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

1. 6:00 p.m. – Dinner - Superior Room

2. 6:30 p.m. – Scott Govitz, Executive Director of Workforce and Economic Development, will be joined by Kristine Stevens, Director of Student Placement and Training Services, and Tony Fox, Director of the Small Business Development Center (SBDC), to discuss various workforce related projects undertaken by the Workforce and Economic Development division. – Superior Room

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

## Board of Trustees Regular Meeting

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

Januray 5, 2016

**Superior Room – Harrison Campus**

<table>
<thead>
<tr>
<th>Topic</th>
<th>Presenter</th>
<th>Action/Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Call to Order</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>II. Approval of Agenda</td>
<td>Chairman Jacobson</td>
<td>Action</td>
</tr>
<tr>
<td>III. Approval of Consent Items</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>
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</tr>
<tr>
<td>C. Monthly Personnel Report</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IV. Old Business</td>
<td></td>
<td></td>
</tr>
<tr>
<td>V. New Business</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. Correspondence and Announcements</td>
<td>Hammond</td>
<td>Information</td>
</tr>
<tr>
<td>B. Enrollment Report</td>
<td>Miller</td>
<td>Information</td>
</tr>
<tr>
<td>C. Naming Opportunity</td>
<td>Miller</td>
<td>Action</td>
</tr>
<tr>
<td>D. Marketing and Recruiting Consultant</td>
<td>Gordon</td>
<td>Action</td>
</tr>
<tr>
<td>E. Facilities Committee Recommendation</td>
<td>Frick</td>
<td>Action</td>
</tr>
<tr>
<td>F. CMMA Agreement</td>
<td>Hammond</td>
<td>Action</td>
</tr>
<tr>
<td>G. Recommended Purchases</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. VMware Upgrade</td>
<td>Lehr</td>
<td>Action</td>
</tr>
<tr>
<td>2. Conference Room Upgrades</td>
<td>Lehr</td>
<td>Action</td>
</tr>
<tr>
<td>3. Physical Therapist Program Equipment</td>
<td>Jankoviak</td>
<td>Action</td>
</tr>
<tr>
<td>4. Michigan Office Solutions</td>
<td>Frick/Freds</td>
<td>Action</td>
</tr>
<tr>
<td>VI. Board Comments</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. Comments by Trustees</td>
<td>Chairman Jacobson</td>
<td>Information</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 – December 1, 2015

B. Monthly Financial Report:

1. Financial Summary for the period ended November 30, 2015
2. General fund balance sheet as of November 30, 2015
3. General fund statement of revenues and expenses for five months ended November 30, 2015
4. Gifts and Donations: Donations totaling $62,423 were received for the Scholarship and Grant Fund in November 2015.
5. Donations were received last month for the Scholarship & Grant, Foundation, Capital Campaign, Northern Tradition, Lakers Athletic Fund, Manning Ford Scholarship, McDonald Scholarship, Grabmeyer Scholarship, Bicknell Scholarship, Lickly Chemistry Scholarship, and Retirees 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 Superior Room, Harrison Campus.

Present: Douglas A. Jacobson, Board Chair; Betty M. Mussell, Vice Chair; Richard S. Allen, Jr., Secretary; 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; Tonya Clayton, Exec. Asst. to the President/Trustees; Bud Kanyo, Faculty Senate President;

Absent: Thomas W. Metzger, Treasurer; Al Ayers, ESPA President;

Guests: Dave Dreyer, Dorothy Boge, Maggie Magoon

**Agenda Item I: CALL TO ORDER**

The Board Chair called the meeting to order at 7:13 p.m.

Bud Kanyo thanked the Board on behalf of his colleagues for approving the health insurance self-funding, which lowered employee contributions to the health insurance.

**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**

Vice President Frick provided an explanation of the financial report. The balance sheet remains strong. The net assets are lower this year compared to last year because the College has added to the instructional support with the hiring of new full time faculty members.

In addition to the personnel report, President Hammond informed the Board that interviews for the Executive Director of Human Resources position continues. A cross sectional team has interviewed three candidates and plans to interview another candidate this week.

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

**Agenda Item IV-A: MMCC 50TH ANNIVERSARY UPDATE**

Vice President Miller provided a 50th anniversary update and distributed the booklet, *The History of Mid Michigan Community College, The Earliest Years*. The history was written by Bill Mercer and recently edited by former MMCC President Ron Verch. The booklets are being printed on demand and will be available on the website.

Vice President Miller thanked Trustees Bay, Petrongelli, and Mussell for their initial involvement in the 50th Anniversary planning and also thanked the 50th Anniversary Planning committee for their ideas.

President Hammond stated the college would like to add to the history, as the booklet does not include anything past 1970. Anyone willing to assist in providing the information, please President Hammond or Vice President Miller.
The Community Holiday party on Sunday, December 6 is the official wrap up of the 50th Anniversary celebration.

**Agenda Item IV-B: OIL & GAS LEASE**

After the October Board of Trustees meeting, President Hammond informed Marathon Oil that the Board was not persuaded that the ten acre parcel lease was in the best interest of the college. Marathon Oil has since presented a non-developmental lease to the College for the Board to consider.

Mr. Dave Dreyer, a local attorney, has been working with President Hammond in the lease negotiations and was in attendance. Mr. Dreyer has 40 years of legal experience in real estate law and title companies and has a working background with leases and how they are applied in Michigan. Mr. Dreyer, the Board and those in attendance participated in a lengthy discussion about the pros and cons of a non-developmental lease and what rights the College had if it did not enter into a lease.

A motion was made by Trustee Kreckman to enter into the non-developmental lease as discussed. A vote of the Board showed three ayes and three nays. Motion did not pass.

**Agenda Item V-A: CORRESPONDENCE AND ANNOUNCEMENTS**

The Board Chair reviewed the correspondence items including a thank you note from the Warner Family, an articulation agreement with MMCC and Bellevue University, and a letter to Michigan State Senators from President Hammond and Clare Gladwin RESD Superintendent Sheryl Presler concerning the *Dark Stores* Legislation.

Vice President Miller informed the Board that Rich Smith plans to start a second endowed scholarship and that Ed Haynack has made a donation to the College and has requested to name the Michigan Room. The naming request will be brought to the Board at the January Meeting.

President Hammond informed the Board that the Employee Benefit Task Force has identified numerous wellness options and plans to discuss them with Ballard Benefit Works representatives in January.

**Agenda Item V-B: THE 2016 - 2020 STRATEGIC PLAN “VISION 2020”**

President Hammond presented the proposed strategic plan, “Vision 2020”. The plan has been reviewed by many staff and faculty on campus in the last couple of weeks and is built from the work over the last fourteen months. The College is focused on evidence based decision making.

President Hammond recommended the Board move to approve the strategic plan, and stated yearly updates will be provided.

Trustee Mussell stated she thinks it is a great plan and she knows that the College has great people who will do great things with the plan.

A motion was made by Trustee Mussell to approve the 2016-2020 Strategic Plan, “Vision 2020”. Seconded by Trustee Bay. No discussion. All ayes; motion carried.

**Agenda Item V-C: TUITION ADJUSTMENT**

President Hammond informed the Board that when tuition rates were set in the spring a discussion took place concerning the growth in international student enrollment. At that time, the college had support from the Saudi Cultural Mission. The Saudi Cultural Mission has built universities of their own and has capped the number of Saudi
students at any one institution. This cap, in addition to the Saudi Cultural Mission no longer covering tuition and books for students first 30 credits, has lowered the number of Saudi students at MMCC. In order to retain students who are already familiar with MMCC, administration is requesting to reduce the tuition from $510 per contact hour to $325 per contact hour for international students who pay for their courses in cash from their own funds, not sponsored by their government.

A motion was made by Trustee Petrongelli to approve a reduction in tuition charges from $510 per contact hour to $325 per contact hour for international students who pay for their courses in cash from their own funds for the winter and spring 2016 semesters. Tuition rates will be reviewed in the spring for the fall 2016 semester. Seconded by Trustee Allen. All ayes; motion carried.

Agenda Item V-C: BOARD EMPLOYEE GIFT

President Hammond asked the board to consider providing employees with the traditional gift of a $15 SpartanNash gift certificate. SpartanNash is a major contributor to MMCC’s Fall Festival and BBQ.

A motion was made by Trustee Allen to provide all employees with a $15 SpartanNash Gift Certificate. Seconded by Trustee Bay. All ayes; motion carried.

Agenda Item VI-A: CALENDAR OF EVENTS

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

Agenda Item VI-B: OTHER BUSINESS

Trustee Allen complimented MMCC staff for the radio ad on transfer credit and stated it was very easy to understand the process.

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 8:46 p.m. Supported by Trustee Kreckman. A roll call vote showed ayes from Trustees Kreckman, Bay, Jacobson, Allen, Petrongelli, and Mussell.

The Board returned to regular session at 10:10 p.m.

A motion was made by Trustee Kreckman to allow Mr. Dreyer to proceed as discussed in the Executive Session. Seconded by Trustee Mussell. All ayes; motion carried.

Meeting adjourned at 10:11 p.m.

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

________________________________________  ___________________________________________
Douglas A. Jacobson, Board Chair  Richard S. Allen, Jr., Secretary
MID MICHIGAN COMMUNITY COLLEGE
FINANCIAL HIGHLIGHTS
GENERAL & AUXILIARY FUNDS
November 30, 2015

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. Corresponding revenue accounts for 47% of the total 2015-16 budgeted tuition and fees. The 2016 Winter term registration began in early November and accounts for the balance of the tuition and fees revenue to date.
- 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. This does not include the UAAL funding which will be booked when determined.
- No property tax revenue was booked since 2015 taxes will not be levied until December 2015.

