

**MID MICHIGAN COLLEGE**  
**Board of Trustees Workshop and Regular Meeting**  
**Harrison, MI 48625 and Mt. Pleasant, MI 48858**  
**February 2, 2021**  
**7:00 PM Meeting**

Esther C. Conference Room, Harrison Campus and via Zoom video conference technology  
<https://midmich.zoom.us/j/96280717019>

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**Board of Trustees Meeting Agenda**

**APPROVAL OF AGENDA**

**Item II, Approval of Agenda**

Presenter: Board Chair Petrongelli

Board Consideration: Action

**Item III, Public Comment**

Presenter: Board Chair Petrongelli

Board Consideration: Information

**APPROVAL OF CONSENT ITEMS**

**Item IV, Approval of Consent Items**

Presenter: Board Chair Petrongelli

Board Consideration: Action

**UNFINISHED BUSINESS**

**Item V-A: Winter Enrollment Report**

Presenter: Matt Miller

Board Consideration: Information

**NEW BUSINESS**

**Item VI-A: Correspondence and Announcements**

Presenter: President Hood

Board Consideration: Information

**Item VI-B: Academic Calendar**

Presenter: Matt Miller

Board Consideration: Information/Action

**Item VI-C: Road Maintenance Correspondence**

Presenter: Lillian Frick

Board Consideration: Information

**Item VI-D: Printer/Copier Management Service Renewal**

Presenter: Kirk Lehr

Board Consideration: Information/Action

**Item VI-E: MCCA Board of Directors Designation**

Presenter: President Hood

Board Consideration: Information/Action

**Item VI-F: Administrative Retirement Incentive**

Presenter: Lori Fassett

Board Consideration: Information/Action

**BOARD COMMENTS**

**Item VII-A: Calendar of Events**

Presenter: Board Chair Petrongelli

Board Consideration: Information

**Item VII-B: Board Comments- Other Business**

Presenter: Board Chair Petrongelli

Board Consideration: Information

## Approval of Agenda

### Item II, Approval of Agenda

**Presenter: Board Chair Petrongelli**

**Board Consideration: Action**

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***President's Recommendation:***

Motion to approve the agenda as presented.

Approval of Agenda.

## Approval of Agenda

### Item III, Public Comment

**Presenter: Board Chair Petrongelli**

**Board Consideration: Information**

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***President's Recommendation:***

None, informational.

The Board will allow public comment at this time.

## Approval of Consent Items

### Item IV, Approval of Consent Items

**Presenter: Board Chair Petrongelli**

**Board Consideration: Action**

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***President's Recommendation:***

Motion to approve the consent items as presented.

- A. Minutes- January 5, 2021 Regular Meeting
- B. Monthly Financial Report:
  - 1. Financial Summary for the period ending December 31, 2020.
  - 2. General fund balance sheet as of December 31, 2020.
  - 3. General fund statement of revenues and expenses for nine months ending December 31, 2020.
  - 4. Gifts and Donations: Donations totaling \$66,735 were received for the Mid Foundation in December 2020.
- C. Monthly Personnel Report.

## Mid Michigan College Board of Trustees Regular Meeting

January 5, 2021 – page 1

The meeting took place in the Esther C. Conference Room, Harrison Campus and via Zoom Video Conference Technology.

Present: Betty M. Mussell (attending remotely), Vice Chair; Richard S. Allen Jr., Secretary; Thomas W. Metzger (attending remotely), Treasurer; Terry Petrongelli (attending remotely), Trustee; Carolyn C. Bay (attending remotely), Trustee; Eric T. Kreckman (attending remotely), Trustee, George Gilmore (attending remotely), Trustee

Absent: All Trustees were present.

### **Agenda Item I: *CALL TO ORDER***

Vice Chair Betty Mussell called the meeting to order at 7:10 PM.

### **Agenda Item II: *ELECTION OF OFFICERS***

In the absence of a Board Chair, President Hood facilitated nominations for Board Chair. President Hood opened up nominations for Board Chair. Motion by Trustee Mussell to nominate Trustee Petrongelli as Board Chair. Second by Trustee Metzger. A discussion took place among trustees regarding new leadership and if trustees are willing to accept new expectations. Trustee Petrongelli stated that she would accept the nomination of Board Chair.

Motion by Trustee Kreckman to close nominations for Board Chair. Second by Trustee Mussell.

All Ayes, Motion Carried. Trustee Petrongelli will become the new Board Chair.

Board Chair Petrongelli opened up nominations for Vice Chair. Motion by Trustee Bay to nominate Trustee Mussell as Vice Chair. Second by Trustee Petrongelli.

Trustee Mussell stated that she would accept the nomination of Vice Chair.

Motion by Trustee Kreckman to close nominations for Vice Chair. Second by Trustee Metzger. All Ayes; Motion Carried. Trustee Mussell will remain Vice Chair of the Board.

Board Chair Petrongelli opened up nominations for Secretary. Motion by Trustee Mussell to nominate Trustee Allen as Secretary. Second by Trustee Metzger.

