

**MID MICHIGAN COLLEGE**  
**Board of Trustees Workshop and Regular Meeting**  
**Harrison, MI 48625 and Mt. Pleasant, MI 48858**  
**May 4, 2021**  
**6:00 PM Workshop**  
**7:00 PM Meeting**  
**Esther C. Conference Room, Harrison Campus**

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**Workshop Presentation**

PTK All-Michigan Academic Team Award Presentation

**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: 2021 Audit Engagement**

Presenter: Lillian Frick

Board Consideration: Information/Action

**Item VI-C: Foundation Board of Director Nominations**

Presenter: Tom Olver

Board Consideration: Information/Action

**Item VI-D: ProQuest Electronic Research Database Annual Renewal**

Presenter: Corey Goethe

Board Consideration: Information/Action

**Item VI-E: Ellucian Software Maintenance for 2021-2022**

Presenter: Kirk Lehr

Board Consideration: Information/Action

**BOARD COMMENTS**

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

Presenter: Board Chair Petrongelli

Board Consideration: Information

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

Presenter: Board Chair Petrongelli

Board Consideration: Information

## Approval of Agenda

Item II, Approval of Agenda

Presenter: Board Chair Petrongelli

Board Consideration: Action

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***President's Recommendation:***

Motion to approve the agenda as presented.

Approval of Agenda.

## Approval of Agenda

### Item III, Public Comment

**Presenter: Board Chair Petrongelli**

**Board Consideration: Information**

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***President's Recommendation:***

None, informational.

The Board will allow public comment at this time.

## Approval of Consent Items

### Item IV, Approval of Consent Items

**Presenter: Board Chair Petrongelli**

**Board Consideration: Action**

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***President's Recommendation:***

Motion to approve the consent items as presented.

- A. Minutes- April 6, 2021 Regular Meeting; April 14, 2021 Special Meeting
- B. Monthly Financial Report:
  - 1. Financial Summary for the period ending March 31, 2021.
  - 2. General fund balance sheet as of March 31, 2021.
  - 3. General fund statement of revenues and expenses for nine months ending March 31, 2021.
  - 4. Gifts and Donations: Donations totaling \$6,709 were received for the Mid Foundation in March 2021.
- C. Monthly Personnel Report.

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

April 6, 2021 – page 1

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

Present: Terry Petrongelli, Board Chair; Betty M. Mussell, Vice Chair; Richard S. Allen Jr., Secretary; Thomas W. Metzger, Treasurer; Carolyn C. Bay, Trustee; George Gilmore, Trustee

Absent: Eric T. Kreckman, Trustee

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

Board Chair Terry Petrongelli called the meeting to order at 7:13 PM.

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

Motion by Trustee Bay to approve the agenda with the addition of Agenda Item VI-H Summer Work Schedule. Second by Trustee Mussell. 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: *TUITION RATE APPROVAL***

Motion by Trustee Gilmore, to approve a 4% tuition rate increase for all students, effective for the 2021 Fall term. Second by Trustee Mussell.

Vice President of Finance and Facilities Lillian Frick presented information regarding tuition rates for the 2021-2022 fiscal year. Mid continues to have the second lowest millage rate in the state. That, combined with the low taxable property values in our district results in the lowest property tax support per student among Michigan community colleges.

A voice vote showed All Ayes from the Trustees; Motion Carried.

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

President Hood spoke about the upcoming virtual commencement ceremony on May 8th, launching at 11 AM on Mid's website, facebook page and youtube channel. There will also be a drive thru diploma pickup on June 5th from 1:00 - 4:00 PM at the Harrison Campus. He gave kudos to everyone working so hard to make these events a success for our students.

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

April 6, 2021 – page 2

President Hood and Vice President of Academic Affairs and Community Outreach Scott Mertes gave an update on bringing the Student Showcase back to Mid next year, to highlight the great work that our students have done.

### **Agenda Item VI-B: *BOARD MEETING SCHEDULE***

No motion was acted upon during this agenda item. Therefore, another schedule will be presented for approval at another time.

### **Agenda Item VI-C: *RIDING FLOOR SCRUBBER PURCHASE REQUEST***

Motion by Trustee Mussell to approve the purchase of a Riding Floor Scrubber utilizing CARES funds in the amount of \$42,380. Second by Trustee Metzger.

