The June Board Workshop/Meeting schedule will be as follows:

1. 6:00 p.m. – Dinner - Cafeteria

2. 6:30 p.m. – Magen Gombosh, Adjunct Instructor - Psychology; Ray Horrocks, Adjunct Instructor – English; and Iliana Miller, Full Time Communications Instructor will present on the Threshold Concept: The Meyer and Land Threshold Concept. These three instructors, in addition to Don Stabenow, presented this information at the MCCA 2015 Student Success Summit in last October. – Houghton Room

3. 7:00 p.m. – The regular board meeting will be called to order – Houghton Room
## MID MICHIGAN COMMUNITY COLLEGE

**Board of Trustees Regular Meeting**

*Harrison, MI 48625 and Mt. Pleasant, MI 48858*

*June 7, 2016*

Houghton Room – Harrison Campus

<table>
<thead>
<tr>
<th>Topic</th>
<th>Presenter</th>
<th>Action/Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>I. Call to Order</strong></td>
<td>Chairman Jacobson</td>
<td>Action</td>
</tr>
<tr>
<td>A. Welcome</td>
<td>Chairman Jacobson</td>
<td>Information</td>
</tr>
<tr>
<td>B. Public Comments</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>II. Approval of Agenda</strong></td>
<td>Chairman Jacobson</td>
<td>Action</td>
</tr>
<tr>
<td><strong>III. Approval of Consent Items</strong></td>
<td>Chairman Jacobson</td>
<td>Action</td>
</tr>
<tr>
<td>A. Minutes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Monthly Financial Report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Monthly Personnel Report</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>IV. Old Business</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. None</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>V. New Business</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Correspondence and Announcements</td>
<td>Hammond</td>
<td>Information</td>
</tr>
<tr>
<td>B. Recommended Purchases</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Annual Computer Purchase</td>
<td>Lehr</td>
<td>Action</td>
</tr>
<tr>
<td>2. Ellucian Maintenance Contract</td>
<td>Lehr</td>
<td>Action</td>
</tr>
<tr>
<td>3. Trash Removal</td>
<td>Frick</td>
<td>Action</td>
</tr>
<tr>
<td>4. Door Locks</td>
<td>Frick</td>
<td>Action</td>
</tr>
<tr>
<td>5. Electronic Upgrades</td>
<td>Frick</td>
<td>Action</td>
</tr>
<tr>
<td>C. Curriculum Committee Recommendation: Curriculum Changes</td>
<td>Jankoviak</td>
<td>Action</td>
</tr>
<tr>
<td>D. Risk Management</td>
<td>Frick</td>
<td>Information</td>
</tr>
<tr>
<td>E. Policy Revision</td>
<td>Frick</td>
<td>Information</td>
</tr>
<tr>
<td>F. Employee Assistance Program Proposal</td>
<td>Hammond</td>
<td>Action</td>
</tr>
<tr>
<td>G. EduStaff Proposal</td>
<td>Hammond</td>
<td>Action</td>
</tr>
<tr>
<td>H. Retirement Incentive Proposal</td>
<td>Hammond</td>
<td>Action</td>
</tr>
<tr>
<td>I. Optional Retirement Plan Employer Contribution Proposal</td>
<td>Hammond</td>
<td>Action</td>
</tr>
<tr>
<td>J. Security Services Proposal</td>
<td>Hammond</td>
<td>Action</td>
</tr>
<tr>
<td><strong>VI. Board Comments</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Calendar of Events</td>
<td>Chairman Jacobson</td>
<td>Information</td>
</tr>
<tr>
<td>B. Other Business</td>
<td>Chairman Jacobson</td>
<td>Information</td>
</tr>
<tr>
<td>1. 2016 MCCA Summer Conference</td>
<td>Chairman Jacobson</td>
<td>Information</td>
</tr>
<tr>
<td>2. Comments by Trustees</td>
<td>Chairman Jacobson</td>
<td>Information</td>
</tr>
<tr>
<td>C. Executive Session: President’s Evaluation</td>
<td>Chairman Jacobson</td>
<td>Action</td>
</tr>
</tbody>
</table>
Agenda Item: II, Approval of Agenda

Board Consideration: Action

Background:

Item II, Approval of Agenda.

Recommendation:

It is recommended the Board approve the agenda as presented.
Agenda Item: III, Approval of Consent Items

Board Consideration: Action

Background:

A. Minutes – May 3, 2016

B. Monthly Financial Report:

1. Financial Summary for the period ended April 30, 2016
2. General fund balance sheet as of April 30, 2016
3. General fund statement of revenues and expenses for ten months ended April 30, 2016
4. Gifts and Donations: Donations totaling $15,902 were received for the Scholarship and Grant Fund in April 2016.
5. Donations were received last month for the Scholarship & Grant, Foundation, Capital Campaign, Northern Tradition, Lakers Athletic Fund, Manning Ford Scholarship, Students of Promise Scholarship, McDonald Scholarship, Grabmeyer Scholarship and Christina Swan Memorial Scholarship.

C. Monthly Personnel Report for this period.

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; 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; 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

Absent: Richard S. Allen, Jr., Secretary; Bud Kanyo, Faculty Senate President

Guests: Dorothy Boge, Eric Chemberlin

Agenda Item I: CALL TO ORDER

The Board Chair called the meeting to order at 7:23 p.m. There were no public comments from the guests.

The Board Chair appointed Trustee Petrongelli as acting secretary for the meeting.

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: POLICY RECOMMENDATIONS – SECOND READING

The policy revisions for Board Policies 106 Non-Discrimination Policy, 304.03 Drug Abuse Prevention/Drug Free Work Environment, 304.04 Tobacco and 401.03 Committees were presented.

A motion was made by Trustee Mussell to approve the policy revisions as presented. Seconded by Trustee Kreckman. All ayes; motion carried.

Agenda Item V-A: CORRESPONDENCE AND ANNOUNCEMENTS

The Board Chair reviewed the letter from Speaker of the House Kevin Cotter. President Hammond sent a letter to Speaker Cotter concerning the formula used for state appropriations and the lack of funds MMCC receives compared to other community college of similar sizes. The Board Chair stated President Hammond is taking a reasonable measured approach to provide information to Speaker Cotter and staff in order to close the gap in state appropriation funding.

“Sending the Right Signals,” an article from the American Association of Community Colleges (AACC) Community College Journal was reviewed. AACC is a national publication for community colleges, and the article mentions MMCC’s award of the Right Signals grant.
President Hammond was notified on April 26 of a request from the State of Michigan requesting written testimony of the recently submitted Capital Outlay project request. Letters from President Hammond and Representative Joel Johnson were sent to the State.

Tammy Alvaro, Coordinator of Student Advancement and Phi Theta Kappa Advisor for MMCC’s Alpha Omicron Omicron chapter, has been selected as one of Phi Theta Kappa’s 2016 Distinguished Advisors. Fifteen Phi Theta Kappa advisors were honored with the 2016 Distinguished Advisor Award presented by Phi Theta Kappa Honor Society during NerdNation 2016, the annual convention. The chapter was selected to be among the top 100 chapters in the nation.

President Hammond informed the Board that the College is working on bringing a balanced budget to the Board in June. Vice President Frick, Executive Director Fassett, and President Hammond have been working with Academic Council members and the Academic Deans to discuss a third party employment system for adjunct faculty. Kirtland Community College, North Central Michigan College, Northwestern College, Glen Oaks Community College and Jackson College are currently using a third party administrator. An advantage to adjuncts being paid this way, is that they would not be required to pay into the Michigan Public School Employee Retirement System (MPSERS). Most of the adjuncts who pay in to MPSERS, do not have enough years vested to gain the benefit of that pension. Adjuncts would have the option to stay with MPSERS or move to the third party system. President Hammond stated MMCC needs to increase the rate of pay for adjuncts as MMCC is not competitive with other community colleges or CMU. Moving to a third party administrator would free up funds to increase adjunct wages.

**Agenda Item V-B: A NORTHERN TRADITION UPDATE**

Vice President Miller thanked the Board for their support, selling tickets, volunteering and attending this year’s *A Northern Tradition* fundraising event that took place on April 24. As of today, this year’s event has raised $103,000 with more funds expected to come in over the next few weeks. Funds raised from the event are used to provide scholarships and funding for programs at MMCC.