Trustee Allen stated that he would accept the nomination of Secretary.

Motion by Trustee Kreckman to close nominations for Secretary. Second by Trustee Mussell. All Ayes; Motion Carried. Trustee Allen will remain Secretary of the Board.

Board Chair Petrongelli opened up nominations for Treasurer. Motion by Trustee Kreckman to nominate himself as Treasurer. Second by Trustee Allen.

Motion by Trustee Metzger to nominate himself as Treasurer. Second by Trustee Mussell.

## **Mid Michigan College Board of Trustees Regular Meeting**

January 5, 2021 – page 2

Motion by Trustee Petrongelli to close nominations for Treasurer. Second by Trustee Bay. A voice vote showed 4 votes in favor of Thomas Metzger, 3 votes in favor of Eric Kreckman. Motion approving Thomas Metzger to continue as Board Treasurer.

### **Agenda Item III: APPROVAL OF AGENDA**

Motion by Trustee Mussell to approve the agenda. Second by Trustee Allen. All Ayes; Motion Carried.

### **Agenda Item IV: PUBLIC COMMENT**

The Board Chair asked for public comment, no one wished to comment.

### **Agenda Item V: APPROVAL OF CONSENT ITEMS**

Motion by Trustee Allen to approve the consent items. Second by Trustee Bay. All Ayes; Motion Carried.

### **Agenda Item VI-A: WINTER ENROLLMENT REPORT**

Vice President of Student Services Matt Miller presented the latest Winter Enrollment Report.

### **Agenda Item V-B: ANNEXATION**

Vice President of Academic Affairs and Community Outreach Scott Mertes presented the Board with information regarding a potential annexation proposal on the May 4, 2021 ballot in 10 individual school districts that Mid currently works with. Those school districts are Alma Public Schools, Ashley Community Schools, Beal City Public Schools, Breckenridge Community Schools, Chippewa Hill School District, Fulton Schools, Ithaca Public Schools, Mt. Pleasant Schools, Shepherd Public Schools, St. Louis Public Schools. Ballot language would include the following:

#### **EXHIBIT A**

I. **Mid Michigan College Annexation Proposition**

Shall Mid Michigan College, Michigan, annex the territory of (insert school district name, counties served, state) that is not already included in a community college district?

II. **Mid Michigan College  
Adoption of Mid Michigan College  
Maximum Tax Rate in Annexed Territory**

## Mid Michigan College Board of Trustees Regular Meeting

January 5, 2021 – page 3

To provide funds for Mid Michigan College, Michigan, shall the limitation on the amount of taxes which may be assessed against all property in the proposed annexed territory of (insert school district name, counties served, state) be increased in perpetuity by 1.2202 mills (\$1.2202 on each \$1,000 of taxable valuation), representing the community college district charter millage; the estimate of the revenue the community college district will collect within the annexed territory of the school district if the millage is approved and levied in 2021 is approximately (insert property tax levy amount)?

The following preamble and resolution were offered by Trustee Mussell and supported by Trustee Gilmore:

### **WHEREAS:**

1. This Board intends to submit one or more propositions at a special election to be held on Tuesday, May 4, 2021 related to the matter of a proposed annexation.
2. On or before 4:00 p.m. on Tuesday, February 9, 2021, the Board shall certify any ballot proposition to be submitted to the voters at such election to the county clerk(s) of every county in which territory proposed to be annexed is located (the "Clerks").

### **NOW, THEREFORE, BE IT RESOLVED THAT:**

1. A special election of the electors of the territory proposed to be annexed be called and held on Tuesday, May 4, 2021.
2. The propositions to be voted on at the special election shall be stated on the ballots in substantially the form as set forth in Exhibit A.
3. The Clerks are requested to:
  - a. Utilize The Morning Sun, a newspaper published or of general circulation within the territory proposed to be annexed, for publication of notices in accordance with the election law requirements.
  - b. Utilize ballot proposition summary information, as prepared by legal counsel, in the forms of the notices of last day of registration and election in substantially the form as set forth in Exhibit B attached hereto.
  - c. Provide a proof copy of the ballots to the College and its legal counsel in sufficient time to allow the ballots to be proofread prior to printing.

## Mid Michigan College Board of Trustees Regular Meeting

January 5, 2021 – page 4

4. The Secretary of this Board is hereby authorized and directed to file a copy of this resolution with the Clerks or other clerks designated to conduct elections within the territory proposed to be annexed by 4:00 p.m., on Tuesday, February 9, 2021 and as otherwise required by law.
5. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Trustees Terry Petrongelli, Betty M. Mussell, Richard S. Allen Jr, Carolyn C. Bay, Eric T. Kreckman, George Gilmore

Nays: Trustees Thomas W. Metzger

Resolution declared adopted.

### **Agenda Item VII-A: CORRESPONDENCE AND ANNOUNCEMENTS**

President Hood presented the Board with information regarding new enrollment ideas and different ways to bring students to Mid.