Vice President of Finance and Facilities Lillian Frick presented a request to purchase a riding floor scrubber that will reduce cleaning time, reduce exposures for workers comp injuries and allow for more time to ensure proper cleaning is being done all over campus during the pandemic and beyond. A voice vote showed All Ayes from the Trustees; Motion Carried.

### **Agenda Item VI-D: *RESOLUTION FOR ESTIMATED REVENUE***

Motion by Trustee Petrongelli to approve the Resolution for Estimated Revenue as presented. Second by Trustee Metzger.

Vice President of Finance and Facilities Lillian Frick presented information regarding the projections and assumptions for the estimated revenue for the 2021-2022 fiscal year. A voice vote showed All Ayes from the Trustees; Motion Carried.

### **Agenda Item VI-E: *APPROVAL FOR BENEFITS ADMINISTRATION CONSULTANT REQUEST***

Motion by Trustee Gilmore to approve contracting with Advantage Benefits Group as its Benefits Consultant effective July 1, 2021 for a three year engagement period, contingent on satisfactory implementation and performance in the first year. Second by Trustee Bay.

Associate Vice President of Human Resources Lori Fassett presented information regarding a request for proposal that was sent out regarding benefits administration and requested the trustees finalize the selection of Advantage Benefits Group as the new consultant. Kurt Swardenski from Advantage Benefits Consultants was present for the meeting to introduce himself and answer any questions the Trustees may have. A voice vote showed All Ayes from the Trustees; Motion Carried.

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

April 6, 2021 – page 3

### **Agenda Item VI-F: ZOOM SETUP OF 12 CLASSROOMS REQUEST**

Motion by Trustee Mussell to approve a technology purchase utilizing \$102,000 from CARES funding for the setup of Zoom technology in 12 classrooms. Second by Trustee Gilmore.

Vice President of Academic Affairs and Community Outreach Scott Mertes presented a request to setup Zoom technology in 12 classrooms (6 on the Harrison campus, 6 on the Mt. Pleasant campus) in order to better adapt to the various modalities of instruction the pandemic has brought to light. A voice vote showed All Ayes from the Trustees: Motion Carried.

### **Agenda Item VI-G: UNITRENDS SUPPORT RENEWAL/DISASTER RECOVERY SERVICE**

Motion by Trustee Petrongelli to renew the Unitrend support contract, including a new appliance and the cloud based disaster recovery solution for a total of \$56,095.15 for 3 years. Second by Trustee Gilmore.

Director of Information Technology Kirk Lehr presented a request to fund a renewal of Unitrends for data backup and support. The funding breakdown for this purchase would be \$24,872.05 from the Institutional Technology fund and \$31,223.00 from CARES funding. A voice vote showed All Ayes from the Trustees: Motion Carried.

### **Agenda Item VI-G: SUMMER WORK SCHEDULE**

President Hood presented the Board with a 4 day work week option for 12 weeks through the summer semester, starting May 10, 2021 through July 30, 2021. Hours of operation for the college would be Monday through Thursday 7:30 a.m to 5:00 p.m. with the college closed on Fridays. Employees would be expected to work the same hours as those of the hours of operation. This schedule could save the college between \$15,000 - \$30,000 by closing on Fridays.

ESPA President Al Ayers was present and received feedback from his union representatives. He stated that the feedback he received was mostly positive, a few may have childcare or other issues and would prefer not to work a longer day schedule.

Motion by Trustee Gilmore to approve a four day work week summer schedule with the college's hours of operation being Monday thru Thursday 7:30 am to 5:00 pm, effective May 10, 2021 through July 30, 2021 and allowing President Hood to work with the ESPA union to finalize a letter of agreement pertaining to employee work schedules. Second by Trustee Petrongelli. A voice vote showed All Ayes from the Trustees: Motion Carried.

## Mid Michigan College Board of Trustees Regular Meeting

April 6, 2021 – page 4

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

April 14 Board Workshop, Esther C. Conference Room- Harrison Campus

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

Trustee Mussell tendered her resignation as a trustee from the Board of Trustees effective April 30, 2021.

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

Meeting adjourned at 8:26 PM  
Recording Secretary,  
Amy Lince  
Executive Assistant to the President and Board of Trustees

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Terry Petrongelli, Board Chair

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Richard S. Allen, Jr., Board Secretary



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

April 14, 2021 – page 1

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

Present: Terry Petrongelli, Board Chair; Betty M. Mussell, Vice Chair; Richard S. Allen Jr., Secretary; Thomas W. Metzger, Treasurer; Carolyn C. Bay, Trustee; 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 1:00 PM.