**Agenda Item V-C: HUMANE ANIMAL TREATMENT SOCIETY (H.A.T.S) EVENT**

Vice President Miller informed the Board that the Human Animal Treatment Society (H.A.T.S.) approached the College requesting use of the Community Room in the Center for Liberal Arts and Business for a charity event on May 14. This is the second year of the event. The event is formal and H.A.T.S. has requested to serve alcohol. H.A.T.S. has obtained an insurance policy and special liquor license.

In accordance with Board Policy 304.01 Alcoholic Beverages – Alcoholic beverages may be allowed on campus with approval of the Board of Trustees.

A motion was made by Trustee Bay to allow alcohol on campus for the H.A.T.S. event. Seconded by Trustee Kreckman. All ayes; motion carried.

**Agenda Item V-D: 2016 PLANTE MORAN ENGAGEMENT**

In February 2015, the Board approved a three year proposal from Plante Moran for audit services. The total audit fees for the fiscal year 2015-16 are $55,440. The above costs for 2015-16 represent a 2% increase for the financial audit and the Foundation 990 work while the GASB 68 cost actually decreased $1,500.

Vice President Frick plans to execute the engagement letter with Plante Moran for the required 2015-16 audit services.
Agenda Item V-E: SECURITY SERVICES

Vice President Frick, Executive Dean Barnes and President Hammond lead a discussion concerning Security Services on campus. The College has been with STT since 2009 with a current contract of over $100,000 a year. A Request for Proposals was sent out soliciting bids for security services as it provides an opportunity to see current available services and allows the College to compare rates. Interviews have taken place with four firms.

Discussion took place concerning what MMCC is looking for in a security firm including the firm’s willingness to work with local law enforcement as well as what it would take for MMCC to have a public safety department. A recommendation for a security firm should be brought to the June meeting.

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

Commencement 2016 – The ceremony will take place at Clare High School on Saturday, May 7 at 11 am.

The 2016 MCCA Summer Workshop dates are Wednesday, July 27 - Friday, July 29.

Trustee Mussell thanked those involved with the Rust Shaker Bike Race. There were 150 riders who participated. Ms. Mussell also stated the grounds between the Center for Medical Imaging Studies and the tennis courts is beautiful.

Meeting adjourned at 8:07 p.m.

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

____________________________  ______________________________
Douglas A. Jacobson, Board Chair  Terry Petrongelli, Acting Secretary
MID MICHIGAN COMMUNITY COLLEGE
FINANCIAL HIGHLIGHTS
GENERAL & AUXILIARY FUNDS
April 30, 2016

GENERAL FUND REVENUE:
• The 2015-16 tuition and fee revenue budget is based on a six (6) percent enrollment decrease over 2014-15 levels. Fall 2015 enrollment reflected a 6% decline in billable tuition hours. Winter 2016 enrollment reflected a 4% decline in billable hours. Enrollment for 2016 Spring was flat at April 30th with total revenue at 93% of the annual budget for 2015-16 tuition and fees revenue.
• State appropriations revenue for 2015-16 will be $4,790,600 per Public Act 85 of 2015. This represents a 1.6% increase over 2014-15. Additional state appropriations of $1,320,473 were allocated to MMCC for the UAAL funding and booked as receivable in December.
• Property tax revenue of $2,310,653 was levied and booked as revenue in December 2015.

GENERAL FUND EXPENSES:
• All departmental expenses are in line with 83% of the year elapsed with the exception of Institutional Administration which is only at 56% due to the timing of accounts receivable write-offs predominately stemming from return of Title IV funds.

INTER FUND TRANSFERS:
• Planned savings of $820,400 represents 10 months of the budgeted 3% planned savings for the 2015-16 fiscal year. Planned savings was reduced from 5% in prior years to 3% of total revenue for the current year.

GENERAL FUND REVENUE OVER EXPENSES:
• The total increase in net assets as of April 30, 2016 is $4.3 million. This excess, although $2.3 million below prior year levels, should be sufficient to fund operations for the balance of the 2015-16 fiscal year.

BALANCE SHEET:
• The cash balance increased $850,000 due to the registration activity for the 2016 Spring term which begins on May 16, 2016.
• Short term investments remained constant for the month.
• The State Appropriations receivable of $2,210,245 represents the remaining 4 monthly payments of 2015-16 general and UAAL state appropriations.
• Student receivables increased $1.4 million due to 2016 Spring and 2016 Fall term registration activity in April.
• The prepaid expense balance of $210,015 represents MMCC contributions to employee HSA accounts that will be earned during 2016 along with a few prepaid multi-year agreements.

• The balance due to other funds of $7.3 million can be broken down as follows:
  o $241,000 due to the designated student activities fund
  o $1.6 million due to the auxiliary services for sales
  o $27,000 due to the scholarship and grant fund
  o $6.2 million due to building and site for current and future college needs
  o $53,000 due from the foundation
  o $540,000 due from the federal restricted fund for student financial aid
  o $212,000 due from the restricted grant fund

• The $1,762.414 in accrued payroll and other compensation reflects a significant increase as it includes 100% of the hourly and faculty payroll paid on 5/06/16. This balance includes expenses incurred but not paid as follows:
  o Accrued salary, wages and vacation of $437,000
  o FICA, Federal and State withholding of $152,000
  o MPSERS/ORP of $291,000
  o Health insurances payable of $93,000
  o Deferred faculty pay of $696,000
  o Unemployment payable of $26,000
  o Workers' Compensation insurance payable of $49,000
  o Miscellaneous payroll deductions and taxes

• A significant portion of the Unreserved Net Assets of $4.3 million represents funds set aside by the Board of Trustees to fund current and future college expansion needs.

AUXILIARY FUNDS:
• Total 2015-16 revenue for auxiliary services through April 30, 2016 is slightly behind prior year activity at 81% of the annual budget.
• Total expenses at 85% of the annual budget corresponds with auxiliary revenue.
• The excess revenue over expenses to date is $381,741. This help will offset the cost of operating the bookstore for the balance of the 2015-16 year.
MID MICHIGAN COMMUNITY COLLEGE
BALANCE SHEET
April 30, 2016

Assets

Current Assets:
- Cash and cash equivalents $13,580,000
- Short-term investments $1,015,392
- Property taxes receivable $238,843
- State appropriations receivable $2,210,245
- Student receivables $2,893,635
- Other receivables $61,177
- Inventories $3,705
- Prepaid expenses and other assets $210,015
- Due from (due to) other funds $(7,373,219)
Total current assets $12,839,794
Long-term investments $1,270,258
Total assets $14,110,051

Liabilities and Net Assets

Liabilities:
- Accounts payable $152,101
- Accrued payroll and other compensation $1,762,414
- Other payables $0
- Planned savings $0
- Unearned revenue $1,627,092
Total liabilities $3,541,607

Net assets:
- Reserved for: Technology $433,530
- Program development $1,332,827
- Retirement incentives $200,000
- Unreserved $4,298,579
- Current year excess revenue over/(under) expenditures $4,303,506
Total net assets $10,568,444

Total liabilities and net assets $14,110,051
MID MICHIGAN COMMUNITY COLLEGE
STATEMENT OF REVENUES, EXPENSES
For ten months ended April 30, 2016