GENERAL FUND EXPENSES:
- All departmental expenses are in line with 42% of the year elapsed.

GENERAL FUND REVENUE OVER EXPENSES:
- The total increase in net assets as of November 30, 2015 is $7.8 million. This includes $3.9 million in tuition for the 2016 Winter Term that begins on January 11, 2016. A portion of this excess will fund the operations for the balance of the 2015 Fall Term.

BALANCE SHEET:
- The cash balance increased roughly $1.6 million from October 31, 2015 due to receiving federal financial aid funding in November.
- The State Appropriations receivable of $3,652,581 represents the remaining 9 monthly payments of 2015-16 appropriations.
- Student receivables increased $3.2 million due to registration for the 2016 Winter Term that began in November.
- The prepaid expense balance of $55,841 represents the unearned employee balance of the college funded deductible for health insurance for calendar year 2016.
- The balance due to other funds of $7.4 million can be broken down as follows:
  - $330,000 due to the designated student activities fund
  - $1.3 million due to the auxiliary services for sales
  - $30,000 due to the scholarship and grant fund
  - $6.4 million due to building and site for current and future college needs
  - $324,000 due from the federal restricted fund for student financial aid
• $311,000 due from the restricted grant fund

• The $1,292,338 in accrued payroll and other compensation includes expenses incurred but not paid as follows:
  o Accrued salary, wages and vacation of $420,000
  o FICA, Federal and State withholding of $123,000
  o MPSERS/ORP of $147,000
  o Health insurances payable of $196,000
  o Deferred faculty pay of $283,000
  o Unemployment payable of $49,000
  o Workers' Compensation Insurance payable of $68,000
  o Miscellaneous payroll deductions

• 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 revenue for the 2015 Fall Term bookstore sales and espresso shop operations through November 30, 2015 is at 45% of the annual budget, which is consistent with prior year.

• Total expenses, at 48% of the annual budget corresponds with auxiliary revenue.

• The excess revenue over expenses to date is $166,740. This will offset the cost of operating the bookstore for the balance of the 2015 Fall Term.
## MID MICHIGAN COMMUNITY COLLEGE
### BALANCE SHEET
November 30, 2015

### Assets

<table>
<thead>
<tr>
<th>Current Assets:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash and cash equivalents</td>
<td>$11,145,950</td>
</tr>
<tr>
<td>Short-term investments</td>
<td>$1,197,961</td>
</tr>
<tr>
<td>Property taxes receivable</td>
<td>$</td>
</tr>
<tr>
<td>State appropriations receivable</td>
<td>$3,652,581</td>
</tr>
<tr>
<td>Student receivables</td>
<td>$5,217,733</td>
</tr>
<tr>
<td>Other receivables</td>
<td>$47,143</td>
</tr>
<tr>
<td>Inventories</td>
<td>$3,738</td>
</tr>
<tr>
<td>Prepaid expenses and other assets</td>
<td>$55,841</td>
</tr>
<tr>
<td>Due from (due to) other funds</td>
<td>$(7,415,963)</td>
</tr>
</tbody>
</table>

Total current assets                   | $13,904,984 |

Long-term investments                  | $1,400,258   |

**Total assets**                        | **$15,305,242** |

### Liabilities and Net Assets

<table>
<thead>
<tr>
<th>Liabilities:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts payable</td>
<td>$(43,132)</td>
</tr>
<tr>
<td>Accrued payroll and other compensation</td>
<td>$1,292,339</td>
</tr>
<tr>
<td>Other payables</td>
<td>$</td>
</tr>
<tr>
<td>Planned savings</td>
<td>$</td>
</tr>
<tr>
<td>Unearned revenue</td>
<td>$1,419</td>
</tr>
</tbody>
</table>

Total liabilities                      | **$1,250,626** |

<table>
<thead>
<tr>
<th>Net assets:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Reserved for:</td>
<td></td>
</tr>
<tr>
<td>Technology</td>
<td>$433,530</td>
</tr>
<tr>
<td>Program development</td>
<td>$1,332,827</td>
</tr>
<tr>
<td>Retirement incentives</td>
<td>$200,000</td>
</tr>
<tr>
<td>Unreserved</td>
<td>$4,298,579</td>
</tr>
<tr>
<td>Current year excess revenue over/(under) expenditures</td>
<td>$7,789,680</td>
</tr>
</tbody>
</table>

Total net assets                       | **$14,054,616** |

Total liabilities and net assets        | **$15,305,242** |
## MID MICHIGAN COMMUNITY COLLEGE
### STATEMENT OF REVENUES, EXPENSES
For five months ended November 30, 2015

### OPERATING REVENUES:

<table>
<thead>
<tr>
<th></th>
<th>Current Fiscal Year</th>
<th>% of Budget</th>
<th>Prior Fiscal Year</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Amount</td>
<td>Budget</td>
<td>Amount</td>
<td>Budget</td>
</tr>
<tr>
<td>Tuition and fees</td>
<td>$12,725,471</td>
<td>71%</td>
<td>$13,230,604</td>
<td>79%</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$58,596</td>
<td>47%</td>
<td>$25,466</td>
<td>12%</td>
</tr>
<tr>
<td><strong>Total operating revenues</strong></td>
<td>$12,784,067</td>
<td>71%</td>
<td>$13,256,070</td>
<td>78%</td>
</tr>
</tbody>
</table>

### EXPENSES:

Operating expenses:

<table>
<thead>
<tr>
<th></th>
<th>Current Fiscal Year</th>
<th>% of Budget</th>
<th>Prior Fiscal Year</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction</td>
<td>$3,539,576</td>
<td>37%</td>
<td>$3,071,100</td>
<td>34%</td>
</tr>
<tr>
<td>Information technology</td>
<td>$741,412</td>
<td>40%</td>
<td>$611,683</td>
<td>49%</td>
</tr>
<tr>
<td>Public service</td>
<td>$163,852</td>
<td>34%</td>
<td>$138,838</td>
<td>45%</td>
</tr>
<tr>
<td>Instructional support</td>
<td>$1,173,781</td>
<td>46%</td>
<td>$1,037,016</td>
<td>41%</td>
</tr>
<tr>
<td>Student services</td>
<td>$1,132,473</td>
<td>36%</td>
<td>$1,223,737</td>
<td>28%</td>
</tr>
<tr>
<td>Institutional administration</td>
<td>$1,455,302</td>
<td>34%</td>
<td>$1,223,737</td>
<td>28%</td>
</tr>
<tr>
<td>Operation and maintenance of plant</td>
<td>$1,013,753</td>
<td>42%</td>
<td>$914,244</td>
<td>37%</td>
</tr>
<tr>
<td><strong>Total operating expenses</strong></td>
<td>$9,220,149</td>
<td>37%</td>
<td>$8,033,502</td>
<td>35%</td>
</tr>
</tbody>
</table>

**Operating income/(loss)**: $3,563,917

### NON-OPERATING REVENUES:

<table>
<thead>
<tr>
<th></th>
<th>Current Fiscal Year</th>
<th>% of Budget</th>
<th>Prior Fiscal Year</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>State appropriations</td>
<td>$4,790,600</td>
<td>84%</td>
<td>$4,682,000</td>
<td>89%</td>
</tr>
<tr>
<td>Property tax levy</td>
<td>$1,404</td>
<td>0%</td>
<td>$1,458</td>
<td>0%</td>
</tr>
<tr>
<td>Investment income</td>
<td>$8,006</td>
<td>16%</td>
<td>$669</td>
<td>1%</td>
</tr>
<tr>
<td>Unrealized gain (loss) on investments</td>
<td>$392</td>
<td>16%</td>
<td>$(188)</td>
<td></td>
</tr>
<tr>
<td>Gifts</td>
<td>$</td>
<td>0%</td>
<td>$</td>
<td>0%</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$2,684</td>
<td>0%</td>
<td>$3,705</td>
<td>0%</td>
</tr>
<tr>
<td>Transfers from other funds:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restricted grants</td>
<td>$</td>
<td>0%</td>
<td>$</td>
<td>0%</td>
</tr>
<tr>
<td>Auxiliary services</td>
<td>$</td>
<td>0%</td>
<td>$</td>
<td>0%</td>
</tr>
<tr>
<td>Prior Year GF Fund Balance</td>
<td>$</td>
<td>0%</td>
<td>$</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total Non-operating revenues</strong></td>
<td>$4,803,085</td>
<td>60%</td>
<td>$4,687,644</td>
<td>62%</td>
</tr>
</tbody>
</table>

**Revenues over/(under) expenses**: $8,367,003

### Inter Funds Transfers

<table>
<thead>
<tr>
<th></th>
<th>Current Fiscal Year</th>
<th>% of Budget</th>
<th>Prior Fiscal Year</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planned Savings (Building &amp; Site)</td>
<td>$410,200</td>
<td>42%</td>
<td>$574,702</td>
<td>42%</td>
</tr>
<tr>
<td>Additional Savings (Building &amp; Site)</td>
<td>$</td>
<td>0%</td>
<td>$</td>
<td>0%</td>
</tr>
<tr>
<td>Bond Debt Service (Building &amp; Site)</td>
<td>$31,100</td>
<td>10%</td>
<td>$35,375</td>
<td>12%</td>
</tr>
<tr>
<td>Restricted Grant Match</td>
<td>$136,023</td>
<td>25%</td>
<td>$170,006</td>
<td>38%</td>
</tr>
<tr>
<td><strong>Total Transfer to Building &amp; Site</strong></td>
<td>$577,323</td>
<td></td>
<td>$780,083</td>
<td></td>
</tr>
</tbody>
</table>

