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

1. 6:00 p.m. – Dinner – Cafeteria

2. 6:30 p.m. – Mike Hansen, President of the Michigan Community College Association (MCCA) will provide an update on the MCCA to the Board – Houghton Room

3. 7:00 p.m. – The regular board meeting will be called to order – Houghton Room
### Board of Trustees Regular Meeting

**Houghton Room – Harrison Campus**

#### Topic | Presenter | Action/Information
--- | --- | ---
I. Call to Order | Chairman Jacobson | Action
   A. Welcome | Chairman Jacobson | Information
   B. Public Comments | | |
II. Approval of Agenda | Chairman Jacobson | Action
III. Approval of Consent Items | Chairman Jacobson | Action
   A. Minutes | | |
   B. Monthly Financial Report | | |
   C. Monthly Personnel Report | | |
IV. Old Business | | |
   A. Enrollment Update | Miller | Information
V. New Business | | |
   A. Correspondence and Announcements | Hammond | Information
   B. Legislative Day Update | Chairman Jacobson/Hammond | Information
   C. Board Personnel Committee Update | Chairman Jacobson | Information
   D. Board Committee Assignments | Chairman Jacobson | Information
   E. Purchase Requests
      1. Educational Talent Search Trip | Kujat | Action
      2. Lynda.com Renewal | Freds | Action
   F. Organizational Structure Analysis Project | Fassett | Action
   G. Community Compassion Network Event | Hammond | Action
VI. Board Comments | | |
   A. Calendar of Events | Chairman Jacobson | Information
   B. Other Business
      1. Comments by Trustees | Chairman Jacobson | Information
      2. Spring MCCA Meeting | Chairman Jacobson | Information
   C. Closed Session | Chairman Jacobson | Information
VII. Adjournment | | |
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 – January 3, 2017 Regular Minutes

B. Monthly Financial Report:
   1. Financial Summary for the period ended December 31, 2016
   2. General fund balance sheet as of December 31, 2016
   3. General fund statement of revenues and expenses for six months ended December 31, 2016
   4. Gifts and Donations: Donations totaling $60,159 were received for the Scholarship and Grant Fund in December 2016.
   5. Donations were received in December for the Capital Campaign, Scholarship and Grant, Northern Tradition, Lakers Athletic Fund, Bicknell Scholarship, Foundation, Retirees Scholarship, Manning Ford Scholarship, International Student Fund, Grabmeyer Scholarship, Students of Promise Scholarship, Buy A Brick, Jerry Freeland Scholarship, McDonald Scholarship, Men’s Basketball, Women’s Basketball, Lickly Chemistry Fund, and Mark Wilson Scholarship.


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: Betty M. Mussell, Vice Chair; Richard S. Allen, Jr., Secretary; Thomas W. Metzger, Treasurer; Carolyn C. Bay, Trustee; Eric T. Kreckman, Trustee; Terry Petrongelli, Trustee; Tonya Clayton, Executive Assistant to the President and Board of Trustees; Lori Fassett, Executive Director of Personnel Services; Anthony Freds, Chief Information and Organizational Development Officer; Lillian K. Frick, Vice President of Finance and Administrative Services; L. Scott Govitz, Executive Director of Economic and Workforce Development; Christine M. Hammond, Ph.D., President; Michael W. Jankoviak, Ph.D., Vice President of Academic Services; Matt Miller, Ed.D., Vice President Student & Community Relations;

Absent: Douglas A. Jacobson, Board Chair; Kim Barnes, Executive Dean of Student & Academic Support Services; Bud Kanyo, Faculty Senate President; and James Dinkens, ESPA President;

Guests: Jerry Hilliard and Kirk Lehr

Agenda Item I: CALL TO ORDER

President Hammond called the meeting to order at 7:01 p.m., at which time President Hammond led the meeting and called for nominations for election of officers for the period of January 3, 2017 until December 31, 2018.

Vice Chair Mussell presented a motion for casting a unanimous ballot for re-election of current officers for the next two calendar years. Support by Trustee Bay. All ayes; motion carried.

Jerry Hilliard addressed the Board concerning adjunct compensation factors. President Hammond responded stating the College has been looking at adjunct compensation factors to be included in the upcoming budget discussions.

Scott Govitz thanked the Board for the time off during the holiday break and stated it was appreciated.

Agenda Item II: APPROVAL OF AGENDA

Vice Chair Mussell stated there would be a closed session added at the end of the meeting for the purpose of discussing property.

With no further comments regarding the revised agenda, the Board Vice Chair stated that the revised agenda stands as approved. A motion was made by Trustee Kreckman to approve the revised agenda. Seconded by Trustee Bay. All ayes; motion carried.

Agenda Item III: APPROVAL OF CONSENT ITEMS

A motion was made by Trustee Allen to approve the consent items as presented. Seconded by Trustee Kreckman. All ayes; motion carried.

Agenda Item IV-A: CORRESPONDENCE AND ANNOUNCEMENTS

President Hammond reviewed the agenda for the Michigan Community College Legislative Summit taking place on January 25. Those interested in attending will notify Ms. Clayton.
Agenda Item IV-B: ENROLLMENT UPDATE

Vice President Miller provided the Board with an enrollment update for the winter 2017 semester. The College budgeted for a 5% decline from the winter 2016 semester in total billing hours. With one week of registration remaining, the total billing hours stand at a 5.2% decline. Vice President Miller stated the College has implemented many changes for this winter semester including the mentors and orientations.

Discussion took place concerning the decrease in credit hours on the Mt. Pleasant campus.

Agenda Item IV-C: PURCHASE REQUEST

Director Lehr presented the purchase request for a contract with Unitrends. MMCC uses a software product by Unitrends for its backup and disaster recovery solution. The College has been using this product since 2008 and it performs backups, system restores, and file restores with ease. Unitrends is running a special that would lock maintenance costs at 2016 pricing for three years and include a new hardware appliance at no additional cost. MMCC’s current appliance is five and a half years old and is only retaining about two weeks’ worth of backups. The new hardware will provide more space for longer retention times.

It was recommended to renew the College’s maintenance contract for its backup and disaster recovery solution with Unitrends for three years for a total cost of $20,800 (average annual cost $6,933.33) and take advantage of the upgraded equipment at no cost. The new maintenance contract would be appended to the College’s current contract to run through June 30, 2020. The funding for this will come from the Institutional Technology fund.

A motion was made by Trustee Kreckman to approve the renewal of the College’s maintenance contract for its backup and disaster recovery solution with Unitrends for three years for a total cost of $20,800 extending the contract to June 30, 2020. Seconded by Trustee Bay. All ayes; motion carried.

Agenda Item V-A: CALENDAR OF EVENTS

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

Agenda Item V-B: OTHER BUSINESS

A motion was made by Trustee Allen to adjourn to closed session at 7:15 p.m. to discuss property. Supported by Trustee Petrongelli. A roll call vote showed ayes from Trustees Kreckman, Bay, Metzger, Mussell, Allen, and Petrongelli with Trustee Jacobson absent.

The Board returned to regular session at 7:41 p.m.

Meeting adjourned at 7:42 p.m.

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

________________________________________________________________________
Betty M. Mussell, Board Vice Chair                    Richard S. Allen, Jr., Secretary
GENERAL FUND REVENUE:

- The 2016-17 tuition and fee revenue budget is based on a five (5) percent enrollment decrease from 2015-16 levels. The final Fall 2016 enrollment data reflects a 2.8% decline in billable tuition hours. This represents 46% of the total 2016-17 budgeted tuition and fees revenue. The 2017 Winter term registration began in early November. Corresponding revenue accounts for 81% of the annual budget for 2016-2017 tuition and fees revenue. As of December 31, 2016, Winter 2017 enrollment reflected slight increase from prior year levels.
- State appropriations revenue for 2016-17 increased 1.8% and was booked in September at $4,834,100. Additional state appropriations of $1,407,813 were allocated to MMCC for the UAAL funding and booked as receivable in November.
- Property tax revenue of $2,304,303 was levied and booked as revenue in December 2016.

GENERAL FUND EXPENSES:

- All departmental expenses are in line with 50% of the year elapsed, with the exception of Public Service, due to technical rapid response courses that were budgeted but haven’t yet taken place.

INTER FUND TRANSFERS:

- The Planned Savings transfer of $522,518 to Building & Site represents 50% of the annual budgeted amount.
- The transfers of $54,859 to the Restricted Grant Funds represents 15% of the annual budget for the College’s match on various federal grants.

GENERAL FUND REVENUE OVER EXPENSES:

- The total increase in net assets as of December 31, 2016 is $11.8 million. This includes $5.4 million in tuition for the 2017 Winter Term that began on January 7, 2017. This excess will fund the operations for the balance of the 2016-17 fiscal year.

BALANCE SHEET:

- The cash balance decreased roughly $1.2 million from November 30, 2016 to fund December operations.
- The State appropriations receivable of $4,539,578 represents the remaining 8 monthly payments of 2016-17 general and UAAL state appropriations.
- Student receivables increased $2 million due to registration for the 2017 Winter term.
• The prepaid expense balance of $24,988 represents the unearned employee balance of the college funded deductible for health insurance for calendar year 2016, the Ellucian annual maintenance contract, plus several other prepaid items.

