The meeting took place room 102 of the Center for Medical Imaging Studies, 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; Terry Petrongelli, Trustee; Kim Barnes, Executive Dean of Student & Academic Support Services; Tonya Clayton, Executive Assistant to the President and Board of Trustees; Jennifer Fager, Vice President of Academic Services; Lori Fassett, Executive Director of Personnel Services; Christine M. Hammond, Ph.D., President; Michael W. Jankoviak, Ph.D., Vice President of Accreditation, Quality Assurance, and Institutional Research; Matt Miller, Ed.D., Vice President Student & Community Relations;

Absent: Eric T. Kreckman, Trustee; 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; Bob Elmore, Faculty Senate President; Char Keel, ESPA President;

Guests: Maggie Magoon, Dean of Health Sciences; Shawn Troy, Dean of Occupational and Technical Programs; Kirk Lehr, Director of I.T.

Agenda Item I: CALL TO ORDER

The Board Chair called the meeting to order at 7:42 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.

Discussion took place concerning EduStaff and part time employee benefits.

Agenda Item IV-A: ENROLLMENT UPDATE

Vice President Miller provided a fall 2017 enrollment update to the Board. The final fall 2017 billing hours came in at 1.8% down from the fall 2016 billing hours. The college budget was based on a 4% decline. Online course enrollment grew by 73 students.

Discussion took place concerning enrollment targets, dual enrollment numbers, international students and additional enrollment items.

Agenda Item V-A: CORRESPONDENCE AND ANNOUNCEMENTS

The Board Chair reviewed the correspondence items.

Agenda Item V-B: ACADEMIC CALENDAR

Executive Dean Barnes reviewed the academic calendar for fall 2017 through Summer 2019.

A motion was made by Trustee Allen to adopt the calendar. Seconded by Trustee Bay. All ayes; motion carried.
Agenda Item V-C: PURCHASE REQUESTS

Executive Director Barnes presented the Security Camera purchase request. The Academic Council and the Campus Safety and Security Committee have recommended camera installation in the testing center to ensure academic integrity in testing and on the buildings to provide video of the parking lot areas on both campuses. These monitors will be used for video recording with recordings being kept for 29 days. Security Corporation has bid to install 14 camera’s was $27,075.20. This purchase will be funded by the building and site fund.

Discussion took place concerning the purchase of these cameras.

A motion was made by Trustee Bay to approve the purchase and installation of 14 cameras by Security Corporation at a cost of $27,075.20. Seconded by Trustee Mussell. All ayes; motion carried.

Dean Troy presented the welding supplies purchase request. Every few years, the college sends a request for bids for Welding materials and supplies to ensure the college is getting the most competitive prices for materials needed for the Welding Program. Airgas Great Lakes submitted a bid for a three-year agreement at a cost of $52,726.50. The purchase will be funded by the welding material and supplies fund.

A motion was made by Trustee Allen to approve the three-year contact with Airgas Great Lakes at a cost of $52,726.50. Seconded by Trustee Mussell. All ayes; motion carried.

Director Lehr presented the Microsoft Campus Agreement Renewal with CDWG. The Microsoft campus agreement allows MMCC to upgrade to the latest versions of Windows Desktop, Windows Server, SQL Server, MS Office, and other programs on all campus computers and allows us to add other Microsoft software to the agreement at any time as needed.

The Regional Educational Media Center (REMC) Association for K12 and Community Colleges negotiated the cost of the one-year renewal to be $20,483.45. Funds will come from the Institutional Technology fund.

A motion was made by Trustee Allen to approve the one-year renewal with CDWG at a cost of $20,483.45. Seconded by Trustee Petrongelli. All ayes; motion carried.

Dean Magoon presented the Nursing HESI – Division of Elsevier, Inc Purchase. Each academic year, HESI provides entrance exams and semester modules for students in the Nursing program at MMCC. Potential Nursing students pay for the entrance exam directly to the college. Semester module expenses are collected from student fees. The total cost for 96 students over 5 semesters, and 77 entrance exams is $99,754.00. Funds are budgeted in the Testing: Nursing Education fund. HESI is a single source vendor. The cost is per student, based on cohort and semester.

A motion was made by Trustee Allen to approve the HESI – Division of Elsevier, Inc. purchase to provide entrance exams and semester modules for students at a cost of $99,754.00. Seconded by Trustee Petrongelli. All ayes; motion carried.

Agenda Item V-D: LOCAL STRATEGIC VALUE RESOLUTION

The Board Chair presented the Local Strategic Value Resolution to the Board. The law requires the MMCC Board of Trustees to pass a resolution certifying that the college meets four out of five of the best practice standards under each of the three categories.
A motion was made by Trustee Mussell and seconded by Trustee Allen to approve the Local Strategic Value Resolution. Roll call vote showed ayes from Trustees Bay, Metzger, Jacobson, Allen, Petrongelli, and Mussell. Trustee Kreckman was absent. Motion carried.

**Agenda Item V-E: PARTNERSHIP INITIATIVE**

President Hammond reviewed the continuous Quality Improvement Network (CQIN) and Business Innovation Factory (BIF) Partnership Initiative with the Board. Dr. Hammond stated this partnership would assist the Board in the coming decision of the sustainability of the Harrison campus. The cost to participate in the Design Sprint Phase of the partnership is $26,000 and three or four trustees are expected to participate in the meetings.

A motion was made by Trustee Petrongelli to approve the partnership as presented. 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**

Discussion took place concerning the upcoming Board Retreat being held October 20-21, 2017.

Vice President Miller responded to a request for information from Trustee Petrongelli concerning the 25th Annual Fall Festival. The Festival was held September 17. The college served just over 1,350 meals and raised $21,000 for student scholarships. These numbers were down from last year. Dr. Miller and the Scholarship and Grant committee are looking for input as to what caused a drop in participation.

Trustee Petrongelli thanked all of the staff, faculty, and their families for organizing and assisting with such a great event.

The Board Chair solicited feedback from the Trustees concerning sending a letter to local school districts to begin a discussion of starting a Local College Access Network in the area. There were no objections from the Board. The Board Chair will proceed with a letter.

The Board Chair stated the trustees would move into closed session for the purpose of discussing litigation.

A motion was made by Trustee Allen to adjourn to closed session at 8:46 p.m. Supported by Trustee Mussell. A roll call vote showed ayes from Trustees Bay, Metzger, Jacobson, Allen, Petrongelli, and Mussell, with Trustee Kreckman absent.

The Board returned to regular session at 9:05 p.m.

Meeting adjourned at 9:05 p.m.

Recording Secretary,
Tonya Clayton
Executive Assistant to the President and Board of Trustees

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