<table>
<thead>
<tr>
<th></th>
<th>Current Fiscal Year</th>
<th>Prior Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Amount</td>
<td>% of Budget</td>
</tr>
<tr>
<td><strong>OPERATING REVENUES:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition and fees</td>
<td>$16,666,680</td>
<td>93%</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$129,259</td>
<td>103%</td>
</tr>
<tr>
<td>Total operating revenues</td>
<td>$16,795,939</td>
<td>93%</td>
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<tr>
<td><strong>EXPENSES:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating expenses:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction</td>
<td>$8,396,626</td>
<td>87%</td>
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<tr>
<td>Information technology</td>
<td>$1,344,812</td>
<td>72%</td>
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<tr>
<td>Public service</td>
<td>$337,797</td>
<td>72%</td>
</tr>
<tr>
<td>Instructional support</td>
<td>$2,268,026</td>
<td>88%</td>
</tr>
<tr>
<td>Student services</td>
<td>$2,346,336</td>
<td>74%</td>
</tr>
<tr>
<td>Institutional administration</td>
<td>$2,894,467</td>
<td>56%</td>
</tr>
<tr>
<td>Operation and maintenance of plant</td>
<td>$1,968,925</td>
<td>78%</td>
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<tr>
<td><strong>TOTAL OPERATING EXPENSES</strong></td>
<td>$19,554,989</td>
<td>74%</td>
</tr>
<tr>
<td>Operating income/(loss)</td>
<td>($2,759,050)</td>
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<tr>
<td><strong>NON-OPERATING REVENUES:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State appropriations</td>
<td>$6,111,073</td>
<td>107%</td>
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<tr>
<td>Property tax levy</td>
<td>$2,312,038</td>
<td>100%</td>
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<tr>
<td>Investment income</td>
<td>$20,413</td>
<td>41%</td>
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<tr>
<td>Unrealized gain (loss) on investments</td>
<td>$11,570</td>
<td></td>
</tr>
<tr>
<td>Gifts</td>
<td>-</td>
<td></td>
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<tr>
<td>Miscellaneous</td>
<td>$14,183</td>
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<tr>
<td>Transfers from other funds:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restricted grants</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Auxiliary services</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Prior Year GF Fund Balance</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL NON-OPERATING REVENUES</strong></td>
<td>$8,469,277</td>
<td>105%</td>
</tr>
<tr>
<td><strong>REVENUES OVER/(UNDER) EXPENSES</strong></td>
<td>$5,710,227</td>
<td></td>
</tr>
<tr>
<td><strong>INTER FUNDS TRANSFERS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Planned Savings (Building &amp; Site)</td>
<td>$820,400</td>
<td>83%</td>
</tr>
<tr>
<td>Additional Savings (Building &amp; Site)</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Bond Debt Service (Building &amp; Site)</td>
<td>$302,200</td>
<td>100%</td>
</tr>
<tr>
<td>Restricted Grant Match</td>
<td>$284,119</td>
<td>60%</td>
</tr>
<tr>
<td><strong>TOTAL TRANSFER TO BUILDING &amp; SITE</strong></td>
<td>$1,406,719</td>
<td></td>
</tr>
<tr>
<td><strong>NET INCREASE (DECREASE) IN NET ASSETS</strong></td>
<td>$4,303,508</td>
<td></td>
</tr>
</tbody>
</table>
### MID MICHIGAN COMMUNITY COLLEGE
### STATEMENT OF REVENUES, EXPENSES
### For ten months ended April 30, 2016
### AUXILIARY FUND

<table>
<thead>
<tr>
<th></th>
<th>Current Fiscal Year</th>
<th>Prior Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUE:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bookstore</td>
<td>$2,195,136</td>
<td>$2,447,045</td>
</tr>
<tr>
<td>Food Service</td>
<td>-</td>
<td>$15</td>
</tr>
<tr>
<td>Espresso Bar</td>
<td>$69,313</td>
<td>$55,506</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>$2,264,449</td>
<td>$2,502,566</td>
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</table>

<table>
<thead>
<tr>
<th></th>
<th>Current Fiscal Year</th>
<th>Prior Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>EXPENSES:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bookstore</td>
<td>$1,724,505</td>
<td>$1,862,606</td>
</tr>
<tr>
<td>Food Service</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Espresso Bar</td>
<td>$58,665</td>
<td>$44,798</td>
</tr>
<tr>
<td>Auxiliary Services</td>
<td>$99,539</td>
<td>$93,071</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>$1,882,708</td>
<td>$2,000,474</td>
</tr>
</tbody>
</table>

**EXCESS REVENUE OVER EXPENSES**

| Current Fiscal Year | $381,741 |
| Prior Fiscal Year   | $502,091 |
## Mid Michigan Community College Contributions

#### ****April 2016****

<table>
<thead>
<tr>
<th>Scholarship &amp; Grant</th>
<th>Current</th>
<th>Year-to-Date</th>
<th>2015 Total Contributions (all yr)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$ 935</td>
<td>$ 23,400</td>
<td>$ 28,886</td>
</tr>
<tr>
<td>Foundation</td>
<td>$ 120</td>
<td>$ 3,945</td>
<td>$ 4,085</td>
</tr>
<tr>
<td>Capital Campaign</td>
<td>$ 887</td>
<td>$ 341,326</td>
<td>$ 421,511</td>
</tr>
<tr>
<td>Northern Tradition</td>
<td>$ 12,150</td>
<td>$ 61,600</td>
<td>$ 65,825</td>
</tr>
<tr>
<td>Lakers Athletic Fund</td>
<td>$ 30</td>
<td>$ 355</td>
<td>$ 415</td>
</tr>
<tr>
<td>Manning Ford Scholarship</td>
<td>$ 220</td>
<td>$ 2,220</td>
<td>$ 2,660</td>
</tr>
<tr>
<td>Students of Promise Scholarship</td>
<td>$ -</td>
<td>$ 500</td>
<td>$ 400</td>
</tr>
<tr>
<td>McDonald Scholarship</td>
<td>$ 40</td>
<td>$ 440</td>
<td>$ 520</td>
</tr>
<tr>
<td>Grabmeyer Scholarship</td>
<td>$ 20</td>
<td>$ 381</td>
<td>$ 360</td>
</tr>
<tr>
<td>IBT Brownson Scholarship</td>
<td>$ -</td>
<td>$ 45</td>
<td>$ 130</td>
</tr>
<tr>
<td>HRA Scholarship</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 100</td>
</tr>
<tr>
<td>I. U V Scholarship</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>Men's Basketball</td>
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<td>Women's Basketball</td>
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<td>Retirees Scholarship</td>
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<tr>
<td>Jerry Freeland Scholarship</td>
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<td>$ 575</td>
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<td>Janice Langdon Scholarship</td>
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<td>$ 600</td>
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<tr>
<td>Computer Info Systems Scholarship</td>
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<td>$ 500</td>
<td>$ -</td>
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<tr>
<td>Christopher &amp; Estelle Smith Scholarship</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
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<tr>
<td>MidMichigan Medical Center Scholarship</td>
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<td>$ 500</td>
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<tr>
<td>Churchill Fund</td>
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<tr>
<td>Clare County MARSP Scholarship</td>
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<tr>
<td>Catherine King Scholarship</td>
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<td>$ -</td>
<td>$ 580</td>
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<tr>
<td>Visiting Scholar</td>
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<td>David Land Memorial Fund</td>
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<td>Christina Swan Memorial Scholarship</td>
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<td>Jean Willis OIS Scholarship</td>
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<td>Myers Memorial Scholarship</td>
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<td>$ 100</td>
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<td>Golf Outing</td>
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<td>Misc Fundraisers</td>
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<td>Buy A Brick</td>
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<td>$ 500</td>
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<td>Delaine Jakubowski Scholarship</td>
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<td>Elizabeth J Horrocks CNA Scholarship</td>
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<td>Esther C. Haynack Memorial Scholarship</td>
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<td>Gladwin Automotive Scholarship</td>
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<td>$ 100</td>
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<td>Gene Haas Scholarship</td>
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<td>$ -</td>
<td>$ 10,000</td>
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<td>Bob &amp; Rosemary Carter Scholarship</td>
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<td>McDonald Nursing Prog Enhc Scholarship</td>
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<td>$ 75</td>
<td>$ -</td>
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<tr>
<td>Rust Shaker</td>
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<td>$ -</td>
<td>$ 645</td>
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<tr>
<td>Sweat Shaker</td>
<td>$ -</td>
<td>$ -</td>
<td>$ 250</td>
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<tr>
<td><strong>Total</strong></td>
<td>$ 15,902</td>
<td>$ 588,577</td>
<td>$ 569,829</td>
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</table>

Prior Year Contributions - current month $ 82,301 $ 500,264

% Current Year to Prior Year -80.7% 17.7%
TO: Board of Trustees

FROM: Lori A. Fassett, Executive Director of Personnel Services

SUBJECT: MMCC Staffing Update June 7, 2016 Board Meeting

DATE: May 16, 2016

NEW HIRES:

Judith Cox – Adjunct Instructor: Nursing  Effective: 05/16/2016

Judith comes to us with about 10 years of experience in the nursing field. She holds an Associate of Applied Science Degree in Nursing from MMCC and a Master of Science in Nursing Degree from Walden University. Judith also takes the time to assist with job shadow events for students and is looking forward to sharing her knowledge with students.

