

MID MICHIGAN COLLEGE
Board of Trustees Workshop and Regular Meeting
Harrison, MI 48625 and Mt. Pleasant, MI 48858
June 1, 2021
6:00 PM Workshop
7:00 PM Meeting
Esther C. Conference Room, Harrison Campus

Workshop Presentation

Dr. Scott Mertes, Vice President of Academic Affairs and Community Outreach- Academic Report

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: Strategic Planning Update

Presenter: President Hood

Board Consideration: Information

NEW BUSINESS

Item VI-A: Correspondence and Announcements

Presenter: President Hood

Board Consideration: Information

Item VI-B: Curriculum Changes

Presenter: Scott Mertes

Board Consideration: Information/Action

Item VI-C: Risk Management Information

Presenter: Lillian Frick

Board Consideration: Information

Item VI-D: Budget Update

Presenter: Lillian Frick

Board Consideration: Information

Item VI-E: HVAC Maintenance Agreement

Presenter: Lillian Frick

Board Consideration: Information/Action

Item VI-F: Disc Golf Course Project

Presenter: Scott Mertes

Board Consideration: Information/Action

Item VI-G: Nucleus Robotics Purchase

Presenter: Matt Miller

Board Consideration: Information/Action

Item VI-H: Vice Chair Selection

Presenter: Board Chair Petrongelli

Board Consideration: Information/Action

Item VI-I: MCCA Board of Directors Designation

Presenter: Board Chair Petrongelli

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



**Academic Affairs Annual Report
2020-2021**

Table of Contents

Introduction	- 3 -
1. Strong Leadership and Vision	- 3 -
Strong Leadership	- 3 -
2. Clear pathways to credentials and other intentional structures to support students	- 5 -
2.a. Who are our students? Summary of Student Demographics—Fall 2020	- 6 -
2.b. Dual Enrolled High School Students	- 6 -
2.c. Clear Pathways to Credentials	- 8 -
2.d. Other Intentional Structures to Support Students	- 13 -
3. Intentional Focus on Improving Teaching and Learning	- 17 -
3.a. Course Revisions, Program Revisions, New Courses, and New Programs	- 17 -
3.b. Student Showcase	- 21 -
3.c. Innovation Fund	- 21 -
3.d. Professional Development	- 22 -
4. Consistent, Systematic, and Strategic Use of Data to Improve Practice	- 23 -
5. Integrated Structures that Link College to the Broader Community for the Benefit of Students. -	32 -
5.a. Career & Workforce Division, Lead by Dean Shawn Troy	- 32 -
5.b. Division of Health Sciences, Lead by Dean Barb Wieszciecinski	- 33 -
6. Academic Affairs and COVID-19	- 40 -
7. Conclusions and Discussion	- 41 -
7.a. Annexation	- 41 -
7.b. Michigan Reconnect	- 42 -
7.c. Strategic Plan	- 42 -
7.d. CARES Funding	- 42 -

Introduction

To be consistent with previous years' reports, The Aspen Prize continues to be the organizer for the remainder of the report. As you may recall, the Aspen Institute College Excellence Program's Aspen Prize for Community College Excellence identifies five themes that characterize institutions that are able to achieve exceptional outcomes for students. These themes include: 1) Strong leadership and vision, 2) Clear pathways to credentials and other intentional structures to support students, 3) Intentional focus on improving teaching and learning, 4) Consistent, systematic, and strategic use of data to improve practice, and 5) Integrated structures that link the college to the broader community for the benefit of students. This report, organized around these five themes, represents the work and accomplishments of the members of Academic Affairs at Mid since July 1, 2020.

This report also reflects the merging of two divisions: Academic Affairs and Community Outreach. This provides for greater synergies between the academic division and outreach efforts including footprint expansion and lifelong learning. These additions paint a fuller picture of the spectrum of "higher education" by bring under one umbrella major dual enrollment components along with a large area of non-credit learning geared toward a non-traditional population.

1. Strong Leadership and Vision

The team members are identified in the Table below and each member's responsibilities are identified.

Strong Leadership

Unit	Leadership	Responsibilities
Academic Affairs	Scott Mertes , Vice President of Academic Affairs & Community Outreach	Academic Division including Arts and Sciences, Health Sciences, Business and Professional Studies, Career and Workforce Education, Off-Campus Instruction and Dual Enrollment, Online and Distance Learning, Libraries, Learning Services, Mid's ALO for Regional Accreditation (HLC), Shared Governance Committees
Arts and Sciences	Stevens Amidon , Assistant Vice President/Dean of Arts & Sciences	Humanities, Fine Arts, Science, Mathematics, Social Sciences, ALP, Developmental Education, Institutional Accreditation support
Health Sciences	Barb Wieszciecinski , Dean of Health Sciences/Director of Nursing for the Mount Pleasant Campus	Allied Health, Medical Assistant, Nursing Education, Pharmacy Technician, Physical Therapist Assistant, Radiography, Computed Tomography Technology, Magnetic Resonance Imaging, EEG, Public Health

Business and Professional Studies	Amy Fisher , Dean of Business and Professional Studies	Accounting, Business, Computer Information Systems, Criminal Justice, Early Childhood Education, Education, Physical Education, LUCES
Career and Workforce Education	Shawn Troy , Dean of Career and Workforce Education	Advanced Integrative Manufacturing, Automotive and Diesel Service, Office Professional, Drafting, Facilities/Heating/Refrigeration/Air Conditioning, Industrial Technology/Machine Tool, Plastics Technology, Perkins Grant, Career Services, Veterans and Apprenticeship Services
Off-Campus Instruction	Rick Smith , Associate Dean for Off-Campus Instruction	Dual Enrollment Faculty and Curriculum Liaison, Middle College Faculty and Curriculum Liaison, High School to College Transfer Liaison, Dual Enrollment Site Development Support, Off-Campus Programming Support, Articulation Agreements
Online Learning and Professional Development	Marisa Wier , Associate Dean of Online Learning Michael Schram , Instructional Designer Kaitlyn Hawald , Instructional Designer Noah Lueke , Multimedia Production Coordinator	OER, Website Compliance and ADA Alignment/Monitoring, Online Course and Program Development Training and Support, OLL Staff Leadership, Faculty Support for Learning Management Systems (Moodle), Educational Technology
Library & Learning Services	Corey Goethe , Director of Library and Learning Services	Library Staff, Managing and Maintaining the Collections, Cataloging, Supporting Curricular Offerings, Peer Tutoring, Supplemental Instruction, Testing, Coordination with the Math Lab and the Writing Center
Off Campus, Eastern Region	Bradley Merrill , Director of Eastern Region	Managing Mid's extension operations in Huron, Sanilac, and Tuscola Counties including student recruitment, program development, and relationship management.
Title III	Michele Reynolds , Title III Program Director	Oversee coordination and management of the DOE Title III

		grant, a 5-year grant aimed at improving student retention and degree completion.
Academic Division Support Team	Lacey Anderson , Administrative Assistant for Academic Affairs	Academic schedule coordination, maintains records on loads including full-time faculty base and overloads and all adjunct faculty; directs all first-level student instructor concerns, grievances, dishonesty, and plagiarism reports; supports, organizes, tracks curriculum changes for the Curriculum Committee; Assists, plans, and organizes events including Professional Development Days, Faculty Welcome Back Days, and Honors Convocation
	Katie Shear , Administrative Specialist to the Academic Deans	Perkins Grant, Off-Campus Instruction, Career and Workforce Education, Business and Professional Studies, scheduling, event planning, supports the General Education Committee and Academic Council
	Sarah Gariglio , Administrative Specialist to the Academic Deans	Health Sciences, Arts & Sciences, scheduling, event planning, Nursing program and events, program admissions in PTA and Nursing, supports the Assessment Committee
	Annette Sturdavant , Community Outreach & Advancement Specialist	Lifelong Learning, room reservations, event planning, bike races, coordinates volunteer opportunities, supports Vice President of Academic Affairs and Community Outreach

2. Clear pathways to credentials and other intentional structures to support students

This report paints a picture of how well Mid is performing in providing quality instructional services and structures to support students. The flow of information starts from the intake of the students. After the point of intake, we consider what we do for the students while they are with us (the delivery of instruction), how our students do after they leave us (transfer success and job placement), and finally, a look at how efficient we are in providing educational opportunities for our students.

This first section provides information on our students in terms of age, gender, full or part time status, class designation, and ethnic background. Who are our students? We need to answer this question to further develop clear pathways and credentials to meet their needs.

2.a. Who are our students? Summary of Student Demographics—Fall 2020

In 2020, 43.7% of our students were under the age of 18, 21.1% were 18-19 years old, 19.7% were ages 20-24, 15.6% were 25-64, with minimal numbers of students 65 years old or older. Thirty-three percent of our students enrolled full-time in Fall 2020, 41% male and 59% female. Part-time students make up 67% of our total Fall 2020 enrollment and females represent nearly 67% of these students. Eighty-four percent of our students enrolled in Fall 2020 identify as White, non-Hispanic per the IPEDS data. No other Race-Ethnicity category is represented with more than 5% of the Mid student population.

2.b. Dual Enrolled High School Students

Mid continues to realize an increasing number of dual enrolled high school students on nine high school or school district sites. In Table 2.b the Number of Dual Enrollment Courses Sections by Location is noted.

<u>School</u>	<u>Winter 2021</u>	<u>Fall 2020</u>	<u>Winter 2020</u>	<u>Fall 2019</u>	<u>Winter 2019</u>	<u># of Sections/District for Fall and Winter 2020-2021</u>
Alma High School	0	0	0	0	8	0
Beaverton High School	0	0	0	1	0	0
Big Rapids High School	2	1	2	0	2	3
CCRESA (New in 2020)	6	8	-	-	-	14
Clare High School	2	2	3	3	3	4
Chippewa Hills	1	1	1	0	0	2
Farwell High School	2	2	4	3	4	4
Flex Tech High School	0	0	0	0	2	0
Huron Intermediate School District (includes online sections)	18	16	12	14	10	34
Marlette High School	4	6	2	4	0	10
Mecosta-Osceola Intermediate School District	5	5	2	1	0	10
Sacred Heart Academy	2	2	2	2	2	4
Shepherd High School	10	8	9	9	7	18
Tuscola Intermediate School District	10	14	6	6	0	24
					Total	127

In Figure 2.1 You will note that there are more classes taken than there are dual enrolled students as many students enroll in more than one course. For example, in Fall 2018 the average dual enrollment student took 1.57 courses. $1576(\text{classes})/1003(\text{students})=1.57$ (average # of classes a dual enrollment student took).

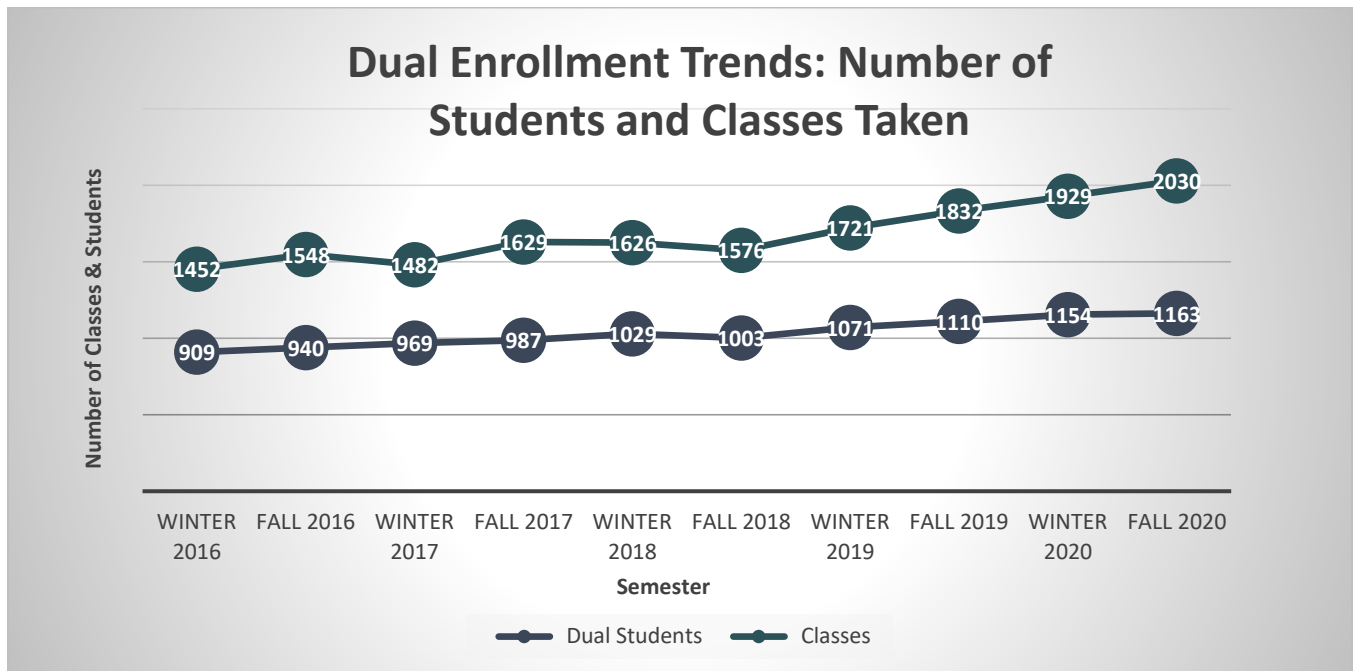


Figure 2.1

We also track the success rates of dual enrolled students. These success rates are based on grades of C or better.

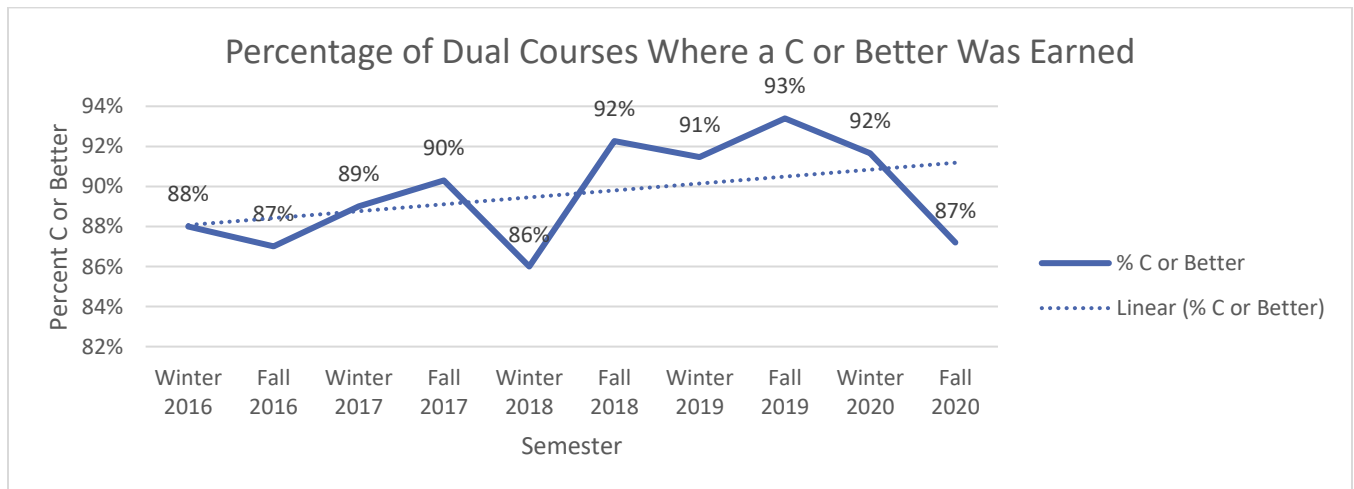


Figure 2.2

The chart below compares dual enrolled students to non-dual enrolled students with regard to the attainment of a C or better in students' coursework during the Winter 2020 and Fall 2020 terms.

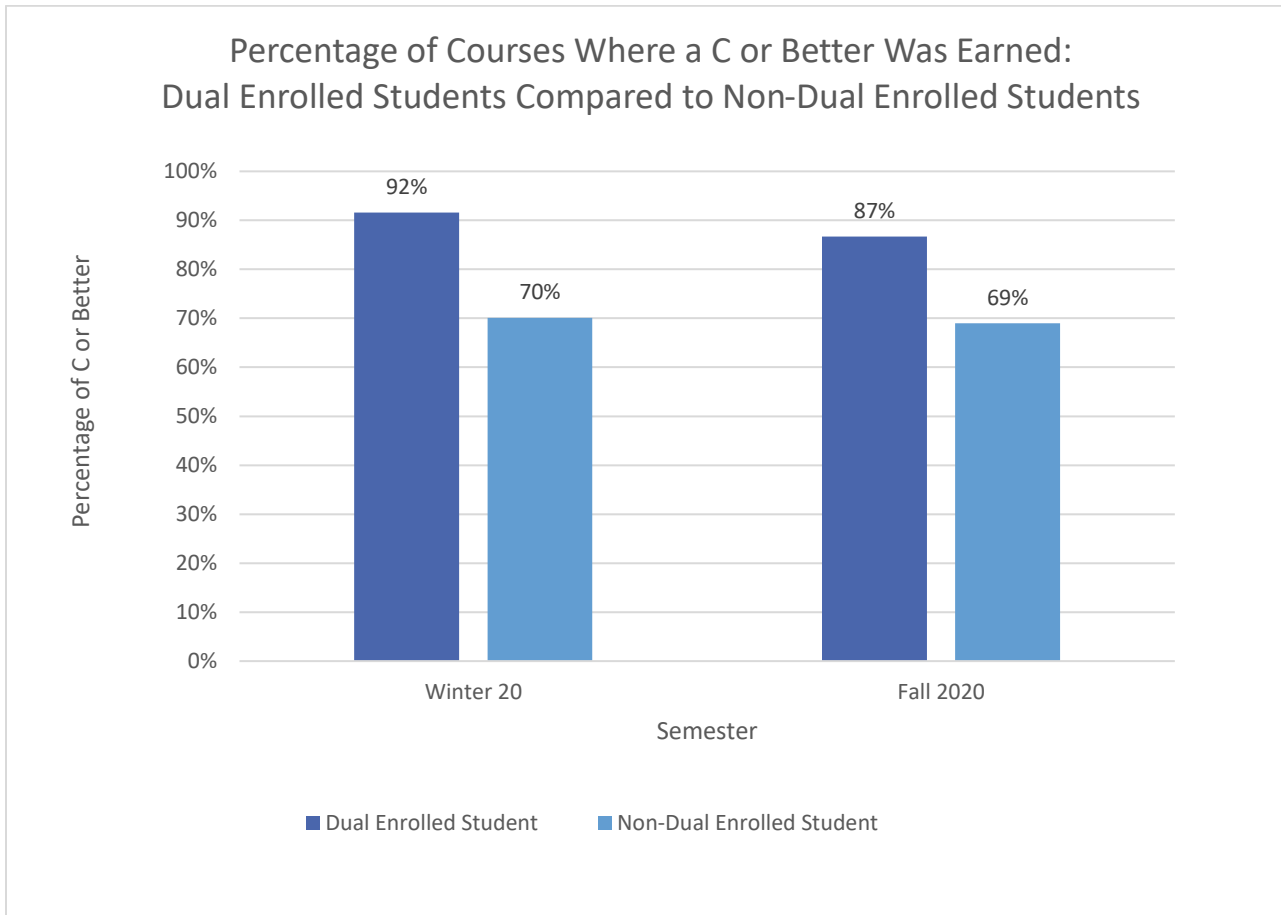
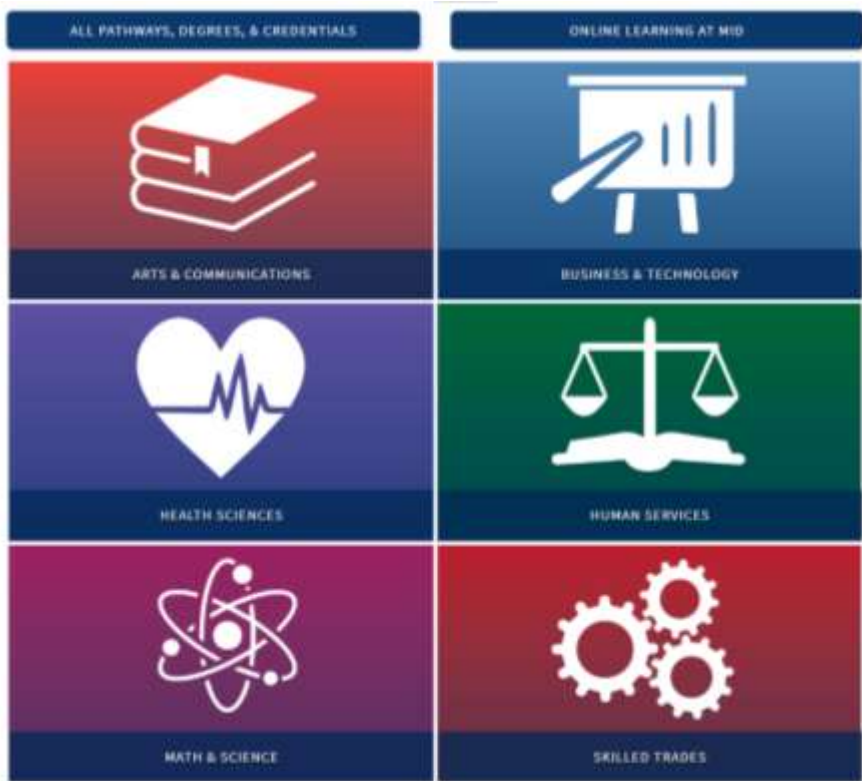


Figure 2.3

2.c. Clear Pathways to Credentials

Michigan adopted the Guided Pathways process to aid in college completion reform. Guided Pathways have been described as an “integrated, institution-wide approach to student success based on intentionally designed, clear, coherent, and structured educational experiences...” (Guided Pathways: The Scale of Adoption in Michigan, January 2018). At Mid, we have developed nearly 60 different Guided Pathways with an overall focus on “15 to Finish” where students enroll full-time and complete their programs in two years. Evidence suggests that if students enroll full-time at least one semester they are more likely to complete a program. Table 2.d. lists Mid’s Guided Pathways developed by faculty. These Pathways were fully implemented with the newly enrolled students beginning in Fall 2018 and we continue to see our students progress toward their academic goals.



Program Title	Guided Pathways
Arts & Communications	
Graphic Design	Associate in Applied Science
History and Political Science Transfer	Associate in Arts
Liberal Studies Transfer	Associate in Arts
Liberal Studies Transfer (Z-Degree)	Associate in Arts
Michigan Transfer Agreement	MTA Endorsement
Outdoor Media Transfer	Associate in Arts
Psychology Transfer	Associate in Arts
Sociology Transfer	Associate in Arts
Visual Arts Transfer	Associate in Arts
Web Design	Certificate
Business & Technology	
Accounting	Associate in Applied Science
Accounting (Northwood 3+1)	Associate in Arts
Administrative Assistant Professional (AAP) General Business, Legal, Medical, Management	Associate in Applied Science
Administrative Assistant Professional (AAP)	Training Credential
Advanced Integrated Manufacturing (Management)	Associate in Applied Science
Business Studies Transfer (LUCES)	Associate in Arts
Business Studies MI Transfer	Associate in Arts
Business Management and Marketing Level I	Certificate
Business Management and Marketing Level II	Training Credential
Small Business Management and Entrepreneurship	Associate in Applied Science Training Credential

Small Business Management and Entrepreneurship	Associate in Applied Science
Computer Information Systems (Software Development and IT Infrastructure and Cybersecurity)	Associate in Applied Science
Enhanced Business Studies Transfer (Northwood 3+1 for Healthcare Management and Management)	Associate in Arts
Health Sciences	
Computed Tomography (CT)	Certificate
Health Science Transfer	Associate in Science
Magnetic Resonance Imaging (MRI)	Associate in Applied Science
Medical Assistant	Associate in Applied Science
Medical Assistant	Training Credential
Neurodiagnostic (EEG) Technology	Associate in Applied Science
Nursing	Associate Degree in Nursing
Pharmacy Technician	Certificate
Physical Therapist Assistant	Associate in Applied Science
Public Health	Associate in Applied Science
Radiography (X-Ray)	Associate in Applied Science
Human Services	
Criminal Justice: Law Enforcement Transfer	Associate in Arts
Criminal Justice: State Corrections	Associate in Applied Science
Criminal Justice: Pre-Service	Associate in Applied Science
Early Childhood Education (ECE)	Associate in Applied Science
Early Childhood Education (ECE)	Certificate
Elementary Education Transfer	Associate in Arts
Secondary Education Transfer	Associate in Arts
Math & Science	
Biology MI Transfer	Associate in Science
Chemistry Transfer	Associate in Science
Math Transfer	Associate in Science
Physics Transfer	Associate in Science
Physics Transfer (Math Prep)	Associate in Science
Skilled Trades	
Advanced Integrated Manufacturing (Management)	Associate in Applied Science
Advanced Integrated Manufacturing (Machine Tool)	Associate in Applied Science
Advanced Integrated Manufacturing (Plastics)	Associate in Applied Science
Advanced Integrated Manufacturing (Welding)	Associate in Applied Science
Advanced Integrated Manufacturing (Industrial Robotics)	Certificate
Advanced Integrated Manufacturing (Pre-Apprentice)	Associate in Applied Science
Automotive & Diesel Service Technology	1-year Certificate
	Associate in Applied Science

Automotive & Diesel Service Technology Computer Aided Drafting and Design (CAD) Computer Aided Drafting and Design (CAD) Facilities/Heating/Refrigeration/AC (HRA or HVAC) HRA: Heating-Electricity Specialist HRA: Refrigeration-Air Conditioning Specialist HRA: Geothermal AIM: Machine Tool AIM: Industrial Robotics Welding Welding Pre-Apprentice Welding Pre-Apprentice (CTE)	Certificate Associate in Applied Science Training Credential Advanced Credential Training Credential Training Credential Certificate Training Credential Certificate Certificate
Fully-Online Programs	
Administrative Assistant Professional Business Management and Marketing Level I & II Business Studies Mi Transfer Computer Tomography Technology (CT) Liberal Studies Transfer Michigan Transfer Agreement (MTA) online Psychology Mi Transfer Small Business Management/Entrepreneurship Web Design	

2.c.a. MiTransfer Pathways Project

With leadership from the Michigan Community College Association and in collaboration with the Michigan Association of State Universities, and the Michigan Independent Colleges and Universities the MiTransfer Pathways (MiTransfer.org) process was developed to aid in smooth transitions between the higher education institutions in Michigan. The overall goal of this program is to ensure that all courses transfer as direct equivalents between community colleges and four-year colleges and universities. Additionally, the program is designed to:

- Identify the community colleges or four-year colleges and universities that do not offer one of the MiTransfer Pathways courses, document that the equivalency does not exist, and identify how the institution will accept the course in the agreement.
- Provide support and technical assistance to the institutions that do not have a direct equivalency. Once the institutions reach a decision about the equivalency, add the direct equivalency to the equivalency matrix or document why the equivalency does not exist. If both institutions offer the course, then it is an expectation that the institutions will work diligently to align the course.
- Edit the articulation agreement with input from participating institutions. Clarify details regarding the maintenance of the agreement, communication responsibilities of participating institutions, and provisions for joining the agreement.