### **Agenda Item VII-B: SABBATICAL LEAVE REQUEST**

Vice President of Academic Affairs and Community Outreach Scott Mertes presented a sabbatical leave request for faculty member Lucia Elden.

Motion by Trustee Mussell to approve the sabbatical leave request for faculty member Lucia Elden as presented. Second by Trustee Petrongelli. All Ayes; Motion Carried.

### **Agenda Item VII-A: CALENDAR OF EVENTS**

Feb 2 Board of Trustees Meeting, Esther C. Conference Room- Harrison Campus & Zoom

### **Agenda Item VII-B: OTHER BUSINESS**

Trustee Mussell spoke about a Trustee workshop. A survey will be sent to all Board members over the next week asking about availability regarding that workshop.

Trustee Allen spoke about an email from ACCT regarding Trusteeship in Community Colleges and he recommended that everyone read that before the workshop.



## Mid Michigan College Board of Trustees Regular Meeting

January 5, 2021 – page 5

Trustee Petrongelli wanted to thank the Strategic Communication team (Meghan Keen & Greg Gunther) and Noah Lueke for their hard work on the virtual holiday card.

Motion by Trustee Kreckman to adjourn the meeting. Second by Trustee Bay. All Ayes; Motion Carried.

Meeting adjourned at 8:12 PM

Recording Secretary,  
Amy Lince  
Executive Assistant to the President and Board of Trustees

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Terry Petrongelli, Board Chair

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Richard S. Allen, Jr., Board Secretary

DRAFT

**MID MICHIGAN COLLEGE**  
**FINANCIAL HIGHLIGHTS**  
**GENERAL & AUXILIARY FUNDS**

December 31, 2020

**GENERAL FUND REVENUE:**

- As of December 31, 2020, 2020-21 revised tuition and fee revenue budget was based on a 13.7% enrollment decrease from 2019-20 levels. Fall tuition and fees revenue represents 37% of the total 2020-21 revised budgeted tuition and fees revenue. The 2021 Winter term registration began on October 14 and accounts for the balance of the tuition and fees revenue to date. As of December 31, 2020, Winter 2021 enrollment reflected an 18.2% decrease from prior year levels.
- State appropriations revenue for 2020-21 decreased 0.3% from the original 2019-20 levels and was booked in October at \$5,309,200. Additional state appropriations of \$1,449,035 were allocated to Mid for the UAAL funding.
- Property tax revenue of \$2,544,263 was levied and booked as revenue in December 2020.

**GENERAL FUND EXPENSES:**

- Departmental expenses are in line with approximately 50% of the annual budget, with the exception of:
  - Information Technology expended 54% due to the new Ellucian consultation contract.

**GENERAL FUND REVENUE OVER EXPENSES:**

- The total increase in net assets as of December 31, 2020 is \$11.1 million. This includes \$4.4 million in tuition for the 2021 Winter term that began on January 11, 2021. This excess will fund the operations for the balance of the 2020-21 fiscal year.

**BALANCE SHEET:**

- The cash balance increased \$874,641 from November 30, 2020 due to receipt of federal financial aid and CARES grant funds in December.
- The State appropriations receivable of \$4,915,097 represents the remaining 8 monthly payments of 2020-21 general and UAAL state appropriations.
- Student receivables increased \$667,237 due to continued registration for the Winter 2021 term.
- The prepaid expense balance of \$193,466 represents a few multi-year prepaid items, and other prepaid 2010-21 expenses.
- The balance due to other funds of \$7.8 million can be broken down as follows:
  - \$833,000 due to the designated student activities fund
  - \$2.3 million due to the auxiliary services for sales
  - \$45,000 due to the scholarship and grant fund

- \$124,000 due from the restricted grant fund
  - \$4.8 million due to building and site for current and future college needs
  - \$8,000 due to the Foundation
- The \$1.3 million in accrued payroll and other compensation includes expenses incurred but not paid as follows:
  - Accrued salary and wages of \$288,000
  - FICA, Federal and State withholding of \$48,000
  - MPSERS/ORP/UAAL payable of \$246,000
  - Employee health and dental insurances payable of \$244,000
  - Deferred faculty pay of \$465,000
  - Unemployment and workers' compensation insurances payable of \$11,000
  - Miscellaneous payroll deductions
- A significant portion of the preliminary Unreserved Net Assets of \$4.6 million represents funds set aside by the Board of Trustees to fund current and future college expansion needs.

#### AUXILIARY FUNDS:

- Total revenue is at 67% of the revised annual budget.
- In-person auxiliary services, including both bookstores and the Harrison Laker Café closed March 11, 2020 due to restricted building access in response to the Corona Virus (COVID-19) Stay-at-Home order. On-campus operations have now resumed with limited hours of operation and services.
- Total expenses, at 72% of the revised annual budget, represent operational costs for the months of July through December and corresponds with sales volume.
- Although there's excess expense over revenue as of the date of this report, it's expected to trend the other way as textbook sales for Winter term are recorded in January.