**Net increase (decrease) in Net Assets**: $7,789,680
MID MICHIGAN COMMUNITY COLLEGE
STATEMENT OF REVENUES, EXPENSES
For five months ended November 30, 2015
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>$1,205,207</td>
<td>44%</td>
</tr>
<tr>
<td>Food Service</td>
<td>$1,380,096</td>
<td>48%</td>
</tr>
<tr>
<td>Espresso Bar</td>
<td>$28,874</td>
<td>122%</td>
</tr>
<tr>
<td></td>
<td>$1,234,081</td>
<td>45%</td>
</tr>
<tr>
<td><strong>EXPENSES:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bookstore</td>
<td>$994,479</td>
<td>49%</td>
</tr>
<tr>
<td>Food Service</td>
<td>$1,026,746</td>
<td>48%</td>
</tr>
<tr>
<td>Espresso Bar</td>
<td>$25,364</td>
<td>42%</td>
</tr>
<tr>
<td>Auxiliary Services</td>
<td>$47,498</td>
<td>43%</td>
</tr>
<tr>
<td></td>
<td>$1,067,341</td>
<td>48%</td>
</tr>
<tr>
<td><strong>EXCESS REVENUE OVER EXPENSES</strong></td>
<td>$166,740</td>
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V:\BUSOFFICE\Financial Statements\Monthly Financial Statements\FY 16\11-30-15 Financial Statements
Mid Michigan Community College  
Contributions  
****November 2015****

<table>
<thead>
<tr>
<th>Scholarship &amp; Grant</th>
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<td>Bob &amp; Rosemary Carter Scholarship</td>
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<td><strong>Total</strong></td>
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<td><strong>$207,085</strong></td>
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</tbody>
</table>
TO:       Board of Trustees
FROM:   Mary E. Battaglia, Associate Director of Human Resources
SUBJECT:    MMCC Staffing Update for January 5, 2016 Board Meeting
DATE:       December 11, 2015

NEW HIRES:

Adam Hamlin, ETS Academic Coordinator   Effective: 12/14/15

Adam holds a Master of Arts Degree in History and a Bachelor of Science in Education with a Secondary Education emphasis, both from Central Michigan University. His most recent employment was with the Mt. Pleasant Community and Adult Education program teaching social studies on their main campus, in the Isabella County Correctional Facility, and the Isabella County Day Treatment Facility.

Ryan Thatcher, Nursing Adjunct   Effective: 12/10/15

Ryan is working on a Master of Science in Nursing Degree with an anticipated completion of January 2016. He has his Bachelor of Science in Nursing, as well as an Associate Degree in Nursing. Ryan comes to MMCC with ten years of combined experience in the medical field as a Registered Nurse, Licensed Practical Nurse, and Certified Nurse’s Assistant. He currently works as a Registered Nurse and Shift Supervisor for MidMichigan Health.

NEW PART-TIME AND STUDENT EMPLOYEES:

Hannah Neyer, LLS Tutor, Science Center   Effective: 12/1/15

Ian Swartz, AMS Lab Technician   Effective: 12/7/15

SEPARATIONS:

Tiffani Lewis, Student and Community Relations Specialist   Effective: 12-4-15

VACANCIES:

Executive Director of HR (Full-Time)  Offer Process

Multimedia Intern (Part-Time)  Posting Process

WLD Lab Technician (Part-Time)  Interview Process

Web Design & CIS Faculty (Full-Time)  Review Process

Student and Community Relations Specialist (Full-Time)  ESPA Posting Process
Agenda Item V-A: Correspondence and Announcements

Board Consideration: Information

Background:

1. A Thank You note from the family of Lauren Derscheid is attached.

2. A Thank you note from Tom A. Brown, Adjunct Instructor is attached.

3. Announcements may be made at this time.

Recommendation:

None.
Thank you for your kindness in sending a lovely dish garden in a basket with beautiful flowers inserted.

Your thoughtfulness was so appreciated during our time of loss.

Larry, Betty + Elizabeth Derscheid

Never are we more aware of how much our friends and family mean than at the time of our sadness.

Your thoughtfulness did so much to ease our sorrow.

The family of

Lauren Derscheid
December 15, 2015

Dear President Hammond & MMCC Board of Trustees:

Thank you for the “holiday gift” in recognition of my “efforts” on behalf of Mid Michigan Community College. It has been a pleasure and my privilege to teach at Mid! I have thoroughly enjoyed the time I have spent with our students. I am looking forward to doing this again...many times...in the future.

Merry Christmas to you and to the members of the Board of Trustees!

Sincerely,

[Signature]

Tom A. Brown, Adjunct Professor
Agenda Item V-B: Enrollment Report

Board Consideration: Information

Background:

Vice President Miller will provide an enrollment report for the winter 2016 semester.

Recommendation:

None.
Agenda Item V-C: Naming Opportunity

Board Consideration: Action

Background:

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, we will bring those 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>

Recommendation:

It is recommended the Board approve the naming opportunity as presented.
Agenda Item V-D: Marketing and Recruiting Consultant

Board Consideration: Action

Background:

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

Consultation services should review MMCC’s current marketing and recruitment plans and provide specific recommendations for better alignment with the College’s institutional priorities (as expressed in the Strategic and Enrollment Management Plans), both in terms of the written plans and the implementation of those plans.

The selected firm’s final report should 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.

A review of MMCC’s current marketing and staffing model, along with its allocated resources and budgets should be included along with recommendations for change.

We have interviewed three firms, and have narrowed our selection to two of them. We are currently in the process of contacting references and will have a recommendation at the January board meeting. As part of the 2015-2016 budgeting process, $40,000 was reserved for a marketing and recruiting assessment. These funds were added to the marketing budget. The attached document itemizes the finalists’ services and associated costs, all of which can be customized to our needs once a final selection is made.

Recommendation:

Recommendation will be determined at the meeting.
## Marketing and Recruiting Consultant Services Breakdown

### Stamats
- Marketing and Recruiting Assessment: $25,000 *
- Recruitment Communication Sequence Mapping: $12,500 *
- Follow-Up Support (up to 10 hours for support, to be used w/in 6 months): $2,600 *
- Travel (not to exceed): $4,800 *
- **Project Total**: $44,900

### Paskill Stapleton & Lord
- Marketing and Recruiting Assessment and six-month follow-up visit: $24,900 *
- Training Workshops - Yield Boot Camp, and Student-First Culture: $9,110
- Ongoing Consultation for six months (with a visit every five weeks): $19,200
- Travel costs unknown, and will depend on which services are elected: unknown *
- **Project Total**: $53,210 (plus travel)

* Indicates a service that we will elect or is necessary. Both firms will blend and customize services based on our final request.
Agenda Item V-E: Facilities Committee Recommendation

Board Consideration: Action

Background:

Drain field updates and relocation of the main drive on the Harrison campus will be discussed with the Board Facilities Committee prior to the Board meeting. A recommendation will be brought to the meeting concerning the attached documents.

Recommendation:

Recommendation will be determined at the meeting.
Harrison Waste Disposal System

History

1968 – Installation of a 17,500 gallon septic tank and a 3000 gallon dosing tank with a 10,000 square foot drain field.

1983 – With the construction of the Technical Trades/Computer wing an additional 10,000 square foot drain field was added.

1998 – The Health and Science addition was built which added a large number of plumbing fixtures.

2004 – The SOAR addition was built which added a set of restrooms.

2004 – The Goldberg building was remodeled which added another set of restrooms with multiple fixtures.

When we were designing the remodel of the Hatton building to house the Radiology program we learned (according to the Health Dept.) that our septic system was at its maximum capacity and we could not add one more plumbing fixture to the drain system. Therefore requiring us to put in a dedicated system for the Rad Tech building.

In the past 4 to 5 years we have had at least once instance per year where a portion of the septic system has failed causing a shutdown of the campus for at least a day or longer. The instances included the main line going into the septic tank being dislodged by frost which resulted in a backup into the first floor of the main building, another was the disintegration of the pipe connecting the two tanks which resulted in a backup into the first floor of the main building.

In early spring of 2015 Rowe Engineering was contacted for a ballpark figure to replace/upgrade our system and that was estimated at around $150,000 to $170,000. Because of the age (47 years) and the frequent failures of the system causing disruption to the operations of the College, Rowe has been contacted for a proposal to design a new septic system, that proposal is attached.

Rowe’s preliminary recommendation would be to put the new system where the existing Tennis Courts are located.
December 9, 2015

Mr. William Whitman  
Director of Facilities  
Mid-Michigan Community College  
1375 S Clare Ave  
Harrison, MI 48625

RE:  MMCC Harrison Campus – Septic System Replacement Project  
Professional Services Proposal

Dear Mr. Whitman:

ROWE Professional Services Company (ROWE) is pleased to submit this proposal for the above referenced project. Based on discussions at our meeting on December 1, 2015, it is our understanding that the college is interested in preparing design documents for the replacement of the existing septic system for the main building at the Harrison Campus. The replacement of the septic system has been discussed by the college for some time especially with the issues that occurred last winter and we believe is included in the campus master plan completed in 2015.