### **Agenda Item II: *BOARD OF TRUSTEE 2021-2022 MEETING SCHEDULE***

Motion by Trustee Kreckman to approve the 2021-2022 Board of Trustee Meeting Schedule as presented. Second by Trustee Metzger. All Ayes; Motion Carried.

### **Agenda Item III: *EMPLOYEE AWARDS TRUSTEE REPRESENTATION***

The Board will need representation to help select the winners for the employee awards. Trustee Kreckman agreed to be the trustee representative for the Board on this committee, and Trustee Gilmore agreed to serve as backup in case Trustee Kreckman is not available.

### **Agenda Item IV: *BRIEF REVIEW***

Facilitator Don Burns asked each Trustee to indicate why they joined the Mid Michigan College of Trustees and why they enjoy serving on the Board. Each trustee took turns answering this question.

### **Agenda Item V: *EFFECTIVE BOARDS/BEST PRACTICES***

Facilitator Don Burns provided each Trustee with a Guide for Effective Governance sheet with highlighted ideas from the book Trusteeship in Community Colleges. A discussion took place about the ideas on this sheet.

A discussion took place about the term “Trustee” and the fact that it was coined because Trustees are the stewards of an organization others trust them to make decisions for the betterment of that organization, the people that work there and the communities that organization serves.

A discussion took place about succession planning for the president and the trustees.

## Mid Michigan College Board of Trustees Special Meeting

April 14, 2021 – page 2

### **Agenda Item VI: *TO-DOS/OTHER BUSINESS***

Trustee Mussell stated that she would like to see all Trustees attend the MCCA Summer conference as well as other college events. She would like to see events like the retiree luncheon return.

A discussion took place amongst Trustees about holding another workshop to go over several more topics of interest.

Trustee Carolyn Bay submitted her resignation from the Mid Michigan College Board of Trustees effective April 30, 2021.

### **Agenda Item VII: *MOTION TO ADJOURN***

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

Meeting adjourned at 3:19 PM  
Recording Secretary,  
Amy Lince  
Executive Assistant to the President and Board of Trustees

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Terry Petrongelli, Board Chair

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Richard S. Allen, Jr., Board Secretary

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

March 31, 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 90% 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 75% of the annual budget, with the exception of:
  - Information Technology expended 90% due to the new Ellucian consultation contract.

**GENERAL FUND REVENUE OVER EXPENSES:**

- The total increase in net assets as of March 31, 2021 is \$5.1 million. This excess will fund the operations for the balance of the 2020-21 fiscal year.

**BALANCE SHEET:**

- The cash balance increased \$1.1 million from February 28, 2021 due to receipt of grant drawdowns, student payments, property tax payments, and sponsorship payments.
- The State appropriations receivable of \$3,064,951 represents the remaining 5 monthly payments of 2020-21 general and UAAL state appropriations.
- Student receivables decreased \$796,000 due to payments and financial aid applied to student accounts for the Winter 2021 term.
- The prepaid expense balance of \$206,429 represents a few multi-year prepaid items, and other prepaid 2010-21 expenses.
- The balance due to other funds of \$7.1 million can be broken down as follows:
  - \$761,000 due to the designated student activities fund
  - \$2.6 million due to the auxiliary services for sales
  - \$3,500 due from the scholarship and grant fund

- \$64,000 due from the federal restricted fund for student financial aid funds disbursed to the student accounts
- \$531,000 due from the restricted grant fund
- \$4.7 million due to building and site for current and future college needs
- \$287,000 due from the Foundation
- The \$2.2 million in accrued payroll and other compensation includes expenses incurred but not paid as follows:
  - Accrued salary and wages of \$482,000
  - FICA, Federal and State withholding of \$123,000
  - MPSERS/ORP/UAAL payable of \$510,000
  - Employee health and dental insurances payable of \$247,000
  - Deferred faculty pay of \$791,000
  - Unemployment and workers' compensation insurances payable of \$14,000
  - 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 96% of the revised annual budget.
- In-person auxiliary services, including both bookstores and the Harrison Laker Café closed March 11, 2020 due to restricted building access in response to the Corona Virus (COVID-19) Stay-at-Home order. On-campus operations have now resumed with limited hours and services.
- Total expenses, at 95% of the revised annual budget, represent operational costs for the months of July through March and corresponds with sales volume.
- The excess revenue over expense to date is \$45,482, and will be used to fund bookstore operations for the balance of the 2020-21 year.