• The balance due to other funds of $7.2 million can be broken down as follows:
  - $380,000 due to the designated student activities fund
  - $1.5 million due to the auxiliary services for sales
  - $24,000 due to the scholarship and grant fund
  - $6.8 million due to building and site for current and future college needs
  - $1.1 million due from the federal restricted fund for student financial aid funds disbursed to the student accounts
  - $232,500 due from the restricted grant fund
  - $111,600 due from the foundation

• The $1,578,167 in accrued payroll and other compensation includes expenses incurred but not paid as follows:
  - Accrued salary, wages and vacation of $224,000
  - FICA, Federal and State withholding of $69,000
  - MPSERS/ORP payable of $615,000
  - Employee health and dental insurances payable of $372,000
  - Less self-funded health insurance reserves of $220,000
  - Deferred faculty pay of $413,000
  - Unemployment and workers’ compensation insurances payable of $42,000
  - Miscellaneous payroll deductions

• A significant portion of the Unreserved Net Assets of $4.8 million represents funds set aside by the Board of Trustees to fund current and future college expansion needs.

**AUXILIARY FUNDS:**

• Total revenue is at 56% of the annual budget, which is reasonable for fall term.

• Total expenses, at 47% of the annual budget, correspond with the sales volume.

• The excess revenue over expenses to date is $411,879, which will fund bookstore operations for the balance of the 2016-17 year.
## MID MICHIGAN COMMUNITY COLLEGE
### BALANCE SHEET
#### December 31, 2016

### Assets

<table>
<thead>
<tr>
<th>Current Assets:</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash and cash equivalents</td>
<td>$11,869,244</td>
</tr>
<tr>
<td>Short-term investments</td>
<td>$452,816</td>
</tr>
<tr>
<td>Property taxes receivable</td>
<td>$2,292,561</td>
</tr>
<tr>
<td>State appropriations receivable</td>
<td>$4,539,578</td>
</tr>
<tr>
<td>Student receivables</td>
<td>$6,333,530</td>
</tr>
<tr>
<td>Other receivables</td>
<td>$31,627</td>
</tr>
<tr>
<td>Inventories</td>
<td>$1,283</td>
</tr>
<tr>
<td>Prepaid expenses and other assets</td>
<td>$21,900</td>
</tr>
<tr>
<td>Due from (due to) other funds</td>
<td>$(7,185,038)</td>
</tr>
<tr>
<td>Total current assets</td>
<td>$18,357,301</td>
</tr>
</tbody>
</table>

| Long-term investments                | $1,327,050 |
| **Total assets**                     | **$19,684,351** |

### Liabilities and Net Assets

<table>
<thead>
<tr>
<th>Liabilities:</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts payable</td>
<td>$(141,594)</td>
</tr>
<tr>
<td>Accrued payroll and other compensation</td>
<td>$1,576,167</td>
</tr>
<tr>
<td>Other payables</td>
<td>-</td>
</tr>
<tr>
<td>Planned savings</td>
<td>-</td>
</tr>
<tr>
<td>Unearned revenue</td>
<td>$8,600</td>
</tr>
<tr>
<td><strong>Total liabilities</strong></td>
<td><strong>$1,445,173</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Net assets:</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reserved for:</td>
<td></td>
</tr>
<tr>
<td>Technology</td>
<td>$406,216</td>
</tr>
<tr>
<td>Program development</td>
<td>$1,003,868</td>
</tr>
<tr>
<td>Retirement incentives</td>
<td>$200,000</td>
</tr>
<tr>
<td>Unreserved</td>
<td>$4,806,780</td>
</tr>
<tr>
<td>Current year excess revenue over/(under) expenditures</td>
<td>$11,822,315</td>
</tr>
<tr>
<td><strong>Total net assets</strong></td>
<td><strong>$18,239,178</strong></td>
</tr>
</tbody>
</table>

| **Total liabilities and net assets** | **$19,684,351** |
## MID MICHIGAN COMMUNITY COLLEGE

**STATEMENT OF REVENUES, EXPENSES**

For six months ended December 31, 2016

<table>
<thead>
<tr>
<th>OPERATING REVENUES:</th>
<th>Current Fiscal Year</th>
<th>% of Budget</th>
<th>Prior Fiscal Year</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and fees</td>
<td>$14,588,303</td>
<td>81%</td>
<td>$15,163,154</td>
<td>84%</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$110,501</td>
<td>51%</td>
<td>$67,772</td>
<td>54%</td>
</tr>
<tr>
<td>Total operating revenues</td>
<td>$14,698,804</td>
<td>81%</td>
<td>$15,230,926</td>
<td>84%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXPENSES:</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>$4,276,586</td>
<td>45%</td>
<td>$4,308,200</td>
<td>45%</td>
</tr>
<tr>
<td>Information technology</td>
<td>$821,554</td>
<td>51%</td>
<td>$838,588</td>
<td>45%</td>
</tr>
<tr>
<td>Public service</td>
<td>$185,355</td>
<td>38%</td>
<td>$203,233</td>
<td>43%</td>
</tr>
<tr>
<td>Instructional support</td>
<td>$1,263,347</td>
<td>54%</td>
<td>$1,378,281</td>
<td>54%</td>
</tr>
<tr>
<td>Student services</td>
<td>$1,557,148</td>
<td>50%</td>
<td>$1,382,200</td>
<td>45%</td>
</tr>
<tr>
<td>Institutional administration</td>
<td>$1,936,944</td>
<td>43%</td>
<td>$1,684,268</td>
<td>39%</td>
</tr>
<tr>
<td>Operation and maintenance of plant</td>
<td>$1,219,520</td>
<td>48%</td>
<td>$1,164,682</td>
<td>48%</td>
</tr>
<tr>
<td>Total operating expenses</td>
<td>$11,260,454</td>
<td>44%</td>
<td>$10,959,452</td>
<td>43%</td>
</tr>
</tbody>
</table>

| Operating income/(loss) | $3,438,351 | $4,271,475 |

<table>
<thead>
<tr>
<th>NON-OPERATING REVENUES:</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>$6,270,297</td>
<td>102%</td>
<td>$6,111,073</td>
<td>107%</td>
</tr>
<tr>
<td>Property tax levy</td>
<td>$2,305,674</td>
<td>100%</td>
<td>$2,310,496</td>
<td>100%</td>
</tr>
<tr>
<td>Investment income</td>
<td>$13,853</td>
<td>28%</td>
<td>$10,204</td>
<td>20%</td>
</tr>
<tr>
<td>Unrealized gain (loss)</td>
<td>$(19,688)</td>
<td></td>
<td>$(8,651)</td>
<td></td>
</tr>
<tr>
<td>Gifts</td>
<td>$-</td>
<td></td>
<td>$-</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$3,080</td>
<td></td>
<td>$3,379</td>
<td></td>
</tr>
<tr>
<td>Transfers from other funds:</td>
<td></td>
<td></td>
<td>$-</td>
<td></td>
</tr>
<tr>
<td>Restricted grants</td>
<td>$-</td>
<td></td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Auxiliary services</td>
<td>$-</td>
<td></td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Foundation Capital Campaign</td>
<td>$388,125</td>
<td></td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Prior Year GF Fund Balance</td>
<td>-</td>
<td></td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Total Non-operating revenues</td>
<td>$8,961,341</td>
<td>105%</td>
<td>$8,426,501</td>
<td>105%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Inter Funds Transfers:</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>$522,518</td>
<td>50%</td>
<td>$492,240</td>
<td>50%</td>
</tr>
<tr>
<td>Additional Savings (Building &amp; Site)</td>
<td>$-</td>
<td>-</td>
<td>$-</td>
<td>-</td>
</tr>
<tr>
<td>Bond Debt Service (Building &amp; Site)</td>
<td>$-</td>
<td>0%</td>
<td>$31,100</td>
<td>10%</td>
</tr>
<tr>
<td>Restricted Grant Match</td>
<td>$54,859</td>
<td>15%</td>
<td>$163,217</td>
<td>31%</td>
</tr>
<tr>
<td>Total Transfer to Building &amp; Site</td>
<td>$577,377</td>
<td></td>
<td>$686,557</td>
<td></td>
</tr>
</tbody>
</table>

| Net increase (decrease) in Net Assets | $11,822,315 | $12,011,419 |

V:\BUSOFFICE\Financial Statements\Monthly Financial Statements\FY 17\12-31-16 Financial Statements.xls
## MID MICHIGAN COMMUNITY COLLEGE

**STATEMENT OF REVENUES, EXPENSES**

*For six months ended December 31, 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>$1,194,501</td>
<td>$1,327,483</td>
</tr>
<tr>
<td>Espresso Bar</td>
<td>$45,756</td>
<td>$35,841</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>$1,240,257</td>
<td>$1,363,324</td>
</tr>
<tr>
<td><strong>% of Budget</strong></td>
<td>56%</td>
<td>50%</td>
</tr>
<tr>
<td><strong>EXPENSES:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bookstore</td>
<td>$729,164</td>
<td>$1,033,732</td>
</tr>
<tr>
<td>Espresso Bar</td>
<td>$38,086</td>
<td>$30,988</td>
</tr>
<tr>
<td>Auxiliary Services</td>
<td>$61,128</td>
<td>$57,855</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>$828,379</td>
<td>$1,122,575</td>
</tr>
<tr>
<td><strong>% of Budget</strong></td>
<td>46%</td>
<td>51%</td>
</tr>
<tr>
<td><strong>EXCESS REVENUE OVER EXPENSES</strong></td>
<td><strong>$411,879</strong></td>
<td><strong>$240,748</strong></td>
</tr>
</tbody>
</table>

V:\BUSOFFICE\Financial Statements\Monthly Financial Statements\FY 17\12-31-16 Financial Statements.xls
## Mid Michigan Community College Contributions

