

MID MICHIGAN COLLEGE
Board of Trustees Workshop and Regular Meeting
Harrison, MI 48625 and Mt. Pleasant, MI 48858
November 2, 2021
6:00 PM Workshop
7:00 PM Meeting
Esther C. Conference Room, Harrison Campus

Workshop Presentation

TRIO Update

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: Mid Website Audit Approval

Presenter: Matt Miller

Board Consideration: Information/Action

Item VI-C: Renewal of Internet and Phone Service

Presenter: Kirk Lehr

Board Consideration: Information/Action

Item VI-D: Audit Approval

Presenter: Lillian Frick

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

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- October 5, 2021 Regular Meeting; October 19, 2021 Special Meeting
- B. Monthly Financial Report:
 - 1. Financial Summary for the period ending September 30, 2021.
 - 2. General fund balance sheet as of September 30, 2021.
 - 3. General fund statement of revenues and expenses for nine months ending September 30, 2021.
 - 4. Gifts and Donations: Donations totaling \$22,681 were received for the Mid Foundation in September 2021.
- C. Monthly Personnel Report.

Mid Michigan College Board of Trustees Regular Meeting

October 5, 2021 – page 1

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

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

Absent: All Trustees Present

Agenda Item I: *CALL TO ORDER*

Board Chair Terry Petrongelli called the meeting to order at 7:02 PM.

Agenda Item II: *APPROVAL OF AGENDA*

Motion by Trustee Metzger to approve the agenda with the addition of a second closed session to discuss an attorney/client privilege matter under section 8h. Second by Trustee Kreckman. 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 Kreckman. All Ayes; Motion Carried.

Agenda Item V-A: *STRATEGIC PLANNING UPDATE*

President Hood gave an update on the individual strategic planning meetings that are taking place throughout the upcoming weeks. Monthly meetings for anyone that would like to take part will be available via zoom and starting on October 15th.

Agenda Item V-B: *ENROLLMENT REPORT*

Vice President of Student Services Matt Miller presented the final enrollment report on the Fall semester. For the Fall semester, Mid had a decrease in contact hours but an increase in student count.

Agenda Item V-C: *POLICY CHANGES*

Motion by Trustee Kreckman to approve the Board policy changes as presented. Second by Trustee Zdrojewski.

Mid Michigan College Board of Trustees Regular Meeting

October 5, 2021 – page 2

Board Chair Petrongelli stated that the proposed change to Board policy 302.06 was removed from the potential changes after a discussion at the last meeting. Trustees decided to amend Board policy 304.07 to include the phrase “Any solicitation of funds, professional services, advertising, door prizes or any other type of financial support for any College-related purpose by a College employee, student or organization must have prior authorization from the College President or designee” instead of the current wording. All Ayes; Motion Carried.

Agenda Item VI-A: *CORRESPONDENCE AND ANNOUNCEMENTS*

President Hood provided updates on upcoming events including the Monday, October 11 Honoring Indigenous Peoples Day; PTK’s Annual Deadwood Grove starting October 15th and taking place on Friday and Saturday evenings from 7:00-10:00 PM until October 30th; and the PTK Induction Ceremony will be held on November 21st at 1:00 PM in the Community Room of the Mt. Pleasant Campus. President Hood also provided an update on the latest news regarding the potential sale of the Pickard building.

Agenda Item VI-B: *MICROSOFT CAMPUS AGREEMENT RENEWAL*

Motion by Trustee Kreckman to approve the request to renew the Microsoft Campus Agreement in the amount of \$33,478.18. Second by Trustee Jankoviak.

Director of Information Technology Kirk Lehr presented a request to renew the Microsoft Campus licensing agreement. A total of \$33,478.18 for this request will come out of the Institutional Technology fund. A voice vote showed All Ayes; Motion Carried.

Agenda Item VI-C: *COMPUTER INFORMATION SYSTEMS (CIS) EQUIPMENT PURCHASE*

Motion by Trustee Metzger to approve a purchase of Computer Information Systems (CIS) program hardware and software utilizing CARES funds in the amount of \$33,422.12. Second by Trustee Zdrojewski.

Dean of Business and Professional Studies Amy Fisher presented a request to purchase hardware and software for the Cybersecurity program that will allow remote access for onsite labs and mean the program would be accessible in a fully online format by the 2022/2023 academic year. The total amount of the purchase is \$33,422.12 and would utilize CARES funds. A voice vote showed All Ayes from the Trustees; Motion Carried.

Agenda Item VI-D: *LOCAL STRATEGIC VALUE RESOLUTION*

Motion by Trustee Kreckman to approve the policy changes as presented. Second by Trustee Metzger.

Mid Michigan College Board of Trustees Regular Meeting

October 5, 2021 – page 3

President Hood reviewed the Local Strategic Value Resolution that is requested each year from the State Budget Office. A voice vote showed All Ayes from the Trustees; Motion Carried.

Agenda Item VI-E: *BLANKET PURCHASE ORDER FOR BOARD GIFT TO EMPLOYEES*

Motion by Trustee Kreckman to approve a Blanket Purchase Order for up to \$8,500 for the Board gift to employees \$20 Family Fare gift cards for Thanksgiving. Second by Trustee Metzger.

Associate Vice President of Human Resources Lori Fassett presented a request to approve a Blanket Purchase Order up to \$8,500 for the annual Board gift certificates in the amount of \$20 for each employee to Family Fare. A voice vote showed All Ayes from the Trustees; Motion Carried.

Agenda Item VI-F: *CAPITAL OUTLAY PROJECT REQUEST*

Motion by Trustee Jankoviak to approve the submission of the capital outlay project as presented. Second by Trustee Kreckman.

Vice President of Finance and Administration Lillian Frick presented a request to approve the submission of the capital outlay project with the proposed addition of the Morey Technical Center in Mt. Pleasant as the subject on the submission form. A voice vote showed All Ayes from the Trustees; Motion Carried.

Agenda Item VI-G: *BASEBALL SPRING TRAINING*

Motion by Trustee Kreckman to approve a request for the College baseball team to play at the Ripken Experience in South Carolina for an amount of \$25,000. Second by Trustee Jankoviak.

Vice President of Student Services Matt Miller presented a request to approve a purchase in the amount of \$25,000 to cover lodging and game fees in order for Mid's baseball team to participate in Spring training at the Ripken Experience in South Carolina. The money to fund this trip is coming from funds that were raised through fundraising. A voice vote showed All Ayes from the Trustees; Motion Carried.