We propose the following scope of services for this project.

SCOPE OF WORK

- Attend kick-off meeting with stakeholders to confirm scope of project.
- At the kick off meeting, we will develop pro's and con's for the location of the new septic field. One option that was discussed is placing the field in the location of the tennis court however other locations are available for consideration.
- Obtain available information for the existing septic field from the college and from the Health Department.
- Determine existing water usage / waste water flow to the existing (older) septic system
  - Option 1: investigate installing a meter on their well if space is available in their mechanical room and if well only supplies the building that discharges to the older septic system. If the existing well services more than one building, it may still be possible to meter each building separately. A meter on the well or for the building is the best option if possible and will require the least amount of monitoring. The meter will not only be utilized for the replacement design but will also be needed for the anticipated ground water discharge permit if the system exceeds 6,000 GPD.
  - Option 2: utilize the existing pump controls to approximate the daily flow to the septic field. This assumes the existing system has a pump to dose the septic tank effluent to the septic field and that the control panel for the pump(s) has event counters. Information regarding the size of the pump chamber will also be necessary. Rowe will visit site to confirm the existing pump chamber and controls, to record the dose volume per pump cycle and to coordinate with maintenance staff to obtain daily control panel readings to
determine the waste water flow. Depending on how the existing system is set up, a septic contractor might need to be hired to help with obtaining the dose volume or to make changes to the existing pump system so that data can be collected.

- Find a location for the replacement field and obtain soils information. This will require coordination with the owner as well as the health department. Soil digs will then be necessary and ROWE will be onsite to witness the digs along with the health department. The owner will need to provide a backhoe and operator for the digs. Depending on where the digs are performed, a survey crew may need to locate the dig locations when they are done. The owner will pay fees to health department for site / soil evaluation.

- Septic system design – once the waste water flow, soil information and loading rate is determined, the replacement system can be designed. This will include a plan set containing a cover sheet, note sheet, detail sheet, overall layout and grading sheet and detail plan sheet. The completed plan set will be submitted to the health department along with an application for review and permitting. The owner to pay all application, review and permit fees.

- Groundwater discharge permit – based on anticipated waste water flow being more than 6,000 gallons per day, a MDEQ groundwater discharge permit will be required. ROWE will prepare the permit application and turn it in for review. Information and location of the existing wells onsite along with adjacent wells will be required. The owner will need to name an operator for the system to be listed on the permit. Owner to pay permit fee.

COMPENSATION

We propose a fixed fee budget of $11,500 for this project. In addition to our fee, the college will be responsible for costs associated with agency reviews and the cost for performing the perk test digs. These costs are unknown at this time but will be presented to the college once they are determined.

SCHEDULE:

We are able to begin working on this project immediately after receiving authorization to proceed. The completion schedule will be dependent upon how harsh the winter months are and the ability to perform a perk test. The overall schedule can be discussed with the college at the kick off meeting.

COMMENTS ON PROPOSAL

Based on our review preliminary review of the scope of work we note the following comments on our proposal:

- Septic design will be reviewed and permitted by the health department and not the MDEQ
- System will not be over 10,000 gallons per day
- Pretreatment will not be required
- Project consists of only preparing design documents. Bidding and construction phases are not included but a proposal for these services can be provided to the college, if requested.
We appreciate the opportunity to provide engineering services to the Mid Michigan Community College for the replacement of the septic system. Our standard terms and conditions are attached and considered part of this proposal. If you have any questions or concerns, please contact me at (989) 772-2138.

Sincerely,
ROWE Professional Services Company

Jeffrey B. Markstrom, PE
Civil Utilities Division manager

Having reviewed this proposal, including the attached statement of terms and conditions which is a part thereof, acceptance of this proposal is hereby confirmed. ROWE Professional Services Company is authorized to proceed with the work.

Accepted by:

Signature

Date

Print Name and Title
TERMS AND CONDITIONS

The Owner will designate a representative with the authority to provide direction, receive and review information, and make decisions regarding the project. Decisions and direction shall be provided in a timely manner, so as to not delay the project.

The Engineer will perform services in a timely manner, consistent with sound professional practice. The Engineer will strive to perform the services within the established schedule, if any. Services are considered to be complete when deliverables have been presented to the Owner.

The Owner will provide the Engineer with all available information pertinent to the site of the project and access to the project site.

The Engineer will assist the Owner in preparing applications and documents to secure approvals and permits. The Owner is responsible for payment of permit application fees and charges.

Services provided by the engineer shall be performed with the care and skill normally exercised by other members of the profession practicing under similar conditions.

The Owner shall promptly notify the Engineer of defects or suspected defects in the work.

The Engineer's opinions of construction costs will be based upon experience and historical information.

The Engineer will be responsible for the safety precautions and programs of its employees only.

If the Engineer is reviewing work by contractors or others on behalf of the Owner, the Engineer may only recommend to the Owner that work which does not conform to the project requirements be rejected.

Payment for work completed shall be made within thirty days of invoicing. Unless otherwise provided, invoices will be submitted monthly as the work progresses.

In the event additional work is needed because of a change in scope or unforeseen conditions, the Engineer will submit a proposal defining the modified scope of work and any modifications to the schedule and fee for the Owner's approval.

This agreement may be terminated by either party with fourteen days written notice; however, the Engineer shall be paid for work completed prior to the date of termination.

All documents prepared by the Engineer in completing this work are considered the Engineer's property as instruments of service and are not intended for re-use by the Owner or others.

The Engineer is an independent contractor, responsible to the Owner for the results of this undertaking and is not an employee or agent of the Owner.

The Owner agrees to limit ROWE Professional Services Company’s total liability to the Owner and any contractors on the project to $11,500 or the Engineer’s fee, whichever is greater.

The Owner and Engineer each bind themselves and any partners, successors, and assigns of the other party to this agreement. Neither party will assign, sublet, or transfer their interest in this agreement without the consent of the other party.

The terms of this agreement shall be governed by the laws of the State of Michigan. In the event a provision of this agreement is rendered unlawful, the remaining terms and provisions shall remain in effect.

In performance of this work, the Engineer will comply with their policies regarding non-discrimination against employees on the basis of race, color, religion, national origin or ancestry, age or sex.

Terms and Conditions Agreed to:

Owner

ROWE Professional Services Company
RELOCATION OF THE HARRISON MAIN DRIVE

The west parking lot is inefficient and contains an odd dead-end drive. The Master Plan proposes the removal and replacement of some landscape islands to enhance the general appearance, flow, and add additional parking spaces. See attached proposal from Rowe Engineering to design a new layout for the West parking lot.

The current main campus drive extends under the Main Building second floor bisecting the first floor. (See attached diagram). This causes a number of issues including minimal clearance for trucks, segregation of the cafeteria from the primary parts of the Main Building, and pedestrian/vehicular conflicts.

The master plan shows the road to be reconfigured south of the Main Building. Significant grading will be required to accommodate the new layout. The drive and parking lot work is estimated at $500,000. See attached proposal from Rowe Engineering to design the relocated drive.

The existing first floor opening is proposed to be filled with new interior building area addressed in other parts of the Master Plan.
December 8, 2015

Mr. William Whitman, Director of Facilities
Mid Michigan Community College
1375 S. Clare Avenue
Harrison, MI 48625

RE: West Parking Lot Reconstruction – Harrison Campus
Professional Services Proposal

Dear Mr. Whitman:

ROWE Professional Services Company (ROWE) is pleased to submit this proposal for the above referenced project. Based on discussions at our meeting on December 1, 2015, we understand that the college is interested in reconstructing the parking lot located on the west side of the main administration building and the construction of a new access drive on the south side of the same area per the Five Year Goals identified in the college’s recently completed master planning document. Per your request, we have separated the project scopes and the associated fees accordingly.

We propose the following scope of services for these projects.

SCOPE OF WORK – West Parking Lot Reconstruction

- Obtain information from two (2) five foot deep soil borings located within the parking lot area
- Topographic Survey
  - Set site control to be used for the survey and future construction. Horizontal and vertical datum will be relative to NAD83/CORS2011 and NAVD88 respectively.
  - Field check and verify existing aerial mapping, within project limits. Locate and verify topographic features of the site including building corners, finished floor elevations at entrances, grade changes, visible known utilities, surface types and vegetation limits within the survey limits. Verify individual tree sizes and type within the survey limits.
  - Perform conventional mapping in the area of the sidewalk and ADA improvements.
  - Use existing utility plans for the subject site to assist in the field location and final drawings. We will utilize the available plans to depict non-visible utilities on the drawing.
  - Provide a base drawing in AutoCAD C3D digital format. A finished survey drawing is not included.
- The first task will be to develop a preliminary layout of the proposed site improvements. ROWE will schedule and attend a meeting with the stakeholders at the college to obtain comments which will be utilized in the development of the preliminary layout.
Once the preliminary layout has been reviewed by the client, we will incorporate any changes and prepare detailed construction plans and technical specifications to be used for future bidding of the project. It is anticipated that the plans will include the following:

1) note sheet;
2) detail sheets;
3) grading, drainage and soil erosion control plan;
4) site layout plan;
5) erosion control key

We will develop an Engineer’s Opinion of Construction Costs that the college can use for budgeting purposes.

