

MID MICHIGAN COLLEGE
Board of Trustees Workshop and Regular Meeting
Harrison, MI 48625 and Mt. Pleasant, MI 48858
December 6, 2022
6:00 PM Workshop
7:00 PM Meeting
Esther C. Conference Room, Harrison Campus

Workshop Presentation

Strategic Planning Updates from Community Outreach and Strategic Communications.

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

NEW BUSINESS

Item VI-A: Correspondence and Announcements

Presenter: President Hood

Board Consideration: Information

Item VI-B: Full Time Status for Rob Bejesky

Presenter: President Hood

Board Consideration: Information

Item VI-C: Flooring Replacement

Presenter: Lillian Frick

Board Consideration: Information/Action

Item VI-D: LinkedIn Learning Renewal

Presenter: Kirk Lehr

Board Consideration: Information/Action

Item VI-E: Winter Enrollment Report

Presenter: Matt Miller

Board Consideration: Information

Item VI-F: Academic Calendar for 2023-2024 and 2024-2025

Presenter: Matt Miller

Board Consideration: Information/Action

Item VI-G: Sabbatical Proposal

Presenter: Stevens Amidon

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- November 1, 2022 Regular Meeting
- B. Monthly Financial Report:
 - 1. Financial Summary for the period ending October 31, 2022.
 - 2. General fund balance sheet as of October 31, 2022.
 - 3. General fund statement of revenues and expenses for nine months ending October 31, 2022.
 - 4. Gifts and Donations: Donations totaling \$9,172 were received for the Mid Foundation in October 2022.
- C. Monthly Personnel Report.

Mid Michigan College Board of Trustees Regular Meeting

November 1, 2022 – page 1

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

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

Absent: All Trustees Present

Agenda Item I: *CALL TO ORDER*

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

Agenda Item II: *APPROVAL OF AGENDA*

Since our Rehmann representative was present, the Board agreed to move the Audit Approval up in the agenda order. Motion by Trustee Jankoviak to approve the agenda with the recording of agenda items as presented. Second by Trustee Metzger. A voice vote showed 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 Zdrojewski to approve the consent items as presented. Second by Trustee Metzger.

Trustee Zdrojewski expressed concerns over the deficit regarding the auxiliary fund. Vice President of Finance and Administration Lillian Frick explained that it pertained to the Laker Cafe and when that deficit should even out. A voice vote showed All Ayes from the Trustees; Motion Carried.

Agenda Item V-A: *AD HOC COMMITTEE CREATION*

Board Chair Petrongelli asked for two Board member volunteers to serve on an Ad Hoc Committee regarding the campus house. Trustees Oles and Zdrojewski volunteered.

Motion by Trustee Gilmore to appoint Trustees Oles and Zdrojewski to serve on the Campus House Maintenance Committee. Second by Trustee Allen. A voice vote showed All Ayes from Trustees; Motion Carried.

Agenda Item VI-A: *AUDIT APPROVAL*

Vice President of Finance and Administration Lillian Frick introduced Josh Sullivan from

Mid Michigan College Board of Trustees Regular Meeting

November 1, 2022 – page 2

Rehmann. Mr. Sullivan presented the audit to the Board with a clean, unmodified opinion. Trustee Zdrojewski asked how long the audit took, and Mr. Sullivan replied that around 300 hours were spent on the audit. Vice President Frick thanked Director of Accounting Susan Call for her coordination of the audit and the rest of the Business Services team for their work. She also spoke about her appreciation for Rehmann and their correspondence processes.

Motion by Trustee Oles to approve the audit as presented. Second by Trustee Jankoviak. A voice vote showed All Ayes from the Trustees; Motion Carried.

Agenda Item VI-B: *CORRESPONDENCE AND ANNOUNCEMENTS*

Employees are working on a virtual holiday card that requires participation from the college community. As soon as we have more details, we will pass those along and hope that you will take part. November 12 from 5:00-10:00 PM at the Comfort Inn in Mt. Pleasant, Mid will be hosting their employee holiday party.

The PTK Induction Ceremony will take place on November 17 at 6:00 PM in the Community Room of the Mt. Pleasant campus. Kudos to our PTK students that organized and worked the annual Deadwood Grove event.

TRIO will be hosting their International Thanksgiving Meal on November 22 from 10 AM - 2 PM in CSS 234 of the Mt. Pleasant Campus.

Mid would like to send a very special thank you to the members of Clare County MARSP for their recent donation of \$500 to scholarships. We received notice that the City of Clare's Downtown Development Authority has scheduled their semi-annual meeting on Thursday, November 10 at 8:00 AM at Clare City Hall, in case anyone is interested in attending.

Mid recently conducted a lockdown drill on the Harrison Campus. Thanks to everyone who coordinated that event and those on campus for their cooperation.

Agenda Item VI-C: *FULL TIME STATUS FOR TRISH FINERTY*

President Hood informed the Board that he would be approving the Full Time Faculty status for Trish Finerty. Ms. Finerty is a faculty member in the biology department and was an integral part of the most recent study abroad program to the Florida Keys.

Vice President of Academic Affairs and Community Outreach Scott Mertes spoke about the online version of Anatomy and Physiology that Ms. Finerty teaches. He also spoke about her professionalism, enthusiasm and dedication to the recent study abroad program. Ms. Finerty was recently accepted into a fellowship pertaining to marine biology, and is a faculty member we are proud to have at Mid.

Mid Michigan College Board of Trustees Regular Meeting

November 1, 2022 – page 3

Agenda Item VI-D: *RENTAL FOR INDOOR ATHLETIC TRAINING*

Vice President of Student Services Matt Miller presented a request to the Board to authorize the president to sign a long term lease agreement for athletic training space in Mt. Pleasant. The property is located at 614 W. Pickard, Mt. Pleasant.

Trustee Oles asked if the expenses for the current year would be feasible from the general fund. Vice President of Finance and Administration said that the money for the current year could be used from the contingency fund and would be built into the budget for future years. Trustee Oles spoke about her visit to the facility and stated that it would be a good structure for the intended usage.

Trustee Gilmore asked about current field rentals and the future plans and spoke about concerns to invest money into someone else's property. Vice President Miller spoke about meetings that are currently taking place in order to secure fields for future usage. Trustee Zdrojewski spoke about the cost savings in comparison to Mid building their own facility. Board Chair Petrongelli asked about costs that Mid pays to Morey Courts in comparison.

Trustee Gilmore stated that this expense would be about 25% of the cost of our own facility and would be a waste of our resources. Trustee Allen spoke about the potential to negotiate a purchase in future years, if the college were interested, or the option to walk away at the end of the lease. Trustee Zdrojewski asked to have reassurance that Mid could step away from the lease, a plan for revenue to be made from the building, if the Foundation could assist in any way and the comparison of student athlete revenue versus the cost of this facility. Vice President Miller stated that Mid would be allowed to sublet the facility and a fee would most likely be accepted to end the lease early.

A discussion took place about the benefits of the location in regards to the location of our student athletes and how that affects enrollment. Trustee Zdrojewski stated that she was not opposed to investing in athletics when it is the right time, and this is not the right time. Vice President Miller spoke about the expected length of time that the Baseball and Softball programs would survive if this proposal is not approved this evening. Trustee Allen spoke about an opportunity to improve the facilities that Mid already owns, such as the cross country track.

A discussion regarding quick decision making and what Mid is planning to prioritize took place. Vice President Miller stated that there were roughly 18 community colleges in the state that had Baseball teams and those teams were broken up into 3 divisions. President Hood spoke about the urgency to make this decision in response to the Board decision to not support the approval of building Mid's own facilities. He also spoke about the community support behind athletics. Trustee Zdrojewski spoke about the differences in K-12 facilities and their usages in comparison to college facility usages. She also spoke about the donor appetite from the Foundation standpoint.

Trustees spoke about the importance of supporting athletics, the Board's role in developing athletics and programs, the current economic environment, as well as properly utilizing monetary resources. Trustee Jankoviak spoke about Mid's mission, the audit regarding tuition

Mid Michigan College Board of Trustees Regular Meeting

November 1, 2022 – page 4

increases in recent years and how that correlates to people's decision to attend college at Mid. Trustee Metzger spoke about the potential to increase the student athletic population.

Motion by Trustee Metzger to authorize President Hood to enter into a ten year lease agreement on property located 614 W. Pickard, Mt. Pleasant, and approve various renovations to the property not to exceed \$250,000. No second was offered on the motion.

Agenda Item VII-A: CALENDAR OF EVENTS

- Nov 12 Mid Employee Holiday Party, 5:00-10:00 PM, Comfort Inn, Mt. Pleasant
- Nov 22 TRIO International Thanksgiving Meal, 10:00 AM-2:00 PM, CSS 234, Mt. Pleasant Campus
- Dec 6 Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus

Agenda Item VII-B: OTHER BUSINESS

Trustee Jankoviak thanked President Hood for hosting the recent Halloween Party.

Trustee Zdrojewski encouraged everyone to vote.