MID MICHIGAN COLLEGE  
BALANCE SHEET  
March 31, 2021

**Assets**

**Current Assets:**

Cash and cash equivalents	\$	16,213,972
Short-term investments	\$	638,875
Property taxes receivable	\$	560,802
State appropriations receivable	\$	3,064,951
Student receivables	\$	1,351,948
Other receivables	\$	61,807
Prepaid expenses and other assets	\$	206,429
Due from (due to) other funds	\$	(7,126,273)
<b>Total current assets</b>	<b>\$</b>	<b>14,972,511</b>

Long-term investments	\$	-
<b>Total assets</b>	<b>\$</b>	<b>14,972,511</b>

**Liabilities and Net Assets**

**Liabilities:**

Accounts payable	\$	2,338
Accrued payroll and other compensation	\$	2,181,836
<b>Total liabilities</b>	<b>\$</b>	<b>2,197,155</b>

**Net assets:**

Reserved for:		
Technology	\$	884,632
Program development	\$	1,198,311
Retirement incentives	\$	200,000
Self-funded healthcare reserve	\$	1,115,411
Unreserved	\$	4,215,598
Current year excess revenue over/(under) expenditures	\$	5,161,404
<b>Total net assets</b>	<b>\$</b>	<b>12,775,356</b>

<b>Total liabilities and net assets</b>	<b>\$</b>	<b>14,972,511</b>
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MID MICHIGAN COLLEGE  
STATEMENT OF REVENUES, EXPENSES  
For the nine months ended March 31, 2021