Ten transfer programs have been identified as key to student success in Michigan. These programs include: Communication, Mechanical Engineering, Social Work, Biology, Business,

Art, Exercise Science/Kinesiology, Public Health, Criminal Justice, and Psychology. Mid has faculty identified to participate in each of the MCCA-Sponsored sessions to ensure our students benefit from the transfer process. Faculty and Academic Leaders participating from Mid have included: Diane Miller, Steve Amidon, Jessica Chamberlin, Jeremiah Wagner, Svetlana Overbaugh, Amy Fisher, Brad Olrich, Jason Howard, Barb Wieszciecinski, Barney Ledford, Maria Gross, Kelley Eltzroth, and Richard Smith. In Winter 2020, MCCA determined that pathways will be on hold for English and Computer Science due to varying requirements from institution to institution.

2.c.1. Industry-Recognized Certifications

In order to provide opportunities to expand student learning opportunities, Mid offers a wide-range of career and industry-recognized skill certifications. Mid is affiliated with NC3, the National Coalition of Certification Centers, a nationwide network of education/training providers and corporations that develop, implement, and sustain skills standards. Table 2.c.1 includes the industry-recognized certifications and short-term training opportunities available to those interested in career advancement and professional development.

Table 2.c.1: Industry-Recognized Certifications by Content Area

Content Area	Industry-Recognized Certification
Facilities, Heating, Refrigeration, & Air Conditioning	NC3/Snap-on & Starrett Precision Measurement NC3/Snap-on Multimeter NC3/Trane Residential Systems EPA-Refrigerant Handling NATE Industry Competency Exams Seal Tight Gas Line
Computer Aided Drafting & Design	Certified SolidWorks Association (CSWA) Exam SoftPlan Certification Exam
Administrative Assistant Professional	Microsoft Word Specialist Microsoft Word Expert GREG Document Processing Certificate
Automotive & Diesel Service	NC3/Snap-on & Starrett Precision Measurement NC3/Snap-on Multimeter NC3/Snap-on Wheel Service & Alignment NC3/Snap-on Battery Starting & Charging NC3/Snap-on Torque Fundamentals NC3/Snap-on Automotive Scanner Diagnostics
Advanced Integrated Manufacturing	NC3/Snap-on & Starrett Precision Measurement NC3/Snap-on Multimeter NC3/Level 1 AC/DC NC3/Level 1 PLC OSHA & MIOSHA Industrial Safety FANUC Programming Certification FANUC Vision & Sensor Certification Armstrong Tool Safety American Welding Society Sense Level I
Welding	American Welding Society Sense Level 1
Computer Information Systems (CIS)	CompTIA IT Fundamentals CompTIA Network+ CompTIA Security+ CompTIA PenTest+ Ciso Certified Network Associate Cisco Cybersecurity Operations

2.d. Other Intentional Structures to Support Students

Academic Affairs offers intentional structures to support students. Among these support structures are the Career Center, TRIO, Library and Learning Services, and Open Educational Resources. Each of the following sections reflects the good work accomplished by each of these units within Academic Affairs.

Career Center – Lead by Amy Dykhouse, Director of Career Center and Accommodations

Mid's Career Center has been in operation since the summer of 2017, under the direction of Mary Battaglia and Amy Dykhouse. In July of 2019, Amy's position expanded to include oversight of the Vocational Educational Assistance Program (VEAP). This transition allowed our department to serve additional students covered by the Perkin's Grant, as well as the general student population, accommodations students, TRIO Student Support Services (SSS) students, incoming students at orientations, and area high school juniors and seniors. In August of 2020, Mary retired, and Amy took over as Director of the Career Center, which included internship supervision for a variety of skilled trade and Perkins supported programs.

Despite campus closure and reduced time on campus, the number of overall contacts has remained high if not increased through the past year. Students receiving accommodations, VEAP services, and enrolled in the TRIO program commonly have increased needs for assistance or mentoring related to career preparation or other advising needs. With decreased in person contact availability, methods of contact changed to include more zoom, email, phone, and texts to provide students assistance. Also, in person orientations were eliminated, but career and accommodation service information was provided through marketing videos available as part of the online orientation process. Our annual goal to increase contacts to students by 20% was met and exceeded, with an increase from 2,109 to 2,829 or 34%.

This past year of 2020 was the second year for the Career Center to host the annual College Career Fair. This event was hosted virtually through zoom with opportunities for each employer to host their own breakout room to individually interview and speak with job seekers. This was a great benefit compared to the noisy and sometimes crowded in-person job fairs in which job seekers might not be able to make that personal connection with an employer. One of our Mid student job-seekers had five one-on-one interviews within the time frame of 30 minutes, which was a huge benefit to the student in terms of time, knowledge gained in learning about position opportunities in the area, and interview styles of a variety of employers. From the employer standpoint, they had the benefit of being able to work from their office during periods in which there were no scheduled interviews and did not have the extra cost of travel or set-up/tear-down time of an in-person career fair. In response to our feedback survey, employers ranked the use of zoom breakout rooms good to excellent in rankings. Employers also liked the fact that they could have one-one-one interviews with job-seekers and the option for a virtual career fair as things they liked best about this year's fair.

Unfortunately, due to pandemic factors, we saw a noticeable decrease in job seekers, five as compared to the 78 job seekers in 2019. Number of participating employers was slightly lower, 12 as compared to 35 employers participating in 2019. Many area employment agencies have also experienced decreases in attendance at job fairs, but we expect through improvements in the pandemic as well as additional marketing efforts, 2021 Career Fair will see an increase in

both job seekers and employers. Mid Michigan College recently received \$93,500 in Federal Work-Study Grant funds to assist local businesses in offsetting costs associated with hosting Mid students as interns. We expect this grant to grow and develop the partnership with area employers. With this relationship, as well as continued collaboration with Michigan Works, we seek to continue to grow the Career Fair as an opportunity for both regional employers and students. This opportunity for growth will move the Career Center forward in gaining knowledge on potential careers and beneficial student - employer connections.

Table 2.d Career Center Usage: 4/1/20-3/31/21

Population Served (Method)	Time Period	Number Served	Time Period	Number Served	Time Period	Number Served
General Student Population (Office, Email, Phone, Text, Classroom Presentations)	3/2018 to 3/2019	681	4/2019 to 3/2020	222	4/2020 to 3/2021	957
Perkin's Grant: accommodations and VEAP (Office, Email, Phone, Text, Classroom Presentations)	7/2018 to 3/2019	244	4/2019 to 3/2020	1,176	4/2020 to 3/2021	1,821
General Student Population (New Student Orientations)	7/2018 to 3/2019	310	4/2019 to 3/2020	581	4/2020 to 3/2021	0
High School Students (visits/Presentations)	11/2018 to 3/2019	283	4/2019 to 3/2020	130	4/2020 to 3/2021	51
Total Contacts		1,518		2,109		2,829
Employers Posting to Center Website	8/2018 to 3/2019	79	4/2019 to 3/2020	58	4/2020 to 3/2021	63
College Career Fair Job Seekers	2018	56	2019	78	2020	5
College Career Fair Employers	2018	28	2019	35	2020	12

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TRIO-SSS: Grant Renewed for 2020-2025

Overview:

- Funded to serve 140 students per academic year
- Our goal includes increasing completion, graduation and transfer rates, as well as increasing access to financial literacy education and cultural exposure outside of Isabella and Clare counties

Updates:

- New Personnel Began November 2020
 - Director: Jillian Moomaw
 - Coordinator: Jason Howard
- Have recruited 25+ new TRIO-SSS students since December, currently have 108 in cohort
- Soon seven students will participate in the virtual MI-CAPP Student Leadership Summit, March 19 and 20

One student, Emma, received one of four MI-CAPP academic progress scholarships for college students in Michigan (right)



As a group we have participated in some "Give Back" activities, including donating to a local animal shelter in Alma where a TRIO student, Angela, works (left)



Library and Learning Services – Lead by Corey Goethe, Director of Library and Learning Services

Overall SI Data for 2020:

- 34.62% Percentage of students who attended SI
- 4.76% Percentage of SI students who attended 5+ sessions
- 0.00% Drop Rate among SI students
- 9.52% Drop Rate among non-SI students
- 80.70% Grade of C or better rate (among remaining SI students)
- 30.25% Grade of C or better rate (among remaining non-SI students)

Library Database Data

Below is information in regards to the Electronic Research Database usage numbers from July 2019-June 2020. The numbers indicate how many searches were performed by students during that time.

Database Statistics

- Proquest - Unique Searches 65,884
- Ebsco - Unique Searches 60,399
- JSTOR - Unique Searches 37,997
- Total Unique Searches 164,280

Open Educational Resources

Vision 2020 included as a goal, a focus on reducing the cost of textbooks through Open Educational Resources (OER). Evidence of the successes in OER adoption can be found in Table 2.d.2. Student Savings Through OER by Course.

For Winter 2021, we have saved students a total of \$194,400.00, bringing our total cost savings to \$1.8 Million since 2016.

Table 2.d.2. Student Savings Through OER by Course

Semester	Course Name	Instructor Name	Number of Sections	Students Per Section	Actual Number of Students	Cost of New Textbook at Bookstore	Total Savings for Students
2021WI	AAP.264	All Faculty	1	29	1	100	100.00
2021WI	BIO.103	All Faculty	5	25-30	98	100	9,800.00
2021WI	BIO.107	Percha	1	25	24	100	2,400.00
2021WI	CHM.111	All Faculty	2	8-12	14	100	1,400.00
2021WI	COM.101	All Faculty	25	10-24	374	100	37,400.00
2021WI	COM.257	All Faculty	1	24	5	100	500.00
2021WI	ENG.110	All Faculty	4	11-24	48	100	4,800.00
2021WI	GEL.101	Foraker & Miller	2	24	40	100	4,000.00
2021WI	MAT.101	All Faculty	3	1-25	30	100	3,000.00
2021WI	MAT.104	All Faculty	10	10-25	164	100	16,400.00
2021WI	MAT.105	All Faculty	9	12-25	114	100	11,400.00
2021WI	MAT.212	All Faculty	10	12-25	187	100	18,700.00
2021WI	MID.150	All Faculty	2	25-32	44	100	4,400.00
2021WI	PHY.105	All Faculty	1	8	7	100	700.00
2021WI	PSC.101	All Faculty	5	12-25	79	100	7,900.00
2021WI	PSY.101	All Faculty	19	8-35	332	100	33,200.00
2021WI	PSY.230	All Faculty	1	25	22	100	2,200.00
2021WI	SOC.101	All Faculty except Bowdon & M. Griffis	17	12-35	268	100	26,800.00
2021WI	SOC.200	Chemberlin	1	25	20	100	2,000.00

2021WI	SPN.101	all except hybrid	4	14-25	73	100	7,300.00
			123		1944	TOTAL	194,400.00

3. Intentional Focus on Improving Teaching and Learning

3.a. Course Revisions, Program Revisions, New Courses, and New Programs

In Academic Affairs, an intentional focus on Improving Teaching and Learning takes on many forms. Curricular changes in 2020-2021 are an example of this focus and lists Course Revisions, program revisions, new courses, and new programs developed or designed in the 2020-2021 academic year. It is important to note that these efforts were led by Amanda Wismer as Chair of the Academic Standards and Curriculum Committee.

Course Revisions, Program Revisions, New Courses, and New Programs

Curriculum Changes 20-21

(For 21-22 Academic Year)

New Programs

1. AA.ECE Associate in Arts: Early Childhood Education Transfer
2. AAS.HAS.CO Associate in Applied Science: Hunting and Angling Studies - Conservation Officer
3. AAS.HAS.OIE Associate in Applied Science: Hunting and Angling Studies - Outdoor Industry Entrepreneur
4. AAS.HAS.OM Associate in Applied Science: Hunting and Angling Studies - Outdoor Media

Programs Ended

1. AAP.C Certificate of Achievement: Administrative Assistant Professional
 - o Changed to a Training Credential
2. DRF.C.CAD Certificate of Achievement: Computer Assisted Drafting CAD
 - o Changed to a Training Credential

Program Changes

1. AA.BUS Associate in Arts: Business Studies Transfer
 - a. Add MAT.217 as an allowable elective
2. AA.EBUS Associate in Arts: Enhanced Business Studies Transfer
 - a. Credit reduction/degree requirement changes
3. AAS.AAP Associate in Applied Science: Administrative Assistant Professional
 - a. Changes to course requirements
4. AAS.AIM Associate in Applied Science: Advanced Integrated Manufacturing
 - a. Credit reduction/degree requirement changes
5. AAS.AMS Associate in Applied Science: Automotive and Diesel Service
 - a. Credit reduction/degree requirement changes
6. AAS.ECE Associate in Applied Science: Early Childhood Education

- a. Remove ECE.160 as a degree requirement
- 7. AAS.DRF/CAD Associate in Applied Science: Computer Aided Drafting and Design Technology
 - a. Name of program changed from AAS.DRF to AAS.CAD. Updated degree requirements.
- 8. AAS.HRA Associate in Applied Science: Facilities, Heating, Refrigeration, and Air
- 9. Conditioning
 - a. Updated degree requirements
- 10. AAS.RAD Associate in Applied Science: Radiography
 - a. Credit reduction/degree requirement changes
- 11. AAS.MRI Associate in Applied Science: Magnetic Resonance Imaging
 - a. Credit reduction/degree requirement changes
- 12. AAS.SBM Associate in Applied Science: Small Business Management and Entrepreneurship
- 13. AS.MSC Associate in Arts: Math and Science Transfer
 - a. Add Group V Electives
 - b. Add MAT.240 to Group II
- 14. AAP.TC Training Credential: Administrative Assistant Professional
 - a. Changed from a Certificate of Achievement to a Training Credential
- 15. HRA.TC Training Credential: Facilities, Heating, Refrigeration, and Air Conditioning
 - a. Removed MID.150 as requirement
- 16. TC.CAD Training Credential: Computer Aided Drafting and Design Technology
 - a. Was listed as a Certificate, now is a Training Credential
- 17. WLD.TC Training Credential: Welding
 - a. Removed ENG.111 as requirement

New Courses

- 1. AAP 236 Intro to Event Planning
- 2. AAP 242 Useful Apps
- 3. AAP 259 Capstone
- 4. AIM 260 Advanced Programmable Logic Controls
- 5. BUS 131 Introduction to Supply Chain Management
- 6. BUS 270 Principles of Project Management
- 7. CAD 216 Intro to 3D Printing
- 8. CAD 216A Intro to 3D Printing Pt. 1
- 9. CAD 216B Intro to 3D Printing Pt. 2
- 10. CAD 217 3D Printing Applications
- 11. CAD 217A 3D Printing Applications Pt. 1
- 12. CAD 217B 3D Printing Applications Pt. 2
- 13. ENG 051 English 111 Companion Course
- 14. HAS 103 Safety and Survival
- 15. HAS 104 Visual Storytelling I
- 16. HAS 105 Visual Storytelling II
- 17. HAS 200 Outdoor Industry Internship

- 18.HUM 242 Studies in Compassion
- 19.MAT 240 Differential Equations w/Linear Algebra
- 20.SOC 211 Social Inequalities

Revised Courses

- 1. AAP.136 Terminology and Proofreading
- 2. AAP.138 Basic Legal Terminology
- 3. AAP.164 Business Communications I
- 4. AAP.230 Written Correspondence I
- 5. AAP.238 Legal Transcription
- 6. AAP.240 Advanced Word Processing/Keyboarding
- 7. AAP.255 Medical Office Procedures
- 8. AAP.264 Business Communications II
- 9. AIM.101 Basic Machine Shop Prac
- 10.AIM.106 Intro to Metrology
- 11.AIM.116 CNC Programming
- 12.AMS.232 Automotive Tech Internship
- 13.BIO.138 Human Anatomy and Physiology
- 14.BIO.141 Anatomy and Physiology I
- 15.BIO.142 Anatomy and Physiology II
- 16.BIO.201 Botany
- 17.BIO.210 Microbiology
- 18.BUS.250 Entrepreneurial Management
- 19.BUS.255 Entrepreneurship Finance
- 20.CJS.207 Communications in Criminal Justice
- 21.CJS.215 Criminal Justice Academy
- 22.DRF.101/CAD.101 Technical Drawing
- 23.DRF.101A/B/CAD.101A/B Technical Drawing Pt. 1 and Pt. 2
- 24.DRF.105/CAD.105 Intro to Geom. Dimensioning & Tolerancin
- 25.DRF.120/CAD.120 Intro to Auto CAD
- 26.DRF.120A/B / CAD.120A/B Intro to Auto CAD Pt. 1 and Pt. 2
- 27.DRF.201/CAD.201 Mech Detail Drafting with CAD
- 28.DRF.210/CAD.210 Intro to Solidworks
- 29.DRF.210A/B / CAD.210A/B Intro to Solidworks Pt. 1 and Pt. 2
- 30.DRF.211/CAD.211 Advanced Solidworks App
- 31.DRF.211A/B /CAD.211A/B Advanced Solidworks App Pt. 1 and Pt. 2
- 32.DRF.220/CAD.220 Intro to Revit
- 33.DRF.220A/B / CAD.220A/B Intro to Revit Pt. 1 and Pt.2
- 34.DRF.250/CAD.250 Computer Assisted Design Internship
- 35.DRF.295,296,297,298,299/CAD.295,296,297,298,299 Special Topics
- 36.ECE.112 Infant Toddler Development
- 37.ECE.112X and ECE.112Y Infant Toddler Development Pt.1 and Pt.2
- 38.ECE.113 Early Childhood Dev and Learn
- 39.ECE.114 Interact W/Child, Par/Ad Relat
- 40.ECE.201 Guid & Impl of Programs

41. ECE.202 Creative Dev Child
42. ECE.206 Parent, School, & Community
43. HRA.285 HRA Internship
44. MAT.230 Introduction to Linear Algebra
45. SSC.200 The Social Sciences and Contemporary America
46. WLD.130 Metal Fabrication

Course Fee Changes

1. AAP 200 Advanced Word Processing Applications
2. ACC 261 Computerized Accounting
3. ALH 212 Clinical Procedures I
4. BIO 111 Fund Cell & Molecular Biology (web only)
5. BIO 138 Human Anatomy and Physiology (web only)
6. CTG 240 CT Clinical Practice I
7. ECE 112 Infant-Toddler Development
8. ECE 113 Early Childhood Dev and Learn
9. NUR 101 Foundations of Nursing
10. NUR 102 Adult Health I
11. NUR 103 Mental Health Nursing
12. NUR 150 Pharmacology in Nursing
13. NUR 202 Adult Health II
14. NUR 203 Family Centered Nursing
15. NUR 204 Adult Health III
16. NUR 227 Leadership in Nursing
17. NUR 229 Capstone in Nursing
18. MRI 201 Computer Apps in Medical Imaging
19. MRI 220 MRI Physics I
20. MRI 230 Procedures/Pathology I
21. MRI 261 Clinical Practice I
22. PTA 110 Therapeutic Exercise
23. PTA 115 Clinical Kinesiology
24. SCI 200 Sci, Tech and Society (web only)

Discontinued Courses

1. ART 150 Printmaking
2. AAP 234 Written Communication II
3. AAP 250 Records Management
4. AMS 210 Automotive Diesel
5. AMS 212 Advanced Automotive Alignment
6. AMS 225 Automotive Parts Management
7. AMS 231 Service Floor
8. BUS 082 Wills Trust Probate
9. BUS 084 Local Government Bookkeeping
10. BUS.086 Local Township and Village Budgeting

11.BUS.092	Income Tax Preparation
12.BUS 102	Intro to Hospitality Management
13.BUS 105	Food/Beverage Management
14.BUS 106	Quantity Food Production Systems
15.BUS 155	Service Training
16.BUS 161	Principles of Merchandising
17.BUS 222	Labor and Management Relations
18.BUS 221	Purchasing and Inventory Control
19.BUS 235	Front Office Operations
20.BUS 258	Profit Motive: Entrepreneurship
21.BUS 259	Taxes/Accounting
22.BUS.260	Management
23.BUS.261	Marketing
24.BUS.289	Business Practicum
25.CIS 111	Computer Programming II (Visual Basics)
26.CIS 121	Introduction to Java Programming
27.CHM.41	Organic I-Duplicate
28.ECE 160	Pediatric CPR/First Aid - Pathogens
29.GEL.112	Historical Geology
30.HUM.213	Contemporary Lit-Duplicate of ENg.213
31.HUM.251	American Studies I
32.HUM.252	American Studies II
33.PSC.105	FIne Arts/ Sciences
34.PSY.220	Psychological Testing
35.PSY.291	Psychology of Advertising
36.SSC.100	Career Planning
37.SSC.101	Personal Development
38.SSC.103	Freshman Seminar
39.SSC.106	Employment Skills

3.b. Student Showcase

The Student Showcase was cancelled due to the COVID-19 restrictions.

3.c. Innovation Fund

To support the creative endeavors in developing curriculum that includes innovative content, pedagogy, and delivery methods, Mid created an Innovation Fund of \$40,000 annually. During the 2020-2021 Academic Year, the following projects, represented in Table 3.d., Innovation Fund Awards for 2020-2021, were funded to allow faculty to develop curriculum aligned with the needs of students and the standards of the respective fields.

Table 3.c. Innovation Fund Awards 2020-2021

Faculty Member	Project Focus	Amount Awarded
Chris Goffnett, FT	Development of CIS.265, new course and Development of CIS.100 with new textbook	\$4,725

Kelli Butler, FT	Development of two new courses: AAP.242 and AAP.259	\$5,670
Jess King, FT	Development of three new courses: AIM.160, AIM.294, AIM.295	\$8,505
Diane Miller, FT	Enhancement of Communication Course	\$2,835
JJ Mertz, FT	Development of two new courses: HAS.101 and HAS.102	\$5,670
Julie Ehle and Ranay Gursky, PT	Enhancement of ECE.202	\$2,835
Karen Moore, PT	Develop CJS.201 and CJS.205 online	\$4,000
Josh Long, PT	Enhancement of BUS.241	\$2,500
Jeff Percha, FT	Development of a new course BIO.107	\$2,835
TOTAL		\$40,000.00
REMAINING FUNDS		\$0.00

In addition to the innovation fund developments listed above, funding from the CARES Act, Foundation allotments, and transfers from unused Professional Development funds were allocated for the online course developments listed below. This was to allow faculty to more appropriately respond to the immediate needs of the students.

