

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

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**Workshop Presentation**

Phi Theta Kappa (PTK) awards presentation and introduction of new officers.

**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: Potential Agenda Policy Change**

Presenter: Board Chair Petrongelli

Board Consideration: Information

**NEW BUSINESS**

**Item VI-A: Correspondence and Announcements**

Presenter: President Hood

Board Consideration: Information

**Item VI-B: Risk Management Update**

Presenter: Lillian Frick

Board Consideration: Information

**Item VI-C: MCCA Board of Directors Designation**

Presenter: Board Chair Petrongelli

Board Consideration: Information/Action

**Item VI-D: Potential Budgeting Policy Change**

Presenter: Lillian Frick

Board Consideration: Information

**BOARD COMMENTS**

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

Presenter: Board Chair Petrongelli

Board Consideration: Information

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

Presenter: Board Chair Petrongelli

Board Consideration: Information

## Approval of Agenda

### Item II, Approval of Agenda

**Presenter: Board Chair Petrongelli**

**Board Consideration: Action**

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***President's Recommendation:***

Motion to approve the agenda as presented.

Approval of Agenda.

## Approval of Agenda

### Item III, Public Comment

**Presenter: Board Chair Petrongelli**

**Board Consideration: Information**

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***President's Recommendation:***

None, informational.

The Board will allow public comment at this time.

## Approval of Consent Items

### Item IV, Approval of Consent Items

**Presenter: Board Chair Petrongelli**

**Board Consideration: Action**

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***President's Recommendation:***

Motion to approve the consent items as presented.

- A. Minutes- May 3, 2022 Regular Meeting
- B. Monthly Financial Report:
  - 1. Financial Summary for the period ending April 30, 2022.
  - 2. General fund balance sheet as of April 30, 2022.
  - 3. General fund statement of revenues and expenses for nine months ending April 30, 2022.
  - 4. Gifts and Donations: Donations totaling \$13,567 were received for the Mid Foundation in April 2022.
- C. Monthly Personnel Report.

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

May 3, 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 7:33 PM.

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

Motion by Trustee Zdrojewski to approve the agenda. Second by Trustee Oles. 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 Metzger to approve the consent items as presented. Second by Trustee Jankoviak. A voice vote showed All Ayes from the Trustees; Motion Carried.

### **Agenda Item V-A: *PUBLIC PARTICIPATION POLICY***

Board Chair Petrongelli presented the second reading regarding changes to Board policy 202.08 as presented in the Board packet.

Motion by Trustee Jankoviak to approve changes to Board policy 202.08 as presented. Second by Trustee Metzger. A voice vote showed All Ayes from the Trustees; Motion Carried.

### **Agenda Item V-B: *ATHLETIC COMPLEX UPDATE***

Vice President of Student Services Matt Miller presented the latest plans for the potential athletic complex on the Mt. Pleasant campus. President Hood gave an overview of changes in the plans. Director of Facilities Joe Myers presented the idea of adding salt barn updates to this project. Dean of Career and Workforce Education Shawn Troy presented potential ideas for better use of the Morey Tech Center, with facilities freeing up space if a new building was constructed for their specific use. Executive Director of the Mid Foundation Tom Olver gave an overview of the fundraising opportunities for this project.

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

May 3, 2022 – page 2

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

President Hood gave an update on commencement activities, the summer schedule that will be effective on May 9, 2022, Leadercast taking place on May 4, 2022, an upcoming Community After Hours event in Harrison at the Carriage Inn on May 25, 2022, and a video project for Memorial Day weekend.

He also recapped the TRIO graduation event and thanked everyone that worked on and attended the Student Showcase events on both campuses.

### **Agenda Item VI-B: *ACCEPTANCE OF FOUNDATION GIFTS/NAMING OPPORTUNITIES***

Executive Director of the Mid Foundation Tom Olver presented the Board with two naming opportunities. Ray and Terry Horrocks would like to dedicate a classroom at the Mt. Pleasant campus (CLAB 261) in honor of Luzdelys “Lucy” Andarcia. Letherer Truss, Inc. would like to sponsor a classroom at the Harrison Campus (HA 248).