### **December 2016**

<table>
<thead>
<tr>
<th>Category</th>
<th>Current Year-to-Date</th>
<th>2017 Total Contributions (all yr)</th>
<th>2016 Total Contributions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Campaign</td>
<td>$29,387</td>
<td>$206,312</td>
<td>$411,910</td>
</tr>
<tr>
<td>Scholarship &amp; Grant</td>
<td>$18,212</td>
<td>$33,713</td>
<td>$24,149</td>
</tr>
<tr>
<td>Northern Tradition</td>
<td>$4,700</td>
<td>$15,732</td>
<td>$65,935</td>
</tr>
<tr>
<td>Lakers Athletic Fund</td>
<td>$40</td>
<td>$6,075</td>
<td>$415</td>
</tr>
<tr>
<td>Golf Outing</td>
<td>$5</td>
<td>$5,270</td>
<td>$8,898</td>
</tr>
<tr>
<td>Isabella 8th Grade Girls Lunch</td>
<td>$4</td>
<td>$5,000</td>
<td>$1,725</td>
</tr>
<tr>
<td>Bicknell Scholarship</td>
<td>$1,000</td>
<td>$4,000</td>
<td>$3,150</td>
</tr>
<tr>
<td>Foundation</td>
<td>$1,485</td>
<td>$2,390</td>
<td>$4,435</td>
</tr>
<tr>
<td>Retirees Scholarship</td>
<td>$1,950</td>
<td>$1,950</td>
<td>$2,660</td>
</tr>
<tr>
<td>Manning Ford Scholarship</td>
<td>$230</td>
<td>$1,340</td>
<td>$2,660</td>
</tr>
<tr>
<td>International Student Fund</td>
<td>$900</td>
<td>$900</td>
<td>$1,000</td>
</tr>
<tr>
<td>Student Showcase</td>
<td>$800</td>
<td>$800</td>
<td>$-</td>
</tr>
<tr>
<td>Grabmeyer Scholarship</td>
<td>$514</td>
<td>$514</td>
<td>$471</td>
</tr>
<tr>
<td>Mentor Team Building</td>
<td>$500</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>Janice Langdon Scholarship</td>
<td>$500</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>Computer Info Systems Scholarship</td>
<td>$500</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>Students of Promise Scholarship</td>
<td>$500</td>
<td>$500</td>
<td>$500</td>
</tr>
<tr>
<td>Buy A Brick</td>
<td>$125</td>
<td>$375</td>
<td>$-</td>
</tr>
<tr>
<td>Jerry Freeland Scholarship</td>
<td>$300</td>
<td>$300</td>
<td>$-</td>
</tr>
<tr>
<td>McDonald Scholarship</td>
<td>$50</td>
<td>$270</td>
<td>$520</td>
</tr>
<tr>
<td>Men's Basketball</td>
<td>$250</td>
<td>$250</td>
<td>$250</td>
</tr>
<tr>
<td>Women's Basketball</td>
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<td>Misc Fundraisers</td>
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<td>Myers Memorial Scholarship</td>
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<td>$200</td>
<td>$100</td>
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<tr>
<td>Sweat Shaker</td>
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<td>$15</td>
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<tr>
<td>Subtotal</td>
<td>$60,159</td>
<td>$288,355</td>
<td>$529,518</td>
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<tr>
<td>Smith Second Chance</td>
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<tr>
<td>Esther C. Haynack Memorial Scholarship</td>
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<td>Smith/Bergergy Scholarship</td>
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<td>$52,510</td>
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<tr>
<td>Gerstacker Fund</td>
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<tr>
<td>Bob &amp; Rosemary Carter Scholarship</td>
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<td>$-</td>
<td>$3,000</td>
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<tr>
<td>Visiting Scholar</td>
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<td>$2,000</td>
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<td>Elizabeth J Horrocks CNA Scholarship</td>
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<td>Gene Haas Scholarship</td>
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<td>Gladwin Automotive Scholarship</td>
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<tr>
<td>David Land Memorial Fund</td>
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<td>$-</td>
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<tr>
<td>Rust Shaker</td>
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<td>$-</td>
<td>$-</td>
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<tr>
<td>Catherine King Scholarship</td>
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<td>MidMidMichigan Medical Center Scholarship</td>
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<tr>
<td>Kehoe's Fund</td>
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<td>$-</td>
<td>$-</td>
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<tr>
<td>HRA Scholarship</td>
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<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td>Churchill Fund</td>
<td>$-</td>
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<tr>
<td>Christopher &amp; Estelle Smith Scholarship</td>
<td>$-</td>
<td>$-</td>
<td>$-</td>
</tr>
<tr>
<td>L U V Scholarship</td>
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<td>$-</td>
</tr>
<tr>
<td>Subtotal</td>
<td>$-</td>
<td>$-</td>
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<tr>
<td><strong>Total</strong></td>
<td>$60,159</td>
<td>$288,355</td>
<td>$920,890</td>
</tr>
</tbody>
</table>

Prior Year Contributions - current month

- **$256,398** $616,160

% Current Year to Prior Year

- 76.5% 53.2%

Adjusted Prior Year Contributions (without "non-recurring" contributions in second subtotal above)

Prior Year Contributions - current month

- **$125,406** $329,613

% Current Year to Prior Year

- 52.0% 12.5%
TO:            Board of Trustees
FROM:         Lori A. Fassett, Executive Director of Personnel Services
SUBJECT:      MMCC Staffing Update February 7, 2017 Board Meeting
DATE:         January 26, 2017

NEW HIRES:
Kara Pattison – Temporary FT Biology
Kara brings to MMCC a passion for teaching along with experience at Mott CC, University of MI-Flint, Delta College, Lansing CC, and Baker College. She holds a Bachelor’s and Master’s of Science in Biology from University of Michigan. Kara has done a wide variety of field research, which included travels within and outside of the United States. Please take a moment to welcome Kara to our team at MMCC!

NEW PART-TIME AND STUDENT EMPLOYEES:
Parveeza Gala – Physics Adjunct (EDUStaff) Effective: 01/07/2017
Nicholas Goodman – Astronomy Adjunct (EDUStaff) Effective: 01/07/2017
Tracy Mikel – PTA Lab Assistant Effective: 01/03/2017
Keith Jacque – PHT Adjunct (EDUStaff) Effective: 01/07/2017
John McCann – Assistant Bowling Coach Effective: 12/11/2016
Katie Pitts – Books and Beans (Student Worker) Effective: 01/03/2017
Lindsay Weaver – Adjunct Nursing (EDUStaff) Effective 01/19/2017
Adrian Merrington – Adjunct Chemistry (EDUStaff) Effective: 01/07/2017
Corinne Howdyshell – Adjunct Nursing (Re-hire) Effective: 01/07/2017
Alicia Haley – Adjunct Speech (Re-hire) Effective: 01/07/2017

INTERNAL TRANSFERS:
Scott Wilson       From: Chemistry Adjunct
                   To: Science Lab Coordinator Effective: 01/09/2017
Stacy Carlstrom   From: AMP-TRIO PT Admin Asst
                   To: Student & Community Relations Specialist Effective: 01/09/2017
SEPARATIONS:

Derek Chillcutt – Facilities (Student Worker)  
Effective: 12/16/2016

David Torberson – Admission (Work Study)  
Effective: 12/16/2016

Vincent Kuznicki – Programming (Work Study)  
Effective: 12/22/2016

VACANCIES:

AIM Integrated Mfg/Machine Tech Faculty (Full-Time)  
Posted

Adjunct Instructor Biology/Anatomy & Physiology (Part-Time)  
Posted

Adjunct Instructor – English Literature/Shepherd High School (Part-Time)  
Posted

Adjunct Instructor Geology (Part-Time)  
Posted

Adjunct Instructor Medical/Surgical Nursing Clinical (Part-Time)  
Posted

Adjunct Instructor Mental Health Nursing (Part-Time)  
Posted

Adjunct instructor – Math (Part-Time)  
Posted

Adjunct Instructor Nursing Fundamentals (Part-Time)  
Posted

Adjunct Instructor Nursing – General (Part-Time)  
Posted

Adjunct Instructor Nursing – Family Centered (Part-Time)  
Posted

Adjunct – PTA Program (Part Time)  
Posted

Adjunct Instructor – Psychology / Huron ISD (Part-Time)  
Posted

Administrative Specialist for Academic Services  
Interviewing

Automotive & Transportation Faculty (Full-Time)  
Posted

Enrollment Management Specialist (Full-Time)  
Interviewing

Faculty Nursing – Mental Health (Full-Time)  
Posted

Faculty Nursing – Adult Health (Full-Time)  
Posted

Graphic Design Faculty (Full-Time)  
Posted
HRA/HVAC Faculty (Full-Time)  Posted

Technology Support Specialist  Posted
Agenda Item IV-A: Enrollment Report

Board Consideration: Information

Background:

The following pages show the enrollment outcomes for the Winter 2017 semester. Like most every other community college in the state, MMCC has been experiencing a slow and steady decline in enrollment over the last six years as we come down from our high enrollment levels at the end of the recession. Although the hope was to grow enrollment this semester, the Winter 2017 enrollment was down only slightly from the Winter 2016 levels. It is too early to know if this signals a long-term rebound in enrollment. Many colleges and universities (including CMU) are still experiencing enrollment declines. However, MMCC administrators will be looking at the data over the next few weeks and have already begun efforts to increase enrollment for Fall 2017.

In regards to enrollment for Winter 2017, this semester’s enrollment indicates growth in numerous areas.

