Mid Michigan Community College
Board of Trustees Meeting
Schedule For
August 1, 2017

Room 187 of the Center for Liberal Arts and Business, Mt. Pleasant Campus- 6:00 p.m.

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

1. 6:00 p.m. – Dinner – Room 186 of the Center for Liberal Arts and Business

2. 6:30 p.m. – President Hammond will present, “Innovation in Education” - Room 187 of the Center for Liberal Arts and Business

3. 7:00 p.m. – The regular board meeting will be called to order – Room 187 of the Center for Liberal Arts and Business
# MID MICHIGAN COMMUNITY COLLEGE
## Board of Trustees Regular Meeting
### Harrison, MI 48625 and Mt. Pleasant, MI 48858
#### August 1, 2017

Room 187 of the Center for Liberal Arts and Business – Mt. Pleasant 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>
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<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>
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<tr>
<td>A. Minutes</td>
<td></td>
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<tr>
<td>B. Monthly Financial Report</td>
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<tr>
<td>C. Monthly Personnel Report</td>
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<tr>
<td>IV. Old Business</td>
<td></td>
<td></td>
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<tr>
<td>A. Enrollment Update</td>
<td>Miller</td>
<td>Information</td>
</tr>
<tr>
<td>V. New Business</td>
<td></td>
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</tr>
<tr>
<td>A. Correspondence and Announcements</td>
<td>Hammond</td>
<td>Information</td>
</tr>
<tr>
<td>B. MMCC Holiday Parties</td>
<td>Hammond</td>
<td>Action</td>
</tr>
<tr>
<td>C. MCCA Membership</td>
<td>Hammond</td>
<td>Action</td>
</tr>
<tr>
<td>VI. Board Comments</td>
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</tr>
<tr>
<td>A. Calendar of Events</td>
<td>Chairman Jacobson</td>
<td>Information</td>
</tr>
<tr>
<td>B. Other Business</td>
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</tr>
<tr>
<td>1. Comments by Trustees</td>
<td>Chairman Jacobson</td>
<td>Information</td>
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<tr>
<td>2. MCCA Board of Directors</td>
<td>Chairman Jacobson</td>
<td>Information</td>
</tr>
<tr>
<td>3. Closed Session</td>
<td>Chairman Jacobson</td>
<td>Information</td>
</tr>
<tr>
<td>VII. Adjournment</td>
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</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 – June 27, 2017 Special Hearing Minutes & Regular Minutes

B. Monthly Financial Report:
   1. Financial Summary for the period ended June 30, 2017
   2. General fund balance sheet as of June 30, 2017
   3. General fund statement of revenues and expenses for eleven months ended June 30, 2017
   4. Gifts and Donations: Donations totaling $7,859 were received for the Scholarship and Grant Fund in June 2017.
   5. Donations were received in May for the Capital Campaign, Northern Tradition, Scholarship and Grant, Lakers Athletic Fund, Foundation, Manning Ford Scholarship, Grabmeyer Scholarship, and McDonald Scholarship.


Recommendation:

It is recommended the Board approve the consent items as described by the Board Chair.
Present: Douglas A. Jacobson, Board Chair; Betty M. Mussell, Vice Chair; Thomas W. Metzger, Treasurer; Carolyn C. Bay, Trustee; Eric T. Kreckman, Trustee; Terry Petrongelli, Trustee; Tonya Clayton, Executive Assistant to the President and Board of Trustees; Lori Fassett, Executive Director of Personnel Services; Anthony Freds, Chief Information Officer; L. Scott Govitz, Executive Director of Economic and Workforce Development; Christine M. Hammond, Ph.D., President; Bob Elmore, Faculty Senate President;

Absent: Richard S. Allen, Jr., Secretary; Kim Barnes, Executive Dean of Student & Academic Support Services; Lillian K. Frick, Vice President of Finance and Administrative Services; Michael W. Jankoviak, Ph.D., Vice President of Academic Services; Matt Miller, Ed.D., Vice President Student & Community Relations; James Dinkens, ESPA President

Guests: Thomas Hammond, Tammy Alvaro, Chase Cassel, Kilee Sommerville, Madelyn McLavy, Kristin Shoaf, Bryan Cody, Steven Bentley

The Board Chair called the Public Hearing to order at 6:06 p.m.

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

**Agenda Item II: PUBLIC HEARING**

There were numerous members of the general public in attendance.

The Board Chair Jacobson explained that the special hearing takes place in order to comply with Truth in Taxation legislation. President Hammond reviewed the millage rate and stated the Headlee Amendment did not reduce the rate so it is the same as last year. Adoption of the fiscal year 2018 millage rate of 1.2232 mils was recommended.

**Agenda Item III: ADOPTION OF FISCAL YEAR 2017-2018 MILLAGE RATE**

The Board Chair announced that the 2017-2018 Millage Rate would be adopted at this evening’s Regular Meeting.

A motion to adjourn was made by Trustee Metzger at 6:08 p.m., supported by Trustee Bay; all ayes – motion carried. Meeting adjourned.

Recording Secretary,
Tonya Clayton
Exec. Asst. to the President and Board of Trustees
The meeting took place in the Ester C. Conference Room, Harrison Campus.

Present: Douglas A. Jacobson, Board Chair; Betty M. Mussell, Vice Chair; Thomas W. Metzger, Treasurer; Carolyn C. Bay, Trustee; Eric T. Kreckman, Trustee; Terry Petrongelli, Trustee; Kim Barnes, Executive Dean of Student & Academic Support Services; Tonya Clayton, Executive Assistant to the President and Board of Trustees; Lori Fassett, Executive Director of Personnel Services; Anthony Freds, Chief Information Officer; Lillian K. Frick, Vice President of Finance and Administrative Services; L. Scott Govitz, Executive Director of Economic and Workforce Development; Christine M. Hammond, Ph.D., President; Matt Miller, Ed.D., Vice President Student & Community Relations; Bob Elmore, Faculty Senate President;

Absent: Richard S. Allen, Jr., Secretary; Michael W. Jankoviak, Ph.D., Vice President of Academic Services; James Dinkens, ESPA President;

Guests: Kirk Lehr

**Agenda Item I: CALL TO ORDER**

The Board Chair called the meeting to order at 7:17 p.m. There were no public comments from the guests.

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

**Agenda Item II: APPROVAL OF AGENDA**

With no proposed changes, the Board Chair stated that the agenda stands as approved as reflected in the Board packet.