Bob Elmore Development of MAT.170 online \$2,000
 Trish Finerty Development of BIO.138 online \$2,000
 Trish Finerty Development of BIO.120 online \$2,000
 Jason Howard Development of HED.190 \$2,835
 Jeff Percha Development of Open Educational Resources (OER) \$1,500
 Adam VanDyke Develop PHY.101 Online \$2,835

3.d. Professional Development

The Academic Council oversees an annual budget of \$50,000 to support faculty development. These funds are available to both full-time and adjunct faculty and allow faculty to travel to professional workshops and conferences and can also be used to bring professional development activities to the college. Table 3.e. Professional Development Fund Awards 2020-2021 identified individuals supported with funds from the account. Please note that due to the COVID pandemic, several conferences were cancelled that faculty were approved funding for, but could not attend.

Table 3.d. Professional Development Fund Awards 2020-2021

Faculty Member	Conference/Workshop	Amount Awarded
Chris Goffnett	2020 Great Lakes Regional Cisco Network Academy Instructors Conference	\$420.00
Ruth Freebury Beth Corner	Nurse Tim Nuts & Bolts Clinical Judgment needed for the Next Gen NCLEX Virtual Conference	\$1155.00
LouAnn Goodwin	2020 AEIRS Annual Meeting Virtual	\$160.00

Eric Chamberlin	2020 NCTE Virtual Annual Convention	\$175.00
LouAnn Goodwin & Amy Lee	PACS/RIS, DICOM AND HL7 Webinar	\$1,260.00
Daniel Retberg	MIWLA Conference	\$65.00
Ron Holmes	Engineering Technology and Energy Management Training at Ferris State University	\$1,247.00
Kelley Eltzroth	EAGALA Fundamentals Training at HopeWell Ranch	\$1,100.00
TOTAL as of 4.30.21		\$5,585.00
FUNDS REMAINING		\$44,415.00

4. Consistent, Systematic, and Strategic Use of Data to Improve Practice

The fourth theme of the Aspen Prize for Community College Excellence is consistent, systematic, and strategic use of data to improve practice. Data are collected from a variety of sources throughout various units within the college. The tables below represent data collected to date, however, there is a need within the Academic Affairs division to more fully integrate these data in order to provide a clearer picture of the total landscape.

What happens with our students during the time they spend with us: are they learning what we intend for them to learn? The next two charts provide information on the success rates of the overall student population at Mid: the first in terms of C or better grades, and the second in terms of average GPA. These charts are based on grades earned by our students, and include “W” grades. Online course offerings are a significant segment of Mid’s instructional program. Therefore, included in the charts below are success rates for online courses and their withdrawal rates.

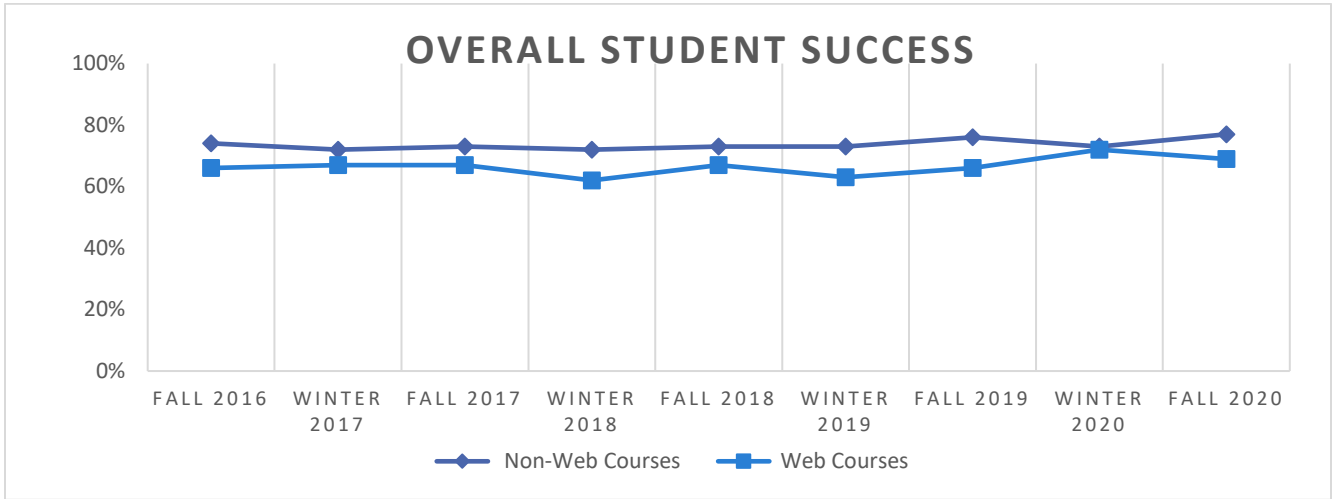


Figure 4.1

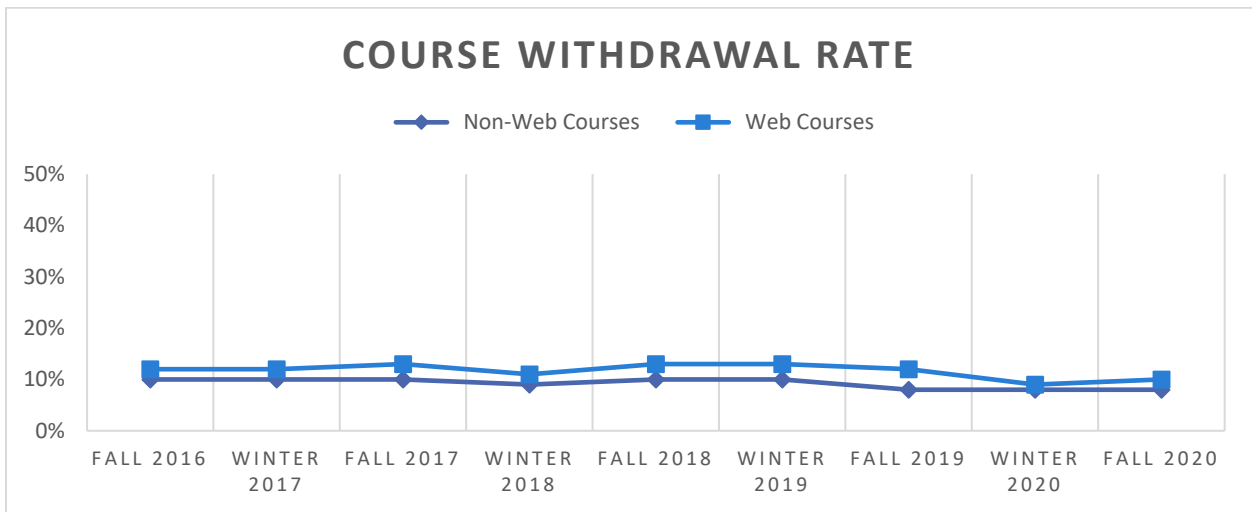


Figure 4.2

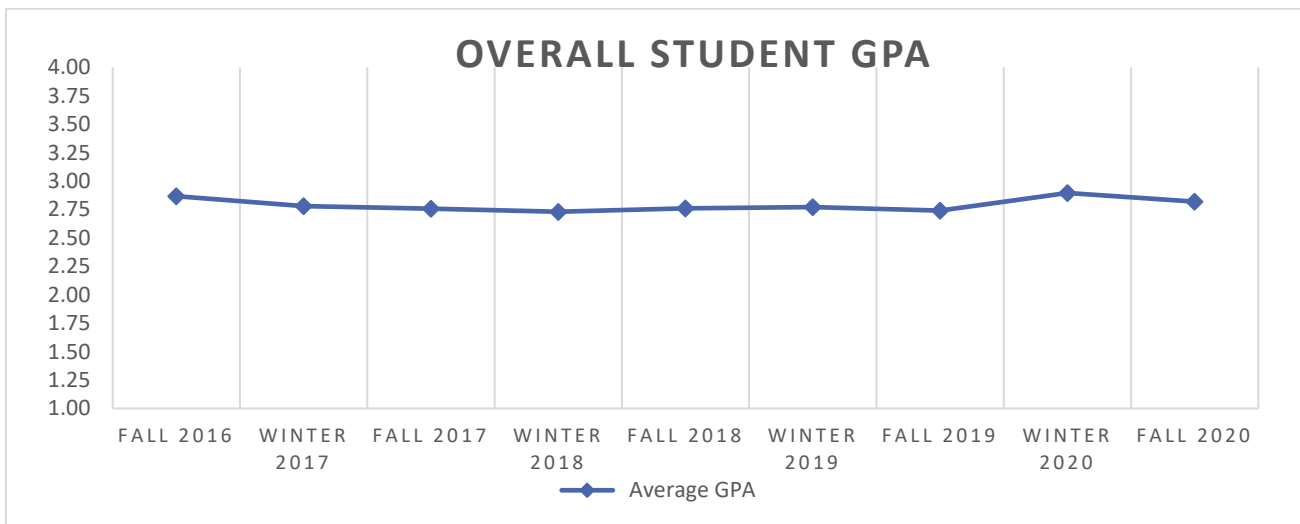


Figure 4.3

Other key indicators that suggest how well students are performing includes the percent of students that complete a course and the percent that are retained for additional courses one year later. Table 4.1 lists our retention rates from Fall to Fall semesters.

Table 4.1 Retention Percentages for Fall to Fall at Mid

Retention from Fall to Fall	
F12-F13	48.06%
F13-F14	50.95%
F14-F15	51.48%
F15-F16	50.77%
F16-F17	51.43%
F17-F18	48.30%
F18-F19	47.33%
F19-F20, First Time, Full Time	47%
F19-F20, First Time, Part Time	50%

The following figures show the completion and retention rates by the divisions represented in Academic Affairs.

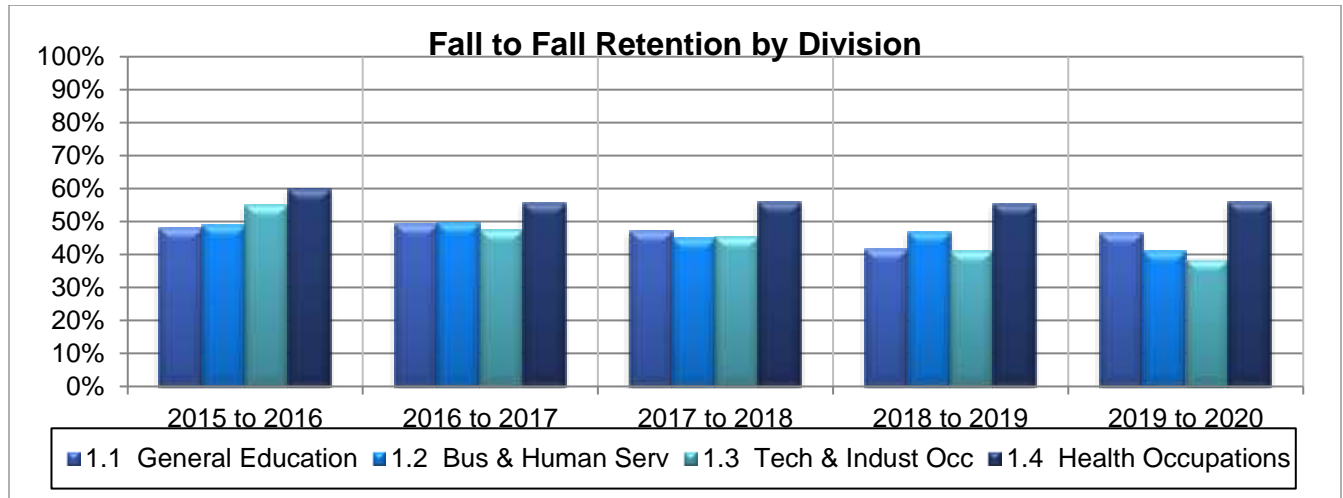


Figure 4.4

The following chart represents the fall to fall retention by division represented in Academic Affairs.

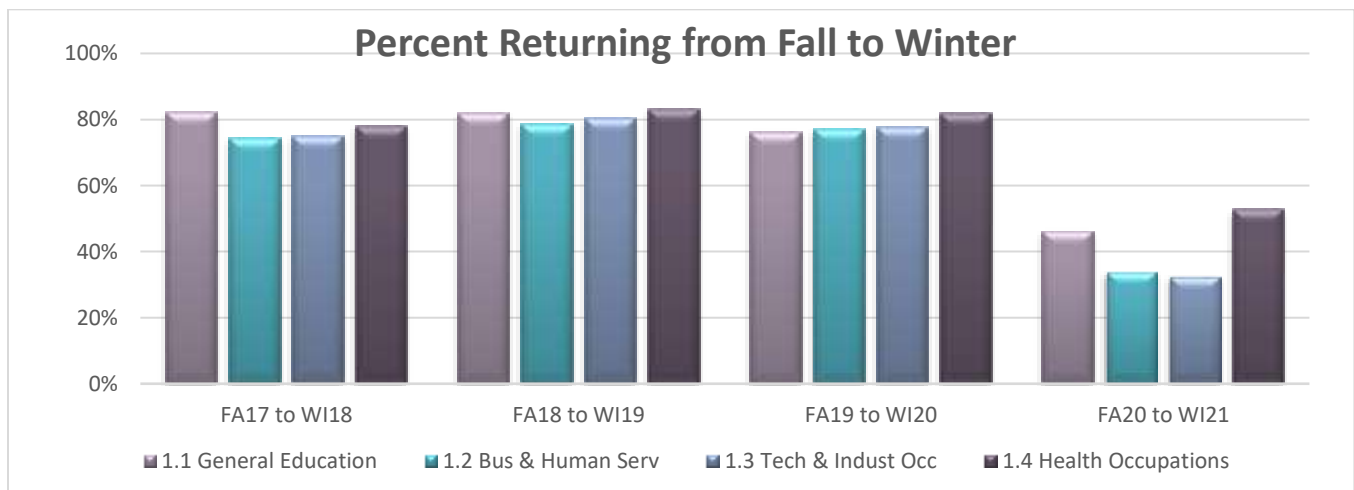


Figure 4.5

Another key measure of student success is how well they perform on externally administered exams. There are several program areas in which our students take such exams: Nursing, Radiography, Physical Therapist Assistant, Medical Assistant, Drafting/CAD, and Residential Air Conditioning & Heating

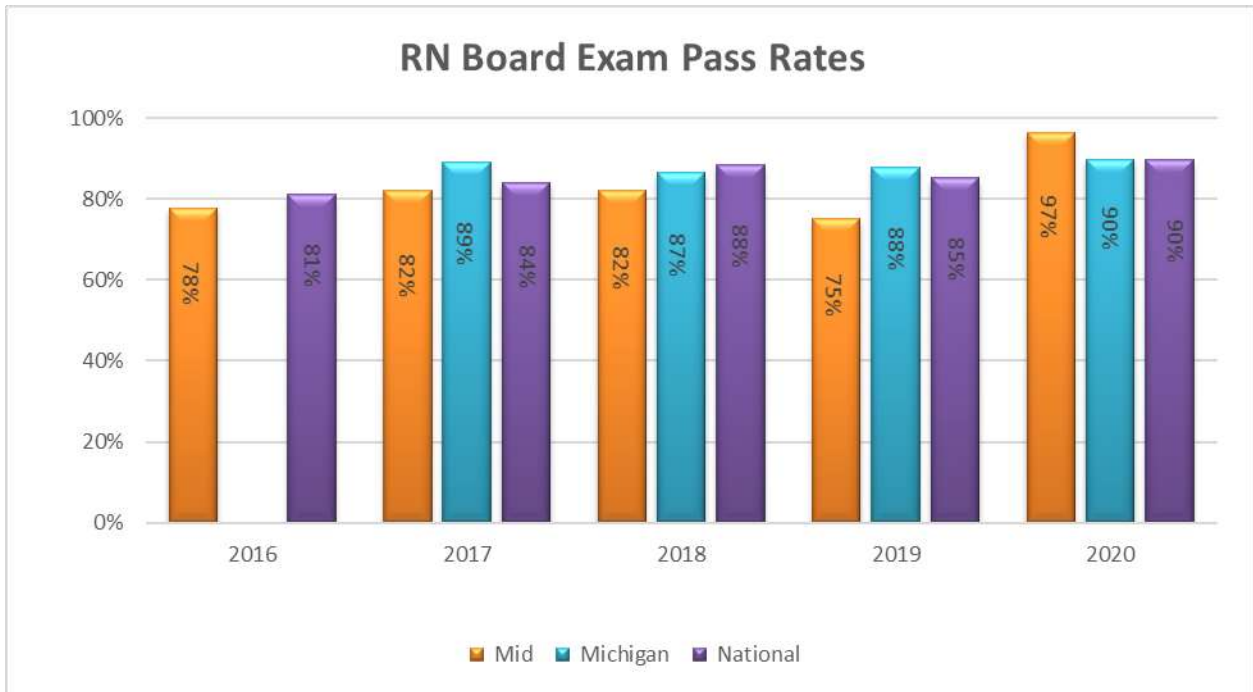


Figure 4.6

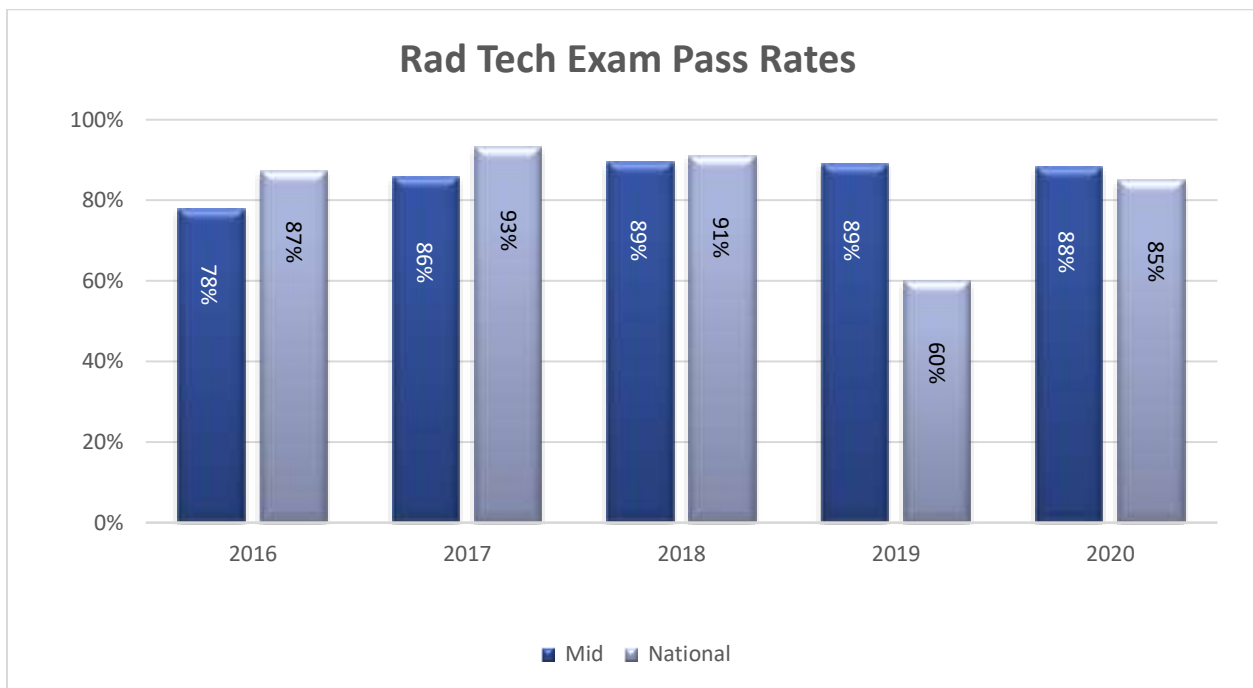


Figure 4.7

Please note: 2019 pass rates: ARRT exam 9/14 64% pass rate; all 5 examinees passed on subsequent attempt. All indicated that they had taken the exam prior to being fully prepared due to a push to

become certified quickly by the employer. The national comparison report reports 60% because it includes all examinees in 2019 even graduates from previous cohorts.

All 2018 graduates taking the ARRT exam in 2018 passed (100%). Eleven of the 2018 Radiography Program graduates successfully passed the ARRT Certification Examination. The National Comparison report provided by the ARRT includes all examinees from 2018, not just 2018 graduates. One examinee graduated in a previous year and unsuccessfully attempted the exam in 2018.

The Radiography Licensure pass rates have significantly shown improvement since 2014. While the Radiography licensure pass rate remains below the national average, progress continues to be made to assist the students with licensure success. The Radiography program has used 3 different preparation software programs to assist students in preparing for the licensure exam which will improve the pass rate. In addition, faculty are assuring that all course learning outcomes are being thoroughly covered in the class, lab and clinical in all of the program courses.

The numbers are a little higher for the national comparison due to students from previous years attempting the exam in 2020. The 85% just includes those who graduated in 2020.

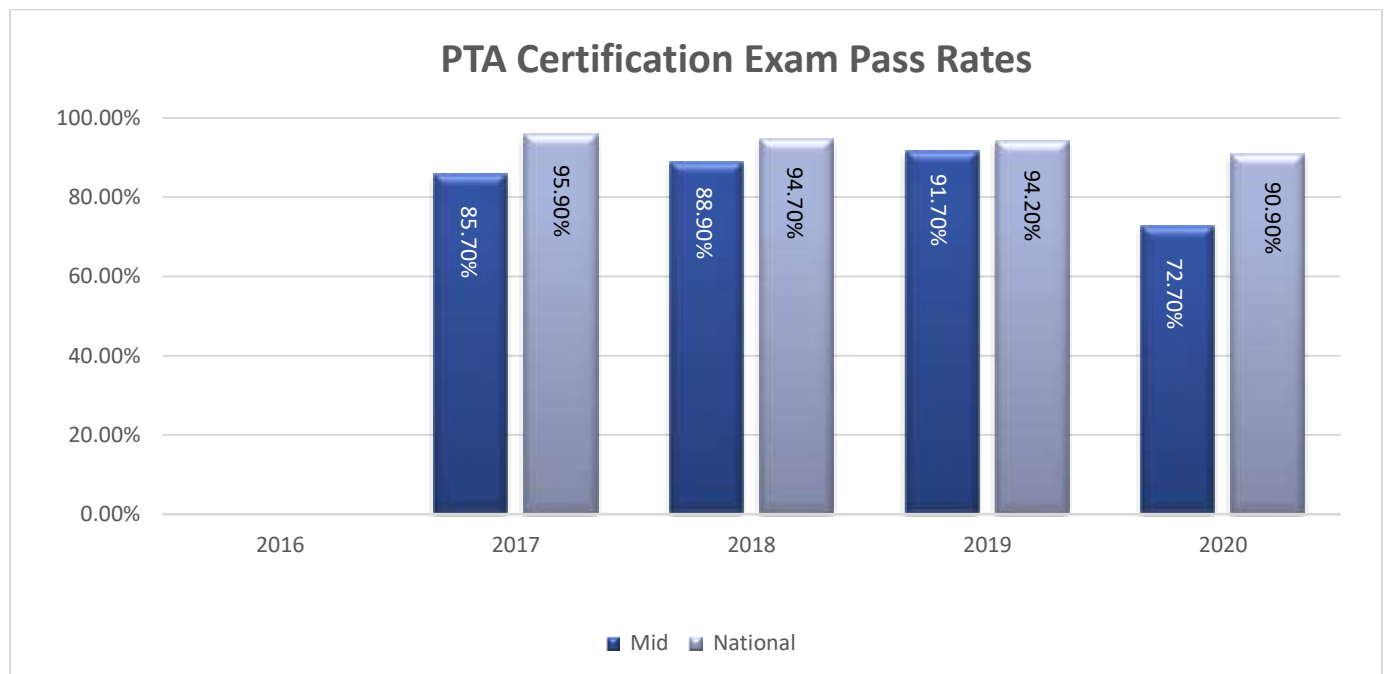


Figure 4.8

The Physical Therapist Assistant (PTA) Program did not graduate a class in 2016.

PTA graduates typically take their NPTE (National Physical Therapy Exam) in April, prior to graduating or in July, a few months after graduation. With the students who graduated in May of 2020, this pattern has changed. We have one student who graduated in May of 2020 and has not taken their NPTE yet. Also, students who do not pass on their first attempt, will typically attempt a 2nd time the next testing cycle. We have one student who tested in July 2020 and another in October 2020, and they have not taken their NPTE again. The May 2020

cohort had their terminal clinical education shortened by seven weeks due to COVID, which is a potential factor in these changes. Also, due to COVID those students who planned to take prior to graduation or just after, likely weren't able to, due to the testing center restrictions/shut downs.

