The meeting took place in the Superior 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; 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; Matt Miller, Ed.D., Vice President Student & Community Relations; 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: L. Scott Govitz, Executive Director of Economic and Workforce Development; Kim Barnes, Executive Dean of Student & Academic Support Services;

Guests: Maggie Magoon, Amanda Wismer, Jessica Gordon, Dave Dreyer, Tony Fox, Kirk Lehr, and Dorothy Boge.

Agenda Item I: CALL TO ORDER

The Board Chair called the meeting to order at 7:15 p.m. There were no public comments from the guests.

Agenda Item II: APPROVAL OF AGENDA

The Board Chair stated an Executive Session would take place after Agenda Item III.

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.

Board Chair Jacobson introduced Lori Fassett, Executive Director of Personnel Services, to the Board. Lori provided a brief introduction stating she has prior community college experience from her time at Glen Oaks Community College. Ms. Fassett thanked Carolyn Bay and her family for the support with the transition and stated she was excited to be at MMCC.

The Board Chair stated the trustees would move into executive session for the purpose of a property discussion.

A motion was made by Trustee Allen to adjourn to executive Session at 7:20 p.m. Supported by Trustee Bay. A roll call vote showed ayes from Trustees Kreckman, Bay, Metzger, Jacobson, Allen, Petrongelli, and Mussell.

The Board returned to regular session at 8:01 pm.

A motion was made by Trustee Kreckman to accept the purchase agreement to sell the property located at 5805 Pickard Street in Mt. Pleasant to the Saginaw Chippewa Tribe for $4.2 million. Seconded by Trustee Bay. Five ayes, two nays; motion carried.

The Board Chair advised Mr. Dreyer to present the purchase agreement to the Saginaw Chippewa Tribe.
AGENDA ITEM V-A: CORRESPONDENCE AND ANNOUNCEMENTS

The Board Chair reviewed the two thank you notes as part of the correspondence items.

President Hammond informed the Board of discussions that have taken place concerning the best way to represent the Human Resources department. The Human Resources department will now be called Personnel Services to be consistent with other departments on campus such as Academic Services and Student Services.

AGENDA ITEM V-B: ENROLLMENT REPORT

Vice President Miller provided a winter 2016 enrollment report. Contact billing hours are down 2.3% at this time. The college’s budget is set at a 6% decline. Enrollment rates at other community college were discussed.

AGENDA ITEM V-C: NAMING OPPORTUNITY

Board Policy (309.01-Naming Policy) dictates that all named areas will be approved by the Board of Trustees. When a donor indicates an interest in naming a room, the request is brought before the Board for approval. Once approved, the President and VP of Student & Community Relations will work with the donor on an acceptable name and plan for recognition.

The following request for naming has been made:

<table>
<thead>
<tr>
<th>Donor</th>
<th>Gift</th>
<th>Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ed Haynack</td>
<td>$100,000</td>
<td>Harrison Campus – Michigan Room</td>
</tr>
</tbody>
</table>

Ed Haynack has requested to rename the *Michigan Room* the *Ester C. Conference Room* after his late wife. Ed and Ester taught dance classes in the Michigan room years ago. The investment income from this donation will fund community engagement activities in the future.

Trustees Petrongelli and Metzger and Vice President Jankoviak have all taken dance classes in the Michigan room.

A motion was made by Trustee Petrongelli to approve the naming opportunity as presented. Seconded by Trustee Metzger. All ayes; motion carried.

The Board Chair requested Vice President Miller draft a letter from the Board to Ed Haynack and have Trustees Petrongelli and Metzger sign it on behalf of the Board.

Vice President Miller informed the Board that a dedication ceremony will be held in the coming months.

AGENDA ITEM V-D: MARKETING AND RECRUITING CONSULTANT

Jessie Gordon, Director of Marketing and Admissions, presented the marking and recruiting consultant contract proposals.

MMCC submitted an RFP for a strategic assessment of the College’s marketing and recruiting efforts and recommendations for related activities, specifically an assessment with recommendations that are evidence-based and inclusive of both quantitative and qualitative components.

The RFP required that all requests include the following steps:

- A full review of MMCC’s marketing and recruiting collaterals, processes, personnel, and activities
- An analysis of MMCC’s data, as well as national and statewide data for benchmarking
• A site visit for qualitative information gathering which involves various stakeholders, including students
• A finished report, presented on March 14th to admissions and marketing personnel and to College Council
• A six month follow up with associated recommendations for further improvements

It is anticipated that the selected firm’s final report would include actionable recommendations to improve prospect management systems and increase MMCC’s admissions’ yield, improve recruiting in key markets, decrease barriers in student onboarding, increase registrations through improved communication with students across the admissions-to-enrollment period, and maximize use of online and social media tools. In addition, a summary of the department’s staffing model and resources with recommendations for change should also be included.

A recommendation was made to award the consulting contract to Stamats at a cost not to exceed $44,900. Funds are currently allocated in the marketing budget for a consultant.

A motion was made by Trustee Petrongelli to approve the consulting contract to Stamats at a cost not to exceed $44,900. All ayes; motion carried.

Agenda Item V-E: FACILITIES COMMITTEE RECOMMENDATION

Vice President Frick provided a recap of the Facilities Committee meeting held earlier this evening. Three potential projects were discussed including the redesign of the drain field, front parking lot and drive on the Harrison campus. The drain field is over 40 years old, deteriorating, and has hit capacity. The front parking lot and drive through campus configurations are not functional according to the Campus Master Plan as there are numerous islands and one aisle that has a dead end. The drive through campus causes a disruption to the pedestrian flow causing safety issues for students and cars drive over the sewer and water lines driving the frost deeper into the ground and freezing the pipes each year.

