

MID MICHIGAN COLLEGE
Board of Trustees Workshop and Regular Meeting
Harrison, MI 48625 and Mt. Pleasant, MI 48858
October 5, 2021
6:00 PM Workshop
7:00 PM Meeting
Esther C. Conference Room, Harrison Campus

Workshop Presentation

Trustee Workshop Time

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: Tim Hood

Board Consideration: Information

Item V-B: Enrollment Report

Presenter: Matt Miller

Board Consideration: Information

Item V-C: Policy Changes

Presenter: Board Chair Petrongelli

Board Consideration: Information/Action

NEW BUSINESS

Item VI-A: Correspondence and Announcements

Presenter: President Hood

Board Consideration: Information

Item VI-B: Microsoft Campus Agreement Renewal

Presenter: Kirk Lehr

Board Consideration: Information/Action

Item VI-C: Computer Information Systems (CIS) Equipment Purchase

Presenter: Amy Fisher

Board Consideration: Information/Action

Item VI-D: Local Strategic Value Resolution

Presenter: President Hood

Board Consideration: Information/Action

Item VI-E: Blanket Purchase Order for Board Gift to Employees

Presenter: Lori Fassett

Board Consideration: Information/Action

Item VI-F: Capital Outlay Project Request

Presenter: Lillian Frick

Board Consideration: Information/Action

Item VI-G: Baseball Spring Training

Presenter: Matt Miller

Board Consideration: Information/Action

Item VI-H: Closed Session- Presidential Evaluation

Presenter: Board Chair Petrongelli

Board Consideration: Information

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- September 7, 2021 Regular Meeting; September 28, 2021 Special Meeting
- B. Monthly Financial Report:
 - 1. Financial Summary for the period ending August 31, 2021.
 - 2. General fund balance sheet as of August 31, 2021.
 - 3. General fund statement of revenues and expenses for nine months ending August 31, 2021.
 - 4. Gifts and Donations: Donations totaling \$5,422 were received for the Mid Foundation in August 2021.
- C. Monthly Personnel Report.

Mid Michigan College Board of Trustees Regular Meeting

September 7, 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 Gilmore to approve the agenda as presented. 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 Kreckman to approve the consent items as presented. Second by Trustee Allen. All Ayes; Motion Carried.

Agenda Item V-A: *STRATEGIC PLANNING UPDATE*

President Hood provided an update regarding the strategic planning process and the latest campus meetings with Ellucian that took place during the Welcome Back Day proceedings. Vice President of Academic Affairs and Community Outreach Scott Mertes discussed the excitement presented from each academic division in developing their own strategic plans. A series of zoom meetings will be set up for the departments throughout the college, for those that were not able to attend Welcome Back Day and meet with Ellucian.

Agenda Item V-B: *ENROLLMENT REPORT*

Vice President of Student Services Matt Miller presented an enrollment report on the Fall semester. A discussion took place regarding enrollment and retention efforts at Mid and other colleges.

Agenda Item VI-A: *CORRESPONDENCE AND ANNOUNCEMENTS*

There was no general correspondence or announcements at this time.

Mid Michigan College Board of Trustees Regular Meeting

September 7, 2021 – page 2

Agenda Item VI-B: *FOUNDATION HOLIDAY RECEPTION*

Motion by Trustee Jankoviak to approve wine and beer on campus for the Foundation Holiday Reception on December 5, 2021, per Board policy 304.01. Second by Trustee Kreckman.

President Hood presented a request for allowance of alcoholic beverages on campus for the Foundation Holiday Reception taking place on December 5, 2021 from 6:00 - 8:00 PM in the main concourse of the Harrison Campus. This request requires Board approval, per Board policy 304.01. A voice vote showed All Ayes; Motion Carried.

Agenda Item VI-C: *COMPUTER PURCHASE*

Motion by Trustee Kreckman to approve a computer purchase utilizing HEERF funds for the library area, in the amount of \$23,235.00. Second by Trustee Metzger.

Director of Information Technology Kirk Lehr presented a request to purchase 20 new computers for the library area utilizing HEERF (CARES) funding, in the amount of \$23,235.00. This computer purchase will allow students to participate in remote classes easier. A voice vote showed All Ayes from the Trustees; Motion Carried.

Agenda Item VI-D: *POLICY CHANGES*

Board Chair Petrongelli presented the first reading of various Board policy changes.

302.06 should stay the same as it is stated right now.

Agenda Item VII-A: *CALENDAR OF EVENTS*

- | | |
|-------|--|
| 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 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 expressed his concerns about the recent mask mandate instituted at Mid. A discussion took place regarding what constitutes a Board policy versus an administrative policy. President Hood discussed the recommendation made by the COVID task force and the process taken in regards to reaching that decision. Trustees discussed the potential ramifications of a mandate.

Mid Michigan College Board of Trustees Regular Meeting

September 7, 2021 – page 3

Motion by Trustee Kreckman to support the decision regarding the mask mandate regardless of vaccination status. Second by Trustee Metzger. A roll call vote showed yes votes from Trustees Jankoviak, Kreckman, Metzger, Petrongelli and no votes from Trustees Gilmore, Allen, Zdrojewski. Motion Carried.

Trustees Zdrojewski and Gilmore stated that they support the administration and appreciate the work that has been put in regarding the pandemic.

Vice President of Academic Affairs and Community Outreach Scott Mertes stated that the disc golf course has been completed. The Mid tailgate events will be starting soon, with the first event taking place on Friday, September 10 at Beaverton High School.

Meeting adjourned at 8:00 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

September 28, 2021 – page 1

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

Present: Terry Petrongelli, Board Chair; Thomas W. Metzger, Treasurer; George Gilmore, Trustee, Mike Jankoviak, Trustee

Absent: Eric T. Kreckman, Vice Chair; Richard S. Allen Jr., Secretary; Jane Zdrojewski, Trustee

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

Agenda Item III: *PUBLIC COMMENT*

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

Agenda Item IV: *POTENTIAL SALE OF PICKARD BUILDING*

President Hood and Vice President of Finance and Administration Lillian Frick gave an overview of the interest in the Pickard building in recent months and the process to gather bids from interested parties. A discussion took place regarding how each trustee felt pertaining to the bids and how the Biggby Coffee section of the parcel would be affected in the transfer of the property if it were to sell.

Motion by Trustee Gilmore to enter into negotiations with the Saginaw Chippewa Tribal College for purchase of the Pickard building. Second by Trustee Jankoviak.

A discussion took place about deal breakers and preferences for negotiations. Trustees would prefer a cash deal. Trustees want to make sure that the tribal election would not affect the purchase, and that any legal proceedings would not take place in tribal court. All Ayes; Motion Carried.

Agenda Item V: *SEALING OF PARKING LOTS*

Motion by Trustee Jankoviak to approve parking lot maintenance for Harrison and Mt. Pleasant campuses in the amount of \$77,740.00. Second by Trustee Metzger.

Vice President of Finance and Administration Lillian Frick presented a request to move forward with required maintenance for the parking lots and drives at both the Harrison and Mt. Pleasant campus. The total requested for this project is \$77,740.00. All Ayes; Motion Carried.

Mid Michigan College Board of Trustees Special Meeting

September 28, 2021 – page 2

Agenda Item VI: CLOSED SESSION- NEGOTIATION UPDATE WITH LEGAL COUNSEL

The Board Chair stated that the Trustees would move into closed session for the purpose of a negotiation update with legal counsel.

Motion by Trustee Gilmore to adjourn to closed session at 8:08 PM. Second by Trustee Jankoviak. All Ayes; Motion Carried.

The Board returned to regular session at 8:30 PM.

Ray Davis, attorney from Thrun Law Firm, updated the Board on the progress of the Educational Support Personnel Association (ESPA) union negotiations. The ESPA union contract expired on June 30, 2021. Negotiations began on April 14, 2021. There have been seven negotiation sessions. Mr. Davis stated that the College's last offer was full steps, full longevity, and an additional \$0.22 per hour increase on all scale steps. Thus, it was within this year's wage increase parameter. The union countered at full steps and \$0.55 per hour increase on all scale steps, which is significantly above the parameter. Mr. Davis stated no further negotiation sessions are scheduled, and he believes that the union will request fact finding.

Fact finding is a lengthy, non-binding arbitration process that will take months to complete. The Arbitrator will hear arguments from each side, give them a month to file briefs, and then issue an opinion with a suggested solution that both sides may choose or not choose to accept. There is nothing that prevents the parties from meeting and resolving their differences before the fact finding is complete. Step increases or other raises for employees that would be covered under the expired ESPA union contract cannot be paid while the contract is expired, pursuant to Public Act 54 of 2011. This law also prevents any retroactive pay increases from taking place.

Meeting adjourned at 8:38 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

August 31, 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 August 31, 2021, Fall 2021 enrollment showed a 1.8% decrease in billable tuition hours. The impact of COVID-19 on Fall enrollment is still unknown, so appropriate budget modifications will be proposed after final enrollment numbers are known.
- 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 17% of the annual budget, with the exception of:
 - Instruction expended 11% due to the academic calendar; expenses will pick up with the onset of Fall term.
 - Information Technology expended 29% due to payment of the annual maintenance renewal with Ellucian, good through the end of the fiscal year.
 - Public Service expended 12% due to the academic calendar; expenses will pick up with the onset of Fall technical courses.
 - Student Services expended 12% 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 August 31, 2021 is \$4 million. This represents \$5.4 million of income for the Fall 2021 term (starting August 30, 2021) offset by a portion of College operating costs for the month of August.

BALANCE SHEET:

- The cash balance increased \$5.5 million from July 31, 2021 due to the drawdown of year end grant funds, as well as payments on student accounts during the month of August.

- Student receivables increased \$830,500 due to 2021 Fall term registration activity. Some of this will be collected by the August 30 start of classes but the greater part of the balance will not be paid until financial aid (student loans) is processed in September for the 2021 Fall term.
- The prepaid expense balance of \$176,889 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 \$6.2 million can be broken down as follows:
 - \$827,000 due to the designated student activities fund
 - \$2.7 million due to the auxiliary services for sales
 - \$130,000 due to the scholarship and grant fund
 - \$605,000 due from the federal restricted fund for student financial aid funds disbursed to the student accounts
 - \$335,000 due from the restricted grant fund
 - \$4 million due to building and site for current and future college needs
 - \$429,000 due from the Foundation for AP payments
- The \$1 million in accrued payroll and other compensation includes expenses incurred but not paid as follows:
 - Accrued salary, wages and vacation of \$408,000
 - FICA, Federal and State withholding of \$108,000
 - MPSERS/ORP/UAAL payable of \$161,000
 - Employee health and dental insurances payable of \$233,000
 - Unemployment and workers' compensation insurances payable of \$10,000
 - Deferred faculty pay \$90,000
 - 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 104% 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 and August. Laker Café revenue is at 18% of its annual budget, as it will remain in service after the BNC transition.
- Total expenses, at 61% of the anticipated budget through the October transition to BNC, represent operational costs for the months of July and August.
- The excess revenue over expense to date is \$152,568, which will help fund bookstore operations through the transition to BNC bookstore.