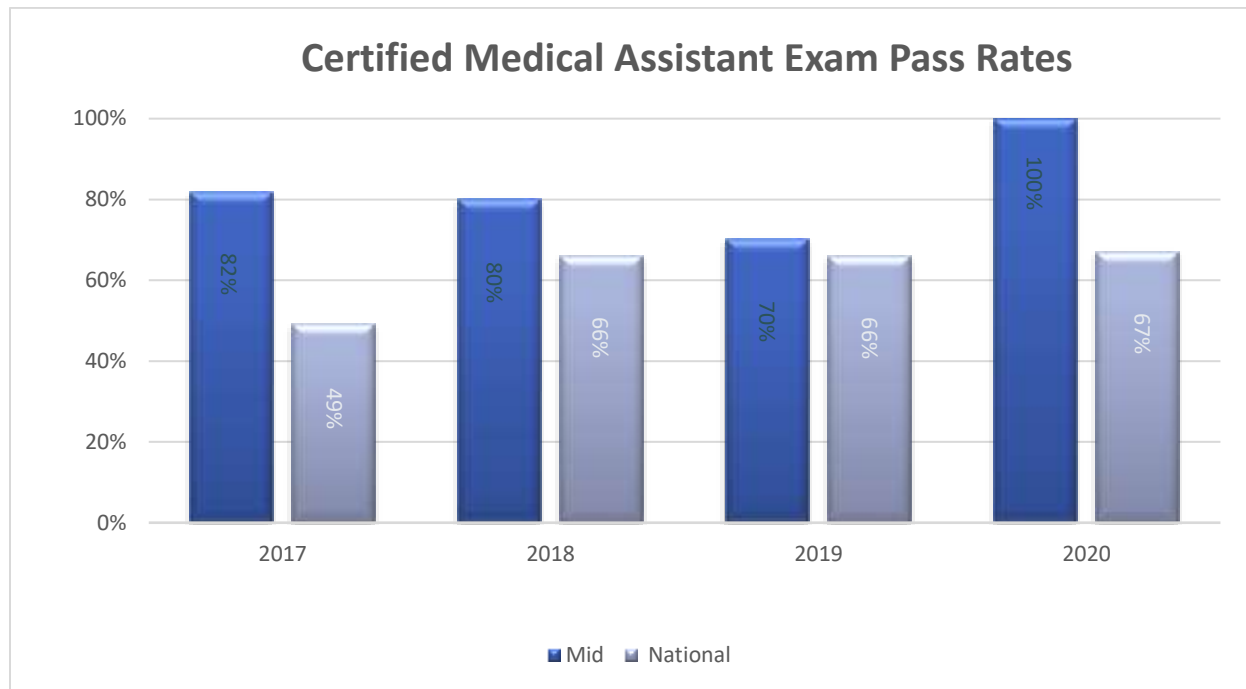


Figure 4.9

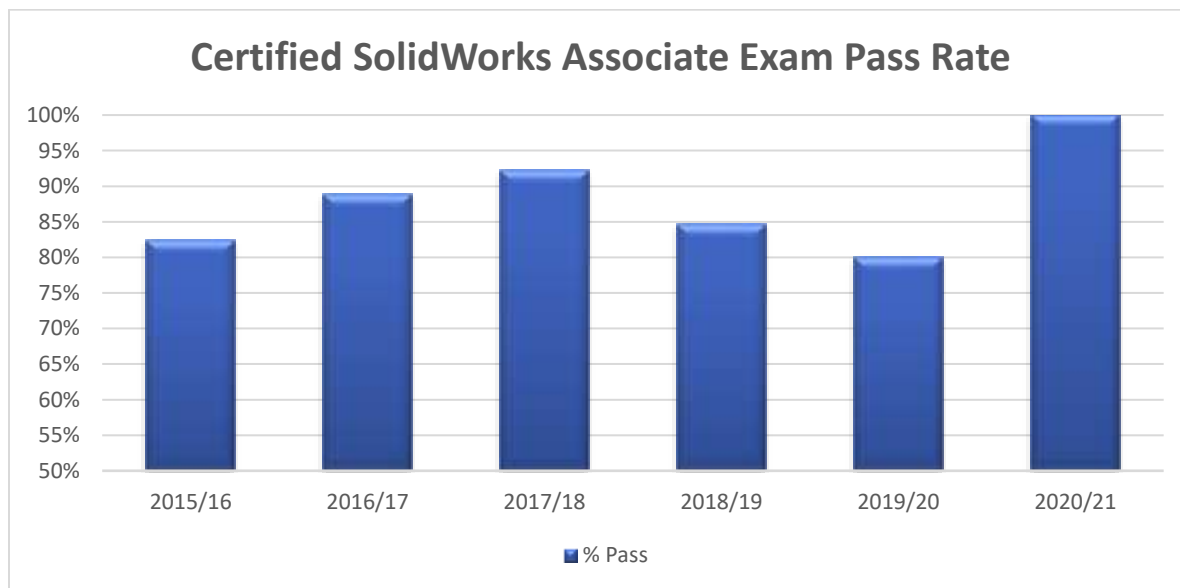


Figure 4.10

Of the three students sitting for the Certified SolidWorks Associate exam, all three passed the exam.

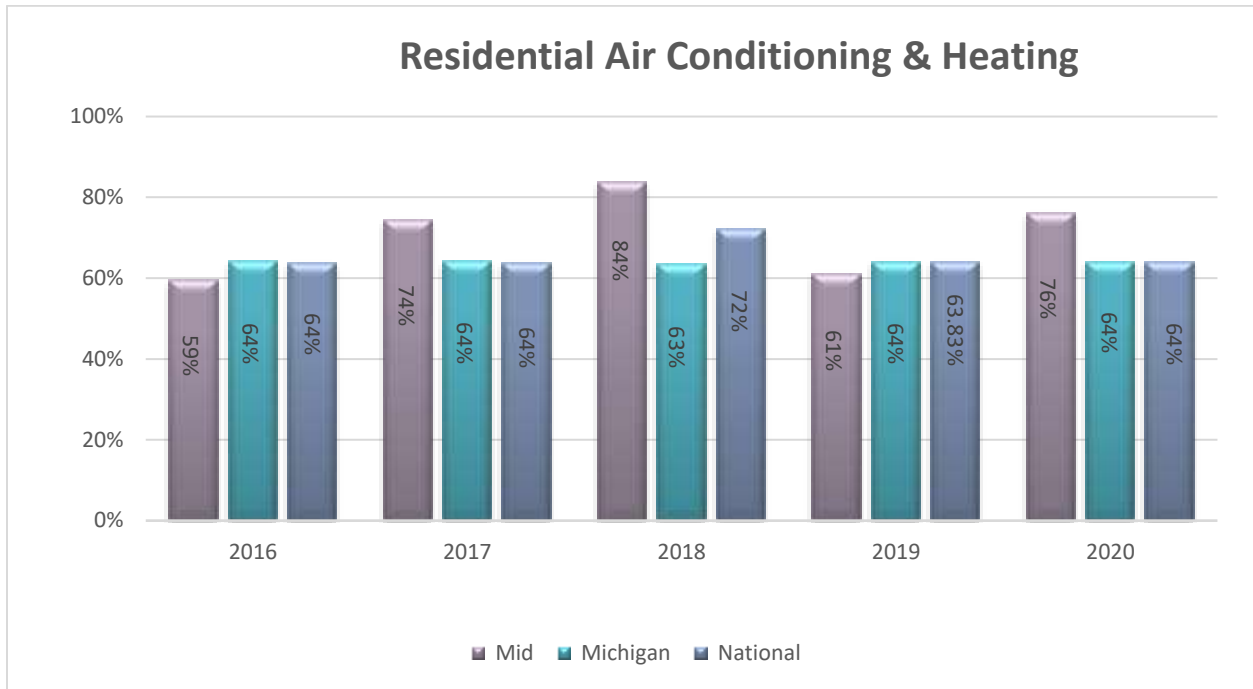


Figure 4.11

The Residential Air Conditioning and Heating competency exam gives our institution an idea of how our students perform in the state and across the country, but it also provides valuable instructional information to our instructors. For instance, results of the industry competency exams indicated that students were not performing as well in two areas of focus: Low Pressure Chillers and Fuel/Oil Furnaces. Ron Holmes, faculty member in the program, integrated concepts in these areas of study into the curriculum in hopes of improving student performance.

Since many of our students transfer to four-year institutions, another important measure is how they perform after they transfer. This information is an indicator of how well Mid prepares students for the four-year setting. The following series of charts provides information on transfer performance. The first shows how many students we have transferring to the major regional universities.

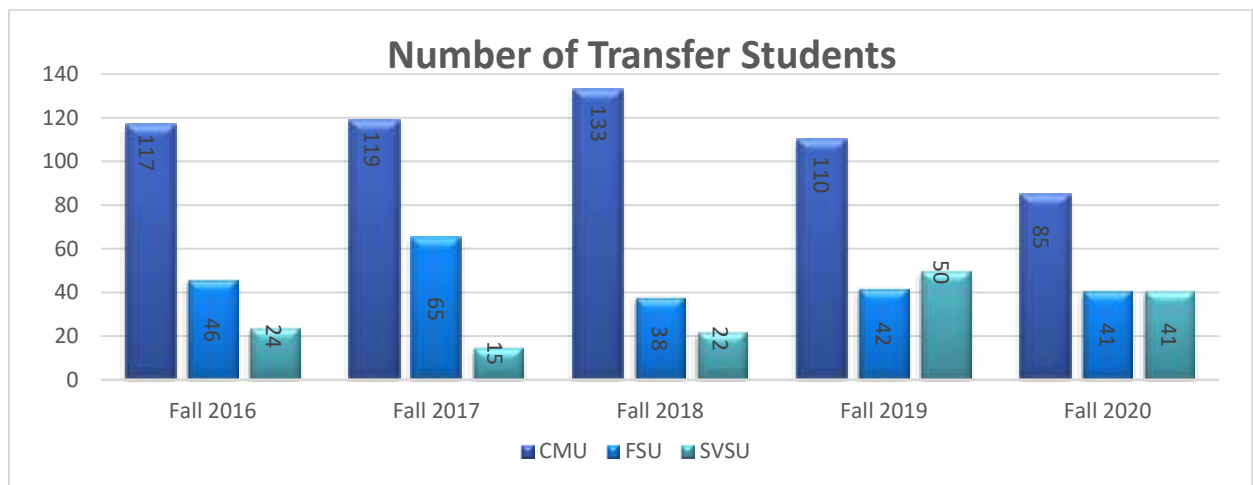


Figure 4.12

The following charts indicate how the transfer students perform in comparison to the native student population of the respective four year institutions.

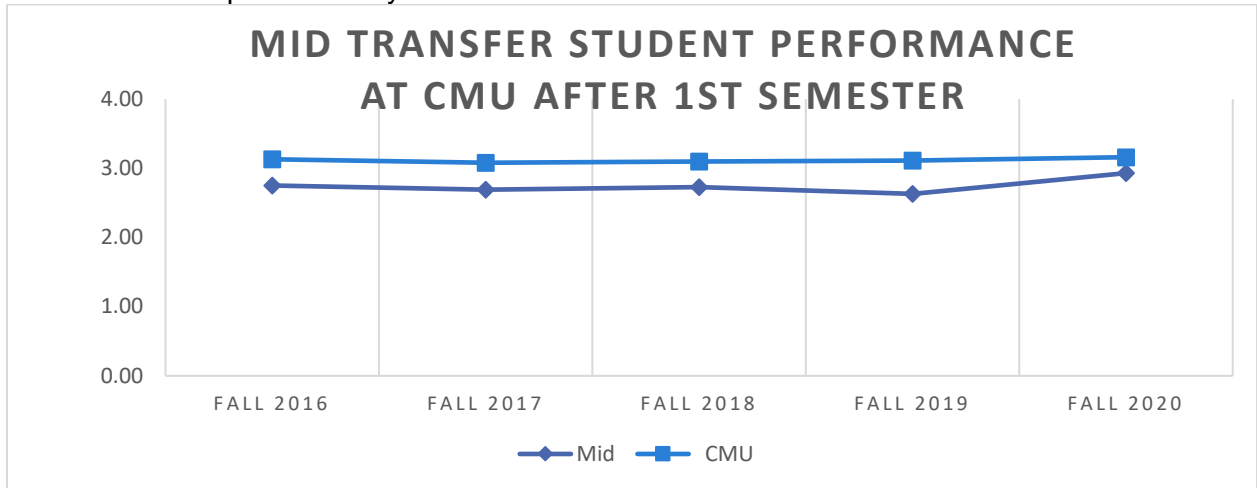


Figure 4.13

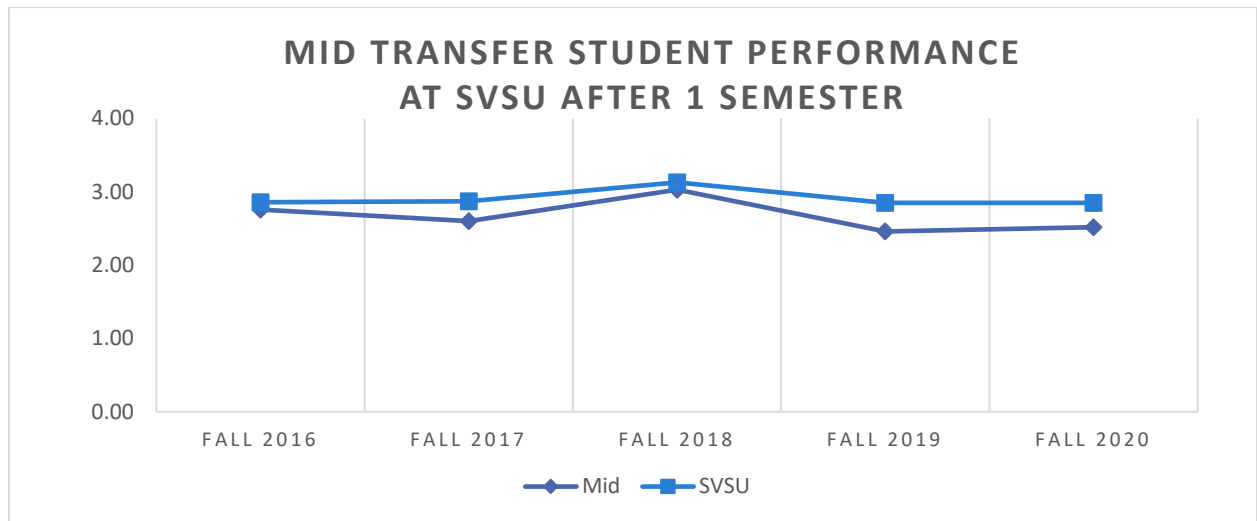


Figure 4.14

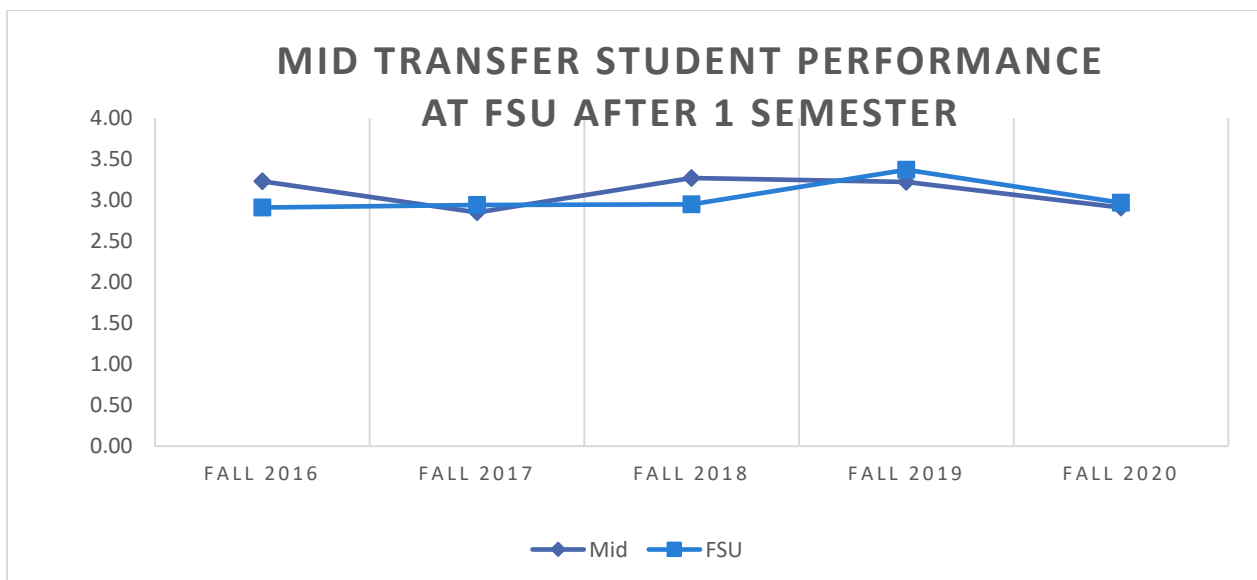


Figure 4.15

With the assistance of the Business Office, the Academic Affairs Division has developed a Return on Investment (ROI) model which shows how well each instructional unit is doing from a financial perspective.

The following graph provides a summary look at the ROI information at the division level for the last four years.

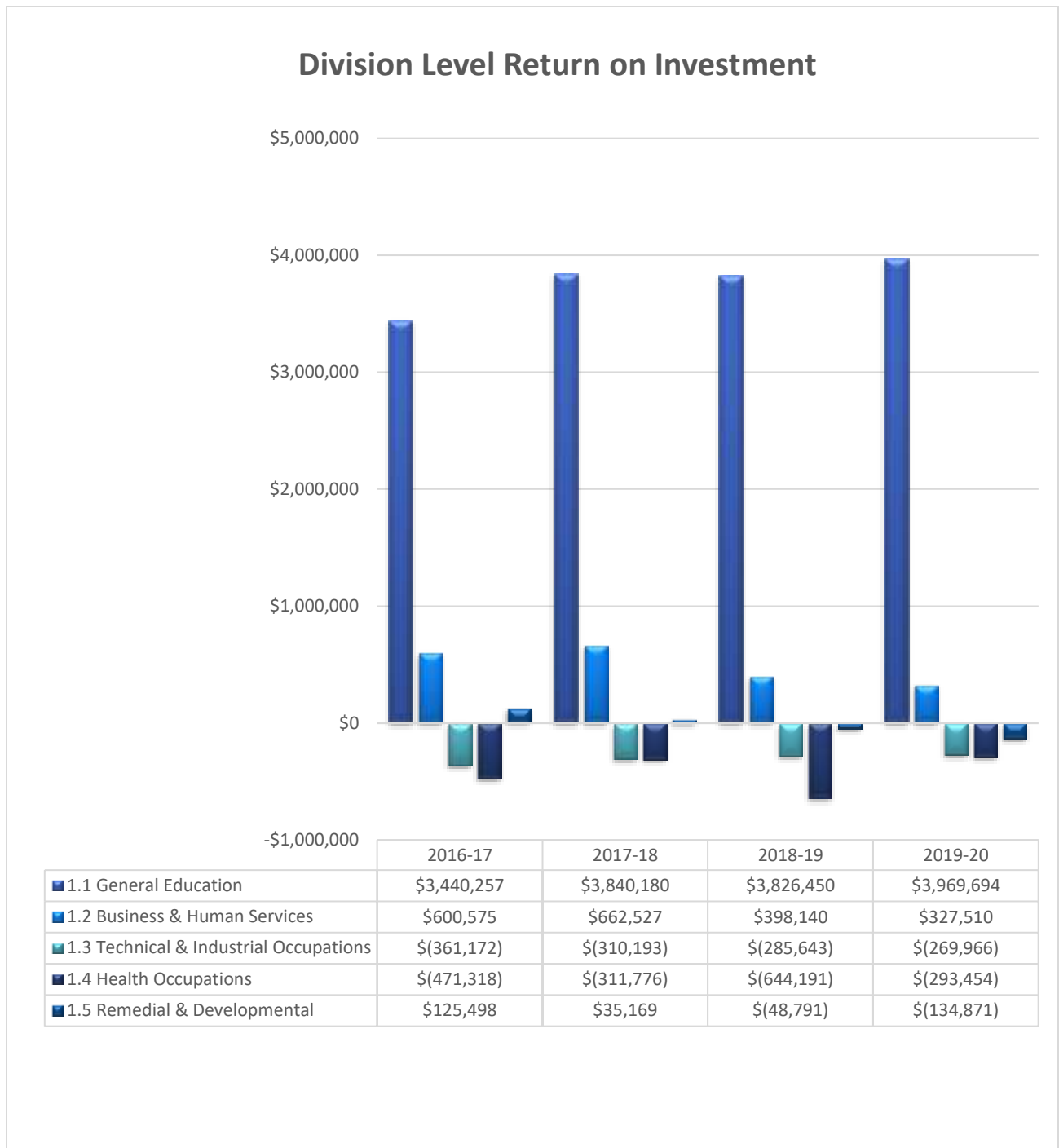


Figure 4.16

5. Integrated Structures that Link College to the Broader Community for the Benefit of Students

5.a. Career & Workforce Division, Lead by Dean Shawn Troy

Vision Statement - Career & Workforce Education Division

Mid Michigan College Career & Workforce Education division seeks to prepare students for high skill jobs within a diverse and globalized world by building a competency-based curriculum that emphasizes third party, industry-recognized certifications that go beyond the traditional credit hour.

Auto & Diesel Service & Marshall Plan Grant

In FA of 2019, the Magnus Center was opened to house a new Auto and Diesel service lab for both Mid Michigan College, and the Clare/Gladwin RESD. Funding for this project was possible through the Marshall Plan grant through the state of Michigan. The new lab houses a NC3 (National Coalition of Certification Centers) certification center that offers students the opportunity to learn on state-of-the-art equipment, and earn NC3 sponsored, 3rd party industry recognized certifications that will put them ahead as they prepare to enter the workforce. Furthermore, Mid students have earned 675 NC3 certifications since joining the organization in FA 2018, with 232 being earned during the 2020/21 academic year. Despite the challenges faced due to COVID-19, the Auto & Diesel Service program reached 100% placement & completion rate for internships for the 2020/2021 academic year. Lastly, during the 2020/21 academic year, the Auto & Diesel Service Program adopted a fast-track program so students can earn their degree in an accelerated manner. Classes within this area are offered in both 4 and 8 weeks formats.

Advanced Integrated Manufacturing (AIM) & Welding

During the 2020/21 academic year, our Welding and AIM programs continued a strong relationship with the Clare/Gladwin RESD. These two programs served over 75 students from our 5 local districts (Clare/Harrison/Farwell/Beaverton/Gladwin) through dual-enrolled cohorts within these 2 programs. Furthermore, students in these programs earned close to 90 industry certifications, in addition to getting valuable industry experience through work-based learning and internship programs. Also in 2020/21, the AIM program started to deliver Industry 4.0 curriculum in the areas of Level 1 & 2 PLC technologies, AC/DC Fundamentals, FANUC Robotics & Automation, and Advanced Machining. During the 2020/21 academic year, the AIM Program adopted some fast-track courses so students can work their way through degree program in an accelerated manner.

HRA/Facilities & CAD

Despite the challenges presented by COVID – 19, Mid’s HVAC & Facilities Program welcomed a 15-student cohort to the program in FA 2020. These students, who are all enrolled in the programs fast-track pathway, will have the opportunity to earn newly added NC3/Trane Residential Certifications that we’re added to the program during the 2019/20 academic year. The program also continues to have a robust internship program, along with a 100% job attainment rate for students who’ve earned at least a Certificate. The Computer Aided Design Program (CAD) engaged in transfer talks with both Central Michigan University, and Ferris State University, with the goal of getting a transfer agreement in place during the 2021/22 academic year. Agreements such as this will provide graduating students a transfer option for those who are seeking to extend their education in their field. The 3D printing lab, that’s

located at the HA Tech Center, was very active during the fall and winter semesters as students were bringing their projects to life. These, student produced artifacts, are highly valuable as students prudently build on skills and add life to their portfolios.

Lastly, the College has partnered with Stratasys, a global leader in 3D printing technology, and is now able to offer two new courses and a nationwide industry-recognized certification in professional 3D printing and additive manufacturing. This certification is available to those students who complete the CAD associate degree pathway. This certification will give graduates a competitive-edge in the employment market and essential skills that are relevant to the future of the industry. In addition, current CAD professionals in the area can complete the new courses and earn the certification as way to strengthen their portfolio.

The Computer Aided Design Program (CAD) engaged in transfer talks with both Central Michigan University, and Ferris State University, with the goal of getting a transfer agreement in place during the 2020/1 academic year. Agreements such as this will provide graduating students a transfer option for those who are seeking to extend their education in their field. Lastly, the 3D printing Lab, that's located at the HA Tech Center, was very active during the fall and winter semesters as students were bringing their projects to life. These, student produced artifacts, are highly valuable as students prudently build on skills and add life to their portfolios.

Administrative Assistant Professional (AAP)

Our AAP Program started its second year under its current format of being 100% online. Being the only Office Professional program in the state that's offered 100% online, Mid is positioned to take market share for students seeking this type of training. This program also offers the most up to date, and modern curriculum in the state, with newly added courses in the areas of social marketing, and event planning. Also, in line with the divisions mission statement, this program also offers imbedded, 3rd party industry recognized certifications, in the areas of Microsoft and Lynda.