**Agenda Item III: APPROVAL OF CONSENT ITEMS**

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

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

The Board Chair reviewed a thank you card from Jim Jacobs. Mr. Jacobs had worked at Macomb Community College for 50 years. The Board Chair and President Hammond had recently attended his retirement celebration.

President Hammond informed the Board that the college did not receive Capital Outlay approval and thanked everyone who reached out to legislatures. President Hammond reviewed the Capital Outlay document that compared the points each college received and which colleges received funding.

The Board Chair discussed MMCC’s state funding with the Board.

**Agenda Item V-B: COMMUNITY PRESENTATIONS**

Vice President Miller reviewed the college’s community presentation plan with the Board. Over the next several months, college representatives will be attending local board and community group meetings to share the good work that MMCC is doing. Each college representative will have a promotional piece to hand out and will have a scripted presentation that would serve as a guide for the MMCC representative. A presentation sign-up sheet was shared with the Board.

Discussion took place about training and scheduling appointments to present at these meetings.
Agenda Item V-C: ENROLLMENT UPDATE

Vice President Miller reviewed the Fall 2017 Enrollment Report with the Board. Dr. Miller explained that this year’s enrollment cycle is different from those of prior years due to mandatory orientations. The orientations are designed for students to register on the day of orientation instead of at different times during the summer. As of June 21, 2017, the billing hours for the fall 2017 semester were up 2.2%.

Discussion took place concerning the number of credit hours students should take. Some at-risk MMCC students are limited in the credits they can take due to their past performance and federal rules applied to financial aid.

Agenda Item V-D: PURCHASE REQUESTS

Director Lehr presented the annual computer purchase and firewall software renewal. Mr. Lehr is still working with vendors to verify and lower costs. It was recommended to approve the purchase of software and Mac computers from CDWG at a cost not to exceed $125,478.52 and purchase the remaining computers from Sehi at a cost not to exceed $130,689. Funding will come from the institutional technology fund.

Discussion took place concerning the possibility of bulk purchases of computers with other schools in future years to try to lower costs.

A motion was made by Trustee Kreckman to approve the purchase of software and Mac computers from CDWG at a cost not to exceed $125,478.52 and purchase the remaining computers from Sehi at a cost not to exceed $130,689.00. Seconded by Trustee Petrongelli. All ayes; motion carried.

Executive Dean Barnes presented the Proquest renewal. Proquest is an electronic research database that is the most widely used across the college. In the 2016 calendar year, there were over 640,000 searches conducted. The cost of this renewal is $25,010.00 for the 2017-2018 fiscal year. Funds will come from the electronic resources account.

A motion was made by Trustee Petrongelli to approve the renewal of Proquest at a cost of $25,010.00. Seconded by Trustee Mussell. All ayes; motion carried.

President Hammond presented the software authorization proposal.

President Hammond informed the Board that the college is seeking to increase enrollment and improve retention rates of its students. Several software applications have been reviewed and considered during the past year to further these goals. There is broad consensus that no one product will fully meet the College’s function needs. The search has been narrowed to two or three firms but further reference checks and contract negotiations are required.

It was requested that the Board authorize administration to proceed with the purchase of software to support student recruitment/communications and degree planning/Guided Pathways with a total purchase price not to exceed, for initial implementation and annual fee, $160,000. Funding for this project is a capital expense and would be from the College’s Building and Site reserve funds.

A preview of one of the software programs was provided. A discussion took place concerning the need for these the software applications.

A motion was made by Trustee Bay to approve the purchase of software to increase enrollment and improve retention rates at a cost of no more than $160,000 per year for three years. Seconded by Trustee Kreckman. All ayes; motion carried.
Agenda Item V-E: EARLY RETIREMENT INCENTIVE REQUEST

Vice President Frick reviewed the request from Ron Gepford and support from Bill Whitman for an early retirement incentive for Ron Gepford. Mr. Gepford will be retiring in August 2017.

A motion was made by Trustee Mussell to approve the early retirement incentive for Ron Gepford. Seconded by Trustee Petrongelli. All ayes; motion carried.

Agenda Item V-F: RESOLUTION TO CERTIFY MILLAGE LEVY AND BUDGET FOR THE 2018 TAX YEAR

Vice President Frick presented the Resolution to Certify Millage Levy.

It was recommended the Board approve the resolution as reflected in the packet.

A motion was made by Trustee Petrongelli and supported by Trustee Bay to approve the Resolution. A roll call vote showed ayes from Trustees Kreckman, Bay, Metzger, Jacobson, Petrongelli, and Mussell with Trustee Allen absent. Resolution adopted.

Vice President Frick reviewed the Budget for the 2017-2018 fiscal year with the Board. The planned savings is set at 3% instead of 5% as had been possible in prior years when enrollment was higher.

Discussion took place concerning the MPSERS unfunded liability. The Board Chair requested a MPSERS review at a future Board meeting. Discussion also took place concerning notification to employees about the budget and how the process works.

A motion was made by Trustee Metzger to accept the budget for the 2017-2018 fiscal year. Seconded by Trustee Kreckman. 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

A motion was made by Trustee Petrongelli to adjourn to closed session at 8:27 p.m. to discuss personnel. Supported by Trustee Bay. A roll call vote showed ayes from Trustees Kreckman, Bay, Metzger, Jacobson, Petrongelli, and Mussell. With Trustee Allen absent.

The Board returned to regular session at 9:22 p.m.

Meeting adjourned at 9:22 p.m.

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

Douglas A. Jacobson, Board Chair          Terry Petrongelli, Acting Secretary
MID MICHIGAN COMMUNITY COLLEGE
FINANCIAL HIGHLIGHTS
GENERAL & AUXILIARY FUNDS
June 30, 2017 (PRELIMINARY)

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. Winter 2017 enrollment reflected only a slight .2% decline in billable hours from prior year. Enrollment for 2017 Spring is up 1%. The resulting total revenue represents 95% of the annual budget for 2016-17 tuition and fees revenue.
- 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. In February, we received $46,378 from the Local Stabilization Authority for our portion of the personal property tax reimbursement.
- Property tax revenue of $2,304,303 was levied and booked as revenue in December 2016.

GENERAL FUND EXPENSES:

- Departmental expenses are in line with 100% of the year elapsed with the exception of:
  - Institutional Administration is at 69% due to the UAAL which was budgeted to institutional administration but allocated to the appropriate departments through payroll.