SCHEDULE:

We are available to begin this work immediately upon receiving written authorization to proceed and anticipate having our preliminary site layout ready for review within four (4) weeks. The final design and plan development will follow however; the schedule will need to be determined as the project proceeds.

COMPENSATION:

We propose the following fixed fee budgets for this project.

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<tr>
<th>Task</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soil Borings</td>
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<td>Topographic Survey</td>
<td>$1,600</td>
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<td>Design</td>
<td>$8,000</td>
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<tr>
<td><strong>Totals</strong></td>
<td><strong>$11,600</strong></td>
</tr>
</tbody>
</table>

SCOPE OF WORK – New Access Drive

- Obtain information from one (1) five foot deep soil boring located within the new access drive area
- Topographic Survey
  - Set site control to be used for the survey and future construction. Horizontal and vertical datum will be relative to NAD83/CORS2011 and NAVD88 respectively.
  - Field check and verify existing aerial mapping, within project limits. Locate and verify topographic features of the site including building corners, finished floor elevations at entrances, grade changes and slopes on the south side of the building, visible known utilities, surface types and vegetation limits within the survey limits. Verify individual tree sizes and type within the survey limits.
  - Perform conventional mapping in the area along the existing drive under the building and the west edge of the existing parking lot along the re-located drive tie in area.
  - Merge conventional survey data with the existing aerial survey within the project limits.
  - Use existing utility plans for the subject site to assist in the field location and final drawings. We will utilize the available plans to depict non-visible utilities on the drawing.
Provide a base drawing in AutoCAD C3D digital format. A finished survey drawing is not included.

- The first task will be to develop a preliminary layout of the proposed site improvements. ROWE will schedule and attend a meeting with the stakeholders at the college to obtain comments which will be utilized in the development of the preliminary layout.
- Once the preliminary layout has been reviewed by the client, we will incorporate any changes and prepare detailed construction plans and technical specifications to be used for future bidding of the project. It is anticipated that the plans will include the following:
  1) note sheet;
  2) detail sheet;
  3) grading, drainage and soil erosion control plan;
  4) site layout plan;
  5) erosion control key
- We will develop an Engineer’s Opinion of Construction Costs that the college can use for budgeting purposes.

SCHEDULE:

We are available to begin this work immediately upon receiving written authorization to proceed and anticipate having our preliminary layout ready for review within four (4) weeks. The final design and plan development will follow however; the schedule will need to be determined as the project proceeds.

COMPENSATION:

We propose the following fixed fee budgets for this project.

<table>
<thead>
<tr>
<th>Task</th>
<th>Budget</th>
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</thead>
<tbody>
<tr>
<td>Soil Boring</td>
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<td>Design</td>
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<tr>
<td><strong>Totals</strong>*</td>
<td><strong>$13,250</strong></td>
</tr>
</tbody>
</table>

* If both the parking lot and access drive projects are awarded at the same time we can reduce our fee by the following due to less trips/mobilizations to the site:

<table>
<thead>
<tr>
<th>Task</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soil Boring</td>
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<tr>
<td>Topographic Survey</td>
<td>($500)</td>
</tr>
<tr>
<td><strong>Totals</strong>*</td>
<td><strong>($1,500)</strong></td>
</tr>
</tbody>
</table>
Basis of Proposal

We have based our proposal on the following:

- Design of lighting and landscaping is not included as part of the project scopes.
- It is understood drainage will be handled utilizing existing catchbasins and via sheet flow; design of on-site detention is not included in the project scopes.
- There are no wetlands or flood plains within the area proposed for this project. Consequently, no wetland / floodplain permitting is included in the scope of the projects.
- Submittals to township and/or county agencies not included in the project scopes.
- Preparation of a Clare County Soil Erosion and Sedimentation Control permit is not included within the scopes of this proposal. This work can be added at a later date if the project moves into the construction phase.
- Per our discussion this proposal only includes development of construction drawings. Bidding and construction services are not included, but a proposal for this work can be submitted upon request.

We appreciate the opportunity to provide engineering services to the Mid Michigan Community College for the redevelopment of your parking lot and/or drive. Our standard terms and conditions are attached and considered part of this proposal. If you have any questions or concerns, please contact me at (989) 772-2138.

Sincerely,

ROWE Professional Services Company

Steven M. Clark
Project Administrator

Jeffrey B. Markstrom, PE
Civil Utilities Division manager

Having reviewed this proposal, including the attached statement of terms and conditions which is a part thereof, acceptance of this proposal is hereby confirmed. ROWE Professional Services Company is authorized to proceed with the work.

Accepted by:

Signature

Print Name and Title

Date:
The Owner will designate a representative with the authority to provide direction, receive and review information, and make decisions regarding the project. Decisions and direction shall be provided in a timely manner, so as to not delay the project.

The Engineer will perform services in a timely manner, consistent with sound professional practice. The Engineer will strive to perform the services within the established schedule, if any. Services are considered to be complete when deliverables have been presented to the Owner.

The Owner will provide the Engineer with all available information pertinent to the site of the project and access to the project site.

The Engineer will assist the Owner in preparing applications and documents to secure approvals and permits. The Owner is responsible for payment of permit application fees and charges.

Services provided by the engineer shall be performed with the care and skill normally exercised by other members of the profession practicing under similar conditions.

The Owner shall promptly notify the Engineer of defects or suspected defects in the work.

The Engineer’s opinions of construction costs will be based upon experience and historical information.

The Engineer will be responsible for the safety precautions and programs of its employees only.

If the Engineer is reviewing work by contractors or others on behalf of the Owner, the Engineer may only recommend to the Owner that work which does not conform to the project requirements be rejected.

Payment for work completed shall be made within thirty days of invoicing. Unless otherwise provided, invoices will be submitted monthly as the work progresses.

In the event additional work is needed because of a change in scope or unforeseen conditions, the Engineer will submit a proposal defining the modified scope of work and any modifications to the schedule and fee for the Owner’s approval.

This agreement may be terminated by either party with fourteen days written notice; however, the Engineer shall be paid for work completed prior to the date of termination.

All documents prepared by the Engineer in completing this work are considered the Engineer’s property as instruments of service and are not intended for re-use by the Owner or others.

The Engineer is an independent contractor, responsible to the Owner for the results of this undertaking and is not an employee or agent of the Owner.

The Owner agrees to limit ROWE Professional Services Company’s total liability to the Owner and any contractors on the project to $23,350 or the Engineer’s fee, whichever is greater.

The Owner and Engineer each bind themselves and any partners, successors, and assigns of the other party to this agreement. Neither party will assign, sublet, or transfer their interest in this agreement without the consent of the other party.

The terms of this agreement shall be governed by the laws of the State of Michigan. In the event a provision of this agreement is rendered unlawful, the remaining terms and provisions shall remain in effect.

In performance of this work, the Engineer will comply with their policies regarding non-discrimination against employees on the basis of race, color, religion, national origin or ancestry, age or sex.

Terms and Conditions Agreed to:

Owner _______________________________ ROWE Professional Services Company _______________________________
Agenda Item V-F: CMMA Agreement

Board Consideration: Action

Background:

A Memorandum of Understanding between MMCC and the Central Michigan Manufacturing Association (CMMA) will be presented.

Recommendation:

It is recommended to approve the Memorandum of Understanding as presented.
Agenda Item V-G: Recommended Purchases

Board Consideration: Action

Background:

1. VMware Upgrade – Kirk Lehr - Our current server environment utilizes a product called VMware which allows us to operate many servers (called virtual servers) on a physical computer. In our current environment we have approximately 60 virtual servers running on 6 or so physical computers. Over the past year we have bought some new physical computers so that we could consolidate down from 6 to 3 physical computers. With our current VMware software environment our 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: allowing us a better management of the virtual servers in how they utilize computing resources, allowing automatic fail-over if one of the physical computers fails, and allow us 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 RFP was sent out in July to four or five vendors and the college only received one response. The RFP was sent out again in November to twelve vendors we received two responses. The two responses are attached. The funding for this project will be from the institutional tech funds.

The recommendation is to go with CDWG for a total project cost of $36,678.82

2. Conference Room Upgrades – Kirk Lehr - There are 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 Tech 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.

Attached are the initial quotes to update/reconfigure these three conference rooms. Bid evaluations are still taking place so a recommendation will be made the night of the meeting. The funding for this project is institutional tech funds.

Continued on next page...
Agenda Item V-G: Recommended Purchases continued

Board Consideration: Action

Background:

3. Physical Therapist Assistant Program Equipment – Vice President Jankoviak – At the March 3, 2015 meeting, Vice President Jankoviak informed the Board that the Physical Therapist Assistant program would be increasing the capacity of students. The program has been approved by their accreditation agency, to accept 20 additional students every two years. In order to provide proper support for these students, the College needs to purchase additional equipment.

Attached is the total request and bid documents. The funding for this purchase is Program Development funds.

4. Michigan Office Solutions – Vice President Frick and CIO Freds – 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 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. Additional information is attached.