- The average credits per student increased for the first time in many semesters. All student types, except international students, saw gains in this area.
- In-District enrollment increased by 3.9% in credit hours
- Transfer student enrollment increased by 301.5 credits and 24 students
- Online credit hours increased by 6.1%
- Though it was anticipated that the Dual Enrollee numbers would decline or stay constant, there was actually an increase of 48 students (5.1% growth)

Compared to community colleges across the state, MMCC came in sixth in Percent Change in Credit Hours.

Recommendation:

None.
## Winter 2017 Enrollment Report

<table>
<thead>
<tr>
<th></th>
<th>Winter 2016</th>
<th>Winter 2017</th>
<th>Change</th>
<th>% Change</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>FINAL</td>
<td>as of 1/20/16</td>
<td>FINAL</td>
<td>as of 1/24/17</td>
</tr>
<tr>
<td>Number of students</td>
<td>4062</td>
<td>4030</td>
<td>-32</td>
<td>-0.79%</td>
</tr>
<tr>
<td>Total Credit Hours</td>
<td>33815</td>
<td>33727</td>
<td>-88</td>
<td>-0.26%</td>
</tr>
<tr>
<td>Total Billing Hours</td>
<td>37418.5</td>
<td>37190.5</td>
<td>-228</td>
<td>-0.61%</td>
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</table>

### Credit Hours by Location

<table>
<thead>
<tr>
<th>Location</th>
<th>Winter 2016</th>
<th>Winter 2017</th>
<th>Credit Difference WI 16 to WI 17</th>
<th>% Difference WI 16 to WI17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Harrison</td>
<td>5995</td>
<td>5693.5</td>
<td>-301.5</td>
<td>-5.0%</td>
</tr>
<tr>
<td>Mount Pleasant</td>
<td>17485.5</td>
<td>17249</td>
<td>-236.5</td>
<td>-1.4%</td>
</tr>
<tr>
<td>Online</td>
<td>7345</td>
<td>7807</td>
<td>462</td>
<td>6.3%</td>
</tr>
<tr>
<td>Other</td>
<td>2989.5</td>
<td>2887.5</td>
<td>-102</td>
<td>-3.4%</td>
</tr>
</tbody>
</table>

### In-District Credit Hours

<table>
<thead>
<tr>
<th>Winter 2016</th>
<th>Winter 2017</th>
<th>Credit Difference WI 16 to WI 17</th>
<th>% Difference WI 16 to WI17</th>
</tr>
</thead>
<tbody>
<tr>
<td>10331</td>
<td>10734.5</td>
<td>403.5</td>
<td>3.9%</td>
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</table>

### Out-District Credit Hours

<table>
<thead>
<tr>
<th>Winter 2016</th>
<th>Winter 2017</th>
<th>Credit Difference WI 16 to WI 17</th>
<th>% Difference WI 16 to WI17</th>
</tr>
</thead>
<tbody>
<tr>
<td>22115</td>
<td>21862</td>
<td>-253</td>
<td>-1.1%</td>
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</table>

### International Credit Hours

<table>
<thead>
<tr>
<th>Winter 2016</th>
<th>Winter 2017</th>
<th>Credit Difference WI 16 to WI 17</th>
<th>% Difference WI 16 to WI17</th>
</tr>
</thead>
<tbody>
<tr>
<td>1335</td>
<td>1014</td>
<td>-321</td>
<td>-24.0%</td>
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</table>

### Winter 2016 Credits

<table>
<thead>
<tr>
<th>Winter 2016 Credits</th>
<th>Winter 2017 Credits</th>
<th>Credit Difference WI 16 to WI 17</th>
<th>% Difference WI 16 to WI17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dual</td>
<td>4809</td>
<td>5271</td>
<td>463</td>
</tr>
<tr>
<td>First-Time Freshman</td>
<td>2113</td>
<td>1834</td>
<td>-279</td>
</tr>
<tr>
<td>Guest</td>
<td>815</td>
<td>972</td>
<td>157</td>
</tr>
<tr>
<td>Returning</td>
<td>24475</td>
<td>23746</td>
<td>-730</td>
</tr>
<tr>
<td>Transfer</td>
<td>1603</td>
<td>1905</td>
<td>302</td>
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</table>

### Winter 2016 Headcount

<table>
<thead>
<tr>
<th>Winter 2016 Headcount</th>
<th>Winter 2017 Headcount</th>
<th>Head Count Difference WI 16 to WI 17</th>
<th>% Difference WI 16 to WI17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dual</td>
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<td>991</td>
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<tr>
<td>First-Time Freshman</td>
<td>224</td>
<td>193</td>
<td>-31</td>
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<tr>
<td>Guest</td>
<td>143</td>
<td>150</td>
<td>7</td>
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<td>2586</td>
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<td>Transfer</td>
<td>166</td>
<td>190</td>
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<td></td>
<td>WI 16 Credit Hours per Student</td>
<td>WI 17 Credit Hours per Student</td>
<td>Difference WI 16 to WI 17</td>
</tr>
<tr>
<td>---------------------</td>
<td>--------------------------------</td>
<td>--------------------------------</td>
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</tr>
<tr>
<td>Dual</td>
<td>5.10</td>
<td>5.32</td>
<td>0.22</td>
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<tr>
<td>First-Time Freshman</td>
<td>9.43</td>
<td>9.50</td>
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<td>Guest</td>
<td>5.70</td>
<td>6.48</td>
<td>0.78</td>
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<tr>
<td>Returning</td>
<td>9.46</td>
<td>9.48</td>
<td>0.01</td>
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<tr>
<td>Transfer</td>
<td>9.66</td>
<td>10.03</td>
<td>0.37</td>
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<tr>
<td>Overall Avg Cred/Student</td>
<td>8.32</td>
<td>8.37</td>
<td>0.04</td>
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### Credit Hours per Student

![Credit Hours per Student Graph](image)

### Percent Change in Credit Hours

![Percent Change in Credit Hours Graph](image)
<table>
<thead>
<tr>
<th>Community College</th>
<th>Percent change in Credit Hours</th>
<th>Percent change in Head Count</th>
<th>Credit Hours</th>
<th>Head Count</th>
<th>Report Date</th>
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<tbody>
<tr>
<td>JACKSON</td>
<td>3.9%</td>
<td>1.8%</td>
<td>46,670</td>
<td>5,167</td>
<td>1/17/2017</td>
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<tr>
<td>GLENOAKS</td>
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<td>9,101</td>
<td>1,139</td>
<td>1/24/2017</td>
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<tr>
<td>KIRTLAND*</td>
<td>1.9%</td>
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<td>8,067</td>
<td>863</td>
<td>12/1/2016</td>
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<tr>
<td>ALPENA</td>
<td>1.8%</td>
<td>11.5%</td>
<td>14,193</td>
<td>1,599</td>
<td>1/26/2017</td>
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<td>BAYDENOC</td>
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<td>15,170</td>
<td>1,683</td>
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<td>MIDMICH</td>
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<td>33,702</td>
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<td>NORTHCENTRAL</td>
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<td>18,477</td>
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<td>WASHTENAW</td>
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<td>97,136</td>
<td>11,546</td>
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<tr>
<td>LAKEMICHIGAN</td>
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<td>0.5%</td>
<td>26,906</td>
<td>3,145</td>
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<td>MONROE</td>
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<td>1.4%</td>
<td>24,258</td>
<td>3,055</td>
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<td>WESTSHORE</td>
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<td>3.4%</td>
<td>10,308</td>
<td>1,223</td>
<td>1/23/2017</td>
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<tr>
<td>STCLAIR</td>
<td>-1.6%</td>
<td>-1.8%</td>
<td>32,450</td>
<td>3,520</td>
<td>1/23/2017</td>
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<tr>
<td>GOGEBIC</td>
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<td>1.5%</td>
<td>10,650</td>
<td>1,022</td>
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<td>HFC</td>
<td>-1.8%</td>
<td>-1.4%</td>
<td>117,879</td>
<td>13,501</td>
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<td>MACOMB</td>
<td>-2.8%</td>
<td>-2.6%</td>
<td>175,285</td>
<td>20,321</td>
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<td>-3.7%</td>
<td>36,397</td>
<td>4,341</td>
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<tr>
<td>MOTT</td>
<td>-4.2%</td>
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<td>65,293</td>
<td>7,772</td>
<td>1/23/2017</td>
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<tr>
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<td>-4.7%</td>
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<td>19,787</td>
<td>2,039</td>
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<tr>
<td>GRANDRAPIDS</td>
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<td>-4.5%</td>
<td>111,411</td>
<td>13,527</td>
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<td>-6.0%</td>
<td>34,291</td>
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<td>KALAMAZOOVALLEY</td>
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<td>67,382</td>
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<td>DELTA</td>
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<td>75,452</td>
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<td>12,516</td>
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<td>1/18/2017</td>
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<tr>
<td>KELLOGG</td>
<td>-9.1%</td>
<td>-13.5%</td>
<td>27,263</td>
<td>3,383</td>
<td>12/19/2016</td>
</tr>
<tr>
<td>OAKLANDDCCC</td>
<td>-10.4%</td>
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<td>146,105</td>
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</tr>
<tr>
<td>LANSING</td>
<td>-12.0%</td>
<td>-13.0%</td>
<td>110,680</td>
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</tr>
<tr>
<td>SCHOOLCRFT</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>WAYNECOUNTY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Agenda Item V-A: Correspondence and Announcements

Board Consideration: Information

Background:

Attached is a letter from Laurel McLauglin, MSN, RN.

Also attached is MMCC’s State Appropriations Flyer.

Announcements may be made at this time.