Agenda Item VI-H: *CLOSED SESSION-ATTORNEY/CLIENT PRIVILEGE MATTER*

Motion by Trustee Jankoviak to adjourn to closed session to discuss an attorney/client privilege matter under section 8h at 7:50 PM. Second by Trustee Jankoviak. All Ayes; Motion Carried.

The Board returned to regular session at 8:18 PM.

Mid Michigan College Board of Trustees Regular Meeting

October 5, 2021 – page 4

Agenda Item VI-I: *CLOSED SESSION- PRESIDENTIAL EVALUATION*

Board Chair Petrongelli stated that the next item up for discussion would be the Presidential evaluation. President Hood requested that the Board enter into closed session to discuss.

Motion by Trustee Kreckman to adjourn to closed session at 8:23 PM. Second by Trustee Jankoviak. All Ayes; Motion Carried.

The Board returned to regular session at 9:10 PM.

Agenda Item VII-A: *CALENDAR OF EVENTS*

- 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 5 Mid Foundation Annual Holiday Reception 6-8 PM, Harrison Campus Main Concourse
- Dec 7 Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus

Agenda Item VII-B: *OTHER BUSINESS*

Trustee Gilmore wanted to confirm that we are not resurfacing the parking lot at the Pickard building.

Trustee Zdrojewski spoke about the mask discussion and how quickly that took place. A discussion took place regarding the option of tabling an item to think more and talk about it at a later meeting. She also requested a future workshop for Board ambassadorship, expectations and etiquette.

Trustee Allen spoke about the proper chain of command for Trustees with concerns.

Board Chair Petrongelli thanked everyone for the extra time that it took for the Presidential evaluation and the work they put into it.

Meeting adjourned at 9:22 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

October 19, 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; George Gilmore, Trustee, Mike Jankoviak, Trustee; Jane Zdrojewski, Trustee

Absent: Eric T. Kreckman, Vice Chair

Agenda Item I: *CALL TO ORDER*

Board Chair Terry Petrongelli called the meeting to order at 6:00 PM.

Agenda Item II: *APPROVAL OF AGENDA*

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

Agenda Item III: *PUBLIC COMMENT*

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

Agenda Item IV: *CLOSED SESSION*

Motion by Trustee Zdrojewski to enter into a closed session to consider legal advice in our letter pursuant to Section 8(h) of the Open Meetings Act. Second by Trustee Metzger.

A roll call vote showed yes votes from Trustees Jankoviak, Gilmore, Zdrojewski, Metzger, Allen, Petrongelli. All Ayes; Motion Carried.

The Board returned to regular session at 6:21 PM.

Agenda Item V: *POTENTIAL SALE OF THE PICKARD BUILDING*

President Hood gave a summary of the past six (6) months of interest and negotiations with various parties and the current prospective buyer for 5805 E. Pickard Street, Mt. Pleasant, MI 48858.

Motion by Trustee Gilmore with support by Trustee Zdrojewski to act on a resolution regarding the sale of 5805 E. Pickard Street was made. A roll call vote showed yes votes from Trustees Jankoviak, Gilmore, Metzger, Allen, Zdrojewski and Petrongelli. All Ayes; Resolution declared adopted. (See attachment for a copy of the complete resolution)

Mid Michigan College Board of Trustees Special Meeting

October 19, 2021 – page 2

Meeting adjourned at 6:25 PM

Recording Secretary,

Amy Lince

Executive Assistant to the President and Board of Trustees

Terry Petrongelli, Board Chair

Richard S. Allen, Jr., Board Secretary

DRAFT

Mid Michigan College, Michigan (the “College”).

A Special meeting of the Board of Trustees of the College (the “Board”) was held:

- in the Esther C. Conference Room, within the boundaries of the College,
- electronically through _____ with identification number _____

on the nineteenth day October, 2021, at six o’clock in the p.m.

The meeting was called to order by Terry Petrongelli, Chairperson.

Present: Trustees: Terry Petrongelli; Richard S. Allen, Jr; Thomas Metzger, George Gilmore; Mike Jankoviak, Jane Zdrojewski

Absent: Trustees: Eric Kreckman

The following preamble and resolution were offered by Trustee Gilmore and supported by Trustee Zdrojewski

WHEREAS, the College has investigated the sale of its real property and building(s) thereon to the Saginaw Chippewa Indian Tribe of Michigan (the “Purchaser”), which property is located at 5805 E. Pickard Street within the Township of Union, Isabella County, Michigan (Parcel Nos. 14-012-40-002-01 and 14-012-40-007-07) (the “Property”), which Property is more fully described in the Purchase Agreement which is attached hereto and made a part hereof as Attachment “1” (the “Purchase Agreement”); and

WHEREAS, the Property is no longer necessary for College purposes and it would be in the best interests of the College to sell the Property to the Purchaser; and

WHEREAS, the Board has determined that it would be in the best interest of the College to waive any applicable Board Policies and/or Bylaws, if any, related to the sale of real property and to sell the Property to the Purchaser; and

WHEREAS, the Board desires to authorize and direct Tim Hood, the President of the College, or his designee, to execute the Purchase Agreement based upon the terms and conditions contained in the Purchase Agreement, to make any revisions to the Purchase Agreement not inconsistent with this resolution, and to take any other action necessary to sell the Property to the Purchaser, all of which shall be subject to review and approval by the College’s legal counsel.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. The Board hereby waives any applicable Board Policies and/or Bylaws, if any, related to the College’s sale of real property and authorizes the sale of the Property to the Purchaser.
2. The Board authorizes and directs Tim Hood, the President of the College, or his designee, to execute a Purchase Agreement based upon the terms and conditions contained in the Purchase Agreement, to make any revisions to the Purchase Agreement not inconsistent with this resolution, and to take any other action necessary to sell the Property to the Purchaser, all of which shall be subject to review and approval by the College’s legal counsel.

3. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Ayes: Trustees: Jankoviak, Gilmore, Metzger, Allen, Zdrojewski, Petrongelli

Nays: Trustees None

Resolution declared adopted.

Secretary, Board of Trustees

The undersigned duly qualified and acting Secretary of the Board of Trustees of Mid Michigan College, Michigan, certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at a Special meeting held on October 19, 2021, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).