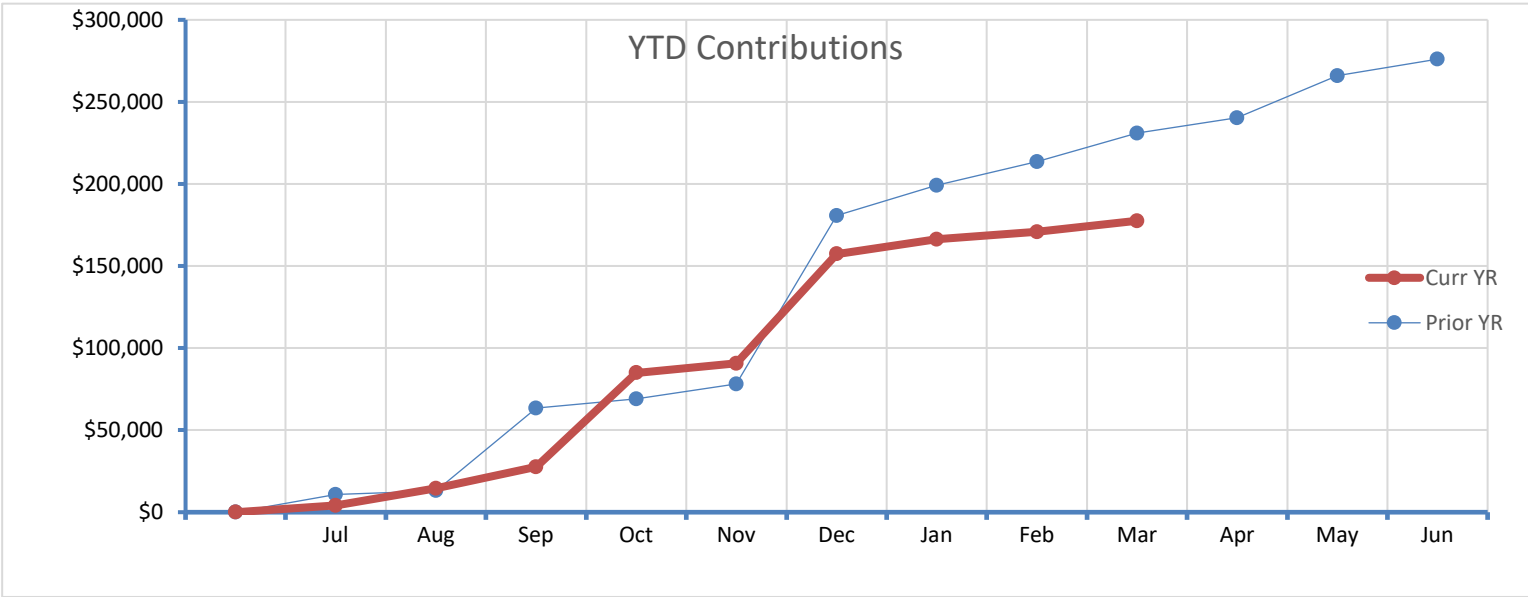
	Current Fiscal Year		Prior Fiscal Year	
	Amount	% of Budget	Amount	% of Budget
<b>OPERATING REVENUES:</b>				
Tuition and fees	\$ 13,296,920	90%	\$ 15,743,950	97%
Miscellaneous	\$ 180,955	217%	\$ 63,538	37%
<b>Total operating revenues</b>	<b>\$ 13,477,876</b>	<b>91%</b>	<b>\$ 15,807,488</b>	<b>96%</b>
<b>EXPENSES:</b>				
Operating expenses:				
Instruction	\$ 8,334,747	81%	\$ 8,249,890	83%
Information technology	\$ 1,308,019	90%	\$ 1,174,766	65%
Public service	\$ 461,623	75%	\$ 531,455	61%
Instructional support	\$ 1,321,725	77%	\$ 1,538,316	66%
Student services	\$ 2,068,399	73%	\$ 2,145,541	66%
Institutional administration	\$ 2,826,281	70%	\$ 3,082,289	66%
Operation and maintenance of plant	\$ 1,640,962	72%	\$ 1,816,006	65%
<b>Total operating expenses</b>	<b>\$ 17,961,756</b>	<b>77%</b>	<b>\$ 18,538,262</b>	<b>72%</b>
<b>Operating income/(loss)</b>	<b>\$ (4,483,881)</b>		<b>\$ (2,730,774)</b>	
<b>NON-OPERATING REVENUES:</b>				
State appropriations	\$ 5,539,801	110%	\$ 5,544,883	105%
UAAL	\$ 1,449,036	109%	\$ 1,328,888	95%
Property tax levy	\$ 2,547,826	109%	\$ 2,462,446	100%
Investment income	\$ 12,072	13%	\$ 134,675	269%
Unrealized gain (loss) on investments	\$ (553)		\$ 5,468	
Gifts	\$ -		\$ -	
Miscellaneous	\$ 102,480		\$ 85,011	
<b>Total Non-operating revenues</b>	<b>\$ 9,650,661</b>	<b>109%</b>	<b>\$ 9,561,370</b>	<b>127%</b>
<b>Revenues over/(under) expenses</b>	<b>\$ 5,166,781</b>		<b>\$ 6,830,597</b>	
<b>Inter Funds Transfers</b>				
Planned Savings (Building & Site)	\$ -	0%	\$ 405,000	50%
Bond Debt Service (Building & Site)	\$ 72,801	20%	\$ 11,455	2%
Restricted Grant Match	\$ 75	0%	\$ -	0%
Foundation Transfer	\$ (67,500)	100%	\$ -	
<b>Total Inter Funds Transfers</b>	<b>\$ 5,376</b>		<b>\$ 416,455</b>	
<b>Net increase (decrease) in Net Assets</b>	<b>\$ 5,161,404</b>		<b>\$ 6,414,142</b>	

MID MICHIGAN COLLEGE  
 STATEMENT OF REVENUES, EXPENSES  
 For the nine months ended March 31, 2021  
 AUXILIARY FUND

	Current Fiscal Year		Prior Fiscal Year	
	Amount	% of Budget	Amount	% of Budget
<b>REVENUE:</b>				
Bookstore	\$ 926,930	99%	\$ 1,227,763	89%
Espresso Bar*	\$ 18,370	43%	\$ 14,009	21%
	<u>\$ 945,300</u>	<u>96%</u>	<u>\$ 1,241,773</u>	<u>86%</u>
<b>EXPENSES:</b>				
Bookstore	\$ 781,091	99%	\$ 1,069,551	89%
Espresso Bar*	\$ 21,009	59%	\$ 22,872	38%
Auxiliary Services	\$ 97,719	84%	\$ 98,499	83%
	<u>\$ 899,818</u>	<u>95%</u>	<u>\$ 1,190,922</u>	<u>86%</u>
<b>EXCESS REVENUE OVER EXPENSES</b>	<u><u>\$ 45,482</u></u>	<u>5%</u>	<u><u>\$ 50,851</u></u>	<u>4%</u>