Recommendation:

None.
To the Mid Michigan Community College Members of the Board, President Hammond, Dr. Jankoviak, and guests,

I would like to personally thank you for allowing me the time to present the Clinical Simulation Center (CSC) Update Presentation on December 6, 2016. I was overwhelmed by your support and enthusiasm for all the exciting ventures the CSC staff have been working on. I am proud of what we have accomplished and thoroughly excited in the direction we are going. I feel we have been supported and again I want you all to know that is greatly appreciated.

The CSC has more great developments that we will report when I find some time from a full semester. We have just completed our first Virtual Dementia Tour funded by a MMCC Foundation Grant. It went very well and the students and staff were impacted in many ways by their experience. We hope to offer this to the MMCC Board members and guests in the near future.

We are currently in the process of placing three faster laptops, med carts, and bar code readers in each CSC (Harrison & Mount Pleasant). This will allow us to utilize an Electronic Health Record (EHR) for charting in each CSC Lab for all courses. This will allow nursing and allied health students increased real world practice. Very exciting stuff!

These endeavors would not be possible if we did not have the support and buy in from you the members of the board. The CSC staff work as a team towards the goal of making each and every student successful by being competent in the nursing skills required. The student’s success comes by allowing a positive, non-judgmental, safe learning environment to practice real life skills. These real life skills can be costly but are a well spent investment as our nursing students graduate, pass their boards, get their first jobs and on their way in a well-respected profession. We are their first solid building block that is a great reward for our investment.

As always thank you for your time, consideration, and support

Laurel McLaughlin, MSN, RN
Mid Michigan Community College
Clinical Simulation Coordinator
lmcLaughlin@midmich.edu
(989)429-1800
A Request for State Support
A History of Funding Inequity

About MMCC

Mid Michigan Community College (MMCC) is an integral part of the landscape in northern central Michigan. For more than 50 years, our College has provided high-quality specialized career training and transfer programs that lead to a Bachelor's degree and beyond. From the courses it offers to high school CTE and early-college students, to our Certificate and Associate Degree programs, to Rapid Response and customized workplace training, MMCC is helping to build Michigan's talent pipeline.

MMCC has a special responsibility in workforce development. The counties we serve have median household incomes much below average for Michigan. Even Wayne County has a higher median household income than Clare and Gladwin Counties.

The training provided at MMCC is essential to the improvement of the lives of the people of our area. Indeed, education and training is the only way we know to break the cycle of poverty that surrounds so many of our citizens. The fact that the Clare/Gladwin RESD is located right on MMCC's Harrison campus demonstrates the College's commitment to collaboration and community support. We appreciate the support of the Legislature and the Governor for CTE training and for college level programs in health care, skilled-trades, and technology. These educational programs are exciting but expensive.

Reliance on Tuition and Fees

Despite high poverty and low household incomes, MMCC is more reliant on tuition and fees than any other community college in Michigan. The College relies on student support for 72% of its operating revenue. At $6,993 per Fiscal Year Equivalent (FYES) Student, the only community college with a higher reliance on tuition and fees is Northwestern, which has several high cost programs, such as maritime and drone technology, which make up this increased cost.

MMCC works hard to stretch its dollars. Our employee costs are lower than those of other colleges our size. Our facilities operate at $3.48/sq. ft. -- below the state average of $4.89/sq. ft. and even below the $3.89 average for much smaller colleges. And the College has grown to serve more citizens. In the last ten years, MMCC has grown by 25%.

But MMCC is stymied by two factors: lower state appropriations and lower property tax revenue than other community colleges of smaller or similar size.

An Inequitable Funding Structure

We appreciate that in recent years, the State's recognition of and support for community colleges has grown. However, MMCC's enrollment growth has resulted in a misclassification and a corresponding inequity in allocation. At $1,822/FYES, MMCC's per student state allocation is more than $1,000 below the state's average allocation of $2,846/FYES. MMCC's allocation is lower than that of any small or mid-sized college. These charts clearly show MMCC's under-funded situation and its misplacement as a Group 1 college.
MMCC Compared to Group 1 Community Colleges

MMCC FYES COMPARED TO OTHER GROUP 1 COLLEGES

MMCC STATE AID COMPARED TO GROUP 1 COLLEGES
A Request for Equity

Thus the State relies on MMCC to serve our communities and combat rural poverty with the lowest level of financial support. The poorest regions have the poorest funding. Lower taxable value in the district further constrains MMCC’s budget. Only two community colleges (Gogebic and Henry Ford) have lower millage revenue and each of them receives significantly more in state appropriation.

While we are certainly accountable for efficient use of every dollar, the inequitable allocation of state funding is hurting the people we serve. To remedy this situation, MMCC asks:

- To be properly classified by the state as a Group 2 College.
- Recognizing the many demands placed upon the State’s budget, we ask only for the average FYES appropriation of the Group 1 Colleges of $2,369 per FYES. This request is nearly $500 less than the average of the Group 2 Colleges.

This additional appropriation would change the face of MMCC, stabilize our funding, and dramatically improve the services available to the community. The impact would be immeasurable, but this adjustment in funding would only cost the State of Michigan less than $1.5 million in appropriations.

Thank you for considering this request. We look forward to answering your questions.

Capital Outlay Project Overview

In addition to the appropriations adjustment, MMCC calls your attention to our Capital Outlay project.

MMCC’s Capital Outlay request would renovate a large portion of the Harrison Campus to provide expanded library and learning services as well as enhanced facilities for the local Clare/Gladwin RESD Career and Technical Education programs hosted on campus.

Priority Request

This project is a high priority for the College and represents a fundamental improvement of core services to students.

We want to maintain a focus on correcting the inequities of our State Aid funding situation while also recognizing the necessity of improving services on the Harrison Campus. Both requests will have a long-lasting impact on the College and its students.

For more information, contact President Christine Hammond at (989) 386-6601 or at chammond@midmich.edu.
Agenda Item V-B: Legislative Day Update

Board Consideration: Information

Background:

Chairman Jacobson and President Hammond will provide an update on current legislative items.

Recommendation:

None.
Agenda Item V-C: Board Personnel Committee Update

Board Consideration: Information

Background:
Chairman Jacobson will provide a Board Personnel Committee Update.

Recommendation:
None.
Agenda Item V-D: Board Committee Assignments

Board Consideration: Action

Background:

Chairman Jacobson will review the attached committee assignments.

Recommendation:

It is recommended the Board approve the Board Committee assignments as presented.
Board Committees 2017-2018

Facilities
Tom Metzger, Eric Kreckman, Terry Petrongelli
Alternate: Dick Allen

Negotiations
Tom Metzger, Dick Allen, Eric Kreckman
Alternate: Carolyn Bay

Community Affairs
Carolyn Bay, Betty Mussell, Terry Petrongelli
Alternates: Dick Allen and Eric Kreckman

Audit
Tom Metzger, Dick Allen, Betty Mussell
Alternate: Carolyn Bay

Personnel/Administration
Betty Mussell, Carolyn Bay, Doug Jacobson
Alternates: Terry Petrongelli and Dick Allen

Sabbatical Representative
Terry Petrongelli
Alternate: Tom Metzger

Foundation Representative
Betty Mussell (Board Member) Carolyn Bay (Elected)

Note: The named alternate(s) will be contacted if a committee member is unable to attend. The Board Chair will be an additional alternate in each case.
Agenda Item V-E: Purchase Requests

Board Consideration: Action

Background:

1. Director Kujat will present the purchase request for a trip to New York for the Educational Talent Search Students (ETS). The MMCC Educational Talent Search program is seeking approval to take 30 ETS high school students (preference will be given to upper classmen) to New York City on July 12-14. The proposed tour was organized by Gerber Tours, a travel company that specializes in working with TRiO grant programs like ETS, and which has been used for two other trips in the past.

ETS would be traveling by chartered bus to New York City and be staying in the city. A security guard has been hired to watch our floor during the overnight hours. The group is planning to visit the Statue of Liberty, Ellis Island, Harlem, Wall Street, the Empire State Building, a Broadway show, and other places. Gerber Tours will provide a knowledgeable tour guide who will stay with the group throughout the trip.

The cost of the trip is covered by the ETS program and is accounted for in the 2016-17 budget. Gerber Tours is a sole-source vendor for this trip because they are a specialty group that works exclusively with ETS programs throughout the country and has years of experience in arranging these trips.

The trip calls for taking 30 ETS students, and 5-6 chaperones. All chaperones would be background checked before participating. Preference would be given to upper classmen, as 9th and 10th graders would have an opportunity to attend a later trip during their time in ETS.

ETS would like approval to take 30 ETS high school students to New York City July 12-14, 2017. The total cost of the trip is $28,000 and will be paid for using ETS grant funds. Once approved reservations will be made and tickets will be purchased. The proposal and invoice are attached for review.

2. Chief Information Officer Freds will present the purchase request for renewal of MMCC’s contract with Lynda.com for LyndaCampus. The College began using the service in December of 2011. The service grants unlimited access of LyndaCampus for all faculty, staff, and current students at MMCC through the Portal. LyndaCampus includes access to an extensive library of video tutorials and practice material for computer applications and many other topics. It is used to assist students, as professional development for faculty and staff, and as supplemental material for many courses.

Lynda.com was recently acquired by LinkedIn. The initial renewal quote from LinkedIn was for nearly double MMCC’s current annual rate. Through diligent communications, the College has been able to negotiate the cost down to a more reasonable rate of $19,350 for the first year, which will gradually increase to $22,500 in year three.

The proposal and recent testimonials from students, faculty, and staff are attached.