Secretary, Board of Trustees

GWV/ssw



MID MICHIGAN COLLEGE
FINANCIAL HIGHLIGHTS
GENERAL & AUXILIARY FUNDS
September 30, 2021 (Preliminary)

GENERAL FUND REVENUE:

- 2021-22 tuition and fee revenue budget is based on a one (1) percent enrollment increase from 2020-21 levels with a four (4) percent increase in tuition rates. As of September 30, 2021, Fall 2021 enrollment showed a 1.8% decrease in billable tuition hours.
- State appropriations revenue for 2021-22 will be booked in October, coinciding with the State's fiscal year and the disbursement of the first payment.
- No property tax revenue has been booked since 2022 taxes will not be levied until December 2021. The tax levy for 2022 will be \$4,017,700, 58% higher than prior year due to the annexation of Mt. Pleasant school district.

GENERAL FUND EXPENSES:

- Departmental expenses are in line with 25% of the annual budget, with the exception of:
 - Instruction expended 19% due to the academic calendar; expenses will pick up through Fall term and with the onset of Winter term.
 - Information Technology expended 31% due to payment of the annual maintenance renewal with Ellucian, good through the end of the fiscal year.
 - Public Service expended 17% due to the academic calendar; expenses will pick up with the continued onset of technical courses throughout the year.
 - Student Services expended 20% due mainly to various institutional scholarships that have not yet been awarded and/or expensed for the academic year.

GENERAL FUND REVENUE OVER EXPENSES:

- The total increase in net assets as of September 30, 2021 is \$1.8 million. This represents \$5 million of income for the Fall 2021 term (starting August 30, 2021) offset by a portion of College operating costs for the months of August and September.

BALANCE SHEET:

- The cash balance decreased \$4 million from August 31, 2021 due in part to the disbursement of HEERF CARES Act funds and Title IV student refunds to students. The cash to replenish these refunds will be drawn down in October.
- Student receivables decreased \$4.8 million as a result of federal financial aid disbursed to the student accounts in the last week of September.

- The prepaid expense balance of \$177,363 represents a few multi-year prepaid items, other prepaid 2021-22 expenses, and the College contributions to the employee HSA accounts that will be earned during 2021.
- The balance due to other funds of \$474,298 million can be broken down as follows:
 - \$845,000 due to the designated student activities fund
 - \$2.7 million due to the auxiliary services for sales
 - \$26,000 due to the scholarship and grant fund
 - \$7.1 million due from the federal restricted fund for CARES and student financial aid funds disbursed to the student accounts (drawn down October 22, 2021)
 - \$426,000 due from the restricted grant fund
 - \$3.9 million due to building and site for current and future college needs
 - \$420,000 due from the Foundation for AP payments
- The \$1.2 million in accrued payroll and other compensation includes expenses incurred but not paid as follows:
 - Accrued salary, wages and vacation of \$424,000
 - FICA, Federal and State withholding of \$119,000
 - MPSERS/ORP/UAAL payable of \$172,000
 - Employee health and dental insurances payable of \$260,000
 - Unemployment and workers' compensation insurances payable of \$12,000
 - Deferred faculty pay \$183,000
 - Miscellaneous payroll deductions
- A significant portion of the preliminary Unreserved Net Assets of \$8.6 million represents funds set aside by the Board of Trustees to fund current and future college expansion needs.

AUXILIARY FUNDS:

- Total bookstore revenue is at 134% of the anticipated budget through the October transition to Barnes & Noble College (BNC) bookstore, due to activity for Fall term during the months of July through September. Laker Café revenue is at 62% of its annual budget, as it will remain in service after the BNC transition.
- Total expenses, at 115% of the anticipated budget through the October transition to BNC, represent operational costs for the months of July through September.
- The excess revenue over expense to date is \$72,123 which will help fund bookstore operations through the transition to BNC bookstore.

MID MICHIGAN COLLEGE
 BALANCE SHEET
 September 30, 2021 (PRELIMINARY)

Assets

Current Assets:

Cash and cash equivalents	\$	12,638,021
Short-term investments	\$	611,041
Student receivables	\$	1,059,386
Other receivables	\$	56,330
Prepaid expenses and other assets	\$	177,363
Due from (due to) other funds	\$	474,298
Total current assets	\$	15,016,465

Long-term investments	\$	-
Total assets	\$	15,016,465

Liabilities and Net Assets

Liabilities:

Accounts payable	\$	13,479
Accrued payroll and other compensation	\$	1,177,640
Total liabilities	\$	1,191,119

Net assets:

Reserved for:		
Technology	\$	884,632
Program development	\$	1,198,311
Retirement incentives	\$	200,000
Self-funded healthcare reserve	\$	1,080,502
Unreserved	\$	8,631,003
Current year excess revenue over/(under) expenditures	\$	1,830,897
Total net assets	\$	13,825,345

Total liabilities and net assets	\$	15,016,465
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MID MICHIGAN COLLEGE
STATEMENT OF REVENUES, EXPENSES
For the three months ended September 30, 2021 (PRELIMINARY)

