The meeting took place in the Houghton Room, Harrison Campus.

Present: Douglas A. Jacobson, Board Chair; Betty M. Mussell, Vice Chair; Richard S. Allen, Jr., Secretary; Thomas W. Metzger, Treasurer; Carolyn C. Bay, Trustee; Eric T. Kreckman, Trustee; Terry Petrongelli, Trustee; Christine M. Hammond, Ph.D., President; Lillian K. Frick, Vice President of Finance and Administrative Services; Michael W. Jankoviak, Ph.D., Vice President of Academic Services; L. Scott Govitz, Executive Director of Economic and Workforce Development; Gail Nunamaker, Executive Director of Human Resources; Matt Miller, Ed.D., Vice President Student & Community Relations; Kim Barnes, Executive Dean of Student & Academic Support Services; Anthony Freds, Chief Information and Organizational Development Officer; Tonya Clayton, Exec. Asst. to the President/Trustees; Bud Kanyo, Faculty Senate President;

Absent: Char Keel, ESPA President

Guests: Kirk Lehr, Director of I.T.; Barb Wieszciecinski, Director of Nursing; Maggie Magoon, Associate Dean of Health Sciences, Kathy Gordon

Agenda Item I: CALL TO ORDER

The Board Chair called the meeting to order at 7:58 p.m. and explained the meeting was delayed due to a focus group session with Neumann Smith to discuss the Campus Master Plan. There were no public comments from the guests.

Agenda Item II: APPROVAL OF AGENDA

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

Agenda Item III: APPROVAL OF CONSENT ITEMS

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

Agenda Item IV-A: POLICY REVISION – SECOND READING

The policy revision for Board Policy 106 Non-Discrimination Policy was presented as an action item for a second reading. Additions to the policy include adding an email address for the Title IX Coordinator as required by the Department of Education.

A motion was made by Trustee Mussell to approve the policy revision to Board Policy 103 Non-Discrimination Policy. Seconded by Trustee Petrongelli. No discussion. All ayes; motion carried.

Agenda Item V-A: CORRESPONDENCE AND ANNOUNCEMENTS

The President Hammond reviewed the Correspondence and Announcements, an informational item. Correspondence items included a letter from the Michigan Board of Nursing, Nursing Improvement Plans, and a letter from the Higher Learning Commission.

Barb Wieszciecinski, Director of Nursing and Maggie Magoon, Associate Dean of Health Sciences, reviewed the two nursing related items. Director Wieszciecinski informed the Board that she responded to the letter from the Michigan Board of Nursing. In 2011, the Michigan Board of Nursing approved a major program change to eliminate the LPN ladder program, so it is unclear why they are requesting a report on the program.
The NCLEX Improvement Plan that was provided in the packet was in response to a different letter from the State Board of Nursing. The Nursing Board Exam has changed recently and the pass rate has declined. The State Board of Nursing requested MMCC to address how we would work to improve our students’ pass rates. The college completed a process to identify at-risk students and put a plan in place to support these students. The at-risk students were identified as those students who were returning to school after working as an LPN, after failing or withdrawing from the program in previous semesters, and students who took their pre requisites at another school. Some of the improvements made to the program include:

- Increasing the credit hours from one to three for a refresher course that all returning LPN students need to take to bring them up to speed
- Implementing a three-day Hurst Live Review course during the final semester of the program. This has received very favorable responses from the students.
- An intense training course for incoming nursing students that includes critical thinking skills, how to solve problems, etc. will be implemented in fall 2016.
- Intentional faculty training on the NCLEX blueprint. The blueprint explains what is on the licensure certification exam. This is helping faculty identify holes in the program.

Vice President Jankoviak explained that the faculty and administrators coming together to work out this issue is a wonderful example of AQIP in action.

President Hammond informed the Board of a request for a copy of her contract from Mr. K Ross Childs, Chair of the President’s Compensation Committee, NMC Board of Trustees. President Hammond provided her contract voluntarily.

