

MID MICHIGAN COLLEGE
Board of Trustees Workshop and Regular Meeting
Harrison, MI 48625 and Mt. Pleasant, MI 48858
April 5, 2022
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: 2022-2023 Proposed Board Meeting Schedule

Presenter: Board Chair Petrongelli

Board Consideration: Information/Action

Item V-B: Tuition Rates

Presenter: Lillian Frick

Board Consideration: Information/Action

NEW BUSINESS

Item VI-A: Correspondence and Announcements

Presenter: President Hood

Board Consideration: Information

Item VI-B: Resolution for Estimated Revenue

Presenter: Lillian Frick

Board Consideration: Information/Action

Item VI-C: Student Activity Fee Adjustment

Presenter: Matt Miller

Board Consideration: Information/Action

Item VI-D: Administrative Retirement Incentive- H. Bryan

Presenter: Lori Fassett

Board Consideration: Information/Action

Item VI-E: Administrative Retirement Incentive- S. Govitz

Presenter: Lori Fassett

Board Consideration: Information/Action

Item VI-F: Summer Schedule

Presenter: President Hood

Board Consideration: Information/Action

Item VI-G: Public Participation Policy

Presenter: Board Chair Petrongelli

Board Consideration: Information

Item VI-H: Appointment Term Adjustment

Presenter: Board Chair Petrongelli

Board Consideration: Information/Action

Item VI-I: Vice Chair Selection

Presenter: Board Chair Petrongelli

Board Consideration: Information/Action

BOARD COMMENTS

Item VII-A: Calendar of Events

Presenter: Board Chair Petrongelli

Board Consideration: Information

Item VII-B: Board Comments- Other Business

Presenter: Board Chair Petrongelli

Board Consideration: Information

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- March 1, 2022 Regular Meeting; March 23, 2022 Special Meeting
- B. Monthly Financial Report:
 - 1. Financial Summary for the period ending February 28, 2022.
 - 2. General fund balance sheet as of February 28, 2022.
 - 3. General fund statement of revenues and expenses for nine months ending February 28, 2022.
 - 4. Gifts and Donations: Donations totaling \$12,121 were received for the Mid Foundation in February 2022.
- C. Monthly Personnel Report.

Mid Michigan College Board of Trustees Regular Meeting

February 1, 2022 – page 1

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

Present: Terry Petrongelli, Board Chair; Eric T. Kreckman, Vice Chair; Thomas W. Metzger, Treasurer; Michael Jankoviak, Trustee

Absent: Richard S. Allen Jr., Secretary; George Gilmore, Trustee; 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 Kreckman to approve the agenda. Second by Trustee Jankoviak. All Ayes; Motion Carried.

Agenda Item III: *PUBLIC COMMENT*

Brandi Robinson of Mt. Pleasant addressed the Board regarding her brother, Roy Sharpe, a former Mid student who recently passed away. Brandi shared her concerns about COVID-19 vaccine mandates.

Agenda Item IV: *APPROVAL OF CONSENT ITEMS*

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

Agenda Item V-A: *CORRESPONDENCE AND ANNOUNCEMENTS*

President Hood will be traveling to Lansing on Monday, March 7th to take part in the PTK Awards Luncheon. Vice President Scott Mertes and President Hood will be attending the Higher Learning Commission Conference the first weekend in April in Chicago. The Michigan Community College Association will be hosting Community College Day on Thursday, April 21 from 11:30 AM to 1:30 PM at the Michigan State Capitol Building. Mid is in the process of hiring a Bass fishing coach. The job description and applications are available on our website.

Agenda Item V-B: *TUITION RATES*

Vice President of Finance and Administration Lillian Frick presented the Board with information regarding tuition rates. The Board will be making a final decision pertaining to tuition at the April Board meeting.

Mid Michigan College Board of Trustees Regular Meeting

February 1, 2022 – page 2

Agenda Item V-C: *PROPOSED POLICY CREATION*

A discussion took place regarding the potential Board policy creation in relation to the president's ability to hire independent contractors. A policy restricting the president's ability would limit timely legal counsel and hiring training for areas such as workforce and economic development. The Board discussed working with administration on proper reporting and being more attentive to information that is presented. The Board came to a consensus to not set a policy regarding this issue at this time, but expected some additional reporting as discussed with the Vice President of Finance and Administration.

Agenda Item V-D: *2022-2023 PROPOSED BOARD MEETING SCHEDULE*

The Board reviewed the proposed 2022-2023 Board meeting schedule. A discussion took place to host a second meeting in Mt. Pleasant in April. The final schedule will be presented to the Board in April.

Agenda Item V-E: *MEETING PROCEDURE DISCUSSION*

Board policy 202.06 states that the Board will follow Robert's Rules of Order. A discussion regarding the meeting procedure took place. A point was made that just because a trustee provides a second to a motion does not mean that they support the motion. Discussion and debate needs to be held until after the motion and second are made.

Agenda Item VI-A: *CALENDAR OF EVENTS*

- Apr 5 Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus
- Apr 9 Disc Golf Course Groundbreaking Ceremony
- Apr 10 A Northern Tradition, Jay's Sporting Goods, 5:00 - 8:00 PM
- Apr 14 Trustee Tours, Harrison Campus
- May 3 Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus
- May 12 Mid/Lyseon Open House

Agenda Item VI-B: *OTHER BUSINESS*

Mid has reached out to legal counsel to update policy in regards to a possible update about public comment.

Mid Michigan College Board of Trustees Regular Meeting

February 1, 2022 – page 3

Trustee Kreckman announced his resignation from the Board of Trustees effective April 30, 2022 and his position of Vice Chair effective April 5, 2022.