Motion by Trustee Zdrojewski to accept the gifts from the Foundation and approve the naming opportunities as presented. Second by Trustee Jankoviak. A voice vote showed All Ayes from the Trustees; Motion Carried.

### **Agenda Item VI-C: *MID FOUNDATION BOARD OF DIRECTORS APPOINTMENTS***

Executive Director of the Mid Foundation Tom Olver presented a request for approval of three year term appointments to the Mid Michigan College Foundation Board of Directors, effective May 12, 2022 through 2025 for Christopher N. Moltrup, Lois J. Pittsley and Dana M. Thering. The college would like to thank Ray Stover, Brock Dennings and Mike Shea for their service to Mid as they depart the Foundation Board.

Motion by Trustee Metzger to approve the appointments for the Foundation Board of Directors as presented. Second by Trustee Oles. A voice vote showed All Ayes from the Trustees; Motion Carried.

### **Agenda Item VI-D: *ENROLLMENT REPORT***

Vice President of Student Services Matt Miller presented the latest enrollment report for the Summer session.

### **Agenda Item VI-E: *ELLUCIAN SOFTWARE MAINTENANCE RENEWAL***

Director of Information Technology Kirk Lehr presented a request for the approval of the annual Ellucian Software Maintenance Agreement in the amount of \$253,414.00. Funds for this purchase will be utilized from the Institutional Technology Fund.

## Mid Michigan College Board of Trustees Regular Meeting

May 3, 2022 – page 3

Motion by Trustee Zdrojewski to approve the annual Ellucian Software Maintenance Agreement in the amount of \$253,414.00. Second by Trustee Metzger. Trustee Allen suggested asking for a reduced percentage increase each year. A voice vote showed All Ayes from the Trustees; Motion Carried.

### Agenda Item VI-F: *CURRICULUM CHANGES*

Vice President of Academic Affairs and Community Outreach Scott Mertes presented a request to approve the 2021-2022 curriculum changes as presented in the Board packet.

Motion by Trustee Jankoviak to approve the 21-22 curriculum changes as presented. Second by Trustee Zdrojewski. A voice vote showed All Ayes from the Trustees; Motion Carried.

### Agenda Item VI-G: *PRESIDENTIAL EVALUATION APPROVAL*

Board Chair Petrongelli presented the Board with an opportunity to finalize the Presidential evaluation questions that will be sent in a survey format and the process for conducting those surveys.

Motion by Trustee Metzger to approve the presidential evaluation questions, the list of community stakeholders, setting the closed session presidential evaluation date for June 21, 2022 and allowing the Executive Assistant to the President and Board of Trustees to proceed with the evaluation. Second by Trustee Zdrojewski. A voice vote showed All Ayes from the Trustees; Motion Carried.

### Agenda Item VI-H: *POTENTIAL POLICY CHANGE*

Trustee Richard Allen suggested tabling this until the June 7, 2022 meeting. The Board approved this request.

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

- |        |  |
|--------|--|
| May 5  | Honors Convocation, 5:30 PM, Community Room, Mt. Pleasant Campus       |
| May 6  | Nursing Pinning Ceremony, 5:00 PM, Community Room, Mt. Pleasant Campus |
| May 7  | Commencement, 11:00 AM, Clare High School                              |
| June 5 | Mid Foundation 35th Anniversary Event, 1:05 PM Game Time, Dow Diamond  |
| June 7 | Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus  |

## Mid Michigan College Board of Trustees Regular Meeting

May 3, 2022 – page 4

June 21 Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus

July 27-29 MCCA Summer Conference, Grand Traverse Resort and Spa

Aug 2 Board of Trustees Meeting, Community Room, Mt. Pleasant Campus

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

Trustee Gilmore questioned expenses regarding the Pickard Building elevator and asked to see the totals that were paid to both companies.