MID MICHIGAN COLLEGE
BALANCE SHEET
August 31, 2021 (PRELIMINARY)

Assets

Current Assets:

Cash and cash equivalents	\$	16,708,109
Short-term investments	\$	610,590
Student receivables	\$	5,892,539
Other receivables	\$	66,202
Prepaid expenses and other assets	\$	176,889
Due from (due to) other funds	\$	(6,238,556)
Total current assets	\$	17,215,772

Long-term investments	\$	-
Total assets	\$	17,215,772

Liabilities and Net Assets

Liabilities:

Accounts payable	\$	173,307
Accrued payroll and other compensation	\$	1,017,658
Total liabilities	\$	1,190,965

Net assets:

Reserved for:		
Technology	\$	884,632
Program development	\$	1,198,311
Retirement incentives	\$	200,000
Self-funded healthcare reserve	\$	1,135,119
Unreserved	\$	8,650,353
Current year excess revenue over/(under) expenditures	\$	3,956,392
Total net assets	\$	16,024,808

Total liabilities and net assets	\$	17,215,772
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MID MICHIGAN COLLEGE
STATEMENT OF REVENUES, EXPENSES
For the two months ended August 31, 2021 (PRELIMINARY)

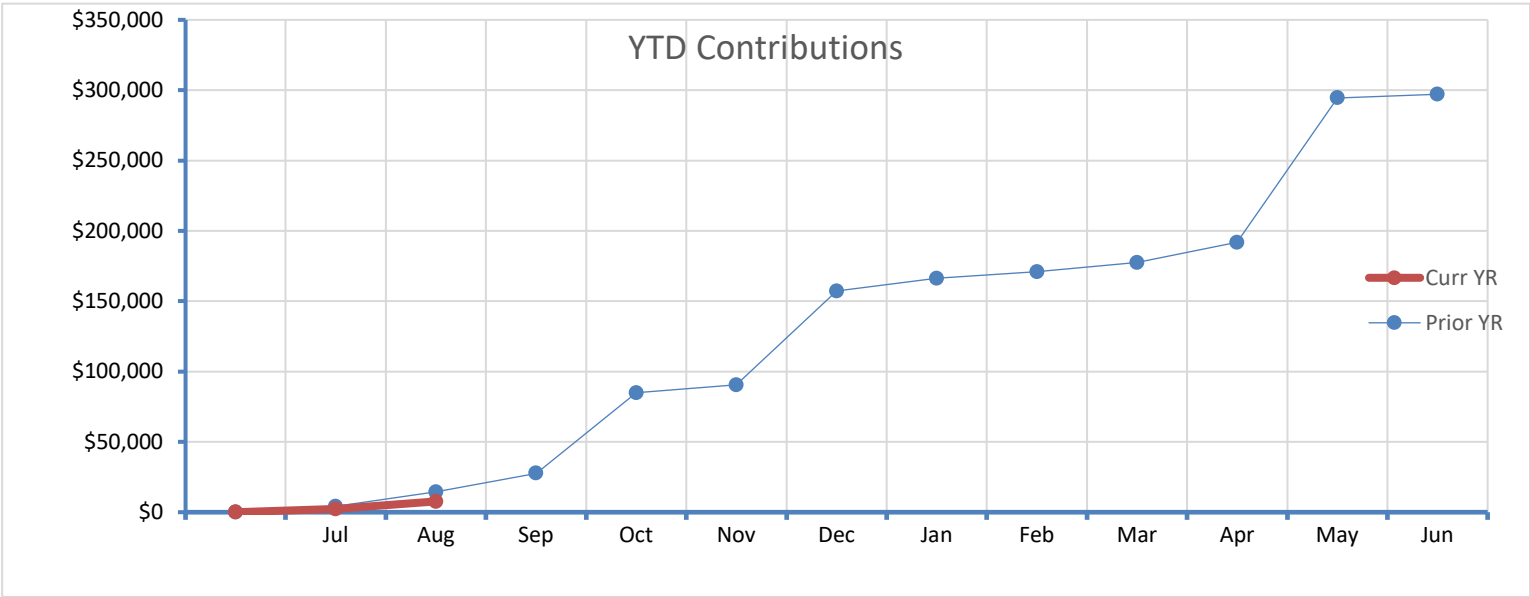
	Current Fiscal Year		Prior Fiscal Year	
	Amount	% of Budget	Amount	% of Budget
OPERATING REVENUES:				
Tuition and fees	\$ 7,293,106	52%	\$ 7,276,687	44%
Miscellaneous	\$ 2,374	2%	\$ 7,555	11%
Total operating revenues	\$ 7,295,479	51%	\$ 7,284,242	44%
EXPENSES:				
Operating expenses:				
Instruction	\$ 1,145,536	11%	\$ 1,249,880	12%
Information technology	\$ 504,614	29%	\$ 237,166	16%
Public service	\$ 102,350	12%	\$ 91,643	12%
Instructional support	\$ 285,778	18%	\$ 338,110	18%
Student services	\$ 345,643	12%	\$ 508,523	18%
Institutional administration	\$ 651,150	14%	\$ 598,387	13%
Operation and maintenance of plant	\$ 352,387	16%	\$ 348,504	14%
Total operating expenses	\$ 3,387,459	14%	\$ 3,372,213	14%
Operating income/(loss)	\$ 3,908,021		\$ 3,912,030	
NON-OPERATING REVENUES:				
State appropriations	\$ 44,491	1%	\$ 46,430	1%
UAAL	\$ -	0%	\$ -	0%
Property tax levy	\$ -	0%	\$ -	0%
Investment income	\$ 1,645	3%	\$ 5,358	6%
Unrealized gain (loss) on investments	\$ -		\$ (274)	
Gifts	\$ -		\$ -	
Miscellaneous	\$ 2,235		\$ 1,256	
Total Non-operating revenues	\$ 48,371	0%	\$ 52,770	1%
Revenues over/(under) expenses	\$ 3,956,392		\$ 3,964,799	
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	\$ 3,956,392		\$ 3,964,799	

MID MICHIGAN COLLEGE
 STATEMENT OF REVENUES, EXPENSES
 For the two months ended August 31, 2021 (PRELIMINARY)
 AUXILIARY FUND

	Current Fiscal Year		Prior Fiscal Year	
	Amount	% of Budget	Amount	% of Budget
REVENUE:				
Bookstore	\$ 363,726	104%	\$ 367,660	27%
Espresso Bar*	\$ 1,477	18%	\$ -	0%
	<u>\$ 365,203</u>	<u>102%</u>	<u>\$ 367,660</u>	<u>25%</u>
EXPENSES:				
Bookstore	\$ 193,267	65%	\$ 238,424	21%
Espresso Bar*	\$ 665	7%	\$ 0	0%
Auxiliary Services	\$ 18,703	42%	\$ 19,648	15%
	<u>\$ 212,635</u>	<u>61%</u>	<u>\$ 258,072</u>	<u>20%</u>
EXCESS REVENUE OVER EXPENSES	<u><u>\$ 152,568</u></u>		<u><u>\$ 109,588</u></u>	
	42%		30%	

*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 August 2021



	Curr YR	Prior YR
Monthly Contributions	\$ 5,422	\$ 10,485
YTD Contributions	\$ 7,674	\$ 14,559

YTD Top Contribution Totals in 2022:	
Lakers Athletic Fund	\$ 4,018
Lakers Academic Fund	\$ 1,402
Lakers Leadership Fund	\$ 1,374
General Fund-Unrestricted	\$ 505
Other Funds	\$ 375
YTD Total	<u>\$ 7,674</u>

TO: Board of Trustees

FROM: Lori Fassett, Associate VP of Human Resources

SUBJECT: Staffing Update, October 5, 2021 Board Meeting

DATE: September 20, 2021

FULL-TIME NEW HIRES:

Kaitlyn Hawald – Instructional Designer Title III

Kaitlyn comes to MID with over 5 years of experience in education in a variety of capacities from K-12 and Higher Ed. She holds a Bachelor's in Education and Master's in Composition and Communication from Central Michigan University. Welcome to the MID team Kaitlyn!

Tim Maloney – Science Lab Technician (9 month)

Tim comes into this position with over 5 years of experience working within the Science area at MID as a Supplemental Instructor. He holds an Associate Degree in Liberal Studies and an Associates Degree of Science and Math both from MID and is currently working towards a Bachelor of Science Business Administration from Bellevue University. Welcome to the MID team Tim!

NEW PART-TIME AND STUDENT EMPLOYEES:

Ashleigh Begres – Adjunct Instructor – Arts (EDUStaff)	Effective: 08/20/2021
William Boleman – Adjunct Instructor Communication & Arts (EDUStaff)	Effective: 08/20/2021
Tarilayefa Bomodi – Temp Full-Time Custodian (EDUStaff)	Effective: 08/25/2021
Kelly Braman – Adjunct Instructor – Nursing (EDUStaff)	Effective: 08/29/2021
Brian Breault – Adjunct Instructor Arts (EDUStaff)	Effective: 08/20/2021
Lori Cortez – Adjunct Instructor – Social Sciences & Arts (EDUStaff)	Effective: 08/26/2021
Gifty Cudjoe – Adjunct Instructor – Health Education (EDUStaff)	Effective: 08/28/2021
Tyler Foraker – Adjunct Instructor – Physical Science (EDUStaff)	Effective: 08/20/2021

Wiline Pangle – Adjunct Instructor – Physical Science (EDUStaff)	Effective: 08/17/2021
Mohammed Partapurwala – Adjunct Instructor – Economics (EDUStaff)	Effective: 08/20/2021
Brittany Smith – Adjunct Instructor – Nursing (EDUStaff)	Effective: 08/23/2021
Allison Adams – Student Worker PTA Lab	Effective: 08/30/2021
Brittany Ames – Student Worker SI Leader	Effective: 08/23/2021
Neil Harrison – Adjunct Instructor – Communication	Effective: 08/20/2021
Mary Hathaway – Student Worker – Technical Center	Effective: 08/13/2021
Kenzie Kurnat – Student Worker – Bookstore	Effective: 08/16/2021
Taylor Muma – Student Worker – Financial Aid	Effective: 08/22/2021
Adam Pung – Student Worker – Admissions	Effective: 08/16/2021
Tommy Scott – Student Worker – Bookstore	Effective: 08/24/2021
Sara Sparkman – Student Worker – Admissions	Effective: 08/16/2021
Lindsey Brown – Student Worker- Career Center	Effective: 08/30/2021
Coby Cartwright – Student Worker IT	Effective: 08/30/2021
Ryan Chamberlin – Student Worker Library	Effective: 09/02/2021
Emily Domako – Federal Work Study Internship Off Campus Location	Effective: 09/02/2021
Benjamin Puffer – Student Worker – Facilities	Effective: 08/30/2021
Jessica Theriault – Student Worker – Tutor	Effective: 09/07/2021
Allison Tweed – Student Worker Off Campus Location	Effective: 09/02/2021
Kaeden VanDorn – Student Worker – Career Center	Effective: 08/30/2021
Stephanie Bock – Adjunct Instructor – Nursing (EDUStaff)	Effective: 08/23/2021