INTER FUND TRANSFERS:

- The Planned Savings transfer of $1,045,037 to Building & Site represents 100% of the annual budgeted amount.
- The transfers of $94,874 to the Restricted Grant Funds represents 25% of the annual budget for the College’s match on various federal grants. As the grants are wrapped up for the fiscal year, additional transfers will be booked.

GENERAL FUND REVENUE OVER EXPENSES:

- The preliminary total increase in net assets as of June 30, 2017 is $.8 million. The increase includes a $500,000 additional transfer of savings to the building and site fund.

BALANCE SHEET:

- The cash balance decreased $2.3 million from May 31, 2017 to fund operations for the month of June.
- The State appropriations receivable of $1,134,896 represents the remaining 2 monthly payments of 2016-17 general and UAAL state appropriations.
• Student receivables increased $.6 million due to 2017 Fall term registration activity in June.
• The prepaid expense balance of $462,224 represents the MMCC contributions to employee HSA accounts that will be earned during 2017, the Ellucian annual maintenance contract, plus a few multi-year prepaid items.
• The balance due to other funds of $7.6 million can be broken down as follows:
  o $264,000 due to the designated student activities fund
  o $2 million due to the auxiliary services for sales
  o $17,000 due to the scholarship and grant fund
  o $2 million due from the federal restricted fund for student financial aid funds disbursed to the student accounts
  o $414,000 due from the restricted grant fund
  o $7.4 million due to building and site for current and future college needs
  o $154,125 due from the Foundation
• The $1,416,291 in accrued payroll and other compensation includes expenses incurred but not paid as follows:
  o Accrued salary, wages and vacation of $216,000
  o FICA, Federal and State withholding of $64,000
  o MPSERS/ORP payable of $449,000
  o Employee health and dental insurances payable of $479,000
  o Less self-funded health insurance reserves of $246,000
  o Deferred faculty pay of $449,000
  o Unemployment and workers’ compensation insurances payable of $3,000
  o 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 100% of the annual budget, which includes textbook sales for Fall 2016, Winter 2017, and Spring 2017 terms.
• Total expenses, at 106% of the annual budget, correspond with the sales volume.
• The preliminary excess revenue over expenses to date is $335,446, which represents a 15% margin which is equal to last year.
## MID MICHIGAN COMMUNITY COLLEGE

**BALANCE SHEET**

June 30, 2017 (Preliminary)

### Assets

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash and cash equivalents</td>
<td>$12,538,471</td>
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<tr>
<td>Short-term investments</td>
<td>$325,026</td>
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<tr>
<td>Property taxes receivable</td>
<td>$21,626</td>
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<tr>
<td>State appropriations receivable</td>
<td>$1,134,896</td>
</tr>
<tr>
<td>Student receivables</td>
<td>$4,519,893</td>
</tr>
<tr>
<td>Other receivables</td>
<td>$281,787</td>
</tr>
<tr>
<td>Inventories</td>
<td>$1,283</td>
</tr>
<tr>
<td>Prepaid expenses and other assets</td>
<td>$462,224</td>
</tr>
<tr>
<td>Due from (due to) other funds</td>
<td>$(7,168,369)</td>
</tr>
<tr>
<td><strong>Total current assets</strong></td>
<td><strong>$12,116,206</strong></td>
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<td>Long-term investments</td>
<td>$1,328,324</td>
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<td><strong>Total assets</strong></td>
<td><strong>$13,444,530</strong></td>
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### Liabilities and Net Assets

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<tr>
<th>Description</th>
<th>Amount</th>
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<tr>
<td>Accounts payable</td>
<td>$90,762</td>
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<td>Accrued payroll and other compensation</td>
<td>$1,416,291</td>
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<tr>
<td>Other payables</td>
<td>-</td>
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<tr>
<td>Planned savings</td>
<td>-</td>
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<tr>
<td>Unearned revenue</td>
<td>$4,738,566</td>
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<td><strong>Total liabilities</strong></td>
<td><strong>$6,245,619</strong></td>
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<tr>
<td>Reserved for:</td>
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<tr>
<td>Technology</td>
<td>$406,216</td>
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<tr>
<td>Program development</td>
<td>$1,003,868</td>
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<tr>
<td>Retirement incentives</td>
<td>$200,000</td>
</tr>
<tr>
<td>Unreserved</td>
<td>$4,806,780</td>
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<tr>
<td>Current year excess revenue over/(under) expenditures</td>
<td>$782,048</td>
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<tr>
<td><strong>Total net assets</strong></td>
<td><strong>$7,198,911</strong></td>
</tr>
<tr>
<td><strong>Total liabilities and net assets</strong></td>
<td><strong>$13,444,530</strong></td>
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## MID MICHIGAN COMMUNITY COLLEGE

**STATEMENT OF REVENUES, EXPENSES (Preliminary)**

For twelve months ended June 30, 2017

### OPERATING REVENUES:

<table>
<thead>
<tr>
<th></th>
<th>Current Fiscal Year</th>
<th>Percentage of Budget</th>
<th>Prior Fiscal Year</th>
<th>Percentage of Budget</th>
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</thead>
<tbody>
<tr>
<td>Tuition and fees</td>
<td>$17,098,337</td>
<td>95%</td>
<td>$17,200,935</td>
<td>96%</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$155,278</td>
<td>71%</td>
<td>$156,314</td>
<td>125%</td>
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<tr>
<td>Total operating revenues</td>
<td>$17,253,615</td>
<td>95%</td>
<td>$17,357,249</td>
<td>96%</td>
</tr>
</tbody>
</table>

### EXPENSES:

Operating expenses:

- Instruction: $9,563,536 (100%) vs. $9,729,385 (101%)
- Information technology: $1,542,318 (96%) vs. $1,552,180 (83%)
- Public service: $504,922 (115%) vs. $412,232 (88%)
- Instructional support: $2,410,901 (101%) vs. $2,644,107 (103%)
- Student services: $3,217,844 (104%) vs. $2,977,990 (93%)
- Institutional administration: $3,841,653 (69%) vs. $3,743,911 (73%)
- Operation and maintenance of plant: $2,521,598 (98%) vs. $2,409,693 (95%)

Total operating expenses: $23,602,772 (89%) vs. $23,469,497 (89%)

Operating income/(loss): $(6,349,157) vs. $(6,112,249)