MID MICHIGAN COLLEGE  
BALANCE SHEET  
December 31, 2020

**Assets**

**Current Assets:**

Cash and cash equivalents	\$	13,653,628
Short-term investments	\$	641,571
Property taxes receivable	\$	2,498,130
State appropriations receivable	\$	4,915,097
Student receivables	\$	5,851,122
Other receivables	\$	47,952
Prepaid expenses and other assets	\$	193,466
Due from (due to) other funds	\$	(7,792,892)
<b>Total current assets</b>	<b>\$</b>	<b>20,008,073</b>

Long-term investments	\$	-
<b>Total assets</b>	<b>\$</b>	<b>20,008,073</b>

**Liabilities and Net Assets**

**Liabilities:**

Accounts payable	\$	79,280
Accrued payroll and other compensation	\$	1,309,239
<b>Total liabilities</b>	<b>\$</b>	<b>1,388,518</b>

**Net assets:**

Reserved for:		
Technology	\$	884,632
Program development	\$	798,311
Retirement incentives	\$	200,000
Self-funded healthcare reserve	\$	1,046,131
Unreserved	\$	4,615,598
Current year excess revenue over/(under) expenditures	\$	11,074,883
<b>Total net assets</b>	<b>\$</b>	<b>18,619,554</b>

<b>Total liabilities and net assets</b>	<b>\$</b>	<b>20,008,073</b>
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MID MICHIGAN COLLEGE  
STATEMENT OF REVENUES, EXPENSES  
For the six months ended December 31, 2020

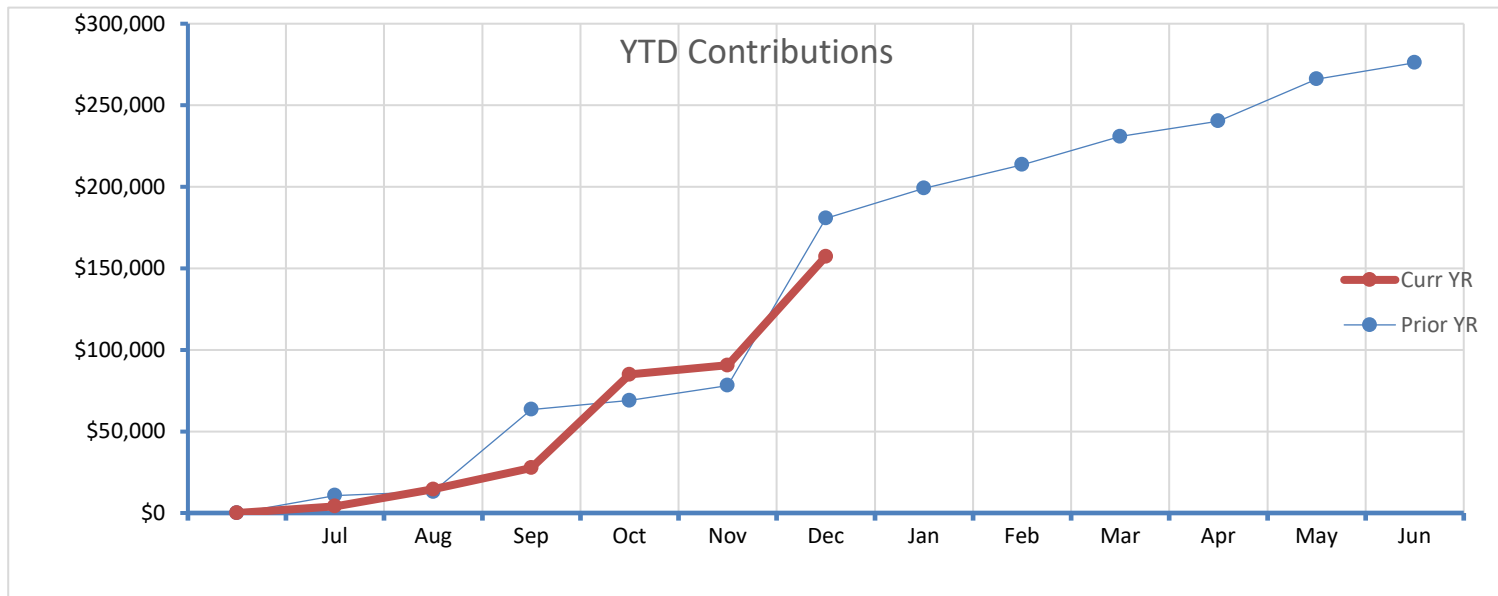
	Current Fiscal Year		Prior Fiscal Year	
	Amount	% of Budget	Amount	% of Budget
<b>OPERATING REVENUES:</b>				
Tuition and fees	\$ 12,645,733	86%	\$ 15,021,610	92%
Miscellaneous	\$ 17,016	20%	\$ 43,987	26%
Total operating revenues	<u>\$ 12,662,749</u>	<u>86%</u>	<u>\$ 15,065,597</u>	<u>92%</u>
<b>EXPENSES:</b>				
Operating expenses:				
Instruction	\$ 4,916,475	48%	\$ 4,930,211	50%
Information technology	\$ 788,927	54%	\$ 845,175	46%
Public service	\$ 299,662	48%	\$ 382,720	44%
Instructional support	\$ 827,752	49%	\$ 1,054,249	45%
Student services	\$ 1,341,013	47%	\$ 1,398,808	43%
Institutional administration	\$ 1,814,579	45%	\$ 2,120,807	54%
Operation and maintenance of plant	\$ 1,057,886	46%	\$ 1,171,830	42%
Total operating expenses	<u>\$ 11,046,293</u>	<u>47%</u>	<u>\$ 11,903,800</u>	<u>48%</u>
<b>Operating income/(loss)</b>	<u><b>\$ 1,616,456</b></u>		<u><b>\$ 3,161,796</b></u>	
<b>NON-OPERATING REVENUES:</b>				
State appropriations	\$ 5,450,670	109%	\$ 5,449,753	104%
UAAL	\$ 1,449,036	109%	\$ 1,328,888	95%
Property tax levy	\$ 2,547,826	109%	\$ 2,462,446	100%
Investment income	\$ 13,100	14%	\$ 112,817	226%
Unrealized gain (loss) on investments	\$ (460)		\$ 4,278	
Gifts	\$ -		\$ -	
Miscellaneous	\$ 74,699		\$ 63,736	
Total Non-operating revenues	<u>\$ 9,534,871</u>	<u>108%</u>	<u>\$ 9,421,918</u>	<u>125%</u>
<b>Revenues over/(under) expenses</b>	<u><b>\$ 11,151,327</b></u>		<u><b>\$ 12,583,714</b></u>	
<b>Inter Funds Transfers</b>				
Planned Savings (Building & Site)	\$ -	0%	\$ -	0%
Bond Debt Service (Building & Site)	\$ 72,801	20%	\$ 11,455	2%
Restricted Grant Match	\$ 3,643	2%	\$ -	0%
Total Transfer to Building & Site	<u>\$ 76,444</u>		<u>\$ 11,455</u>	
<b>Net increase (decrease) in Net Assets</b>	<u><b>\$ 11,074,883</b></u>		<u><b>\$ 12,572,259</b></u>	