A discussion took place regarding how to handle Trustee Kreckman's upcoming vacant seat. Trustees agreed to conduct interviews similar to those when the most recent vacancies on the Board occurred, allowing candidates to present for 10 minutes each. A conversation took place about the possibility of holding a Special Meeting around March 23 to conduct these interviews.

Motion by Trustee Kreckman to place an ad in the newspapers of Clare County, Gladwin County and Isabella County with a deadline of March 15th at 4:30 PM seeking candidates for the vacant trustee seat. Second by Trustee Metzger. A voice vote showed All Ayes; Motion Carried.

Meeting adjourned at 8:05 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

March 23, 2022 – page 1

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

Present: Terry Petrongelli, Board Chair; Thomas W. Metzger, Treasurer; Eric T. Kreckman, Trustee; George Gilmore, Trustee; Michael Jankoviak, Trustee; Jane Zdrojweski, Trustee

Absent: Richard S. Allen Jr., Secretary

Agenda Item I: *CALL TO ORDER*

Board Chair Terry Petrongelli called the meeting to order at 12:35 PM.

Agenda Item II: *APPROVAL OF AGENDA*

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

Agenda Item III: *PUBLIC COMMENT*

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

Agenda Item IV: *OVERVIEW OF SESSIONS*

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

A discussion took place on the process that would take place after the candidate sessions and the November General election process.

Agenda Item V-A: *BOARD CANDIDATE SESSION*

The Board met with candidate James Smith from 1:02-1:12 PM for a ten minute interview session.

Agenda Item V-B: *BOARD CANDIDATE SESSION*

The Board met with candidate Karen Moore from 1:15-1:25 PM for a ten minute interview session.

Agenda Item V-C: *BOARD CANDIDATE SESSION*

The Board met with candidate Karl Hauser from 1:25-1:35 PM for a ten minute interview session.

Mid Michigan College Board of Trustees Special Meeting

March 23, 2022 – page 2

Agenda Item V-D: BOARD CANDIDATE SESSION

The Board met with candidate Jeremy Zebrowski from 1:42-1:52 PM for a ten minute interview session.

Agenda Item V-E: BOARD CANDIDATE SESSION

The Board met with candidate Curt Truman from 1:53-2:03 PM for a ten minute interview session.

Agenda Item V-F: BOARD CANDIDATE SESSION

The Board met with candidate Lois Pittsley from 2:14-2:24 PM for a ten minute interview session.

Agenda Item V-G: BOARD CANDIDATE SESSION

The Board met with candidate Mary Onita Oles from 2:37-2:47 PM for a ten minute interview session.

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

A discussion took place regarding all candidates. The Trustees decided to have a conversation regarding their top two candidates.

After discussion, the Board voted via paper ballot with the choice for their top candidate out of the overall top two choices. A tie vote was cast. Each trustee was given the opportunity to speak once more about the candidates. Another vote was cast via paper ballot and a tie vote was again the outcome. Therefore, the two names were placed into a basket and one was chosen at random by outgoing Trustee Eric Kreckman to be selected as the appointee.

Motion by Trustee Kreckman to appoint Mary Onita Oles, contingent upon her acceptance, to the Mid Michigan College Board of Trustees effective May 1, 2022 through the certification of the November 2022 general election. Second by Trustee Gilmore. All Ayes; Motion Carried.

Meeting adjourned at 3:20 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**

February 28, 2022

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. Fall 2021 tuition and fees revenue represents 49% of the total 2021-22 tuition and fees revenue. The 2022 Winter term accounts for 46% of the tuition and fees revenue. The remaining 5% is earned from Summer 2021 enrollment.
- State appropriations revenue for 2021-22 was booked in October at \$5,454,700. Additional state appropriations of \$1,467,483 were allocated to Mid for the UAAL funding and also booked as receivable in October. In addition, we have received a total of \$325,625 in offsetting MPSERS revenue, not forecasted in the State appropriations budget.
- Property tax revenue of \$4,017,698 was levied and booked as revenue in December 2021, 58% higher than prior year due to the annexation of the Mt. Pleasant school district.

GENERAL FUND EXPENSES:

- Departmental expenses are in line with 67% of the annual budget, with the exception of:
 - Public Service expended 53% due in most part to technical courses and programs that were budgeted and scheduled by but have not taken place.
 - Student Services and Institutional Administration expended 57% and 54%, respectively, due mainly to various institutional scholarships and contingency funds that have not yet been awarded and/or expensed for the year.

GENERAL FUND REVENUE OVER EXPENSES:

- The total increase in net assets as of February 28, 2022 is \$7.8 million. This includes \$4.6 million in tuition for the 2022 Winter term that began on January 10, 2022. A portion of this excess will help fund the balance of the 2021-22 fiscal year.

BALANCE SHEET:

- The cash balance decreased \$3.7 million from January 31, 2022 due in part to the last round of CARES disbursements to students and also to fund operations for the month of February.
- The state appropriations receivable of \$3,743,874 represents the remaining 6 monthly payments of 2021-22 general and UAAL state appropriations.