5.b. Division of Health Sciences, Lead by Dean Barb Wieszciecinski

Nursing

Clinical experience was suspended during the height of the pandemic. To assure students continued to get a valuable experience, Nursing purchased Swift River simulation software and Keith RN software. The virtual clinical environments challenged critical thinking and helped students prepare for the NCLEX. In addition, as the winter semester approached, students were welcomed back to the clinical settings. In order for students to care for all patients, COVID positive included, the students were fit tested with N95 respirator masks. The past year has been a challenge but it has helped prepare graduates for the "real world" of Nursing.

Radiography, Magnetic Resonance Imaging, and CT

The CIS 100 and HUM 200/253 general education courses have been removed from the Radiography and MRI pathways for fall 2021 in order to reduce the number of credits required for the degree and be competitive with other programs in state.

2020- 100% employment rate for RAD, MRI, and CT graduates seeking employment.

2020- 100% student and employer satisfaction

Physical Therapist Assistant

The PTA program has seen a decline in our admission applicants the last two years. This is consistent with other PTA programs in Michigan. Due to the spring 2020 COVID-19 shut down, the cohort of PTA students who will graduate this May did not participate in clinical education last spring. They finished up their lab classes in person in July of 2020. CAPTE (Commission on Accreditation in Physical Therapy Education) has allowed programs to move to online/distance learning as needed and modify the number of hours students participate in clinical education. Typically, these changes require pre-approval, but due to the pandemic, programs have been given the ability to make decisions that are in the best interest of their individual programs without prior approval. We report these modifications/changes to CAPTE, so they can track. We have utilized technology (OWL, Zoom, etc.) when students have been out with COVID, tests are pending or other individual circumstances. Clinical education has also required modifications due to COVID restrictions. At this time, we are unable to place students in long term care facilities for clinical education. This is challenging as approximately 50% of our past graduates become employed in this setting. This also decreased the placements we are offered to place students at, which limits their diversity of practice settings. As a program, we continue to work to prepare our graduates for employment with these challenges.

Medical Assistant

The Medical Assistant Program at Mid Michigan College now offers two options for students who are looking at going into direct patient healthcare. The first option is our 2-Year Associate in Applied Science for Medical Assisting degree and the second option is the 10-Month Training Credential for Medical Assistant. The shorter-term training credential option allows students to take core Medical Assistant Program classes and sit for their national CMA (AMMA) exam to gain meaningful employment sooner. These students have the option to continue on with their Associate degree classes if they choose to. This is the first year that Mid has offered both options and it seems that 1/3 of the MA Program Students are choosing the training credential option.

Expanding our footprint to include the Huron Intermediate School District in Bad Axe currently has 1 student who is pursuing the 2-Year Associate in Applied Science for Medical Assisting. This student is anticipated to graduate in December 2021.

The process to move the Mid Michigan College Medical Assistant Program accreditation to the 10-Month Training Credential for Medical Assistant will be completed in May 2021. This change will allow all students completing either the 10-Month Training Credential and the 2-Year Associate in Applied Science for Medical Assisting degree to sit for the national CMA (AAMA) exam.

The Medical Assistant Program has been recognized by the FMAP (Find Medical Assistant Programs). Mid Michigan College Medical Assistant Programs Ranked #7th best in Michigan! I am proud to be a part of this honor!

Pharmacy Technician

The Pharmacy Technician Program at Mid Michigan College is a one-year certification program designed to prepare graduates for employment in a variety of health care settings. All of the PHT courses feature a hybrid format with online lectures and on-campus lab sessions. The PHT Program partners with PioneerRx, the top pharmacy management system in the industry. PioneerRx enhances the curriculum with a hands-on approach to learning that simulates the functions and workflow of today's most innovative pharmacies. Mid's PHT Program is one of seven programs in Michigan accredited by ASHP, the American Society of

Health-System Pharmacists. The Pharmacy Technician Program recently received reaccreditation for three years.

EPIc Consortium

The Michigan Radiologic and Imaging Science Consortium has changed its name to reflect collaboration with all educational programs, not just those in involved with imaging. The new name is the *Consortium for Educational Programs in Collaboration* (EPIc). Currently, the consortium offers Magnetic Resonance Imaging (MRI), Computed Tomography (CT), and Neurodiagnostic (EEG) Technology Programs through Mid. The consortia model between MCCA and EPIc addresses the need for a highly trained health care workforce in Michigan. EPIc is an innovative and collaborative model designed to allow students an opportunity to pursue a non-duplicative program of study and earn a certificate, associate’s degree, or baccalaureate degree. The Consortium partners with Michigan hospitals and outpatient facilities to provide students with a rich clinical learning experience across the state of Michigan. Mid is not only a partner, but a leader in the EPIc Consortium.

Table 5.b. The “Health” of the Current Health Sciences Programs

Program	2017	2018	2019	2020
Computed Tomography	n/a	11 Applied 11 Accepted	4 Applied 4 Accepted	3 Applied 3 Accepted 8 total from all consortium schools
EEG	n/a	n/a	8 Applied 8 Accepted	8 Applied 8 Accepted
MRI	12 Applied 5 Accepted (Allotted for Mid)	21 Applied 7 Accepted	13 Applied 7 Accepted	18 Applied 12 Accepted (2 accepted RAD)
Medical Assistant	12	18	7 Applied 5 Accepted	21 Applied 21 Accepted
Nursing	Fall=49 Winter=71	WI18 = 60 Applied/ 48 Accepted FA18 = 83 Applied/48 Accepted	WI19 = 76 Applied, 48 Accepted FA19 = 62 Applied, 48 Accepted	WI20=, 49 applied, 43 accepted FA20= 56 applied, 44 accepted
Pharmacy Technician	1	18 Applied 18 Accepted	11 Applied 9 Accepted	11 Applied 9 Accepted
Physical Therapist Assistant	48	38	42 Applied 18 Accepted	25 Applied 18 Accepted
Radiography	29 Applied 18 Accepted (accepted all who met the min. requirement)	40 Applied 21 Accepted	30 Applicants 18 Accepted	22 Applied 20 Accepted (2 accepted MRI)

5.c. Business and Professional Studies, Lead by Dean Amy Fisher

The Business and Professional Studies division which includes Business, Accounting, Economics, Computer Information Systems, Criminal Justice and Early Childhood Education programs spent the 2020/2021 academic year solidifying existing relationships with four university partners, expanding opportunities with dual enrollment programs, and updating courses & curriculum to create the best experience possible for our students.

Our partnership with Central Michigan University (CMU) is one the strongest partnerships we have in the BPS department and one of our goals for the academic year was to create a seamless transfer experience for our Early Childhood Education students. With the Department of Education changes to the new banding models, it was the perfect opportunity to work with CMU to solidify our relationship. Under the guidance of Julie Ehle, ECE Program Coordinator, we were able to develop the AA.ECE Associate in Arts Early Childhood Development Transfer degree which provides students with the opportunity to transfer to CMU's Early Childhood Development Learning (ECDL) program to obtain their Bachelor degree and receive certification in Birth - Kindergarten (B-K) or Birth to 3rd grade (B-3). Students choosing the B-K option can complete their entire degree at CMU in the online environment. In addition to our work with CMU, Julie Ehle is also working with the Office of Online Learning to develop many of the ECE courses for the online environment which includes the development of a "work product" students can complete to satisfy the lab hours required by the program. Upon completion of the course developments, Mid students will be able to complete the majority of their AA.ECE degree online which will provide students with more flexibility to complete their degree.

Our goal of solidifying partnerships with our four-year partners was also achieved through an articulation agreement that was signed virtually with Wayne State University. What began as a conversation at a MiTransfer event culminated in a partnership that will allow Mid students to transfer up to 82 credits to Wayne State University to complete their Bachelor's degree in one of the following concentrations: Management, Marketing, Accounting, Global Supply Chain, Finance, or Information Systems Management. We will continue to work towards establishing additional relationships with our four-year partners to increase the options available to our students.

The Fall of 2020 marked the beginning of our partnership with the Clinton County RESA (CCRESA) by providing new expanded opportunities for dual enrollment programs offered on site at CCRESA. This new partnership allows Career and Technical Education (CTE) students the opportunity to obtain a jump start on their career in two areas within BPS which include Criminal Justice and Early Childhood Education. Our goal is to work in collaboration with CCRESA to further expand the opportunities available for students by adopting the Early College Model for the ECE program.

Keeping our courses relevant and engaging has been the primary focus of our faculty members throughout the academic year, and many of the courses in the BPS division have gone through a thorough course update, or were redeveloped for the online environment. Full time faculty member, Dr. Svetlana Overbaugh identified course redevelopment as her sabbatical project for Fall 2020 and converted the majority of our business curriculum into 8-week online courses. Compressing these courses into shorter time segments will allow students to focus on specific courses in a shorter time frame which will improve retention and completion rates. Our first fully online 8-week course offering will begin during the Fall 2021 semester.

Similar updates were made to Economics curriculum by our newest faculty member, Robert Bejesky. In order to best approximate the interactive experience available to students in face-to-face courses, Robert redeveloped the ECO 201 (Macroeconomics) and ECO 202 (Microeconomics) courses with new materials, including writing case studies for group projects that are used during weekly meetings on Zoom, producing video lectures for the courses, and using online economic methodology training tool. Courses within our IT Infrastructure & Cybersecurity degree were reviewed and new courses including CIS 265 Ethical Hacking and

CIS 295 Professional Certification Exam Prep were offered for the first time, and the first cohort of graduates for the new IT Infrastructure & Cybersecurity program will graduate in May 2021. Courses in CIS Software Development we also updated to include online options and a new course CIS 281 Game Programming was developed. By Fall 2021 all of the CIS Software courses will be available online and many of the courses will be using Open Educational Resource (OER) textbooks which are free for students to access.

Future projects in the BPS area include working with our four-year partners to create seamless transfer opportunities for more programs, expanding conversations with our local advisory committees to assess current workforce needs and update our curriculum to meet those needs, and expanding dual credit opportunities in more of our existing programs.

5.d. Division of Arts and Sciences, Lead by Dean Steve Amidon

The faculty in Arts and Sciences continue to make strong connections with the community during the courses to delivery modes that could be supported during the pandemic. While than annual Art Fair could not be held, the science faculty organized and supported the Science Olympiad in a virtual environment. The new Hunting and Angling Scholars (HAS) program, housed in this division, continues to grow with new courses and degree programs ready to be offered in the 2021-2022 academic year. It continues to build ties with the outdoor recreation industry and has a strong, community-led advisory board.

In other developments, the division has significantly reduced the number of remedial offerings in Math and English, without seeing a decrease in student performance in college-level coursework. This work is continuing with the expansion of Accelerated Learning Programs (ALP) in English, and condensed eight-week offerings in Math. These efforts are necessary for the college to qualify for the tuition-free Michigan Reconnect Program.

5.e. Office of Online and Distance Learning, Lead by Associate Dean Marisa Wier

Online & Distance Learning

Online & Distance Learning Mission statement:

"We prioritize innovation in online education by utilizing technology and educational theory to empower educators and cultivate student success."

Professional Development & Training

Instructors who teach online at Mid are required to complete a learning to teach online course, either through Mid or a third party. Online Learning redeveloped the [Learning to Teach Online at Mid](#) credentialing last summer to be a more rigorous experience that will better prepare faculty to teach online. In addition to this training, Online Learning hosted their first Online Developer Bootcamp May 11 – 15. This crash course was designed to help faculty transition their courses to the online format and prepare them for creating an engaging online experience for their students.

Online Learning has also been developing more mini modules called Tech Bites that instructors can take in Moodle to learn about a new educational technology. These courses are designed to be bite sized (1 hour) and use badges to track completion.

Course developments

Before a course can be initially offered online, it has to go through our course development process. This ensures that our online courses are aligned with our face-to-face sections, that the courses are meeting online accessibility requirements, and that the course is meeting the requirements and best practices of online learning. We also help instructors revise their online courses.

Courses Developed Online or In Progress:

2020FA: AAP.Capstone, ALH.230, BIO.111, BIO.120, BUS.171, BUS.213, BUS.225, BUS.231 (16 week), BUS.231, BUS.250, BUS.255, BUS.270, CIS.150, CIS.260, CIS.265, CIS.275, CJS.201, CJS.205, SOC.200, SOC.220, SOC.211

2021WI: BIO.100, BIO.138, BUS.131, COM.101 ASYNCH, COM.101 SYNCH, DRF.210, ECE.112, ECE.113, ECE.114, ECE.206, HED.101, HED.203, HUM.200, HUM.242, MAT.170, PSY.103

2021SU: ART.206, HIS.223, PHL.250, RAD.100, RAD.110, RAD.113, RAD.217, REL/SSC.225

2021FA: ART History, CIS (Game Design), ECE.XXX, HIS.101, HIS.102, PHY.101, RAD.115, RAD.130, RAD.175, RAD.201, RAD.213

Open Education Resources (OER)

We help support instructors who want to utilize OER. Please see the OER chart for more information about what courses have already switched to OER.

Moodle support

The staff of the Office of Online and Distance Learning serve as front-end customer support for students and instructors for Mid's learning management system (LMS), Moodle. In this role, the staff offers advice and troubleshooting on the various functions of Moodle: how to administer course assignments and resources, how to set up the course gradebook, how to use advanced features, among other, more specific inquiries.

Projects in Multimedia

Multimedia Production Coordinator, Noah Lueke, joined the department of Online and Distance Learning. This has been a challenging year, but with challenges come opportunities and we've had some great opportunities to serve our students, our staff, and our community. We are wrapping up another year of virtual graduations which allowed us to put together a Virtual Commencement for our graduates and Honors Convocation Ceremony for those who graduated with honors. We are also providing a virtual graduation ceremony for the TRIO students and an induction ceremony for Phi Theta Kappa. This is the second year that the studio has been able to help facilitate Mid's graduation commitments in the face of COVID and to acknowledge the achievements of students while giving our whole college community a chance to offer their congratulations.

We were able to use video to introduce everybody to our new college President and allow him to communicate important information and developments during the pandemic when face to face was not an option. We also had the opportunity to develop a holiday card that brought many of the familiar faces at Mid together to wish the world a great holiday. This last year we were able to deliver the Vision 2020 video which showcased all of the hard work and effort our

whole community put forth to build a bolder, better, brighter future for Mid. Video has been useful in the COVID era which has allowed us to communicate relevant information regarding safety procedures as well as recommendations for how to maximize effectiveness when working remotely.

The studio has been creating content for student athletes and did a really cool media spread for the Men’s Basketball team. We also wrapped up our first season of the PTK news series - the Laker Lowdown - which brings in special guests and experts to talk about social topics that you may care about. We have also been working with great instructors at Mid to develop a “Michigan History” podcast library that covers some of the most important stories that made Michigan what it is today. We are also continuing to develop promotional content for individual programs, social media, and instruction.

We learned a lot this year. We have a long list of projects that are in the development process and look forward to doing more work with everyone as the future unfolds.

5.f. Lifelong Learning

Lifelong Learning at Mid has really grown the past year offering a variety of affordable, interactive, and convenient offerings to suite a variety of people. The information below provides an overview of the number of lifelong sessions offered and the number of attendees.

AY	# of Lifelong Learning Sessions	# of Attendees
2017MT	3	19
Fall, 2017	2	19
Winter, 2017	1	0
2018MT	8	34
Fall, 2018	1	14
Summer, 2018	5	12
Winter, 2018	2	8
2019MT	12	56
Fall, 2019	2	12
Summer, 2019	3	2
Winter, 2019	7	42
2020MT	42	218
Fall, 2020	13	79
Winter, 2020	29	139
2021MT	86	5,069
Fall, 2021	39	99
Summer, 2021	21	4,945
Winter, 2021	26	25
Grand Total	151	5,396

5.g. Honors Convocation

The Mid Honors Convocation is an important milestone in the lives of students. The on-campus convocation was held virtually again this year due to COVID restrictions. A Virtual Honors Convocation was filmed and delivered to students and their families. Faculty nominated students for special recognition and recorded short videos for the virtual event. Students earning honors designations graduate with a cumulative GPA above a 3.5 or were recognized for special achievements for their program of study from a full-time faculty member. The Virtual Honors Convocation can be viewed here: <https://www.midmich.edu/student-resources/enrollment/graduation/2021-grad-comm/2021-honors-convocation>

6. Academic Affairs and COVID-19

On November 18th, the college transitioned to remote operations in response to the Governor's Executive Order. Most classes moved to fully remote, with the exception of labs in medical-related programs, including Anatomy & Physiology courses. Clinical instruction also continued in person. On December 8th, similar exceptions were made for hands-on portions of our career and workforce education courses in accordance with the Governor's revised Executive Order. The Governor further updated her Executive Order on December 22nd, allowing colleges/universities to return to face-to-face instruction for the winter 2021 semester.

Continuing Revised Guidelines for "Incomplete" Grades

As an alternative to withdrawing, some faculty allowed students to take an Incomplete in the class so they have more time to complete the class. This option was at the discretion of each faculty member. We were liberal in assigning incompletes particularly in our hands-on programs in health sciences and workforce education to ensure students were able to succeed regardless of any barriers they may have encountered.

Grade Distribution

<u>Term</u>	<u>Earned Grades: A to C</u>	<u>Earned Grades: C- to F</u>	<u>Withdrawals</u>
<u>Winter 2017</u>	<u>72%</u>	<u>17%</u>	<u>11%</u>
<u>Winter 2018</u>	<u>71%</u>	<u>19%</u>	<u>10%</u>
<u>Winter 2019</u>	<u>71%</u>	<u>18%</u>	<u>11%</u>
<u>Winter 2020</u>	<u>75%</u>	<u>17%</u>	<u>9%</u>
<u>Fall 2020</u>	<u>73%</u>	<u>18%</u>	<u>9%</u>

Observations:

- The two terms most impacted by COVID reflect grade distributions similar to other previous semesters.
- Interestingly, the withdrawal rate for 2020WI and 2020FA were less than in prior terms.

Modality Preference Survey

While the pandemic brought about many challenges, faculty and student adaptability to remote learning environments was confirmed. While the natural inclination is to move back to a more traditional mix of available course modalities, student preferences given their experiences must be assessed. Therefore, three questions were added to the Ruffalo Noel Levitz Student Satisfaction Inventory, which is assessed regularly to gauge student opinions. These questions were geared specifically toward student preferences regarding face-to-face, fully remote, or hybrid modalities. Results will be collected, analyzed, and implemented in future course schedules.

Summer 2021

Summer enrollment is strong. This is in part due to the Michigan Reconnect program which provides free community tuition to those 25 or older with no prior college degree. Approximately 70% of offerings are being offered remotely, which 30% are in a face-to-face format. Most of the face-to-face sections are either in science-related laboratory sections or occupational areas.

Fall 2021

Fall enrollment has started strong, although not quite to pre-pandemic enrollments. The fall schedule has transitioned back towards pre-pandemic mixes of modality, with 55% of sections offered in face-to-face modalities, 33% online, 6% in RTV (real time virtual), and 3% in ITV formats. Additionally, we raised capacities to 15 in non-lab sections and 16 in laboratory sections. We will continue to monitor CDC recommendations regarding social distancing and will adjust should future Executive Orders require us to transition to remote instruction. We will also review responses to the Student Satisfaction Inventory and adjust modality percentages where possible to reflect student preferences.

7. Conclusions and Discussion

The Academic Affairs division responded admirably to the ever-changing higher education landscape as we responded to the COVID pandemic. While many events occurred during the past year, four are particularly noteworthy given their potential future impact on the college.

7.a. Annexation

In May 2021, residents of the Mt. Pleasant School District voted to join the college's district. This means Mt. Pleasant residents will join those living in Beaverton, Clare, Farwell, Gladwin, and Harrison in making up our in-district territory. Tuition in these areas will be roughly 40% lower than out-district students, undoubtedly opening up access to an even greater population. Also, residents of Mt. Pleasant will now be eligible to participate in college governance. This could have implications on budgetary decisions along with strategic directions of the college. Not to mention enrollment and course scheduling patterns.

7.b. Michigan Reconnect

As mentioned earlier, this program is already having an impact on summer enrollment. This impact is expected to continue into fall and could impact modality percentages given the assumption that many of these students are older and have less experience with educational technology. This could lead to an increase in face-to-face offerings and an adjustment to developmental education as the State, as part of the law creating the program, is mandating quicker paths through the developmental sequence.

7.c. Strategic Plan

The college's previous strategic plan ended in 2020. Throughout the winter of 2021, the college has engaged in a new strategic planning process. This involved sending surveys to all three constituent groups: students, staff, and community members. While we have not completed analyzing results, the new plan could take the college in a variety of new directions which could impact operations and priorities.

7.d. CARES Funding

The college benefitted from an infusion of federal money to support students and operations. Half of the funding went directly to students. The other half was utilized by the college to aid dual enrollment partners and was invested in technology resources to help deliver remote education. Some were invested in upgrading classroom Zoom capabilities allowing us to increase modality flexibility as well as connect sections in Mt. Pleasant and Harrison, saving money on instructor costs and reducing the cancelling of sections due to low enrollment. Other investments were made to improve facilities and/or equipment to allow for social distancing and/or remote options.

Approval of Agenda

Item II, Approval of Agenda

Presenter: Board Chair Petrongelli

Board Consideration: Action

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

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

President's Recommendation:

Motion to approve the consent items as presented.

- A. Minutes- May 4, 2021 Regular Meeting; May 12, 2021 Special Meeting
- B. Monthly Financial Report:
 - 1. Financial Summary for the period ending April 30, 2021.
 - 2. General fund balance sheet as of April 30, 2021.
 - 3. General fund statement of revenues and expenses for nine months ending April 30, 2021.
 - 4. Gifts and Donations: Donations totaling \$14,305 were received for the Mid Foundation in April 2021.
- C. Monthly Personnel Report.

Mid Michigan College Board of Trustees Regular Meeting

May 4, 2021 – page 1

The meeting took place in the Esther C. Conference Room, Harrison Campus.

Present: Terry Petrongelli, Board Chair; Richard S. Allen Jr., Secretary; Thomas W. Metzger, Treasurer; Eric T. Kreckman, Trustee; George Gilmore, Trustee

Absent: All Trustees Present

Agenda Item I: *CALL TO ORDER*

Board Chair Terry Petrongelli called the meeting to order at 7:00 PM.

Agenda Item II: *APPROVAL OF AGENDA*

Motion by Trustee Kreckman to approve the agenda with the addition of VI-F Updates on Board Vacancies. Second by Trustee Allen. All Ayes; Motion Carried.

Agenda Item III: *PUBLIC COMMENT*

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

Agenda Item IV: *APPROVAL OF CONSENT ITEMS*

Motion by Trustee Allen to approve the consent items as presented. Second by Trustee Metzger. All Ayes; Motion Carried.

Agenda Item V-A: *STRATEGIC PLANNING UPDATE*

President Hood provided an update on the strategic planning process. Surveys have been sent to students, community members and employees. Mid is hoping to receive as many responses as possible. The goal is to have the survey responses collected before June in order to interpret the data collected and begin writing the actual strategic plan. Each department of the college will most likely write their own individual strategic plans based off of the main strategic plan of the college. The main strategic plan will be a living document that has the ability to grow and change as time passes.

Agenda Item VI-A: *CORRESPONDENCE AND ANNOUNCEMENTS*

President Hood thanked everyone that has taken part in the various activities to recognize our students as we prepare for all of the end of the academic year activities. He also spoke about the importance of the Foundation's work to establish an Alumni Association for our students. This will help Mid stay in touch with our graduates, find out where their success has taken them and may offer new resources for the college.

Mid Michigan College Board of Trustees Regular Meeting

May 4, 2021 – page 2

Agenda Item VI-B: 2021 AUDIT ENGAGEMENT

Motion by Trustee Kreckman to approve the Rehmann proposal for audit services for 2021 with renewal for 2022 and 2023 contingent on satisfactory completion of the 2021 audit. Second by Trustee Gilmore.

Vice President of Finance and Facilities Lillian Frick presented a request regarding audit services. A request for proposal was completed and Rehmann was the lowest bid returned. A discussion took place about the concerns regarding the idea that community college tuition may be free in the future and how that would affect auditing services. A voice vote showed All Ayes from the Trustees; Motion Carried.

Agenda Item VI-C: FOUNDATION BOARD OF DIRECTORS NOMINATIONS

Motion by Trustee Kreckman to approve the nominations of J.E.B. Allen, Wendy Oswald and Stephanie Allen to the Mid Michigan College Foundation Board of Directors, each for a three year term starting May 14, 2021. Second by Trustee Metzger.

Associate Vice President of the Mid Foundation Tom Olver presented the Board with a recommendation to appoint J.E.B. Allen, Wendy Oswald and Stephanie Allen. The Foundation has been going through quite the transition the past few years, recognizing many long standing directors for their service to the college and Foundation. A voice vote showed All Ayes from the Trustees; Motion Carried.

Agenda Item VI-D: PROQUEST ELECTRONIC RESEARCH DATABASE ANNUAL RENEWAL

Motion by Trustee Kreckman to approve the 2021-2022 ProQuest Electronic Research Database Renewal. Second by Trustee Metzger.