It is recommended the College renew the three year contract with LinkedIn for LyndaCampus with a first year cost of $19,350, with a gradual increase to the third year cost of $22,500.

Recommendation:
It is recommended the Board approve the purchase requests as presented.
TOUR FEATURES:

Participants: Tour cost is based on 30 paying participants. A change in this number will affect the tour cost.

Tour Guide: Tour escorted by 1 professional Tour Guide for 3 days.

Chaperones: 5 free chaperones roomed as follows:
- 5 in single, 0 in double, 0 in triple, 0 in quad

Hotel: 2 nights; Hyatt Place Secaucus Meadowlands - Secaucus, NJ

Transportation: 1 - 55 passenger coach included

Meals: 3 Breakfasts, 3 Lunches, 3 Dinners

Hotel Security: Nighttime security is included.

Admissions: American Museum of Natural History & Space Show, Broadway Show, Empire State Building, Radio City Music Hall, Statue of Liberty

Tour Inclusions: Gerber Tours baggage tags to help keep track of luggage.
- 24 hr access to Gerber Tours in case you need us.
- “On-Tour” mobile app included for each participant! Access all your trip information in one place.
- Drawstring Backpack for every participant!
- Name Tags with Emergency Contact info for all participants!
- Medical Insurance for all participants! Primary coverage for Accident ($5,000), Illness ($1,000) or Dental Injury ($500) - terms apply.
- All restaurant gratuities and hotel taxes are included.

Tour costs and itinerary items are accurate at this time and subject to availability and revision without notice, when owing to circumstances beyond the control of Gerber Tours, Inc.

Why Gerber Tours?

Trip Planning Tools
- Customized materials to promote your trip to students and parents.
- Online features to make managing your trip as easy as possible.
- A knowledgeable team that is dedicated to making your travel experience the best it can be!

The Highest Standards
As an accredited and charter member of The Student and Youth Travel Association and recognized members of these leading travel associations, we promise you that we adhere to a strict set of ethical, financial and professional standards; a promise that we keep in everything we do.

Protection for Peace of Mind
We maintain a $5 Million Comprehensive Tour Operators Professional Liability Insurance Policy.

Fundraising Ideas
Students who raise funds for their own trip are rewarded with a sense of pride from earning their tour themselves! Visit http://www.gerbertours.com for some of our favorite ideas.
Previous Day  
**Tuesday July 11, 2017**
10:00 pm  
Departure from school (1375 S. Claire Ave. Harrison, MI 48625).

First Day  
**Wednesday July 12, 2017**
11:30 am  
Arrival in New York City. Join your Tour Guide at the Hilton Garden Inn on 8th Avenue.

Visit Rockefeller Center and St. Patrick’s Cathedral. Walk and window shop along Fifth Avenue, one of the most popular shopping streets in the world, and visit such icons as Saks Fifth Avenue, Trump Tower, Tiffany & Co and the Apple Store.

Time for lunch ($10 cash will be provided).

1:30 pm  
Backstage tour of Radio City Music Hall.

Visit and tour the Theatre District including Broadway and Times Square. Time for shopping and browsing.

5:30 pm  
Dinner at the Hard Rock Café.

7:30 pm  
Visit to the Empire State Building Observatory.

9:30 pm  
Check into your hotel: 
Hyatt Place Secaucus Meadowlands [575 Park Plaza Drive, Secaucus, NJ  (201) 422-9480]

*Security Included - 10:00 PM-05:00 AM*

Second Day  
**Thursday July 13, 2017**
7:00 am  
Breakfast at your hotel.

9:00 am  
Boat ride to visit the Statue of Liberty & Ellis Island.

Time for lunch ($10 cash will be provided).

1:30 pm  
Visit the 9/11 Memorial.

Tour of the Wall Street Area. Some of the sights you will see: Bowling Green, Trinity Church and Graveyard, Federal Hall National Monument, Federal Reserve Bank and the Old Custom’s House.

5:00 pm  
Dinner at Buca di Beppo.

7:00 pm  
Attend a performance of a Broadway Show (tickets are subject to availability).
<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Location</th>
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<tbody>
<tr>
<td>8:00 am</td>
<td>Breakfast at your hotel and check out.</td>
<td></td>
</tr>
<tr>
<td>9:30 am</td>
<td>Tour of Upper Manhattan including Cathedral of St. John the Divine,</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Riverside Church, Grant's Tomb and Harlem.</td>
<td></td>
</tr>
<tr>
<td>11:00 am</td>
<td>Visit the American Museum of Natural History, including the Space Show at</td>
<td></td>
</tr>
<tr>
<td></td>
<td>the Hayden Planetarium.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Time for lunch ($10 cash will be provided).</td>
<td></td>
</tr>
<tr>
<td>2:00 pm</td>
<td>Tour of Central Park including Strawberry Fields, and the Alice in</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wonderland sculpture.</td>
<td></td>
</tr>
<tr>
<td>5:00 pm</td>
<td>Dinner at Planet Hollywood.</td>
<td></td>
</tr>
<tr>
<td>7:00 pm</td>
<td>Departure for home.</td>
<td></td>
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</tbody>
</table>

**Following Day

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:30 am</td>
<td>Approximate arrival back at school.</td>
<td></td>
</tr>
</tbody>
</table>

This itinerary is designed to remain flexible to compensate for traffic, crowds and weather conditions.
TO: Marilee  
Mid Michigan Community  
1375 S Claire Avenue  
Harrison, MI 48625

INVOICE DATE: 11/28/2016  
INVOICE #: 121844  
TOUR ID: 29178

Mid Michigan Community  
Three Day New York City Tour  
July 12-14, 2017

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>DATE</th>
<th>AMOUNT</th>
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<tbody>
<tr>
<td>Students-Double</td>
<td>2 @ $963.00</td>
<td>$1,926.00</td>
</tr>
<tr>
<td>Students-Quad</td>
<td>28 @ $874.00</td>
<td>$24,472.00</td>
</tr>
<tr>
<td>Adults-Single</td>
<td>5 @ $1,166.00</td>
<td>$5,830.00</td>
</tr>
<tr>
<td>Complimentary-Single</td>
<td>5 @ $1,166.00</td>
<td>($5,830.00)</td>
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</table>

TOTAL AMOUNT RECEIVED: $26,398.00

TOTAL INVOICE AMOUNT: $26,398.00

TOTAL PAYMENT DUE: $26,398.00

**Invoice based on current tentative itinerary costing**

**Invoice based on ESTIMATED room configuration**

PLEASE MAKE CHECKS PAYABLE TO GERBER TOURS, INC. AND REMIT TO:

Gerber Tours, Inc.  
100 Crossways Park Dr W, Ste 400  
Woodbury, New York 11797-2012

1.800.645.9145 | Telephone: 516.826.5000 | Fax: 516.826.5044 | www.gerbertours.com
Lynda.com + LinkedIn
LyndaCampus

Mid Michigan Community College | December 20th, 2016

Proposed by:
John M. Bauson, Relationship Manager of Higher Education
<table>
<thead>
<tr>
<th>Year One</th>
<th>Year Two</th>
<th>Year Three</th>
</tr>
</thead>
<tbody>
<tr>
<td>$19,350</td>
<td>$21,375</td>
<td>$22,500</td>
</tr>
<tr>
<td>14% Discount</td>
<td>5% Discount</td>
<td>No discount available</td>
</tr>
<tr>
<td>$5.40 per user</td>
<td>$5.96 per user</td>
<td>$6.28 per user</td>
</tr>
<tr>
<td>3,585 seats</td>
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<td></td>
</tr>
</tbody>
</table>
Timothy Artibee, Student:
I used [Lynda.com] for Excel, Access, and most recently last semester for C++ programing which if I would not have had the resource I would [have] failed the course...it helped me pass a class!!!!

Tenley Good, Student and LLS Tutor
As a Graphic Arts student looking to focus in Web design, so much of what I am learning is software based and surrounded by technology that is constantly changing and updating. With Lynda.com I can look up a video about any Adobe program, Web code, or design principle and stay ahead.

As a CIS Tutor and Library Intern, Lynda.com has been a huge asset as a means of helping with other students' learning. If I have a student who has never used Microsoft Word before and needs to learn quickly for an English course, I have access to quality tutorials with up-to-date information that we can work through together. It allows for learning anytime and really has been a great supplement to my personal learning experience here at Mid.

Ariel Wiborn, Student
I started using Lynda.com to prepare for my A+ Certification test, and I regret not looking into it sooner. I had tried watching tutorials about technical IT things on YouTube, but the presenter was very dry and it was hard to follow along and not fall asleep. In comes Lynda.com: The very first video I watch, he does a magic trick: that's more like it! I've been watching his videos ever since, and now that I'm in another webpage design class that's relying heavily on online tools, I really hope Lynda.com doesn't go away. I think they bring in the best of the best to teach visual learners how to do technical things. Unlike YouTube, you know these are professional viewpoints that won't lead you astray!

Victor Giacoman, Student
I have used Lynda.com for my intro to website design class. After realizing how well the videos are made, I would like to continue to have the opportunity to use it to study and prepare for taking my CCENT and CCNA exams. It really is a valuable resource to us as students, but I honestly would not have realized we had this resource available to us without it being mentioned by my teacher!
Skylar Berry, Student

As a student with an interest in computers as a career path, Lynda.com offers a great opportunity to dip my toes in the field of web design and graphic design without costly classes or fumbling to follow YouTube videos with shallow content. I know that the cost of continuing our subscription Lynda is expensive, but I feel that if more was done to promote awareness on its availability to students the number of active users would increase substantially. I learned how to use Adobe Flash and Dreamweaver exclusively through Lynda.com. If it weren't for Lynda.com I would never even have considered myself capable of pursuing web design as a career or even a hobby. I believe its value as an educational tool far surpasses the...price tag if we just show its potential to more students who may have an interest.