Agenda Item V-B: RECOMMENDED PURCHASES

1. **Educational Talent Search (ETS) Trip** - The ETS program is planning to take a group of 50 students and 5 chaperones on a trip to Chicago July 29-31, 2015. Gerber Tours, the trip organizer and a reputable charter group, works with Talent Search programs to provide safe, educational trips for students. Because of its unique level of experience with Talent Search programs, and the necessary educational elements of this trip, this service was not bid out.

   The estimated cost for the trip is $22,280. Staff asked for approval up to $25,000 in the event that a component of the trip needs to change, which may add a little extra cost. It was recommended that the Board approve the Educational Talent Search Trip with Gerber Tours for a total of not more than $25,000. Funding will come from the ETS grant.

   A motion was made by Trustee Kreckman to approve the Educational Talent Search Trip with Gerber Tours for a cost not to exceed $25,000. Seconded by Trustee Petrongelli. No discussion. All ayes; motion carried.

2. **Equipment for Nursing Skills Lab** - Nearly all of the equipment in the Nursing Skills lab is outdated and unable to be serviced any longer on both the Harrison and Mt. Pleasant campuses. The simulation mannequins frequently are nonfunctional so the students have to “pretend” instead of using real simulation equipment and experiences. To provide adequate debriefing and make the learning experiences as real as possible, a simulation environment is needed.

   This is a sole source purchase because of the nature of the equipment. Total cost is $114,648.85. Funding will come from contingency funds. The outdated mannequins will be used for other programs.
A motion was made by Trustee Allen to approve the purchase of simulation mannequins from Laerdal Medical Corporation for a total of $114,648.85. Seconded by Trustee Metzger. All ayes; motion carried.

3. **Sealcoating and Marking of Parking Lots** – The parking lots of the Harrison and Mt. Pleasant campuses need to be seal coated and re-marked every three to four years.

After a review of the bids, it is recommended to use Ideal for the Harrison Campus at a cost of $26,000.00 and D & D Asphalt for the Mt. Pleasant Campus at a cost of $19,103.00. Funding will come from contingency funds.

A motion was made by Trustee Kreckman to award the bids for sealcoating and marking to Ideal for the Harrison Campus at a cost of $26,000.00 and to D & D Asphalt for the Mt. Pleasant Campus at a cost of $19,103.00. No discussion. All ayes; motion carried.

Trustee Mussell thanked the facilities crew for their work on the beautiful lawns.

4. **Ellucian (formerly known as Datatel) Maintenance Contract** – This contract includes tech support, patches for the software and new releases of the administrative software. The funds will come from the Institutional Technology Fund. Below is a breakdown of the costs.

<table>
<thead>
<tr>
<th>Product</th>
<th>Year 2015-2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Colleague Software</td>
<td></td>
</tr>
<tr>
<td>Core</td>
<td>$ 40,641.00</td>
</tr>
<tr>
<td>Student System</td>
<td>$ 33,165.00</td>
</tr>
<tr>
<td>Financial System</td>
<td>$ 23,321.00</td>
</tr>
<tr>
<td>Human Resources System</td>
<td>$ 10,017.00</td>
</tr>
<tr>
<td>Colleague Studio Tool Maintenance</td>
<td>$ 12,086.00</td>
</tr>
<tr>
<td>Per User Tier 1 Maintenance (90 users)</td>
<td>$ 18,121.00</td>
</tr>
<tr>
<td>Colleague Application Server 0-100</td>
<td>$ 8,505.00</td>
</tr>
<tr>
<td>PayPal Ecommerce Transaction level Maint.</td>
<td>$ 3,875.00</td>
</tr>
<tr>
<td>Unidata Database Maintenance</td>
<td>$ 9,639.00</td>
</tr>
<tr>
<td></td>
<td><strong>$22,019.00</strong></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$159,370.00</strong></td>
</tr>
</tbody>
</table>

Discussion took place concerning the increasing costs of this software. This software provides MMCC the ability to perform most interdepartmental tasks on campus including registering of students, tracking of their financial aid and payroll. Ellucian provides patches to the college for free during the year to update systems as needed. An open source product is being developed but it will be at least two years before it is available for our use. Trustee Kreckman advised Director Lehr to review all current documents with Ellucian to see if there are long established contracts. This will aid the college in determining if and when the college can look at open source products.