Trustee Jankoviak spoke about the wonderful projects at the Student Showcase and gave kudos to the faculty for shepherding those projects. He also found the Trustee Tours to be very helpful and informative.

Trustee Zrwojewski gave kudos to Amy Dykhouse, Ron Holmes and Eric Wittig based on several of the student comments she heard at the Student Showcase. She also mentioned the competitive advantage that our programs have by drawing students from great distances.

Trustee Allen said that he felt the Trustee Tours were top notch and was extremely impressed by our faculty. He really enjoyed the ice cream machine and being able to take part in the x-ray process.

Trustee Metzger gave kudos to Tom Olver and the Foundation for their work on A Northern Tradition.

Board Chair Petrongelli stated great things about the Student Showcase and Trustee Tours. She also stated that with past Trustee Kreckman's departure there is an opening on the TRIO Advisory Board. She suggested that Trustee Oles would be a great fit for that position and the Board agreed.

Meeting adjourned at 9:02 PM

Recording Secretary,

Amy Lince

Executive Assistant to the President and Board of Trustees

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Terry Petrongelli, Board Chair

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Richard S. Allen, Jr., Board Secretary



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

April 30, 2022

**GENERAL FUND REVENUE:**

- 2021-22 enrollment reports show the following changes in billable tuition hours from 2020-21 levels: Fall 2021 2.68% decrease; Winter 2022 0.2% decrease. Summer 2022 registration is in process and will continue through May 24, 2022. The resulting total revenue represents 97% of the annual budget for the 2021-22 tuition and fees revenue.
- 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 \$341,626 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 Mt. Pleasant school district.

**GENERAL FUND EXPENSES:**

- Departmental expenses are in line with 84% of the annual budget, with the exception of:
  - Information Technology expended only 75% due in part to budgeted technology expenses (Zoom, Adobe, etc.) charged to CARES grant funding.
  - Public Service expended only 73% due to various technical courses that were planned but did not take place.
  - Student Services expended 74%, due mainly to various institutional scholarships that will be expensed after the conclusion of Winter term.

**GENERAL FUND REVENUE OVER EXPENSES:**

- The total increase in net assets as of April 30, 2022 is \$3.4 million. A portion of this excess will help fund the balance of the 2021-22 fiscal year.

**BALANCE SHEET:**

- The cash balance decreased \$1.9 million from March 31, 2022 to fund operations during the month of April.
- The state appropriations receivable of \$2,495,916 represents the remaining 4 monthly payments of 2021-22 general and UAAL state appropriations.
- Student receivables increased \$2 million due to 2022 Summer and 2022 Fall term registration activity in April.

- The prepaid expense balance of \$278,249 represents a few multi-year prepaid items, prepaid HSA benefits that will be earned by employees during the next fiscal year, and other prepaid 2021-22 expenses.
- The balance due to other funds of \$2.8 million can be broken down as follows:
  - \$875,000 due to the designated student activities fund
  - \$2.7 million due to the auxiliary services for sales
  - \$545,000 due from the scholarship and grant fund
  - \$4 million due from the federal restricted fund for student financial aid funds disbursed to the student accounts (will be drawn down in May)
  - \$745,000 due from the restricted grant fund
  - \$4.8 million due to building and site for current and future college needs
  - \$287,500 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 \$240,000
  - FICA, Federal and State withholding of \$68,000
  - MPSERS/ORP/UAAL payable of \$516,000
  - Employee health and dental insurances payable of \$229,000
  - Unemployment and workers' compensation insurances payable of \$9,800
  - Deferred faculty pay \$890,000
  - Miscellaneous payroll deductions
- A significant portion of the preliminary Unreserved Net Assets of \$8.5 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 100% of the adjusted budget. Laker Café revenue is at 140% of its adjusted budget, as it remained in service after the BNC transition.
- Total expenses, at 114% of the anticipated budget, represent operational costs for the months of July through April.
- The excess expense over revenue to date is \$82,366.