\*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  
March 2021



	Curr YR	Prior YR
Monthly Contributions	\$ 6,709	\$ 17,322
YTD Contributions	\$ 177,578	\$ 230,888

**YTD Top Contribution Totals in 2021:**

Rich Smith Memorial Student Emergency Fund	\$ 43,500
Gerstacker Fund	\$ 30,000
General Fund (Unrestricted)	\$ 26,851
Lakers Academic Fund	\$ 16,975
Student Emergency Fund	\$ 9,680
Harris Allied Health Scholarship	\$ 7,500
Hoyle Family Scholarship	\$ 7,500
Kathleen Kehoe Memorial Scholarship	\$ 7,000
Lakers Athletic and other Athletic Funds	\$ 6,606
Lakers Leadership Fund	\$ 6,230
Bicknel Scholarship	\$ 4,450
Other Funds	\$ 11,286
<b>YTD Total</b>	<b><u>\$ 177,578</u></b>



TO: Board of Trustees

FROM: Lori Fassett, Associate VP of Human Resources

SUBJECT: Staffing Update, May 4, 2021 Board Meeting

DATE: April 19, 2021

#### FULL-TIME NEW HIRES:

Michael Schram – Instructional Designer

Michael has worked in an interim basis with the Online Learning department since fall of 2017. He holds an Associates Degree in Psychology from Mid, a Bachelor's of History/Social Science from CMU, a Master's in Project Management from CMU, and a Graduate Certificate in International Administration from CMU. He also currently holds the rank of Lance Corporal within the United States Marine Corps Reserves. Michaels prior work experiences in a variety of capacities have allowed him to obtain extensive experience within the realm of blended learning. Welcome to the Mid Team Michael!

#### NEW PART-TIME AND STUDENT EMPLOYEES:

Nick Toner – Athletics Specialist (EDUStaff)	Effective: 03/22/2021
Hannah Denslow – Work study Human Resources	Effective: 04/01/2021
Jeremy Fassett – IT Intern (EDUStaff)	Effective: 03/22/2021
Kaitlyn Hawald – Temporary FT Instructional Designer (EDUStaff)	Effective: 03/29/2021

#### INTERNAL TRANSFERS:

N/A

#### SEPARATIONS:

Martha Dennis – IT Intern (EDUStaff)	Effective: 03/26/2021
Michael Schram – Temp. Instructional Designer (EDUStaff)	Effective: 03/28/2021
Kyle Gravelle – Student Worker Facilities	Effective: 03/19/2021

## 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
Automotive Lab Technician (part-time)	Filled
Custodian (temporary full-time through Dec 2023)	Interviewing
Custodian 3 <sup>rd</sup> Shift Harrison (full-time)	Posted
Director of Title III Grant (full-time)	Interviewing
HRA Lab Technician (part-time)	Posted
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**

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***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**

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***President's Recommendation:***

None, informational.

Announcements may be made at this time.

## **Mid Students Honored at State and National Conventions**

Students, alumni and advisors from Mid Michigan College's chapter of Phi Theta Kappa Honor Society, Alpha Omicron Omicron, recently attended the National Virtual Catalyst and Virtual Michigan Region Conventions.

At the Conventions, Phi Theta Kappa recognizes the outstanding achievements of their members, advisors, college presidents and administrators, alumni and chapters with the presentation of Hallmark Awards. Mid Michigan College's Alpha Omicron Omicron was recognized among 1300 chapters for achieving the highest level of development for a chapter, a 5 Star level. Participation in the 5 Star chapter development program encourages excellence and recognizes progress in the attainment of goals set by the chapter. They earned top honors at both the State and National levels based on their scores for their Honors in Action research project and College Project.

Jessalyn Justice was elected to the 2021- 2022 Michigan Board of Officers to further her leadership skills.