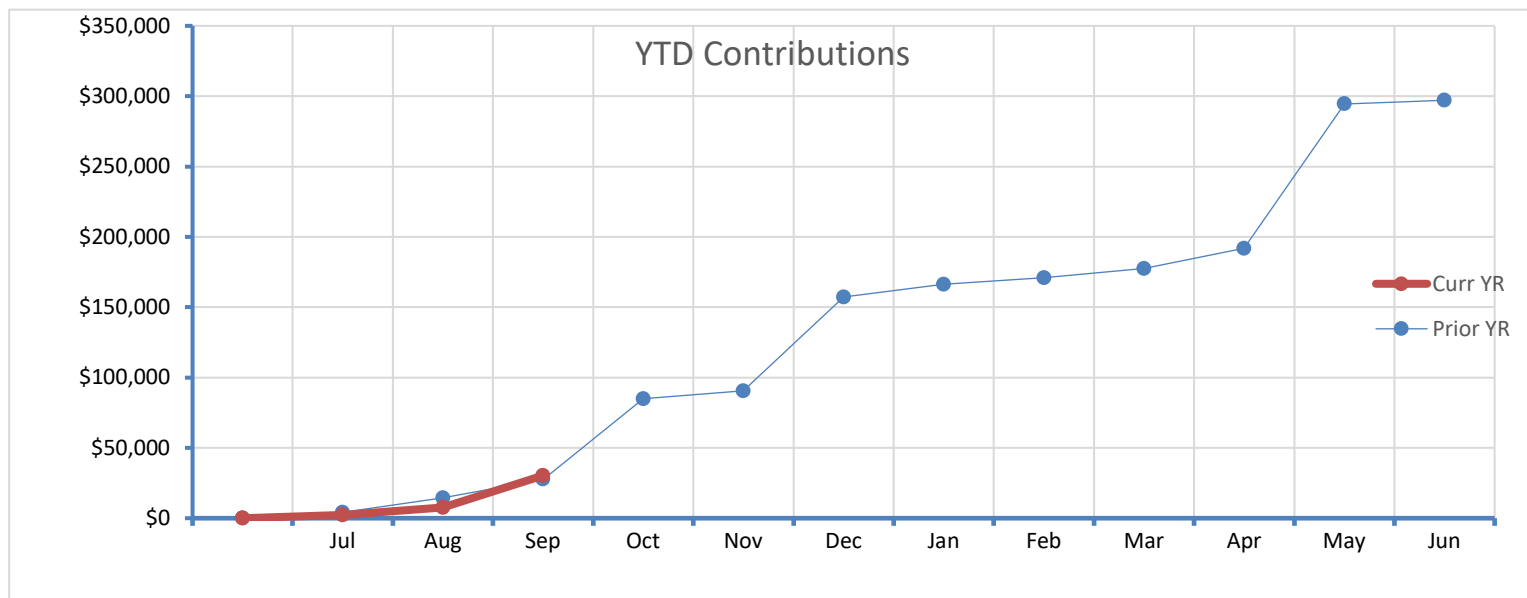
	Current Fiscal Year		Prior Fiscal Year	
	Amount	% of Budget	Amount	% of Budget
OPERATING REVENUES:				
Tuition and fees	\$ 7,011,395	50%	\$ 7,252,213	44%
Miscellaneous	\$ 5,396	5%	\$ 9,549	14%
Total operating revenues	\$ 7,016,791	49%	\$ 7,261,762	44%
EXPENSES:				
Operating expenses:				
Instruction	\$ 2,035,278	19%	\$ 2,098,366	20%
Information technology	\$ 536,918	31%	\$ 302,105	21%
Public service	\$ 140,129	17%	\$ 139,184	18%
Instructional support	\$ 390,639	24%	\$ 476,918	25%
Student services	\$ 555,347	20%	\$ 763,600	27%
Institutional administration	\$ 1,094,661	23%	\$ 995,181	22%
Operation and maintenance of plant	\$ 505,022	23%	\$ 543,359	22%
Total operating expenses	\$ 5,257,993	21%	\$ 5,318,713	22%
Operating income/(loss)	\$ 1,758,798		\$ 1,943,049	
NON-OPERATING REVENUES:				
State appropriations	\$ 44,491	1%	\$ 46,430	1%
UAAL	\$ -	0%	\$ -	0%
Property tax levy	\$ -	0%	\$ 2,985	0%
Investment income	\$ 2,496	5%	\$ 7,733	8%
Unrealized gain (loss) on investments	\$ -		\$ (321)	
Gifts	\$ -		\$ -	
Miscellaneous	\$ 25,112		\$ 28,523	
Total Non-operating revenues	\$ 72,099	1%	\$ 85,349	1%
Revenues over/(under) expenses	\$ 1,830,897		\$ 2,028,398	
Inter Funds Transfers				
Planned Savings (Building & Site)	\$ -	0%	\$ -	0%
Bond Debt Service (Building & Site)	\$ -	0%	\$ -	0%
Restricted Grant Match	\$ -	0%	\$ -	0%
Foundation Transfer	\$ -	0%	\$ -	
Total Inter Funds Transfers	\$ -		\$ -	
Net increase (decrease) in Net Assets	\$ 1,830,897		\$ 2,028,398	

MID MICHIGAN COLLEGE
 STATEMENT OF REVENUES, EXPENSES
 For the three months ended September 30, 2021 (PRELIMINARY)
 AUXILIARY FUND

	Current Fiscal Year		Prior Fiscal Year	
	Amount	% of Budget	Amount	% of Budget
REVENUE:				
Bookstore	\$ 468,875	134%	\$ 487,605	35%
Espresso Bar*	\$ 4,941	62%	\$ 2,827	4%
	<u>\$ 473,816</u>	<u>132%</u>	<u>\$ 490,432</u>	<u>34%</u>
EXPENSES:				
Bookstore	\$ 371,423	125%	\$ 369,366	33%
Espresso Bar*	\$ 2,227	23%	\$ 2,396	4%
Auxiliary Services	\$ 28,043	62%	\$ 29,480	23%
	<u>\$ 401,693</u>	<u>115%</u>	<u>\$ 401,242</u>	<u>30%</u>
EXCESS REVENUE OVER EXPENSES	<u><u>\$ 72,123</u></u>		<u><u>\$ 89,190</u></u>	
	15%		18%	

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

Mid Michigan College Contributions September 2021



	Curr YR	Prior YR
Monthly Contributions	\$ 22,681	\$ 13,120
YTD Contributions	\$ 30,356	\$ 27,679

YTD Top Contribution Totals in 2022:

Kathleen Kehoe Memorial Scholarship	\$ 9,000
Lakers Academic Fund	\$ 6,520
General Fund-Unrestricted	\$ 5,552
Lakers Athletic and other Athletic Funds	\$ 4,597
Lakers Leadership Fund	\$ 2,060

Other Funds	\$ 2,627
YTD Total	<u>\$ 30,356</u>

TO: Board of Trustees

FROM: Lori Fassett, Associate VP of Human Resources

SUBJECT: Staffing Update, November 2, 2021 Board Meeting

DATE: October 15, 2021

FULL-TIME NEW HIRES:

Sarah Kasabian-Larson – Director of Financial Aid

Sarah brings to Mid 10 years of experience working in higher education financial aid. She holds a Bachelor of Science in Kinesiology with a Major in Exercise Management and an Advanced Business Communications Certificate from the University of Wisconsin-Eau Claire, and a Master of Higher Education Administration in Leadership from Upper Iowa University. Welcome to the Mid Team Sarah!

Kyle Judge – Custodian 3rd Shift

Kyle brings to Mid over 10 years of custodial cleaning and customer service experience. He is currently pursuing a degree in Technology from Mid to reach his goal of working in software development. Welcome to the Mid Team Kyle!