MID MICHIGAN COLLEGE  
 STATEMENT OF REVENUES, EXPENSES  
 For the six months ended December 31, 2020  
 AUXILIARY FUND

	Current Fiscal Year		Prior Fiscal Year	
	Amount	% of Budget	Amount	% of Budget
<b>REVENUE:</b>				
Bookstore	\$ 646,718	69%	\$ 782,096	57%
Espresso Bar*	\$ 10,755	25%	\$ -	0%
	<u>\$ 657,473</u>	<u>67%</u>	<u>\$ 782,096</u>	<u>54%</u>
<b>EXPENSES:</b>				
Bookstore	\$ 607,918	77%	\$ 659,826	55%
Espresso Bar*	\$ 12,886	36%	\$ -	0%
Auxiliary Services	\$ 63,302	54%	\$ 65,391	55%
	<u>\$ 684,106</u>	<u>72%</u>	<u>\$ 725,217</u>	<u>53%</u>
<b>EXCESS REVENUE OVER EXPENSES</b>	<u><b>\$ (26,633)</b></u>		<u><b>\$ 56,879</b></u>	
	-4%		7%	

\*Both Harrison Laker Cafe and Mt. Pleasant (included in bookstore operations) café locations closed beginning March 11, 2020 due to stay-at-home order, and reopened with limited hours at the beginning of Fall term.

## Mid Michigan College Contributions December 2020



	Curr YR	Prior YR
<b>Monthly Contributions</b>	<b>\$ 66,735</b>	<b>\$ 102,498</b>
<b>YTD Contributions</b>	<b>\$ 157,319</b>	<b>\$ 180,643</b>

**YTD Top Contribution Totals in 2021:**

Rich Smith Memorial Student Emergency Fur	<b>\$ 43,500</b>
Gerstacker Fund	<b>\$ 30,000</b>
General Fund (Unrestricted)	<b>\$ 19,412</b>
Lakers Academic Fund	<b>\$ 14,432</b>
Student Emergency Fund	<b>\$ 7,630</b>
Harris Allied Health Scholarship	<b>\$ 7,500</b>
Hoyle Family Scholarship	<b>\$ 7,500</b>
Kathleen Kehoe Memorial Scholarship	<b>\$ 7,000</b>
Lakers Athletic and other Athletic Funds	<b>\$ 5,839</b>
Bicknel Scholarship	<b>\$ 4,450</b>
Lakers Leadership Fund	<b>\$ 4,192</b>

<b>Other Funds</b>	<b>\$ 5,864</b>
<b>YTD Total</b>	<b><u>\$ 157,319</u></b>

TO: Board of Trustees  
FROM: Lori Fassett, Associate VP of Human Resources  
SUBJECT: Staffing Update, February 2, 2021 Board Meeting  
DATE: January 15, 2021

FULL-TIME NEW HIRES:  
n/a

NEW PART-TIME AND STUDENT EMPLOYEES:

Ryan Chamberlin – Work Study Bookstore	Effective: 01/04/2021
Zeke Holley – IT Intern II	Effective: 12/21/2020
Jacob Aday – Adjunct Social Science (EDUStaff)	Effective: 01/04/2021
Dan Boyll – Adjunct Social Science (EDUStaff)	Effective: 01/04/2021
Darlene Carey – Adjunct Communication (EDUStaff)	Effective: 01/04/2021
Nino Cimini – Adjunct Social Science (EDUStaff)	Effective: 01/04/2021
Ashley Doty – Adjunct Health Education (EDUStaff)	Effective: 01/04/2021
Cassandra Harden – MTEC Phlebotomy Instructor (EDUStaff)	Effective: 01/11/2021
Robert Heyart – Adjunct Communication (EDUStaff)	Effective: 01/04/2021
Brandon Lamb – part-time Custodian MP (EDUStaff)	Effective: 12/29/2021
Siddiqua Mazhar – Adjunct Math (EDUStaff)	Effective: 01/04/2021
Susan Nelson – MTEC Phlebotomy Instructor (EDUStaff)	Effective: 01/11/2021
Josh Pretzer – Adjunct Arts (EDUStaff)	Effective: 01/01/2021
Orrin Shawl – Adjunct Communication (EDUStaff)	Effective: 01/01/2021
Kelsey Stephan – PTA Student Lab Assistant (EDUStaff)	Effective: 01/11/2021



Denise Tamayo – MTEC CNA Instructor (EDUStaff)	Effective: 01/18/2021
Ryan Chamberlin – Work Study Bookstore	Effective: 01/04/2021
Trent Rogers – Student Worker - Tutor Physical Therapy Assistant	Effective: 01/11/2021
Madison Shurlow – Student Worker – Tutor Physical Therapy Assistant	Effective: 01/11/2021

#### INTERNAL TRANSFERS:

N/A

#### SEPARATIONS:

Dale Moore – Adjunct Computer Science (EDUStaff)	Effective: 12/22/2020
Lynda Klasko – Adjunct Health Education (EDUStaff)	Effective: 01/15/2021
Tracy Mikel – PTA Student Lab Assistant (EDUStaff)	Effective: 12/18/2020
Marjorie Rossier – Automotive Lab Tech (EDUStaff)	Effective: 12/18/2020
Emily Bindschatel – Student Worker SI Leader	Effective: 05/09/2020
Bethany Bonstelle – Student Worker SI Leader	Effective: 12/18/2020
Rick Brady – Assistant Coach Softball	Effective: 05/01/2020
Jeremiah Comden – Work Study Library	Effective: 12/11/2020
Miranda Coon – Student Worker Tutor Science	Effective: 11/27/2020
Joanna Crain – Student Worker Tutor Math	Effective: 05/09/2020
Hannah David – Student Worker Tutor CADD	Effective: 02/17/2020
Troy Davis – Student Worker Tutor Science	Effective: 02/29/2020
Alex Faber – Student Worker Tutor History	Effective: 12/11/2020
Desiree Grezeszak – Student Worker SI Leader	Effective: 12/11/2020

Ciara Johnson – Student Worker SI Leader	Effective: 04/25/2020
Brandon Kish – Adjunct Instructor CIS	Effective: 12/21/2019
Linda Lenar – Adjunct Instructor Math	Effective: 12/21/2019
Haley Marsh – Student Worker Tutor CADD	Effective: 03/06/2020
Dylan Mills – Student Worker Tutor Math	Effective: 05/09/2020
Austin Raymond – Student Worker SI Leader	Effective: 05/09/2020
Montana Russell – Work Study Student Advancement	Effective: 12/18/2020
Taylor Sackett – Student Worker Tutor Science	Effective: 12/11/2020
Kim Shea – Adjunct Business/Communications	Effective: 01/07/2020
Shirley Silverpen – Student Worker SI Leader	Effective: 08/31/2019
Kylin Sprague – Student Worker SI Leader	Effective: 12/21/2019

VACANCIES:

Adjunct Biology – MOISD Big Rapids (part-time)	Posted
Adjunct Communication – Clare HS (part-time)	Filled
Adjunct Health Education – Dewitt HS (part-time)	Filled
Adjunct History – Big Rapids HS (part-time)	Filled
Adjunct Music - MOISD Big Rapids (part-time)	Posted
Adjunct Psychology – Clare HS/Sacred Heart HS/Huron & Tuscola ISD (part-time)	Filled
Adjunct Religion – MOISD Big Rapids (part-time)	Posted
Adjunct Welding – Clinton County RESA/Ovid-Elsie (part-time)	Posted

Automotive Lab Technician (part-time)	Posted
Custodian – HA & MP (part-time)	Posted
Director of Title III Grant (full-time)	Posted
HRA Lab Technician (part-time)	Posted
Head Coach – Softball (part-time)	Posted
Phlebotomy Instructor (part-time)	Posted
Welding Lectureship – Clinton County RESA Ovid-Elsie HS (part-time)	Posted

## Unfinished Business

### Item V-A: Winter Enrollment Report

**Presenter: Matt Miller**

**Board Consideration: Information**

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***President's Recommendation:***

None, informational.