Board Chair Petrongelli congratulated all of the Laker Achievement Awards.

Trustee Allen asked about the future of the Mid Fall BBQ.

Trustee Oles mentioned that the Michigan Community College Association is planning to host Board training in March. She also asked for a time that the Board could meet to discuss what is appropriate for trustees, Robert's Rules of Order and how the trustees could prioritize their thoughts and present a united front. Board Chair Petrongelli spoke about the importance of a Board retreat after the first of the year when any potential trustees are in place.

Meeting adjourned at 8:45 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

October 31, 2022

GENERAL FUND REVENUE:

- 2022-23 tuition and fee revenue budget is based on a one-half (.5) percent enrollment increase from 2021-22 levels with a three and a half (3.5) percent increase in tuition rates. Summer and Fall 2022 tuition and fees revenue represents 49% of the total 2022-23 budgeted tuition and fees revenue. The 2023 Winter term registration began on October 10 and accounts for the balance of the tuition and fees revenue to date.
- State appropriations revenue for 2022-23 was booked as a receivable in October at \$5,555,700. Additional state appropriations of \$1,574,206 were allocated to Mid for the UAAL funding and also booked as a receivable in October.
- No property tax revenue has been booked since 2023 taxes will not be levied until December 2022. The tax levy for 2023 is projected at \$4,284,722.

GENERAL FUND EXPENSES:

- Departmental expenses are in line with 34% of the annual budget, with the exception of:
 - Instruction & Public Service each expended 30% and 21%, respectively, due to the academic calendar; expenses will pick up through Fall term and with the onset of Winter term.
 - Information technology expended 25% due in part to a budgeted technician position that has not been filled.
 - Student Services expended 26% due in part 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 October 31, 2022 is \$8.8 million. This includes \$2 million in tuition and fees for the 2023 Winter term that begins on January 9, 2023. A portion of this excess will help fund the balance of the 2022 Fall term operations.

BALANCE SHEET:

- The cash balance decreased \$2.6 million from September 30, 2022 due in part to the disbursement of Title IV Wrap Around student refunds to students and to fund October operations. The cash to replenish the refunds will be drawn down in November.
- Student receivables increased \$1 million due to registration of the Winter 2023 term that began on October 10, 2022.

- The prepaid expense balance of \$463,102 represents a few multi-year prepaid items, other prepaid 2022-23 expenses (including Ellucian contracts for \$305,877), and the College contributions to the employee HSA accounts that will be earned during 2022.
- The balance due to other funds of \$262,805 can be broken down as follows:
 - \$718,000 due to the designated student activities fund
 - \$2.7 million due to the auxiliary services for sales
 - \$629,000 due from the scholarship and grant fund
 - \$3.7 million due from the federal restricted fund for CARES and student financial aid funds disbursed to the student accounts
 - \$695,000 due from the restricted grant fund
 - \$2.5 million due to building and site for current and future college needs
 - \$640,000 due from the Foundation
- The \$1.7 million in accrued payroll and other compensation includes expenses incurred but not paid as follows:
 - Accrued salary, wages and vacation of \$209,000
 - FICA, Federal and State withholding of \$160,000
 - MPSERS/ORP/UAAL payable of \$677,000
 - Employee health and dental insurances payable of \$359,000
 - Unemployment and workers' compensation insurances payable of \$3,000
 - Deferred faculty pay \$272,000
 - Miscellaneous payroll deductions
- A significant portion of the preliminary Unreserved Net Assets of \$9.4 million represents funds set aside by the Board of Trustees to fund current and future college expansion needs.

AUXILIARY FUNDS:

- Total revenue is at 52% of the annual budget.
- Total expenses, at 39% of the annual budget, represent operational costs for the months of July through October.
- The excess revenue over expense to date is \$14,579.

MID MICHIGAN COLLEGE
BALANCE SHEET
October 31, 2022

Assets

Current Assets:

Cash and cash equivalents	\$	13,926,442
State appropriations receivable	\$	6,624,825
Student receivables	\$	3,318,475
Other receivables	\$	1,668
Prepaid expenses and other assets	\$	463,102
Due from (due to) other funds	\$	(262,805)
Total current assets	\$	24,071,707

Long-term investments	\$	-
Total assets	\$	24,071,707

Liabilities and Net Assets

Liabilities:

Accounts payable	\$	66,504
Accrued payroll and other compensation	\$	1,682,964
Total liabilities	\$	1,709,092

Net assets:

Reserved for:		
Technology	\$	2,100,663
Program development	\$	863,655
Retirement incentives	\$	200,000
Self-funded healthcare reserve	\$	989,315
Unreserved	\$	9,392,616
Current year excess revenue over/(under) expenditures	\$	8,816,366
Total net assets	\$	22,362,615

Total liabilities and net assets	\$	24,071,707
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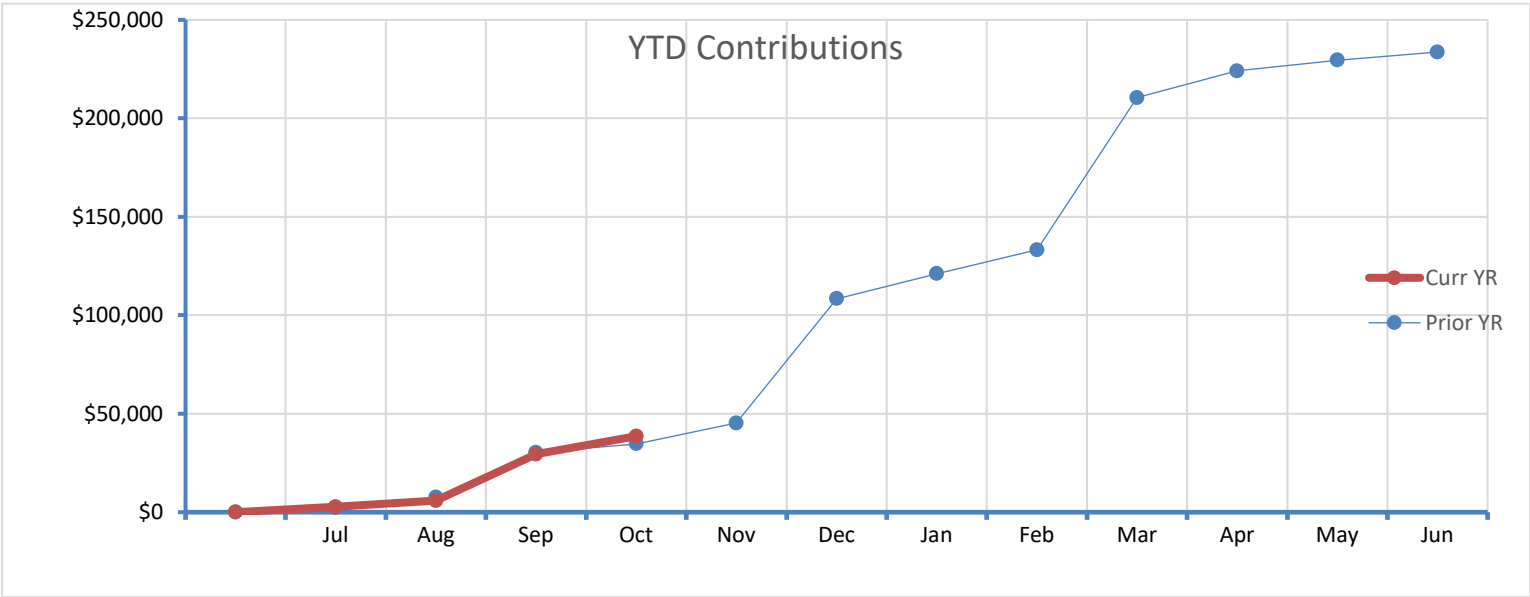
MID MICHIGAN COLLEGE
STATEMENT OF REVENUES, EXPENSES
For the four months ended October 31, 2022

	Current Fiscal Year		Prior Fiscal Year	
	Amount	% of Budget	Amount	% of Budget
OPERATING REVENUES:				
Tuition and fees	\$ 8,989,257	63%	\$ 8,974,816	64%
Miscellaneous	\$ 8,469	19%	\$ 7,518	7%
Total operating revenues	\$ 8,997,726	63%	\$ 8,982,333	63%
EXPENSES:				
Operating expenses:				
Instruction	\$ 3,215,982	30%	\$ 3,038,296	28%
Information technology	\$ 495,210	25%	\$ 619,077	36%
Public service	\$ 166,992	21%	\$ 216,995	26%
Instructional support	\$ 618,226	37%	\$ 543,632	34%
Student services	\$ 848,545	26%	\$ 733,189	26%
Institutional administration	\$ 1,050,728	30%	\$ 1,466,354	31%
Operation and maintenance of plant	\$ 767,159	32%	\$ 691,301	32%
Total operating expenses	\$ 7,162,842	29%	\$ 7,308,844	30%
Operating income/(loss)	\$ 1,834,884		\$ 1,673,489	
NON-OPERATING REVENUES:				
State appropriations	\$ 5,617,231	100%	\$ 5,702,591	105%
UAAL	\$ 1,574,205	107%	\$ 1,467,483	110%
Property tax levy	\$ -	0%	\$ -	0%
Investment income	\$ 52,920	106%	\$ 3,090	6%
Miscellaneous	\$ 30,833		\$ 26,673	
Total Non-operating revenues	\$ 7,275,189	64%	\$ 7,199,837	66%
Revenues over/(under) expenses	\$ 9,110,073		\$ 8,873,326	
Inter Funds Transfers				
Planned Savings (Building & Site)	\$ 233,332	33%	\$ -	0%
Bond Debt Service (Building & Site)	\$ 60,375	13%	\$ -	0%
Restricted Grant Match	\$ -	0%	\$ 754	0%
Total Inter Funds Transfers	\$ 293,707		\$ 754	
Net increase (decrease) in Net Assets	\$ 8,816,366		\$ 8,872,572	