Recommendation:

It is recommended the Board approve the purchases as presented.
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<thead>
<tr>
<th>VMware Upgrade Project Costs</th>
<th>SHI International</th>
<th>CDWG</th>
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<tr>
<td>VMWARE Standard with Acceleration Kit</td>
<td>$8,425.85</td>
<td>$6,900.00</td>
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<td>VMWare Standard - Support and Subscription Production for 3 yrs</td>
<td>$9,443.34</td>
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<td>USB Connectivity</td>
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<td>$703.82 (Budgetary Number)</td>
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<td>Implementation</td>
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<td>$26,678.82</td>
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<td>Training Budget</td>
<td>$10,000.00 (Budgetary Number)</td>
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<td>Total Project</td>
<td>$46,475.01</td>
<td>$36,678.82</td>
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## MMCC
### Summary of Sealed Bids
#### Conference Room Upgrades

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<tr>
<td>Innovative Communications</td>
<td>$40,175.00</td>
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<td>Innovative Communications (with upgrades)</td>
<td>no prices quoted on upgrades</td>
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<tr>
<td>I.Comm</td>
<td>$26,449.11</td>
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<td>I.Comm (with upgrades)</td>
<td>$34,150.75</td>
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<td>MOSS</td>
<td>$32,324.26</td>
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<tr>
<td>Moss (with upgrades)</td>
<td>$40,412.43</td>
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Date bids opened: 12/1/2015  

[Signatures]

Susan Call  

Gene Schmidt
PTA Program Equipment Request

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<th>Cost</th>
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<td>Patterson Medical</td>
<td>$37,319.17</td>
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<tr>
<td>NuStep</td>
<td>$6,281.00</td>
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<td>Anytime World Wide</td>
<td>$573.56</td>
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<td>Pocket Nurse</td>
<td>$661.00</td>
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<td>North Coast Medical</td>
<td>$5,322.04</td>
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<tr>
<td>True Fitness Technology</td>
<td>$4,848.00</td>
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Total Request               | $55,004.77 |
**A Sale Quotation From**

**CONFIDENTIAL**

**Company Name**: MID MICHIGAN COMMUNITY COLLEGE  
**Customer Number**: 104981182  
**Address**: 1375 S CLARE AVE  
HARRISON, MI 48625-9447  
US

**PATTERSON MEDICAL**

**Customer Name**: MICHIGAN COMMUNITY COLLEGE  
**Sales Rep Email**: Carol.Taylor@pallen.com  
**Sales Rep**: CAROL TAYLOR  
**Quote Number**: 1000757072  
**Contact Name**: AMANDA  
**Contact Title**: Other  
**Tax Id**: 20-4590834  
**To Place Order Call** (800) 323-5547  
**Or Fax** (800) 547-4333

---

**Catalog Number** | **Item Number** | **Description** | **Professional Price** | **Adj Quote Price** | **Qty** | **Extended Price** | **Savings**
--- | --- | --- | --- | --- | --- | --- | ---
514201 | 081030808 | THERABATH W/SCENT-FREE PARAFFIN | 203 | $210.00 | $178.50 | 1 | $178.50 | $31.50
563994 | 081327717 | GENISYS 5 CM2 APPLICATOR | 151 | $351.95 | $299.16 | 1 | $299.16 | $52.79
5029 | 081028919 | EXERCISE PULLEY SET | 260 | $37.35 | $31.75 | 1 | $31.75 | $5.60
566746 | 081429786 | ADJUST PULLEY, SNGL FREE STAND | 67 | $2,484.00 | $2,111.40 | 1 | $2,111.40 | $372.60
920489 | 081202241 | DELUXE AUTOMATIC OBT/WALNUT | 1192 | $282.90 | $248.97 | 2 | $497.94 | $87.86
552744 | 081075385 | BREEZY 2000 W/18"REMV ARMS ELEVATING LE | 963 | $466.60 | $396.61 | 1 | $396.61 | $69.99
2943 | 081013853 | INTELECT LEGEND - 4 CHANNEL COMBO | 153 | $4,719.75 | $4,011.79 | 1 | $4,011.79 | $707.96
566201DG | 081573559 | METRON ELITE 3-SECTION TABLE, DOVE GRAY | 81 | $2,375.00 | $1,566.67 | 4 | $6,346.68 | $3,153.32
923368DG | 081670017 | METRON ELITE DELUXE TRACTION, DOVE GRAY | 9275.00 | 27% | $6,737.62 | 2 | $13,475.24 | $5,074.76
A501004 | 081276906 | CERVICAL TRACTION SYSTEM | 2
A501010 | 081276930 | CRVCAL TRAC CLEV/ MTD400 & ACCU-TRAC | 2
565147 | 081561273 | TRACTION HARNESS SYSTEM | 2
566342 | 081573401 | METRON FLEXION STOOL, DOVE GRAY | 2
566211D | 081574300 | METRON ELITE TRACTION TABLE, DOVE GRAY | 2
081663855 | TM-400 TRACTION UNIT | 2
561253 | 081402197 | WHEELCHAIR ACCESS HI-LO TILT GRAY | 118 | $5,979.00 | $4,766.67 | 1 | $4,766.67 | $1,212.33
2941L | 081013796 | 10 CM SOUND HEAD/F/INTEL LEG | 153 | $363.60 | $309.06 | 1 | $309.06 | $54.54
563995 | 081327725 | GENISYS 10 CM2 APPLICATOR | 151 | $351.95 | $299.16 | 1 | $299.16 | $52.79
081655000 | OPTIFLEX-K1 KNEE CPM WITH CLASSIC PENDANT | 0 | $2,805.00 | $2,384.25 | 1 | $2,384.25 | $420.75
552741 | 081075332 | BREEZY 2000 W/16"REMV ARMS ELEVATING LE | 963 | $466.60 | $396.61 | 1 | $396.61 | $69.99

We can rent for $30 per day from mid mich home care.
**A Sale Quotation From**

**Quote Good Thru 7/31/2016**

---

**Company Name**: MID MICHIGAN COMMUNITY COLLEGE  
**Customer Number**: 104961192  
**Address**: 1376 S CLARE AVE  
HARRISON, MI 48625-9447  
US

---

28100 TORCH PARKWAY, SUITE 700  
WARRENVILLE, IL 60555-3938 USA

---

**Tax Id: 20-4590834**

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* A copy of the quote must be attached to the PO for faxes, and referenced on emails or EDI orders when placed for quoted pricing to be honored.  
** This quote expires in 90 days or by December 31st, whichever comes first.

---

**Sub-Total**: $35,504.82  
**Shipping And Handling**: $1,814.35  
**State Tax**: $0.00  
**Local Tax**: $0.00  
**Total**: $37,319.17

---

12/10/2015

Page 2
Customer No: 32570
Quote Number: QUO-13261-H2Y3J8

Sold To:
Mid Michigan Community College
1375 South Clare Avenue
Harrison, MI 48625

Ship To:
Amanda Wismer
Mid Michigan Community College
1375 South Clare Avenue
Harrison, MI 48625
USA

Phone: 989-386-6622 x143
Email: awismer1@midmich.edu

Expires: 12/31/2015

24-48 hours before DELIVERY please contact Amanda Wismer @ 989-386-6622 x143 to schedule FULL SERVICE INSIDE DELIVERY SERVICE. Thank you!

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<td>$5,995.00</td>
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<td>shipped in a horizontal box</td>
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<td>MidMichigan Health</td>
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Shipping Type Quoted: Full Service
FOB: Destination, PPD & Add

Line Total: $5,845.00
Shipping/Handling Total: $436.00
Total Amount: $6,281.00

Total w/ Est. Tax: $6,281.00

To place an order for the items above, please fax or email us an approved purchased order at your earliest convenience. If your facility/company does not use purchase orders, this document can be used as a contract by signing below and returning to us. Please take a moment to verify the addresses and items above, and review the following terms.

Terms are: NET 30 from ship date. If payment is more than 15 days past due, a late fee of $35 and interest in the amount of 1.5% per month will be charged (or the maximum allowed under applicable law). Failure to pay will void all product warranties. Non-sufficient funds (NSF) fee is $35.

Sales tax may be applied at the time of invoicing. If you are tax exempt, please provide a tax exempt certificate with your order.

X
Customer Signature
___

X
Print Name
Shawn Armiak

Date
1/30/2015
Thank you for the opportunity to provide you with this quotation.

To view this item, visit www.AnytimeWorldWide.com.

For more information, please contact Ripley Van DeGrift at sales@anytimeworldwide.com. This form is available on our website located under the search bar.

---

**Sales Order D241/912**

**Customer:** MI137C

**To:**
Mid Michigan Community College
1375 S. Clare Ave
Harrison, MI 48625

**Ship To:**
Mid Michigan Community College
Amanda Wismer 989-317-4609
1375 S. Clare Ave
Harrison, MI 48625

---

### THIS IS A BID/ESTIMATE

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<td>99</td>
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<td>N</td>
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Nontaxable Subtotal: 573.56
Taxable Subtotal: 0.00
Tax: 0.00

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Anytime World Wide/Anytime Products
572 Telephone Road #907
Entura, Ca 93003

Telephone: 877/421-2910
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<td>5.05</td>
<td>151.50</td>
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<td>05-84-1004N</td>
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<td>Non-Returnable</td>
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**Sub-Total** 614.50

**Shipping (UPS Ground)** 46.50

**Total** $661.00
Bill To  
MID MICHIGAN COMMUNITY COLLEGE  
PHYSICAL THERAPY ASSISTANT PROGRAM  
2600 S SUMMERTON  
MT PLEASANT, MI 48858  
US

Ship To  
MID MICHIGAN COMMUNITY COLLEGE  
PHYSICAL THERAPY ASSISTANT PROGRAM  
2600 S SUMMERTON  
MT PLEASANT, MI 48858  
US

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<td>2</td>
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<td>3</td>
<td>NC86002 Rocker Board 20 in</td>
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<td>4</td>
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<td>7</td>
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<td>EA</td>
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Nc86015 Ships UPS Ground, Direct Ship  
NC88480-G Ships UPS Ground, Direct Ship  
NC88422-4 Ships UPS Ground, Direct Ship  
NC86210-2 Ships UPS Ground, Direct Ship

Direct ship freight total: $91.47

Returns, credits and refunds can be initiated by calling our Customer Service department. Credits or refunds will be less any applicable shipping and handling charges, unless the error was ours. Items can be returned for any reason within 30 days of original purchase. Items returned within 60 days of original purchase that are in resalable condition will be subject to a 15% restocking fee. Returns will not be accepted after 60 days. If you have received merchandise in error, North Coast will pay the return shipping expense; otherwise the original purchaser is responsible. All returns must be accompanied by a Return Merchandise Authorization (RMA) number. Returns without a valid RMA number will not be credited. For sanitary reasons, personal hygiene products that have been opened cannot be returned at anytime.