Brandon Kish, Web Design Instructor and Director of Programming

Teaching web design courses is challenging since the subject matter changes quickly and constantly. Finding a suitable textbook that covers a diverse set of topics is nearly impossible. Expecting it to stay updated is almost asking for too much. Lynda.com regularly revises their content, and is adding new, detailed content on new topics every week.

What's more, I can pinpoint individual video segments that relate to skills and concepts we're covering in our classes. This is so powerful that when revising the Web Design II course with Pat Block last year, we chose to remove the textbook requirement, and rely entirely on our campus Lynda.com subscription. This saves our Web Design II students money, and it is a far superior resource to what we would use without Lynda.com.

Students can watch video content from any Internet connected device including phones and tablets. If a student doesn’t have broadband at home, they can download the content over the campus wifi and continue watching at home. We're only beginning to tap into the full potential of Lynda.com.

Jessie Gordon, Executive Director of Communication and Enrollment Management

I've used Lynda for various trainings, and I really appreciate the pace of lessons, organization of material, breadth of topics, and depth of training.
I’ve completed some Google Analytics courses, and I watched Excel training videos that have completely changed the efficiency with which I approach data collection and analysis.

Amy Goethe, Academic Advisor

Lynda.com has been a valuable resource to myself and other employees. I was actually just having a conversation with a colleague who was telling me that they learned how to use a pivot table in Excel by using the Lynda.com videos.

For me personally, it was a tremendous help in being able to tackle an Excel project that I had never dreamed of being able to complete independently. At first I thought that I would need the IT group to create a new Financial Aid Warning calculator for me. [They] showed me where to find the videos to help me when I was struggling with formulas or when had questions. I was then able to complete the project on my own and only needed feedback on the visual appeal of the form. Without [their] guidance and the Lynda.com videos, I don’t know how I would have ever been able to get the Financial Aid Warning calculator revised!

I am also planning on using the videos in the future to learn more about departmental budgeting as this is a topic I would like to learn more about in order to be considered for future promotional opportunities within the college. I hope that the Lynda.com subscription is renewed as it is a valuable tool for our college.

Greg Gunther, Coordinator of Graphic Design

As the Coordinator of Graphic Design, my work for MMCC is heavily focused both artistically and technically into using the latest software and techniques in graphics and design. Lynda.com site is a valuable resource for professional and personal development, as well as an excellent tool for quickly learning solutions to design problems.

I have used Lynda.com tutorials for years, for learning new skills and software, for brushing up on techniques related to design and illustration, for picking up shortcuts, tips, and tricks — to both improve my work and my proficiency.

Video courses I’ve explored in full or in part have included such diverse topics as graphic design, illustration, vector graphics, digital painting, hand lettering, music production/sound recording, C# programming, game design in Unity, and Photoshop techniques. I enjoy learning through the video format and the short clips allow me to watch as little or as much of a course as I want, at my own pace. I often recommend Lynda.com to
students, teachers, or anyone wishing to learn and explore topics related to software, design, and technologies.

I would love for Mid to continue to offer Lynda.com as part of our tech-based resources.

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Jon Hoerauf, LMS & Learning Technology Coordinator

Lynda.com has been very helpful to me both as a student and as a staff member of MMCC. Coming to Mid was a career transition for me as my Master’s Degree and past experience is in Counseling, not technology. When I took my original position as LMS Administrator, I was already working on an Associate’s Degree in CIS which I finished this past December. While taking my classes at Mid, I was able to use Lynda.com as an outside resource to supplement my in-class education. Almost every course that I took had mirror information available on Lynda.com, and some of my instructors actually incorporated videos from Lynda.com into our course curriculum. What I found most helpful about this resource was the ability to cover the same material from a different perspective. This allowed me to not only reinforce my education, but also to gain a deeper understanding of the materials covered. Now that my formal education is complete, I am preparing for two national certifications in computer networking, and Lynda.com offers courses structured to prepare individuals for these certifications.

As a staff of MMCC, Lynda.com has also proved invaluable to me. The field of technology is always growing and expanding, and I have worked through several courses as part of my professional growth. For example, our department uses Macintosh computers and I have traditionally used Windows. I was able to work through several courses which trained me on Mac OS, along with using many of the programs available through Mac that aren’t available with Windows. I have also worked through courses on using Google Analytics, SQL and PHP, Moodle, Google Drive, Screencasting, and others. Each of these has enhanced my ability as a staff of MMCC and prepared me to better meet the needs of the students and faculty whom I serve.

---

Pat Block, Art Professor

I have used Lynda.com for professional development training for myself (and would continue to do so) as well as encouraging my students to use the site during class for Adobe software training and out of class questions that arise when completing course projects. The site is valuable as a resource for both full and adjunct faculty and students.
Chris Goffnett, CIS professor

I have used Lynda.com in my CIS networking classroom to supplement the class lectures. I often am explaining difficult networking topics, like creating sub-networks (subnetting) and I will search for a couple of other supplemental videos that I can share with students to get another explanation/perspective on the topic.

Last Winter semester I had six students who were in need of 3 credit hours of CIS elective credit. Some needed to apply those credits toward May graduation. I was able to create an independent study PHP programming course and offer it as a special topics course for them during the Winter semester very quickly. The result was the students had a good quality experience and didn’t need to purchase a textbook.

I often direct my CIS 100 students to Lynda.com as an alternative to tutoring in the LLS. This is of particular benefit for students in the online sections of CIS 100 where travel to campus is difficult.

My students who use Lynda are disappointed to hear that it may no longer be available.

Lori Fassett, Executive Director of Personnel Services

I understand that our Lynda.com account is under review as to whether or not renew our contract with them. I am sure there are probably cost reasons for this review; however, I would like to let you know that the Personnel Services department would like to advocate to keeping our Lynda.com contract if possible.

The PS department utilizes Lynda.com quite frequently. With revamping our department and having to revise many forms, we have referenced Lynda.com many times over the last year to help us learn how to make some of these forms more user friendly and efficient for employees.

We also used Lynda.com in the creation of the new Performance Evaluation form. There were a few minor glitches with the use of the form, but we once again have been referring to Lynda.com to help us find ways to make the proper adjustment. We also reference Lynda.com quite frequently regarding advanced Excel formulas. Some of the formulas we have learned, have helped us consolidate spreadsheets and lessen some steps in several processes.

My team is hopeful that once we get through our transition in PS and things calm down, we would like to take advantage of the Learning Paths that Lynda.com offers. We feel that the more proficient we can get with mainly Word and Excel, the more processes we may be able to streamline within our department.
I would hope that if we do not renew our contract with Lynda.com that will be a similar resource available to employees. Lynda.com is a great self-help website that is very user friendly and easy to learn from.
**Agenda Item V-F: Organizational Structure Analysis Project**

**Board Consideration: Action**

**Background:**

Executive Director Fassett will present the Organizational Structure Analysis Project.

The proposal for services is attached for review. The cost of the project is $45,000 and will be paid for using Personnel Services department funds.

**Recommendation:**

It is recommended the Board approve the request as presented.
Mid Michigan Community College

Proposal to Conduct an Organizational Analysis

January, 2017

For more information contact:
Jeffrey C. Rahmberg
Rahmberg, Stover & Associates, LLC
Telephone: 248.203.7712
Jeff.Rahmberg@rahmbergstover.com
## Proposal to Conduct an Organizational Analysis

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<td>Estimated Project Timing and Fees</td>
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<td>Our Qualifications</td>
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Proposal to Conduct an Organizational Analysis

Project Objectives and Scope

Mid Michigan Community College is interested in completing an organizational analysis. The overall objectives of the study are to assure that:

- The College’s organizational structure is appropriately aligned in terms of responsibilities, reporting relationships and job titling
- The College’s internal pay relationships are equitable

The scope of the project will include approximately 70 administrative positions and 30 ESPA positions.

Our goal is to provide recommendations that will be consistent with the College mission, values and direction and when implemented will best meet the specific needs of Mid Michigan Community College. Accordingly, we will work with the College to ensure that the approach and activities, and therefore the outcome, are consistent with the unique attributes and operating environment of Mid Michigan Community College.
Proposal to Conduct an Organizational Analysis

Project Work Plan

The project will be organized into three phases:

- Phase I: Analysis
- Phase II: Recommendations
- Phase III: Implementation

The key tasks for each phase are outlined on the following pages.
Phase I: Analysis

- Finalize the project approach and discuss:
  - Desired outcomes, project expectations and deliverables
  - Particular areas of concern or challenge as they relate to the organizational structure and administrative and ESPA positions
  - Communication with the administrative and ESPA employees

- Collect and review information relative to Mid Michigan Community College’s current organizational structure including organizational charts, job descriptions, employee/position rosters, salary levels, salary schedules, relevant written policies and procedures, and prior studies.
Proposal to Conduct an Organizational Analysis

Phase I: Analysis, continued

- Develop and distribute Job Analysis Questionnaires (JAQs) to all administrative and ESPA staff. Collect and review JAQ responses.
- Conduct employee interviews on an as needed basis to follow-up on JAQ responses and assure an understanding of the administrative and ESPA positions.
- Develop point-factor job evaluation plan(s) to determine the relative worth of the administrative and ESPA positions.
- Evaluate the administrative and ESPA positions utilizing the job evaluation plan(s).
- Analyze the College’s organizational structure and identify opportunities for improvement related to responsibilities, reporting relationships, job titling, and organizational clarity and consistency.