MID MICHIGAN COLLEGE
 STATEMENT OF REVENUES, EXPENSES
 For the four months ended October 31, 2022
 AUXILIARY FUND

	Current Fiscal Year		Prior Fiscal Year	
	Amount	% of Budget	Amount	% of Budget
REVENUE:				
Bookstore/BNC Commission	\$ 20,444	68%	\$ 473,991	135%
Laker Café	\$ 16,211	41%	\$ 10,444	130%
	<u>\$ 36,655</u>	<u>52%</u>	<u>\$ 484,435</u>	<u>135%</u>
EXPENSES:				
Bookstore	\$ -	0%	\$ 420,487	142%
Laker Café	\$ 22,076	39%	\$ 9,470	99%
Auxiliary Services	\$ -	0%	\$ 41,334	92%
	<u>\$ 22,076</u>	<u>39%</u>	<u>\$ 471,291</u>	<u>134%</u>
EXCESS REVENUE OVER EXPENSES	<u>\$ 14,579</u>		<u>\$ 13,144</u>	
	40%		3%	

Mid Michigan College Contributions October 2022



	Curr YR	Prior YR
Monthly Contributions	\$ 9,172	\$ 4,346
YTD Contributions	\$ 38,595	\$ 34,702

YTD Top Contribution Totals in 2023:	
Trish Finnerty Exp Learning	\$ 12,500
Kathleen Kehoe Memorial Scholarship	\$ 7,000
Lakers Athletic and other Athletic Funds	\$ 3,552
Lakers Leadership Fund	\$ 2,867
Health Sciences Fund	\$ 2,810
General Fund-Unrestricted	\$ 2,699
Lakers Academic Fund	\$ 2,323
Other Funds	\$ 4,844
YTD Total	<u>\$ 38,595</u>

TO: Board of Trustees

FROM: Lori Fassett, Associate VP of Human Resources

SUBJECT: Staffing Update, December 6, 2022 Board Meeting

DATE: November 17, 2022

FULL-TIME NEW HIRES:

Annette Mead – Student Services Specialist Admissions Effective: 10/10/2022

Annette brings to Mid over 18 years of experience in administrative assistant and customer service support in a variety of capacities. She is a graduate of Mid Michigan Community College and has additional education in American Sign Language. Welcome to the Mid team Annette!!

Masyn Simon – Technology Support Specialist Effective: 11/14/2022

Masyn brings to Mid over 5 years of experience in IT Helpdesk Support in both higher education and the private sector. He is a graduate of Mid Michigan College and previously work as a student worker within our IT department. Welcome back to Mid Masyn!!

NEW PART-TIME AND STUDENT EMPLOYEES:

Audra Brucher – Dental Assistant Lab Tech (Edustaff) Effective: 10/11/2022

Lindsay Sanford – Adjunct Nursing (Edustaff) Effective: 10/03/2022

Brynn Beauchamp – Student Worker Art Model Effective: 11/07/2022

Kelly Bryant – Student Worker Tutor Effective: 11/07/2022

Jacob Dafoe – Student Worker Maintenance Effective: 11/16/2022

William Haack – Student Worker Maintenance Effective: 11/09/2022

Evan Rubenacker-O’Dell – Student Worker Admissions Effective: 11/07/2022

Kai Stack – Student Worker Tutor Effective: 11/14/2022

Hadrian Wiltse – Student Worker Maintenance

Effective: 11/14/2022

David Ferris – Part-Time HR Coordinator (Edustaff)

Effective: 11/14/2022

INTERNAL TRANSFERS:

N/A

SEPARATIONS:

Elizabeth Kindermann – Adjunct Communications

Effective: 12/31/2021

Tom Olver – Executive Director Mid Foundation

Effective: 10/21/2022

Maddie Emmendorfer – Student Worker Admissions

Effective: 11/15/2022

VACANCIES:

Adjunct Advanced Manufacturing & Robotics (part-time)

Posted

Adjunct Automotive & Diesel Service (part-time)

Posted

Adjunct Biology (part-time)

Posted

Adjunct Computer Information Systems (CIS) (part-time)

Posted

Adjunct Computer Aided Drafting (CAD) (part-time)

Posted

Adjunct Communication – various locations (part-time)

Posted

Adjunct English – various locations (part-time)

Posted

Adjunct Health Education (part-time)

Posted

Adjunct History – Huron ISD/Tuscola ISD (part-time)

Posted

Adjunct Math – Huron ISD (part-time)	Posted
Adjunct Nursing – General (part-time)	Posted
Adjunct Physics/Physical Science (part-time)	Posted
Adjunct Psychology – Huron Tech Center/Tuscola ISD (part-time)	Posted
Adjunct Speech (part-time)	Posted
Adjunct Welding (part-time)	Posted
Administrative Specialist Technical Center (full-time)	Interviewing
Assistant Coach Bass Fishing (part-time)	Posted
Educational Talent Search (ETS) Clerk (part-time)	Posted
Executive Director for Mid Foundation (full-time)	Posted
Instructional Designer (full-time)	Offer Extended
Financial Aid Analyst (full-time)	Posted
Head Coach Baseball (full-time)	Interviewing
IT Systems Programmer (full-time)	Offer Extended
Lead Maintenance – Harrison Campus (full-time)	Posted
Phlebotomy Instructor Various locations (part-time)	Posted
Physical Therapy Assistant (PTA) Clinical Coordinator (full-time)	Interviewing
Student Services Specialist – Admissions (full-time)	Filled
Technology Support Specialist (full-time)	Filled

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: Full Time Status for Rob Bejesky

Presenter: President Hood

Board Consideration: Information

President's Recommendation:

None, informational.

President Hood will be informing the Board that he will be approving the recommended full time status for faculty member Rob Bejesky, Economics.

MEMO

To: President Hood & Vice President Mertes

From: Amy Fisher – Dean of Business and Professional Studies

Date: 11/21/2022

Subject: Rob Bejesky - Full Faculty Status Recommendation

Per Article XI – Employee Practices, item A in the Faculty contract, the college is required to make a recommendation during the 5th semester whether or not to grant full status for the probationary faculty in question.

Dean’s Recommendation – I support the removal of Rob Bejesky from probationary status and recommend that he be granted full status at Mid Michigan College.

Rob will finish his five-semester probationary period at the completion of the Fall 2022 semester. During this time, he has been a full-time instructor, and my review of his record, as well as my observation of his performance, convinces me that he is strongly committed to the success of Mid’s students and is dedicated to moving the initiatives of the college forward. My observations of his work in the classroom and online have been very positive, and feedback evaluations from his students indicate he is an excellent teacher who works with his students to ensure they achieve the expected learning outcomes.

Rob also has a strong record of service at Mid Michigan College and has made significant improvements to the Business and Economics Curriculum:

- Updating the online course shell for BUS.213 Business Law and Ethics which included new videos, updated content, and aligning with Cengage to provide online homework options. Rob piloted a new option for students in Business Law which allowed them to join with students in other online sections to work together on case studies. Adding this new option to the course not only allowed students to have real-world situations to work through, but also allowed students to interact with students from other online sections.
- Revised both the Microeconomics and Macroeconomics courses which included moving to a more updated textbook, creating new videos & online discussion boards, and implementing new technology within the classroom so students in the Hyflex sections would be able to see the graphing and formulas seamlessly through Zoom.
- Rob works one on one with adjuncts teaching Business Law and Economics to ensure they are familiar with the content and schedules regular meetings with adjunct faculty to answer questions and clarify content.

Rob supports his students both inside and outside the classroom and can be seen regularly on the sidelines at Mid's basketball and baseball games cheering for our students. In addition to supporting our students, Rob has been one of the early adopters of Simple Syllabus, our new syllabus management system, and served as one of the lead faculty in the rollout of the software in Summer 2022. Rob began serving as the chair of the Assessment committee beginning in Fall 2022, and is also leading the implementation of our new assessment software, SPOL.

Rob has worked with full-time faculty in the business department to expand the membership of the Business Advisory Board and is committed to Mid's mission of developing knowledge and ability to empower learners and transform communities.

Due to these efforts, I fully support and recommend Rob's promotion to a full-time permanent Instructor position at Mid Michigan College.