Note: North Coast Medical, Inc. does not participate in Medicare, Medi-Cal, Workers Compensation, Private Insurance or any other third-party billing programs. Insurance reimbursement for products purchased from North Coast Medical is the sole responsibility of the purchasing party.
**Ship To:** Mid Michigan Community College  
Amanda M. Wismer, PT, DPT, MSA  
2600 S. Summerton  
4882  
Mt Pleasant, MI 48858  

**Phone:** (989)317-4609  
**Fax:**

**Sold To:** Mid Michigan Community College  
Amanda M. Wismer, PT, DPT, MSA  
2600 S. Summerton  
4882  
Mt Pleasant, MI 48858  

**Phone:** (989)317-4609  
**Fax:**  
**EMail:** Awismer1@midmich.edu

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<td>TRUE TPS900 Treadmill</td>
<td>$3,999.00</td>
<td>$2,399.00</td>
<td>$2,399.00</td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>TRUE CS900U Upright Bike w Emerge Display</td>
<td>$3,199.00</td>
<td>$1,899.00</td>
<td>$1,899.00</td>
<td></td>
</tr>
</tbody>
</table>

SubTotal $4,298.00  
Sales Tax $0.00  
Freight $550.00

**Total** $4,848.00

**Proposal in US Dollars**

*Proposal Valid For Thirty (30) Days*
ADDENDUM E TO LEASE AGREEMENT

The following is only an addendum and shall only alter the terms and conditions of the Lease Agreement as provided herein, all other terms and conditions remain in full force and effect.

Effective __, 2015, the following changes have been made to Lease No. 512282 for Mid Michigan Community College.

1. RATE CHANGE:

252,000 Monthly Minimum number of Black and White Copies overages @ $0.039654 and 28,000 Monthly Minimum number Color Copies overages @ $0.105. All other rates will remain the same. This rate is for a term of 60 months, starting with the payment due February 1, 2016.

2. EQUIPMENT ADDED:

See Schedule B

3. EQUIPMENT REMOVAL:

See Schedule C

4. ORIGINATION FEE:

As listed under Terms/Rentals, the Origination Fee will increase by $100.00, a one-time payment with the February 1, 2016 payment.

EQUIPMENT DELIVERY

On this date__________ physical possession was taken at our location of the first piece of equipment.

EQUIPMENT ACCEPTANCE AND LEASE COMMENCEMENT

I, acting on behalf of the Lessee named above, acknowledge that I have personally inspected all items of Equipment described in the Lease (or if designated above, the Schedule). The Equipment has been received, inspected and installed to Lessee's satisfaction and is complete, operational and in good condition and working order and satisfactory in all respects and conforms to all specifications in the Lease and the Supply Contract. Lessee hereby accepts the Equipment and acknowledges that the Lease (or Schedule, as the case may be) commences on the Date of Acceptance stated below and is NON-CANCELABLE, ABSOLUTE AND IRREVOCABLE. I understand that Lessor will, and Lessee hereby authorizes Lessor to, purchase the Equipment in reliance on this Acceptance Certificate. The term of the Lease (or Schedule) commences on the Date of Acceptance and Lessee will commence paying rent on such date. I am authorized to sign this Acceptance Certificate on behalf of Lessee. Capitalized terms used herein shall have the meanings assigned to them in the Lease, except, as the context shall require.

Mid Michigan Community College: Team Financial Group, Inc.:

Authorized Signature Title

Printed Name Date

Date

Authorized Signature Title

Matt Maczka, President

Printed Name Date
MICHIGAN SALES AND USE TAX CERTIFICATE OF EXEMPTION

This certificate is invalid unless all four sections are completed by the purchaser.

Section 1: Check one of the following:

☐ One time purchase  ☐ Blanket certificate *

The purchaser hereby claims exemption on the purchase of tangible personal property and selected services made under this certificate, and certifies that this claim is based upon the purchaser’s proposed use of the items or services, or the status of the purchaser.

Section 2: Items covered by this certificate:

☐ All Items purchased
☐ Limited to the following items:

Section 3: Basis for exemption claim:

Resale

☐ At Retail - Sales Tax Registration Number: ______________________________
☐ At Wholesale - No Number Required
☐ Agricultural Production: (Describe) ______________________________
☐ Industrial Processing:
☐ Other (explain): ____________________________________________________

Non-Profit Organizations

☐ Government Entity, Nonprofit School, Nonprofit Hospital, and Church
  (Circle type of organization)
☐ Internal Revenue Code Section 501(c)(3) and 501(c)(4) Organizations
☐ Exempt letter from the State of Massachusetts
☐ Other (explain): ____________________________________________________

Section 4: Certification:

In the event this claim is disallowed, the purchaser promises to reimburse the seller for the amount of tax involved.

Lease No.: 512282-E

Purchaser:

Mid Michigan Community College
2600 South Summerton
Mount Pleasant MI 48858

Authorized Signature   Title   Printed Name   Date
Michigan Sales and Use Tax Certificate of Exemption

DO NOT send to Treasury – Certificate must be retained in the Seller's Records.
This certificate is invalid unless all four sections are completed by the purchaser.

SECTION 1: CHECK ONE OF THE FOLLOWING

☐ One time purchase  ☒ Blanket certificate. Expiration date, maximum of four years: __________

Order or Invoice #: __________

The purchaser hereby claims exemption on the purchase of tangible personal property and selected services made from the vendor listed below. This certifies that this claim is based upon the purchaser's proposed use of the items or services, OR the status of the purchaser.

__________________________________________

MICHIGAN OFFICE SOLUTIONS

(Vendor's Name and Address)

SECTION 2: ITEMS COVERED BY THIS CERTIFICATE (Check one of the following)

☐ All items purchased.
☐ Limited to the following items: ____________________________

SECTION 3: BASIS FOR EXEMPTION CLAIM (Check one of the following)

☐ For Resale at Retail - Sales Tax License Number: ____________________________
☐ For Lease - Use Tax Registration Number: ____________________________

The following exemptions DO NOT require the purchaser to provide a number:

☐ For Resale at Wholesale
☐ Agricultural Production ___ %
☐ Industrial Processing ___ %
☐ Church, Government Entity, Nonprofit School, or Nonprofit Hospital (Circle type of organization.)
☐ Nonprofit Internal Revenue Code Section 501(c)(3) or 501(c)(4) Exempt Organizations (must provide IRS authorized letter with this form.)
☐ Nonprofit Organization with an authorized letter issued by the Michigan Department of Treasury prior to June 1994 (must provide copy of letter with this form)
☐ Rolling Stock purchased by an Interstate Motor Carrier
☐ Direct Mail (delivered to multiple taxing jurisdictions - purchaser assumes tax payment obligation)
☐ Other (explain): ____________________________

SECTION 4: CERTIFICATION

I declare, under penalty of perjury, that the information on this certificate is true, that I have consulted the statutes, administrative rules and other sources of law applicable to my exemption, and that I have exercised reasonable care in assuring that my claim of exemption is valid under Michigan law. In the event this claim is disallowed, I accept full responsibility for the payment of tax, penalty and any accrued interest, including, if necessary, reimbursement to the vendor for tax and accrued interest.

<table>
<thead>
<tr>
<th>Type of Business (see codes on page 2)</th>
<th>Business Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Address</td>
<td>City, State, ZIP Code</td>
</tr>
<tr>
<td>Business Telephone Number (include area code)</td>
<td>Name (Print or Type)</td>
</tr>
<tr>
<td>Signature and Title</td>
<td>Date Signed</td>
</tr>
</tbody>
</table>
Instructions for Completing Form 3372, Michigan Sales and Use Tax Certificate of Exemption

The purchaser shall complete all four sections of the exemption certificate to establish a valid exemption claim. A seller must meet a “good faith” standard required by law. “Good faith” means that the seller received a completed and signed Certificate of Exemption from the purchaser. Sellers must retain the exemption certificates for a period of four years.

Michigan does not issue “tax exemption numbers”. Sellers should not accept a number as evidence of exemption from sales or use tax. A purchaser who claims exemption for “resale at retail” or “for lease” must provide the seller with an exemption certificate and their sales tax license number or use tax registration number.

SECTION 1:
Place a check in the box that describes how you will use this certificate.
   a) Choose “One time purchase” and include the invoice number this certificate covers.
   b) Choose “Blanket” and enter the expiration date. The maximum is four years.

Print the vendor’s name and address in the area provided.

SECTION 2:
Place a check in the box for “All items purchased” or choose “Limited to” and list the items that are covered by the exemption claim.

