

Collection Companies

MCCBOA SURVEY
SPRING 2012 WORKSHOP

PLEASE RETURN TO STEVEN HARDY

Requested by: Kalamazoo Valley Community College

Do you go to court
or

COMMUNITY COLLEGE	Do you use multiple Collection Companies?	What collection rate?	After a period of time do you send to 2 nd company?	Have you used Small Claims?
Alpena Community College				
Bay De Noc Community College				
Delta College	No	~25%	NO	Sometimes
Glen Oaks Community College	NO	25%	NO	NO
Gogebic Community College	No	Small, unsure of %		No
Grand Rapids Community College				
Henry Ford Community College	Yes / 2	25%	NO	NO
Jackson Community College	YES 4 agencies	25-33% 8-13%	Yes	No (not worth the \$)
Kalamazoo Valley CC	2-M&M - NRI	8%	We have not	No
Kellogg Community College	YES	31% - 37% (last 7 years)	NO	NO
Kirtland Community College	NO			
Lake Michigan College	NO	14%	NO	Yes
Lansing Community College	Yes	20%	Yes	NO
Macomb Community College	NO	< 20%	NO	NO
Mid Michigan Community College	2-M&M CBM	15 - 20%	NO	NO
Monroe County CC	NO	UNSURE	NO	NO
Montcalm Community College	NO	NOT SURE	NO	NO
Mott Community College	YES	NOT SURE	NO	rarely
Muskegon Community College	NO	not sure	NO	rarely
North Central Michigan College	NO			
Northwestern Michigan College	NO	don't have data with me	NO	Collection Agency does sometimes
Oakland Community College	NO	10-20% RA.	NO	Occasionally Sometimes
Schoolcraft College	NO	8-10%	NO	NO
Southwestern Michigan College	YES	NOT SURE -	Yes	NO
St. Clair County CC	Yes	< 20%	NO	NO
Washtenaw Community College				
Wayne County Community College				
West Shore Community College	YES	?	NO	NO

Custodial / Janitorial Services

MCCBOA SURVEY SPRING 2012 WORKSHOP

PLEASE RETURN TO STEVEN HARDY

Requested by: Wahy Argiri, Macomb

COMMUNITY COLLEGE	If your college outsources custodial services, which vendor do you use?	Contact name & #	
Alpena Community College			
Bay De Noc Community College			
Delta College	N/A		
Glen Oaks Community College	NO		
Gogebic Community College	No - looking @		
Grand Rapids Community College			
Henry Ford Community College	NO		
Jackson Community College	NO		
Kalamazoo Valley CC	NA		
Kellogg Community College	Omni Facilities	R Scott / John DiPiero	
Kirtland Community College	NA		
Lake Michigan College	THANKING ABOUT		
Lansing Community College	WFF FACILITIES / SECURITY	will email the info.	
Macomb Community College	Professional Building Maintenance	Steve Alton 586-445-7374	
Mid Michigan Community College	NA		
Monroe County CC	NA		
Montcalm Community College	N/A		
Mott Community College	NA		
Muskegon Community College	NA		
North Central Michigan College	NO		
Northwestern Michigan College	NO		
Oakland Community College	NO		
Schoolcraft College	NA		
Southwestern Michigan College	YES - DM BURR	JOHN ALLEN	
St. Clair County CC	RFP OUT NOW		
Washtenaw Community College	NO		
Wayne County Community College			
West Shore Community College	N/A		

Endowment Funds Management

MCCBOA SURVEY
SPRING 2012 WORKSHOP

PLEASE RETURN TO STEVEN HARDY

Requested by: Deb Lutz - Delta

COMMUNITY COLLEGE	Do You Manage Endowment Funds?	Do You charge The funds an Administrative Fee	If yes, what rate?
Alpena Community College			
Bay De Noc Community College			
Delta College	Yes	Not yet	
Glen Oaks Community College	YES	NO	
Gogebic Community College	Yes	Yes	5% of yearly earnings.
Grand Rapids Community College			
Henry Ford Community College	Yes - Foundation	NO	
Jackson Community College	Yes	Yes	up to 5%
Kalamazoo Valley CC	Yes - Fdn. side	NO	
Kellogg Community College	Yes	NO	
Kirtland Community College			
Lake Michigan College	NO		
Lansing Community College	NO	NO	
Macomb Community College	NO	NO	
Mid Michigan Community College	Yes - Fdn Foundation	NO	
Monroe County CC	NO	NO	
Montcalm Community College	NO	NO	
Mott Community College	Yes - Foundation	Yes	.5-5% depending on size
Muskegon Community College	NO		
North Central Michigan College	NO		
Northwestern Michigan College	Yes - Foundation	not yet - reviewing	
Oakland Community College	NO	NO	
Schoolcraft College	NO	NO	
Southwestern Michigan College	YES	NO	
St. Clair County CC	Yes - some are w/ Fdn	No - unmanaged unmanaged	unmanaged
Washtenaw Community College	NO		
Wayne County Community College	NO		
West Shore Community College	yes w/ Foundation	NO	

(*) beyond investment management related fees.
This fee would be to cover college/foundation administrative costs.