**Quote from Lindsey Marlin, AOO Chapter President** – I am so proud of all that our team has accomplished this year. In the midst of trials and disappointment we continued to persevere. Our commitment and passion to our college and community is what made this dream a reality. What an honor it is to be nationally recognized! We are so very thankful to all who made this possible. Way to go AOO Wolfpack! We did it! I will forever be grateful for the lifelong friendships and knowledge that I have gained through PTK during this past year. Congratulations everyone! I can't wait to see what the future holds.

### **Awards received at the National Catalyst Convention**

**Distinguished Chapter (Top 30)**  
**Top 100 Chapter**  
**Distinguished Honors in Action Project**  
Top 50  
**Honors in Action Project Theme – Theme 2: Natural and Constructed Environments**  
Top 3  
**Distinguished Chapter Officer (Top 30)**  
Lindsey Marlin, AOO President  
**Distinguished College Administrator Award**  
Dr. Scott Mertes  
**5 Star Chapter Development Award**  
**Reach Rewards Chapter**

### **Awards received at the Michigan Region Convention**

**Michigan Region Most Distinguished Chapter**  
1<sup>st</sup> Runner Up  
**Michigan Region Most Distinguished Chapter Officer Awards**  
Lindsey Marlin – Winner - 1<sup>st</sup>  
Elliott Dawes – 5<sup>th</sup> Runner Up  
**Honors in Action Awards**  
Winner – 1<sup>st</sup> Runner Up  
Theme 2: Winner – 1<sup>st</sup>  
**College Project Awards**  
7<sup>th</sup> Runner Up  
**5 Star Chapter Development Award**  
**Design a Brick Winner**  
Aaliyah Lannon

## New Business

### Item VI-B: 2021 Audit Engagement

**Presenter:** Lillian Frick

**Board Consideration:** Information/Action

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***President's Recommendation:***

Motion to approve the Rehmann proposal for 2021 with renewal for 2022 and 2023 contingent on satisfactory completion of the 2021 audit.

Vice President of Finance and Facilities Lillian Frick will present the Board with the Request for Proposal regarding audit services and answer any questions the Board may have pertaining to that information.

**MID MICHIGAN COLLEGE  
AUDIT SERVICES RFP SUMMARY  
2021-2023**

Firm	Financial Audit, including Foundation	Federal Awards*	Form 990	Travel	Total	% increase* *
<b>2021</b>						
Rehmann	\$ 27,500	\$ 10,500	\$ 2,000	additional	\$ 40,000	
Plante Moran	\$ 45,500	\$ 25,500	\$ 4,000	included	\$ 75,000	
<b>2022</b>						
Rehmann	\$ 28,500	\$ 6,750	\$ 2,100	additional	\$ 37,350	3.8%
Plante Moran	\$ 46,900	\$ 18,250	\$ 4,200	included	\$ 69,350	2.7%
<b>2023</b>						
Rehmann	\$ 29,500	\$ 7,000	\$ 2,200	additional	\$ 38,700	3.6%
Plante Moran	\$ 48,300	\$ 18,500	\$ 4,400	included	\$ 71,200	2.7%

\*Federal awards includes the Student Financial Aid, HEERF for all years, CRF for 2021 only

\*\* the % increase is calculated net of the CRF audit which should only be required for 2021

## New Business

### Item VI-C: Foundation Board of Director Nominations

Presenter: Tom Olver

Board Consideration: Information/Action

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***President's Recommendation:***

Motion 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.

Associate Vice President of the Mid Foundation Tom Olver will be presenting the Board with a recommendation to appoint J.E.B. Allen, Wendy Oswald and Stephanie Allen to the Mid Michigan College Foundation Board of Directors.





**NOMINATIONS FOR DIRECTOR VACANCIES  
THREE-YEAR TERM: 2021-2024**

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**J.E.B. Allen**

*Assistant Prosecuting Attorney, Isabella County, Lake Isabella*

J.E.B. Allen graduated from Chippewa Hills High School in 2009. He enlisted in the Marine Corps while in high school and entered active duty in December 2009. Between high school graduation and leaving for the Marines, he completed a semester of course work at Mid Michigan College. He then spent the next five years on active duty and deployed to Afghanistan twice during that time. Allen returned to Mt. Pleasant in the fall of 2014 and enrolled at CMU, graduating in 2016.

Allen graduated from Western Michigan University-Cooley Law School in January 2019. He was admitted to the state bar in the spring of 2019 and hired as an assistant prosecutor for Isabella County. Currently, his caseload consists of felony and misdemeanor criminal matters, representing DHHS in abuse and neglect proceedings, and representing plaintiffs on state assistance in paternity and child support establishment actions.