MID MICHIGAN COLLEGE  
BALANCE SHEET  
April 30, 2022

**Assets**

**Current Assets:**

Cash and cash equivalents	\$	14,916,921
Short-term investments	\$	614,243
Property taxes receivable	\$	388,704
State appropriations receivable	\$	2,495,916
Student receivables	\$	3,405,969
Other receivables	\$	7,316
Prepaid expenses and other assets	\$	278,249
Due from (due to) other funds	\$	(2,821,475)
<b>Total current assets</b>	<b>\$</b>	<b>19,285,842</b>

<b>Total assets</b>	<b>\$</b>	<b>19,285,842</b>
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**Liabilities and Net Assets**

**Liabilities:**

Accounts payable	\$	7,688
Accrued payroll and other compensation	\$	1,976,721
Deferred revenue	\$	1,879,543
<b>Total liabilities</b>	<b>\$</b>	<b>3,860,570</b>

**Net assets:**

Reserved for:		
Technology	\$	1,398,422
Program development	\$	863,655
Retirement incentives	\$	200,000
Self-funded healthcare reserve	\$	1,042,948
Unreserved	\$	8,487,206
Current year excess revenue over/(under) expenditures	\$	3,433,041
<b>Total net assets</b>	<b>\$</b>	<b>15,425,272</b>

<b>Total liabilities and net assets</b>	<b>\$</b>	<b>19,285,842</b>
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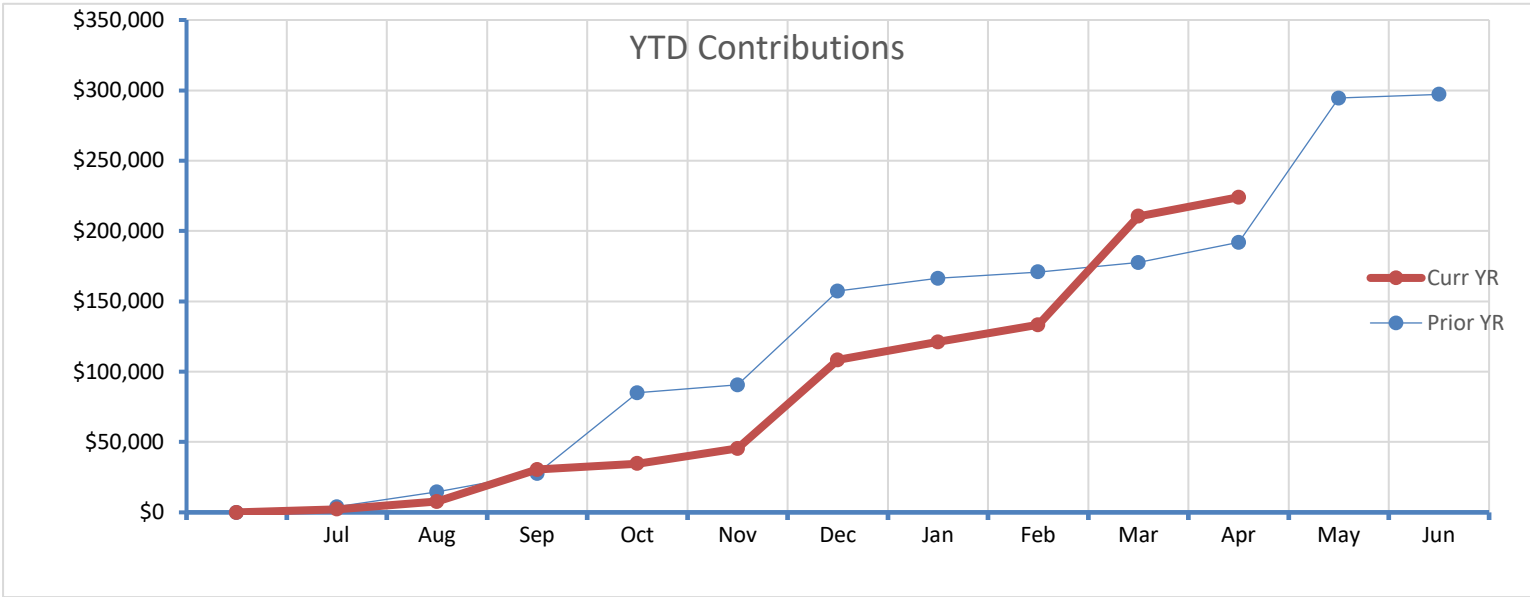
MID MICHIGAN COLLEGE  
 STATEMENT OF REVENUES, EXPENSES  
 For the ten months ended April 30, 2022