Vice President of Student Services Matt Miller will present the final Winter 2021 Enrollment Report.

## New Business

### Item VI-A: Correspondence and Announcements

**Presenter: President Hood**

**Board Consideration: Information**

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***President's Recommendation:***

None, informational.

Announcements may be made at this time.

## New Business

### Item VI-B: Academic Calendar

**Presenter: Matt Miller**

**Board Consideration: Information/Action**

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***President's Recommendation:***

Motion to approve the Academic Calendar as presented.

Vice President of Student Services Matt Miller will present the Academic Calendar for the 2021-2022 academic year for approval.

## Mid Michigan College Academic Calendar

		<i>To be Approved</i>	<i>Tentative</i>	<i>Tentative</i>
<b>Fall Semester</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
Faculty Return	Aug 24	Aug 23	Aug 22	Aug 21
Faculty Welcome/Orientation	Aug 26	Aug 25	Aug 24	Aug 23
Classes Begin	Aug 31	Aug 30	Aug 29	Aug 28
Labor Day - College Closed	Sept 7	Sept 6	Sept 5	Sept 4
LUCES Classes Begin	Sept 8	Sept 7	Sept 6	Sept 5
First 8-Week Classes End	Oct 23	Oct 22	Oct 21	Oct 20
Second 8-Week Classes Begin	Oct 26	Oct 25	Oct 24	Oct 23
Professional Development Day - No Classes, College Open	Nov 25	Nov 24	Nov 23	Nov 22
Thanksgiving Break - College Closed	Nov 26-29	Nov 25-28	Nov 24-27	Nov 23-26
Classes End	Dec 18	Dec 17	Dec 16	Dec 15
College Closed	Dec 24 - Jan 3	Dec 24 - Jan 2	Dec 23 - Jan 2	Dec 23 - Jan 1
<b>Winter Semester</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Faculty Return	Jan 4	Jan 3	Jan 3	Jan 2
Faculty Welcome/Orientation	Jan 6	Jan 5	Jan 4	Jan 3
Classes Begin	Jan 11	Jan 10	Jan 9	Jan 8
Martin Luther King Jr. Day - No Classes, College Open	Jan 18	Jan 17	Jan 16	Jan 15
LUCES Classes Begin	Jan 19	Jan 18	Jan 17	Jan 16
First 8-Week Classes End	Mar 5	Mar 4	Mar 3	Mar 1
Spring Break - No Classes, College Open	Mar 6-14	Mar 5-13	Mar 4-12	Mar 2-10
Second 8-Week Classes Begin	Mar 15	Mar 14	Mar 13	Mar 11
Professional Development Day - No Classes, College Open	Mar 25	Mar 31	Mar 30	Mar 28
Classes End	May 7	May 6	May 5	May 3
Commencement	May 8	May 7	May 6	May 4
<b>Summer Session</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>
Classes Begin	May 24	May 23	May 22	May 20
Memorial Day - College Closed	May 31	May 30	May 29	May 27
6-Week Classes End	Jul 2	Jul 1	Jun 30	Jun 28
Independence Day - College Closed	Jul 5	Jul 4	Jul 4	Jul 4
8-Week Classes End	Jul 16	Jul 15	Jul 14	Jul 12
12-Week Classes End	Aug 13	Aug 12	Aug 11	Aug 9

## New Business

### Item VI-C: Road Maintenance Correspondence

**Presenter: Lillian Frick**

**Board Consideration: Information**

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***President's Recommendation:***

None, informational.

Vice President of Finance and Facilities Lillian Frick will present correspondence from the Clare County Road Commission regarding tree removal work being conducted on Monroe Road.





## New Business

### Item VI-D: Printer/Copier Management Service Renewal

**Presenter:** Kirk Lehr

**Board Consideration:** Information/Action

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***President's Recommendation:***

Motion to approve renewing the contract with Michigan Office Solutions for copier/printer equipment and services for a 5 year period based on the all-inclusive proposal presented.

Director of Information Technology Kirk Lehr will present information regarding printer/copier management service renewal.

FEBRUARY 2, 2021

**BOARD AGENDA ITEM**

Information was presented at the December 2020 Board of Trustees meeting regarding Printing/Copier services. The College issued a RFP in November and received five proposals as follows:

Vendor	Equipment Brand	Number of Devices	Lease Cost	Purchase Cost	Notes
Applied Imaging	Cannon	109	\$353,205	\$313,979	All New Devices
Applied Imaging	Ricoh	109	\$312,553	\$280,782	All New Devices
Sehi	HP	118	\$465,516	\$441,041	All New Devices
Image Business Solutions	Sharp	106	\$400,056		All New Devices
Michigan Office Solutions	Xerox	107	\$327,071	\$256,199	New MFD and keeping existing printers
Toshiba	Toshiba, HP, Xerox	114	\$219,684**	\$209,572**	New MFD and keeping existing printers

\*\* Prices do not include all printer stands and maintenance parts that are included in other bids. The best guess for comparison pricing is a minimum of \$29,000 in additional costs.