Jessica Wicks – Adjunct Instructor: Sociology  Effective: 05/16/2016

Jessica re-joins our team! She brings many years of knowledge of our institution and will be a great asset to our Adjunct team. Jessica also received her Doctor of Philosophy with a major in Educational Psychology and Educational Technology from Michigan State University last fall.

NEW PART-TIME AND STUDENT EMPLOYEES:

Patrick Seale – Custodial Sub  Effective: 04/19/2016

Sara Venema – Work Study: Admissions  Effective: 04/13/2016

Angelo Cuellar – PT HRA Lab Tech  Effective: 05/02/2016

Riley Skornicka – Facilities Summer Help  Effective: 05/06/2016

Joseph Artlip – SI Leader  Effective: 04/21/2016

Tammy Heuker – SI Leader  Effective: 05/10/2015

Mia McLaughlin – Library Student Help  Effective: 05/10/2016

Alexis Trudeau – Admissions Student Help  Effective: 05/09/2016

Emily Scott – PS Summer Help  Effective: 05/09/2016

Dakota Hester – SA Student Worker  Effective: 05/09/2016

Stacy Chichester – SA Student Worker  Effective: 05/09/2016

Brittney Shanin – Morey Tech Student Worker  Effective: 05/09/2016
Norma Lopez – Enrollment/Registration Student Worker  Effective: 05/09/2016
Autumn Horn – Tech Center Student Worker  Effective: 05/09/2016
Kristin Shoaf – Help Desk Student Worker  Effective: 05/09/2016
Brandie Valentine – Admissions Student Worker  Effective: 05/09/2016

INTERNAL TRANSFERS
Jodie Romzek  From: P/T Progress Advisor  Effective: 04/25/2016
To: F/T Progress Advisor
Cheyenne Clark  From: CWS  Effective: 04/26/2016
To: P/T Bookstore & Books and Beans
Peter Kolvoord  From: IT Tech Assistant  Effective: 05/07/2016
To: PT Evening Computer Lab Tech
Angela Johnson  From: Bookstore  Effective: 05/09/2016
To: Accounting Tutor
Danielle Petersen  From: P/T LLS Coordinator  Effective: 05/16/2016
To: F/T LLS Coordinator

SEPARATIONS:
Doug Manee – WLD Lab Tech  Effective: 05/08/2016
Seth Harton – Enrollment WS  Effective: 05/05/2016
Brian Tice – Technical Assistant  Effective: 04/20/2016
Madison Vaerten – Admissions WS  Effective: 05/04/2016
Katie Alchin – Admissions WS  Effective: 05/11/2016

VACANCIES:
Accounts Payable Clerk (Part-Time)  in Process
Accounting Adjunct Faculty (Part-Time)  Posted
Adjunct Biology (Bio & Anatomy/Physiology) (Part-Time)  Posted
Adjunct Instructors at Huron ISD (Part-Time)  Posted
Adjunct Medical/Surgical Nursing Clinical (Part-Time)  Posted
Adjunct Math (Algebra & Developmental Math)  Posted
<table>
<thead>
<tr>
<th>Position</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjunct Mental Health Nursing (Part-Time)</td>
<td>Posted</td>
</tr>
<tr>
<td>Adjunct Nursing Fundamentals (Part-Time)</td>
<td>Posted</td>
</tr>
<tr>
<td>Adjunct Physical Geology (Part-Time)</td>
<td>Posted</td>
</tr>
<tr>
<td>Adjunct Physical Science-Astronomy (Part-Time)</td>
<td>Posted</td>
</tr>
<tr>
<td>Adjunct Sociology (Part-Time)</td>
<td>In Process</td>
</tr>
<tr>
<td>Clinical Simulation Center (CSC) Assistant (Part-Time)</td>
<td>Posted</td>
</tr>
<tr>
<td>English-Humanities Faculty (Full-Time)</td>
<td>In Process</td>
</tr>
<tr>
<td>Evening Computer Lab Technician (Part-Time)</td>
<td>Posted</td>
</tr>
<tr>
<td>HRA/HVAC Faculty (Full-Time)</td>
<td>Posted</td>
</tr>
<tr>
<td>Financial Aid Customer Service Assistant (Full-Time)</td>
<td>Filled</td>
</tr>
<tr>
<td>HRA Lab Technician (Part-Time)</td>
<td>Posted</td>
</tr>
<tr>
<td>Instructional Designer (Full-Time)</td>
<td>In Process</td>
</tr>
<tr>
<td>International Programs Consultant (Full-Time Temporary)</td>
<td>Filled</td>
</tr>
<tr>
<td>Pharmacy Technician Adjunct (Part-Time)</td>
<td>Posted</td>
</tr>
<tr>
<td>Physical Therapist Assistant (Part-Time)</td>
<td>Posted</td>
</tr>
<tr>
<td>Radiography Adjunct Instructor (Part-Time)</td>
<td>Posted</td>
</tr>
<tr>
<td>Writing &amp; Reading Center (WRC) Consultant (Part-Time)</td>
<td>Posted</td>
</tr>
</tbody>
</table>
Agenda Item V-A: Correspondence and Announcements

Board Consideration: Information

Background:

- Attached is a letter from the Mt. Pleasant Women’s Club thanking MMCC for use of the Community Room for their “Fashion for Compassion” style show.

- A Thank You note from the family of Doug Hoerauf is also attached.

- Announcements may be made at this time.

Recommendation:

None.
May 2, 2016

Dear Dr. Hammond, Matthew Miller, and Staff at Mid-Michigan Community College,

The Mt. Pleasant Women’s City Club cannot thank you enough for your kind generosity by allowing us to host the “Fashion for Compassion” style show in your spacious Community Room. The success of this fundraiser, which was held on April 12, 2016, was in no small part due to this wonderful venue! For many, it was a first time visit to your building, and we heard numerous complimentary remarks; everything from “great parking” to “beautiful facility!”

The enthusiasm of our Club members was very evident as we prepared, planned, and carried out this event for the very first time. We were pleased to have about 300 attendees, and such positive feedback from so many. The total profit from the event was about $15,000. Our Club is very excited that these monies are earmarked for nutrition bags for children in the local schools through the Community Compassion Network.

Matthew Miller was very accommodating to all of our members. He was most helpful regarding set-up, reserving side rooms for models, explaining the lighting, and making arrangements for all the audio. Thank you for making our event such a positive experience!

It is very heartwarming to live in such a kind community of giving individuals. Thank you for sharing your facility for our cause.

Sincerely,

Barb Barberi
WCC President

Jane Clark
co-chair

Laura Richards
co-chair

Gloria Sowle
co-chair

Barb Barberi
Jane Clark
Laura Richards
Gloria Sowle
The Family of
Doug Hoerauf
acknowledges with grateful appreciation your kind expression of sympathy
Thank you for the beautiful flowers.
Agenda Item V-B: Recommended Purchases

Board Consideration: Action

Background:

1. Annual Computer Purchase – Director Lehr - Bid information was sent out to 10 vendors and the college received 3 bids back for the annual computer purchase for desktops, laptops etc. 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 desktop 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 bid results are attached for review.

   It is recommended is to award the desktops and laptops to Sehi Computing and the server and accessory items to Precision Data Products. Funding for these purchases are coming from the institutional technology fund.

2. Ellucian Maintenance Contract – Director Lehr - This contract is up for yearly renewal and includes tech support, patches for the software and new releases of the software. The money is budgeted in the Institutional Technology Fund. Below is a breakdown of the costs.