Kelly Braman – Adjunct Instructor – Nursing (EDUStaff)	Effective: 08/29/2021
Stephanie Mansfield – Adjunct Instructor – Nursing (EDUStaff)	Effective: 08/23/2021
Candice Roestel – Adjunct Instructor – Nursing (EDUStaff)	Effective: 08/30/2021
Adam Scherrer – Supplemental Instructor (SI) Leader (EDUStaff)	Effective: 09/08/2021
Aimee Hare – English Lectureship – Huron ISD	Effective: 08/30/2021

INTERNAL TRANSFERS:

N/A

SEPARATIONS:

Kaitlyn Hawald – Temp FT Instructional Designer (EDUStaff)	Effective: 08/20/2021
Zeke Holley – IT Technical Assistant (EDUStaff)	Effective: 08/27/2021
Lori Bowers – Adjunct Instructor – Computer Science	Effective: 08/14/2021
Lori Cortez – Adjunct Instructor – Social Sciences & Arts (Mid)	Effective: 08/25/2021
Alexis Curler – Student Worker – Library	Effective: 08/27/2021
Tyler Foraker – Adjunct Instructor – Physical Sciences (Mid)	Effective: 08/20/2021
Susie Hamilton – Full-time 9 Month Science Lab Technician	Effective: 08/20/2021
Jasmine Lowe – Student Worker – Bookstore	Effective: 04/10/2021
Taylor Quick – Student Worker – Bookstore	Effective: 05/08/2021
Kami Riggs – Full-time Custodian	Effective: 08/27/2021
Robert Andrews – Assistant Coach Baseball	Effective: 04/30/2021
Hernan Cortez – Adjunct Instructor Social Sciences	Effective: 06/30/2021

Raymond Fron – Assistant Coach Women’s Basketball	Effective: 03/17/2021
Akil Mitchell – Assistant Coach Men’s Basketball	Effective: 03/17/2021
Zackary Reed – Assistant Coach Baseball	Effective: 04/30/2021
Mitchell Weiss – Assistant Coach Baseball	Effective: 04/30/2021
Nicholas Toner – IT Intern Level II (EDUStaff)	Effective: 05/23/2021

VACANCIES:

Adjunct – Advanced Manufacturing & Robotics (part-time)	Posted
Adjunct American Sign Language (part-time)	Posted
Adjunct Biology – MOISD Big Rapids (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 Health Education – Dewitt HS (part-time)	Posted
Adjunct Math – various locations (part-time)	Posted
Adjunct Music - MOISD Big Rapids (part-time)	Posted
Adjunct Nursing – General (part-time)	Posted
Adjunct – Outdoor Safety for Hunting & Angling program (part-time)	Posted
Adjunct Philosophy – various locations (part-time)	Posted
Adjunct Psychology- various locations (part-time)	Posted
Adjunct Religion – MOISD Big Rapids (part-time)	Posted

Adjunct Sociology – Caro, MI (part-time)	Posted
Adjunct Spanish Faculty – various locations (part-time)	Posted
Adjunct Student Educational Services (part-time)	Posted
Adjunct Welding – Clinton County RESA/Ovid-Elsie (part-time)	Filled
Administrative Assistant – Technical Center (part-time)	Interviewing
Administrative Specialist to Academic Deans (full-time)	Posted
Assistant Coach Women’s Basketball (part-time)	Posted
Custodian (part-time)	Posted
Custodian 3 rd shift (full-time)	Posted
Director of Alumni Engagement (full-time)	Posted
Director of Development (full-time)	Posted
Hospitality Assistant (part-time)	Posted
Head Coach – Softball (part-time)	Posted
IT Technical Assistant (part-time)	Interviewing
Maintenance Manager (full-time)	Interviewing
Phlebotomy Instructor (part-time)	Posted
Temporary FT Mathematics Instructor – (Temp FT)	Posted
Welding Lectureship – Clinton County RESA Ovid-Elsie HS (part-time)	Posted

Unfinished Business

Item V-A: Strategic Planning Update

Presenter: Tim Hood

Board Consideration: Information

President's Recommendation:

None, informational.

President Hood will provide an update on the Strategic Planning process.

Unfinished Business

Item V-B: Enrollment Report

Presenter: Matt Miller

Board Consideration: Information

President's Recommendation:

None, informational.

Vice President of Student Services Matt Miller will provide the Board with the Fall 2021 enrollment report.

Unfinished Business

Item V-C: Policy Changes

Presenter: Board Chair Petrongelli

Board Consideration: Information/Action

President's Recommendation:

Motion to approve the policy changes as presented..

Board Chair Petrongelli will present the second reading of several policy changes to the Board policies.

107: Policy Development

[LAST APPROVED June 2018]

A. Board Policy

The Board of Trustees of Mid Michigan College establishes those broad policies appropriate to the functioning of the College consistent with the Michigan Constitution and the Community College Act of 1966 (as amended).

The power to make policy resides in corporate action at Board meetings. Commitments and promises made outside of Board meetings by any member of the Board shall have only the weight of a comment of any private citizen.

Policies adopted by the Board shall be consistent with provisions of the law, but need not incorporate the same. The Board retains authority for the local control of activities at any of the College's locations.

The President may apply to the Board for a waiver of Board Policy if the President deems a waiver is in the best interest of the College. A waiver, if granted, shall apply to the specific instance only.

Policies introduced at one meeting shall not be adopted until a subsequent meeting. All policies shall remain in effect until changed by the Board of Trustees at official Board meetings. In emergency or special circumstances in lieu of formal policy, the Board may authorize temporary guidelines or the President may act subject to subsequent and timely review of the Board.

Copies of the policies of the Board of Trustees shall be available on the College's website and in any other location deemed appropriate by the Trustees.

B. Administrative Policy

The President, in concert with members of his/her council **administration**, formulates policy to regulate college-wide practices and operations that are delegated by the Board of Trustees or that would traditionally be viewed as a management function. Such policies shall be reviewed by the College Council and approved by the President.

C. Unit Guidelines

The President, with the advice of the College Council, shall designate and provide oversight to those College units responsible for developing, implementing, and updating procedures to support adopted policies.

108: Presidential Relations

[LAST APPROVED June 2018]

The Board of Trustees shall select and appoint a President of Mid Michigan College. When it becomes necessary to appoint a new President for the College, the Board of Trustees shall organize the search process using professional services or stakeholder advisory groups as they deem necessary. The final selection and appointment of a new President for the College rests with the Board of Trustees.

The President sets the ethical tone for the College and serves as the primary liaison and communication channel between the College and the Board of Trustees. The Board of Trustees and the President shall endeavor to maintain mutual trust, confidence, and understanding between the Board and the President.

The President shall administer the affairs of the College in accordance with the policies of the Board of Trustees, the rules and regulations of the State Department of Education, and the laws of the State of Michigan. The President shall ensure the development of administrative principles and procedures for implementing Board decisions and to ensure alignment with the mission and goals of the College. ~~An official copy of the President's job description shall be maintained as an appendix to the Board Policy Manual.~~

The President may delegate responsibilities to **the staff's** ~~at his/her~~ discretion, using good management practices and ensuring appropriate oversight. (See current delegation roster as appended.) If the President is to be absent for a significant period, a senior administrator shall be named by the President or the Chair of the Board to ensure the smooth functioning of the College.

Only decisions of the Board, acting as a body, are binding upon the President. Decisions or instructions of individual Board members, officers or committees are not binding on the President except in rare instances when the Board has specifically authorized such exercise of authority.

201: Board Membership

201.01 Election

[LAST APPROVED June 2018]

The College shall be directed and governed by a Board of Trustees, consisting of seven (7) members, elected at large according to the stipulations of Public Act 331 of 1966 as amended. **Members of the Board of Trustees shall not be currently employed by Mid Michigan College or EduStaff.**

201.04 Representation

[LAST APPROVED June 2018]

The ~~Chairperson~~ of the Board of Trustees shall appoint:

- **Three Trustees and One alternate to serve as official members of the Board Audit committee. The Audit committee shall be the only official committee of the Mid Michigan College Board of Trustees, however ad hoc committees may be formed as necessary.**
- **Trustee representatives to serve on various committees throughout the college (i.e. Mid Foundation Board of Directors, Sabbatical Committee, TRiO Committee, etc).**
- One Trustee to serve as an official member of the Board of Directors of the Michigan Community College Association. The appointee shall attend all regularly scheduled meetings of the Board of Directors and shall report to the Trustees at regular intervals vital information related to the community college movement. An alternate shall be appointed and shall serve and report in the absence of the official appointee.
- Official representation as needed to meet with legislators, legislative committees, governmental agencies and all other persons or organizations affecting community college interests.

The Board shall select new representation in January following a general election including Mid Michigan College Board of Trustee candidates. The term of service for any representation shall be two years.

203: Board of Trustees Travel and Expenses

203.04 National/Regional Organizations/Associations

[LAST APPROVED June 2018]

Subject to budget limitations, each Trustee is authorized to participate and receive approved reimbursement for one national or regional meeting at a community college organization/association each fiscal year.

A Trustee who has attended one national/regional community college conference/workshop/meeting can request the Board of Trustees to authorize attendance at a second meeting. Board of Trustees approval must be received in advance of the dates of the conference, workshop or meeting.

Travel expenses of the Trustee's significant other incurred while accompanying the Trustee at one national or regional conference/meeting/workshop shall be reimbursed. If a Trustee receives approval from the Board to attend additional meetings, ~~his/her~~ **their** significant other's travel expenses shall not be reimbursed.

All Trustees and their significant others are encouraged to participate in the Michigan Community College Association's summer workshop. Allowable expenses for Trustees and their significant others shall be reimbursed in accordance with College policies and practices.

302: Facilities

302.01 College Closing

[LAST APPROVED June 2018]

The total closing of the college on other than those days denoted on the College calendar shall be authorized by the President or ~~his/her~~ designee.

303.10 Student Payments

303.10.01 Tuition

[LAST APPROVED June 2018]

The Board of Trustees shall determine the tuition for all students enrolled in the College and disclose such information in accordance with existing applicable laws.

The tuition rates for all students shall be based on contact hours and assessed in three different ways based on residency: resident of the College district; non-resident of the College district; and international resident.

Any individual using educational assistance under either Chapter 30 (Montgomery GI Bill® – Active Duty Program), Chapter 33 (Post-9/11 GI Bill®), of title 38, United States Code, and/or the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C. § 3311(b)(9)) who lives in the State of Michigan while attending Mid Michigan College (regardless of his/her formal state of residence) will be charged the non-resident of the College district tuition unless ~~she~~ **qualifies qualifying** as a resident of the College district.

Beyond the standard tuition and fee structure, the Board of Trustees may authorize various tuition rates and fees that reflect special circumstances, increased costs, unique instruction methods, or other criteria as appropriate.

Tuition rates are subject to change without notice by action of the Board of Trustees.

303.10.04 Outstanding Bills

[LAST APPROVED June 2018]

Students with outstanding bills in the College Business Office from any previous semester will not be allowed to use any charge system, will not be allowed to re-enroll, and will not be able to obtain grades or transcripts until such time as the bill has been paid in full.

Exceptions to this policy must be approved by the Vice President of Finance and Administrative Services or his/her designee.

304: Health and Safety

304.02 Alcohol and Other Drugs

[LAST APPROVED June 2018]

The College shall provide a drug-free workplace and learning environment for employees and students in compliance with the Federal Drug-Free Workplace Act of 1988.

