member funds on deposit reserved for IBNR claims of $877,744, which is consistent with schools of comparable size.

Director of Library & Learning Services, Corey Goethe, presented the EBSCO subscription renewal.

EBSCO is a research database that is utilized by many students, faculty, and staff. EBSCO also encompasses the database CINAHL, which is a database designed for health occupations and is the database of choice for our nursing students and staff. Other departments that utilize EBSCO include the sciences for Biology and Chemistry along with English, Physical Therapy, Psychology, Business, Early Childhood Education, Pharmacy Tech, and Computer Information Science courses. Over the course of the 2016 calendar year, the college had 88,503 searches in EBSCO.

The subscription is for July 1, 2017 – June 30, 2018 at a cost of $24,038.00 and will be paid for using the electronic resources fund.

A motion was made by Trustee Petrongelli to approve the EBSCO subscription renewal at a cost of $24,038.00. Seconded by Trustee Kreckman. All ayes; motion carried.

Director Lehr presented the Ellucian Maintenance Contract renewal request. This contract is up for yearly renewal and includes tech support, patches and new releases for the software at a total cost of $184,866.00. Mr. Lehr
reviewed the breakdown of the costs with the Board. Funds are already budgeted in the Institutional Technology Fund.

A motion was made by Trustee Kreckman to approve the Ellucian Maintenance Contract for 2017-2018 at a cost of $184,866.00. Seconded by Trustee Mussell. All ayes; motion carried.

**Agenda Item V-H: INTERNET SERVICES FOR 2017-2018**

Director Lehr presented the Internet Services for 2017 - 2018 request. MMCC’s internet service, provided by Winn Telecom, is currently at 200Mbits. It was recommended to stay at this level of service and then evaluate over the next year to see if an increase is needed. The cost is the same as this past year, which is $2,000 a month for internet and a one-time $25,000 for network and firewall support, bringing the total to $26,500.00 for the year. Funding will come from the Institutional Tech Funds.

A motion was made by Trustee Petrongelli to approve the internet services purchase from Winn Telecom at a cost of $26,500 for the 2017-2018 year. Seconded by Trustee Allen. 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**

A motion was made by Trustee Mussell to adjourn to closed session at 8:14 p.m. to discuss personnel. Supported by Trustee Kreckman. A roll call vote showed ayes from Trustees Kreckman, Bay, Metzger, Jacobson, Mussell, Allen, and Petrongelli.

The Board returned to regular session at 8:55 p.m.

Meeting adjourned at 8:55 p.m.

Recording Secretary,  
Kim Barnes  
Executive Dean of Student & Academic Support Services