Respectfully,

A handwritten signature in cursive script that reads 'Amy Fisher'.

Amy Fisher

Dean of Business and Professional Studies

New Business

Item VI-C: Flooring Replacement

Presenter: Lillian Frick

Board Consideration: Information/Action

President's Recommendation:

Motion to authorize the replacement of the vinyl composition tile (VCT) flooring in the Doan Center and various places on the Harrison Campus in the amount of \$140,405.50.

Vice President of Finance and Administration Lillian Frick will be presenting a request to replace the VCT flooring in the Doan Center and various places on the Harrison Campus. Replacement reduces cleaning time for maintenance staff and allows focus on deep cleaning heavily trafficked areas. Funding for this purchase will utilize CARES funds.

MID MICHIGAN COMMUNITY COLLEGE PURCHASE RECOMMENDATION

Project Description:

Replace VCT flooring with Teknoflor

Item #	Item Description	Quantity	VENDORS			
			Percha	Assman	Supreme	
A	Mt. Pleasant VCT flooring replacement		\$ 113,565	\$ 139,380	\$ 110,816	
B	HA Hallway VCT flooring replacement		\$ 26,840	\$ 36,937	\$ 36,042	
	Total		\$ 140,406	\$ 176,316	\$ 146,858	

Recommendation Summary:

Accept low bid shown above from Percha to complete the work on both campuses

Total bid

\$ 140,405.50

989-773-7046
989-772-3373

4820 E BROOMFIELD RD.
MT. PLEASANT, MICHIGAN 48858

SINCE 1951

Date:10/4/2022

TO Mid Michigan College Attn: Don Zuker

RE: LVP Flooring

We... propose to furnish all materials perform all labor necessary... to complete the following:

To remove all existing VCT & base. Prep floors for new vinyl. Install Teknoflor T3 LVT and new 4" vinyl base in the following areas:

Doan Center Rooms: 120, 120A, 123, 202, 202A, 202B, 203, 204, 205, 206, 206A, 206B, 207, 207A, 207B, 207C, 208, 208A, 209, 209A, 209B, 209C

Harrison Campus: Main Bldg-CTE Corridor 271 & Corridor 291.

H-Tech: Lobby 101, Corridor 132, Staff Lounge 116.

Work to be done during school breaks, to be coordinated with Don Zuker

All of the above work to be completed in a substantial and workmanlike manner according to standard practices for the sum of: **One hundred forty thousand four hundred five dollars and fifty cents. (\$140,405.50)**

Payments to be made _____ as the work progresses to the value of _____ percent (_____ %) of all work completed. The entire amount of contract to be paid within 30 days after completion.

Any alteration or deviation from the above specifications involving extra cost of material or labor will only be executed upon written orders for same, and will become an extra charge over the sum mentioned in this contract. All agreements must be made in writing.

Respectfully submitted,
By Jodie Kercha

ACCEPTANCE

You are hereby authorized to furnish all materials and labor required to complete the work mentioned in the above proposal, for which _____ agree to pay the amount mentioned in said proposal, and according to the terms thereof./

ACCEPTED _____

Date: _____

Assmann's Inc.

901 S. Mission St.
Mt. Pleasant, MI 48858
Phone: 989.772.2275
Fax: 989.772.1550

DATE: SEPT. 21, 2022

QUOTE:

Contact Information:
Mid-Michigan Community College
Mt. Pleasant/Harrison campus

MATERIAL FOR ALL ROOMS: TEKNOFLOR-T3; COLOR TS3523	
MP/HARRISON- GRAND TOTAL	
PRICING INCLUDES MATERIAL, TAX, FREIGHT, AND LABOR: INSTALLATION INCLUDES NEW VINYL TILE, ADHESIVE, COVEBASE, REDUCERS OVER THE EXISTING VCT TILE. MID-MI WOULD REMOVE THE WAX COATING FROM THE EXISTING FLOORING, MOVE ALL FURNITURE, AND EQUIPMENT FROM ROOM PRIOR TO INSTALLATION OF FLOORING.	\$150,263.58
OPTIONAL LABOR: REMOVAL OF THE EXISTING VCT TILE AND PREP TO THE FLOOR SURFACE. OWNER TO PROVIDE CERTIFICATE STATING VCT IS NON-ABESTOS CONTAINING.	\$26,053.01
* WORK PERFORMED MONDAY- FRIDAY 830AM TO 5PM * MANUFACTURE PRICING IS SUBJECT TO CHANGE WITHOUT NOTICE- THE QUOTED PRICE WILL BE HELD UNTIL DECEMBER 31,2022 ***MANUFACTURE IS OFFING A \$9000.00 SAVINGS IF 20,000 SF OF MATERIAL IS PURCHASED BY DECEMBER 2022	
TOTAL:	\$150,263.58
TOTAL W/OPTIONAL LABOR:	\$176,316.59
DEPOSIT:	
BALANCE DUE:	

Customer Read Before Signing: Assmann's will provide materials and labor according to the work described in this Proposal for the agreed upon price. The Buyer understands that Assmann's is not responsible for manufacture and/or shipping delays. The Buyer understands that there may be a dye-lot or shade variation from the sample. Assmann's is not responsible for the condition of existing moldings and walls, or unforeseen structural conditions not visible prior to installation. Unless included in this Proposal, there will be an additional charge for moving furniture, appliances, removal of permanent fixtures such as toilets, cutting off doors, and removal of existing floorcovering. Customer installed materials will be inspected prior to customer pick-up, and must be paid in full before they leave our premises. Assmann's will not be responsible for the condition of materials after they are removed from our warehouse, and are subject to our posted Return Policy and Customer Notice.

Terms of Sale: The buyer understands and agrees to the above purchase price for the services described in this proposal and agrees to pay according to Assmann's Inc. terms of sale.

A 50% deposit is required upon acceptance of this order.

I/WE THE BUYER(S) HEREBY ACCEPT THE ABOVE TERMS AND CONDITIONS: Signature _____



JOB ESTIMATE ONLY

3228 Bay Rd
 Saginaw, MI 48603
 (989) 790-1700
 (989) 790-3818 fax

"It's Worth Talking To the Experts"
 FLOORING SPECIALIST

MID MICHIGAN COLLEGE
 MT. PLEASANT

Customer
 Address
 City
 Phone

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 WITH FOR YEARS
 TO COME!!!!
 7/17/2022

MATERIALS NEEDED	COST	COMMENTS:
TECHNO FLOR	\$ 52,747.20	ROOMS: 120, 123, 202, 205 206, 207, 208, 209
ADHESIVE	\$ 4,800.00	
RUBBER TRANSITIONS	\$ 120.00	
COVE BASE	\$ 2,880.00	LABOR CONSISTS OF REMOVAL OF OLD FLOORING, PREP AND INSTALL OF VINLY AND COVE BASE.
COVE ADHESIVE	\$ 600.00	
	\$ 61,147.20	Sub total
	\$ 3,668.83	Tax
	\$ 46,000.00	Labor
	\$ 110,816.03	Grand Total

PREPARED BY: MARIANNE SAYEN
7/17/2022



JOB ESTIMATE ONLY

3224 Bay Rd
 Saginaw, MI 48603
 (989) 790-1700
 (989) 790-3818 fax

"It's Worth Talking To the Experts"

FLOORING SPECIALIST

MID MICHIGAN COLLEGE
 HARRISON

Customer
 Address
 City
 Phone

A FLOOR YOU CAN LIVE
 WITH FOR YEARS
 TO COME!!!!!!
 9/19/2022

MATERIALS NEEDED	COST	COMMENTS:
TEKNOFLOR	\$ 16,000.00	HALL CLASSROOM
ADHESIVE	\$ 1,400.00	
RUBBER TRANSITIONS	\$ 200.00	
COVE BASE	\$ 294.00	LABOR CONSISTS OF REMOVAL OF OLD FLOORING, PREP, AND INSTALL OF VINLY AND COVE BASE.
COVE ADHESIVE	\$ 70.00	
	\$ 17,964.00	Sub total
	\$ 1,077.84	Tax
	\$ 17,000.00	Labor
	\$ 36,041.84	Grand Total