The Mid Michigan College Board of Trustees prohibits the possession, use, distribution, and unlawful manufacture of illegal drugs, narcotics or controlled substances on the College's campuses. Alcohol is prohibited on campus except when a written Exception Request is submitted for consideration and is approved by the Board of Trustees. It is the responsibility of each student, faculty, and staff member to be familiar with the provisions of this policy and the State of Michigan laws as they pertain to alcohol and drug use and abuse. The College's Alcohol and Other Drug Policy places responsibility for individual and group conduct on the individuals who use drugs and consume alcohol. Using drugs and drinking alcoholic beverages are not excuses for irresponsible behavior. Individuals and groups are held accountable for their behavior whether or not they have consumed drugs or alcohol.

Michigan law prohibits the dispensing, selling or supplying of drugs or alcohol to any person under the age of 21. Students, faculty, staff and visitors to the College may not unlawfully manufacture, consume, possess, sell, distribute, transfer or be under the influence of alcohol, illicit drugs, or a controlled substance on College property, at College-related events, while driving a College vehicle or while otherwise engaged in College business. College property includes all buildings and land owned, leased, or used by the College; motor vehicles operated by employees, including personal motor vehicles when used in connection with work performance on behalf of the College.

Any person taking prescription drugs or over-the-counter medication is individually responsible for ensuring that ~~he/she~~ while taking the drug or medication is not a safety risk to themselves or others while on College property, at College-related events, and while driving a College or privately owned vehicle while engaged in College business. It is illegal to misuse prescribed drugs contrary to the prescription or to give or sell the prescribed drug(s) to another person.

Employees who are convicted of a drug violation in the workplace as defined by the Drug-Free Workplace Act of 1988 shall be subject to disciplinary action in accordance with State and Federal statutes and the College's policies and procedures. Disciplinary action may result in penalties up to and including discharge.

As a condition of employment, employees will be expected to abide by this statement and notify the Office of Human Resources of any criminal drug statute conviction for a violation occurring in the workplace within, and not later than, five days after such conviction.

For employees engaged in Federal grants, the College shall notify the appropriate Federal agency of such conviction within ten days of receipt of notification as required by the Act.

The College shall provide to employees and students information, literature, and supportive services to inform them of the dangers of drug abuse and provide assistance and referral if a problem exists.

304.03 Conduct

[LAST APPROVED June 2018]

The College shall provide an environment conducive to learning in which students, faculty, and staff interact in a manner that creates and sustains mutual respect. The College shall operate within the parameters of Act #26 of Michigan Public Acts of 1970. No person shall enter or remain on the college property or premises, in buildings or other structures if it is determined by the chief administrator of the College, or his/her designee, that the person constitutes a clear and substantial risk of physical harm or injury to other persons or of damage to or destruction of the property of the institution, or an unreasonable prevention or disruption of the customary and lawful functions of the institution by occupying space necessary therefore, or by use of force or threat of force.

304.07 Solicitation

[LAST APPROVED June 2018]

The College President or his/her designee shall authorize 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. Employees of the College shall not be solicited for any

commercial purpose during regular working hours. Commercial purpose shall include but is not limited to products or services.

Gifts, free samples or products exceeding \$25 in value are not to be accepted from vendors by employees. Any gift exceeding \$25 must be turned over to the Business Office.

304.09 Weapons

[LAST APPROVED November 2018]

Mid Michigan College prohibits any weapons on property that is owned, leased or otherwise under the control of the College. The College enacts this Policy in order to provide for the safety and welfare of all students, employees, vendors, contractors and visitors while on our campus or at College sponsored activities. Accordingly, no person shall be permitted to carry firearms or other weapons (concealed or not concealed) with or without a concealed weapon permit, while on campus or at any college sponsored function or event.

Any staff member found on the College premises possessing any pistol, firearm, dangerous weapon or other device that is purposed to inflict bodily harm, shall be subject to corrective action up to and including termination of employment. This applies to all College premises, in College vehicles, or on property being used by the College for College purposes. Anyone who violates this Policy may also be subject to criminal sanctions as provided for by law. This prohibition also applies to staff members who may be licensed to possess firearms, have a concealed weapon permit, or may otherwise engage in the open carry of a weapon. This restriction is not applicable to sworn federal, state, or local law enforcement officers who are required to carry firearms during the course of their employment or to those individuals who receive a written waiver of this prohibition from the President or his/her designee.

Any student found possessing any prohibited material/device shall equally be subject to corrective action up to and including expulsion.

Any vendor, contractor, or visitor found in possession of any prohibited devices will be denied access to the College or be immediately removed from the premises.

The College recognizes that some individuals carry pepper spray or similar materials for personal protection when walking on or off campus. This Policy is

not intended to prohibit the possession of such items. However, the College expects that individuals will use sound judgment in their use or display of such devices.

Individual witnesses who become aware of the following are urged to immediately report it to Campus Security or the Office of Security Operations and Systems:

- Someone who is in possession or use of a dangerous weapon
- Any threat or act of violence or conduct in violation of this Policy

~~If an individual witnesses or becomes aware of someone in possession or use of a dangerous weapon or is informed of or witnesses any threat or act of violence or any conduct in violation of this Policy, he/she is urged to immediately report it to Campus Security or the Office of Security Operations and Systems.~~

Instances of severe and/or immediate danger should be reported to the local police department.

Definitions

1. College Property: includes but is not limited to property owned, managed, occupied, operated or leased by the College and used for classroom purposes, activities, college sponsored events or other authorized use of the facilities.
2. Weapons/Dangerous Weapons
 1. a loaded or unloaded firearm, whether operable or not
 2. a dagger, dirk, razor stiletto, knife or stabbing instrument having a blade of longer than 3 inches, brass knuckles, blackjack, club, or other object specifically designed or customarily carried for use as a weapon, that is used as a weapon or carried/ possessed for use as a weapon.
 3. an object or device that is utilized or fashioned in a manner that would compel a person to believe that the object or device is a firearm or an object likely to cause death or bodily injury
 4. pneumatic devices, including any device that is designed to expel a projectile by the use of air, gas, or spring; to include BB guns, paintball guns, and Airsoft guns
 5. explosives, fireworks, bows and arrows, swords, and dangerous chemicals

Exceptions

1. Current or retired State, Federal, County, or Local Law Enforcement Officer.
2. Current or retired State, Federal, or County Court judge.
3. An individual, with prior written approval of the ~~AVP of Security Operations and Systems~~ **President** (and with limited scope and duration), may possess an unloaded weapon when it is worn as part of a military or fraternal uniform in connection with a public ceremony, parade, or theatrical performance; or if stored in a locked vehicle with a valid license.
4. Based on extraordinary circumstances, only the President or ~~his~~^{her} designee may waive the prohibitions against weapons on campus. Any such waiver shall be in writing, state with particularity the reason for the waiver, and must be limited in both scope and duration.

Responsible Party for Administration and Enforcement

Security

Office of Security Operations and Systems Related Documents: MCL 123.1101
MCL 750.226 MCL 28.425.

306: Students

306.01 Academic Amnesty

[LAST APPROVED June 2018]

Academic amnesty is an action of forgiveness provided to certain students who have experienced poor academic performance at Mid Michigan College. Through Academic Amnesty, a student will be awarded a "second opportunity" to achieve success at Mid Michigan College by removing the negative impact of less than "C" grade courses on the student's academic transcript.

Academic Amnesty can be granted only once to any student.

To be eligible, certain conditions apply:

- A. A cumulative grade point average (gpa) of less than 2.00 for the period in question;

B. Recently completed at least six credit hours or more and have maintained a current 2.00 gpa or higher.

C. Allowed five (5) years to elapse between the poor academic performance period and requirement B.

D. Must have mitigating circumstances for the period of poor academic performance as defined by the Federal Department of Education. Circumstances are considered mitigating if they are beyond control of the student. A written letter of explanation and documentation, if available, should be submitted for consideration.

Determination regarding the award of Academic Amnesty will be made by a committee comprised of at least one representative from the Financial Aid Office.

Once Amnesty has been applied to the student's transcript, the student will not be permitted to rescind the application of Amnesty ~~on his/her academic record~~. Other conditions include:

A. Amnesty must be for one continuous period of enrollment in a program at Mid Michigan College as indicated by courses taken by the student that are directly attributable to that program.

B. No course work will be removed from a transcript.

C. A special notation explaining Amnesty approval will be placed on the student's transcript.

D. Honor points and credit hours attempted during the Amnesty period will be subtracted from the current cumulative honor and credit hours attempted. A new cumulative grade point average will then be established.

E. Courses successfully completed with a grade of "C" or better during the Amnesty period can be used toward the student's certificate or degree requirements but do not count toward the student's cumulative grade point average.

F. A student receiving Academic Amnesty will not be allowed to graduate with honors.

G. Academic Amnesty, when granted, applies only to Mid Michigan College courses. There is no guarantee, expressed or implied, that Academic Amnesty will be recognized by any other college or university.

H. Courses previously counted to fulfill degree requirements on a completed degree cannot be considered for academic amnesty.

306.08 Residency

[LAST APPROVED June 2018]

Students must verify residency at the time of each official registration by providing an appropriate document such as driver's license, voter registration card, Secretary of State Identification Card, or property tax receipt for the tax period immediately preceding registration, or by procedures as authorized by the President.

Students are considered in-district residents if they meet one of the following criteria:

A. They are a dependent student (according to Internal Revenue Service regulations) residing with a parent or guardian and the parent or guardian maintains their primary residence within one of the public school districts of Beaverton, Clare, Farwell, Gladwin, or Harrison or Mt. Pleasant.

B. They reside within the college district at the time of registration and are a United States citizen or permanent resident.

C. The student, the student's spouse, or the parents of a dependent student hold real property within the College district against which real property taxes have been assessed in support of the College for the tax period immediately preceding registration; the tax receipt must show proof of payment of taxes in support of the College.

D. The student is an employee of a business or industrial firm or governmental agency or is a member of a professional organization within the College district and the employer or organization, by written agreement, agrees to pay directly to the College all tuition and/or fees of a student for employer-approved courses.

E. Military personnel whose Home of Record or Legal Residence is within one of the public school districts of Beaverton, Clare, Farwell, Gladwin, or Harrison or Mt. Pleasant.

F. The students are enrolled under the provisions of Act 245, Public Acts of 1935, as amended by Act 371, Public Acts of 1965 (students receiving benefits under the Michigan Veterans' Trust Fund).

401: College Organization

401.01 Organizational Structure

[LAST APPROVED June 2018]

The President is responsible for organizing the College so as to most effectively utilize human and financial resources to achieve College goals. ~~The Board Personnel Committee may provide input as requested. The President will assign~~ titles appropriate to the job duty and consistent with usage in similar educational institutions. The Board shall review the recommendations of the President as ~~he/she requests~~ requested regarding the salary, appointment, or dismissal of personnel.

403.02 Administrative Grievance Procedure

[LAST APPROVED June 2018]

The College expects administrators to act collaboratively and respectfully in advancing the mission of the College. It encourages employees to resolve differences at the lowest possible level.

When differences cannot be resolved between employees or when a dispute between an administrative employee and the College arises, the College provides the grievance procedure set forth below and detailed in the ~~Administrative~~ **Employee** Handbook.