   Colleague Software Year 2016-2017

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Core</td>
<td>$42,673.00</td>
</tr>
<tr>
<td>Student System</td>
<td>$34,824.00</td>
</tr>
<tr>
<td>Financial System</td>
<td>$24,487.00</td>
</tr>
<tr>
<td>Human Resources System</td>
<td>$10,518.00</td>
</tr>
<tr>
<td>Colleague Studio Tool Maintenance</td>
<td>$12,690.00</td>
</tr>
<tr>
<td>Per User Tier 1 Maintenance  (90 users)</td>
<td>$19,027.00</td>
</tr>
</tbody>
</table>

   $144,219.00

   Colleague Application Server 0-100 | $8,930.00
   PayPal Ecommerce Transaction level Maint. | $4,068.00
   Unidata Database Maintenance | $10,121.00

   $23,119.00

   **Total** | **$167,338.00**

   It is recommended to approve the maintenance contract at a cost of $167,338.00.

Recommended Purchases Continued on the next page.
Agenda Item V-B:   Recommended Purchases Continued

Board Consideration:  Action

Background:


The Clare Gladwin RESD solicited bids for another three year contract, expiring on 6/30/19. Attached is the bid sheet for Trash Removal for both Campuses.

It is recommended the Board accept the low bid of $25,824.26 from Waste Management.

4. Door Locks – Vice President Frick - An RFP was issued to prospective lock vendors to upgrade the Harrison Campus interior lock system to increase safety and security. 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. This will be consistent 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. Mormon & 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.

It is recommended the Board accept the bid from North Mission Door as costs for subsequent service calls would be lower.

5. Electronic Upgrades – Vice President Frick – As part of the door lock project on the Harrison, the college will implement electronic “panic button” options to lock the Library and room E206. 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 integrated them with the TruPortal system.

It is recommended the Board accept the bid from Security Corporation for the electronic upgrades.

Recommendation:

It is recommended the Board approve the purchases as presented.
# MID MICHIGAN COMMUNITY COLLEGE
## PURCHASE RECOMMENDATION

### Project Description:

**2016 Annual Computer Purchase**

<table>
<thead>
<tr>
<th>Item</th>
<th>Item Description</th>
<th>Quantity</th>
<th>SEHI</th>
<th>Percision Data Products</th>
<th>DirecTech</th>
<th>VENDORS</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>HP Elite Desk 800 G2 - Small FF</td>
<td>35</td>
<td>$20,335.00</td>
<td>$26,330.50</td>
<td>No Bid</td>
<td>SEHI</td>
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<tr>
<td>B</td>
<td>HP EliteOne 800 G2 AIO</td>
<td>9</td>
<td>$7,776.00</td>
<td>$8,912.70</td>
<td>No Bid</td>
<td>SEHI</td>
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<tr>
<td>C</td>
<td>HP EliteBook 1020G1</td>
<td>5</td>
<td>$5,620.00</td>
<td>$7,564.25</td>
<td>No Bid</td>
<td>SEHI</td>
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<tr>
<td>D</td>
<td>HP EliteBook 1040G3</td>
<td>25</td>
<td>$25,825.00</td>
<td>$33,542.50</td>
<td>No Bid</td>
<td>SEHI</td>
</tr>
<tr>
<td>E</td>
<td>HP Elite Display 23&quot; Monitor</td>
<td>60</td>
<td>$10,200.00</td>
<td>$9,765.00</td>
<td>No Bid</td>
<td>Percision Data Products</td>
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<tr>
<td>F</td>
<td>HP Ultra Slim Dock</td>
<td>20</td>
<td>$2,800.00</td>
<td>$2,638.00</td>
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<tr>
<td>G</td>
<td>HP Display Port to VGA</td>
<td>6</td>
<td>$132.00</td>
<td>$238.20</td>
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<tr>
<td>H</td>
<td>HP Proliant Server DL 380 G9 Server</td>
<td>1</td>
<td>No Bid</td>
<td>$9,644.85 $13,517.00</td>
<td>SEHI</td>
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**Note:**

**Recommendation Summary:**
- Accept low bid shown above from _SEHI___ for Bid Item A
- Accept low bid shown above from ___SEHI___ for Bid Item B
- Accept low bid shown above from ___SEHI___ for Bid Item C
- Accept low bid shown above from ___SEHI___ for Bid Item D
- Accept low bid shown above from _Percision Data Products_ for Bid Item E
- Accept low bid shown above from _Percision Data Products_ for Bid Item F
- Accept low bid shown above from _SEHI___ for Bid Item G
- Accept low bid shown above from _Percision Data Products_ for Bid Item H

**Total bid Sehi** $59,688.00
## Summary of Sealed Bids
### Trash Removal

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<tr>
<th>Company</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Total</th>
<th>Special Pick Up Each</th>
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<tr>
<td>Waste Management</td>
<td>$8,191.66</td>
<td>$8,601.26</td>
<td>$9,031.32</td>
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<td>Republic Services</td>
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<td>$12,129.00</td>
<td>$12,372.00</td>
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<td>Billy Contracting</td>
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<td>American Waste</td>
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Proposal for Mid Michigan Community College 05/27/16

2016 Harrison Campus - Three Door Access Additions

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<th>Qty</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>TP-ADD-2D2R TruPortal 2-Door Add-on with Readers</td>
</tr>
<tr>
<td>1</td>
<td>18 AWG 4 Conductor Plenum Wire</td>
</tr>
<tr>
<td>1</td>
<td>18 AWG 2 Conductor Plenum Wire</td>
</tr>
<tr>
<td>1</td>
<td>22 AWG 6 Conductor Overall Shielded Plenum Wire</td>
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<tr>
<td>1</td>
<td>NP7-12 12V 7AH Battery</td>
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<tr>
<td>1</td>
<td>TP-ADD-1DIP Single Door IP Add-On w/cabinet</td>
</tr>
<tr>
<td>1</td>
<td>TP-RDR-100A T-100 Reader With A Standard 18&quot; Pigta</td>
</tr>
<tr>
<td>2</td>
<td>SMP3 12VDC or 24VDC 2.5 amp Power Supply</td>
</tr>
</tbody>
</table>

Total Purchase and Installation $7,560.24
Agenda Item V-C: Curriculum Committee Recommendation: Curriculum Changes

Board Consideration: Action

Background:

Each year the Curriculum Committee reviews and recommends changes, additions, and deletions to MMCC’s curricular offerings. These changes, per college policy, require Board action to be official. Vice President Jankoviak will review and explain the changes and recommend the Board’s approval of them.

These changes need to be approved prior to July 1st in order to take effect for the 2016-17 academic year.

The report of changes is attached.

Recommendation:

It is requested the Board approve the changes in curriculum as outlined in the attached report.
New programs
None

Revised programs
Associate in Applied Science Degree: Graphic Design (AAS.DESIGN) - There are three changes:
1. Add ART 152 (Introduction to Website Design) or CIS 135 (Introduction to Website Design) to Group IV between the ART 239 course and the ART 240 course.
2. Eliminate Group V and the CIS 100 course from the required courses.
3. Add CIS 100 (Introduction to Information Systems) to the Elective group.

Associate in Science Degree: Math and Science Studies Transfer (AS.MSC) - Remove the limit on the number of elective credits in Group VI.

Associate in Applied Science Degree: Business Information Systems (AAS.BIS) - Reduce the total required credits for the degree from 65 to 62.

Associate in Applied Science Degree: Radiography (AAS.RAD) - To align with accreditation and professional association requirements, three changes were made to the program:
   1) Because a microbiology course is not required for Radiography, BIO 110 is removed from program curriculum.
   2) Because Intro Chemistry is not required to be covered for Radiography, CHM 105 is removed from required prerequisites of the program curriculum effective incoming cohort Fall 2017.
   3) Add BIO.138 as a prerequisite for the program. Students may take BIO.138 OR BIO.141 and BIO.142, which has been noted on the program guide.

Associate in Arts Degree: Liberal Studies Transfer (AA.LBS) - Increase the maximum electives from Group VI to 9 credits.

Associate in Applied Science Degree: Magnetic Imaging Resonance (AAS.MRI) - Add BIO.138 as a prerequisite for the program. Students may take BIO.138 OR BIO.141 and BIO.142, which has been noted on the program guide.