### NON-OPERATING REVENUES:

- State appropriations: $6,316,674 (103%) vs. $6,111,073 (107%)
- Property tax levy: $2,317,425 (101%) vs. $2,312,711 (100%)
- Investment income: $26,621 (53%) vs. $30,471 (61%)
- Unrealized gain (loss) on investments: $(11,691) vs. $22,849
- Gifts: $10,500 vs. $16,514
- Miscellaneous: $10,500 vs. $16,514
- Transfers from other funds:
  - Restricted grants: $0 vs. $0
  - Auxiliary services: $0 vs. $0
  - Foundation Capital Campaign: $388,125 vs. $- $0

Total Non-operating revenues: $9,047,656 (106%) vs. $8,493,619 (105%)

Revenues over/(under) expenses: $2,698,499 vs. $2,381,370

### Inter Funds Transfers

- Planned Savings (Building & Site): $1,045,037 (100%) vs. $984,480 (100%)
- Additional Savings (Building & Site): $500,000 (100%) vs. $- (0%)
- Bond Debt Service (Building & Site): $276,540 (91%) vs. $302,200 (100%)
- Restricted Grant Match: $94,874 (25%) vs. $365,459 (77%)

Total Transfer to Building & Site: $1,916,451 vs. $1,652,139

Net increase (decrease) in Net Assets: $782,048 vs. $729,231
## MID MICHIGAN COMMUNITY COLLEGE
### STATEMENT OF REVENUES, EXPENSES (Preliminary)
*For twelve months ended June 30, 2017*

#### 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>Amount</td>
<td>% of Budget</td>
</tr>
<tr>
<td>Bookstore</td>
<td>$2,135,003</td>
<td>99%</td>
</tr>
<tr>
<td>Espresso Bar</td>
<td>$92,169</td>
<td>125%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$2,227,172</td>
<td>100%</td>
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<table>
<thead>
<tr>
<th></th>
<th>EXCESS REVENUE OVER EXPENSES</th>
<th>% of</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$335,446</td>
<td>15%</td>
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</table>

<table>
<thead>
<tr>
<th></th>
<th>EXCESS REVENUE OVER EXPENSES</th>
<th>% of</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$367,550</td>
<td>15%</td>
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### Mid Michigan Community College Contributions

#### June 2017

<table>
<thead>
<tr>
<th>Category</th>
<th>Current Amount</th>
<th>2017 Year-to-Date</th>
<th>2016 Total Contributions (all yr)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Campaign</td>
<td>$1,409</td>
<td>$337,238</td>
<td>$411,910</td>
</tr>
<tr>
<td>A Northern Tradition</td>
<td>$3,013</td>
<td>$67,732</td>
<td>$65,935</td>
</tr>
<tr>
<td>Scholarship &amp; Grant</td>
<td>$117</td>
<td>$33,290</td>
<td>$24,149</td>
</tr>
<tr>
<td>Gerstacker Fund</td>
<td>-</td>
<td>$30,000</td>
<td>$30,000</td>
</tr>
<tr>
<td>Lakers Athletic Fund</td>
<td>$2,795</td>
<td>$9,270</td>
<td>$415</td>
</tr>
<tr>
<td>Golf Outing</td>
<td>-</td>
<td>$5,370</td>
<td>$8,898</td>
</tr>
<tr>
<td>Isabella 8th Grade Girls Lunch</td>
<td>-</td>
<td>$5,000</td>
<td>$0</td>
</tr>
<tr>
<td>Bicknell Scholarship</td>
<td>-</td>
<td>$4,075</td>
<td>$3,150</td>
</tr>
<tr>
<td>Foundation</td>
<td>$235</td>
<td>$3,250</td>
<td>$4,435</td>
</tr>
<tr>
<td>Manning Ford Scholarship</td>
<td>$230</td>
<td>$2,670</td>
<td>$2,660</td>
</tr>
<tr>
<td>Bob &amp; Rosemary Carter Scholarship</td>
<td>-</td>
<td>$2,000</td>
<td>$3,000</td>
</tr>
<tr>
<td>Visiting Scholar</td>
<td>-</td>
<td>$2,000</td>
<td>$2,000</td>
</tr>
<tr>
<td>Retirees Scholarship</td>
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**Prior Year Contributions - current month**

- **$18,607**
- **$920,890**

**% Current Year to Prior Year**

- **-57.8%**
- **-43.8%**

**Adjusted Prior Year Contributions (without same month prior year and prior year YTD non-recurring contributions in second subtotal above)**

**Prior Year Contributions - current month**

- **$18,507**
- **$567,818**

**% Current Year to Prior Year**

- **-57.5%**
- **-8.9%**
TO: Board of Trustees
FROM: Lori Fassett, Executive Director of Personnel Services
SUBJECT: MMCC Staffing Update August 1, 2017 Board Meeting
DATE: July 14, 2017

NEW HIRES:
Dr. Jennifer Fager – Vice President of Academics
Dr. Fager holds a Bachelors degree in Political Science, a Masters degree in Curriculum and Instruction, and a Ph.D. in Administration, Curriculum, and Instruction, all from the University of Nebraska. She began her career in higher education as an assistant professor at South Dakota State University, and has subsequently held both faculty and administrative positions in public and private institutions in Wisconsin, Ohio, Michigan, and Nevada.

Highly regarded for her expertise in outcomes assessment, Dr. Fager has presented at national and regional conferences, provided consultation to higher education institutions, and led outcomes assessment efforts at the institutional level. In addition to her roles and responsibilities in higher education, she has also served as an elected member of her local school board. Welcome to the team Dr. Fager!

David Ferris – Benefits Administrator
David holds a Bachelor of Arts from the University of Toronto, with additional studies in Philosophy, Psychology and computer science. David brings with him over 10 years of experience in working with employee and group benefits as a Senior Client Service Representative. He is also bi-lingual, being fluent in French and basic familiarity with German and Spanish. Welcome to the team David!