This procedure is applicable to any grievance by any administrative employee of the College. A "grievance" is any dispute arising from employment or termination of employment. It includes, but is not limited to, any dispute arising under this policy manual and any dispute involving alleged discrimination or harassment.

It is the responsibility of the employee to initiate the grievance procedure in writing to the Human Resources department within five (5) working days of the incident. A Human Resources representative is available to assist employees throughout this process as requested. The Human Resources Department

cannot resolve disputes but can provide guidance, explain policies, and assist in the processing of the grievance procedure.

404.01.03 Classes From Another Institution

[LAST APPROVED June 2018]

Active full-time employees are eligible for reimbursement for satisfactorily completed college accredited courses that are directly related to their present position or that will enhance the employee's potential for advancement within the organization.

Eligibility

Eligible administrators who have completed one (1) year of full-time service with the College are eligible for educational assistance. The College will honor the service of part-time employees who subsequently assume a full-time administrative position provided that the employee has worked a minimum of 2,080 hours prior to enrollment in the course. The most recent hire date will determine eligibility for employees who have had a break in service. Employees who are on a leave of absence are not eligible for educational reimbursement. Administrators must maintain their eligibility status throughout the duration of the course(s) for which reimbursement is requested.

An approved course is one that is beneficial to the institution and relates to the administrator's present position or a position that could be reasonably obtained at the College. Unrelated courses are not covered unless they are a requirement of an approved degree program related to employment with Mid Michigan College. The College reserves the right to define which courses this program covers and to deny educational assistance for unacceptable courses.

Workshops, seminars, certifications, continuing education credit (CEUs), and community education classes are not covered by this policy.

Reimbursement

The College will reimburse eligible employees for tuition costs, up to \$3,000.00 per calendar year for undergraduate coursework, \$4,000.00 per calendar year for master degree level coursework, and \$5,250.00 for doctoral degree level coursework. The per credit hour rate of tuition reimbursement is based on the actual cost of tuition or the average of CMU, SVSU, Ferris State and Michigan

State, whichever is lower. Student fees (i.e. registration, student activity, technology, and laboratory fees), books, equipment, supplies, and travel expenses are not covered under this program.

Employees receiving educational assistance from any other source must report the source and amount received to the Human Resources Department. Grant monies and/or scholarships will offset reimbursement from this program so that the total amount of assistance from all sources does not exceed the cost of the course(s).

To be eligible for reimbursement, a passing grade of at least a "C" or "credit" for credit/non-credit coursework is required. The maximum annual amount to be reimbursed will be determined by the date the course is completed and the employee's employment status at the time the course is completed. All grades must be turned in to Human Resources within sixty (60) days of course completion in order to receive reimbursement. Employees seeking reimbursement for doctoral dissertation credits may submit a confirmation of academic progress from their dissertation chair in lieu of grades.

Administrators who receive educational assistance are obligated to continue their employment with the College for one calendar year following completion of the course(s) or to repay 1/12th of the amount reimbursed for each month short of the required year of service. Any monies owed will be deducted from the employee's last paycheck and/or benefit accrual cash out.

Taking Class during Regular Work Hours

Administrators are expected to schedule class before or after their regular workday. In cases where course scheduling makes it necessary for an administrator to take a class during ~~his/her~~ regular work hours, with supervisor approval the administrator may take the class provided ~~s/he uses~~ **use of** allocated personal or vacation time to cover the time lost for class attendance. Any deviations from this policy must be approved by the College President.

406.02 Health Insurance

[LAST APPROVED June 2018]

The College shall make available group health insurance for each full-time administrator and ~~his/her~~ eligible dependents. The College's share of the premiums shall conform to Michigan Public Act 152 for Defined Benefits.

Employee contribution requirements are defined each year during the benefits open enrollment period for the upcoming benefit year.

The College shall make available a group dental insurance program for each full-time administrator and his/her eligible dependents.

The College shall make available vision insurance for each full-time administrator.

Coverages as identified above (health, dental, and/or vision) may be provided to part-time administrators (1040 hours or more during a fiscal year) on a prorated basis. Eligible part-time administrators must enroll for the specific benefit coverages desired through the Human Resource Department at the time they are hired.

The employee's share of the premium is based on hours worked. In the event an employee's status changes, warranting a change in the premium percent, the change shall become effective the following month.

In instances where the College employs both a husband and wife, the College will provide only one of these employees with a health benefit package (the other will be considered a dependent on the insured's policies).

It is the responsibility of each employee to inform the Human Resource Department in a timely manner of changes/terminations that result in a dependent's (i.e.: spouse, child, etc.) eligibility for benefit coverage.

The College will pay the administrator an annual "opt out" payment if the administrator declines health insurance coverage during the benefit open enrollment period for the upcoming benefit year. The opt-out payment is only provided when the administrator, and, if applicable, his/her spouse or dependent(s), decline health insurance coverage provided by the college. The opt-out can be paid as a payroll stipend or in the form of payment to a qualified tax-deferred annuity. The administrator must demonstrate basic medical coverage from another source and must notify the College of any lapse in coverage from the other source and re-enroll at the next available date permitted by plan terms. Benefit payments must comply with the rules of Internal Revenue Code Section 125 and the terms of the Plan document. The above payments are a taxable benefit, but will not be considered as part of an employee's salary for any purpose. Accordingly, and without limiting the foregoing, all such payments

made to employees who waive medical coverage will be excluded from the determination of eligible compensation for retirement plan purposes.

408.03 Administrative Retirement Incentive

[LAST APPROVED June 2019]

Mid Michigan College offers a retirement incentive to full-time administrators.

Eligibility

Administrators are eligible for a retirement incentive package if their most recent 10 years of full-time service have been in an administrative capacity at the College and they meet one of the following criteria:

A. Have given ten (10) or more years of full-time service to Mid Michigan College and have qualified for full retirement benefits in accordance with the employee's respective Michigan Public School Employees' Retirement System (MPERS) or Optional Retirement Plan (ORP); or

B. Have given twenty (20) or more years of full-time service to Mid Michigan College and have reached age 60;

Individuals who meet MPERS or ORP retirement guidelines but who have not fulfilled 10 years of continuous full-time employment in an administrative capacity at the College, can petition the Board of Trustees in writing for special consideration. If granted, the employee will be eligible to receive the administrative retirement incentive benefits at a rate no greater than the proportional part of 10 years of continuous administrative employment at the time of retirement (e.g., An employee with 7.3 years could be eligible for a maximum of 73 percent of incentive benefits of an employee with 10 continuous years of service).

The administrative employee must present the Human Resource Department with a letter of intention to retire from the College, including the date retirement will commence.

The administrative employee must leave the employment of Mid Michigan College no later than 180 days after her/his **their** 62nd birthday.

The administrator's supervisor must recommend the employee for the incentive program, using criteria of ongoing acceptable performance and acceptable

performance as indicated in the administrator’s two most recent written evaluations.

The Board of Trustees retains the right to formally request that an administrative employee maintain her/his employment with the College beyond 180 days after their 62nd birthday and still grant the retirement incentives when that employee does retire.

Retirement Incentive Program Benefits

A full-time administrator whose employment history satisfies the minimum eligibility may be eligible for the following retirement incentive. (~~See Appendix for related notations~~)

Component	Explanation	Years of service at the College				
		At least 10, less than 15	At least 15, less than 20	At least 20, less than 25	At least 25, less than 30	30 and Greater
Salary	Percentage of average annual salary earned during 12 months immediately preceding stated retirement date	33%	33%	33%	33%	33%

Sick days	Partial payment of unused sick days as of the employee's official retirement date, paid at employee's average daily rate of pay over the previous 12 months	17%	21%	25%	29%	33%
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(The following would be moved from the location of the appendix to section 408.03)

Notations Related to the Retirement Incentive Program

- a. In determining the Retirement Incentive, all computations are based upon salary only. Other compensated benefits are not to be included.
- b. The determination of pay for unused sick days will employ the following guidelines:
 - i. A work year is 260 days
 - ii. Salary base is an average of the administrator's twelve (12) month salary immediately preceding the person's retirement date stated in the Letter of Intention to retire.
 - iii. Calculation formula: Salary base ÷ 260 days x number of accumulated unused sick days x pay-off percentage from table above.

Required Letter of Intention to Retire

"Date"

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

I agree and recognize that my relationship with the College is permanently and irrevocably severed as of my retirement date. I further agree that I will not apply for or otherwise seek full-time re-employment with Mid Michigan College, or a

full-time appointment at the College through a third-party vendor, and that the College has no obligation, contractual or otherwise, to re-employ me in the future.

I agree and recognize that my retirement is voluntary and, therefore, I am not entitled to any unemployment benefits. I further agree that I will not apply for or draw unemployment compensation.

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

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

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

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

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

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

“Sincerely”

“Signed Name”

“Printed Name”

1001: CEO CODE OF ETHICS

[LAST APPROVED November 3, 2009]

A. VALUES

To promote individual development and the common good, CEOs should strive to promote basic values about how people should conduct themselves when dealing with others in an academic institution serving the educational needs of the community. These values should represent a shared ideal, which should permeate the institution and become for CEOs a primary responsibility to uphold and honor.

These values should include:

1. Trust and respect for all persons within and ~~without~~ **outside of** the college **community**.
2. Honesty in actions and utterances.
3. Fairness and justice in the treatment of all.
4. A pervasive sense of integrity and promise keeping.
5. A commitment:
 1. to intellectual and moral development
 2. to quality
 3. to individual empowerment
 4. to the community college philosophy
 5. to college above self.
6. Openness in communication.
7. Belief in diversity within an environment of collegiality and professionalism.

B. RESPONSIBILITIES TO BOARD MEMBERS

1. To insure that all board members have equal access to complete information in a timely manner.
2. To avoid not only conflict of interest, but also the appearance of it.
3. To represent accurately positions of the board in public statements.
4. To foster teamwork and common purpose.
5. To carry out board policies in a conscientious and timely manner.

C. RESPONSIBILITIES TO ADMINISTRATION, FACULTY, AND STAFF

1. To encourage the highest standards of excellence in teaching and in the advancement and application of knowledge.
2. To respect both the personal integrity and professionalism of administrators, faculty, and staff.
3. To promote a college environment that fosters mutual support and open communication among all administrators, faculty, and staff.
4. To raise consciousness concerning ethical responsibilities and encourage acceptance of these responsibilities.
5. To seek and respect the advice of administration, faculty, and staff in matters pertaining to college life and governance.
6. To treat all employees fairly and equitably, to preserve confidentiality, to provide appropriate due process, and to allow adequate time for corrective actions.

D. RESPONSIBILITIES TO STUDENTS

1. To ensure that all students are treated with respect and to promote acceptance of diversity within the college community.
2. To provide quality education and equal access to educational opportunities for all students.
3. To provide accurate and complete descriptions of available academic programs and to provide sufficient resources to ensure viable programs.
4. To seek and respect contributions of students to college decisions.
5. To ensure that there is no unlawful discrimination, harassment, or exploitation in any aspect of student life.