Associate in Nursing Degree (NUR.ADN) - Add BIO.138 as a prerequisite for the program. Students may take BIO.138 OR BIO.141 and BIO.142, which has been noted on the program guide.

Associate in Applied Science Degree: Physical Therapist Assistant (AAS.PTA) - Add BIO.138 as a prerequisite for the program. Students may take BIO.138 OR BIO.141 and BIO.142, which has been noted on the program guide.

Deactivated programs
Associate in Applied Science Degree: Medical Transcription (AAS.BIS.TRN)
**New courses**

**BIO 138 Human Anatomy and Physiology 6(4-4) Group II**
This course provides students with an intensive, in-depth introduction to the structure and function of all human body organ systems. The emphasis is on homeostasis of body systems under normal structure and function, with the inclusion of some pathologies. The laboratory portion includes dissections, study of anatomical models and slides, and physiological experiments. Prerequisite: BIO 101 with a minimum grade of C.

**CHM 245 Organic Chemistry I - Lecture 4(4-0) Group II**
Organic Chemistry I is the first course in a two semester sequence of organic chemistry for students who are considering careers in some field of science, pre-professional health studies or engineering. It includes the study of the nomenclature, physical and spectral properties, structure, stereochemistry, spectroscopy, and reactions (with their mechanisms) of saturated and unsaturated hydrocarbons and alkyl halides. It is recommended that this course be taken concurrently with CHM 255 - Chemistry I Lab. Prerequisite: CHM 112 (or CHM 111 with a minimum grade of B).

**CHM 246 Organic Chemistry II - Lecture 4(4-0) Group II**
Organic Chemistry II is the second course in a two semester sequence of organic chemistry for students who are considering careers in some field of science, pre-professional health studies or engineering. It is a continuation of CHM 245 Organic Chemistry I. This course includes the study of the nomenclature, physical and spectral properties, structure, stereochemistry, and reactions (with their mechanisms) of conjugated dienes, benzene, alcohols, ethers, and carbonyl groups, featuring applications to biochemistry. Students will build on the core knowledge from CHM 245 to design more elaborate synthetic pathways and to create more complex mechanistic models for describing organic reaction pathways. It is recommended that this course be taken concurrently with CHM 256 Organic Chemistry II - Laboratory. Prerequisite: CHM 245.

**CHM 255 Organic Chemistry I - Lab 1(0-3) Group II**
Organic Chemistry Laboratory I is the first is a two semester sequence of organic chemistry laboratory courses for students who are considering careers in some field of science, pre-professional health studies or engineering. It addresses the mastery of advanced laboratory techniques for the manipulation or organic compounds, including synthesis, separations and purifications. The characterization of organic materials by physical and spectroscopic methods is also addressed. Each week students will conduct an experiment in the lab that is meant to help them understand organic chemistry principles and also to gain experience in scientific research methods. This laboratory course is designed to accompany CHM 245. Prerequisite: CHM 112 (or CHM 111 with a minimum grade of B).

**CHM 256 Organic Chemistry II - Lab 1(0-3) Group II**
Organic Chemistry II - Laboratory is the second is a two semester sequence of organic chemistry laboratory courses for students who are considering careers in some field of science, pre-professional health studies or engineering. It addresses the use of previously acquired advanced
laboratory techniques for the manipulation of organic compounds, including synthesis, separations and purifications. The characterization of organic materials by physical and spectroscopic methods is also addressed. Each week students will conduct an experiment in the lab that is meant to help them understand organic chemistry principles and also to gain experience in scientific research methods. This laboratory course is designed to accompany CHM 246. Prerequisite: CHM 255.

**ESL 101 English for Non-Native Speakers 4(4-0) Group I**
ESL 101 is a course for speakers of English as a second language (ESL) on using English for a variety of academic and social situations to prepare them for success as international students. It is a classroom course (i.e. traditional face-to-face) that meets for 4 contact-hours every week, with some students also required to attend weekly tutoring sessions in the Writing Center. It is intended to be flexible and student-centered in order to meet diverse language needs. Prerequisite: This course is designed for students with lower language proficiency (equivalent to a TOEFL CBT score below 187). All students enrolled in ESL 101 must be non-native speakers of English. The instructor has discretion in determining who is a non-native speaker of English and is eligible for this course.

**ESL 103 Academic English for Non-Native Speakers 4(4-0) Group I**
ESL 103 is a course for speakers of English as a second language (ESL) on reading and writing academic English intended to prepare them for the language tasks of an American postsecondary classroom. It is a classroom course (i.e. traditional face-to-face) that meets for 4 contact-hours every week. Prerequisites: Students enrolled in ESL 103 are required to have taken and passed ESL 101 with a C or better. Students able to demonstrate a high language proficiency may be allowed to waive this prerequisite based on the instructor's evaluation (equivalent to a TOEFL CBT score less than 213 but above 187).

**HES 100 Human Lifespan Development 3(3-0) Group III**
HES would be a new alpha, representing "Human Environmental Studies", with the potential of other social science courses being added under this alpha. This course introduces students to the study of the principles of human development from conception to death. The course provides a focus on childhood foundations in our later development, as well as familial and societal influences on our development across the lifespan. This course is designed for students interested in early childhood development and family studies related majors and careers. Students who have taken PSY 212 or an equivalent should consult with an advisor.

**Deactivated courses**
BIS 221  CIS 247  
CIS 151  CIS 256  
CIS 152  CIS 271  
CIS 203  CIS 272  
CIS 205  CIS 273  
CIS 246  CIS 274  

Revised courses
ACC 201 removed BIS 120 as a prerequisite.

ALH 100 course fee eliminated.
ALH 125 course fee decrease.
ALH 212 course fee increase.
ALH 230 course fee increase.
ALH 250 course fee eliminated.
ALH 260 course fee increase.

ART 135 will now have a $25 course fee to cover the cost of ink and paper.

ART 152/CIS 135 has a change in course description, course outcomes and prerequisite. The changes are being made to update the course to meet industry standards. The course is used for ART and CIS majors. Those students will be using the computer in a number of different applications in their degree so a CIS 100 prereq is not necessary.

ART 252/CIS 235 has a change in course description and course outcomes. The changes are being made to update the course to meet industry standards. The course is used for ART and CIS majors.

BIO 203 has updated the course description.

BUS 250 added two prerequisites to BUS 250: MAT 107 and ACC 201. Reason: BUS 250 is one of the capstone courses for the Associate in Business degree, which requires prior knowledge of financial accounting (ACC 201) and involves a great deal of computations. Students who take BUS 250 without prior preparation in accounting, miss out on the entire financial section of the course, and those without preparation in mathematics experience difficulties in computations.


BIS 230 will be renamed to Written Correspondence I from Transcription I.

BIS 234 will be renamed to Written Correspondence II from Transcription II.

BIS 236 added BIS 126 as a prerequisite. Prerequisites for BIS 236 will now include ALH100/BIS126/BIS142/BIS230.

CIS 131 changed the prerequisite from CPS 150 to CIS 121.
CIS 190 removed CIS 100 and MAT 104 as prerequisites because the material covered in these courses will have no bearing on the student's ability to achieve the learning outcomes of this course. Additionally, CIS 170 is added as a corequisite. CIS 170 is an introductory networking course and successful completion of that course will provide students with the required knowledge to move to this more technically advanced course.

CIS 255 with Guided Pathways and the numeric sequencing, this course was changed to CIS 155 and removed CIS 100 and CIS 130 as prerequisites because the material covered in these courses will have no bearing on the student's ability to achieve the learning outcomes of this course.

CIS 260 removed CIS 100 as a prerequisite because the material covered in this course will have no bearing on the student's ability to achieve the learning outcomes of this course.

CIS 270 with Guided Pathways and the numeric sequencing, this course was changed to CIS 170 and removed the CIS 110 and CIS 130 prerequisites.

ECE 202 clarified the course description.

ECE 206 clarified the lab hour expectations in the course description.

ECE 207 updated the course description to reflect current methodology.

ENG 111B is reactivated - a tutorial for students who are nominated by their ENG 111 instructors who created portfolios that were deemed unacceptable, but otherwise would have received a grade of C or better in the course.