NEW PART-TIME AND STUDENT EMPLOYEES:
Sarah Fiorillo – Career Services Coach (EDUStaff) Effective: 06/22/2017
Alyse Michael – Nursing Adjunct (EDUStaff) Effective: 06/16/2017
Robert Salowitz – PT Advisor (Temp Re-hire EDUStaff) Effective: 06/12/2017
Olivia McKewen – Student Employee – Maintenance Effective: 06/21/2017
INTERNAL TRANSFERS:
Kristin Shoaf – From: Student Worker Advising
To: Library Intern
Effective: 06/12/2017

Autumn Horn – From: MTEC student worker
To: Tech Center Admin Assistant (EDUStaff)
Effective: 06/26/2017

Steven Vaughan – From: MTEC Rapid Training Welding Inst.
To: MTEC Rapid Training (EDUStaff)
Effective: 06/30/2017

SEPARATIONS:
Ameer Alsabaa – International Program Consultant
Effective: 06/23/2017

Daniel Gibson – Head Cross Country Coach
Effective: 06/06/2017

Matt Skornicka – Student Employee Maintenance
Effective: 06/09/2017

Patricia Block – FT Art Faculty (Retiree)
Effective: 05/31/2017

Sherlyn Loubert – FT Nursing Faculty (Retiree)
Effective: 05/31/2017

George Wylie – Adjunct: Social Science
Effective: 05/23/2017

Candi Kanyo – FT Custodian
Effective: 06/23/2017

Kim Oren – Director of Institutional Research
Effective: 06/30/2017

Autumn O’Hare – Work Study
Effective: 05/05/2017

Mary Bower – Adjunct Nursing
Effective: 04/03/2015

Roberta Hahn – Adjunct Nursing
Effective: 12/12/2015

Allison Neyer – Adjunct Nursing (EDUStaff)
Effective: 02/28/2017

Lindsay Weaver – Adjunct Nursing (EDUStaff)
Effective: 04/28/2017

Stephanie Prince – Recreation Center (EDUStaff)
Effective: 06/26/2017
VACANCIES:

Adjunct Accounting  Posted
Adjunct Biology  Posted
Adjunct Business  Posted
Adjunct Criminal Justice  Filled
Adjunct Economics  Posted
Adjunct English  Posted
Adjunct French  Posted
Adjunct Geology  Posted
Adjunct German  Interviewing
Adjunct History – Big Rapids HS  Posted
Adjunct Japanese  Posted
Adjunct Mathematics  Posted
Adjunct Mathematics – Huron ISD  Posted
Adjunct Medical/Surgical Nursing Clinical  Posted
Adjunct Mental Health Nursing  Posted
Adjunct Nursing Fundamentals  Posted
Adjunct Nursing General  Posted
Adjunct Nursing Family Centered  Posted
Adjunct Pharmacy Tech  Interviewing
Adjunct Philosophy  Interviewing
Adjunct Political Science  Interviewing
Adjunct Political Science – Big Rapids HS  Posted
Adjunct Psychology - Huron ISD  
Adjunct Speech – Big Rapids HS  
Adjunct Speech – Huron ISD  
Adjunct Speech ASL – Mt. Pleasant HS  
HRA/HVAC Faculty (Full-time)  
Temp. Full-Time Math Faculty  
Physics / Physical Science (Full-Time)  
Custodian – Substitutes  
Automotive & Transportation Faculty (Full-time)  
AIM Integrated Mfg/Machine Tech Faculty (Full-time)  
Nursing Faculty - Adult Health (Full-time)  
Nursing Faculty - Adult Health (Full-time)  
Vice President of Academic Services  
Certified Nursing Asst. (C.N.A.) Instructor (Part-Time)  
Phlebotomy Instructor (Part-Time)  
Head Coach – Cross Country  
Academic Advisor (Full-Time)  
Custodian 3rd Shift (Full-Time)  
Benefits Administrator (Full-Time)  
Facilities Manager (Full-Time)
Agenda Item IV-A: Enrollment Update

Board Consideration: Information

Background:

Vice President Miller will present an update on enrollment for Fall 2017. An up-to-date report will be provided at the board meeting.

Recommendation:

None.
Agenda Item V-A:  Correspondence and Announcements

Board Consideration:  Information

Background:

President Hammond will review the attached documents from the Higher Learning Commission.

Announcements may be made at this time.

Recommendation:

None.
June 19, 2017

Dr. Christine Hammond  
President  
Mid Michigan Community College  
1375 S Clare Ave  
Mid Michigan Community College  
Harrison, MI 48625

Dear President Hammond:

This letter serves as formal notification and official record of action taken concerning Mid Michigan Community College by the Institutional Actions Council of the Higher Learning Commission at its meeting on June 13, 2017. The date of this action constitutes the effective date of the institution’s new status with HLC.

Action. IAC concurred with the evaluation findings and approved the institution’s request for access to the Notification Program for Additional Locations.

In two weeks, this action will be added to the Institutional Status and Requirements (ISR) Report, a resource for Accreditation Liaison Officers to review and manage information regarding the institution’s accreditation relationship. Accreditation Liaison Officers may request the ISR Report on HLC’s website at http://www.hlcommission.org/isr-request.

Information on notifying the public of this action is available at http://www.hlcommission.org/HLC-Institutions/institutional-reporting-of-actions.html.

If you have any questions about these documents after viewing them, please contact the institution’s staff liaison Linnea Stenson. Your cooperation in this matter is appreciated.

Sincerely,

Barbara Gellman-Danley  
President

CC: ALO
June 19, 2017

Dr. Christine Hammond
President
Mid Michigan Community College
1375 S Clare Ave
Mid Michigan Community College
Harrison, MI 48625

Dear President Hammond:

We are pleased to inform you that Mid Michigan Community College has been approved to participate in the Higher Learning Commission’s Notification Program for Additional Locations with the following stipulation:

- The institution has been approved for the Notification Program, allowing the institution to open new additional locations within the 19-state North Central region.

The stipulation was determined after reviewing the institution’s history and current list of locations. Participation in the Notification Program is a privilege and is reserved for institutions with a good track-record of maintaining additional locations. The advantages of participation include:

- No need for full applications to request a new additional location. Basic information can be submitted through the Location and Campus Update System (LCUS) to open a new location within the institution’s stipulation. Branch Campuses, and additional locations outside the stipulation still require a full change application.
- Approval in two weeks or less. Once reviewed and approved, locations are immediately listed in the institutional profile as approved locations. Approval letters and invoices are sent out at the beginning of the following month.
- Participants are able to bundle up to ten new locations for the same substantive change fee if submitted within the same month, in as many bundles as needed. (Please check HLC website for current fee schedule).
  For example:
  10 new locations = 1 change fee
  11 new locations = 2 change fee (1 bundle of 10 + 1 partial bundle of 1)
  23 new locations = 3 change fee (2 bundle of 10 + 1 partial bundle of 3)
To request a new location, please sign into LCUS and click on the ‘Add New Location’ link in the upper right corner. The president/CEO and the Accreditation Liaison Officer (ALO) already have access to LCUS but a Location Coordinator account also can be requested by emailing changerequests@hlcommission.org with the name, title, email, and phone number of the person.