Director of Library and Learning Services Corey Goethe presented a yearly renewal for ProQuest Electronic Research Database Software. This software is mainly utilized by students, however some employees, faculty members and community members use it as well. Over the last year the software has been used around 70,000 times. The company has agreed to keep the price the same as last year. A voice vote showed All Ayes from the Trustees: Motion Carried.

Mid Michigan College Board of Trustees Regular Meeting

May 4, 2021 – page 3

Agenda Item VI-E: *ELLUCIAN SOFTWARE MAINTENANCE FOR 2021-2022*

Motion by Trustee Allen to approve the request for Ellucian Software Maintenance for 2021-2022 in the amount of \$241,346.00. Second by Trustee Kreckman.

Director of Information Technology Kirk Lehr presented a request for the Ellucian Software Maintenance for 2021-2022, from the Institutional Technology fund. This portion is a completely separate piece than the managed services piece of Ellucian services. A voice vote showed All Ayes from the Trustees; Motion Carried.

Agenda Item VI-F: *UPDATES ON BOARD VACANCIES*

Board Chair Petrongelli would like to thank former trustee Betty Mussell for her help during the search process. The Board held a workshop on April 14th and the trustees agreed that an ad would be placed in the newspapers and on the website regarding the vacancies. Eleven applicants reached out regarding their interest in the vacant positions. Board Chair Petrongelli provided a recap of what had taken place in the process thus far.

A discussion took place regarding how each of the Trustees wished to proceed with the selection process.

Motion by Trustee Gilmore to redevelop the plan during tonight's (5/4/21) meeting and host a special meeting to further discuss the candidates for the vacant trustee positions. Second by Trustee Allen. A voice vote showed All Ayes; Motion Carried.

A discussion took place about accepting late submissions.

Motion by Trustee Kreckman to contact all interested parties that submitted applications on time and the two late submissions by email, those that respond by Friday, May 7th at 4:00 PM will be scheduled for interviews with the trustees. Second by Trustee Metzger. All Ayes; Motion Carried.

Motion by Trustee Kreckman that by Sunday, May 9 at 4:00 PM that the Trustees will rank the top 4, in the event of a tie 5. There was no second on this motion and therefore no action taken.

A discussion took place regarding the process of interviews. Trustees agreed that each candidate that responded by the deadline would be scheduled for a ten minute session with the Board to speak to why they would be the best candidate for one of the vacant positions.

Mid Michigan College Board of Trustees Regular Meeting

May 4, 2021 – page 4

Motion by Trustee Kreckman to hold a special meeting for the purpose of interviewing and electing board candidates on Wednesday, May 12 at noon. Second by Trustee Metzger. All Ayes; Motion Carried.

Agenda Item VII-A: *CALENDAR OF EVENTS*

May 8 Virtual Commencement Ceremony, 11 AM, Facebook, YouTube, Mid Website

June 5 Drive Thru Diploma Pick Up Event, 1-4 PM, Harrison Campus

Agenda Item VII-B: *OTHER BUSINESS*

Trustee Allen spoke about wonderful memories of outdoor graduation ceremonies in the past.

Board Chair Petrongelli thanked everyone for their help with the trustee vacancy process.

Trustee Kreckman thanked everyone for their hard work on the annexation process.

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

Meeting adjourned at 8:35 PM
Recording Secretary,
Amy Lince
Executive Assistant to the President and Board of Trustees

Terry Petrongelli, Board Chair

Richard S. Allen, Jr., Board Secretary

Mid Michigan College Board of Trustees Special Meeting

May 12, 2021 – page 1

The meeting took place in the Esther C. Conference Room, Harrison Campus.

Present: Terry Petrongelli, Board Chair; Richard S. Allen Jr., Secretary; Thomas W. Metzger, Treasurer; Eric T. Kreckman, Trustee; George Gilmore, Trustee

Absent: All Trustees Present

Agenda Item I: *CALL TO ORDER*

Board Chair Terry Petrongelli called the meeting to order at 12:10 PM.

Agenda Item II: *APPROVAL OF AGENDA*

Motion by Trustee Gilmore to approve the agenda. Second by Trustee Metzger. All Ayes; Motion Carried.

Agenda Item III: *PUBLIC COMMENT*

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

Agenda Item IV: *OVERVIEW OF SESSIONS*

A discussion took place regarding the basis of the sessions during the meeting. Each candidate will have ten minutes to present to the Board why they would be the best candidate to fill one of the vacancies on the Board.

A discussion took place on the process that would take place after the candidate sessions.

A discussion took place about employees, faculty members, and adjunct faculty members serving on the Board and how that may be a conflict of interest. There is currently no policy at Mid that would stop this, however there are several acts in the legislature that may prevent this from taking place. Therefore, it would be in the best interest of the Board to institute a policy in the future to prevent a possible conflict of interest.

Agenda Item V-A: *BOARD CANDIDATE SESSION*

The Board met with candidate Francis Koper from 12:18 - 12:28 for a ten minute interview session.

Agenda Item V-B: *BOARD CANDIDATE SESSION*

The Board met with candidate Shannon Wilson from 12:35 - 12:45 for a ten minute interview session.

Mid Michigan College Board of Trustees Special Meeting

May 12, 2021 – page 2

Agenda Item V-C: BOARD CANDIDATE SESSION

The Board met with candidate Michael Jankoviak from 12:50 - 1:00 for a ten minute interview session.

Agenda Item V-D: BOARD CANDIDATE SESSION

The Board met with candidate Jane Zdrojewski from 1:05 - 1:15 for a ten minute interview session.

Agenda Item V-E: BOARD CANDIDATE SESSION

The Board met with candidate Kathy Moran from 1:20 - 1:30 for a ten minute interview session.

Agenda Item V-F: BOARD CANDIDATE SESSION

The Board met with candidate Carol Santini from 1:35 - 1:45 for a ten minute interview session.

Agenda Item V-G: BOARD CANDIDATE SESSION

The Board met with candidate Stacy Stocking from 1:50 - 2:00 for a ten minute interview session.

Agenda Item V-H: BOARD CANDIDATE SESSION

The Board met with candidate Jim Smith from 2:05 - 2:15 for a ten minute interview session.

Agenda Item V-I: BOARD DISCUSSION AND DECISION REGARDING VACANCIES

A discussion took place regarding all candidates and qualities each Trustee is looking for in a candidate for the Board.

The Board decided to write their top four candidates on an anonymous piece of paper to see who the top candidates are. Due to a tie, the candidates were narrowed down to five candidates for further discussion.

Motion by Trustee Kreckman to appoint Michael Jankoviak, contingent upon his acceptance, to the office of Mid Michigan College Trustee. This appointment replaces Betty Mussell and shall be through December 31, 2022 and to appoint Jane Zdrojewski, contingent upon her acceptance, to the Mid Michigan College Trustee. This appointment replaces Carolyn Bay and shall be through December 31, 2022. There was no second to this motion and therefore no action was taken.

Mid Michigan College Board of Trustees Special Meeting

May 12, 2021 – page 3

Motion by Trustee Kreckman to appoint Michael Jankoviak, contingent upon his acceptance, to the office of Mid Michigan College Trustee. This appointment replaces Betty Mussell and shall be through December 31, 2022. Second by Trustee Gilmore. All Ayes; Motion Carried.

Motion by Trustee Kreckman to appoint Jane Zdrojewski, contingent upon her acceptance, to the office of Mid Michigan College Trustee. This appointment replaces Carolyn Bay and shall be through December 31, 2022. Second by Trustee Metzger. A voice vote showed yes votes by Trustees Metzger, Kreckman, Petrongelli and no votes from Trustees Gilmore and Allen; Motion Carried.

Agenda Item VI: BOARD COMMENTS-OTHER BUSINESS

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

Meeting adjourned at 3:11 PM
Recording Secretary,
Amy Lince
Executive Assistant to the President and Board of Trustees

Terry Petrongelli, Board Chair

Richard S. Allen, Jr., Board Secretary

MID MICHIGAN COLLEGE
FINANCIAL HIGHLIGHTS
GENERAL & AUXILIARY FUNDS

April 30, 2021

GENERAL FUND REVENUE:

- 2020-21 enrollment reports show the following changes in billable tuition hours from 2019-20 levels: Fall 2020 13.7% decrease; Winter 2021 16.1% decrease. Summer 2021 registration is in process and will continue through May 25, 2021. The resulting total revenue represents 104% of the annual budget for the 2020-21 tuition and fees revenue.
- 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 84% of the annual budget, with the exception of:
 - Information Technology expended 97% due to the new Ellucian consultation contract.

GENERAL FUND REVENUE OVER EXPENSES:

- The total increase in net assets as of April 30, 2021 is \$5 million. This excess will fund the operations for the balance of the 2020-21 fiscal year.

BALANCE SHEET:

- The cash balance decreased \$1.2 million from March 31, 2021 to fund operations during the month of April.
- The State appropriations receivable of \$2,457,569 represents the remaining 4 monthly payments of 2020-21 general and UAAL state appropriations.
- Student receivables increased \$1.1 million due to 2021 Summer and 2021 Fall term registration activity in April.
- The prepaid expense balance of \$203,378 represents a few multi-year prepaid items, and other prepaid 2010-21 expenses.
- The balance due to other funds of \$6.3 million can be broken down as follows:
 - \$778,000 due to the designated student activities fund
 - \$2.5 million due to the auxiliary services for sales
 - \$16,300 due from the scholarship and grant fund

- \$103,000 due from the federal restricted fund for student financial aid funds disbursed to the student accounts
- \$616,500 due from the restricted grant fund
- \$4.1 million due to building and site for current and future college needs
- \$302,700 due from the Foundation
- The \$2 million in accrued payroll and other compensation includes expenses incurred but not paid as follows:
 - Accrued salary and wages of \$289,000
 - FICA, Federal and State withholding of \$56,000
 - MPSERS/ORP/UAAL payable of \$545,000
 - Employee health and dental insurances payable of \$184,000
 - Deferred faculty pay of \$884,000
 - Unemployment and workers' compensation insurances payable of \$13,000
 - Miscellaneous payroll deductions
- A significant portion of the preliminary Unreserved Net Assets of \$4.2 million represents funds set aside by the Board of Trustees to fund current and future college expansion needs.

AUXILIARY FUNDS:

- Total revenue is at 98% 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 resumed with limited hours and services.
- Total expenses, at 91% of the revised annual budget, represent operational costs for the months of July through April and corresponds with sales volume.
- The excess revenue over expense to date is \$20,433, and will be used to fund bookstore operations for the balance of the 2020-21 year.

MID MICHIGAN COLLEGE
 BALANCE SHEET
 April 30, 2021

Assets

Current Assets:

Cash and cash equivalents	\$	14,986,876
Short-term investments	\$	639,371
Property taxes receivable	\$	113,465
State appropriations receivable	\$	2,457,569
Student receivables	\$	2,445,986
Other receivables	\$	74,574
Prepaid expenses and other assets	\$	203,378
Due from (due to) other funds	\$	(6,284,822)
Total current assets	\$	14,636,397

Long-term investments	\$	-
Total assets	\$	14,636,397

Liabilities and Net Assets

Liabilities:

Accounts payable	\$	31,996
Accrued payroll and other compensation	\$	1,975,306
Total liabilities	\$	2,007,302

Net assets:

Reserved for:		
Technology	\$	884,632
Program development	\$	1,198,311
Retirement incentives	\$	200,000
Self-funded healthcare reserve	\$	1,120,301
Unreserved	\$	4,215,598
Current year excess revenue over/(under) expenditures	\$	4,989,688
Total net assets	\$	12,608,529

Total liabilities and net assets	\$	14,636,397
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MID MICHIGAN COLLEGE
 STATEMENT OF REVENUES, EXPENSES
 For the ten months ended April 30, 2021

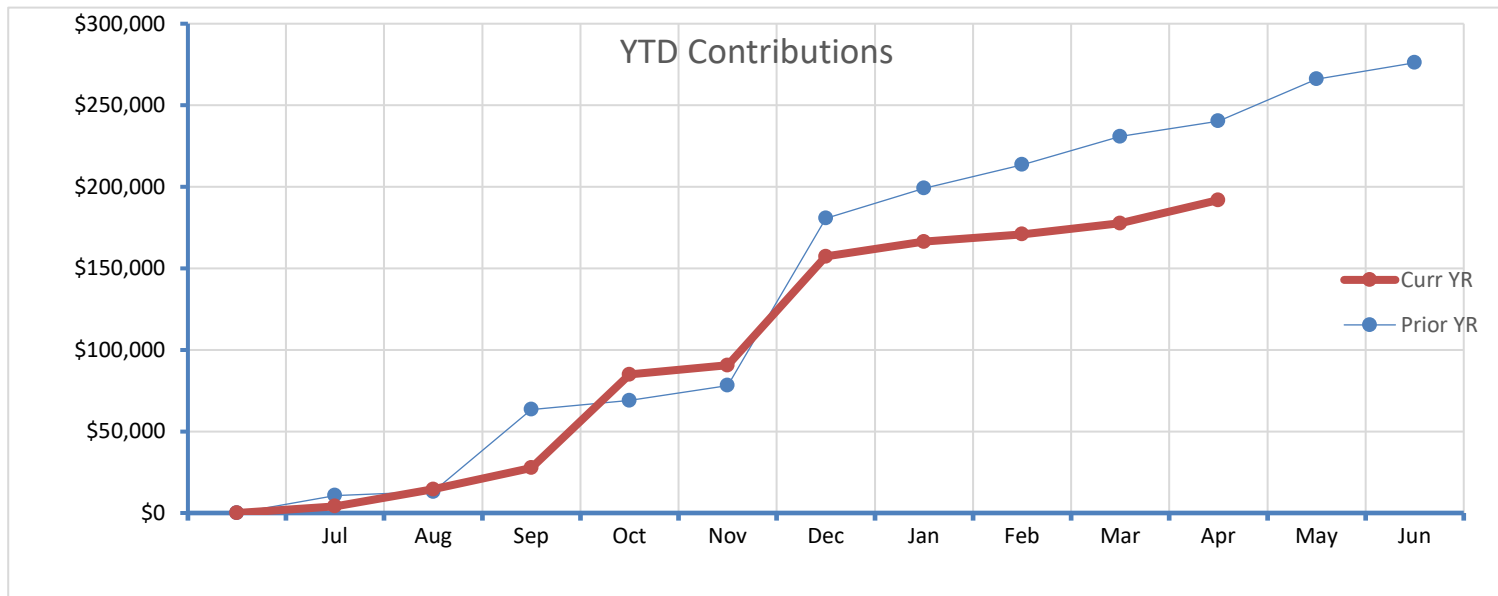
	Current Fiscal Year		Prior Fiscal Year	
	Amount	% of Budget	Amount	% of Budget
OPERATING REVENUES:				
Tuition and fees	\$ 15,291,909	104%	\$ 16,542,942	102%
Miscellaneous	\$ 38,469	46%	\$ 72,765	43%
Total operating revenues	\$ 15,330,378	104%	\$ 16,615,707	101%
EXPENSES:				
Operating expenses:				
Instruction	\$ 9,419,320	90%	\$ 9,124,202	90%
Information technology	\$ 1,405,565	97%	\$ 1,239,921	77%
Public service	\$ 545,402	88%	\$ 573,825	66%
Instructional support	\$ 1,490,106	87%	\$ 1,697,018	73%
Student services	\$ 2,278,852	81%	\$ 2,375,928	73%
Institutional administration	\$ 3,078,649	76%	\$ 3,448,926	73%
Operation and maintenance of plant	\$ 1,793,617	78%	\$ 1,990,042	71%
Total operating expenses	\$ 20,011,512	86%	\$ 20,449,863	80%
Operating income/(loss)	\$ (4,681,134)		\$ (3,834,157)	
NON-OPERATING REVENUES:				
State appropriations	\$ 5,559,822	111%	\$ 5,565,065	106%
UAAL	\$ 1,449,036	109%	\$ 1,328,888	95%
Property tax levy	\$ 2,547,826	109%	\$ 2,462,446	100%
Investment income	\$ 13,434	14%	\$ 143,176	286%
Unrealized gain (loss) on investments	\$ (655)		\$ 6,143	
Gifts	\$ -		\$ -	
Miscellaneous	\$ 106,736		\$ 86,366	
Total Non-operating revenues	\$ 9,676,199	110%	\$ 9,592,085	127%
Revenues over/(under) expenses	\$ 4,995,064		\$ 5,757,928	
Inter Funds Transfers				
Planned Savings (Building & Site)	\$ -	0%	\$ 540,000	67%
Bond Debt Service (Building & Site)	\$ 72,801	20%	\$ 38,245	6%
Restricted Grant Match	\$ 75	0%	\$ -	0%
Foundation Transfer	\$ (67,500)	100%	\$ -	0%
Total Inter Funds Transfers	\$ 5,376		\$ 578,245	
Net increase (decrease) in Net Assets	\$ 4,989,688		\$ 5,179,683	

MID MICHIGAN COLLEGE
 STATEMENT OF REVENUES, EXPENSES
 For the ten months ended April 30, 2021
 AUXILIARY FUND

	Current Fiscal Year		Prior Fiscal Year	
	Amount	% of Budget	Amount	% of Budget
REVENUE:				
Bookstore	\$ 946,048	101%	\$ 1,245,152	90%
Espresso Bar*	\$ 21,254	49%	\$ 14,009	21%
	<u>\$ 967,302</u>	<u>98%</u>	<u>\$ 1,259,161</u>	<u>87%</u>
EXPENSES:				
Bookstore	\$ 811,910	93%	\$ 1,071,985	95%
Espresso Bar*	\$ 22,844	52%	\$ 24,072	40%
Auxiliary Services	\$ 112,114	87%	\$ 107,667	91%
	<u>\$ 946,869</u>	<u>91%</u>	<u>\$ 1,203,724</u>	<u>92%</u>
EXCESS REVENUE OVER EXPENSES	<u><u>\$ 20,433</u></u>		<u><u>\$ 55,437</u></u>	
	2%		4%	

*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 April 2021



	Curr YR	Prior YR
Monthly Contributions	\$ 14,305	\$ 9,353
YTD Contributions	\$ 191,882	\$ 240,241

YTD Top Contribution Totals in 2021:

Rich Smith Memorial Student Emergency Fur	\$ 43,500
General Fund (Unrestricted)	\$ 34,253
Gerstacker Fund	\$ 30,000
Lakers Academic Fund	\$ 17,624
Student Emergency Fund	\$ 11,230
Harris Allied Health Scholarship	\$ 7,500
Hoyle Family Scholarship	\$ 7,500
Lakers Leadership Fund	\$ 7,474
Kathleen Kehoe Memorial Scholarship	\$ 7,000
Lakers Athletic and other Athletic Funds	\$ 6,982
Bicknel Scholarship	\$ 4,450
Other Funds	\$ 14,369
YTD Total	<u>\$ 191,882</u>

TO: Board of Trustees
FROM: Lori Fassett, Associate VP of Human Resources
SUBJECT: Staffing Update, June 1, 2021 Board Meeting
DATE: May, 2021

FULL-TIME NEW HIRES:

Michele Reynolds – Director of Title III Program (EDUStaff)

Michele brings to Mid 20 years of experience in a variety of different roles in Higher Education. She holds a Bachelor of Arts and a Masters of Arts from Western Michigan University and is currently pursuing a Ph.D. in Educational Leadership from Central Michigan University. Michele is dedicated to the idea of college readiness and ensuring access to all students. She is excited to continue her passion in this role. Welcome to the Mid Team Michele!!

Beth Binder – Admissions Representative

Beth brings to Mid about 10 years of experience in Higher Education recruitment and enrollment. She holds a Bachelor of Applied Arts and a Master of Arts from Central Michigan University. Beth also has experience teaching as an adjunct instructor and feels it has given her a better understanding of some of the specific issues faced by community colleges and online students. Welcome to the Mid Team Beth!!

NEW PART-TIME AND STUDENT EMPLOYEES:

Mike Leask – Temporary Full-Time Custodian (EDUStaff)	Effective: 04/12/2021
David Millard – IT Technical Assistant (EDUStaff)	Effective: 04/22/2021
Scott Pickens – Head Coach Baseball	Effective: 04/16/2021
Zachary Montague – HRA Lab Tech (EDUStaff)	Effective: 04/30/2021
Emilio Waltz – Student Worker Facilities	Effective: 05/03/2021

INTERNAL TRANSFERS:

N/A

SEPARATIONS:

Anita Clark – Adjunct Health Related Tech (EDUStaff)	Effective: 12/18/2020
Christine Moreau – Hospitality Assistant (EDUStaff)	Effective: 04/23/2021
Brianna McQuisten – Student Worker Admissions	Effective: 05/07/2021
Majesstik Prater – Student Worker Bookstore	Effective: 05/07/2021
McKenzie Werda – Student Worker Bookstore	Effective: 05/07/2021

VACANCIES:

Adjunct – Advanced Manufacturing & Robotics (part-time)	Posted
Adjunct Biology – MOISD Big Rapids (part-time)	Posted
Adjunct Health Education – Dewitt HS (part-time)	Posted
Adjunct Music - MOISD Big Rapids (part-time)	Posted
Adjunct – Outdoor Safety for Hunting & Angling program (part-time)	Posted
Adjunct Religion – MOISD Big Rapids (part-time)	Posted
Adjunct Welding – Clinton County RESA/Ovid-Elsie (part-time)	Posted
Adjunct Videography (part-time)	Posted
Custodian (temporary full-time through Dec 2023)	Filled
Custodian 3 rd Shift Harrison (full-time)	Posted
Director of Title III Grant (full-time)	Filled
HRA Lab Technician (part-time)	Filled
Head Coach – Softball (part-time)	Posted

Head Coach - Women's Basketball (part-time)

Posted

Phlebotomy Instructor (part-time)

Posted

Welding Lectureship – Clinton County RESA Ovid-Elsie HS (part-time)

Posted

Unfinished Business

Item V-A: Strategic Planning Update

Presenter: President Hood

Board Consideration: Information

President's Recommendation:

None, informational.

President Hood will provide the Board with an update on the Strategic Planning Process.

New Business

Item VI-A: Correspondence and Announcements

Presenter: President Hood

Board Consideration: Information

President's Recommendation:

None, informational.

Announcements may be made at this time.

New Business

Item VI-B: Curriculum Changes

Presenter: Scott Mertes

Board Consideration: Information/Action

President's Recommendation:

Motion to approve the curriculum changes as recommended.

Vice President of Academic Affairs and Community Outreach Scott Mertes will be presenting the curriculum changes for the 2021-2022 academic year as recommended by the Curriculum Committee.

Curriculum Changes 20-21

(For 21-22 Academic Year)

New Programs

AA.ECE Associate in Arts: Early Childhood Education Transfer

AAS.HAS.CO Associate in Applied Science: Hunting and Angling Studies - Conservation Officer

AAS.HAS.OIE Associate in Applied Science: Hunting and Angling Studies - Outdoor Industry Entrepreneur

AAS.HAS.OM Associate in Applied Science: Hunting and Angling Studies - Outdoor Media

Programs Ended

AAP.C Certificate of Achievement: Administrative Assistant Professional

- Changed to a Training Credential

DRF.C.CAD Certificate of Achievement: Computer Assisted Drafting CAD

- Changed to a Training Credential

Program Changes

AA.BUS Associate in Arts: Business Studies Transfer

- Add MAT.217 as an allowable elective

AA.EBUS Associate in Arts: Enhanced Business Studies Transfer

- Credit reduction/degree requirement changes

AAS.AAP Associate in Applied Science: Administrative Assistant Professional

- Changes to course requirements

AAS.AIM Associate in Applied Science: Advanced Integrated Manufacturing

- Credit reduction/degree requirement changes

AAS.AMS Associate in Applied Science: Automotive and Diesel Service

- Credit reduction/degree requirement changes

AAS.ECE Associate in Applied Science: Early Childhood Education

- Remove ECE.160 as a degree requirement

AAS.DRF/CAD Associate in Applied Science: Computer Aided Drafting and Design Technology

- Name of program changed from AAS.DRF to AAS.CAD. Updated degree requirements.