Phase III: Implementation

Phase II: Recommendations

Phase I: Analysis
Proposal to Conduct an Organizational Analysis

**Phase II: Recommendations**

Building upon the work completed in Phase I, Phase II will be directed toward organizational recommendations.

- Based upon the job evaluation rating results, develop updated internally equitable classification pay grade schedules for the administrative and ESPA positions.
- Develop organizational structure recommendations based upon the identified opportunities for improvement.
- Review the recommendations with the College and conduct additional follow up analyses as required.
Proposal to Conduct an Organizational Analysis

Phase III: Implementation

- Develop strategies for implementation of the organizational structure and classification/pay grade schedules.
- Identify the cost of implementing the recommendations.
- Formulate a communication plan to accompany the implementation of the recommendations.
- Present the recommendations to appropriate audiences.
- Provide Mid Michigan Community College with full documentation of the completed analyses and conclusions reached. It is anticipated that the documentation provided would include the analytical activities performed, all final schedules developed, implementation analyses, etc. This documentation will serve as both a record of work completed as well as an orientation for Mid Michigan Community College’s personnel. Documentation will be provided in hard copy accompanied by electronic versions.

Phase I: Analysis

Phase II: Recommendations

Phase III: Implementation
Proposal to Conduct an Organizational Analysis

Project Staffing

The project team proposed to work with Mid Michigan Community College is comprised of seasoned individuals who possess expertise in organizational analysis and the education industry.

Jeffrey C. Rahmberg, a Partner with Rahmberg, Stover & Associates, will assume overall responsibility for the project. He has 30 years of consulting experience. Jeff has managed and participated in hundreds of studies for educational organizations. His educational background includes Bachelor’s and Master’s degrees from Washington University.

Nada L. Smith, has twelve years of experience working with RS&A. She will assist in job analysis activities on the project. She has been involved in numerous studies for educational organizations. Nada holds a Bachelor’s degree from Walsh College.
Proposal to Conduct an Organizational Analysis

Estimated Project Timing and Fees

We estimate that the project as outlined in the proposed work plan can be completed in 15 - 16 weeks, assuming availability of Mid Michigan Community College staff and no material changes in the project scope.

We estimate our professional fees to complete the project activities described to be $45,000.
Proposal to Conduct an Organizational Analysis

Our Qualifications

Rahmberg, Stover & Associates, LLC, is a Michigan management consulting firm specializing in human resources. RS&A consultants have established a proven track record in delivering consistent, ethical and quality performance on behalf of hundreds of Michigan employers, public and private, for over 30 years.

Our experienced team of human resources consultants understands the importance of balancing innovation with practicality, custom design with cost-effectiveness, and technical results with process.

Grounded in leading practices and time-tested methodologies, RS&A provides a broad array of services, guidance, and solutions tailored to meet the specific needs of each organization, including:

- Organizational Analysis
- Compensation
- Performance Management
- Human Resources Management

RS&A consultants have extensive experience in the education field, including higher education and K-12.

A list of higher education and K-12 clients are provided on the following pages.
### Proposal to Conduct an Organizational Analysis

<table>
<thead>
<tr>
<th>Higher Education Organizations Served by RS&amp;A Consultants</th>
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<td>Alma College</td>
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<td>Aquinas College</td>
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<td>Baker College</td>
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<td>Ferris State University</td>
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<td>Gogebic Community College</td>
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<td>Henry Ford Community College</td>
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<td>Kalamazoo Valley Community College</td>
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<td>Kendall College of Art &amp; Design, Ferris State University</td>
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<td>Lake Michigan College</td>
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<td>Lansing Community College</td>
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<tr>
<td>Macomb County Community College</td>
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Proposal to Conduct an Organizational Analysis

K-12 Organizations Served by RS&A Consultants

Ann Arbor Public Schools
Avondale Public Schools
Battle Creek Public Schools
Bay City Public Schools
Beachwood City Schools
Bellevue City Schools
Birmingham Public Schools
Bloomfield Hills Schools
Brighton Schools
Butler Technology and Career Development Schools
Caddo Parish School Board
Caledonia Schools
Charlevoix-Emmett ISD
Chippewa Valley Schools
Cincinnati Public Schools
Clarenceville School District
Clarkston Community Schools
Coldwater Schools
Columbus City Schools
Cornerstone Charter Schools
Dayton Public Schools
Dearborn Public Schools
Dowagiac Union Schools
East China Schools
East Detroit Public Schools
East Grand Rapids Schools
East Lansing Schools
Eaton Rapids Schools
Farmington Public Schools
Ferndale Public Schools
Fitzgerald Schools
Flint Community Schools
Forest Hills Schools
Franklin County ESC
Fraser Public Schools
Garden City Public Schools
Genesee Intermediate School District
Grand Ledge Schools
Grand Rapids Public Schools
Grosse Pointe Schools
Gull Lake Community Schools
Harford County Public Schools
Highland Park Schools
Holland Public Schools
Holt Public Schools
Hudson City Schools
Huron Public Schools
Huron Valley Schools
Indian Prairie Schools
Ingham ISD
Proposal to Conduct an Organizational Analysis

Jackson Public Schools
Kalamazoo RESA
Kalamazoo Public Schools
Kentwood Schools
Kings Local School District
Lake Orion Community Schools
Lake Shore Public Schools
Lakeview Schools
Lakota Local Schools
L'Anse Creuse Public Schools
Lansing Public Schools
Lapeer Community Schools
Liberty-Benton Local Schools
Liberty Local Schools
Lincoln Consolidated Schools
Livonia Public Schools
Lorain County JVS
Loudoun County Public Schools
Madison Public Schools
Mahoning Career & Technical Center
Marquette Area Public Schools
Marshall Public Schools
Marysville Exempted Village Schools
Mattawan Consolidated School
Mercy High School
Mount Clemens Community Schools
Muskegon Intermediate School District
North East Independent School District
Northville Schools
Northwest Ohio ESC
Novi Community Schools
Oak Park Schools
Oakland Schools
Ogden Public Schools
Okemos Public Schools
Ottawa ISD
Perrysburg Schools
Pickerington Local Schools
Pinckney Schools
Pinconning Schools
Plymouth-Canton Community Schools
Polaris Career Center
Pontiac Schools
Port Huron Area Schools
Portage Public Schools
River Valley Local Schools
Rochester Community Schools
Rockford Public Schools
Romeo Community Schools
Romulus Community Schools
Saginaw Schools
Shaker Heights Schools
South Lake Schools
Southfield Public Schools
## Proposal to Conduct an Organizational Analysis

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<td>West Liberty-Salem Schools</td>
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<td>Vandalia-Butler Local Schools</td>
<td>Westerville City Schools</td>
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<tr>
<td>Walled Lake Consolidated Schools</td>
<td>Zeeland Public Schools</td>
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<td>Warren Consolidated Schools</td>
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Agenda Item V-G: Community Compassion Network Event

Board Consideration: Action

Background:

The Mt. Pleasant Community Compassion Network has requested the use of the Mt. Pleasant facilities for an event on April 25, 2017 called “Fashion for Compassion”. They are requesting to serve alcohol at this event.

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

Recommendation:

It is recommended the Board approve the request for alcohol on campus as presented.
V-A: Calendar of Events

Board Consideration: Information

Background:

Mar 4-10  Spring Break – No Classes
Mar 14   MMCC Board of Trustees Workshop – 6:00 p.m., Houghton Room, Harrison
Mar 14   MMCC Board of Trustees Regular Meeting – 7:00 p.m., Houghton Room, Harrison
Mar 15   Phi Theta Kappa Awards Luncheon – 9:00 a.m., Lansing
Mar 23-24 MCCA Spring Board of Directors Meeting, Jackson College – Starts at 6:00 p.m. on March 23
Mar 29   Faculty Professional Development Day – No Classes
Apr 4    MMCC Board of Trustees Workshop – 6:00 p.m., Houghton Room, Harrison
Apr 4    MMCC Board of Trustees Regular Meeting – 7:00 p.m., Houghton Room, Harrison
Apr 14   College Closes at Noon – No Classes
Apr 20   MCCA Community College Day – 11:30 a.m., Lansing
May 2    MMCC Board of Trustees Workshop – 6:00 p.m., Houghton Room, Harrison
May 2    MMCC Board of Trustees Regular Meeting – 7:00 p.m., Houghton Room, Harrison
May 5    Winter Semester ends
May 6    Commencement
May 15   Spring Semester Begins
May 29   Memorial Day – College Closed
June 6   MMCC Board of Trustees Workshop – 6:00 p.m., Houghton Room, Harrison
June 6   MMCC Board of Trustees Regular Meeting – 7:00 p.m., Houghton Room, Harrison
June 23  Spring Semester Six Week Classes End
July 4   Independence Day – College Closed
Aug 4    Spring Semester Classes End
Aug 26   Fall Semester Classes Begin

Recommendation:
None.
Agenda Item: V-B: Board Comments-Other Business

Board Consideration: Information

Background:

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

2. Spring 2017 MCCA Board of Directors Meeting will be held at Jackson College March 23 & 24– If planning to attend, please let Tonya Clayton know by Friday, February 17.

3. Closed Session - 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 Closed Session for the purpose of discussing collective bargaining strategy and property. A two-thirds roll call vote of Board members is required to call a closed session.

Recommendation:

None.