There is a tutorial on the LCUS login screen on how to use the system and how to open new additional locations: https://www.youtube.com/watch?v=laQLfGJHymw&feature=youtu.be

If you have any questions after watching the video, or you do not see the ‘Add New Location’ link after logging in, please send an email to changerequests@hlcommission.org.

Institutions in the program must continue to meet all three participation requirements listed below, otherwise it will be removed from the program and will be placed back into the regular institutional change process for additional locations.

- The institution has been accredited by HLC for at least 10 consecutive years with no record of any action during that period for sanction or show-cause.
- HLC has not required monitoring of issues related to the quality of the institution’s instruction or its oversight of existing additional locations or campuses in the past 10 years. Monitoring includes interim reports, focused visits, and the scheduling of comprehensive evaluations in fewer than 10 years.
- The institution maintains at least three active additional locations at all times.

If you have any questions, please do not hesitate to send an email to changerequests@hlcommission.org or contact your HLC liaison.

Sincerely,

Higher Learning Commission
July 10, 2017

Dr. Christine Hammond
President
Mid Michigan Community College

Dear President Hammond:

A Higher Learning Commission (HLC) Change Panel has reviewed the following Program change application from Mid Michigan Community College: Request to offer the Associate of Applied Science, Certificate, and Training Credential in Advanced Integrated Manufacturing.

After the Change Panel submits its analysis, HLC reviews the panel’s work and recommendation form to ensure it is complete. The Change Panel has recommended approval. The Institutional Actions Council (IAC), an HLC decision-making body, will act on this recommendation at its next meeting. Meeting dates are posted on the HLC website at http://www.hlcommission.org/calendar.

The Change Panel Recommendation is not final until you receive an action letter from HLC’s Institutional Actions Council.

HLC policy allows the institution to submit a written institutional response to the Change Panel Recommendation that becomes part of the official record of the evaluation. IAC will read the institutional response in addition to all the documents that were considered during the review and may agree with or revise the Change Panel Recommendation.

Please complete and submit the attached form, along with any additional written response on HLC’s website at http://www.hlcommission.org/document_upload/ no later than two weeks from the date of this letter.

If HLC does not receive a response within two weeks, it will conclude that the institution concurs with the Change Panel Recommendation. More information on HLC’s decision process is provided on the attached form.

Please review the Panel’s comments and contact your HLC liaison if you have questions.

Sincerely,

Higher Learning Commission
After the panel reaches consensus, the panel chair completes this form to summarize and document the panel's view. Notes and evidence should be essential and concise — one or two bullets, 50 words maximum. Upload the completed report as a single electronic document (in PDF format) to the case files in the Office365 site, along with any additional materials requested during the panel review.

Institution: Mid-Michigan Community College    City, State: Harrison, MI    Date Submitted: 4/28/2017

Change Requested: Approval for a new Advanced Integrated Manufacturing (AIM) AAS Degree/AIM Certificate/AIM Training Credential

**Part A: Analysis (See Part 1: General Questions in change application)**

1. Classification of Change(s)
   - [x] Complete
   - [ ] Incomplete
   - Notes or additions if marked incomplete:

2. Special Conditions
   - [ ] Complete
   - [ ] Incomplete
   - Notes or additions if marked incomplete:
   - N/A

3. Required Approvals
   - [x] Complete
   - [ ] Incomplete
   - Notes or additions if marked incomplete:

4. For Contractual/Consortial Arrangements
   - [ ] Contractual
   - [ ] Consortial
   - [x] Not Applicable (Skip 4a-4c)
Check all that apply:
☑ on-ground delivery ☐ distance education ☐ correspondence education
☐ off-campus delivery ☐ other:

☐ Complete
☐ Incomplete

Notes or additions if marked incomplete:

4a. Key Services Provided by Partner
☐ Complete
☐ Incomplete

Notes or additions if marked incomplete:

4b. Level of Programming and Enrollment Affected
☐ Complete
☐ Incomplete

Notes or additions if marked incomplete:

4c. Overall Proportion of Affected Programs Provided by Partner
☐ Complete
☐ Incomplete

Notes or additions if marked incomplete:

5. For applications regarding Competency-based Education (CBE) programs, complete 5a-5e. Otherwise continue to question 6 Essential Elements. For CBE, including direct assessment, credit-hour based CBE, and hybrid programs, for which competencies alone are used to evaluate student achievement and progress toward a degree or certificate:

5a. The degree or certificate program is consistent with college-level work and rigor, establishing academic outcomes and competency statements comparable to similar programs offered by the institution:
☐ Acceptable
☐ Not acceptable

Evidence:

5b. The institution has submitted with its application a current credit hour worksheet from the Federal Compliance Packet OR has on file a recent (within the past three years) credit hour worksheet, which it has used to determine credit-hour equivalency for any program involving direct assessment:
☐ Complete
☐ Incomplete

Notes or additions if marked incomplete:
5c. The institution has determined that “sufficient educational activity” takes place in the CBE program and is consistent with the federal definition of the credit hour or is applied to the credit-hour equivalency used by the program (i.e., educational activity that reasonably approximates not less than one hour of classroom instruction and two hours of out-of-class work each week during a typical academic semester):

- Complete
- Incomplete

Notes or additions if marked incomplete:

5d. The program includes policies and procedures for meeting the federal requirement that “regular and substantive” interaction takes place between students and instructors:

- Acceptable
- Not Acceptable
- Not Applicable; note that if this program is a correspondence program, the institution is also required to complete a separate Distance Delivery substantive change application.

Evidence:

5e. The institution has made a reasonable determination of what is expected of enrolled students regarding the normal time to complete the CBE program (typically expressed as “satisfactory academic progress”) and uses that determination to report student progress:

- Acceptable
- Not Acceptable

Evidence:

6. Essential Elements. The categories below relate to the evidence expected across subsections of Part 2 of the change application.

6a. Planning and Design of the proposed change

- Acceptable
- Not Acceptable

Evidence:
The College used national and local data to determine job growth in the manufacturing sector. It also gathered input from the local manufacturing community, the Central Michigan Manufacturers Association (CMMA) to create a curriculum that meets the needs of local and regional employers. Full-time faculty at the institution were also directly involved in developing and approving the curriculum.

6b. Capacity for the proposed change, to include sufficiency, qualifications and experience of the faculty teaching the discipline and at the level of the proposed change.

- Acceptable
- Not Acceptable

Evidence:
The institution currently has one full-time, properly credentialed, faculty member who will teach in the program; it has identified the need for a second FT faculty and is currently advertising for that
position. The credentials included in the position posting are also appropriate. Adjunct faculty
drawn from the local manufacturing community will also service the program.