NEW PART-TIME AND STUDENT EMPLOYEES:

Denise Abbey – Tech Center Admin Assistant (part-time) (EDUStaff)	Effective: 09/20/2021
Kaitlyn Holbeck – Hospitality Assistant (part-time) (EDUStaff)	Effective: 09/13/2021
Joshua Bentley – Student Worker IT	Effective: 09/17/2021
Logan Chilman – Student Worker Tech Center	Effective: 09/13/2021
Bryce Loomis – Student Worker Tutor Science	Effective: 09/17/2021
Emily O’Rourke – Student Worker Library	Effective: 09/13/2021
Montana Russell – Student Worker Student Advancement	Effective: 09/10/2021
Laramy Millen – SI Leader (EDUStaff)	Effective: 09/22/2021
Nathan Allen – Student Worker Library	Effective: 10/04/2021

Katelyn Duesbout – Student Worker Tutor CAD	Effective: 09/17/2021
Devin Dysinger – Student Worker Tutor CAD	Effective: 09/20/2021
Amber McAllister – Student Worker Tutor Biology	Effective: 10/04/2021
Anna O’Boyle – Student Worker IT	Effective: 10/04/2021
Nick O’Brien – College Work Study Off-Campus	Effective: 09/27/2021
Hunter Raymond – Student Worker Tutor CAD	Effective: 09/27/2021
Kevin Stillson – Assistant Coach Women’s Softball	Effective: 10/04/2021

INTERNAL TRANSFERS:

Tim Feuerstein	From: Lead Maintenance To: Maintenance Manager	Effective: 09/27/2021
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SEPARATIONS:

Jaedyn Myers – Student Worker Career Center	Effective: 07/31/2021
Austin Waggoner – Federal Off Campus Work Study	Effective: 07/03/2021

VACANCIES:

Adjunct – Advanced Manufacturing & Robotics (part-time)	Posted
Adjunct Communication – various locations (part-time)	Posted
Adjunct Computer Information Systems (part-time)	Posted
Adjunct English – various locations (part-time)	Posted
Adjunct Math – various locations (part-time)	Posted
Adjunct Nursing – General (part-time)	Posted

Adjunct Psychology- various locations (part-time)	Posted
Administrative Assistant – Technical Center (part-time)	Interviewing
Administrative Specialist to Academic Deans (full-time)	Filled
Assistant Coach Baseball (part-time)	Posted
Custodian (part-time)	Posted
Custodian (Temp. FT through Dec 2023)	Posted
Custodian 3 rd shift (full-time)	Offer Extended
Director of Alumni Engagement (full-time)	Offer Extended
Director of Development (full-time)	Offer Extended
ETS Academic Coordinator (part-time)	Posted
Hospitality Assistant (part-time)	Filled
Head Coach – Softball (part-time)	Posted
IT Technical Assistant (part-time)	Filled
Maintenance Manager (full-time)	Filled
Payroll Technician (full-time)	Posted
Phlebotomy Instructor (part-time)	Posted
Temporary FT Mathematics Instructor – (Temp FT)	Filled

Unfinished Business

Item V-A: Strategic Planning Update

Presenter: President Hood

Board Consideration: Information

President's Recommendation:

None, informational.

President Hood will provide 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: Mid Website Audit Approval

Presenter: Matt Miller

Board Consideration: Information/Action

President's Recommendation:

Motion to approve a request to conduct a website audit with Stamats for a total cost of \$30,000.

Vice President of Student Services Matt Miller will present a request to approve an audit of the college's website for an amount not to exceed \$30,000. Money for this project will be utilized from CARES funding.

Board Agenda Item: Mid Website Audit Approval

The Strategic Communications Office is requesting approval for a website audit to be conducted by Stamats for a cost not to exceed \$30,000. These funds will come from the federal Colleges HEERF (CARES) funds.

The college last redesigned its website in 2016-17. While our website has been refreshed and updated over the years, it is time to evaluate our backend technology and redesign the site. Stamats will complete a User Experience Assessment, a Performance Assessment, and Usability Testing. In addition, they will review our content management system (the software that manages the website behind the scenes) and make a recommendation for a new technology solution.

The College's website is our primary marketing and communication tool. This service will determine what is needed to ensure that our website is aligned with industry trends, accessible, interactive, responsive, and data-guided. Stamats is a leader in working with college websites and offers a full suite of web development and analysis services.

We sent out an RFP for web audit services and received five quotes:

- Stamats: \$30,000
- Carnegie: \$90,000
- EAB: \$64,800
- RNL: \$50,000
- Paskill Stableton & Lord: \$60,500

While Stamats has a substantially lower price, we are confident that we will be receiving equivalent (or better) service compared to the other companies. We worked with Stamats in 2016 to evaluate our marketing and admissions efforts. Their report was very actionable, useable, and comprehensive.

Based on the recommendations in the website audit, it is likely that we will work with a design service for help with the redesign and the switch to a new content management system.



Mid Michigan College



Website Audit

June 16, 2021

Introduction

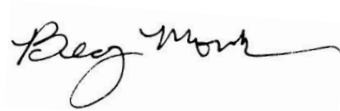
Thank you for the invitation to submit a proposed scope of work for Mid Michigan College's (Mid or Mid Michigan) website audit project. We are pleased to be among a select group of firms you are considering as a potential partner for this assessment.

It is important to point out that the vast majority of our work is with higher education institutions and web users specific to this realm. We don't dabble; we don't occasionally do—this is our world. Our extensive digital and website design experience will offer the benefit of having done this before. Not once, but countless times. This in-depth knowledge of previous projects and website usability benefits this engagement with Mid.

Again, thank you for the opportunity to prepare this proposal. As you review our recommendations, if you have any questions or would like to discuss the project in more detail, please do not hesitate to contact me at 319-431-0472 or becky.morehouse@stamats.com.

It would be our distinct pleasure to once again partner with Mid!

Kind regards,



Becky Morehouse
Senior Vice President

Project Description, Associated Costs, and Timeframe

Stamats recommends three key components to assess the site and offer specific recommendations for the Mid Michigan team.

1: User Experience Assessment

Stamats will conduct a user experience analysis to offer architectural recommendations to support comprehensive digital marketing activities, innovative and intuitive design, and a satisfying user experience.