AAS.HRA Associate in Applied Science: Facilities, Heating, Refrigeration, and Air Conditioning

- Updated degree requirements

AAS.RAD Associate in Applied Science: Radiography

- Credit reduction/degree requirement changes

AAS.MRI Associate in Applied Science: Magnetic Resonance Imaging

- Credit reduction/degree requirement changes

AAS.SBM Associate in Applied Science: Small Business Management and Entrepreneurship

AS.MSC Associate in Arts: Math and Science Transfer

- Add Group V Electives
- Add MAT.240 to Group II

AAP.TC Training Credential: Administrative Assistant Professional

- Changed from a Certificate of Achievement to a Training Credential

HRA.TC Training Credential: Facilities, Heating, Refrigeration, and Air Conditioning

- Removed MID.150 as requirement

TC.CAD Training Credential: Computer Aided Drafting and Design Technology

- Was listed as a Certificate, now is a Training Credential

WLD.TC Training Credential: Welding

- Removed ENG.111 as requirement

New Courses

AAP 236	Intro to Event Planning
AAP 242	Useful Apps
AAP 259	Capstone
AIM 260	Advanced Programmable Logic Controls
BUS 131	Introduction to Supply Chain Management
BUS 270	Principles of Project Management
CAD 216	Intro to 3D Printing
CAD 216A	Intro to 3D Printing Pt. 1
CAD 216B	Intro to 3D Printing Pt. 2
CAD 217	3D Printing Applications
CAD 217A	3D Printing Applications Pt. 1
CAD 217B	3D Printing Applications Pt. 2
ENG 051	English 111 Companion Course
HAS 103	Safety and Survival
HAS 104	Visual Storytelling I
HAS 105	Visual Storytelling II
HAS 200	Outdoor Industry Internship
HUM 242	Studies in Compassion
MAT 240	Differential Equations w/Linear Algebra
SOC 211	Social Inequalities

Revised Courses

AAP.136 Terminology and Proofreading

- Update course description and prerequisites

AAP.138 Basic Legal Terminology

- Update course description and prerequisites

AAP.164 Business Communications I

- Update course description and prerequisites

AAP.230 Written Correspondence I

- Update course description and prerequisites

AAP.238 Legal Transcription

- Update course description and prerequisites

AAP.240 Advanced Word Processing/Keyboarding

- Updated course description and prerequisites

AAP.255 Medical Office Procedures

- Updated course description and prerequisites

AAP.264 Business Communications II

- Updated course description and prerequisites

AIM.101 Basic Machine Shop Prac

- Updated corequisite requirement

AIM.106 Intro to Metrology

- Updated corequisite requirement

AIM.116 CNC Programming

- Updated prerequisite requirement

AMS.232 Automotive Tech Internship

- Updated prerequisite

BIO.138 Human Anatomy and Physiology

- Updated Course Outcomes

BIO.141 Anatomy and Physiology I

- Updated course description and prerequisites

BIO.142 Anatomy and Physiology II

- Updated course description and prerequisites

BIO.201 Botany

- Updated course description and prerequisites

BIO.210 Microbiology

- Updated course description and prerequisites

BUS.250 Entrepreneurial Management

- Course name changed, course description, and prerequisites

BUS.255 Entrepreneurship Finance

- Updated prerequisites

CJS.207 Communications in Criminal Justice

- Updated Course Outcomes
- CJS.215 Criminal Justice Academy
 - New course name (was Police Academy), updated course description
- DRF.101/CAD.101 Technical Drawing
 - All DRF(Drafting) courses updated to CAD (Computer Aided Drafting)
- DRF.101A/B/CAD.101A/B Technical Drawing Pt. 1 and Pt. 2
 - All DRF(Drafting) courses updated to CAD (Computer Aided Drafting)
- DRF.105/CAD.105 Intro to Geom. Dimensioning & Tolerancin
 - All DRF(Drafting) courses updated to CAD (Computer Aided Drafting)
- DRF.120/CAD.120 Intro to Auto CAD
 - All DRF(Drafting) courses updated to CAD (Computer Aided Drafting)
- DRF.120A/B / CAD.120A/B Intro to Auto CAD Pt. 1 and Pt. 2
 - All DRF(Drafting) courses updated to CAD (Computer Aided Drafting)
- DRF.201/CAD.201 Mech Detail Drafting with CAD
 - All DRF(Drafting) courses updated to CAD (Computer Aided Drafting)
- DRF.210/CAD.210 Intro to Solidworks
 - All DRF(Drafting) courses updated to CAD (Computer Aided Drafting)
- DRF.210A/B / CAD.210A/B Intro to Solidworks Pt. 1 and Pt. 2
 - All DRF(Drafting) courses updated to CAD (Computer Aided Drafting)
- DRF.211/CAD.211 Advanced Solidworks App
 - All DRF(Drafting) courses updated to CAD (Computer Aided Drafting)
- DRF.211A/B /CAD.211A/B Advanced Solidworks App Pt. 1 and Pt. 2
 - All DRF(Drafting) courses updated to CAD (Computer Aided Drafting)
- DRF.220/CAD.220 Intro to Revit
 - All DRF(Drafting) courses updated to CAD (Computer Aided Drafting)
- DRF.220A/B / CAD.220A/B Intro to Revit Pt. 1 and Pt.2
 - All DRF(Drafting) courses updated to CAD (Computer Aided Drafting)
- DRF.250/CAD.250 Computer Assisted Design Internship
 - All DRF(Drafting) courses updated to CAD (Computer Aided Drafting)
- DRF.295,296,297,298,299/CAD.295,296,297,298,299 Special Topics
 - All DRF(Drafting) courses updated to CAD (Computer Aided Drafting)
- ECE.112 Infant Toddler Development
 - Update course description and prerequisites
- ECE.112X and ECE.112Y Infant Toddler Development Pt.1 and Pt.2
 - Update course description and prerequisites
- ECE.113 Early Childhood Dev and Learn
 - Update course requirements
- ECE.114 Interact W/Child, Par/Ad Relat
 - Update course description and prerequisites
- ECE.201 Guid &Impl of Programs
 - Update course requirements
- ECE.202 Creative Dev Child
 - Update course requirements

ECE.206 Parent, School, & Community

- Update course requirements

HRA.285 HRA Internship

- Update course description and prerequisites

MAT.230 Introduction to Linear Algebra

- Updated course description

SSC.200 The Social Sciences and Contemporary America

- Updated course description

WLD.130 Metal Fabrication

- Remove DRF.101 as a prereq to WLD.130

Course Fee Changes

AAP 200 Advanced Word Processing Applications

ACC 261 Computerized Accounting

ALH 212 Clinical Procedures I

BIO 111 Fund Cell & Molecular Biology (web only)

BIO 138 Human Anatomy and Physiology (web only)

CTG 240 CT Clinical Practice I

ECE 112 Infant-Toddler Development

ECE 113 Early Childhood Dev and Learn

NUR 101 Foundations of Nursing

NUR 102 Adult Health I

NUR 103 Mental Health Nursing

NUR 150 Pharmacology in Nursing

NUR 202 Adult Health II

NUR 203 Family Centered Nursing

NUR 204 Adult Health III

NUR 227 Leadership in Nursing

NUR 229 Capstone in Nursing

MRI 201 Computer Apps in Medical Imaging

MRI 220 MRI Physics I

MRI 230 Procedures/Pathology I

MRI 261 Clinical Practice I

PTA 110 Therapeutic Exercise

PTA 115 Clinical Kinesiology

SCI 200 Sci, Tech and Society (web only)

Discontinued Courses

ART 150	Printmaking
AAP 234	Written Communication II
AAP 250	Records Management
AMS 210	Automotive Diesel
AMS 212	Advanced Automotive Alignment
AMS 225	Automotive Parts Management
AMS 231	Service Floor
BUS 082	Wills Trust Probate
BUS 084	Local Government Bookkeeping
BUS.086	Local Township and Village Budgeting
BUS.092	Income Tax Preparation
BUS 102	Intro to Hospitality Management
BUS 105	Food/Beverage Management
BUS 106	Quantity Food Production Systems
BUS 155	Service Training
BUS 161	Principles of Merchandising
BUS 222	Labor and Management Relations
BUS 221	Purchasing and Inventory Control
BUS 235	Front Office Operations
BUS 258	Profit Motive: Entrepreneurship
BUS 259	Taxes/Accounting
BUS.260	Management
BUS.261	Marketing
BUS.289	Business Practicum
CIS 111	Computer Programming II (Visual Basics)
CIS 121	Introduction to Java Programming
CHM.41	Organic I-Duplicate
ECE 160	Pediatric CPR/First Aid - Pathogens
GEL.112	Historical Geology
HUM.213	Contemporary Lit-Duplicate of ENg.213
HUM.251	American Studies I
HUM.252	American Studies II
PSC.105	Fine Arts/ Sciences
PSY.220	Psychological Testing
PSY.291	Psychology of Advertising
SSC.100	Career Planning
SSC.101	Personal Development
SSC.103	Freshman Seminar
SSC.106	Employment Skills

New Business

Item VI-C: Risk Management Information

Presenter: Lillian Frick

Board Consideration: Information

President's Recommendation:

None, informational.

Vice President of Finance and Facilities will be presenting the Board with risk management information for the year:

The MCCRMA total for 2021-22 insurance premiums is \$150,491 . This represents an increase in premium costs from 2020-21 of \$13,933 or 10.2%. This increase is due primarily to the increase in property reinsurance costs for the group.

New Business

Item VI-D: Budget Update

Presenter: Lillian Frick

Board Consideration: Information

President's Recommendation:

None, informational.

Vice President of Finance and Facilities will be presenting the Board with information regarding the budgeting process thus far.

New Business

Item VI-E: HVAC Maintenance Agreement

Presenter: Lillian Frick

Board Consideration: Information/Action

President's Recommendation:

Motion to prepay \$28,499.00 for a 3 year HVAC maintenance contract.

Vice President of Finance and Facilities Lillian Frick will be requesting \$28,499.00 to prepay a 3 year contract for HVAC maintenance. If the contract is paid on a yearly basis instead, the overall cost would be \$32,160.00 instead.

Mid-Harrison Campus Mechanical Systems 1 year Preventive Maintenance Agreement

Proposal Date: 4-22-2021

Customer: Mid Michigan College **Contact:**

Joe Myers

Site Address: 1375 S. Clare Ave Harrison MI 48625

Phone: 989-386-6656

Cell: 989-339-4206

Billing Address: 1375 S. Clare Ave Harrison MI 48625

Coverage

Preventive Maintenance This agreement includes the necessary labor and materials to complete the preventive maintenance as outlined in the HVAC maintenance schedule for the boilers, and chillers listed on the attached equipment list.

The customer agrees to pay for additional service calls, repairs and other costs on either a time or material basis at a rate of \$115.00 per hour or on a quoted basis, subject to approval.

Sample maintenance tasks include **the calibrating safety controls, temperature and pressure controls, tightening electrical connections, mounting bolts, refrigerant piping fittings etc.**

- ❖ All work to be scheduled with Director of Facilities Joe Myers
- ❖ All necessary paperwork to be completed and a copy left on site.

Agreement Term

The initial term of this agreement is (1) year and this Agreement shall continue in effect from year to year thereafter unless either party gives written notice to the other of intention not to renew thirty days prior to the anniversary date.

Compensation

The agreement price is **\$6,842.00 per year** payable on the effective date of April 30, 2021

Clarifying Comments

This proposal is the proprietary property of Hayes Mechanical and provided for Customer's use only. This proposal is valid only for 30 days from proposal date above.

This (x) page Agreement (including the Terms & Conditions), together with the Equipment Schedule attached hereto, constitute the entire agreement of the parties hereto, supersedes, and rescinds any prior understandings between the parties either written or oral. Neither this Agreement nor any part hereof shall be changed, modified, amended or altered except in writing signed by both parties

Accepted by Customer:

Name: _____

Signature: _____

Title: _____

Date: _____

Hayes Mechanical

Name: Raymond D. Johnson

Signature: _____

Title: Commercial Division Manager

Date: April 21, 2021

Mid-Harrison Campus Mechanical Systems 3 year Preventive Maintenance Agreement

Proposal Date: 4-22-2021

Customer: Mid Michigan College **Contact:**

Joe Myers

Site Address: 1375 S. Clare Ave Harrison MI 48625

Phone: 989-386-6656

Cell: 989-339-4206

Billing Address: 1375 S. Clare Ave Harrison MI 48625

Coverage

Preventive Maintenance Preventive Maintenance This agreement includes the necessary labor and materials to complete the preventive maintenance as outlined in the HVAC maintenance schedule for the boilers, and chillers listed on the attached equipment list. In addition (1) combustion tune up for boilers once every other year will be included.

The customer agrees to pay for additional service calls, repairs and other costs on either a time or material basis at a rate of \$115.00 per hour or on a quoted basis, subject to approval.

Sample maintenance tasks include **the calibrating safety controls, temperature and pressure controls, tightening electrical connections, mounting bolts, refrigerant piping fittings etc.**

- ❖ All work to be scheduled with Director of Facilities Joe Myers
- ❖ All necessary paperwork to be completed and a copy left on site.

Agreement Term

The initial term of this agreement is (3) year and this Agreement shall continue in effect from year to year thereafter unless either party gives written notice to the other of intention not to renew thirty days prior to the anniversary date.

Compensation

The agreement price is **\$8,147.00 per year** payable on the effective date of April 30, 2021 with subsequent payments made yearly on, or before the effective date anniversary until the end of the contract term.

Clarifying Comments

This proposal is the proprietary property of Hayes Mechanical and provided for Customer's use only. This proposal is valid only for 30 days from proposal date above.

This (x) page Agreement (including the Terms & Conditions), together with the Equipment Schedule attached hereto, constitute the entire agreement of the parties hereto, supersedes, and rescinds any prior understandings between the parties either written or oral. Neither this Agreement nor any part hereof shall be changed, modified, amended or altered except in writing signed by both parties

Accepted by Customer:

Name: _____

Signature: _____

Title: _____

Date: _____

Hayes Mechanical

Name: Raymond D. Johnson

Signature: _____

Title: Commercial Division Manager

Date: April 21, 2021

HVACR MAINTENANCE SCHEDULE

Shall include but is not limited to:

- Inspect condenser coil for heat transfer loss
- Clean and inspect blower wheels and fans to assure proper air delivery
- Check for leaks and proper insulation on exposed duct work

- Inspect and adjust belts and pulleys
- Lubricate motors and bearings
- Inspect/test controls and safeties
- Inspect crankcase heaters for proper operation

- Inspect/clean condensate drain
- Inspect/test relays and contactors

- Inspect unit wiring and electrical disconnect
- Check operation of economizer

- Inspect evaporator coil
- Clean condenser coils (1) time per year
- CSD-1 performed (1) time per year
- Boiler tune-up performed (1) time every other year
- Furnish inspection report and advise of any necessary repairs.

Mid-Mt. Pleasant Campus Mechanical Systems 1 year Preventive Maintenance Agreement

Proposal Date: 4-22-2021

Customer: Mid Michigan College

Contact: Joe Myers

Site Address: 2600 S. Summerton, Mt. Pleasant MI. 48652

Phone: 989-386-6656

Cell: 989-339-4206

Billing Address: 1375 S. Clare Ave Harrison MI 48625

Coverage

Preventive Maintenance This agreement includes the necessary labor and materials to complete the preventive maintenance as outlined in the HVAC maintenance schedule for the boilers, and chillers listed on the attached equipment list.

The customer agrees to pay for additional service calls, repairs and other costs on either a time or material basis at a rate of \$115.00 per hour or on a quoted basis, subject to approval.

Sample maintenance tasks include **the calibrating safety controls, temperature and pressure controls, tightening electrical connections, mounting bolts, refrigerant piping fittings etc.**

- ❖ All work to be scheduled with Director of Facilities Joe Myers
- ❖ All necessary paperwork to be completed and a copy left on site.

Agreement Term

The initial term of this agreement is (1) year and this Agreement shall continue in effect from year to year thereafter unless either party gives written notice to the other of intention not to renew thirty days prior to the anniversary date.

Compensation

The agreement price is **\$7,864.00 per year** payable on the effective date of April 30, 2021

Clarifying Comments

This proposal is the proprietary property of Hayes Mechanical and provided for Customer's use only. This proposal is valid only for 30 days from proposal date above.

This (x) page Agreement (including the Terms & Conditions), together with the Equipment Schedule attached hereto, constitute the entire agreement of the parties hereto, supersedes, and rescinds any prior understandings between the parties either written or oral. Neither this Agreement nor any part hereof shall be changed, modified, amended or altered except in writing signed by both parties

Accepted by Customer:

Hayes Mechanical

Name: _____

Name: **Raymond D. Johnson**

Signature: _____

Signature: _____

Title: _____

Title: Commercial Division Manager

Date: _____

Date: **April 21, 2021**

Mid-Mt. Pleasant Campus Mechanical Systems 3 year Preventive Maintenance Agreement

Proposal Date: 4-22-2021

Customer: Mid Michigan College

Contact: Joe Myers

Site Address: 2600 S. Summerton, Mt. Pleasant MI. 48652

Phone: 989-386-6656

Cell: 989-339-4206

Billing Address: 1375 S. Clare Ave Harrison MI 48625

Coverage

Preventive Maintenance Preventive Maintenance This agreement includes the necessary labor and materials to complete the preventive maintenance as outlined in the HVAC maintenance schedule for the boilers, and chillers listed on the attached equipment list. In addition (1) combustion tune up for boilers once every other year will be included.

The customer agrees to pay for additional service calls, repairs and other costs on either a time or material basis at a rate of \$115.00 per hour or on a quoted basis, subject to approval.

Sample maintenance tasks include **the calibrating safety controls, temperature and pressure controls, tightening electrical connections, mounting bolts, refrigerant piping fittings etc.**

- ❖ All work to be scheduled with Director of Facilities Joe Myers
- ❖ All necessary paperwork to be completed and a copy left on site.

Agreement Term

The initial term of this agreement is (3) year and this Agreement shall continue in effect from year to year thereafter unless either party gives written notice to the other of intention not to renew thirty days prior to the anniversary date.

Compensation

The agreement price is **\$8,862.00 per year** payable on the effective date of April 30, 2021 with subsequent payments made yearly on, or before the effective date anniversary until the end of the contract term.

Clarifying Comments

This proposal is the proprietary property of Hayes Mechanical and provided for Customer's use only. This proposal is valid only for 30 days from proposal date above.

This (x) page Agreement (including the Terms & Conditions), together with the Equipment Schedule attached hereto, constitute the entire agreement of the parties hereto, supersedes, and rescinds any prior understandings between the parties either written or oral. Neither this Agreement nor any part hereof shall be changed, modified, amended or altered except in writing signed by both parties

Accepted by Customer:

Name: _____

Signature: _____

Title: _____

Date: _____

Hayes Mechanical

Name: Raymond D. Johnson

Signature: _____

Title: Commercial Division Manager

Date: April 21, 2021

HVACR MAINTENANCE SCHEDULE

Shall include but is not limited to:

- Inspect condenser coil for heat transfer loss
- Clean and inspect blower wheels and fans to assure proper air delivery
- Check for leaks and proper insulation on exposed duct work

- Inspect and adjust belts and pulleys
- Lubricate motors and bearings
- Inspect/test controls and safeties
- Inspect crankcase heaters for proper operation

- Inspect/clean condensate drain
- Inspect/test relays and contactors

- Inspect unit wiring and electrical disconnect
- Check operation of economizer

- Inspect evaporator coil
- Clean condenser coils (1) time per year
- CSD-1 performed (1) time per year
- Boiler tune-up performed (1) time every other year
- Furnish inspection report and advise of any necessary repairs.

Peak Performance HVAC/R Planned Maintenance Agreement



Designed for:

Mid Michigan College

Harrison and Mt. Pleasant Campus

Joe Myers

989-386-6656

Submitted by:

Cindy Padella

Contract Manager

1550 E Virginia Drive

Midland, MI 48642

Phone: 800-646-2690 Ext: 1219

Cell: 989-615-5872

Fax: 989-835-7147

Email: cindyp@jejohnson.com

Web: www.jejohnson.com



J.E. JOHNSON

Our *Commitment* Makes the *Difference!*

Total Mechanical Solutions

Commercial | Industrial | Institutional

24/7 Service: Call 800-646-2690

Midland, MI



BENEFITS OF YOUR HVACR PLANNED MAINTENANCE AGREEMENT

- Provides proper maintenance tasking procedures that will allow your equipment to operate at peak performance.
- Keeps your equipment in peak operating condition, thereby reducing energy consumption.
- Reduces expensive downtime, employee productivity losses, and employee/guest discomfort.
- Extends the useful life of your equipment by 20% or more
- Reduces emergency or trouble calls.
- Reduces administrative costs associated with managing HVACR services.
- Helps you control overall maintenance costs via an optimum blend of predictive, diagnostic and scheduled maintenance tasking services.
- Dispatches the manufacturer's recommended maintenance tasking procedures for your equipment on a predetermined schedule that best meets both your business and your equipment requirements.
- Report needed repairs on any equipment found low on refrigerant. We will use recovery, recycling and reclamation of your refrigerant as appropriate to minimize costs of replacement refrigerant. Such work will be done per all federal, state and local regulatory guidelines.
- Documentation of all scheduled and unscheduled service work showing the time, date, Name of service technician, equipment identification and brief description of work. (This documentation will be presented at time of service.)
- Annual review (or more frequently upon request) to evaluate and make modifications, if necessary, to this Planned Maintenance Agreement to assure that it continues to meet both your business and technical requirements.

24/7 SERVICE, CALL (800) 646-2690



Most HVACR equipment has energy wasting problems. Well documented studies show:

- 1/100 of an inch of dirt on an evaporator coil can increase operating cost 5%
- Dirty blower wheel can reduce air flow over 30%
- 23% refrigerant undercharge can cause 52% efficiency loss
- 10% reduction in air volume (where excessive) can decrease fan energy consumption by 30% and provide a more comfortable space temperature
- Depending on the severity, a savings of more than \$100 per rated ton may be possible where maintenance has been poor or nonexistent.

Estimated Savings Factors

Condition	% Increase	Cost Per Year
Dirty Condenser Coil	5-35%	\$ 50-\$370
Improper Charge	5-40%	\$ 50-\$420
Dirty Evap. Coil	10-45%	\$100-\$475
Dirty Blower Wheel	10-50%	\$100-\$525
Duct Leaks	10-60%	\$100-\$625

24/7 SERVICE, CALL (800) 646-2690



PLANNED MAINTENANCE AGREEMENT IMPLEMENTATION TEAM

As your Account Manager I will continue to work closely with you along with the Implementation Team to preserve the integrity of your equipment, reduce your energy and operating costs and to maintain employee, guest and customer comfort. The Implementation Team will be made up of the following service professionals:

- **Cindy Padella** will be your Contract Manager. The primary responsibility of the Contract manager is to ensure proper coordination of the execution of this Planned Maintenance Agreement, as well as, being your direct contact for technical support. Cindy can be reached at the office 989-835-6671 Ext.1219, cell 989-615-5872, or e-mail cindyp@jejohnson.com
- **Amy Garner** is the Commercial Service Dispatcher. She is responsible for scheduling maintenance services. Amy and the call center team can be reached at (989) 835-6671 EXT.1234 or Email at amyg@jejohnson.com, for emergency service or normal service requests
- **Kal Kaufmann** is the Service Division Manager. He has complete authority for controlling and directing the field personnel, support personnel and resources to ensure the smooth and efficient delivery of this Planned Maintenance Agreement. You can reach Kal at (989) 835-6671 EXT.1236 or Email at kalk@jejohnson.com

24/7 SERVICE, CALL (800) 646-2690



LIST OF MAINTAINED EQUIPMENT

Qty	Equip. Desc.	Make	Model #	Serial #	Location	Location
1	Boiler	Fulton	PHW-300S	4427	H Tech	Harrison
1	Boiler	Fulton	PHW-300S	4433	H Tech	Harrison
1	Boiler	Lochinvar- Knight	KBN285	D10H126828	Maintenance	Harrison
1	Boiler	LAARS	NTH750NJX2	G12208938		Harrison
4	Boiler	AERCO	BMK2000		East Mech Main	Harrison
2	Chillers	12 Fans Each			Fenced in area	Harrison
2	Boiler	Bryan	AB 200-W-FDG	94407 / 94405		Mt. Pleasant
3	Boiler	Cleaver Brooks	FLX 700-200	BT 9970 BT 9969 BT 9971		Mt. Pleasant
1	Boiler	Cleaver Brooks	CFLC 700	16010400210000		Mt. Pleasant
2	Boiler	Lochinvar	FBN 1500	14H00263934 14H00264551		Mt. Pleasant
2	Chiller	McQuay	AGZ120BS727	STNU070500042 STNU070500040		Mt. Pleasant
1	Chiller	Multistack	ASP300FN15H1A	AD 04-092		Mt. Pleasant

24/7 SERVICE, CALL (800) 646-2690



PEAK PERFORMANCE
HVACR PLANNED MAINTENANCE SCHEDULE

1. Condenser coil will be inspected for heat transfer loss.
2. Blower wheels and fans will be inspected and cleaned to assure proper air delivery.
3. Exposed duct work will be checked for leaks and proper insulation.
4. Belts and pulleys will be inspected and adjusted as required.
5. Thermostats will be checked and calibrated as required.
6. Motors and bearings will be lubricated as required.
7. Controls and safeties will be tested.
8. Condensate drain will be checked.
9. Crankcase heater will be checked for proper operation.
10. Relays and contactors will be inspected.
11. Unit wiring and electrical disconnect will be inspected.
12. Economizer operation will be checked, where applicable.
13. Evaporator coil will be inspected annually.
14. Condenser coils will be cleaned [1] time per year.
15. CSD-1 will be performed [1] time per year.
16. Boiler tune-up will be performed [1] time in the second year.
17. Chemical Coil Cleaning will be performed [1] time in the second year.
18. Furnish inspection report and advise of any abnormal conditions or necessary repairs.