ENG 289 eliminated the specific requirement for subscribing to Netflix, Hulu, and iTunes listed in the course description.

ESL 298 has been split into two courses because every student is not at the same level.

HUM 253 is now a permanent option to satisfy the HUM.200 Gen Ed requirement.

MAT 060 changed from pass/fail to letter grades. Pass/fail classes are not covered by financial aid.

MAT 104 course description and course objectives changed as part of the math department's major overhaul of the developmental sequence.

NUR 124 course fee increase.
NUR 128 course fee increase.

NUR 133 is a course designed for LPN-prepared nurses who graduated more than two years ago to assist in transition from an LPN to an ADN-prepared nurse. Historically, this course has been
one credit. However, the data shows that returning LPN-prepared nurses are less successful in our program and their NCLEX exam. We anticipate that the increase to three credits and additional, in-depth coursework will assist in a more successful transition for students. This is a change from 1 credit, 1 contact hour course to a 3 credit, 3.5 contract hour course.

**NUR 228** course fee decrease.
**PHT 106** course fee eliminated.
**PHT 113** course fee added.

**PSC 102** course description changes highlight the chemistry and physics basis of the course (which is already true of the current course) and specifically outlines the areas of physical science to be studied. The rationale for this is to showcase the course as an exploratory course for prospective physical science majors.

**PTA 116** course fee eliminated.
**PTA 206** course fee increase.
**PTA 210** course fee eliminated.
**RAD 100** course fee decrease.
**RAD 110** course fee eliminated and change from 3 credits to 2 credits.
**RAD 115** course fee eliminated.
**RAD 130** course fee eliminated.
**RAD 175** course fee decrease.
**RAD 180** will have a decrease to the course fee from $40 to $30.

**RAD 230** change from 1 credit to .5 credit.

**WLD 130** change the course prerequisite: WLD 125 or WLD 126 with a minimum grade of “C” and DRF 101 with a Co-requisite: WLD 127 to allow students to take WLD 127 and WLD 130 simultaneously.
Agenda Item V-D: Risk Management

Board Consideration: Information

Background:

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.

MCCRMA coverage and services are designed to specifically serve the needs of Michigan Community Colleges. The broad coverage and high limits of liability are tailored to the particular needs of community colleges. Benefits of membership include more focused attention from service providers and quarterly training/educational opportunities that focus on issues relevant to our institutions. 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 $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

Recommendation:

None.
Agenda Item V-E: Policy Revision

Board Consideration: Information

Background:

The policy revision for Board Policy 303.09 Purchasing is being presented 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.

In accordance with the guidance outlined in the OMB Uniform Guidance 2 CFR 200, as well as the COFAR Frequently Asked Questions dated November 2014, MMCC, a non-Federal entity, will abide by its existing purchasing policies through the fiscal year ending Jun 30, 2016 for all Federal awards and sub-awards received after December 26, 2014.

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

Changes to the policy are reflected in red on the following page.

Recommendation:

None.
A. Authority and Responsibility The President shall have the authority to purchase all materials, supplies, equipment and other items which have been approved as part of the adopted budget. The President may delegate this authority to the Chief Financial Officer who shall establish purchasing procedures. The President and Chief Financial Officer shall designate those persons who are authorized to commit the College for goods and services. Any other commitments are not binding on the College.

In all cases, the College reserves the right to modify or waive established policy or procedure if deemed to be in the best interest of the College.

B. Vendor Selection

1. The Board of Trustees places a high priority on purchasing goods and services competitively within the College district when possible, subject to prudent business practices.

2. Purchases of professional services shall be at the discretion of the President and Chief Financial Officer based on criteria relevant to the service to be rendered.

3. Purchases of less than $2,000 for materials and supplies and $5,000 for non-professional services may be purchased at the discretion of the administration from qualified vendors.

4. Contemplated purchases for materials and supplies of more than $2,000 shall require competitive quotations.

5. Contemplated purchases for non-professional services of more than $5,000 shall require competitive quotations.

6. Acceptance of a bid of more than $20,000 must be approved by the Board of Trustees.

7. If the purchase is for a sole source item, a rationale must be provided stating the specific details or technical specifications that make this a unique purchase available only from the vendor specified.

8. Purchases shall not be structured so as to circumvent the approval process.

C. Personal Purchases The College will not enter into any negotiation or become involved in any transaction for the purchase of anything for the personal account of an individual College faculty or staff member.

D. Grant Purchases The College will follow adhere to the appropriate federal, state or local purchasing guidelines whenever they are more stringent than college policies.
Agenda Item V-F: Employee Assistance Program Proposal

Board Consideration: Action

Background:

The College currently provides no Employee Assistance Program, a usual feature at most organizations of our 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 and would foster greater productivity and satisfaction among the faculty and staff.

It is recommended that the Board approve the implementation of an Employee Assistance Program through HelpNet as a part of the College’s overall Wellness efforts.

Recommendation:

It is recommended that the Board approve the proposal as presented.
Agenda Item V-G: EduStaff Proposal

Board Consideration:  Action

Background:

President Hammond will review the EduStaff Proposal with the Board. The College is proposing to contract with EduStaff, a third party administrators 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 the following difference in pay scale.

For those not moving to EduStaff

<table>
<thead>
<tr>
<th>Degree</th>
<th>&lt;BA/BS</th>
<th>BA/BS</th>
<th>MA/MS</th>
<th>PhD or 5 years at MMCC</th>
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<tbody>
<tr>
<td>&lt;BA/BS</td>
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<td>660.00</td>
<td>676.50</td>
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<td>39.00</td>
<td>40.00</td>
<td>41.00</td>
</tr>
<tr>
<td>MA/MS</td>
<td>660.00</td>
<td></td>
<td>40.00</td>
<td></td>
</tr>
<tr>
<td>PhD or 5 years at MMCC</td>
<td>676.50</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

New Scale Recognizing Degrees with $4.00/hr Increase

<table>
<thead>
<tr>
<th>Degree</th>
<th>&lt;BA/BS</th>
<th>BA/BS</th>
<th>MA/MS</th>
<th>PhD</th>
</tr>
</thead>
<tbody>
<tr>
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<td>709.50</td>
<td>726.00</td>
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<tr>
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<td>44.00</td>
<td>45.00</td>
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<tr>
<td>MA/MS</td>
<td>726.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PhD</td>
<td>742.50</td>
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</tbody>
</table>

Adjuncts and part-time staff members currently pay into the MPSSRs system, as does the College on their behalf. Yet, 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.

Recommendation:

It is recommended that the Board approve the proposal as presented.
Agenda Item V-H: Retirement Incentive Proposal

Board Consideration: Action

Background:

President Hammond will present the Retirement Incentive Proposal. The proposal is to offer a one-time retirement incentive program for the individuals whose age and years of service at Mid Michigan Community College equal 68 or more. This incentive offers long-serving faculty and staff a graceful and respectful way to transition from the College and gives the institution the opportunity to restructure or replace positions to save costs.

Cost savings from this program will range from $0 (if no one takes it) to $695,000 if all eligible individuals take it. The program would be announced after the June 7th Board meeting and individuals would have 45 days to make a decision. Those who opted for the incentive would complete their work by December 15, 2016.

Recommendation:

It is recommended that the Board approve the proposal as presented.
Agenda Item V-I: Optional Retirement Plan (ORP) Employer Contribution Proposal

Board Consideration: Action

Background:

President Hammond will present the Optional Retirement Plan (ORP) Employer Contribution Proposal. The proposal for 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.

This reduction in match from the current level of more than 22% will have long-term cost savings while remaining generous in comparison to other institutions and employers. No current employee benefits would be affected by this change.

Recommendation:

It is recommended that the Board approve the proposal as presented.
Agenda Item V-J: Security Services Proposal

Board Consideration: Action

Background:

The College has used STT services for on campus security since 2009. In a recent Request for Proposal process, it was determined that Whelan 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 Mid 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.

It is recommended that the Board of Trustees approve Whelan Security Services for a three year contract, beginning in July of 2016 for an estimated cost of $110,000.