A motion was made by Trustee Kreckman to approve the cost of the maintenance contract for $159,370.00. Seconded by Trustee Mussell. All ayes; motion carried.

5. **Welding Items** – Executive Director Govitz provided bid details to the Board.

The Morey Technical Education Center in Mt. Pleasant was originally designed for 22 welding booths.
Center was opened with 12 booths. As enrollment increases, there is a need for six additional booths.

As an information item, Executive Director Govitz informed the Board that welding instructor, Nick Blackmer, will be converting some makeshift welding areas on the Harrison Campus. There are some safety concerns with the current set up that Mr. Blackmer plans to correct with limited alterations to existing electrical panels, overhead ventilation systems, and building of booths.

Equipment is needed to complete the additional six welding booths at the Morey Technical Center and to supplement the welding operations in the Harrison lab. These items will be purchased from two different vendors. The request is to purchase the majority of items from Purity Cylinder Gases, Inc. for a cost of $37,833.91 and the remaining items from Airgas for a cost of $577.00.

All welding purchases will be coming from contingency funds.

A motion was made by Trustee Kreckman to approve the purchase of six welding booths from Clean Air America for a cost of $31,120.00, welding supplies from Purity Cylinder Gases, Inc. for a cost of $37,833.91, and welding supplies from Airgas for a cost of $577.00. Seconded by Trustee Mussell. All ayes; motion carried.

Agenda Item V-C: CURRICULUM COMMITTEE RECOMMENDATION: CURRICULUM CHANGES

Vice President Jankoviak reviewed the changes to the college curriculum this past year and recommended the Board approve the changes as presented. These changes take effect July 1, 2015. There are three new programs: Associate in Applied Sciences: Plastics Engineering Technology, Certificate of Achievement: Plastics Engineering Technology, and Certificate of Achievement: Pharmacy Technician. The Pharmacy Technician Training Credential was discontinued. The program changes are related to the Michigan Transfer Agreement Implementation. In addition, some faculty are working on the Guided Pathways project and are realigning sequencing of courses.

A motion was made by Trustee Petrongelli to accept the Curriculum Changes Report. Seconded by Trustee Allen. No Discussion. 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.

Discussion took place concerning the commencement program. Different locations and the number of ceremonies were considered as well as perceptions.

Agenda Item VI-B: OTHER BUSINESS

1. Board Participation
   a. 2015 MCCA Summer Workshop – Trustees should verify their attendance as soon as schedules are known.

2. Executive Session: Property Discussion and President’s Evaluation - The Board Chair stated that the trustees would move into executive session for the purpose of discussing property and personnel.

A motion was made by Trustee Metzger to adjourn to Executive Session at 8:52 pm. Supported by Trustee Allen. Roll Call vote showed ayes Trustees Jacobson, Mussell, Allen, Metzger, Bay, Kreckman, and Petrongelli.
The board returned to regular session at 10:35 pm.

The Board authorized the President to proceed with discussions and negotiations regarding the three real estate matters presented in Executive Session.

A motion was made by Trustee Mussell for the Board to authorize the President to conduct a title search, check of outstanding liens, and identification of any other relevant information on the property at 2794 S. Summerton Road. The President is further authorized to enter into negotiations with the owners of the property up to a purchase price of $100,000. Seconded by Trustee Kreckman. All ayes; motion carried.

In regard to the President's annual evaluation, the Board agreed by consensus that Trustees Jacobson and Mussell will prepare a written letter to the president summarizing the feedback given in the Executive session.

Meeting adjourned at 10:37 p.m.

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

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Douglas A. Jacobson, Board Chair  Richard S. Allen, Jr., Secretary