PREPARED BY: MARIANNE SAYEN
 9/19/2022

<p>MATERIAL: TUF STUF T3 Commercial Luxury Vinyl Tile</p> <ul style="list-style-type: none"> ▪ Tile Size: 18" x 18" or 18" x 36" ▪ Thickness: 1/8" (3mm) ▪ Packaging: 16 or 8 planks / 36 SF/CTN ▪ Wear Layer: 23 mil. <p>TekDefend™: T3 Commercial Luxury Vinyl Tiles include TekDefend™ incorporated into the wear layer which effectively inhibits bacterial growth on the flooring surface.</p> <p>WARRANTY: 15 Year Wear Warranty. Company warrants that its 23 mil wear layer gauge floor covering shall be free from defects in workmanship and material for a period of 15 years from the date of installation if installed for commercial use. If any floor coverings are defective in workmanship or material and covered by this Limited Warranty, Company shall, at its sole option, either refund the purchase price or supply, at its expense, such material as, in Company's sole judgment, is necessary to replace any defective floor covering. This Limited Warranty does not cover the cost of labor required to replace any flooring. This Limited Warranty is subject to the following conditions: (i) the floor covering must have been installed and maintained in accordance with Company's instructions in an area for which Company has specified as suitable for use; (ii) the defect must not have been caused by excessive moisture, extremes of temperature, chemical reaction, corrosion, or from any abuse or abnormal usage; (iii) any claim must be brought to Company's attention, in writing, within the stated period; and (iv) Company must be given the opportunity to inspect the installation and investigate the claim.</p> <p>COLOR SELECTION: 36 sku's (18x18); 3 sku's (18x36)</p> <p>TEST DATA:</p> <ul style="list-style-type: none"> ▪ Wear Layer Gauge: ASTM F1303, 23 mil. ▪ Wear Layer Composition: ASTM F1700, Class III, Type B. Virgin PVC wear layer and two coats UV-Cured polyurethane ▪ Abrasion Resistance: ASTM D3884, 0.045% @ 1,000 cycles ▪ Quality Control: ISO 9001 ▪ Environmental: ISO 14001 ▪ Critical Radiant Flux: ASTM E648, ≥ 0.45W/cm² - Class I ▪ Smoke Density: ASTM E662 <450 -Pass ▪ Static Load Limit: ASTM F970 - 1,500 psi ▪ Flexibility: ASTM F137 /Pass ▪ Dimensional Stability: ASTM F2199 - Pass. Length: 0% Width: 0.028% ▪ Slip Resistance: ASTM C1028, ≥ 0.6 SCOF Wet & Dry (Complies with ADA/OSHA) ▪ Chair Castor Resistance: Phillips Roll Chair - Slight disturbance @ 25,000 cycles ▪ CAL 1350 Emissions Testing: ASTM D5116, Meets Requirements ▪ Chemical Resistance: ASTM F925, Pass 	<p>PRE-INSTALLATION:</p> <p>VERIFY ORDER: Confirm materials are the correct color and quantity for each dye lot and batch number and inspect materials for visible defects before installation. Contact your dealer/distributor immediately should a problem be discovered. Many installation failures are moisture-related. Moisture, alkalinity and surface porosity tests must be performed & recorded prior to installation with results not to exceed the adhesive manufacturer's specifications.</p> <p>STORAGE: Store cartons FLAT stacked squarely in a dry interior area between 55F - 85F.</p> <p>AREA TO RECEIVE FLOOR COVERING: Area shall be weather tight, well lit and free of other trades.</p> <p>SUBFLOOR PREPARATIONS: The responsibility for determining subfloor suitability rests solely with the installer, regardless of qualifications. All subfloor material must be rigid, smooth, flat & permanently dry, clean & free of all foreign materials, including, but not limited to, dust, paint, grease, oils, solvents, cutting/parting compounds, sealers and residue from old adhesive and all other deleterious materials.</p> <p>ACCLIMATION: Permanent HVAC must be set at a constant temperature between 65F - 85F and 30% - 60% RH for a minimum of 72 hours before, during and 48 hours after installation. Confirm subfloor surface, flooring and adhesive area all at same temperature before and during entire installation.</p> <p>ADHESIVE: Use adhesives recommended by floor manufacturer to suit material and substrate conditions. Use appropriate trowel size for surface porosity ensuring full coverage of back of tile. Do not exceed open and working times stated on adhesive label. Do not spread more adhesives than can be installed within the proper working time. Use a 100 lb. roller immediately after laying the floor. Confirm trowel ridges are completely flattened to a uniform film thickness and that adhesive has full coverage on the back of the flooring.</p> <p>INSTALLATION: For the best appearance, find the center of the floor by marking vertical and horizontal lines across the room from the center of the opposite walls. Establish squareness of the lines. Mark new reference lines to adjust start point to have equal size tile on all sides. Begin to install from the center outwards, leaving a 1/8 inch expansion gap at the edge. For tile flooring in smaller rooms, you can start along the straightest long wall and install across the room. To maintain random visual appearance, mix tiles from different cartons during installation. Review full installation instructions at: TEKNOFLOR.COM</p>	<p>INITIAL MAINTENANCE:</p> <ul style="list-style-type: none"> ▪ Wait at least 5 days after installation before any wet maintenance so the adhesive can cure. ▪ Follow cleaner label instructions and all safety warnings and wear protective gear. ▪ Sweep, dust mop (non-treated) or vacuum the floor to remove all loose dirt, dust or other foreign material. ▪ Mix a properly diluted solution neutral cleaner. ▪ Apply solution to the floor so it is thoroughly wet. ▪ Wait 5 to 10 minutes to allow it to loosen up any foreign materials. ▪ Scrub the solution with a floor machine or auto-scrubber using a red scrub pad or a non-abrasive nylon brush. Pick up the solution with a shop vacuum or auto scrubber. ▪ Rinse the floor thoroughly with clean water and repeat Step 3 if the floor is not clean. Pick up the rinse water with a shop vacuum or auto scrubber. Take measures to use as little water, do not flood the floor. <p>FLOOR SURFACE PROTECTION: Protect T3 Commercial Luxury Vinyl Tiles against damage during construction period and in service use to comply with manufacturer's directions. Keep foot traffic off the floor for 24 hours and furniture and rolling objects off for 72 hours after installation. Install walk off mats in all entrances.</p> <p>GENERAL MAINTENANCE:</p> <ul style="list-style-type: none"> ▪ Follow cleaner label instructions and all safety warnings and wear protective gear. ▪ Sweep, dust mop (non-treated) or vacuum the floor to remove all loose dirt, dust or other foreign material. ▪ Mix a properly diluted solution of neutral cleaner. ▪ Damp mop the entire floor area or use an auto scrubber with a red pad or nonabrasive brush. Rinse frequently and change cleaning solution as it becomes dirty. ▪ Take measures to use as little water, do not flood the floor. Buffing is not required. <p>DO NOT use solvent-based cleaners, abrasive cleaners, steel wool or brown or black pads. These can scratch or dull the floor surface.</p> <p style="text-align: center;">TUF STUF T3 is a NO-WAX, NO BUFF product.</p>
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New Business

Item VI-D: LinkedIn Learning Renewal

Presenter: Kirk Lehr

Board Consideration: Information/Action

President's Recommendation:

Motion to approve the renewal of LinkedIn Learning for a three year term, totalling \$70,800.00.

Director of Information Technology Kirk Lehr will be presenting a request to renew LinkedIn Learning for students and employees for a three year term, totalling \$70.800.00.



LinkedIn Corporation
 1000 W. Maude Avenue, Sunnyvale, CA 94085 USA
 Federal Tax ID: 47-0912023

Your LinkedIn Representative
 Jamie Ryan
 jaryan@linkedin.com

Order Form For Mid Michigan Community College

[Go to Online Checkout](#)

Complete this order using our online checkout (fastest option)

or sign and return to LinkedIn

Complete the Authorized Signatures section at the end of the order form and return the signed document using:

Secure upload (fastest option)

[Go to Online Checkout](#)

Email

jaryan@linkedin.com

Please do not send by postal mail

Primary Contact

Kirk Lehr
 klehr@midmich.edu
 989-317-4602

Billing Contact

Kirk Lehr
 klehr@midmich.edu

Bill to

Mid Michigan Community College
 1375 S Clare Ave
 Harrison MI 48625-9442
 United States

Ship to

Mid Michigan Community College
 1375 S Clare Ave
 Harrison MI 48625-9442
 United States

Order Information

Order Number: FLD8304498544

Requested start date: February 5, 2023

Term: 36 months

PO Number: (None)

Billing Frequency: ANNUAL

Billing Method: Pay Upfront

Payment Method: Invoice

Payment term: NET30

Currency: USD

Order Notes:

About Requested Start Date for Renewal Order Forms: If Customer's access to the Services is deactivated due to Customer's failure to timely execute this Order Form, and Customer then executes this Order Form after the deactivation, then the Start Date will be the date of execution.

Description	Unit price	Quantity	Total
LinkedIn Learning Full Campus for Community Colleges and Vocational Schools LinkedIn Learning for community colleges and vocational schools purchasing site license for the entire campus, including faculty, staff, and students.			\$70,800.00
February 5, 2024 - February 4, 2025	N/A	3585	\$23,600.00
February 5, 2023 - February 4, 2024	N/A	3585	\$23,600.00
February 5, 2025 - February 4, 2026	N/A	3585	\$23,600.00



Order Form For Mid Michigan Community College (continued)

Subtotal:	\$70,800.00
Estimated Tax:	\$0.00
Estimated Order Total (USD):	\$70,800.00

Please attach any/all exemption certifications or email documentation to taxinquiry@linkedin.com. LinkedIn may be required to charge sales tax on your order pursuant to certain state and local sales tax laws. Your order will be taxed using the applicable tax rate for your shipping address. The tax listed on your order form is only an estimate and is calculated on the net price. Your invoice will reflect the final total taxes in effect at the time of invoicing and may differ from the amount listed on this order form. Any applicable sales tax charges will appear separately on your final invoice. If no tax is charged, your state and/or local government may require you to report your purchase and pay appropriate sales and/or use tax amounts to them directly.