The UX Assessment will include:

- Google Analytics analysis
- Heuristic review of navigation pathways and mobile UX
- Implementation and review of heatmaps track clicks, scrolling, and other user-engagement indicators
- Journey mapping for three full journeys (determined with the Mid Michigan team) to uncover experience and conversion barriers and to optimize touchpoint opportunities
- Evaluation of these journeys within the context of the information architecture strategy
- Content and IA Quality Assessment to identify any common content issues around organization, navigation, SEO, readability, opportunities to condense and streamline, page-focus issues, conversion optimization, etc. (this will be representative only and not a line-item qualitative audit of all website content)
- Content Audit that evaluates the Mid Michigan website against user experience best practices (e.g., how to best structure content around tasks, information needs, programs, services, educational goals, etc.)
- Demonstration of editing for readability with one piece of sample content, selected from the qualitatively audited set
- SEO Audit of technical and content audit to identify and rank SEO issues that includes competitive analysis for up to three competitors based on shared list of 50 keywords/phrases
- SEM Analysis for market evaluation and competitive analysis of key branding campaigns and programs

2: Performance Assessment

The Performance Assessment takes a deep dive into the technical, design and content elements of your site to determine what is impacting site speed, identify ADA compliance issues, and make sure protocols are in place for ongoing maintenance.

- Conduct site speed evaluations and test site optimization on desktop and mobile devices
- Evaluate image performance
- Domain authority evaluation
- Examine redirect strategy
- ADA compliance report
- Recommendation report and estimates for correction

3: CMS Evaluation and Recommendation

As part of this endeavor, our team can assess CMS platforms for your needs. We recognize that Mid may be considering moving from concrete5. The evaluation will take into consideration:

- In-house staff skillset and team size
- Security policies for open source
- Hosting requirements
- Licensing and budget requirements
- Website needs and vision, such as personalization, engagement plans, and dynamic content
- Ease of use
- Workflow processes
- Pre-built modules

After assessing and discussing these factors (and other specific needs and concerns you voice), we will recommend best-fit CMS options for you.

Cost: The comprehensive cost for the website audit (Items 1-3) is \$19,900.

Timeline: The Website Audit will take approximately four weeks to complete.

Usability Testing

A unique feature for Stamats' clients is our integrated approach to research and the user experience. Integral to our website work with clients, we can test a host of web-related issues, needs, and concerns through usability tools, crowd-sourcing, and other methodologies based on key questions and tasks. For example, we use tree-testing to assess menu structures and labels and first-click testing assesses how users engage with the overall design of your site.

Usability testing can assess overall impressions, user-experience factors, navigation experience, features that inspire engagement, and journey path. Testing can help ground website design, architecture, and theory in reality—the reality of users and their experiences with the site. We can test for intuitiveness, navigability, and user journeys. We collect both qualitative and quantitative data for various user tasks, giving us evidence to structure the new architecture, wireframes, and design.

Usability testing can take the shape needed and adapts to different needs and different components, particularly in an audit to help identify strengths and weaknesses in an existing site. We would work with Mid Michigan to define the best use of an overall usability testing budget. We determine which type of testing is most appropriate for which audience, for which tasks, and at what stage(s). As noted in the RFP, we can address Mid Michigan priority audiences of high school seniors, prospective nontraditional students, current Mid students, and staff and faculty.

Cost: We recommend a usability testing budget of \$6,000-\$12,700; and the upper budget figure may be most appropriate given the number of audiences of interest.

Timeline: Usability Testing could coincide with the overall Website Audit timeline of four weeks.

We offer one additional potential service should Mid be interested in strategic assistance, insights, and counsel regarding Google Analytics.

Google Analytics Audit and Goals (Optional)

Finally, if Mid is interested, we can also conduct a Google Analytics audit and define goals.

During this assessment, we would:

- Audit of Mid's Google Analytics account in order to confirm that GA has been properly set up in order to collect the type of information necessary to support the college's business decisions
- Recommendations regarding goals and events to track in order to help Mid monitor how web users are progressing through the recruitment funnel
- Configuration of up to five goals or events
- Upgrade to Google Tag Manager if not currently upgraded

The resulting deliverable includes the GA audit findings and goal and event configuration.

Cost: The cost for this evaluation is \$4,500.

Timeline: The GA Audit and Goals could coincide with the overall Website Audit timeline of four weeks.

Experience and References

About Stamats

Industry experts, artists, writers, consultants, authors, researchers, designers, scholars, musicians, poets, photographers, statisticians, teachers, digital dreamers—that just touches on who the people are at Stamats. But more than anything, we're a family. We were founded as a family company in 1923 and to this day are led by members of the cofounder's family. Stamats' headquarters is in Cedar Rapids, Iowa and we have a regional office in Minneapolis, Minnesota.

Human talent is our strength. With a staff of just under 100 consultants, strategists, researchers, digital specialists, creative professionals, content mavens, programmers, database experts, and account managers, we understand marketing. We're driven by a vibrant culture of collaboration...with our clients and with each other.

The dynamics of higher education marketing are changing. With evolving technology and instant communication, cutting through the clutter of information to capture your audiences' interest has never been more important or more challenging.

Data-driven strategy is in our DNA and it permeates the wide array of services and solutions we provide:

Strategic Research Services

- Image and perception studies
- Tuition pricing elasticity studies
- Brand value and competitive positioning studies
- Academic program demand assessments

Strategic Content Capabilities

- Content audit
- Content strategy
- Content optimization and writing
- Writing for the Web training
- Editorial services
- Content planning
- Content migration
- Taxonomy strategies
- Video concept, direction, and postproduction
- Print, broadcast, online, and outdoor advertising

Digital Marketing Capabilities

- Recruitment and advancement campaigns
- Demand generation marketing
- Direct, email, and social media campaigns
- Mobile and social media solutions
- Digital media audits and consultation
- Google Analytics implementation and consultation
- Social media strategy and planning
- Search engine optimization (SEO)/search engine marketing (SEM)

Strategic Creative and Brand Capabilities

- Institutional brand and identity campaigns
- Brand audits
- Creative direction and development

Strategic Website Capabilities

- Institutional, admission, and advancement websites
- Website architecture and strategy
- Responsive website development
- Usability testing



Stamats provides service by delivering solutions—solutions that support brands, advance reputations, speak with distinction, engage audiences, and are on time and within budget. Service means communicating great ideas based on hard data; it means collaborating in a spirit of mutual success; it means adding value wherever and whenever possible for the benefit of the whole client; and it means operating with the highest standards of excellence. Though the technology and mediums change, it's an approach that's guided Stamats' growth for nearly 100 years and one that continues in every partnership we pursue.