6c. Services and Support for the proposed change

- Acceptable
- Not Acceptable

Evidence:
The new program will be housed in the College's existing facilities at its Technical Center. No new
equipment will be needed for the immediate future. Current levels of support staff are appropriate
for the anticipated enrollments in the near term; the College is planning to add an Apprenticeship
Coordinator by the third year of the program to satisfy Department of Labor requirements. Current
library resources are adequate for this technical program.

6d. Evaluation, Assessment and Improvement Processes for the proposed change

- Acceptable
- Not Acceptable

Evidence:
The program has an assessment plan based on the Degree Qualification Profile (DQP)
proficiencies, and includes capstone projects. The program will submit a Program Review to the
College’s Curriculum and Standards Committee every three years, and the state of Michigan
requires the establishment of an Advisory Committee. This Advisory Committee will act as the
liaison between the program and local industry, and will provide feedback on the curriculum,
graduate performance, and the adequacy of the facility/equipment used in the program.

6e. Quality and Integrity of the proposed change

- Acceptable
- Not Acceptable

Evidence:
The College has done its due diligence in determining student interest and labor market needs for
these new programs. There is a well-thought out curriculum, plans for needed instruction, adequate
support services, and appropriate facilities/equipment to service the program.

Part B: Recommendation and Rationale

Recommendation:

- Approve Request
- Approve Modified Request
- Deny Request

Note: In the exceptional circumstance that the panel determines that a decision requires information only
available through an on-site visit, check here.

Explain the determination in the rationale section below and submit the form without completing the other
sections. HLC staff will review the recommendation of an on-site visit for appropriateness and for consistency
with HLC practice and may contact the panel.
Rationale for the panel’s recommendation to approve (100 words maximum): If the recommendation is a modification of the institution’s request, make clear how the panel modified the original request.

This new program will provide students with employment opportunities as well as the local and regional manufacturing industry’s labor needs. The College has done a proper market analysis/needs investigation, developed solid curriculum and assessment plans, put adequate faculty into place, and has the necessary facilities and equipment to meet the needs of these new programs.

Rationale for the panel’s recommendation to deny: If recommending denial of the request, explain what was inadequate.

Clarification of Information: If applicable, identify the dates and topics of any requests for clarification or communication with the institution and the results. Please submit copies of that communication and any materials received as an attachment to this report.

On April 19, the Change Panel Team sent an email to Mid-Michigan CC asking for the following clarifications:

1. You state that development funds are being used to begin the AIM program. Will they be paying for both full-time faculty members’ salaries and the 3-6 adjuncts’ salaries who will be teaching in this program until the enrollment tuition is able to cover all the salaries or exactly what is covered by the development funds?
2. Could you send us a chart of who is projected to teach each of the program courses each semester over the two-year period (you can just put “new faculty” into the courses to be taught by the newly hired faculty member?
3. You state that library resources needed for the program have been identified and deemed adequate. Could you clarify and specify exactly what resources the library already has or will be purchasing for this program? We have to state that we have received evidence of what the library has and we have to verify it is adequate.

On April 25, Mid-Michigan CC responded to the email:

1. They explained that the development funds did cover the two full-time faculty.
2. They sent a chart showing faculty for the AIM courses over a two-year period.
3. They sent a list of library resources for this area.

All correspondence along with information sent has been uploaded in the HLC file on SharePoint.

Stipulations or limitations on future accreditation relationships: If recommending a change in the institution's level for review of future changes (locations, programs, delivery, etc.), state both the old and new level and provide a brief rationale for the recommended change. Check the Institutional Status and
Requirement (ISR) report for the current wording.

**Monitoring:** In limited circumstances, the panel may call for a follow-up interim monitoring report. (Note that some types of substantive changes have built-in follow-up reviews; for example, the Campus Evaluation Visit.) If the panel concurs that a report is necessary, indicate the topic, timeline and expectations for that monitoring.
Institutional Response Form

Institution: Mid Michigan Community College  Institutional ID: 1348


Date: 05/15/2017

Printed Name of President or Chancellor*: Dr. Christine Hammond

Phone: (989) 386-6602  Email: chammond@midmich.edu

Signature of President or Chancellor:

(*HLC expects the response from the President, Chancellor, or chief executive officer if a different title is used.)

Instructions for Submitting Response
1. This form, and an additional written response if you choose to include one, must be submitted electronically on the following webpage: http://www.hlcommission.org/document_upload/.

2. If you choose to write an additional written response, it should be in the form of a letter to the Institutional Actions Council, should not exceed five pages, and must be sent electronically with this form within the two-week timeframe.

If a response is not received within the two weeks, HLC will conclude that the institution concurs with the accreditation recommendation.

General Questions

Please indicate ONE:

☐ The institution concurs with the accreditation recommendations and chooses not to submit a further response.

☐ The institution concurs with the accreditation recommendations and has enclosed a written response (please return with this form).

☐ The institution does not concur with the accreditation recommendations and chooses not to submit a further response.
The institution does not concur with the accreditation recommendations and has enclosed a written response (please return with this form).

The institution does not concur with the accreditation recommendations and requests an in-person hearing in place of an Institutional Actions Council (IAC) meeting (see definitions below).

In-person hearings are restricted to specific types of evaluation recommendations by HLC policy. These are: reaffirmation of accreditation; biennial visits in candidacy; focused visits; and financial and non-financial indicator monitoring. All decisions regarding substantive change and staff recommended monitoring or changes to the Statement of Affiliation Status are not eligible for in-person hearings. Pathways designations recommendations are not eligible for in-person hearings. Contact your HLC staff liaison for more information. Fees for in-person hearings are found in the schedule of HLC Dues and Fees at hlcommission.org/dues.

Definitions

**Institutional Response.** HLC expects a written response from the President or Chancellor of an institution (or chief executive by a different title) within two weeks of receipt of an accreditation report or reaffirmation recommendation and provides the attached response form for this purpose. The institution may choose to include an additional written response in the form of a letter from the President or Chancellor to the Institutional Actions Council. These additional written responses should not be longer than five pages and must be received electronically with this form within the two-week timeframe.

**Institutional Actions Council (IAC).** The IAC is composed of Board-appointed peer reviewers and public members. The First and Second Committees of IAC conduct electronically mediated meetings and in-person hearings to review and act on accreditation recommendations.