- Student receivables decreased \$3.4 million due to payments and financial aid applied to student accounts for the Winter 2022 term.
- The prepaid expense balance of \$579,799 represents a few multi-year prepaid items, and other prepaid 2021-22 expenses, and prepaid HSA benefits that will be earned throughout the balance of the calendar year.
- The balance due to other funds of \$607,997 can be broken down as follows:
 - \$867,000 due to the designated student activities fund
 - \$2.7 million due to the auxiliary services for sales
 - \$5,000 due from the scholarship and grant fund
 - \$8.6 million due from the federal restricted fund for CARES and student financial aid funds disbursed to the student accounts (will be drawn down in March)
 - \$679,000 due from the restricted grant fund
 - \$5.7 million due to building and site for current and future college needs
 - \$586,000 due from the Foundation for AP payments
- The \$2 million in accrued payroll and other compensation includes expenses incurred but not paid as follows:
 - Accrued salary, wages and vacation of \$447,000
 - FICA, Federal and State withholding of \$130,000
 - MPSERS/ORP/UAAL payable of \$494,000
 - Employee health and dental insurances payable of \$220,000
 - Unemployment and workers' compensation insurances payable of \$5,800
 - Deferred faculty pay \$701,000
 - 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 140% of the anticipated budget through the transition to Barnes & Noble College (BNC) bookstore, due to activity for Fall term during the months of July through February. Laker Café revenue is at 301% of its annual budget, as it has remained in service after the BNC transition.
- Total expenses, at 166% of the anticipated budget, represent operational costs for the months of July through February.
- The excess expense over revenue to date is \$78,704.

MID MICHIGAN COLLEGE
BALANCE SHEET
February 28, 2022

Assets	
Current Assets:	
Cash and cash equivalents	\$12,746,415
Short-term investments	613,320
Property taxes receivable	1,524,740
State appropriations receivable	3,743,874
Student receivables	2,143,842
Other receivables	33,966.94
Prepaid expenses and other assets	579,799.42
Due from (due to) other funds	<u>607,997</u>
Total current assets	<u>\$21,993,955</u>
Long-term investments	<u>\$0</u>
Total assets	<u>\$21,993,955</u>
Liabilities and Net Assets	
Liabilities:	
Accounts payable	\$17,824
Accrued payroll and other compensation	2,035,075
Deferred revenue	<u>1,600</u>
Total liabilities	<u>\$2,054,499</u>
Net assets:	
Reserved for:	
Technology	\$1,398,422
Program development	863,655
Retirement incentives	200,000
Self-funded healthcare reserve	1,054,577
Unreserved	8,623,262
Current year excess revenue over/(under) expenditures	7,799,539
Total net assets	<u>\$19,939,456</u>
Total liabilities and net assets	<u>\$21,993,955</u>

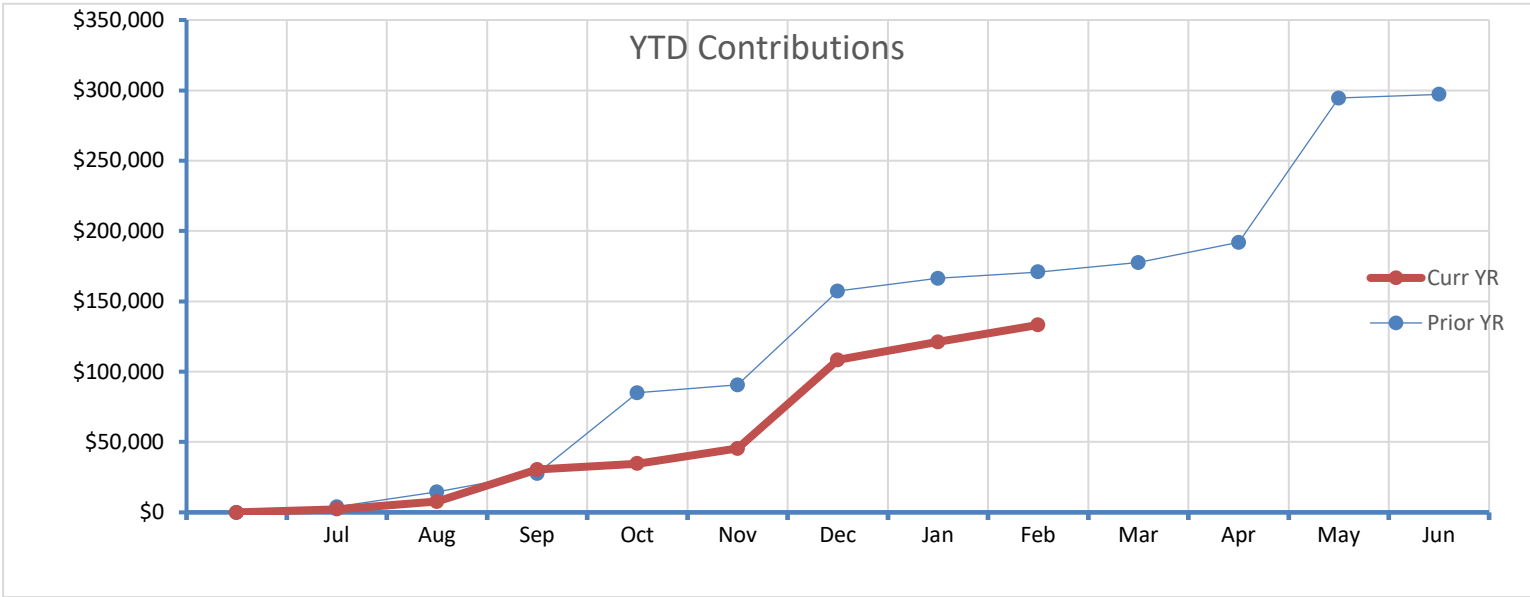
MID MICHIGAN COLLEGE
STATEMENT OF REVENUE, EXPENSES
For the eight months ended February 28, 2022