Fixed Assets

MCCBOA SURVEY
SPRING 2012 WORKSHOP

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Requested by: *Muskegon Community College*

COMMUNITY COLLEGE	Who maintains your fixed asset (internal or outsourced)	What is your fixed asset threshold?	How do you determine insurable value?
Alpena Community College			
Bay De Noc Community College			
Delta College	<i>Internal</i>	<i>5,000 for Reporting purposes</i>	<i>RA Schettler through MCCMA</i>
Glen Oaks Community College	<i>Internal</i>	<i>5000</i>	
Gogebic Community College	<i>Internal</i>	<i>5000 decision of</i>	<i>Dean of Bus.</i>
Grand Rapids Community College			
Henry Ford Community College	<i>Internal</i>	<i>5,000</i>	<i>RA Schettler</i>
Jackson Community College	<i>internal</i>	<i>1,000 - changing to 5000</i>	<i>umbrella policy</i>
Kalamazoo Valley CC	<i>Internal</i>	<i>5000</i>	<i>Schettler</i>
Kellogg Community College	<i>INTERNAL</i>	<i>\$5,000</i>	
Kirtland Community College	<i>Ilum - Industrial Appraisal</i>	<i>5,000</i>	
Lake Michigan College	<i>INTERNAL</i>	<i>5000</i>	<i>MCCMA</i>
Lansing Community College	<i>Internal</i>	<i>5000</i>	<i>Provider</i>
Macomb Community College	<i>Internal</i>	<i>5000</i>	<i>RA Schettler - MCCMA</i>
Mid Michigan Community College	<i>internal</i>	<i>5000</i>	
Monroe County CC	<i>Internal</i>	<i>5000</i>	<i>Schettler</i>
Montcalm Community College	<i>Internal</i>	<i>5,000 -</i>	<i>RA Schettler</i>
Mott Community College	<i>Internal</i>	<i>5,000</i>	
Muskegon Community College			
North Central Michigan College	<i>Internal</i>		
Northwestern Michigan College	<i>Internal</i>	<i>\$3,000</i>	<i>Provider</i>
Oakland Community College	<i>Internal</i>	<i>5,000</i>	<i>Schettler</i>
Schoolcraft College	<i>Internal Colleague</i>	<i>5000</i>	<i>RA Schettler</i>
Southwestern Michigan College	<i>INTERNAL</i>	<i>5,000</i>	<i>SCHETTER - CONTENTS</i>
St. Clair County CC	<i>Internal</i>	<i>5,000</i>	<i>Schettler</i>
Washtenaw Community College	<i>BANNER (IN-HOUSE)</i>	<i>\$5,000</i>	<i>RA SCHETLER</i>
Wayne County Community College	<i>Banner (in-house)</i>	<i>\$5,000</i>	
West Shore Community College	<i>Internal</i>	<i>\$5000</i>	<i>RA Schettler</i>

Higher One for Payroll

MCCBOA SURVEY
SPRING 2012 WORKSHOP

PLEASE RETURN TO STEVEN HARDY

Requested by: *Muskegon Community College - For Higher One Users*

COMMUNITY COLLEGE	① Did you implement HO for payroll?	② If yes, did you make direct deposit or pay cards mandatory?	③ If yes to ②, how did you implement this?
Alpena Community College			
Bay De Noc Community College			
Delta College	N/A		
Glen Oaks Community College	NO		
Gogebic Community College	N/A		
Grand Rapids Community College			
Henry Ford Community College	NO		
Jackson Community College	NO		
Kalamazoo Valley CC	NO		
Kellogg Community College	N/A		
Kirtland Community College	NA		
Lake Michigan College	N/A		
Lansing Community College	NO		
Macomb Community College	<i>we use PNC ATM we employ have no restrictions on withdrawal.</i>		
Mid Michigan Community College	<i>Not officially but we offer to employees - Direct Deposit for P/R is mandatory</i>		
Monroe County CC	NA		
Montcalm Community College	N/A		
Mott Community College	NA		
Muskegon Community College			
North Central Michigan College	N/A		
Northwestern Michigan College	N/A		
Oakland Community College	N/A		
Schoolcraft College	-NA	-	-
Southwestern Michigan College	NO	N/A	N/A
St. Clair County CC	NO		
Washtenaw Community College	NO		
Wayne County Community College	NO		
West Shore Community College	N/A		

we grandfathered current employees. N/A employees per CC

MCCBOA SURVEY
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Requested by: MUSKEGON