“I have always felt that the semester I spent at Mid put me on the right track,” said Allen. “My experiences at Mid taught me to take my education seriously and it helped me develop strong study habits.”

**Stephanie Allen**

*Jay’s Sporting Goods, Clare*

Stephanie Allen has worked for Jay’s Sporting Goods in Clare for 33 years. The daughter of Jeff and Kathy Poet, Stephanie settled down in her hometown with her husband and they have raised their two children in mid-Michigan. Allen is an alumnus of Mid Michigan College, having graduated in 2010.

Allen is involved in the various community activities, including CASA Scholarship Committee and serves as treasurer of the Clare Sports Boosters, She leads Jay’s company in United Way, is treasurer for Vernon Township, and sits on the Clare Winter Bash Committee.

“I would love to be a part of making Mid a great place to learn,” said Allen.

**Wendy Oswald**

*Office Manager, C&R Electric, Shepherd*

Wendy Oswald attended Mid Michigan College in the late 1990s/early 2000s. She has been employed at C & R Electric in Shepherd, Michigan, as the office manager for nearly 20 years.

Oswald enjoys being involved in the community; she has served as president of the Isabella County Friends of Mid-Michigan Community Pathways and was a member of the board for the Shepherd Soccer Club. Oswald likes to volunteer for other local organizations when she sees a need and as she is able.

“I’m interested in the Foundation board position at Mid Michigan College because I see the value that community colleges can bring to the local community,” said Oswald. “I hope to see the annexation proposals pass this spring in the Gratiot, Isabella, and surrounding areas, which would increase the attainability for current and future students in those districts.”

## New Business

### Item VI-D: ProQuest Electronic Research Database Annual Renewal

**Presenter: Corey Goethe**

**Board Consideration: Information/Action**

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***President's Recommendation:***

Motion to approve the 2021-2022 ProQuest Electronic Research Database renewal in the amount of \$30,392.00.

Director of Library and Learning Services Corey Goethe will be presenting a yearly renewal for ProQuest Electronic Research Database.



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<u>Electronic Invoice Recipient(s):</u> Corey Goethe cgoethe@midmich.edu	<u>Electronic Renewal Recipient(s):</u> Corey Goethe cgoethe@midmich.edu
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## New Business

### Item VI-E: Ellucian Software Maintenance for 2021-2022

Presenter: Kirk Lehr

Board Consideration: Information/Action

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***President's Recommendation:***

Motion to approve a request for Ellucian Software Maintenance for 2021-2022 in the amount of \$241,346.00.

Director of Information Technology Kirk Lehr will be presenting a request for Ellucian Software Maintenance for 2021-2022 in the amount of \$241,346 from the Institutional Technology Fund.

# Ellucian Software Maintenance for 2021-2022

Below are the costs for the Ellucian software maintenance for 2021-2022. In 2020 we signed a five year contract with Ellucian to insure the annual increase would be no more than 5%. This investment provides the college with tech support, regular software patches, and new releases for the software.

This money is budgeted in the Institutional Technology Fund. Below is a breakdown of the costs.

<b>Colleague Software</b>	<b>Year 2021 - 2022</b>
Core	\$ 55,500
Student System	\$ 55,067
Finance System	\$ 31,847
Human Resources System	\$ 13,679
Application Development Environment	\$ 16,503
Colleague User License Maintenance	\$ 34,402
Official Payment Ecommerce Maintenance	\$ 5,292
UniData Database Maintenance <ul style="list-style-type: none"><li>• RDBMS AE Users Partner maint.</li><li>• Unrestricted Users Database License RDBMS</li></ul>	\$24,778
Synoptix Maintenance	\$ 4,278
<b>Total</b>	<b>\$241,346</b>

## Board Comments

### Item VII-A: Calendar of Events

**Presenter:** Board Chair Petrongelli

**Board Consideration:** Information

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***President's Recommendation:***

None, informational.

May 8	Virtual Commencement Ceremony, 11 AM, Facebook, YouTube, Mid Website
June 1	Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus
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
Aug 3	Board of Trustees Meeting, Community Room, Mt. Pleasant Campus
Sept 7	Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus
Oct 5	Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus
Nov 2	Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus
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**

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***President's Recommendation:***

None, informational.

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