Leaders in Higher Education Website Strategy and Execution

Stamats takes a state-of-the-art approach to website development and leverages our knowledge in the specialized context of higher education. We create distinctive online experiences for audiences of all types and interests. Our research, consulting, strategy, branding, and content experience guides a technical approach driven by:

- **Modular templates:** We create highly flexible templates for the full range of page types you need, giving your site's contributors tools and guidance for showcasing every kind of content.
- **Data-guided decision making:** The best decisions are rooted in solid research and clear data. We leverage focus group feedback and usability testing to define and refine our project approach.
- **Interactive experiences:** We believe the best online experiences are interactive, dynamic, user-focused, and enriched by highly relevant content.
- **Responsive design:** Every website we design can be viewed and engaged with on smartphones, tablets, laptops, and similar devices.
- **Usability:** Our web development services are designed to help users find the content they need easily and encourage them to engage with your site longer by providing an optimal, intuitive experience.
- **100% Accessibility:** All Stamats web work meets Section 508 and WCAG 2.1 guidelines.
- **Compatibility:** Our website development work is designed with technology compatibility in mind. Our goal is to extend your site's reach and relevance via plug-in external devices.
- **Industry trends:** We're curious about what's next, and we constantly investigate cutting-edge technologies such as search, virtual devices, and more.

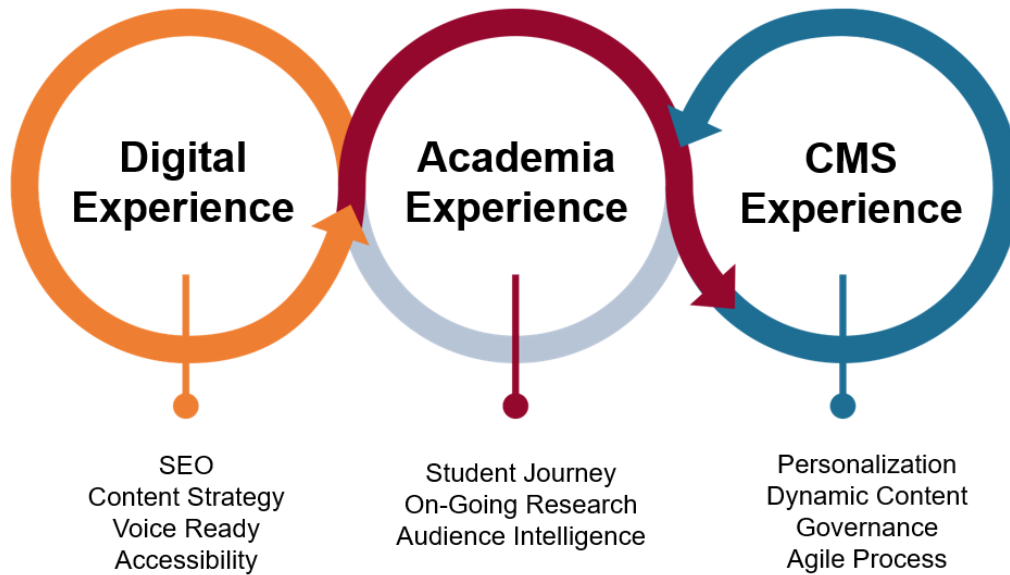


Resources and Experience

At Stamats, our full-service, in-house capabilities generate more successful results for clients. We provide not just web design but a complete array of higher education integrated-marketing services, from research and planning to brand and communication development to communication mapping and CRM integration.

Under one roof, we offer a full staff of digital media researchers and strategists, designers, user experience experts, production staff, writers, and more. This gives us the ability to maintain total oversight of your project from Discovery to launch (and beyond). Stamats has invested in the resources to offer you an entire array of research, marketing, and creative services, including our own proprietary studies of how students and families, higher education professionals, investors, donors, and business leaders use the web to access information.

All these resources come together to ensure that your project is the top priority of every Stamats team member.



Unique Value Proposition

We are a client-centered, market-driven company that serves colleges and universities. Our primary business is helping clients work smarter and build more sustainable futures by providing a suite of tailored research, consulting, planning, creative, and digital services. We approach each project in a spirit of true partnership. We listen carefully, encourage dynamic collaboration, offer informed advice, and develop innovative solutions that meet our clients' exact needs.

Recent Community College Clients



References

Cal State LA

Alex Harwood Director, IT Client Support Services
5151 State University Drive
Los Angeles, CA 90032
(323) 343-2573
aharwoo@calstatela.edu

Kirkwood Community College

Kevin Hansen, Executive Director Communications & Marketing
6301 Kirkwood Blvd SW
Cedar Rapids, IA 52404
(319) 398-5625
kevin.hansen@kirkwood.edu

North Orange Continuing Education

Jennifer Perez, Director of Campus Communications
1830 W. Romneya Dr.
Anaheim, CA 92801
(714) 808-4671
jperez@NOCE.edu

New Business

Item VI-C: Renewal of Internet and Phone Service

Presenter: Kirk Lehr

Board Consideration: Information/Action

President's Recommendation:

Motion to approve the renewal of internet and phone service with Winn Telecom for a five year term at an annual cost of \$27,460.00.

Director of Information Technology Kirk Lehr will be presenting a request to renew the college's internet and phone service with Winn Telecom. Mid has just completed a three year agreement with Winn and the new five year agreement would provide the college with expanded long distance service and approximately \$10,000 per year in savings versus the prior contract.



CONNECTING YOU TO THE WORLD

402 N. MISSION ST, SUITE 1
 MT. PLEASANT, MI 48858
 989-779-9817

Bill To:

Mid MI College Mid MI College
 1375 S Clare Ave 2600 S Summerton Rd
 Harrison, MI 48625 Mt Pleasant MI 48858
 Att: Kirk Lehr
 989-317-4611

Quotation

DATE August 17, 2021

Quotation # 1

Customer # Q1292020

Quotation valid until: September 16, 2021

Prepared by: Jamie Rhein

Phone: 989-748-9802

Email: jrhein@wintel.com

Comments or special instructions:

Month-To-Month SIP Trunk's come with Caller ID Nm & Nmbr, Unlimited local and 10,000 Long distance minutes Per Line