	Current Fiscal Year		Prior Fiscal Year	
	Amount	% of Budget	Amount	% of Budget
<b>OPERATING REVENUES:</b>				
Tuition and fees	\$ 13,728,268	97%	\$ 15,291,909	104%
Miscellaneous	\$ 28,029	24%	\$ 38,469	46%
Total operating revenues	\$ 13,756,297	97%	\$ 15,330,378	104%
<b>EXPENSES:</b>				
Operating expenses:				
Instruction	\$ 9,760,259	91%	\$ 9,419,320	90%
Information technology	\$ 1,287,752	75%	\$ 1,405,565	97%
Public service	\$ 601,742	73%	\$ 545,402	88%
Instructional support	\$ 1,348,955	83%	\$ 1,490,106	87%
Student services	\$ 2,072,882	74%	\$ 2,278,852	81%
Institutional administration	\$ 4,130,456	87%	\$ 3,078,649	76%
Operation and maintenance of plant	\$ 1,872,199	86%	\$ 1,793,617	78%
Total operating expenses	\$ 21,074,244	86%	\$ 20,011,512	86%
<b>Operating income/(loss)</b>	<b>\$ (7,317,947)</b>		<b>\$ (4,681,134)</b>	
<b>NON-OPERATING REVENUES:</b>				
State appropriations	\$ 5,796,326	106%	\$ 5,559,822	111%
UAAL	\$ 1,467,483	110%	\$ 1,449,036	109%
Property tax levy	\$ 4,017,741	100%	\$ 2,547,826	109%
Investment income	\$ 8,614	17%	\$ 13,434	14%
Unrealized gain (loss) on investments	\$ -		\$ (655)	
Gifts	\$ -		\$ -	
Miscellaneous	\$ 108,584		\$ 106,736	
Total Non-operating revenues	\$ 11,398,749	105%	\$ 9,676,199	110%
<b>Revenues over/(under) expenses</b>	<b>\$ 4,080,802</b>		<b>\$ 4,995,064</b>	
<b>Inter Funds Transfers</b>				
Planned Savings (Building & Site)	\$ 524,999	75%	\$ -	0%
Bond Debt Service (Building & Site)	\$ 122,008	27%	\$ 72,801	20%
Restricted Grant Match	\$ 754	0%	\$ 75	0%
Foundation Transfer	\$ -	0%	\$ (67,500)	100%
Total Inter Funds Transfers	\$ 647,761		\$ 5,376	
<b>Net increase (decrease) in Net Assets</b>	<b>\$ 3,433,041</b>		<b>\$ 4,989,688</b>	

MID MICHIGAN COLLEGE  
 STATEMENT OF REVENUES, EXPENSES  
 For the ten months ended April 30, 2022  
 AUXILIARY FUND

	Current Fiscal Year		Prior Fiscal Year	
	Amount	% of Budget	Amount	% of Budget
<b>REVENUE:</b>				
Bookstore	\$ 480,148	98%	\$ 946,048	101%
Laker Café*	\$ 32,241	140%	\$ 21,254	49%
	<u>\$ 512,390</u>	<u>100%</u>	<u>\$ 967,302</u>	<u>98%</u>
<b>EXPENSES:</b>				
Bookstore	\$ 484,495	114%	\$ 811,910	93%
Laker Café*	\$ 36,375	136%	\$ 22,844	52%
Auxiliary Services	\$ 73,886	104%	\$ 112,114	87%
	<u>\$ 594,755</u>	<u>114%</u>	<u>\$ 946,869</u>	<u>91%</u>
<b>EXCESS REVENUE OVER EXPENSES</b>	<u><b>\$ (82,366)</b></u>		<u><b>\$ 20,433</b></u>	
	-16%		2%	