All vendors were interviewed via video conference or came to campus to facilitate the evaluation of the bids. After extensive review and consideration, the recommendation is to award the bid to Michigan Office Solutions with this rationale:

- Bid is all inclusive for stands, maintenance parts and toner. Although we can estimate the additional cost for the Toshiba bid we cannot be sure it is all inclusive.
- All devices are the same brand, minimizing potential software driver challenges.
- Existing printers that are in good working condition will be reused.
- The number of devices will be reduced from 119 to 107

In December the Board asked the college administration to reduce the number of devices if possible. The MOS proposal eliminates twelve devices and reuses the printers that should provide good services for another five years. Additionally, the number of copies on which the current proposal is based is roughly 50% lower than the last lease. This reduction is possible due to the significant migration to electronic documents by both students and staff.

The cost for the new five year proposal represents a 50% reduction in costs compared to the previous five years.

Recommendation: College administration recommends the Board of Trustees approve renewing the contract with MOS for copier/printer equipment and services for a 5 year period based on the all-inclusive proposal presented.

## New Business

### Item VI-E: MCCA Board of Directors Designation

**Presenter: President Hood**

**Board Consideration: Information/Action**

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***President's Recommendation:***

Motion to select a Trustee representative and alternate to the Michigan Community College Association Board of Directors.

President Hood will be requesting the Board make a selection for a new trustee representative and alternate.

## New Business

### Item VI-F: Administrative Retirement Incentive

**Presenter:** Lori Fassett

**Board Consideration:** Information/Action

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***President's Recommendation:***

Motion to approve the Administrative Retirement Incentive for Chris Kliewoneit as presented.

Associate Vice President of Human Resources Lori Fassett will be presenting a proposal to approve the Administrative Retirement Incentive for Chris Kliewoneit per policy 407.08 based on the supporting documentation provided.

January 20, 2021

Human Resources Department  
Mid Michigan College  
1375 S. Clare Avenue  
Harrison, MI 48625

Dear Human Resources:

Pursuant to the retirement incentive program, as provided in the Board of Trustees Policy Manual dated August 3, 1993, and as amended December 7, 1999 and any subsequent versions per their effective date, I hereby resign my employment with Mid Michigan College and elect to retire effective February 18, 2021. I understand that the only benefit I will receive as a result of retiring early and waiving my employment rights is the special Retirement Incentive program benefits, as set forth in the Board Policy Manual.

I agree and recognize that my relationship with the College is permanently and irrevocably severed as of my retirement date. I further agree that I will not apply for or otherwise seek full-time re-employment with Mid Michigan College and that the College has no obligation, contractual or otherwise, to re-employ me in the future.

I agree and recognize that my retirement is voluntary and, therefore, I am not entitled to any unemployment benefits. I further agree that I will not apply for or draw unemployment compensation. I will also notify the Michigan Employment Security Commission of this agreement.

In exchange for the special retirement benefits program and other consideration received by me under the Board Policy Manual, I further waive any claims arising from or relating to my employment or separation from employment including, without limitation, any claims arising under the Age Discrimination in Employment Act, but excluding any claim arising after the date of this Letter of Resignation. I further acknowledge that I have not incurred any physical or mental injuries during the course of my employment with the College which would be compensable under any Worker's Compensation Act for which I have not already received full compensation.

The foregoing waiver is made by me but shall bind my heirs, executors, administrators, successor, and assigns. The waiver will ensure to Mid Michigan College and also to its Board of Trustees, officers, employees, agents, and all predecessors, successors, and assigns.

I understand that the special retirement program covers all full-time administrators who are covered by the Board Policy Manual and, who retire in accordance with the terms identified in the Administrative Retirement Incentive Program Policy.



I acknowledge that there are no agreements, other than the agreements referred to in this Letter of Resignation and the Board Policy Manual, with respect to my termination of employment or the benefits I will receive upon termination of my employment.

I acknowledge that I have been given a period of at least 45 days in which to consider this Letter of Separation, including the foregoing waiver, and that I have been advised to consult with an attorney before executing this Letter of Resignation.

I understand that for a period of (7) days following execution I may revoke this Letter of Resignation and waiver by notifying the College in writing. If not revoked in this manner, I understand this Letter of Resignation and the included waiver will become effective on the eighth day following its execution.

Dated: January 20, 2021

By: Chris Kliewoneit

## Board Comments

### Item VII-A: Calendar of Events

**Presenter: Board Chair Petrongelli**

**Board Consideration: Information**

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***President's Recommendation:***

None, informational.

Mar 2	Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus
Apr 6	Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus
May 4	Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus
June 1	Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus



## Board Comments

### Item VII-B: Board Comments- Other Business

**Presenter: Board Chair Petrongelli**

**Board Consideration: Information**

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***President's Recommendation:***

None, informational.

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