SECTION 3:
Place a check in the box that applies and provide the additional information requested for that exemption. The exemptions listed are the most common. If the exemption you are claiming is not listed use “Other” and enter the qualifying exemption.

SECTION 4:
Use the number that describes your business or explain any other business type not provided.

<table>
<thead>
<tr>
<th></th>
<th>Accommodation</th>
<th></th>
<th>Transportation</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td></td>
<td>09</td>
<td></td>
</tr>
<tr>
<td>02</td>
<td>Agricultural</td>
<td>10</td>
<td>Utilities</td>
</tr>
<tr>
<td>03</td>
<td>Construction</td>
<td>11</td>
<td>Wholesale</td>
</tr>
<tr>
<td>04</td>
<td>Manufacturing</td>
<td>12</td>
<td>Advertising, newspaper</td>
</tr>
<tr>
<td>05</td>
<td>Government</td>
<td>13</td>
<td>Hospital</td>
</tr>
<tr>
<td>06</td>
<td>Rental or leasing</td>
<td>14</td>
<td>Educational</td>
</tr>
<tr>
<td>07</td>
<td>Retail</td>
<td>15</td>
<td>501c3 or 501c4</td>
</tr>
<tr>
<td>08</td>
<td>Church</td>
<td>16</td>
<td>Other</td>
</tr>
</tbody>
</table>

Print the name of the business, address, city, state and zip code. Sign and provide your title (i.e. owner, president, treasurer, etc.). Provide your printed name and date the certificate.

**DO NOT SEND EXEMPTION CERTIFICATE TO THE DEPARTMENT OF TREASURY.**
<table>
<thead>
<tr>
<th>Quantity</th>
<th>Product Description</th>
<th>Serial No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>46</td>
<td>Xerox 3610 Copier</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Xerox 3615 Copier</td>
<td></td>
</tr>
</tbody>
</table>

**VERIFICATION**

This Schedule "B" is hereby verified as correct by the undersigned, who acknowledges receipt of a copy.

Initials

Date
**TEAM**

**FINANCIAL GROUP, INC.**

**LEASE NUMBER 512282**

**SCHEDULE B**

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Product Description</th>
<th>Serial No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>Xerox 3655 Copier</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Xerox 4622 Copier</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Xerox 6600 Copier</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Xerox 6605 Copier</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Xerox 6700 Copier</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Xerox 7845 Copier</td>
<td></td>
</tr>
</tbody>
</table>

**VERIFICATION -**

This Schedule "B" is hereby verified as correct by the undersigned, who acknowledges receipt of a copy.

Initials __________________

Date ____________
**SCHEDULE B**

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Product Description</th>
<th>Serial No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Xerox 5875</td>
<td>Copier</td>
</tr>
<tr>
<td></td>
<td>Xerox 5875</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Xerox 5875</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Xerox 5550</td>
<td>Copier</td>
</tr>
</tbody>
</table>

**VERIFICATION**

This Schedule "B" is hereby verified as correct by the undersigned, who acknowledges receipt of a copy.

Initials

Date
**Quantity** | **Product Description** | **Serial No.**
---|---|---
9 | Xerox 7545 Copier | XKP512563 XKP516207 XKP514285 XKP518488 XKP514329 XKP512119 XKP516211 XKP518481 XKP515776
4 | Xerox 575S Copier | XEL549405 XEL549205 XEL549433 XEL549560
1 | Xerox 551Z Copier | AA6000574
8 | Xerox MFP3300 Printer | NRB080331 NRB445187 NRB445191 NRB445328 NRB445338 NRB445329 NRB445331 NRB445335
6 | Xerox 363X Copier | LBP361924 LBP361495 LBP361832 LBP361875 LBP358628 LBP361252
9 | Xerox 325N Copier | MXX504587 MXX504590 MXX504588 MXX503920 MXX505919 MXX505903 MXX505913 MXX505909 MXX505892
3 | Xerox 3250DN Copier | MXX507308 MXX507297 MXX507089

**VERIFICATION**

This Schedule "C" is hereby verified as correct by the undersigned, who acknowledges receipt of a copy.

Initials __________________

Date ________________
**TEAM**  
**FINANCIAL GROUP, INC.**  
**SCHEDULE C**

3391 Three Mile Road NW, Grand Rapids, MI 49534  
Fax: (616) 735-2392

The Schedule "C" is to be attached to and become part of the Item Description for the Agreement between Mid Michigan Community College and Team Financial Group, Inc.

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Product Description</th>
<th>Serial No.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Addendum A:</strong></td>
<td>Xerox 3635XI Printers</td>
<td>BB1863991 BB1864152</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Addendum B:</strong></td>
<td>Xerox 3635XI Printer</td>
<td>BB1490256</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Addendum C:</strong></td>
<td>Xerox WC6605DN Copier</td>
<td>XL3599727</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Xerox WC3550X Copier</td>
<td>VMAs80744</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Xerox 3250DN Copier</td>
<td>MXX486849</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**VERIFICATION -**

This Schedule "C" is hereby verified as correct by the undersigned, who acknowledges receipt of a copy.

Initials ___________________

Date _________________
### VI-A: Calendar of Events

#### Board Consideration: Information

**Background:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan 6</td>
<td>Faculty Orientation Day</td>
</tr>
<tr>
<td>Jan 9</td>
<td>Winter 2016 Begins</td>
</tr>
<tr>
<td>Jan 28</td>
<td>MCCA Legislative Summit – 8:30 a.m., Lansing</td>
</tr>
<tr>
<td>Jan 29</td>
<td>MCCA Executive Committee – 10:00 a.m., Lansing</td>
</tr>
<tr>
<td>Feb 2</td>
<td>MMCC Board of Trustees Workshop – 6:00 p.m., Superior Room, Harrison</td>
</tr>
<tr>
<td>Feb 2</td>
<td>MMCC Board of Trustees Regular Meeting – 7:00 p.m., Superior Room, Harrison</td>
</tr>
<tr>
<td>Mar 1</td>
<td>MMCC Board of Trustees Workshop – 6:00 p.m., Superior Room, Harrison</td>
</tr>
<tr>
<td>Mar 1</td>
<td>MMCC Board of Trustees Regular Meeting – 7:00 p.m., Superior Room, Harrison</td>
</tr>
<tr>
<td>Mar 5-11</td>
<td>Spring Break</td>
</tr>
<tr>
<td>Mar 10-11</td>
<td>MCCA Spring Board of Directors Meeting – Washtenaw Community College</td>
</tr>
<tr>
<td>Mar 16</td>
<td>Phi Theta Kappa Awards Luncheon – 9:00 a.m., Lansing</td>
</tr>
<tr>
<td>Mar 25</td>
<td>Good Friday – No classes</td>
</tr>
<tr>
<td>Mar 30</td>
<td>Faculty Professional Development Day – No classes</td>
</tr>
<tr>
<td>Apr 5</td>
<td>MMCC Board of Trustees Workshop – 6:00 p.m., Superior Room, Harrison</td>
</tr>
<tr>
<td>Apr 5</td>
<td>MMCC Board of Trustees Regular Meeting – 7:00 p.m., Superior Room, Harrison</td>
</tr>
<tr>
<td>Apr 21</td>
<td>MCCA Community College Day – 11:00 a.m., Lansing</td>
</tr>
<tr>
<td>May 3</td>
<td>MMCC Board of Trustees Workshop – 6:00 p.m., Superior Room, Harrison</td>
</tr>
<tr>
<td>May 3</td>
<td>MMCC Board of Trustees Regular Meeting – 7:00 p.m., Superior Room, Harrison</td>
</tr>
<tr>
<td>May 6</td>
<td>Winter Semester ends</td>
</tr>
<tr>
<td>May 7</td>
<td>Commencement</td>
</tr>
<tr>
<td>May 16</td>
<td>Spring Classes Begin</td>
</tr>
<tr>
<td>May 20</td>
<td>MCCA Executive Committee – 10:00 a.m., Lansing</td>
</tr>
<tr>
<td>May 30</td>
<td>Memorial Day – College Closed</td>
</tr>
<tr>
<td>June 7</td>
<td>MMCC Board of Trustees Workshop – 6:00 p.m., Superior Room, Harrison</td>
</tr>
<tr>
<td>June 7</td>
<td>MMCC Board of Trustees Regular Meeting – 7:00 p.m., Superior Room, Harrison</td>
</tr>
</tbody>
</table>

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

Board Consideration: Information

Background:

July 4        Independence Day – College Closed
July 8        Spring Semester 8 week classes end
July 26-29    MCCA Summer Conference – Mackinac Island
Aug 2         MMCC Board of Trustees Workshop – 6:00 p.m., Superior Room, Harrison
Aug 2         MMCC Board of Trustees Regular Meeting – 7:00 p.m., Superior Room, Harrison
Aug 5         Spring Semester 12 week classes end
Aug 27        Fall 2016 Semester Begins
Sept 6        MMCC Board of Trustees Workshop – 6:00 p.m., Superior Room, Harrison
Sept 6        MMCC Board of Trustees Regular Meeting – 7:00 p.m., Superior Room, Harrison
Sept 23       MCCA Executive Committee – 10:00 a.m., Lansing
Sept 29-30    MCCA Student Success Summit, Lansing

Recommendation:

None
Agenda Item: VI-B: Board Comments-Other Business

Board Consideration: Information

Background:

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

Recommendation:

None.