COMMUNITY COLLEGE	# of FT faculty	# of PT faculty	FALL 2011 # of student enrollment	
Alpena Community College				
Bay De Noc Community College				
Delta College	219	~ 300	~ 11,000	
Glen Oaks Community College				
Gogebic Community College				
Grand Rapids Community College				
Henry Ford Community College	~ 210	~ 800	18,000	
Jackson Community College	92	350	9,000	
Kalamazoo Valley CC				
Kellogg Community College	95	300	10,000	
Kirtland Community College	36	~ 100	1955	
Lake Michigan College	62	240	7600	
Lansing Community College				
Macomb Community College	235	~ 1,000	22,000	
Mid Michigan Community College				
Monroe County CC	67	200 ±	4440	
Montcalm Community College	30	110	1700	
Mott Community College				
Muskegon Community College	97	253	5200	
North Central Michigan College	34	~ 150	2900	
Northwestern Michigan College				
Oakland Community College	300		28,000	
Schoolcraft College	100	260	13,000	
Southwestern Michigan College	~ 60	~ 135	~ 3400	
St. Clair County CC	~ 90			
Washtenaw Community College	~ 220	~ 800	~ 12,800	
Wayne County Community College				
West Shore Community College	27	60 - 100	~ 1600	

Pay cards + Purchasing Card

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Requested by: Muskegon Community College

COMMUNITY COLLEGE	Do you use Pay cards or purchase cards?	If so, who did you implement this with	
Alpena Community College			
Bay De Noc Community College			
Delta College	Yes	PNC	
Glen Oaks Community College	NO		
Gogebic Community College	NO		
Grand Rapids Community College			
Henry Ford Community College	Yes / Yes	BoFA / Chase	
Jackson Community College	NO		
Kalamazoo Valley CC	NO - Pay cards Yes - purchase cards	Purchase cards thru Fifth Third	
Kellogg Community College	Yes	BoFA	
Kirtland Community College	Yes / Yes	Chase	
Lake Michigan College	Purchase	S13	
Lansing Community College	Yes / Yes	PNC	
Macomb Community College	No, but researching now		
Mid Michigan Community College	Not yet / yes	/ chase	
Monroe County CC	NO		
Montcalm Community College	NO / Yes	- / S13	
Mott Community College	yes - DCards	comerica	
Muskegon Community College			
North Central Michigan College	NO		
Northwestern Michigan College	Purchasing cards only	PNC	looking at Pay cards
Oakland Community College	NO yes - not yet		
Schoolcraft College	YES BOTH	CHASE	purchasing card MC & AEX.
Southwestern Michigan College	YES - PURCHASE CARDS ONLY	FIFTH THIRD	
St. Clair County CC	NO		
Washtenaw Community College	NO		
Wayne County Community College	NO		
West Shore Community College	Yes	JP Morgan through MSBO	

Refund Periods

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Requested by: Muskegon Community College

COMMUNITY COLLEGE	Do you have just a 100% refund period?	Do you have a 50% refund period?	What is your time period for 100% refund?	What is your time period for 50% refund?
Alpena Community College				
Bay De Noc Community College				
Delta College	No	Yes	7 days or 25% of course	8-11 days
Glen Oaks Community College	As of Spring 12/SP Yes	NO - After 12/1/11	1 week	-
Gogebic Community College	Yes	Yes	1 week	2 weeks
Grand Rapids Community College				
Henry Ford Community College	NO	YES	1 WK	1 WK
Jackson Community College	Yes	NO	1 wk	
Kalamazoo Valley CC	Yes	NO	1 week	
Kellogg Community College	YES	-	BEFORE CLASSES BEGIN	2 wks. 75% class charge
Kirtland Community College	yes	-	2 WKS	
Lake Michigan College	YES	NO	25%	-
Lansing Community College	Yes	Yes	2 weeks	4 weeks
Macomb Community College	Yes	NO	7 days	N/A
Mid Michigan Community College	Yes	NO	1 week	
Monroe County CC	NO	Yes	1 week	2 weeks
Montcalm Community College	Yes	NO	10 days	-
Mott Community College	no	yes	?	?
Muskegon Community College	-			
North Central Michigan College	no	no	Before classes begin	n/a
Northwestern Michigan College	yes	no	2 weeks	N/A
Oakland Community College	yes	no	15 weeks - close of 6th bus. day	n/a
Schoolcraft College	yes	-	~ ONE WEEK	-
Southwestern Michigan College	Yes	NO	~ 6 WEEKS	
St. Clair County CC	NO	Yes		2 weeks
Washtenaw Community College	YES	NO	~ 2 WEEKS	N/A
Wayne County Community College	Yes	NO	1 week	
West Shore Community College	Yes		2 WKS	