It was recommended the College contract with Rowe Professional Services Company to design and provide cost estimates to complete these projects. Cost to design the new drainage field is $11,500, the new parking lot is $11,600, and the redesign of the drive is $13,250. Total cost would be $36,350 for design recommendations and cost estimates. If all three are completed at the same time there would be a discount of $2,500 reducing the cost to $33,850. The funding for this project will come from the building and site fund.

The Board Chair suggested Rowe Professional Services Company investigate ways to reduces the college’s water consumption with eco-friendly options.

A motion was made by Trustee Metzger to approve the contract with Rowe Professional Services Company as recommended at a cost of $33,850. Seconded by Trustee Mussell. All ayes; motion carried.

Agenda Item V-F: CMMA AGREEMENT

President Hammond informed the Board that MMCC is entering in to an affiliation agreement with the Central Michigan Manufactures Association (CMMA). Jim Shoemaker, President of the CMMA, and Bill Henderson, CMMA member, are great advocates of MMCC and the MMCC Foundation. The CMMA has hired an executive director to increase and expand their membership. The CMMA has named Harry Leaver as the Executive Director, and he will work out of the Morey Technical Education Center. Mr. Leaver will also be working with MMCC on program development, identifying adjuncts and promoting manufacturing in the area. MMCC hopes to see increased enrollment and short term training as a result of the partnership.
Agenda Item V-G: RECOMMENDED PURCHASES

1. VMware Upgrade – Kirk Lehr, Director of I.T. informed the Board that MMCC currently uses the free version of this software which allows the college to operate many servers (called virtual servers) on a physical computer. With the current VMware software environment the management of the virtual servers is complex and lacks fail-over capabilities. The upgrade of the VMware software will allow better management and increased reliability of our server environment in the following ways: a better management of the virtual servers in how they utilize computing resources, automatic fail-over if one of the physical computers fails, and the ability to upgrade the VMware software on each of the physical computers without any downtime of the many virtual servers running on the physical computer.

A recommendation was made to purchase the upgrade from CDWG for a total project cost of $36,678.82. Funding for the purchase will come from institutional tech funds. The training budget of $10,000 will not necessarily come from CDWG. The cost of training is $3,500 -$4,000 per person and is online.

2. Conference Room Upgrades – Kirk Lehr, Director of I.T., informed the Board of three conference rooms that are either in need of updating to newer technology or are in need of reconfiguration due to layout changes. The rooms are as follows:

   The Huron Room on the Harrison campus needs to be updated due to age of equipment. The most recent update was in 2004.

   The Superior room technology needs to be reconfigured to work better with the new layout.

   The Morey Technical Education Center conference room is in need of sound and a projector system added to improve presentations in that room. The initial plan for this room was to use a video conference unit provided by the MSU extension office but the TV on that unit was only 32” therefore not big enough for viewing presentations.

A recommendation was made to accept the low bid from MOSS Telecom at a cost of $38,961.46. The funding for this project will come from institutional tech funds.

3. Physical Therapist Assistant Program Equipment – Amanda Wismer, Physical Therapist Assistant Program Director, presented the purchase to the Board. Currently the Physical Therapist Assistant (PTA) program has students in the program every other year. All students who have graduated the program are employed and are passing their boards.

   The program has worked off of a three year average when reporting to the accrediting agency in past years. Due to changes in accreditation standards, the program is now tied to a two year average. Because of this change and the limited number of student in the program, if the program has a bad year for the required reported metrics (graduation rate, licensure rate and employment) the accrediting agency puts the program in to a probation status. Due to these changes, the college has decided to increase admissions into the PTA Program to annually, with 18 students each fall. This will provide the program with a new cohort each year and will allow the numbers to balance out. A majority of schools in the country run their programs this way.

   Due to the increase of students, the program will need additional equipment for the students to use in the labs. The additional equipment will provide the students with vital practice time before they attend their clinical education.
A recommendation was made to approve the PTA equipment purchase from the various vendors listed on the bid tallies for a total cost of $55,004.77. The funding for this purchase will come from program development funds.

4. Michigan Office Solutions—Vice President Frick informed the Board that the College has been working with Michigan Office Solutions for copier and printer services across the college since 2011. The current lease expires in May 2019, but the College has an opportunity to recognize savings while upgrading machines and extending the agreement period through 2020. The Information Technology department will be working with all departments on campus to ensure that needs are being met and services are optimal under this new agreement and will have opportunity to make modifications to equipment placed over the next couple of months.

It is recommended the Board extend the lease with Michigan Office Solutions (MOS) until December 31, 2020. By extending the lease, MOS will replace all of the equipment at MMCC and hold service rates at the same level as today. The cost of the lease is $138,000 for service, toners and supplies and $107,000 for the equipment. It was noted that the number of color copies are incorrect on the draft lease provided.

The College will send out a request for proposals in 2019 to acquire competitive bids for equipment and services to begin in 2020.

A motion was made by Trustee Mussell to approve all purchases as recommended. All ayes; motion carried.

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

The Board Chair reviewed the calendar of events for upcoming months and encouraged trustees to attend the Legislative Summit on January 28th.

The Board Chair informed the trustees of Senate Bill 571 and asked them to consider writing to their legislators.

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

Trustee Bay shared with the Board that Vice President Jankoviak presented to the Gladwin Rotary earlier in the day. The audience listened intently and discussed MMCC’s goals and current projects. Ms. Bay congratulated Mr. Jankoviak and thanked him for doing a wonderful job.

Trustee Mussell led a discussion concerning the location of the Board meetings in the future.

Meeting adjourned at 9:02 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