	Current Fiscal Year		Prior Fiscal Year		Change from FY21 to FY22 Inc/(Dec)
	Amount	% of Budget	Amount	% of Budget	
OPERATING REVENUES:					
Tuition and Fees	\$12,973,619	92%	\$13,283,062	90%	(\$309,443)
Miscellaneous	17,961	45%	26,050	38%	(8,089)
Total Operating Revenues	12,991,579	91%	13,309,112	90%	(317,532)
EXPENSES:					
Operating Expenses:					
Instruction	7,580,852	71%	7,330,401	69%	250,451
Information Technology	1,069,859	62%	1,134,905	78%	(65,046)
Public Service	438,006	53%	387,557	59%	50,450
Instructional Support	1,078,224	66%	1,098,229	62%	(20,005)
Student Services	1,668,253	57%	1,791,283	59%	(123,030)
Institutional Administration	2,750,442	54%	2,521,382	51%	229,059
Operation and Maintenance of Plant	1,490,971	68%	1,396,556	59%	94,415
Total Operating Expenses	16,076,608	64%	15,660,313	63%	416,295
Operating Income/(Loss)	(3,085,028)		(2,351,201)		(733,827)
NON-OPERATING REVENUES:					
State Appropriations	5,780,384	106%	5,495,689	112%	284,695
UAAL	1,467,483	110%	1,449,036	100%	18,447
Property Tax Levy	4,017,741	100%	2,547,776	109%	1,469,966
Investment Income	6,896	14%	11,099	11%	(4,203)
Unrealized Gain/(Loss) on Investments	0	0%	0	0%	0
Gifts	0	0%	0	0%	0
Other Revenue	75,658	252%	78,284	801%	(2,626)
Total Non-Operating Revenues	11,348,162	104%	9,581,883	109%	1,766,279
Revenues Over/(Under) Expenses	8,263,134		7,230,682		1,032,452
Inter Fund Transfers					
Planned Savings (Building and Site)	350,000	50%	0	0%	350,000
Bond Debt Service (Building and Site)	180,341	39%	72,801	9%	107,540
Restricted Grant Match	754	1%	75	0%	679
Foundation Transfer	(67,500)	101%	(67,500)	100%	0
CARES/HEERF Transfer	0	0%	0	0%	0
Total Inter Fund Transfers	463,595	37%	5,376	1%	458,219
Net increase (decrease) in Net Assets	7,799,539		7,225,306		574,233

MID MICHIGAN COLLEGE
STATEMENT OF REVENUES, EXPENSES
For the eight months ended February 28, 2022
AUXILIARY FUND

	Current Fiscal Year		Prior Fiscal Year	
	Amount	% of Budget	Amount	% of Budget
REVENUE:				
Bookstore	\$ 479,521	137%	\$ 913,924	97%
Laker Café*	\$ 24,145	301%	\$ 16,040	37%
	<u>\$ 503,666</u>	<u>140%</u>	<u>\$ 929,965</u>	<u>95%</u>
EXPENSES:				
Bookstore	\$ 483,579	163%	\$ 753,664	95%
Laker Café*	\$ 26,945	283%	\$ 16,392	46%
Auxiliary Services	\$ 71,846	160%	\$ 87,555	75%
	<u>\$ 582,371</u>	<u>166%</u>	<u>\$ 857,610</u>	<u>91%</u>
EXCESS REVENUE OVER EXPENSES	<u>\$ (78,704)</u>		<u>\$ 72,354</u>	
	-16%		8%	

Mid Michigan College Contributions February 2022



	Curr YR	Prior YR
Monthly Contributions	\$ 12,121	\$ 4,540
YTD Contributions	\$ 133,237	\$ 170,869

YTD Top Contribution Totals in 2022:

Jim & Linda Bosink Scholarship	\$ 40,000
General Fund-Unrestricted	\$ 22,623
Lakers Athletic and other Athletic Funds	\$ 15,675
Lakers Academic Fund	\$ 13,861
Expedition Hunting and Angling Scholarship	\$ 10,496
Kathleen Kehoe Memorial Scholarship	\$ 9,000
Lakers Leadership Fund	\$ 5,897
Bicknell Scholarship	\$ 5,450
Other Funds	\$ 10,235
YTD Total	<u>\$ 133,237</u>

TO: Board of Trustees

FROM: Lori Fassett, Associate VP of Human Resources

SUBJECT: Staffing Update, April 5, 2022 Board Meeting

DATE: March 15, 2022

FULL-TIME NEW HIRES:

Maraia Uluave – Mid Mentor

Maraia comes to Mid with over six (6) years of experience working in the academic area of higher education, with a priority focus in science. She holds an Associates of Science from Southern Utah University, a Bachelor of Science in Chemistry (emphasis in Forensic Science), and a Molecular Biology ASCP certification from University of Utah. Welcome to the Mid Team Maraia!!