Recommendation:

It is recommended the Board approve the proposal as presented.
VI-A: Calendar of Events

Board Consideration: Information

Background:

June 23  Spring Semester 6 week Classes Ends
June 28  MMCC Board of Trustees Special Hearing, “Truth in Taxation” - 6:00 p.m., Houghton Room, Harrison
June 28  MMCC Board of Trustees Workshop – 6:05 p.m., Houghton Room, Harrison
June 28  MMCC Board of Trustees Regular Meeting – 7:00 p.m., Houghton Room, Harrison
July 4  Independence Day – College Closed
July 8  Spring Semester 8 week Classes End
July 26-29  MCCA Summer Conference – Mackinac Island (see attached draft Schedule)
Aug 5  Spring Semester 12 week Classes End
Aug 9  MMCC Board of Trustees Workshop – 6:00 p.m., Houghton Room, Harrison
Aug 9  MMCC Board of Trustees Regular Meeting – 7:00 p.m., Houghton Room, Harrison
Aug 24  Faculty Orientation Day
Aug 27  Fall 2016 Semester Begins
Sept 5  Labor Day – College Closed
Sept 6  MMCC Board of Trustees Workshop – 6:00 p.m., Houghton Room, Harrison
Sept 6  MMCC Board of Trustees Regular Meeting – 7:00 p.m., Houghton Room, Harrison
Sept 23  MCCA Executive Committee – 10:00 a.m., Lansing
Sept 18  Annual MMCC Barbeque & Fall Festival - Noon, Harrison Campus
Sept 29-30  MCCA Student Success Summit - 11:00 a.m., Lansing
Oct 4  MMCC Board of Trustees Workshop – 6:00 p.m., Houghton Room, Harrison
Oct 4  MMCC Board of Trustees Regular Meeting – 7:00 p.m., Houghton Room, Harrison
Oct 20 & 21  MCCA Autumn Board of Directors Meeting, Grand Rapids Community College
Nov 1  MMCC Board of Trustees Workshop – 6:00 p.m., Houghton Room, Harrison
Nov 1  MMCC Board of Trustees Regular Meeting – 7:00 p.m., Houghton Room, Harrison
Nov 18  MCCA Executive Committee – 10:00 a.m., Lansing
Nov 23  Faculty Professional Development Day, No classes

Continued on next page.
VI-A: Calendar of Events Continued

Board Consideration: Information

Background:

Nov 24-25  Thanksgiving Break, College Closed
Dec 6      MMCC Board of Trustees Workshop – 6:00 p.m., Ester C. Conference Room, Harrison
Dec 6      MMCC Board of Trustees Regular Meeting – 7:00 p.m., Ester C. Conference Room, Harrison
Dec 18     Fall Semester Ends
Dec 23-Jan 3 College Closed

Recommendation:

None.
MCCA Calendar of Events for July 26 through 29, 2016
*** Please note that registration is needed ***

- **Tuesday, July 26, 2016**
  
  Presidents Dinner  
  *(Registration Required)*
  5:30 p.m. Cocktails  
  6:00 p.m. Dinner  
  Place: The Woods
  **Who Should Attend:** Presidents & Their Guests

  Trustee Dinner  *(NEW in 2016)*  
  *(Registration Required)*
  5:30 p.m. Cocktails  
  6:00 p.m. Dinner  
  Place: Cypress Room & Balcony
  **Who Should Attend:** Trustees & Spouses

- **Wednesday, July 27, 2016**
  
  Presidents Institute  
  *(Registration Required)*
  8:00 a.m. Registration  
  8:30 a.m. to 4:00 p.m.  
  Mission Point Resort  
  Room: Colonial Room  
  Breakfast & Lunch Included  
  *(Joint lunch with Trustees – Cypress Room)*  
  **Who Should Attend:** Presidents

  Significant Others Network Breakfast  
  *(Registration Required)*
  8:30 a.m. to 10:30 a.m.  
  Mission Point Resort  
  Room: Chianti  
  Breakfast Included
  **Who Should Attend:** Significant Others of the Presidents

- **Wednesday, July 27 (Cont.)**

  Trustee Institute  
  *(Registration Required)*
  8:00 a.m. Registration  
  8:30 a.m. to 3:00 p.m.  
  Mission Point Resort  
  Room: Atrium  
  Breakfast and Lunch Included  
  *(Joint lunch with the Presidents – Cypress Room)*
  **Who Should Attend:** ALL Trustees

  New Trustee Reception  *(NEW in 2016)*
  5:00 -5:30 PM  
  Room: TBA
  **Who Should Attend:** New Trustees in their First term of service

  Welcome Reception  
  *(Registration Required)*
  Sponsored by:  
  Grand Rapids Community College  
  Mission Point Resort  
  Room: Courtside Patio  
  5:30 p.m. to 6:30 p.m.  
  Dinner on your own  
  **Who Should Attend:** ALL Conference Attendees, families, and spouses

- **Thursday, July 28, 2016**

  MCCA 2016 Conference  
  *(Registration Required)*
  8:00 a.m. Registration  
  8:30 a.m. to 2:00 p.m.  
  Mission Point Resort  
  Room: Sound Stage  
  Breakfast and Lunch Included
  **Who Should Attend:** All Conference Attendees
• Thursday, July 28, 2016 (Cont.)

Reception and Awards Dinner
(Registration Required)
Reception Sponsored by Walsh College
5:30 p.m. Cocktails
6:30 p.m. Dinner
Mission Point Resort
Room: Cypress Extension & Balcony
Reception Sponsored by: Walsh College

Who Should Attend: All Conference Attendees families, and spouses

• Friday, July 29, 2016

MCCA BOD Meeting
7:30 a.m. – 8:45 a.m.
Mission Point Resort
Room: Summit Room
Breakfast Provided
Who Should Attend: MCCA Board of Directors

2016 Summer Conference (continues)
(Registration Required)
8:30 a.m. – 12:00 p.m.
Mission Point Resort
Room: Sound Stage
Breakfast Included Lunch on your own
Who Should Attend: All Conference Attendees

MCCA Conference Debrief
(Registration Required)
Mardi gras Lunch (optional)
Mission Point Resort
12:00 p.m. – 1:30 p.m.
Room: Outdoor Pavilion
Who Should Attend: All Conference Attendees
Optional

Please note the following changes:

1. **Trustee Dinner** – for all trustees and their spouses on Tuesday evening 7/26/2016. This is optional and all attendees will need to register online to attend. We will be giving away some beautiful baskets to the lucky winners. (NEW in 2016)

2. **New Trustee Reception** – New trustees in their first term of service. NEW in 2016

3. **Trustee Institute** – Wednesday 7/27/2016 will be from 8:00 AM – 3:00 PM and is for all trustees. There will NOT be a new trustee orientation at this event.

4. The **Main Conference** will start Thursday 7/28/2016 and will run until 2:00 PM on the first day and will continue on Friday 7/29/2016 and will conclude at 12:00 PM. Only breakfast will be provided lunch will be on your own. This will allow those wishing to leave on Friday enough time to make an early ferry back to the main land.

As we move closer to the event I will be giving everyone more information about arrival at the Shepler’s Dock, Ferry Tickets and Packets, as well as arrival on Mackinac Island.

The Registration site is up and available at [www.mcca.org](http://www.mcca.org). Each tab during registration has information about the conference and Mackinac Island.

If you have questions as always please email me at kathy@mcca.org or call 517-372-4350.

Thank you, Kathy Taskey
Agenda Item: VI-B: Board Comments-Other Business

Board Consideration: Information/Action

Background:

1. 2016 MCCA Summer Workshop – Rooms are being held at Mission Point Resort. The dates of the Trustees program are Wednesday, July 27 - Friday, July 29. Trustees should verify their attendance prior to June 1.

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

3. Executive Session: President’s Evaluation - Public Act No. 267 of 1976 permits the Board to meet in closed session for the purpose of conducting strategy sessions necessary in reaching a collective bargaining agreement and for other specified purposes relating to personnel, property and litigation. The Board will go into Executive Session for the purpose of discussing the president’s evaluation. A two-thirds roll call vote of Board members is required to call a closed session.

Recommendation:

None.