By completing this order, you agree to the terms of this order available at <https://www.linkedin.com/legal/l/order-terms/learning-public> ("Order Terms").

Authorized Signatures

I hereby represent that: (i) I am an authorized signatory; (ii) I agree to the terms of this order available at <https://www.linkedin.com/legal/l/order-terms/learning-public> ("Order Terms") and (iii) I understand that I am entering into a legally binding contract.

Customer Signature

Name

Title

Date


LinkedIn Signature

Katie Lock, Revenue on behalf of
LinkedIn Corporation
September 29, 2022

New Business

Item VI-E: Winter Enrollment Report

Presenter: Matt Miller

Board Consideration: Information

President's Recommendation:

None, informational.

Vice President of Student Services Matt Miller will present the latest Winter Enrollment Report.

New Business

Item VI-F: Academic Calendar for 2023-2024 and 2024-2025

Presenter: Matt Miller

Board Consideration: Information/Action

President's Recommendation:

Motion to approve the Academic Calendar for 2023-2024 and 2024-2025 as presented.

Vice President of Student Services Matt Miller will be presenting a request to approve the academic calendars for years 2023-2024 and 2024-2025.

Mid Michigan College Academic Calendar

	<i>Current</i>	<i>Proposed</i>	<i>Proposed</i>
Fall Semester	2022	2023	2024
Classes Begin	Aug 29	Aug 28	Aug 26
Labor Day - College Closed	Sept 5	Sept 4	Sept 2
LUCES Classes Begin	Sept 6	Sept 5	Sept 3
First 8-Week Classes End	Oct 21	Oct 20	Oct 18
Second 8-Week Classes Begin	Oct 24	Oct 23	Oct 21
PD Day - No Classes, College Open	Nov 23		
Thanksgiving Break - College Closed	Nov 24-27	Nov 23-26	Nov 28-Dec 1
Classes End	Dec 16	Dec 15	Dec 13
College Closed	Dec 23 - Jan 2	Dec 23 - Jan 1	Dec 24 - Jan 1
Winter Semester	2023	2024	2025
Classes Begin	Jan 9	Jan 8	Jan 13
MLK Jr. Day - No Classes, College Open	Jan 16	Jan 15	Jan 20
LUCES Classes Begin	Jan 17	Jan 16	Jan 21
First 8-Week Classes End	Mar 3	Mar 1	Mar 7
Spring Break - No Classes, College Open	Mar 4-12	Mar 2-10	Mar 8-16
Second 8-Week Classes Begin	Mar 13	Mar 11	Mar 17
PD Day - No Classes, College Open	Mar 30		
Classes End	May 5	May 3	May 9
Commencement	May 6	May 4	May 10
Summer Session	2023	2024	2025
Classes Begin	May 22	May 20	May 19
Memorial Day - College Closed	May 29	May 27	May 26
6-Week Classes End	Jun 30	Jun 28	Jun 27
Independence Day - College Closed	Jul 4	Jul 4	Jul 4
8-Week Classes End	Jul 14	Jul 12	Jul 11
12-Week Classes End	Aug 11	Aug 9	Aug 8

New Business

Item VI-G: Sabbatical Proposal

Presenter: Stevens Amidon

Board Consideration: Information/Action

President's Recommendation:

Motion to approve the sabbatical request for Maria Gross, full time psychology faculty member, for the 2023 Fall Semester.

Stevens Amidon, Dean of Arts and Sciences, will be presenting a request to approve a sabbatical for Maria Gross for the Fall 2023 semester.

To: Lucia Elden, Chair, Sabbatical Review Committee

From: Maria Gross

Date: September 26, 2022

Re: Sabbatical Leave Proposal, Fall 2023

I began full-time employment with Mid-Michigan College as a psychology instructor in the fall semester of 2015. As of the end of the 2022 winter semester, I completed my fourteenth consecutive semester, qualifying me for a Sabbatical Leave of absence. I am requesting a sabbatical leave of absence for the 2023 Fall Semester. In support of that request, I am submitting the following proposal.

Nature and Purpose of Leave:

The primary objectives I am proposing for my sabbatical leave is to (1) identify and understand the mental health challenges facing Mid Michigan College students and (2) to develop mechanisms through which we can address these mental health challenges. Current studies emphasize the significant impact student mental health challenges have on (1) the student's personal and professional life, (2) the student's success both in course completion as well as in degree/certificate completion, and (3) in student retention. I hope, in the activities proposed in my sabbatical leave, I will be able to identify/construct techniques that will positively address the challenges faced by students, provide students the tools to increase their success in their course/degree/certification completion, and provide the mechanisms that will allow the college to increase retention.

The nature and purpose of my leave is threefold: (1) to research and study material relevant to developing a **"free guided" mental health pathway**, (2) to collect data specific to the areas of interest and concern to Mid Michigan students, and (3) to acquire the skills/techniques to train individuals to design **"free guided" mental health practices**. At the culmination of my sabbatical leave, I anticipate achieving the following Learning Outcomes:

Expected Learning Outcomes:

1. To have the knowledge and expertise to teach Mid Michigan College students about "free guided" mental health pathways, what they involve, and how to conduct them.
2. To understand the personal and mental health challenges Mid Michigan College students face in today's educational environment and to have the

resources/techniques students can utilize to manage the personal and mental health challenges facing them.

3. To acquire the skills to train students in conducting “free-guided” mental health practices.

Knowledge and Experience Gained:



My Story:

I am a runner. Running can be physically exhausting, but the excitement of running can also be exhilarating.

But that type of running requires training. Many hours of training on long, lonely roads, day in and day out. Music helps, but even with that, you are still alone with your thoughts... running... and running .. and running. As you run, the music does not drown out the thoughts in your mind. The problems and the concerns from your day seep into the experience of running. It is impossible to block out the worries you carry with you each and every day. As the saying above states, it is virtually impossible to give up everything that weighs you down as you try to fly across the land and run to victory.

Recently, I learned a way to rid myself of those weights and to energize my running. In my commitment to running, I joined up with the Nike running club. The Nike run club is an app-based running program that connects you with a

“coach.” In essence, it provides you someone to run with. Someone who can guide you, teach you, and encourage you at the moment. It allows each participant to customize each of their workouts. It guides individuals through a highly customizable routine (it has 250 guided runs to help runners get exactly what they want).

One of the app’s greatest strengths is that it’s not just for runners. It is for everyone. It helps you achieve success and overcome obstacles in any part of your life. Nike’s head coach, Chris Bennett brings guest speakers, like co-founder of Headspace, Andy Puddicombe, to weigh in on some of these guided runs.

You don’t have to be running to find this app useful in your daily life. Coach Bennett finds thousands of ways to help you think about where you’re at in your life, where you wish to be, what your strengths and weaknesses are. How to make the best out of whatever place you may be at.

This guided app was a reminder to me of how important it is to have someone right there with you, guiding, coaching, and encouraging, and then stepping back to let you take control of your life.

I have found that many of my students wish to be guided, need to be guided, sometimes even hand held through a class, a semester, a degree. We can’t and shouldn’t be holding their hand all the way through their educational career, and we cannot be a guide and a coach to every single student we encounter. But we can be a guide and a coach to those most in need. Most importantly, we can teach students to be their own guide and coach, to be empowered to face whatever challenges come at them.

This mental health guided short course will be just that; a guided experience with an instructor who guides and coaches students through an experience with targeted topics that relate to their everyday lives.

Timeline for Tasks During Leave:

Prior to Sabbatical Leave:

Collect Data: To establish a baseline understanding of the issues and concerns of students with respect to their present situation in life and their mental health challenges, I will survey my psychology students during the 2022 fall semester and the 2023 winter semester. These surveys are anticipated to provide the data that will allow me to identify the key topics and issues students want addressed

in this type of program. The survey for this research has not yet been constructed.

Identify Training Resources: Prior to the fall of 2023, I will research and identify some of the potential training opportunities relevant to the focus of this sabbatical. It will be from these different training opportunities that I will be able to identify and participate in the relevant training for the proposed sabbatical. A cursory list of possible training opportunities include the following:

1. **The Resilience Toolkit** (Mindful.org) In an age of uncertainty, there is a lot to be worried about. Knowing how to channel this worry into motivation using mind-body practices as effective strategies. If we use Positive Psychology and neuroscience, along with learning about breathwork and movement, we can help students connect with sources of inner strength. By learning these strategies, we are better able to navigate the uncertainties that abound.
2. **Oxford Mindfulness Foundation:** (6 or 8 weekly sessions 60-90 minutes with home practices of 10-20 minutes) This workshop provides training in how to teach Mindfulness: Finding Peace in a Frantic World. This is a practical and accessible introduction to mindfulness. It includes practices and exercises for working with stress and for increasing wellbeing and resilience. It is suitable for delivering to adults in workplaces, colleges, universities, and to the general public.
3. **Koru mindfulness curriculum:** The only evidence-based mindfulness curriculum designed for college-age adults. Koru is a mindfulness curriculum specifically to target the developmental needs and interests of young adults. Koru was developed at the counseling center at Duke University. Koru has been empirically tested in a randomized, controlled trial and found to have significant benefits on sleep, perceived stress, mindfulness, and self-compassion. This is a five week course for anyone interested in learning more about Koru and who is considering becoming a certified Koru Teacher.