**IAC Meeting.** IAC meetings consist of five or more members of the First or Second Committee of IAC, who read the full materials of the evaluation, discuss the findings, and act on the accreditation recommendations. IAC committees may agree with the accreditation recommendations they review or offer differing recommendations or decisions. The meetings are electronically mediated and held eight or more times per year. The majority of accreditation recommendations are reviewed at an IAC meeting. Exceptions include recommendations that are required by policy to be reviewed at an in-person hearing and recommendations that institutions request be reviewed at an in-person hearing instead of an IAC meeting.

**IAC Hearing.** In some circumstances, an institution may request or may be required to attend an IAC Hearing. IAC Hearings consist of five or more members of the First or Second Committee of IAC, who read the full materials of the evaluation, discuss the findings, and act on the accreditation recommendations. Conducted three times per year, IAC Hearings are held in-person and require the presence of institutional staff, HLC staff and evaluation team representatives. There is a fee for requested hearings. An institution that is considering an IAC Hearing should consult with its HLC staff liaison for more information, as not all accreditation decisions are eligible for review and action at a hearing.

**IAC First Committee.** Members of the IAC First Committee conduct meetings and hearings to act on accreditation recommendations. The First Committee is the initial group to review an institution’s case after an accreditation evaluation; the Committee may agree with the evaluation team’s recommendation or it may offer a different recommendation or render a different decision.

**IAC Second Committee.** In some circumstances, institutions or HLC staff may request that the First Committee’s decision be reviewed by the IAC Second Committee. Members of the Second Committee conduct meetings and hearings to act on accreditation recommendations forwarded on request or by policy after the action of the First Committee. The Second Committee may agree with the evaluation
team’s recommendation or First Committee’s decision or it may offer a different recommendation or render a different decision. Institutions should consult with their HLC staff liaison for more information.
Agenda Item V-B: Mid Michigan Community College Holiday Parties

Board Consideration: Action

Background:

The Mid Michigan Community College Community Holiday Party will be held on December 3, 2017 and the Staff Holiday Party will be held on December 8, 2017. As in past years, the college would like to serve beer and wine at these events.

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 to serve alcohol on December 3, 2017 and December 8, 2017 during the holiday parties.
Agenda Item V-C: MCCA Membership

Board Consideration: Action

Background:

Attached is the invoice from the Michigan Community College Association (MCCA) for MMCC’s 2017-2018 Membership Assessment. Total cost for the year is $25,845.00. Paid for out of the institutional membership and dues fund.

Recommendation:

It is recommended the Board approve the payment for membership as presented.
## Invoice

<table>
<thead>
<tr>
<th>Date</th>
<th>Invoice #</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/1/2017</td>
<td>5140</td>
</tr>
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**Bill To**

Mid Michigan Community College  
Attn: Christine Hammond, President  
1375 South Clare Avenue  
Harrison MI 48625

**Due Date**

7/15/2017

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MCCA Membership Assessment for FY 2017/2018</td>
<td>25,845.00</td>
</tr>
</tbody>
</table>

**Total**

$25,845.00

**Please make payment to:** Michigan Community College Association

517 372-4350  
www.mcca.org
V-A: Calendar of Events

Board Consideration: Information

Background:

Aug 4       Spring Semester Classes End
Aug 26      Fall Semester Classes Begin
Sept 4      Labor Day – College Closed
Sept 5      MMCC Board of Trustees Workshop – 6:00 p.m., Houghton Room, Harrison
Sept 5      MMCC Board of Trustees Regular Meeting – 7:00 p.m., Houghton Room, Harrison
Sept 17     MMCC Fall Festival and BBQ – Noon, Harrison Campus
Sept 28-29  MCCA Student Success Summit - Lansing
Oct 3       MMCC Board of Trustees Workshop – 6:00 p.m., Houghton Room, Harrison
Oct 3       MMCC Board of Trustees Regular Meeting – 7:00 p.m., Houghton Room, Harrison
Nov 7       MMCC Board of Trustees Workshop – 6:00 p.m., Room 102, Center for Medical Imaging Studies, Harrison
Nov 7       MMCC Board of Trustees Regular Meeting – 7:00 p.m., Room 102, Center for Medical Imaging Studies, Harrison
Nov 23      Faculty Professional Development Day – No Classes
Nov 24-25   Thanksgiving Break – College Closed
Dec 3       Community Holiday Party –6:00 p.m., Harrison Campus
Dec 5       MMCC Board of Trustees Workshop – 6:00 p.m., Ester C. Conference Room, Harrison
Dec 5       MMCC Board of Trustees Regular Meeting – 7:00 p.m., Ester C. Conference Room, Harrison
Dec 8       Employee Holiday Party – 5:00 p.m., Harrison Campus
Dec 15      Fall 2017 Classes End
Dec 23- Jan 1 Winter Break – College Closed

2017

Jan 2       MMCC Board of Trustees Workshop – 6:00 p.m., Houghton Room, Harrison
Jan 2       MMCC Board of Trustees Regular Meeting – 7:00 p.m., Houghton Room, Harrison

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. Attached is the information from the MCCA office concerning the certification of appointments to the 2017-2018 MCCA Board of Directors. The appointments will be made by the Board Chair and verified to the MCCA by Ms. Clayton

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 a personnel and property discussion. A two-thirds roll call vote of Board members is required to call a closed session.

Recommendation:

None.
CERTIFICATION OF APPOINTMENT  
2017-2018 MCCA BOARD OF DIRECTORS  
MICHIGAN COMMUNITY COLLEGE ASSOCIATION  

CERTIFICATION FORM  

At a _______________________________ meeting of the Board of Trustees or Board of 
(Special/Regular)  
Education of ___________________________________ held on ___________________  
(College)     (Date)  
the following were designated as the chief administrative officer and governing board  
representatives of ___________________________________ to the Board of Directors of  
(College)  
the Michigan Community College Association for the year beginning July 1, 2017 and  
ending June 30, 2018.  

MCCA BOARD OF DIRECTORS REPRESENTATIVES  

President/Chancellor Director ____________________________________________  
(Name)  

Trustee Director ______________________________________________________  
(Name)     (Board Title)  

Alternate Trustee Director ______________________________________________  
(Name)     (Board Title)  

Submitted by: ________________________________________________________  
(Signature of Authorized Agent)  

__________________________  
(Date)  

Return this completed form by July 15, 2017 to:  
MCCA – 222 North Chestnut, Lansing, MI  48933-1000, fax to:  (517) 372-0905 or  
e-mail to michelle@mcca.org. Thank you.