Registration Fee

MCCBOA SURVEY SPRING 2012 WORKSHOP

PLEASE RETURN TO STEVEN HARDY

Requested by: Delta College - Feb Lutz

COMMUNITY COLLEGE	How Much is your Registration Fee?	Do you require upfront payment from everyone to be charged to fin. aid?	Do you allow reg. fee?	If students drop classes do you refund reg fee?
Alpena Community College				
Bay De Noc Community College				
Delta College	\$40	No	Yes	No - but often yes/right of
Glen Oaks Community College	NO			
Gogebic Community College				
Grand Rapids Community College				
Henry Ford Community College	\$30 36	NO	Yes Week	NO
Jackson Community College	\$75	Pay or Plan by Friday of reg.	Yes	Yes
Kalamazoo Valley CC	\$75	NO	Yes	NO
Kellogg Community College	NO			
Kirtland Community College				
Lake Michigan College	N/A	N/A	N/A	N/A
Lansing Community College	25	NO	Yes	N/A
Macomb Community College	\$40	NO	Yes	Yes
Mid Michigan Community College				
Monroe County CC	30	No	Yes	Yes
Montcalm Community College	N/A			
Mott Community College				
Muskegon Community College	\$35	NO		yes
North Central Michigan College				
Northwestern Michigan College	\$25	No	yes	no
Oakland Community College				
Schoolcraft College	\$40	Yes	Yes	
Southwestern Michigan College		Yes	Yes	Yes
St. Clair County CC	\$49	No	Yes	No
Washtenaw Community College				
Wayne County Community College	\$50	NO.	Yes	Yes \$6,000.
West Shore Community College	\$25 \$7	Yes NO	Yes yes	NO

W2 reporting requirements

MCCBOA SURVEY
SPRING 2012 WORKSHOP

PLEASE RETURN TO STEVEN HARDY

Requested by: *Muskegon Community College - For Data1 Colleges*

COMMUNITY COLLEGE	Have you implemented the new W2 reporting requirements for healthcare costs?	If yes, how are you capturing the information? <i>What in Data1?</i>
Alpena Community College		
Bay De Noc Community College		
Delta College	<i>In 2012</i>	<i>Set up a tax form box code for health benefit codes</i>
Glen Oaks Community College	<i>Not sure</i>	
Gogebic Community College	<i>N/A</i>	
Grand Rapids Community College		
Henry Ford Community College	<i>Will do in 2012</i>	<i>Will use Benefit codes</i>
Jackson Community College	<i>Not yet - on radar</i>	<i>Will use benefit codes</i>
Kalamazoo Valley CC	<i>N/A</i>	
Kellogg Community College	<i>NOT YET</i>	
Kirtland Community College	<i>N/A</i>	
Lake Michigan College	<i>N/A</i>	
Lansing Community College	<i>N/A</i>	
Macomb Community College	<i>will for 2012</i>	<i>Will calculate & add to Data1</i>
Mid Michigan Community College	<i>N/A</i>	
Monroe County CC	<i>for 2012</i>	<i>Use benefit codes / charging</i>
Montcalm Community College	<i>for 2012</i>	
Mott Community College	<i>Will for 2012</i>	
Muskegon Community College		
North Central Michigan College	<i>N/A</i>	
Northwestern Michigan College	<i>yes for 2012 - we use Banner</i>	<i>On Banner through a Benefit. code.</i>
Oakland Community College	<i>will for 2012</i>	<i>Via benefit codes - like on WebAdvisor Compensation Statement</i>
Schoolcraft College	<i>Will do for 2012</i>	<i>(MAYBE - BENEFIT INSURE)</i>
Southwestern Michigan College	<i>Will do in 2012</i>	<i>NOT SURE - BUT ALREADY CAPTURED IN BANNER</i>
St. Clair County CC	<i>Will do in 2012</i>	<i>Will be manually done</i>
Washtenaw Community College	<i>NO</i>	
Wayne County Community College	<i>NO</i>	
West Shore Community College	<i>N/A</i>	