During Sabbatical Leave:

Synthesize Findings From Students: Given the survey data collected from students during the 2022 fall semester and the 2023 winter semester, I will analyze the information obtained through the surveys and identify a list of the most desired concerns and issues students would like addressed in programs of the nature I am proposing.

Research & Study Materials: As the sabbatical progresses, I will be able to build a myriad of resources relevant to the focus of this sabbatical. Both before and during my sabbatical, I will systematically go through these materials, coordinating them with the other forms of research I will be collecting. Through this dialectic process, I will be able to identify the most relevant concepts, principles, strategies, and precautions that are required in developing these types of programs for individuals.

Participate in a Training Program: Given my ability to identify potential training programs prior to my sabbatical leave, I will have the time during my sabbatical to participate in one or more of these training programs. These programs will provide me with the knowledge and experiential understanding of how these freely guided sessions are conducted. [Potential training programs are listed in the above section.]

Expected Learning Outcomes:

1. To have the knowledge and expertise to teach Mid Michigan College students about “free guided” mental health pathways, what they involve, and how to conduct them.
 - Developing a short course adapted to students at Mid Michigan College focused on **“free guided” mental health pathways.** This course would provide psychology students who have a concentration/interest in psychological counseling (a) the requisite knowledge specific to constructing the fundamental principles underpinning ‘mental health pathways’ for the most common challenges faced by college students, and (b) the requisite training skills needed to build/enact a **“free guided” mental health pathway** specific to an individual’s need. It would also provide students the training to engage themselves and others in “free-guided” mental health meditation sessions. Focusing on the content, process, strategies, and protections in enacting a “free guided” mental health session, this course will provide students an Achievement Certificate attesting to their knowledge, ability and expertise in this area.
2. To understand the personal and mental health challenges Mid Michigan College students face in today’s educational environment and to have the resources/techniques students can utilize to manage the personal and mental health challenges facing them.
 - Conducting survey research with Mid Michigan students to identify the most central concerns and issues facing them in their educational process and challenging them in their completion of their educational goals.
 - Creating resources to help students at Mid Michigan College self-address their personal “mental health” issues and concerns, as well as providing students

training in how to create their own 'mental health pathway' and employ it in their daily routine.

3. To acquire the skills to train students in conducting "free-guided" mental health practices.
 - Participating in courses/seminars focused on "free-guided" interventions specific to the needs and concerns of Mid Michigan students.
 - Designing the content and blueprint for a potential mental health app to be made available to Mid Michigan students.

Contribution to Student Educational Process:

This skill-based training could constitute a course in Psychology or a Unit within a course (earning the student a specialized certificate). Either outcome would enrich and increase the value of the student's psychology preparation and, in turn, the value of the degree earned by the student at Mid Michigan College.

Mental health is at the core of that. This course will be designed to guide students through what it means to be mentally healthy; to be tough, resilient, and accepting of who they are and who they want to become.

It is my intention to assist students in creating their own mental health 'toolkit' to take with them upon completion of the course. This 'toolkit' will combine skills, ideas, and new understandings for a healthier mind-body connection. This is a need that students at Mid have because of an inability for a variety of reasons, to access conventional mental health assistance.

I am also looking at the possibility of a mental health app for Mid students. I would like to collaborate with Amy Campbell, Mid's Mental Health Counselor. I have spoken to Amy about this, and she would like to collaborate on this. I have many students who ask about free mental health apps, suggestions for counselors in the area, suggestions for ways to help with stress, anxiety, sleep, depression, motivation and so much more.

Initially, I would anticipate the course would run in four to six, weekly 60- 75 minute sessions.

The course will be a guided experience that will include instruction, goal setting, application of key principals, and feedback each week to help students recognize where they are at and the areas they need to be working on.

Notice that I say, session, not class. I don't want students to feel as though they are being graded, judged or evaluated. This course is not about that. It's about celebrating each student;

- goals they've accomplished

- goals they will set
- goals they are working toward in their quest toward a healthier self.

This course will be a celebration of who these students were, are, and are yet to be.

Impact of Leave on Department:

There are now three full time instructors teaching psychology, which makes it much easier for me to take a sabbatical leave. There is also an excellent adjunct faculty member who has been trained in our Luces program that has co-taught with me, Shari Lowe. She would be an excellent choice to teach some of those classes when I am on leave. I have spoken with Dean Amidon. He approves of my proposal for sabbatical.

Benefits to Students, Faculty and Community:

Increased Awareness of the Impact of Mental Health Issues Affecting Mid Michigan College Students

Colleges and universities are doing everything they can to increase enrollment and to strengthen retention. As admirable as their intentions may be, they may be missing the most central issue impacting student participation and success in college: attention to mental health issues. As Holly Rogers, co-author of Koru Mindfulness Curriculum, states:

“College aged young adults have more choices today than ever before. They have less structure. Rates of suicide and depression are going up. Substance abuse is commonplace. I see all these students at an elite university who are supposed to be having the time of their lives and instead, they’re struggling. All of these competing pressures can start to feel like quicksand in the mind—and those pressures are not going to go away.”

This sentiment is echoed by researchers around the country. In an April, 2022 article written by Jessica Colarossi of the Boston University School of Public Health, she reports the findings of a study done by Sarah K. Lipson, a Boston University School of Public Health assistant professor of health law, policy, and management. In a study of 350,000 students at over 300 campuses between 2013 and 2021, she found that the mental health of college students has worsened consistently during the 8 years of the study. She found, “60% of college kids are living with mental health disorders, and schools are woefully unprepared.”

In the same vein, Megan Leonhardt, in a Fortune.com essay, reports similar results obtained in a June 2022 Fortune survey (conducted by the Harris Poll) of 1,000 college students (see Figure 1). She states, "60% of college kids are living with mental health disorders, and schools are woefully unprepared."

Through my sabbatical, I intend to bring greater awareness of the mental health issues facing Mid-Michigan College students to the surface and to make students more willing to address those issues in a more direct fashion.

Improved 'Real-Time' Support/Resources for Students from the College

Throughout my initial research, I have consistently found that colleges and universities, no matter how prominent they may be, provide limited support or resources for students facing these mental health issues. Moreover, what support and resources colleges and universities provide are not clearly made known to the students or to their parents. In general, brochures or pamphlets celebrating the benefits of a college or university rarely include material specific to support for mental health issues.

In addition, those students who seek help are many times frustrated by the amount of time required to get that help. Typically, mental health issues are a "crisis of the moment." Having to sit patiently and wait for an appointment that might be a week, a month, or several months away, is counterproductive to the treatment of these types of issues. This was a barrier identified in the Fortune survey. They asked respondents how quickly they were seen by specialists. As the results show (see figure 2), the response time was woefully inadequate.

As is evident throughout our society today, many issues are being addressed in "real-time" through the application of technology (i.e. app based). This is also true of mental health. Below is a cursory list of some of the app-based therapy technologies being offered today.

[Healthline: 13 of the Best Mental Health Apps to Use in 2022 Medically reviewed by [Jacquelyn Johnson, PsyD](#). — By Ashley Braun and [Emily Cronkleton](#) — Updated on June 21, 2022]

- Best overall: [Moodkit](#)
- Best for therapy: [Talkspace](#)
- Best for meditation: [Headspace](#)
- Best for suicide awareness: [Better Stop Suicide](#)
- Best for stress: [iBreathe](#)

- Best for anxiety: [MindShift CBT](#)

In addition, universities and colleges (given the resources to offer such app-based technologies) are reflected in what **U-M** offers their students..

- **SilverCloud**: a free online, self-guided, interactive mental health resource for U-M students, faculty and staff that provides cognitive behavioral interventions. It can help students manage day-to-day stresses and anxiety, improve resilience, learn skills to understand thoughts, feelings, and behaviors, and reduce symptoms of depression and anxiety.
- **Stressbusters**: offers daily messages, videos, and calming audio tracks, sponsored by U-M Counseling and Psychological Services.
- **Calm.com**: Central Student Government is offering 1000 free year-long subscriptions to Calm for 1000 U-M students. Soothing soundtracks and guided meditations.

Increased Retention for the College

One of the most important concerns for colleges and universities, and especially for a college like mid-Michigan College, is retention. Despite all of the motivations and incentives offered by the college, what might be the most effective approach to increase retention is to address and provide support for the mental health issues experienced by students in the Mid-Michigan area. Unlike major colleges and universities in large cities, students at Mid-Michigan College have a unique set of challenges they face in their everyday lives. A focus on addressing and assisting with these mental health issues can certainly free up students to focus on their educational career goals. As Lipson (2022) argued:

It's often the "same students who have the lowest rate of retention in higher education [who] are the same students who are least likely to access mental health services when they are struggling, and mental health is a predictor of retention," she says.