E. RESPONSIBILITIES TO OTHER EDUCATIONAL INSTITUTIONS

1. To keep informed about developments at all levels of education, particularly with respect to community, technical, and junior colleges.
2. To be honest in reporting college operations and needs.
3. To honor agreements and to maintain confidential information.
4. To respect the integrity of programs offered by other institutions and to promote collaboration.

F. RESPONSIBILITIES TO BUSINESS, CIVIC GROUPS, AND THE COMMUNITY AT LARGE

1. To ensure that the college responsibly meets changing needs in its state and communities.
2. To promise only what is realistic and keep promises that have been made.
3. To ensure that all interested parties have an opportunity to express their views regarding college policies.
4. To ensure equal opportunities for all groups to take part in college programs.
5. To avoid conflict of interest in contracts, services, and sharing of information.
6. To honor all laws pertaining to the college.

G. RIGHTS OF CHIEF EXECUTIVE OFFICERS ~~A CEO should have the right:~~

1. To work in a professional and supportive environment.
2. To a clear, written statement of the philosophy and goals of the college; to participate fully in setting subsequent goals and policies.
3. To a clear, written statement of conditions of employment, board procedures for professional review, and a job description outlining duties and responsibilities.
4. Within the scope of authority and policy, to exercise judgment and perform duties without disruption or harassment.
5. To freedom of conscience and the right to refuse to engage in actions which violate professional standards of ethical or legal conduct. Adopted by the American Association of Community and Junior Colleges April 1991.

~~1004: RETIREMENT INCENTIVE PROGRAM~~

Eliminate this section of appendix, as this would be moved to section 408.03 Administrative Retirement Incentive.

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: Microsoft Campus Agreement Renewal

Presenter: Kirk Lehr

Board Consideration: Information/Action

President's Recommendation:

Motion to approve a request to renew the Microsoft Campus Agreement in the amount of \$33,478.18.

Director of Information Technology Kirk Lehr will be presenting a request to renew the Microsoft Campus licensing agreement. The total of \$33,478.18 for this request will come out of the Institutional Technology fund.

QUOTE CONFIRMATION



DEAR KIRK LEHR,

Thank you for considering CDW•G LLC for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
MJPM964	9/14/2021	MJPM964	1626591	\$33,478.18

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
Microsoft Windows Server Datacenter Edition - license & software assurance Mfg. Part#: 9EA-00271 UNSPSC: 43233004 Electronic distribution - NO MEDIA Contract: REMC Software and Digital Services 2021 to 2024 (REMC SOFTWARE 2021)	3	4592228	\$307.64	\$922.92
Microsoft SQL Server - license & software assurance - 1 device CAL Mfg. Part#: 359-00765 UNSPSC: 43232304 Electronic distribution - NO MEDIA Contract: REMC Software and Digital Services 2021 to 2024 (REMC SOFTWARE 2021)	450	2390818	\$6.17	\$2,776.50
Microsoft SQL Server Standard Edition - license & software assurance - 1 se Mfg. Part#: 228-04437 UNSPSC: 43232304 Electronic distribution - NO MEDIA Contract: REMC Software and Digital Services 2021 to 2024 (REMC SOFTWARE 2021)	4	2379935	\$77.99	\$311.96
Microsoft Windows Server Standard Edition - license & software assurance - Mfg. Part#: 9EM-00265 UNSPSC: 43233004 Electronic distribution - NO MEDIA Contract: REMC Software and Digital Services 2021 to 2024 (REMC SOFTWARE 2021)	14	4592231	\$44.00	\$616.00
Microsoft System Center Datacenter Edition - license & software assurance - Mfg. Part#: 9EP-00201 UNSPSC: 43232804 Electronic distribution - NO MEDIA Contract: REMC Software and Digital Services 2021 to 2024 (REMC SOFTWARE 2021)	12	4869415	\$208.95	\$2,507.40
Microsoft System Center Standard Edition - license & software assurance - 1 Mfg. Part#: 9EN-00193 UNSPSC: 43232804 Electronic distribution - NO MEDIA Contract: REMC Software and Digital Services 2021 to 2024 (REMC SOFTWARE 2021)	6	4897669	\$76.69	\$460.14

QUOTE DETAILS (CONT.)				
Microsoft SQL Server Enterprise Core Edition License & Software Assurance Mfg. Part#: 7JQ-00341 UNSPSC: 43232304 Electronic distribution - NO MEDIA Contract: REMC Software and Digital Services 2021 to 2024 (REMC SOFTWARE 2021)	2	2670095	\$1,194.38	\$2,388.76
Microsoft 365 A3 - subscription license (1 month) - 1 user Mfg. Part#: AAD-38392-12mo UNSPSC: 43231513 Electronic distribution - NO MEDIA Contract: REMC Software and Digital Services 2021 to 2024 (REMC SOFTWARE 2021)	450	5419408	\$52.21	\$23,494.50
Microsoft 365 A3 - subscription license - 1 user Mfg. Part#: AAD-38397-B-12mo UNSPSC: 43231513 Electronic distribution - NO MEDIA Contract: MARKET	5360	5419376	\$0.00	\$0.00

PURCHASER BILLING INFO	SUBTOTAL	\$33,478.18
Billing Address: MID MICHIGAN COMMUNITY COLLEGE ATTN ACCTS PAYABLE 1375 S CLARE AVE HARRISON, MI 48625-9447 Phone: (989) 386-6622 Payment Terms: NET 30 Days-Govt/Ed	SHIPPING	\$0.00
	SALES TAX	\$0.00
	GRAND TOTAL	\$33,478.18
	DELIVER TO	Please remit payments to:
Shipping Address: MID MICHIGAN COMMUNITY COLLEGE KIRK LEHR 1375 S CLARE AVE HARRISON, MI 48625-9447 Phone: (989) 386-6622 Shipping Method: ELECTRONIC DISTRIBUTION	CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	

Need Assistance? CDW•G LLC SALES CONTACT INFORMATION		
	Robbie Bates	(877) 646-5829 robeat@cdw.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdwg.com/content/terms-conditions/product-sales.aspx>
 For more information, contact a CDW account manager
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New Business

Item VI-C: Computer Information Systems (CIS) Equipment Purchase

Presenter: Amy Fisher

Board Consideration: Information/Action

President's Recommendation:

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

Dean of Business and Professional Studies Amy Fisher will be presenting a request to purchase hardware and software for the Computer Information Systems (CIS) program in the amount of \$33,422.12. This purchase will allow remote access for onsite labs and mean that the program would be accessible in a fully online format by the 2022/2023 academic year.

Customer: Mid Michigan College

Solution Summary

1x VE16 (new system license)

<p>Customer: Mid Michigan College</p> <p>Ship To Address:</p> <p>Customer ID: NEW CUSTOMER</p> <p>Customer PO:</p>	<p>Primary Contact: Chris Goffnett</p> <p>Email: cgoffnett@midmich.edu</p> <p>Phone:</p> <p>Inside Sales Representative: Sonia Godoy</p> <p>Email: SGodoy@convergeone.com</p> <p>Phone: +19092307049</p>
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Solution Summary	Current Due	Next Invoice	Due	Remaining	Total Project
Software	\$9,995.00		One-Time		\$9,995.00
Hardware	\$23,427.12		One-Time		\$23,427.12
Project Subtotal	\$33,422.12				\$33,422.12
Estimated Tax	NOT INCLUDED				
Estimated Freight	NOT INCLUDED				
Project Total	\$33,422.12				\$33,422.12

This Solution Summary summarizes the document(s) that are attached hereto and such documents are incorporated herein by reference (collectively, this "Order"). Customer's signature on this Order (or Customer's issuance of a purchase order in connection with this Order) shall represent Customer's agreement with each document in this Order and acknowledgement that such attached document(s) are represented accurately by this Solution Summary.

Unless otherwise specified in this Order, this Order shall be subject to the following terms and conditions (the "Agreement"): (i) the Master Sales Agreement or other applicable master agreement in effect as of the date hereof between ConvergeOne, Inc. and/or its subsidiaries and affiliates (collectively, "C1" or "ConvergeOne" or "Seller") and Customer; or (ii) if no such master agreement is currently in place between C1 and Customer, the Online General Terms and Conditions currently found on the internet at: <https://www.convergeone.com/online-general-terms-and-conditions/> . If Customer's Agreement is a master agreement entered into with one of ConvergeOne, Inc.'s predecessors, affiliates and/or subsidiaries ("Legacy Master Agreement"), the terms and conditions of such Legacy Master Agreement shall apply to this Order, subject to any modifications, located at: <https://www.convergeone.com/online-general-terms-and-conditions/> . In the event of a conflict between the terms and conditions in the Agreement and this Order, the order of precedence shall be as follows: (i) this Order (with the most recent and specific document controlling if there are conflicts between the Solution Summary and any applicable supporting document(s) incorporated into this Order), (ii) Attachment A to the Agreement (if applicable), and (iii) the main body of the Agreement.

This Order may include the sale of any of the following to Customer: (a) any hardware, third party software, and/or Seller software (collectively, "Products"); (b) any installation services, professional services, and/or third party provided support services that are generally associated with the Products and sold to customers by Seller (collectively, "Professional Services"); (c) any Seller-provided vendor management services, software release management services, remote monitoring services and/or, troubleshooting services (collectively, "Managed Services"); and/or (d) any Seller-provided maintenance services ordered by Customer to maintain and service Supported Products or Supported Systems at Supported Sites to ensure that they operate in conformance with their respective documentation and specifications (collectively, "Maintenance Services"). For ease of reference only, Professional Services, Managed Services and Maintenance Services may be referred to collectively as "Services." Unless otherwise defined herein, capitalized terms used herein will have the same meanings as set forth in the Agreement.

Products and/or Services not specifically itemized are not provided hereunder. This Order will be valid for a period of thirty (30) days following the date hereof. Thereafter, this Order will no longer be of any force and effect.

This Order is a configured order and/or contains software.