NEW PART-TIME AND STUDENT EMPLOYEES:

Julie Baker – Adjunct Business (Edustaff)	Effective: 03/01/2022
Amy Snyder – Adjunct Nursing (Edustaff)	Effective: 02/18/2022
Ellie Giegling – Student Worker Financial Aid	Effective: 02/14/2022
Kinleigh Keller – Student Worker Admissions	Effective: 02/13/2022
Alexis DeYoung – Student Worker Tutor CAD	Effective: 03/07/2022

INTERNAL TRANSFERS:

Jeanette Heiser	From: Test Monitor (Edustaff) To: Title III Accessibility/LLS Test Monitor (Edustaff)	Effective: 03/04/2022
Cheyenne Hole	From: Test Monitor (Edustaff) To: Title III Accessibility/LLS Test Monitor (Edustaff)	Effective: 03/04/2022

SEPARATIONS:

Rachel Morey – Federal Work Study Student (off campus)	Effective: 02/11/2022
Joshua Bentley – Student Worker IT	Effective: 2/28/2022
Tyler Phelps – Student Worker Tutor CIS	Effective: 11/08/2021

VACANCIES:

Adjunct Advanced Manufacturing & Robotics (part-time)	Posted
Adjunct Biology (part-time)	Posted
Adjunct Computer Aided Drafting (CAD) (part-time)	Posted
Adjunct Communication – various locations (part-time)	Posted
Adjunct Computer Information Systems (CIS) (part-time)	Posted
Adjunct English – various locations (part-time)	Posted
Adjunct Nursing – General (part-time)	Posted
Adjunct Psychology- various locations (part-time)	Posted
Adjunct Welding (part-time)	Posted
Administrative Assistant to Academic Deans (full-time)	Interviewing
Automotive Lab Technician (part-time)	Posted
ETS Academic Coordinator (part-time)	Posted
Head Coach – Bass Fishing (part-time)	Posted
IT Technical Assistant (part-time)	Posted
Mid Mentor (full-time)	Filled

Title III Accessibility/LLS Assistant (part-time)

Filled

Unfinished Business

Item V-A: 2022-2023 Proposed Board Meeting Schedule

Presenter: Board Chair Petrongelli

Board Consideration: Information/Action

President's Recommendation:

Motion to approve the 2022-2023 Board Meeting Schedule as presented.

Board Chair Petrongelli will present the 2022-2023 proposed Board meeting schedule, which was updated after the discussion at the March Board meeting..



2022 - 2023 Schedule of Meetings

Tuesday, June 21, 2022 - 6:30 PM - Special Meeting “Truth in Taxation”

Tuesday, June 21, 2022 - 7:00 PM Regular Meeting - takes place of July meeting

Tuesday, August 2, 2022 - 7:00 PM
*** Community Room, Mt. Pleasant Campus**

Tuesday, September 6, 2022 - 7:00 PM

Tuesday, October 4, 2022 - 7:00 PM

Tuesday, November 1, 2022 - 7:00 PM

Tuesday, December 6, 2022 - 7:00 PM

Tuesday, January 10, 2023 - 7:00 PM

Tuesday, February 7, 2023 - 7:00 PM

Tuesday, March 7, 2023 - 7:00 PM

Tuesday, April 4, 2023 - 7:00 PM
*** Community Room, Mt. Pleasant Campus**

Tuesday, May 2, 2023 - 7:00 PM

Tuesday, June 6, 2023– 7:00 PM

***All meetings will be held in the Esther C. Conference Room on the Harrison Campus, unless otherwise noted.**

**NOTE: The Mid Michigan College Board of Trustees will hold a Dinner and Workshop at 6:00 PM
at the location stated prior to the meeting.**

Harrison Campus: 1375 S. Clare Avenue * Harrison, MI 48625 * (989) 386-6622
Mt. Pleasant Campus: 2600 S. Summerton Road * Mt. Pleasant, MI 48858 * (989) 773-6622
www.midmich.edu

Unfinished Business

Item V-B: Tuition Rates

Presenter: Lillian Frick

Board Consideration: Information/Action

President's Recommendation:

Motion to approve a 3.6% tuition increase for all students, effective for the Fall 2022 semester.

Vice President of Finance and Administration will give an overview of budget projections and the reasoning for recommending a 3.6% tuition increase.