Description	Expanded Description	Frequency	Per Unit Amount	Qty	AMOUNT
PBX	SIP Trunk	Monthly Recurring	\$ 49.00	2	\$ 98.00
PBX	16+ Call Paths (per call path)	Monthly Recurring	\$ 17.95	30	\$ 538.50
PBX	DIDs (phone numbers on the PBX)	Monthly Recurring	\$ 0.95	365	\$ 346.75
phone	phone line- per min LD, per call local usage, no features	Monthly Recurring	\$ 24.95	6	\$ 149.70
internet	dedicated symmetrical 500x500	Monthly Recurring	\$1,600.00	1	\$ 1,600.00
internet	non-ded symmetrical 30x30	Monthly Recurring	\$ 150.00	1	\$ 150.00
internet feature	Premium Web Host	Monthly Recurring	\$ 19.95	1	\$ 19.95
internet feature	IP address Single IP Address	Monthly Recurring	\$ 14.95	32	\$ 478.40
TOTAL ESTIMATED					\$ 3,381.30

Monthly Recurring Total: \$ 3,381.30
 One-Time Fee Total: \$ -
 50% down, 50% upon delivery total: \$ -
 Annually Recurring Fee Total: \$ -
 \$ 3,381.30

36 Month Term

Description	Expanded Description	Frequency	Per Unit Amount	Qty	AMOUNT
PBX	SIP Trunk	Monthly Recurring	\$ 41.65	2	\$ 83.30
PBX	16+ Call Paths (per call path)	Monthly Recurring	\$ 15.26	30	\$ 457.80
PBX	DIDs (phone numbers on the PBX)	Monthly Recurring	\$ 0.81	365	\$ 295.65
phone	phone line- per min LD, per call local usage, no features	Monthly Recurring	\$ 21.21	6	\$ 127.26
internet	dedicated symmetrical 500x500	Monthly Recurring	\$1,200.00	1	\$ 1,200.00
internet	non-ded symmetrical 30x30	Monthly Recurring	\$ 127.50	1	\$ 127.50
Web Host	Premium	Monthly Recurring	\$ 19.95	1	\$ 19.95
internet feature	IP address Single IP Address	Monthly Recurring	\$ 9.00	32	\$ 288.00

Description	Expanded Description	Frequency	Per Unit Amount	Qty	AMOUNT
TOTAL ESTIMATED					\$ 2,599.46

Monthly Recurring Total: \$ 2,599.46
 One-Time Fee Total: \$ -
 50% down, 50% upon delivery total: \$ -
 Annually Recurring Fee Total: \$ -
 \$ 2,599.46

60 Month Term

Description	Expanded Description	Frequency	Per Unit Amount	Qty	AMOUNT
PBX	SIP Trunk	Monthly Recurring	\$ 39.20	2	\$ 78.40
PBX	16+ Call Paths (per call path)	Monthly Recurring	\$ 14.36	30	\$ 430.80
PBX	DIDs (phone numbers on the PBX)	Monthly Recurring	\$ 0.76	365	\$ 277.40
phone	phone line- per min LD, per call local usage, no features	Monthly Recurring	\$ 19.96	6	\$ 119.76
internet	dedicated symmetrical 500x500	Monthly Recurring	\$1,050.00	1	\$ 1,050.00
internet	non-ded symmetrical 30x30	Monthly Recurring	\$ 120.00	1	\$ 120.00
Web Host	Premium	Monthly Recurring	\$ 19.95	1	\$ 19.95
internet feature	IP address Single IP Address	Monthly Recurring	\$ 6.00	32	\$ 192.00
TOTAL ESTIMATED					\$ 2,288.31

Monthly Recurring Total: \$ 2,288.31
 One-Time Fee Total: \$ -
 50% down, 50% upon delivery total: \$ -
 Annually Recurring Fee Total: \$ -
 \$ 2,288.31

Client Signature: _____ Date: _____

Month-To-Month 36 Month 60 Month

By checking a term length above you are agreeing to Winn Telecom's terms and conditions, which can be found at www.winntel.com or upon request in writing. All services listed above are for the chosen term of service and recur monthly except where expressly stated. One-Time Charges and Credits occur once except where expressly stated. Rates given are maximum values; Winn Telecom will not charge for any portion of services not provided or hardware that has not been purchased. Prices given do not include state 6% and federal 3% tax or mandated fees. Mandated fees and any resold product rates (Resale) can change at any time. If termination of services is prior to the service activation date, but after execution of this Agreement, early termination charges are those reasonable expenses incurred by Winn Telecom through the date of termination.

RELEASE OF LIABILITY: This release removes liability from Winn Telecom for any damage caused due to customer owned unmarked or mismarked facilities during the time of installation. This includes but is not limited to underground water lines, sewer lines, electrical lines, telecommunications lines and any other underground structures.

Description	Expanded Description	Frequency	Per Unit Amount	Qty	AMOUNT
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Battery Backup Services are available upon request. Additional pricing may be applicable.

LEASED EQUIPMENT: All equipment listed as leased is leased for the duration of the contract. After the contract term expires all leased equipment charges will continue at the previous contractual rate on a month-to-month term. If the customer wishes to purchase leased equipment it will be sold at rates determined by Winn Telecom which may vary depending on the condition and state of the hardware at the time the request is made. During the lease equipment repair and/or replacement will be performed on items that continue to meet our stated acceptable use policy as defined at <https://www.winntel.com/> free of charge. Repair or replacement will return hardware and service to a working state as specified in the current contract. It does not cover programming or feature changes or the addition of new service beyond the scope of the current contract.

Customer, by its authorized representative signed above, hereby seeks a Preferred Carrier Change from the services of the company specified herein (referred to hereafter as Company) to Winn Telecom and requests that the lead telephone number(s) specified in this order and all services associated with this number, to be ported from said Company to Winn Telecom.

TERMS AND CONDITIONS AND ACCEPTABLE USE POLICY

Available upon either written request, in person, or on our website at <https://www.winntel.com/>

New Business

Item VI-D: Audit Approval

Presenter: Lillian Frick

Board Consideration: Information/Action

President's Recommendation:

Motion to approve the audit as presented.

Vice President of Finance and Administration will be presenting a request to approve the college audit. The college audit committee will have had a chance to meet with representatives from Rehmann.

Board Comments

Item VII-A: Calendar of Events

Presenter: Board Chair Petrongelli

Board Consideration: Information

President's Recommendation:

None, informational.

Nov 5	MCCA Trustee Leadership Institute, (More details to follow when available)
Dec 5	Mid Foundation Holiday Reception, 6-8 PM, Main Concourse, Harrison Campus
Dec 7	Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus
Jan 4	Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus
Feb 1	Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus
Mar 1	Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus
Apr 5	Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus
May 3	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.