Solution Quote

#	Item Number	Description	Qty	Unit Price	Extended Price
1	NETLAB+VE-16	NETLAB+ VE -License -16 Pod + 1 Year Maintenance	1	\$9,995.00	\$9,995.00
2	LENOVO-128-MGMT-NETLAB	ThinkSystem SR630 2.5" Chassis with 10 Bays 2x Intel Xeon Gold 5218 16C 8x 16GB TruDDR4 2933 MHz RDIMMs (128GB Total) 2x M.2 128GB SATA 6Gbps SSD for OS Install ThinkSystem RAID 930-16i 4GB Flash PCIe 12Gb Adapter 8x 2.5" 600GB 10K SAS 12Gb HDD in RAID 5 ThinkSystem 10GbE 4-port Base-T LOM Broadcom 5719 1GbE 4-Port PCIe Ethernet Adapter 2x 750W (230/115V) Platinum Hot-Swap Power Supply 2x 2.8m, 10A/120V, C13 to NEMA 5-15P (US) Line Cord ThinkSystem Toolless Slide Rail Kit with 1U CMA 3 Year Support VMware vSphere ESXi 6.7 U3 **CUSTOM SERVER NON-RETURNABLE**	1	\$9,308.24	\$9,308.24
3	LENOVO-384-HOST-NETLAB	ThinkSystem SR630 2.5" Chassis with 10 Bays 2x Intel Xeon Gold 5218 16C 24x 16GB TruDDR4 2933 MHz RDIMMs (384GB Total) 2x M.2 128GB SATA 6Gbps SSD for OS Install 2x U.2 PM983 1.92TB Entry NVMe PCIe 3.0 x4 Hot Swap SSD ThinkSystem 10GbE 4-port Base-T LOM Broadcom 5719 1GbE 4-Port PCIe Ethernet Adapter 2x 1100W (230/115V) Platinum Hot-Swap Power Supply 2x 2.8m, 13A/120V, C13 to NEMA 5-15P (US) Line Cord ThinkSystem Toolless Slide Rail Kit with 1U CMA 3 Year Support VMware vSphere ESXi 6.7 U3 **CUSTOM SERVER NON-RETURNABLE**	1	\$11,485.88	\$11,485.88
4	AP7900B	APC by Schneider Electric Rack PDU, Switched, 1U, 15A, 100/120V, (8)5-15 - Switched - NEMA 5-15P - 8 x NEMA 5-15R - 120 V AC - 1440 W - 1U - Horizontal - Rack Mount 100/120V 8 8 5-15	2	\$600.00	\$1,200.00
5	NIM-16A=	16-Port Async Serial NIM	1	\$1,156.32	\$1,156.32
6	CAB-ASYNC-8=	Async cable Octopus Cable for Async NIM	2	\$76.34	\$152.68
7	C624M801GY-3FX	1-foot straight-through (gray)	16	\$3.00	\$48.00
8	UL624M803BU-8F	3-foot straight-through (blue)	16	\$3.00	\$48.00
9	UL624M806YL-7F	6-foot straight-through (green)	8	\$2.00	\$16.00
10	UL624M810YL-7F	10-foot straight-through (yellow)	6	\$2.00	\$12.00
				Subtotal:	\$33,422.12
				Total:	\$33,422.12

New Business

Item VI-D: Local Strategic Value Resolution

Presenter: President Hood

Board Consideration: Information/Action

President's Recommendation:

Motion to approve the Local Strategic Value Resolution as presented.

President Hood will review the Local Strategic Value Resolution.

Local Strategic Value Resolution

Community colleges seeking performance funding through the State of Michigan are required to submit the evidence of such value and a certifying resolution from the Board of Trustees. It is recommended that Mid Michigan College adopt the following resolution:

The Mid Michigan College Board of Trustees certifies that the College does meet the best practice standards required for state appropriations.

Under Category A: Mid has active partnerships with local employers including hospitals and health care providers. Mid provides customized on-site training for area companies, employees or both. Mid supports entrepreneurship through a small business assistance center or other training or consulting activities targeted through small businesses. Mid supports technological advancement through industry partnerships, incubation activities, or operation of a Michigan technician education center or other advanced technology center. Mid has active partnerships with local or regional workforce and economic development agencies.

Under Category B: Mid has active partnerships with regional high schools, intermediate school districts, and career-tech centers to provide instruction through dual enrollment, concurrent enrollment, direct credit, middle college, or academy programs. Mid hosts, sponsors, or participates in enrichment programs for area K-12 students, such as college days, summer or after-school programming, or Science Olympiad. Mid provides, supports, or participates in programming to promote successful transitions to college for traditional age students, including grant programs such as talent search, upward bound, or other activities to promote college readiness in area high schools and community centers. Mid provides, supports, or participates in programming to promote successful transitions to college for new or reentering adult students, such as adult basic education, a high school equivalency test preparation program and testing, or recruiting, advising, or orientation activities specific to adults. Mid has active partnerships with regional 4-year colleges and universities to promote successful transfer, such as articulation, 2+2, or reverse transfer agreements or operation of a university center.

Under Category C: Mid provides continuing education programming for leisure, wellness, personal enrichment, or professional development. Mid operates or sponsors opportunities for community members to engage in activities that promote leisure, wellness, cultural or personal enrichment such as community sports teams, theater or musical ensembles, or artist guilds. Mid operates public facilities to promote cultural, educational, or personal enrichment for community members, such as libraries, computer labs, performing arts centers, museums, art galleries, or television or radio stations. Mid operates public facilities to promote leisure or wellness activities for community members including gymnasiums, athletic fields, tennis courts, fitness centers, hiking or biking trails, or natural areas. Mid promotes, sponsors, or hosts community services activities for students, staff, or community members.

Therefore, be it resolved: that the Local Strategic Value Resolution is hereby adopted by Mid Michigan College's Board of Trustees at a regular meeting the fifth day of October, 2021.

Richard S. Allen, Jr., Board Secretary

New Business

Item VI-E: Blanket Purchase Order for Board Gift to Employees

Presenter: Lori Fassett

Board Consideration: Information/Action

President's Recommendation:

Motion to approve a Blanket Purchase Order up to \$8,500 for the Board to gift employees with a \$20 gift card to Family Fare for Thanksgiving.

Associate Vice President of Human Resources Lori Fassett will be presenting a request for a Blanket Purchase Order in an amount up to \$8,500 to cover the cost of the Board gifts to employees. This will cover the purchase of \$20 gift cards for each employee to Family Fare which will be included in the Thanksgiving cards sent.

New Business

Item VI-F: Capital Outlay Project Request

Presenter: Lillian Frick

Board Consideration: Information/Action

President's Recommendation:

Motion to approve the submission of the capital outlay project as presented.

Vice President of Finance and Administration Lillian Frick will be presenting a request to approve the submission of the capital outlay project for a proposed addition to the Morey Technical Center in Mt. Pleasant. The complete and final Capital Outlay Master Plan will be presented for approval at the November 2021 Board meeting.

FISCAL YEAR 2023 CAPITAL OUTLAY PROJECT REQUEST

Institution Name: **Mid Michigan College (Mid)**

Project Title: **Tech and Skilled Trades Expansion: Morey Technical Education Center, Mid in Mt. Pleasant**

Project Focus: Academic _____ Research _____ Administrative/Support

Type of Project: Renovation _____ Addition _____ New Construction

Program Focus of Occupants: Skilled trades credit and workforce development programs in Advanced Integrated Manufacturing and Heating, Ventilation, Air-Conditioning and Facilities (HVAF)

Approximate Square Footage: **19,000 sq. ft.**

Total Estimated Cost: **\$6,500,000**

Estimated Start/Completion Dates: **construction design would start immediately after notification of award with an estimated completion of 2 years**

Is the Five-Year Plan posted on the institution's public internet site? **Yes**

Is the requested project the top priority in the Five-Year Capital Outlay Plan? Yes No

Is the requested project focused on a single, stand-alone facility? Yes No

Please provide detailed, yet appropriately concise responses to the following questions that will enhance our understanding of the requested project:

1. Describe the project purpose.

Mid Michigan College (Mid) seeks state funding through the capital outlay process to expand its training programs in skilled trades at its Morey Technical Education Center at Mid's Mt. Pleasant location. Completed in 2014, this training facility currently houses welding and CADD (Computer Aided Drafting & Design) skills labs, in addition to flexible office and classroom spaces available for a range of rapid training programs in skilled-trade and associated technical areas. The building is also headquarters for the Central Michigan Manufacturers Association (CMMA) and the Small Business Development Center (SBDC), which serves as a regional resource for current aspiring entrepreneurs.

The proposed project expands the Morey Technical Center to allow for academic and workforce training in alignment with Industry 4.0. It also incorporates classroom access for the HRAF (Heating, Refrigeration, Air Conditioning, and Facilities), program, testing space for Cisco Certification, a Career/Apprenticeship program, and a Makerspace lab. The proposed project takes advantage of the College's significant success in Mt. Pleasant and follows its 5-year Capital Outlay Plan. The College is prepared to undertake the matching financial obligations.

2. Describe the scope of the project.

Industry 4.0 (commonly known as I4), refers to the concept that the world is entering the fourth industrial revolution, one that is driven by the integration of cyber systems and physical systems. Successful workers in I4 must have an understanding of systems thinking including:

- . Interconnection – of people and machines through the Internet of Things or the Internet of People. That is why it is important for this generation of skilled-trades workers to have a space in which to learn how to work across platforms. Students must learn the entire production cycle in order to be successful in an I4 world. Mid seeks to build space in which students work together to solve problems and, through this problem-solving, gain a deep understanding of the role of each component of the industrial process.
- a. Information transparency – through which vast amounts of information can be processed. Students training for I4 must gather and analyze data from all points of the manufacturing process. In this way, areas in need of innovation and improvement can be identified and addressed.
- b. Technical assistance – utilizing machines to accomplish tasks that are unsafe, unpleasant, or tedious for human workers. Mid's project will incorporate the use of robotics and automated systems.
- c. Decentralized decisions – in a cyber-physical system allow for decisions to be made at the first instance and lowest possible level. A facility that allows students to work together in teams supports their ability to develop interdependence and confidence in their decision-making skills.

Mid's vision for the Morey Tech Center is to create a space in which:

- d. Entering students get a general exposure to manufacturing roles, achieve OSHA 10 training, and develop basic skills in milling, pipe threading, soldering, welding, design, and service.
- e. Entering students choose an Advanced Integrated Manufacturing pathway. The available pathways will be:
 - i. To Manufacturing Technologies through power transmissions, industrial hydraulics, industrial pneumatics, industrial electrical, process material science and labor relations.
 - ii. To Welding Technologies through machining, CNC Mill Master Cam, Master Cam, injection molding, thermal forming, arc welding, MIG, and TIG welding.
 - iii. To Automation and Robotics through metrology, SPC SixSigma,

management,
CNC Lathe
TIG

drafting, CAD, project development, Programmable Logic Controls (PLC), robotics, and manufacturing automation.

- f. Entering students would have the opportunity for basic introduction to the College’s HRA program, with continued study on the Harrison campus.
- g. Workforce development training sessions would benefit from the available training capabilities for area manufacturers.
- h. Secured testing services would support the Colleges technical programs, including its CISCO certification program.
- i. A Career/Apprenticeship Center would serve as a connection between students and employers as we work to fill the talent pipeline for Michigan.
- j. Makerspace that would provide hands-on, creative ways to encourage students and community members to design, experiment, build and invent as they deeply engage in science, engineering and tinkering.
- k. The contiguous parking lot will be deepened and prepared to allow for the College’s commercial trucking program (CDL). Thus, students will learn in an environment that incorporates concept, design, production, and distribution.

3. How does the project enhance Michigan's talent enhancement, job creation, and economic growth initiatives on a local, regional and/or statewide basis?

This project seeks to train people for the professional trades endorsed by the State of Michigan’s Go Pro initiative. These occupations will account for more than 500,000 jobs in Michigan’s economy.