Mid Michigan College							
General Fund Budget Projections							
Fiscal Year Ending 6/30/23							
		2021-22		2022-23			
		Projected				Recommended	
Projected Enrollment Increase				0.5%		0.5%	
BUDGETED/PROJECTED BILLABLE HOURS		63,465	63,782	63,782	63,782	63,782	63,782
Projected Billable Hours	ID	30,826	30,980	30,980	30,980	30,980	30,980
	DE	13,248	13,315	13,315	13,315	13,315	13,315
	OD	19,183	19,279	19,279	19,279	19,279	19,279
	Intl	208	209	209	209	209	209
Projected Tuition Rate Increase		\$ -	0.0%	2.2%	3.6%	5.1%	
Tuition Rates	ID	\$ 137	\$ 137	\$ 140	\$ 142	\$ 144	
	DE	\$ 137	\$ 137	\$ 140	\$ 142	\$ 144	
	OD	\$ 229	\$ 229	\$ 234	\$ 237	\$ 241	
	Intl	\$ 396	\$ 396	\$ 405	\$ 410	\$ 416	
OPERATING REVENUE							
Tuition & Fees		\$ 13,092,549	\$ 13,174,220	\$ 13,405,376	\$ 13,537,592	\$ 13,719,802	
Other T&F + non credit		\$ 566,038	\$ 594,340	\$ 594,340	\$ 594,340	\$ 594,340	
Auxiliary Services		\$ 359,128	\$ 80,000	\$ 80,000	\$ 80,000	\$ 80,000	
Miscellaneous		\$ 44,950	\$ 45,000	\$ 45,000	\$ 45,000	\$ 45,000	
Total operating revenue		\$ 14,062,665	\$ 13,893,560	\$ 14,124,716	\$ 14,256,932	\$ 14,439,142	
Tuition Revenue Increase				\$ 231,156	\$ 363,372	\$ 545,582	
NON-OPERATING REVENUE							
State Appropriations		\$ 5,722,171	\$ 5,504,226	\$ 5,504,226	\$ 5,504,226	\$ 5,504,226	
Property Taxes		\$ 4,045,741	\$ 4,246,628	\$ 4,246,628	\$ 4,246,628	\$ 4,246,628	
Investment Income		\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000	
Total non-operating		\$ 9,817,912	\$ 9,800,854	\$ 9,800,854	\$ 9,800,854	\$ 9,800,854	
TOTAL REVENUE BEFORE UAAL		\$ 23,880,577	\$ 23,694,414	\$ 23,925,571	\$ 24,057,786	\$ 24,239,996	
State Aid-UAAL		\$ 1,467,483	\$ 1,467,483	\$ 1,467,483	\$ 1,467,483	\$ 1,467,483	
TOTAL REVENUE		\$ 25,348,060	\$ 25,161,897	\$ 25,393,054	\$ 25,525,269	\$ 25,707,479	
OPERATING EXPENSES							
Instruction		\$ 10,670,079	\$ 10,670,079	\$ 10,670,079	\$ 10,670,079	\$ 10,670,079	
Information Tech		\$ 1,720,508	\$ 1,720,508	\$ 1,720,508	\$ 1,720,508	\$ 1,720,508	
Public Service		\$ 799,416	\$ 799,416	\$ 799,416	\$ 799,416	\$ 799,416	
Instructional Support		\$ 1,620,274	\$ 1,620,274	\$ 1,620,274	\$ 1,620,274	\$ 1,620,274	
Student Services		\$ 2,665,705	\$ 2,665,705	\$ 2,665,705	\$ 2,665,705	\$ 2,665,705	
Auxiliary		\$ 350,706	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	
Institutional Admin		\$ 3,729,454	\$ 3,729,454	\$ 3,729,454	\$ 3,729,454	\$ 3,729,454	
Physical Plant		\$ 2,285,263	\$ 2,285,263	\$ 2,285,263	\$ 2,285,263	\$ 2,285,263	
Total-Operating Expenses		\$ 23,841,405	\$ 23,530,699	\$ 23,530,699	\$ 23,530,699	\$ 23,530,699	
Net Revenue over Oper Expenses		\$ 1,506,655	\$ 1,631,198	\$ 1,862,355	\$ 1,994,570	\$ 2,176,780	
CONTINGENCIES							
Subtotal Contingencies		\$ 354,426	\$ 872,000	\$ 872,000	\$ 872,000	\$ 872,000	
Total Expenses		\$ 24,195,831	\$ 24,402,699	\$ 24,402,699	\$ 24,402,699	\$ 24,402,699	
NetRevenues over Expenses-Before Transfers		\$ 1,152,229	\$ 759,198	\$ 990,355	\$ 1,122,570	\$ 1,304,780	
TRANSFERS TO/(FROM) OTHER FUNDS:							
Total transfers to other funds		\$ 1,149,561	\$ 1,495,450	\$ 1,495,450	\$ 1,495,450	\$ 1,495,450	
Net Revenues over Expenses		\$ 2,668	\$ (736,252)	\$ (505,095)	\$ (372,880)	\$ (190,670)	

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: Resolution for Estimated Revenue

Presenter: Lillian Frick

Board Consideration: Information/Action

President's Recommendation:

Motion to adopt the Resolution for Estimated Revenue as presented.

Vice President of Finance and Administration will be presenting the Board with a Resolution for Estimated Sources of Revenue for 2022-2023 for approval. Michigan Act 331 of Public Acts of 1966 as amended, Section 141 requires the College Board to adopt a resolution estimating the total amount of revenue, including the amount of property taxes deemed necessary to meet expenditures for the ensuing fiscal year. This must be completed by the third Monday of April each year.

Resolution for Estimated Sources of Revenue for 2022-23

BACKGROUND

Act 331 of the Public Acts of 1966, as amended, Section 141 states:

“The Board of Trustees shall prepare annually on a day to be determined by the Board of such district but not after the third Monday of April each year, an estimate of the amount of taxes or appropriations deemed necessary for the ensuing fiscal year for the purpose of expenditures authorized by law as within the powers of the Board.”

In compliance with this section, it is necessary that the Board of Trustees take formal action to estimate “the amount of taxes or appropriations necessary” for the ensuing fiscal year.

PROJECTIONS

The College has estimated fiscal years 2022 and 2023 revenue as summarized below.

	Fiscal Year 2022	Fiscal Year 2023
	<u>Projected</u>	<u>Estimated</u>
Tuition & Fees	\$ 13,092,549	\$ 13,537,592
Non-Credit Tuition & Fees	\$ 566,038	\$ 594,340
Grants	\$ 4,538,037	\$ 4,966,852
Other Operating Revenue	\$ 404,078	\$ 125,000
Appropriations	\$ 7,189,654	\$ 7,189,654
Property Taxes	\$ 4,045,741	\$ 4,246,628
Other Income	\$ <u>225,000</u>	\$ <u>125,000</u>
Total	\$ <u>30,061,097</u>	\$ <u>30,785,066</u>

ASSUMPTIONS

The 2023 Fiscal Year estimate is based on the following:

- Enrollment is preliminarily estimated to increase by .5% for fiscal year 2023. At this time the Board of Trustees has not approved any tuition or fee adjustments; all such adjustments are at the sole discretion of the Board of Trustees and will be considered as part of the annual budget process. The above projections are based on an average tuition rate increase of 3.6%.
- Non-credit tuition and fee revenue is expected to increase by .5% from 2022 levels.
- State appropriations are expected to remain constant.
- Property tax revenues are expected to increase 5% from the 2022 levels.
- Grant revenue for both 2022 and 2023 shows a significant increase due to the allocation of federal CRRSAA (HEERF II) funding. Although this appears to be a large influx of cash to the budget, its use is highly restricted so it does not provide a significant level of general fund

budget relief. Furthermore, these funds will be gone after 6/30/2023 and cannot be relied upon for future operations.