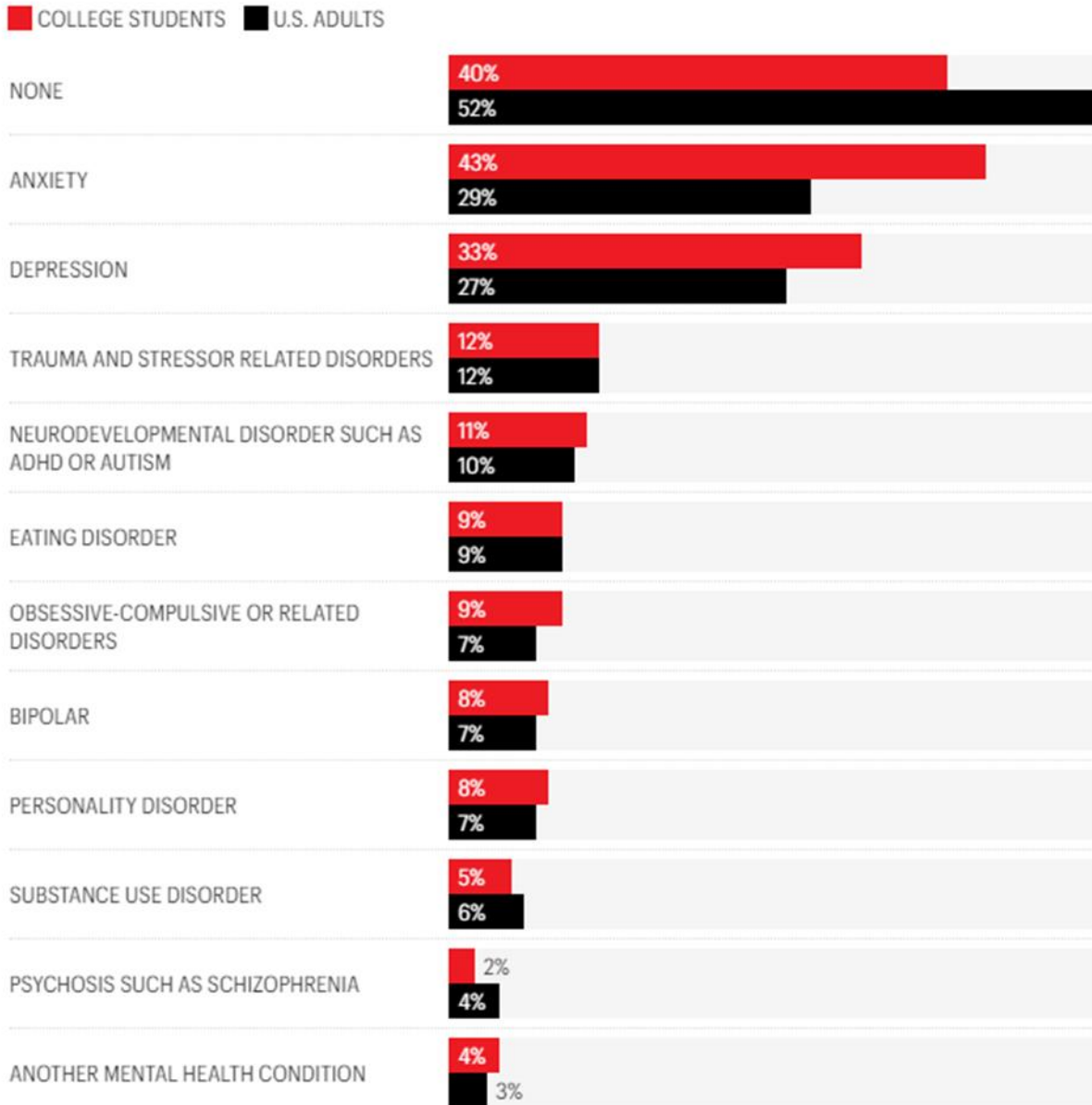
Decreased Pressure for Resources from the Community

Finally, the outcomes of this sabbatical can certainly spillover to the greater community and offer benefits to them. In a locale strapped for resources, especially resources focused on mental health issues, teaching students how to deal with their issues can certainly take pressure off the community as a whole.

Figure 1:

College students experience much higher rates of mental illness

Fortune asked college students: Have you ever been diagnosed with a mental health condition? If so, select all that apply.



DATA BASED ON FORTUNE SURVEYS CONDUCTED BY THE HARRIS POLL OF 1,000 U.S. COLLEGE STUDENTS AND 2,064 U.S. ADULTS

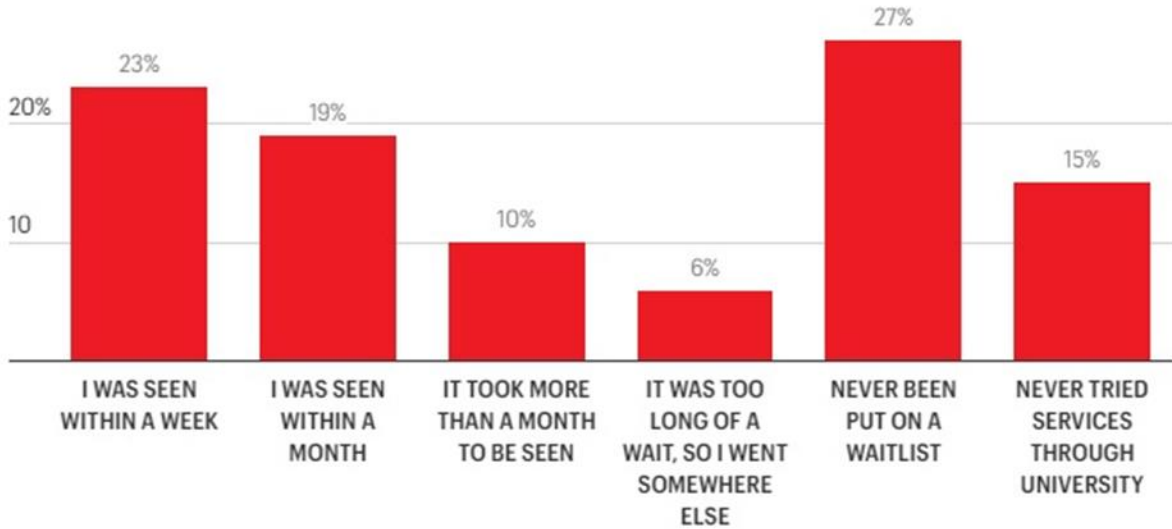
SOURCE: FORTUNE

FORTUNE

Figure 2:

Most students get therapy on campus within a month

Fortune asked college students who sought therapy how long they were put on a waitlist through their university's mental health services.



DATA BASED ON FORTUNE SURVEYS CONDUCTED BY THE HARRIS POLL OF 1,000 U.S. COLLEGE STUDENTS AND 2,064 U.S. ADULTS

SOURCE: FORTUNE

FORTUNE

October 21, 2022

To: Mid Michigan College Faculty Sabbatical Review Committee and Board of Trustees

Present: George Gilmore, Board of Trustees; Barbara Wieszciecinski, Dean of Health Services; Stevens Amidon, Assistant VP of Academic Services; Martin Elzroth, chemistry faculty; Svetlana Overbaugh, PhD business and economics faculty; Amy Campbell, Director of Counseling and Wellness Services

From: Lucia Elden, PhD Chair, English and humanities faculty

RE: Sabbatical Proposal for Fall 2023 from Maria Gross, psychology

Maria Gross presented her proposal on creating a “free guided” mental health app and class with a persuasive case for the need for this kind of assistance mechanism for students. She will be creating a survey of her students in order to discover the issues that are mental health challenges affecting persistence and retention, but she will also collaborate with Amy Campbell, who is participating in a local and national community college survey and Michael Schram, who has agreed to assist in software development. The Committee believes that this faculty-generated approach to mental health assistance will help this project launch successfully, giving support to faculty who work with students.

The members on this committee were perfectly situated to give input on survey creation and considerations on how to encourage students to participate. The Committee whole heartedly approves of the proposal. We unanimously agree that Maria Gross should proceed with her sabbatical in the Fall of 2023. We look forward to a greater support system for students with this “resilience toolbox.”

Thank you for participating and serving at Mid Michigan College in this way. After consulting with Dean Amidon, we will forward the proposal and this recommendation to the Board of Trustees.

Board Comments

Item VII-A: Calendar of Events

Presenter: Board Chair Petrongelli

Board Consideration: Information

President's Recommendation:

None, informational.

Jan 10	Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus
Feb 7	Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus
Mar 14	Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus
Apr 4	Board of Trustees Meeting, Community Room, Mt. Pleasant Campus
May 2	Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus
May 6	Commencement

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.