Over 140,000 new jobs in manufacturing have been created in Michigan since 2009 and that growth is expected to continue. New openings in these careers are estimated at 15,000 per year between today and 2024. The median wage for these positions is \$51,000 – 45% higher than other occupations. In 2015 the average annual compensation in the manufacturing sector was \$77,277. Michigan jobs in the transportation manufacturing sector accounted for 11.1% of the nation’s total employment in this sector. The Gross State Product (GSP) in manufacturing was 19.2% of total GSP in Michigan during 2016. (Source: [Michigan's Go Pro](#))

The project also seeks to address issues of persistent poverty in the central Michigan region. Median household income and economic prosperity in our region has not kept pace with that of the nation or the state as a whole. At a time when the national poverty rate is 14%, these are the median household incomes and poverty rates in the three counties surrounding Mid:

Location	Median Annual Household Income	Poverty Rate
National	\$61,372	12.3%
State of Michigan	\$52,668	14.1%
Gladwin County	\$40,871	16.6%
Clare County	\$35,913	22.3%

Isabella County	\$42,771	23.8%
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The income inequality ratio, at .5, is also above the average in these counties. Salaries for women in the region are also lower than the national average. For these reasons, creating a path to jobs in manufacturing (in which machinists are showing 19% job growth and an average hourly wage of \$15-\$24 or in HVAC which shows a 15.6% predicted job growth and an average hourly wage of \$17-\$27) is also a path to a better life and a more secure future.

4. How does the project enhance the core academic and/or research mission of the institution?

Mid Michigan College seeks to empower learners and transform our communities. Forty-five percent of Mid students are seeking applied associates degrees so that they can be job-ready. Teaching our students skills that will lead to rewarding careers in a growing sector of the economy will empower them. Students who are trained at the new Morey Tech Center will be able to use their skills locally and throughout the state. High-skill, high-wage employment will enable these students to break from generational poverty. The concepts taught in the systems-based Industry 4.0 courses will also foster problem-solving and innovation in ways that could bring new business and industry to the heart of Michigan. The College seeks to transform its communities by empowering a spirit of lifelong productive learning.

This expansion will allow the College to address the growing skills gap within the service region to the south within Isabella and Gratiot Counties. Furthermore, this expansion will allow Mid's academic programming to further align with the CMMA, and Mid's SBDC, as those two entities are currently housed out of the Morey Tech Center. The expansion will also foster more competency-based and problem-based learning projects that could be done in consultation with the College's manufacturing partners. Expanding the space also allows for the possibility of business incubation space for CMMA and SBDC.

5. Is the requested project focused on a single, stand-alone facility? If no, please explain.

The project is focused on one building – the Morey Technical Center – at the College's Mt. Pleasant location. However, the design of the new interior in Mt. Pleasant will help the College consider improvements to the internal arrangement of its technical facility in Harrison.

6. How does the project support investment in or adaptive re-purposing of existing facilities and infrastructure?

The Morey Tech Center was built with expansion in mind. Existing spaces, including its welding and CADD labs, will be incorporated into the new expansion.

7. Does the project address or mitigate any current life/safety

deficiencies relative to existing facilities? If yes, please explain.

No. The Morey Tech Center was opened in 2014 and is in good condition. The expansion project will enable us to address a few minor issues with the mechanical system, but these have not risen to the level of safety concerns.

8. How does the institution measure utilization of its existing facilities, and how does it compare relative to established benchmarks? How does the project help to improve the utilization of existing space and infrastructure, or support the need for additional space and infrastructure?

The College uses Ad Astra software to measure its space utilization. The tool provides national benchmarks for classroom utilization. This has been helpful in looking at the classroom utilization for the College's Harrison classroom building.

For this project, the Morey Tech Center simply does not have the space nor the equipment to create the skilled-trades training programs needed in central Michigan. Course enrollment at the Mt. Pleasant location is sufficient to warrant an expansion of skilled trades offerings, which will ensure that all Mid students have equal access to quality, skilled training.

9. How does the institution intend to integrate sustainable design principles to enhance the efficiency and operations of the facility?

Mid's operating philosophy encourages engineering all renovation and new construction projects to the highest appropriate level of energy efficiency with emphasis placed on LEED requirements. Examples specific to this proposed project include high-efficiency window glazing and building envelope design. As shown on the 5-Year Campus Master Plan, the College has already committed itself to maintaining facilities at high standards for energy efficiency.

10. Are match resources currently available for the project? If yes, what is the source of the match resources? If no, identify the intended source and the estimated timeline for securing said resources?

College match resources exist within its Building & Site fund balance. Such funds are designated and allocated for future College needs by the Board of Trustees on an annual basis as excess operating funds are identified. If needed, the College is adequately positioned to match capital outlay funds through a self-funded bond.

The College also receives guidance and support for its manufacturing-based equipment through its partnership with the Central Michigan Manufacturers Association (CMAA) and the National Coalition of Certification Centers (NC3). These are not intended as financial matches for this project but do indicate long-term and broad support for the Advanced Integrated Manufacturing program.

11. If authorized for construction, the state typically provides a maximum of 75% of the total cost for university projects and 50% of the total cost for community college projects. Does the institution intend to commit additional resources that would reduce the state share from the amounts indicated? If so, by what amount?

No. The College has made a significant investment in its Harrison campus and has ambitious but achievable goals for the future of each of its campuses. It believes that a 50% match is appropriate for this project.

12. Will the completed project increase operating costs to the institution? If yes, please provide an estimated cost (annually, and over a five-year period) and indicate whether the institution has identified available funds to support the additional cost.

We do anticipate an increase in operating costs, especially in energy and maintenance costs for new square footage, power costs for the equipment, and new instructional costs to implement the vision of this program. However, we anticipate that enrollment growth and additional workforce development training revenues will offset any additional costs.

13. What impact, if any, will the project have on tuition costs?

The project will not have any impact on tuition costs. However, it will open up new CTE and dual enrollment opportunities for high school students in Isabella and Gratiot Counties, thus enhancing the value of the state's investment in education.

14. If this project is not authorized, what are the impacts to the institution and its students?

If the project is not authorized, we will continue to serve our students. However, we will not be able to meet the needs of area employers at the level needed to grow our local economy. We will delay (or compromise) the training of Industry 4.0, putting our students and our local manufacturers behind the curve.

15. What alternatives to this project were considered? Why is the requested project preferable to those alternatives?

The College has considered and explored leasing spaces in the area and holding courses, usually in the evenings. Such spaces would include Central Michigan University, Mt. Pleasant High School, and local manufacturing facilities. However, dispersing training in this way would countermand the goals of Industry 4.0 – to teach an *integrated* systems approach to manufacturing. In addition, access to student support services and to lab/practice time would be limited. Access for incumbent worker training would also be limited as local employers are reluctant to open their workplaces to competing industries. Online learning will be a part of these skilled-trades offerings, but it cannot replace practice on the actual equipment.

The Morey Tech expansion will provide space that is effectively designed for learning a skilled trade. It adds to an optimal location that is conveniently located near area employers such as Morbark, Bandit Industries, and American Mitsuba. As such, it can be used for credit-based and incumbent worker training.

New Business

Item VI-G: Baseball Spring Training

Presenter: Matt Miller

Board Consideration: Information/Action

President's Recommendation:

Motion to approve a request for the College baseball team to play at the Ripken Experience in South Carolina for a cost of \$25,000 to cover lodging and game fees.

Vice President of Student Services will be presenting a request to approve a purchase of \$25,000 for lodging and game fees in order for Mid's baseball team to participate in Spring training at the Ripken Experience in South Carolina.



2022 SPRING TRAINING | COLLEGE BASEBALL

NCAA DIVISION III: FEBRUARY 27 - MARCH 18

JUNIOR COLLEGE: FEBRUARY 27 - MARCH 25

With professional quality fields, plenty of training space, easy access to beaches, shopping, dining and more, The Ripken Experience Myrtle Beach has everything you need for your next Spring Training trip.

OUR SPRING TRAINING PACKAGE INCLUDES

- Flexible practice & game schedules
- Unlimited access to 17 batting cages & 12 bullpen mounds
- Umpires & game balls
- Live video streaming for every field
- No parking or gate fees
- Lodging accommodations featuring oceanfront views and golf course communities

OTHER HIGHLIGHTS

- 90-foot turf diamonds equipped with lights
- All games PA Announced
- Additional practices available
- Staff on-site all day and night
- On-site concessions and pro shop
- Located 2 miles from the beach
- Plenty of attractions, golf and restaurants
- **10% off if you bring your baseball and softball teams**



THE RIPKEN EXPERIENCE MYRTLE BEACH

RIPKENBASEBALL.COM



OUR FIELDS

The Ripken Experience Myrtle Beach features four 90-foot baseball diamonds modeled after historic major-league parks. Each field is equipped with lights for night games, along with covered dugouts for an authentic Big-League training experience.



BIG LEAGUE GRILLE

- Full-service concessions available during all games
- Nutritious team meal options (upon request)

MERCHANDISE SHOP

- All merchandise outfitted by 3n2 & DOME
- Spring Training tees available for pre-order and on-site
- Store open during all programming





ACCOMMODATIONS

The Ripken Experience has teamed up with Ripken Preferred Hotels to provide lodging options for all Spring Training teams. In order to participate in Spring Training at The Ripken Experience, all teams must stay at a Ripken approved hotel listed below:

Please note the per person / per night fee covers lodging and participant cost for each player and coach.

Per Person Per Night

MYRTLEWOOD VILLAS (breakfast included)

\$63

Teams will be booked in either a 2BR or 3BR condo based on # of players or coaches

2BR condos sleep up to 5 players, 3BR condos sleep up to 7 players

CARIBBEAN RESORT

\$63

5 players per suite / 3 coaches per suite

GRAND CAYMAN RESORT

\$63

5 players per suite / 3 coaches per suite

COMPASS COVE RESORT

\$63

5 players per suite / 3 coaches per suite

BREAKERS RESORT

\$63

5 players per suite / 3 coaches per suite

OCEAN REEF RESORT

\$63

4 players per room / 2 coaches per room

Parents who want to stay in the same lodging as the team are encouraged not to wait to book, as rooms sell out fast. We are partnered with other hotel properties in the event that the above properties are sold out.

All team rooms (players and coaches) will be booked through The Ripken Experience.

To book online visit ripkenhotels.com or contact Kim Barbary at 843-213-2699 or kim.barbary@ripkenhotels.com





TO REGISTER

Contact: Matt Ensworth, General Manager

Phone: (843) 213-2702

Email: mensworth@ripkenbaseball.com

TRAVEL INFORMATION

Airport and Ground Transportation

Myrtle Beach International Airport is located 3 miles south of the complex. Direct Air, Spirit, Air Tran, Continental, Delta, Northwest and US Airways fly into Myrtle Beach International Airport.

Enterprise Car Rental

(855) 266-9289

www.enterprise.com/ripkenbaseball

Promo code: NA18125

ADDRESS

The complex is located near the intersection of U.S. Highway 17 Bypass and 10th Avenue North, near Myrtle Waves Water Park and is visible from U.S. Highway 17 Bypass.

The Ripken Experience Myrtle Beach
3051 Ripken Way Blvd., Myrtle Beach, SC 29577

Phone: (843) 913-5278



New Business

Item VI-H: Closed Session- Presidential Evaluation

Presenter: Board Chair Petrongelli

Board Consideration: Information

President's Recommendation:

Motion to enter into a closed session to discuss the Presidential evaluation.

The Board of Trustees will enter into a closed session at this time for the purpose of discussing the Presidential evaluation.

Board Comments

Item VII-A: Calendar of Events

Presenter: Board Chair Petrongelli

Board Consideration: Information

President's Recommendation:

None, informational.

- | | |
|-------|--|
| 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 Holiday Reception, 6-8 PM, Main Concourse, 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

President's Recommendation:

None, informational.

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