- Other operating revenue will decline with the transition of bookstore operations to Barnes & Noble in FY 2022.
- Other income is projected to decline with most of this revenue coming from investment income.

Therefore, it is expected that the Board indicate its intention of levying the fully voted 1.5 current voter millage, subject to such modification as might be imposed by the provision of Section 31 of the Constitution of the State of Michigan (Headlee Amendment).

In summary, it is not required or intended that the Board of Trustees adopt at this time a budget or approve the final sources of revenue for 2022-23 fiscal year. The presented action item is required to meet a statutory obligation.

Richard S. Allen Jr., Secretary

Date

New Business

Item VI-C: Student Activity Fee Adjustment

Presenter: Matt Miller

Board Consideration: Information/Action

President's Recommendation:

Motion to approve the Student Activity Fee adjustment as recommended.

Vice President of Student Services Matt Miller will present a request to adjust the Student Activity Fee based on the number of contact hours a student is enrolled in.

Agenda Item: Student Activities Fee Adjustment

The Student Activities Fee is currently assessed each semester to all students (except in-district dual students) who are taking at least three contact hours. The fee has been increased regularly over the years as offerings have changed and costs have increased.

Semester	Fee
2004 Fall	\$5/semester
2007 Fall	\$10/semester
2009 Fall	\$20/semester
2015 Winter	\$30/semester
2017 Winter	\$45/semester
2017 Fall	\$60/semester

The fee has not been increased for five years and, based on the projected expenses, the current fee will not support the planned expansion over the next few years. In its current form, the fee is also disproportionately levied on students taking fewer contact hours. Therefore, we are recommending that the fee be adjusted to a per-contract-hour fee at a rate of \$10/contact hour beginning Fall 2022.

This request is unrelated to the addition of the baseball, softball, and soccer fields. The ongoing costs for the athletic complex have been figured into the budget and will be largely offset by the elimination of annual rental costs for our current baseball and softball fields.

We are recommending a reconfiguration of the fee for a number of reasons:

- In its current form, the fee is disproportionately levied on students taking fewer contact hours per semester.
 - Depending on the number of contract hours a student takes, many students will pay less than they are currently paying.
- We plan to add Esports, Bass Fishing, and Clay Target Shooting as new sports next year. We are also planning for the addition of Cross Country the following year.
- In general, costs have gone up in the five years since the last fee increase.

Based on budget estimates, the current fee will bring in about \$400,000 this year while the adjusted Student Activities Fee will generate about \$600,000 next year. The fee provides resources for:

- Student life – Clubs, events, Phi Theta Kappa, student development, partial cost of the Director
- Commencement ceremonies and honors convocation
- Funding for maintenance of the fitness centers on each campus
- Engagement activities for dual enrolled students
- Nine athletic programs and the development of two more for 2023-24
 - Men's and Women's Basketball
 - Men's and Women's Bowling
 - Baseball and Softball
 - Esports (co-ed)
 - Clay Target Shooting (co-ed)
 - Bass Fishing (co-ed)
 - Development of Cross Country

Recommendation: Motion to change the Student Activities Fee to \$10/contact hour beginning Fall 2022.

New Business

Item VI-D: Administrative Retirement Incentive- H. Bryan

Presenter: Lori Fassett

Board Consideration: Information/Action

President's Recommendation:

Motion to approve the Administrative Retirement Incentive for Hank Bryan per policy 408.03.

Associate Vice President of Human Resources Lori Fassett will be presenting a request to approve the Administrative Retirement Incentive for Hank Bryan per Board policy 408.03

March 7, 2002

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

Dear Human Resources:

Pursuant to the retirement incentive program, as provided in the Board of Trustees Policy Manual dated August 3, 1993, and as amended December 7, 1999 and any subsequent versions per their effective date, I hereby resign my employment with Mid Michigan College and elect to retire effective **June 30, 2022**. 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 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 my employment.

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

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

Dated: **March 7, 2022**

By: Charles "Hank" Bryan

Signature: Charles H. Bryan 03-07-22

March 10, 2022

Board of Trustees,

I am writing to recommend that Hank Bryan be granted the Administrative Retirement Incentive as outlined in Board Policy 408.03.

Hank has served the college in various capacities for over 16 years. In that time, he has been a great resource for insight and information with a broad knowledge of Students Services. Hank has been a reliable source of help in a number of areas and is always willing to do whatever is needed to help students.

As Registrar, Hank has always been dedicated to serving students and helping them succeed. He has worked to improve processes and make more information available to students so they can move toward their degree.

While we will miss Hank, I fully recommend that we approve his request for the retirement incentive. He meets the requirements and is eligible for the benefit.

Hank's last day of eligibility for the benefit is June 18, 2022. I ask that the Board approve the request and extend his eligibility through June 30, 2022 so he can work through the end of the fiscal year.

Thank you for your support. I know that you will join me in wishing Hank a wonderful retirement.

Sincerely,



Matt Miller
VP Student Services

New Business

Item VI-E: Administrative Retirement Incentive- S. Govitz

Presenter: Lori Fassett

Board Consideration: Information/Action

President's Recommendation:

Motion to approve the Administrative Retirement Incentive for Scott Govitz per policy 408.03.