24/7 SERVICE, CALL (800) 646-2690



PEAK PERFORMANCE
HVACR PLANNED MAINTENANCE AGREEMENT

1. The 3 year contract will provide:
 - Year 1- CSD-1's and Regular Coil Cleaning
 - Year 2- CSD-1's, Chemical Coil Cleaning and Boiler Tune-ups
 - Year 3- CSD-1's and Regular Coil Cleaning
2. This Agreement provides a labor rate of \$95.00 per hour for any work above and beyond the scope of this agreement.
3. J. E. Johnson shall maintain the equipment of Mid Michigan College using industry best practices and manufacturer's recommendations to keep energy and repair cost as low as possible, while preserving equipment reliability and life. Occupant comfort will always be a primary consideration.
4. Upon completion of each inspection, J. E. Johnson will provide Mid Michigan College with a Comprehensive Inspection Report listing work performed, defects found and corrected, and any recommended corrective action.
5. Mid Michigan College shall operate the equipment in accordance with the manufacturer's recommendations and promptly notify J.E. Johnson of any abnormal conditions.
6. Our Peak Performance Planned Maintenance Agreement includes all maintenance materials, gaskets, oils, and lubricants required to perform the inspection tasking procedures. Also included is belt replacement if they are found worn or broken.
7. Any additional services that are not part of this Agreement shall be billed at the prevailing time and material rate. Customers with Peak Performance Planned Maintenance Agreements receive priority service should service calls be necessary.
8. Professional Engineering support services are available at favorable rates to identify indoor air quality problems; to solve comfort complaints; to engineer modifications to reduce / add air conditioning and heating or ventilation capacity for your facilities.

24/7 SERVICE, CALL (800) 646-2690



HVACR PLANNED MAINTENANCE PRICING AND ACCEPTANCE

This Peak Performance Planned Maintenance Agreement will be for an original term of one year, beginning on customer's acceptance of this Agreement. At the end of the original term of this Agreement, the Agreement will automatically renew each year thereafter unless notified in writing by either party prior to the renewal date. Mid Michigan College's annual investment in this Agreement is shown below:

Original Agreement Term	Price
2/1/21-2/1/24	\$32,160

PLEASE CHECK PAYMENT OPTION BOX:

PREPAYMENT IN FULL, 3 YEAR CONTRACT WITH RETURN
CUSTOMER DISCOUNT = **\$28,499**

The annual Agreement prices shown above can only be adjusted if equipment is added or deleted from this original Agreement.

24/7 SERVICE, CALL (800) 646-2690



Payment terms will be thirty (30) days after J.E. Johnson's date of invoice. J.E. Johnson reserves the right to discontinue its service anytime payments have not been made as agreed. Failure to make payments when due or impairment of customer's credit shall relieve J.E. Johnson of any and all obligations pertaining to work or performance of work.

We would appreciate your signature in the space provided below as your acceptance of all of the terms and conditions of this Agreement.

PROPOSAL OFFERED BY: Cindy Padella

DATE: MAY 14, 2021

CUSTOMER ACCEPTANCE

SIGNATURE: _____

PRINT NAME: _____

TITLE: _____

DATE: _____

P.O. #: _____

J.E. JOHNSON ACCEPTANCE

SIGNATURE: _____

PRINT NAME: _____

TITLE: _____

DATE: _____

24/7 SERVICE, CALL (800) 646-2690



TERMS AND CONDITIONS

1. Planned and/or routine maintenance services provided under this Agreement will be performed during normal working hours unless otherwise specified.
2. The guarantees and services provided under the scope of this Agreement are conditioned upon Mid Michigan College operating and maintaining systems/equipment. Mid Michigan College will do so in accordance with industry accepted practices and in consideration of our recommendations. Mid Michigan College will provide and permit reasonable access to all covered equipment. J.E. Johnson, Inc. will be allowed to start and stop equipment as necessary to perform its services and be permitted use of existing facilities and building services.
3. This proposal assumes that all pieces of equipment are in proper operating condition. J.E. Johnson, Inc. shall inspect and report to Mid Michigan College any malfunctions and defects within thirty (30) days after commencement of the Agreement. If the equipment cannot be operated within the thirty (30) day period due to seasonal conditions or other factors beyond our control the period for initial inspection will be extended for a mutually agreed upon period. Upon completion of the inspection, it shall be the responsibility of J.E. Johnson, Inc. to make recommendations and to assist Mid Michigan College in restoring the equipment to its proper operating condition. However, all of the restoration costs shall be borne by Mid Michigan College unless otherwise stated in this proposal. Any piece of covered equipment will be excluded from liability if the reported recommendations from the inspection are not accepted and repair work performed.
4. It is agreed that the repair, replacement, and emergency service provisions apply only to the functional internal components and parts of equipment listed in this Agreement. Repair and replacement of non-maintainable portions, such as duct work, furnace heat exchangers, shell and tube heat exchangers, all diffusers, cabinetry, inter-connecting piping, main power service, electrical distribution system, valve bodies, coils, pipe insulation, glycol, storage tanks, piping systems, thermostats, structural supports, etc. are excluded. In the case of refrigeration systems such as walk-in boxes, reach-in boxes, etc., this Agreement does not include the repair or replacement of hardware such as door gaskets, door handles, cabinet gaskets, closing mechanisms or related parts thereof; in no case shall J.E. Johnson, Inc. include repair or replacement of doors and/or cabinets.
5. Any repairs or services resulting from power failures, freezing, roof leaks through curbs or equipment, or air side corrosion will be paid for by Mid Michigan College in accordance with J.E. Johnson, Inc.'s currently established rates.
6. In the unlikely event of failure to perform its obligations, J.E. Johnson, Inc.'s liability is limited to repair or replacement at its option, and such shall be Mid Michigan College's sole remedy. Under no circumstances will J.E. Johnson, Inc. be responsible for loss of use, loss of profits, increased operating or maintenance expense, claims of Mid Michigan College's employees, guests or customers, or any special, indirect or consequential damages.
7. The Agreement does not include responsibility for system design deficiencies, such as, but not limited to poor air distribution, water flow imbalances, etc. It does not include responsibility for system, equipment and component obsolescence, electrical failures, unserviceable equipment, and operating the system(s).
8. J.E. Johnson, Inc. will not be liable for delays or failure due to fire, flood, strike, lockout, freezing, unavailability of material, riots, acts of god, or any cause beyond reasonable control.
9. J.E. Johnson, Inc. is not responsible for the removal or disposal of any hazardous materials or any cost associated with these materials unless otherwise noted in this Agreement.

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J.E. JOHNSON
Total Mechanical Solutions

10. The Agreement does not include repairing any damage resulting from improper/inadequate water treatment or filter service not supplied by J.E. Johnson, Inc.
11. This Agreement does not include any services occasioned by improper operation, negligence, vandalism, alterations, modifications, abuse, misuse, or repairs to equipment not performed by J.E. Johnson, Inc. Also excluded is the furnishing of materials and supplies for painting or refurbishing equipment.
12. J.E. Johnson, Inc. shall not be required to furnish any items of equipment, labor, or make special tests recommended or required by insurance companies, Federal, State, Municipalities or other authorities except as otherwise included in this Agreement.
13. This Agreement does not include the cleaning of any air passages, grilles, or air balancing of systems.
14. In the event either party must commence a legal action in order to enforce any rights under this Agreement, the successful party shall be entitled to all court costs and reasonable attorney's fees as determined by the court for prosecuting and defending the claim, as the case may be.
15. J.E. Johnson, Inc. shall not be liable for the operation of the equipment nor for injuries to persons or damage to property, except those directly due to the negligent acts or omissions of its employees and in no event shall it be liable for consequential or speculative damages. It shall not be liable for expense incurred in removing, replacing or refinishing any part of the building structure necessary to the execution of this Agreement. It shall not be held liable for any loss by reason of strikes, labor troubles affecting its employees who perform the service called for herein, delays in transportation, delays caused by priority, preference rating, orders, regulations established by any government authority, by unusual delays in procuring supplies or for any other cause beyond its reasonable control.
16. Only J.E. Johnson, Inc.'s personnel or agents are authorized to perform the work included in the scope of this Agreement. J.E. Johnson, Inc. may, at its option, cancel or waive its obligations under this Agreement should any non-authorized individuals perform such work.
17. This Agreement and all rights hereunder shall not be assignable unless approved by J.E. Johnson, Inc.
 - a. In the event of additional freight, labor, or material costs resulting from Mid Michigan College's request to avoid delays with respect to equipment warranties, or accelerated delivery of parts and supplies,
 - b. Mid Michigan College agrees to pay these additional costs at J.E. Johnson, Inc.'s currently established rates.
 - c. J.E. Johnson, Inc.'s scope of work shall not include the identification, detection, abatement, encapsulation or removal of asbestos or products or materials containing asbestos or similar hazardous substances. In the event J.E. Johnson, Inc. encounters such material in performing its work, J.E. Johnson, Inc. will have the right to discontinue work and remove its employees until the hazard is corrected or it is determined no hazard exists.
18. This Agreement contains the entire Agreement and the parties hereby agree that this Agreement has been agreed to and the entire Agreement is then accepted and approved by an authorized person for both parties, and no statement, remark, agreement, or understanding, oral or written, not contained herein, will be recognized or enforced.
19. Mid Michigan College agrees that in the event that there has been a federal and/or state law passed which shall compel J.E. Johnson, Inc. to contribute to a federal and/or state health plan for its employees, then the terms of this Agreement shall be subject to adjustment to the extent that the cost of such mandated contributions increase J.E. Johnson, Inc.'s cost of performing this Agreement.

24/7 SERVICE, CALL (800) 646-2690



J.E. JOHNSON
Total Mechanical Solutions

20. Mid Michigan College acknowledges and agrees that any purchase order issued by Mid Michigan College, in accordance with this Agreement, is intended only to establish payment authority for Mid Michigan College 's internal accounting purposes. No purchase order shall be considered to be a counteroffer, amendment, modification, or other revision to the terms of this Agreement. No term or condition included in Mid Michigan College 's purchase order will have any force or effect.
21. If collection or suit or otherwise is required, purchaser agrees to pay all costs of collection including reasonable attorney's fees and all costs.
22. Either party may cancel this Agreement with a thirty (30) day written notice.

24/7 SERVICE, CALL (800) 646-2690



Customer Data Form

New Account

Account Update

Billing Address Please Type or Print Clearly

Name: _____ Tel. #: _____ Date: _____

Address: _____ City: _____ State: _____ Zip: _____

Shipping Address

Contact Name: _____ Contact Email: _____ Tel. #: _____

Address: _____ City: _____ State: _____ Zip: _____

Check One: Corporation Proprietorship Partnership Years in Business: _____

Indicate the Following If Applicable

Division of: Name: _____ Address: _____
Name of Owner(s): **Name of Officer(s):**

1 _____ 1 _____

2 _____ 2 _____

Financial Statement: Attached Refused To be Mailed

Bank References:

1. Name _____ Acct. No. _____ Tel. No. _____
Address _____ City _____ State _____ Zip _____

2. Name _____ Acct. No. _____ Tel. No. _____
Address _____ City _____ State _____ Zip _____

Trade References (Currently Purchasing From)

Name _____ Acct. No. _____ Tel. No. _____

Address _____ City _____ State _____ Zip _____

24/7 SERVICE, CALL (800) 646-2690



J.E. JOHNSON
Total Mechanical Solutions

Name _____ Acct. No. _____ Tel. No. _____

Address _____ City _____ State _____ Zip _____

Name _____ Acct. No. _____ Tel. No. _____

Address _____ City _____ State _____ Zip _____

If collection or suit or otherwise is required, purchaser agrees to pay all costs of collection including reasonable attorney's fees and all costs.

24/7 SERVICE, CALL (800) 646-2690

Proposal

Date: 04-01-2021
To: Mid Michigan College
Attn: Joe Myers
Re: Maintenance Contract (1-Year)

Thank you for the opportunity to quote the following maintenance project. We include all work as described below for the attached equipment list:

- Document all PM findings/readings and submit to the customer
- Chiller annual maintenance (Per manufacturer recommendations)
 - Clean the condenser coils (1- acid wash per year)
 - Check contactors and contacts for wear
 - Check and tighten electrical connections
 - Check voltages and amp draws
 - Check oil level
 - Get oil tested yearly for acid and debris
 - Verify glycol percentage is in the proper range
 - Check for refrigerant leaks
 - Check superheat and subcooling for proper operation
 - Check for proper Delta T across the evaporators
 - Check safety switches and limits
 - Meg the motor to check for weak windings
 - Perform a chiller maintenance and fill out the necessary paperwork to apply for the Consumers Energy Rebate
- Chiller pump and system pump annual maintenance (Per manufacturer recommendations)
 - Check and tighten electrical connections
 - Check voltages and amp draws
 - Check the coupler for wear and cracks
 - Lubricate the motor and bearing assembly
 - Check for vibrations
- Boiler annual maintenance (Per manufacturer recommendations)
 - Perform the CSD-1 check
 - Check combustion
 - Check voltage and amp draw
 - Inspect burner, condensate trap, and air filter
 - Perform a boiler tune up and fill out the necessary paperwork to apply for the Consumers Energy rebate

Flint: 1917 Howard Ave. P.O. Box 391 (48501) Flint, MI 48503 PH: 810/232-7459 Fx: 810/232-8698
Saginaw: 1605 Treanor Saginaw, MI 48601 PH: 989/755-2971 Fx: 989/755-2030

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- Boiler pump and system pump annual maintenance (Per manufacturer recommendations)
 - Check and tighten electrical connections
 - Check voltages and amp draws
 - Check the coupler for wear and cracks
 - Lubricate the motor and bearing assembly
 - Check for vibrations
- Straight time hourly rate would be reduced to \$96 an hour with a \$25 truck charge for service calls not included in the maintenance agreement

Total Cost of (1-Year) Maintenance: \$12,650.00

- Work is to be done during normal business hours
- Any repairs would be quoted or done on a T and M basis
- Consumers Energy Rebates will go to Mid Michigan College
- Contract would be billed semi-annually

Equipment List

Qty.	Equipment Description	Make	Model #	Location
2	Boiler	Fulton	PHW-300S	Harrison
1	Boiler	Lochinvar	KBN285	Harrison
1	Boiler	Laars	NTH750NJX2	Harrison
4	Boiler	Aerco	BMK2000	Harrison
2	Chiller	Multistack	ASP190FC15H1AS1EAAEN-R134A	Harrison
2	Heat Pump	J.C	RWXW240R3PE3NNSSA	Harrison
2	Boiler	Bryan	AB 200-W-FDG	Mt. Pleasant
3	Boiler	Cleaver Brooks	FLX 700-200	Mt. Pleasant
1	Boiler	Cleaver Brooks	CFLC 700	Mt. Pleasant
2	Boiler	Lochinvar	FBN 1500	Mt. Pleasant
2	Chiller	McQuay	AGZ120BS727	Mt. Pleasant
1	Chiller	Multistack	ASP300FN15H1A	Mt. Pleasant

Sincerely,
Kevin Knieper
989-737-9935

Flint: 1917 Howard Ave. P.O. Box 391 (48501) Flint, MI 48503 PH: 810/232-7459 Fx: 810/232-8698
Saginaw: 1605 Treanor Saginaw, MI 48601 PH: 989/755-2971 Fx: 989/755-2030

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Proposal

Date: 04-01-2021
To: Mid Michigan College
Attn: Joe Myers
Re: Maintenance Contract (3-Year)

Thank you for the opportunity to quote the following maintenance project. We include all work as described below for the attached equipment list:

- Document all PM findings/readings and submit to the customer
- Chiller annual maintenance (Per manufacturer recommendations)
 - Clean the condenser coils (1- acid wash per year)
 - Check contactors and contacts for wear
 - Check and tighten electrical connections
 - Check voltages and amp draws
 - Check oil level
 - Get oil tested yearly for acid and debris
 - Verify glycol percentage is in the proper range
 - Check for refrigerant leaks
 - Check superheat and subcooling for proper operation
 - Check for proper Delta T across the evaporators
 - Check safety switches and limits
 - Meg the motor to check for weak windings
 - Perform a chiller maintenance and fill out the necessary paperwork to apply for the Consumers Energy Rebate
- Chiller pump and system pump annual maintenance (Per manufacturer recommendations)
 - Check and tighten electrical connections
 - Check voltages and amp draws
 - Check the coupler for wear and cracks
 - Lubricate the motor and bearing assembly
 - Check for vibrations
- Boiler annual maintenance (Per manufacturer recommendations)
 - Perform the CSD-1 check
 - Check combustion
 - Check voltage and amp draw
 - Inspect burner, condensate trap, and air filter
 - Perform a boiler tune up and fill out the necessary paperwork to apply for the Consumers Energy rebate

Flint: 1917 Howard Ave. P.O. Box 391 (48501) Flint, MI 48503 PH: 810/232-7459 Fx: 810/232-8698
Saginaw: 1605 Treanor Saginaw, MI 48601 PH: 989/755-2971 Fx: 989/755-2030

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- Boiler pump and system pump annual maintenance (Per manufacturer recommendations)
 - Check and tighten electrical connections
 - Check voltages and amp draws
 - Check the coupler for wear and cracks
 - Lubricate the motor and bearing assembly
 - Check for vibrations
- Straight time hourly rate would be reduced to \$96 an hour with a \$25 truck charge for service calls not included in the maintenance agreement (This rate would remain for the duration of the contract)

Total Cost of Maintenance (Year-1): \$12,650.00

Total Cost of Maintenance (Year-2): \$12,850.00

Total Cost of Maintenance (Year-3): \$13,075.00

- Work is to be done during normal business hours
- Any repairs would be quoted or done on a T and M basis
- Consumers Energy Rebates will go to Mid Michigan College
- Contract would be billed semi-annually

Equipment List

Qty.	Equipment Description	Make	Model #	Location
2	Boiler	Fulton	PHW-300S	Harrison
1	Boiler	Lochinvar	KBN285	Harrison
1	Boiler	Laars	NTH750NJX2	Harrison
4	Boiler	Aerco	BMK2000	Harrison
2	Chiller	Multistack	ASP190FC15H1AS1EAAEN-R134A	Harrison
2	Heat Pump	J.C	RWXW240R3PE3NNSSA	Harrison
2	Boiler	Bryan	AB 200-W-FDG	Mt. Pleasant
3	Boiler	Cleaver Brooks	FLX 700-200	Mt. Pleasant
1	Boiler	Cleaver Brooks	CFLC 700	Mt. Pleasant
2	Boiler	Lochinvar	FBN 1500	Mt. Pleasant
2	Chiller	McQuay	AGZ120BS727	Mt. Pleasant
1	Chiller	Multistack	ASP300FN15H1A	Mt. Pleasant

Sincerely,
Kevin Knieper
989-737-9935

Flint: 1917 Howard Ave. P.O. Box 391 (48501) Flint, MI 48503 PH: 810/232-7459 Fx: 810/232-8698
Saginaw: 1605 Treanor Saginaw, MI 48601 PH: 989/755-2971 Fx: 989/755-2030

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New Business

Item VI-F: Disc Golf Course Project

Presenter: Scott Mertes

Board Consideration: Information/Action

President's Recommendation:

Motion to approve construction on the disc golf course in the amount of \$22,425.00.

Vice President of Academic Affairs and Community Outreach Scott Mertes will be presenting a request to approve construction work on the disc golf course in the amount of \$22,425.00. All of the funding for this project would come from a Foundation grant and revenue from previous bike races.

5/22/2021



BILLED TO

*Annette Sturdavant (Mid Michigan College
Disc Golf Course Project)*

1375 S Clare Aveue Harrison MI 48625
989-386-6651
asturdavant@midmich.edu

PAYMENT DETAILS

JROCK MASONRY LLC
JACOB RUSSELL
Mount Pleasant MI 48858
859-361-5154

50% DUE ON START 50% DUE UPON COMPLETION

DESCRIPTION	PRICE
-Qty 33 tee pads 5'x10' x4" thick 4000 PSI exterior concrete , wire mesh reinforced with 4" base. - Broom finish , poly seal - Approx. 13 yards of concrete or 900 square foot surface - Labor and materials included	\$20,625.00
- 18 baskets leveled , braced and concreted	\$1,800.00

JROCK MASONRY LLC
Mount Pleasant MI
48858
859-361-5154
www.jrockllc.com

TOTAL DUE \$22,425.00

By signing this document , I acknowledge that I have read and agreed to the above scope of work: _____ date: _____

By signing this document , I acknowledge that the work has been completed as described by the scope of work: _____ date: _____

THANK YOU VERY MUCH!

New Business

Item VI-G: Nucleus Robotics Purchase

Presenter: Matt Miller

Board Consideration: Information/Action

President's Recommendation:

Motion to approve the Nucleus Robotics purchase in the amount of \$25,125.00.

Vice President of Student Services Matt Miller will be presenting a request for the purchase of 80 robots (including shipping) and 8 hours of course curriculum in the amount of \$25,125.00. The robots and course curriculum would be used for the Educational Talent Search (ETS) program during a STEM camp provided to students from Clare and Gladwin middle school this summer.

Nucleus Robotics
 1644 Wellesley Ave
 Los Angeles, CA 90025

Quote for Services	QUOTE DATE	2/11/2021
TO: Mid Michigan Community College TS	COURSE DATE	Summer 2021
% Marilee Kujat		
1375 S Clare Ave		
Harrison, MI 48625		

Item Description	Total
Summer 2021: 8 Hour Robotics Course for 75 students (Course Curriculum, Student Assessments & Proctor Training - \$200 \$175 per student)	\$13,125
80 Sphero BOLT robots (75 students + 5 proctors) with shipping included (\$150 per robot)	\$12,000

Notes/Instructions	SUBTOTAL	\$	25,125
Curriculum access will be removed on: Aug. 31 2021	TOTAL	\$	25,125

Please make all checks payable to Nucleus Robotics, LLC and mail to:

1644 Wellesley Avenue, Los Angeles, CA 90025

Contact us at admin@nucleusrobotics.com with any questions about these terms.

New Business

Item VI-H: Vice Chair Selection

Presenter: Board Chair Petrongelli

Board Consideration: Information/Action

President's Recommendation:

Motion to select a new vice chair for the Board of Trustees.

The Board will need to make a selection regarding a new Vice Chair for the Board of Trustees.

New Business

Item VI-I: MCCA Board of Directors Designation

Presenter: Board Chair Petrongelli

Board Consideration: Information/Action

President's Recommendation:

Motion to select a Trustee designee (usually the Board Chair) and an alternate for the Michigan Community College Association Board of Directors.

The Board will need to make a selection regarding the Trustee designee and an alternate to serve on the Michigan Community College Association Board of Directors.



MICHIGAN COMMUNITY
COLLEGE ASSOCIATION

MEMORANDUM

TO: MCCA Board of Directors

FROM: Michael Hansen, Secretary, MCCA Board of Directors

DATE: May 24, 2021

SUBJECT: Certification of Appointments to the 2018-2019 MCCA Board of Directors

Article VII, Sec. 1 and 2 of the Michigan Community College Association (MCCA) Bylaw states:
“There shall be a Board of Directors composed of the chief administrative officer of each member college and one member of the governing board. The governing board of each member college shall also designate an alternate who shall serve in the absence of its governing board member Director of the Association.
...Prior to July 15 each year, each member college shall certify to the Secretary of the Association its members of the Board of Directors.”

Attached is a copy of a Certification Form for the designation of 2020-2021 representatives to the MCCA Board of Directors. Please indicate and certify the names of the President Director, Trustee Director, and Alternate Trustee Director from your member college.

Please return a signed copy of the Certification Form to the MCCA office before July 15, 2020, so the composition of the 2020-2021 MCCA Board of Directors may be known before the July 2020 annual meeting.

Please contact me if you have any questions regarding this procedure.



Michael Hansen

**CERTIFICATION OF APPOINTMENT
2021-2022 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, 2021 and
ending June 30, 2022.

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, 2021 to:

MCCA – 110 West Michigan, St. 650, Lansing, MI 48933-1611, fax to: (517) 372-0905 or
e-mail to michelle@mcca.org. Thank you.

Board Comments

Item VII-A: Calendar of Events

Presenter: Board Chair Petrongelli

Board Consideration: Information

President's Recommendation:

None, informational.

June 5	Drive Thru Diploma Pick Up Event, 1-4 PM, Harrison Campus
June 22	Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus
July 20-22	MCCA Summer Conference, Virtual (More details to follow when available)
Aug 3	Board of Trustees Meeting, Community Room, Mt. Pleasant Campus
Sept 7	Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus
Sept 30-Oct 1	MCCA Autumn Board of Directors Meeting, Lake Michigan College
Oct 5	Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus
Nov 2	Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus
Nov 5	MCCA Trustee Leadership Institute, (More details to follow when available)
Dec 7	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

President's Recommendation:

None, informational.

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