Associate Vice President of Human Resources Lori Fassett will be presenting a request to approve the Administrative Retirement Incentive for Scott Govitz per Board policy 408.03

March 21, 2022

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

Dear Human Resources:

Pursuant to the retirement incentive program, as provided in the Board of Trustees Policy Manual dated August 3, 1993, and as amended December 7, 1999 and any subsequent versions per their effective date, I hereby resign my employment with Mid Michigan College and elect to retire effective **June 30, 2022**. 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 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 my employment.



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

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

Dated: March 21, 2022 By: Lenard Scott Govitz

Signature: A handwritten signature in blue ink, appearing to read 'Lenard Scott Govitz', written over a horizontal line.



March 17, 2022

Mid Michigan College
c/o Board of Trustees
1375 S. Clare Avenue
Harrison, Michigan 48625

Dear Trustees,

It is a privilege to provide this letter of support on behalf of Scott Govitz and recommend his approval for the Administrative Early Retirement Incentive as outlined in Board policy 408.03.

Scott has served as the College's Executive Director/Associate Vice President for Economic & Workforce Development for over 21 years. Through the years, Scott has been a dedicated and loyal employee. He has also been a valued and well-respected representative for Mid in the community.

Thank you for your consideration. We wish Scott all the best in his retirement!

Sincerely,

A handwritten signature in black ink that reads "Tim Hood".

Tim Hood
President

New Business

Item VI-F: Summer Schedule

Presenter: President Hood

Board Consideration: Information/Action

President's Recommendation:

Motion to approve a four day work week summer schedule with the college's hours of operation being Monday thru Thursday 7:30 am to 5:00 pm, effective May 9, 2022 through July 29, 2022, and allowing President Hood to work with the ESPA union to finalize a letter of agreement pertaining to employee work schedules.

President Hood will be presenting a request to approve a four day work week summer schedule, the same as what was approved last year.

New Business

Item VI-G: Public Participation Policy

Presenter: Board Chair Petrongelli

Board Consideration: Information

President's Recommendation:

None, informational.

Board Chair Petrongelli will be presenting the first reading to change Board policy 202.08 Public Meeting.

202.08 Public Meeting

[LAST APPROVED June 2018]

All official meetings of the Board of Trustees shall be public meetings. ~~If persons in attendance wish to speak from the floor, they must receive recognition from the Chairperson of the Board or officer conducting the meeting. A time limitation for speaking may be determined by the Chairperson of the Board of Trustees.~~

Public Participation Rules

Any member of the public may address the Board at a Board meeting, subject to the following rules:

1. Except during a public participation portion of a Board meeting, no member of the public or other person may address the Board during a public meeting without the express permission of the Board Chair or other presiding officer.
2. College employees are encouraged to raise concerns regarding their employment, personnel matters, or the functioning of the College to their direct supervisor, not during public comment.
3. The Board will follow public participation rules that balance the College's interest in an orderly public meeting with the public's First Amendment rights. A copy of these rules and any additional public participation rules adopted by the Board will be made available at Board meetings. The Board's public participation rules include, but are not limited to, the following:
 - before addressing the Board, a member of the public will state his or her name and address;
 - each person's public comments are limited to 3 minutes per public participation period. This time limit may be adjusted by the Board Chair or other presiding officer to facilitate public participation at Board meetings;
 - persons who are part of a group or organization or who share similar viewpoints are encouraged to designate a spokesperson to address the Board;
 - public comments of a personal nature are prohibited when: (a) the comments are unrelated to the manner in which a Board member or College employee performs that person's duties, and (b) the comments cause a substantial disruption to the meeting;
 - any public comment not protected by the First Amendment of the U.S. Constitution is prohibited;
 - Board members are not required to answer questions or make statements in response to a public comment;
 - written statements and documents presented to the Board by a public participant or group are public records and must be given to the Secretary or designee; and
 - any audio recording, video recording, broadcasting, or telecasting must be performed from the seating area designated for the public or in the area otherwise designated by the President, Superintendent, or designee, and must not disrupt the meeting.

New Business

Item VI-H: Appointment Term Adjustment

Presenter: Board Chair Petrongelli

Board Consideration: Information/Action

President's Recommendation:

Motion to adjust the term of appointment for Mary Onita Oles starting May 1, 2022 through December 31, 2022.

Board Chair Petrongelli will be presenting an adjustment to the term appointment for Mary Onita Oles, who was selected to fill Eric Kreckman's vacancy. Legal counsel recommended that her term of appointment should only last until the certification of the November General election, however the County Clerk's office stated that they would not be able to accurately place that amount of time on the ballot and therefore her term needs to be adjusted.

New Business

Item VI-I: Vice Chair Selection

Presenter: Board Chair Petrongelli

Board Consideration: Information/Action

President's Recommendation:

The Board will need to select a new Vice Chair to fill the vacancy of the position left by Trustee Kreckman.

Board Chair Petrongelli will be leading the Trustees through the process of opening nominations and selecting a new Vice Chair for the Board of Trustees.

Board Comments

Item VII-A: Calendar of Events

Presenter: Board Chair Petrongelli

Board Consideration: Information

President's Recommendation:

None, informational.

Apr 9	Disc Golf Course Groundbreaking Ceremony
Apr 10	A Northern Tradition, Jay's Sporting Goods, 5:00 - 8:00 PM
Apr 14	Trustee Tours, Harrison Campus
May 3	Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus
May 12	Mid/Lyseon Open House

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.