# Mid Michigan College Contributions April 2022



	Curr YR	Prior YR
Monthly Contributions	\$ 13,567	\$ 14,305
YTD Contributions	\$ 224,021	\$ 191,882

**YTD Top Contribution Totals in 2022:**

General Fund-Unrestricted	\$ 42,387
Jim & Linda Bosink Scholarship	\$ 40,000
Gerstacker Fund	\$ 30,000
Suresh Family Scholarship	\$ 25,000
Lakers Athletic and other Athletic Funds	\$ 16,268
Lakers Academic Fund	\$ 14,846
Hunting and Angling Scholars Program	\$ 10,738
Kathleen Kehoe Memorial Scholarship	\$ 9,000
Lakers Leadership Fund	\$ 7,479
Bicknell Scholarship	\$ 5,500
Rich Smith Memorial Student Emergency Fund	\$ 5,000
Other Funds	\$ 17,803
<b>YTD Total</b>	<b><u>\$ 224,021</u></b>

TO: Board of Trustees  
FROM: Lori Fassett, Associate VP of Human Resources  
SUBJECT: Staffing Update, June 7, 2022 Board Meeting  
DATE: May 19, 2022

FULL-TIME NEW HIRES:  
N/A

NEW PART-TIME AND STUDENT EMPLOYEES:

Cheryl Barden – Lifelong Learning Instructor ASL (Edustaff)	Effective: 04/19/2022
Teddy Rodriguez – Adjunct AIM (Edustaff)	Effective: 04/11/2022
Bret Traffon – Head Coach Bass Fishing	Effective: 05/09/2022

INTERNAL TRANSFERS:  
N/A

SEPARATIONS:

Holly Lavelly – Student Worker Admissions	Effective: 04/12/2022
Vincent Aldrich – Student Worker Tutoring	Effective: 05/11/2022
Ryan Beltink – Student Worker Tutor	Effective: 05/11/2022
Joshua Bosley – Student Worker Admissions	Effective: 04/29/2022
Thomas Brake – Adjunct Instructor Automotive	Effective: 12/18/2021
Amber Breault – Federal Work Study Internship	Effective: 05/09/2022

Hanna Denslow – Student Worker Human Resources	Effective: 05/11/2022
Alexis DeYoung – Student Worker Tutor	Effective: 05/11/2022
Devin Dysinger – Student Worker Tutor	Effective: 05/11/2022
Bryce Loomis – Student Worker Tutor	Effective: 05/11/2022
Kyle Loomis – Student Worker Tutor	Effective: 05/11/2022
Emily O’Rourke – Student Worker Library	Effective: 05/13/2022
Hunter Raymond – Student Worker Tutor	Effective: 05/11/2022
Aaron Rothe – Student Worker Tutor	Effective: 05/11/2022
Joseph Schreiber – Student Worker Library	Effective: 05/11/2022

**VACANCIES:**

Adjunct Advanced Manufacturing & Robotics (part-time)	Posted
Adjunct Automotive & Diesel Service (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 Hunting & Angling (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- various locations (part-time)	Posted
Adjunct Welding (part-time)	Interviewing
Automotive Lab Technician (part-time)	Posted
Director of Counseling and Wellness Services (full-time)	Posted
ETS Academic Coordinator (part-time)	Interviewing
Head Coach – Bass Fishing (part-time)	Filled
Head Coach Cross Country (part-time)	Posted
Head Coach Esports (part-time)	Posted
Hospitality Assistant (part-time)	Posted
Phlebotomy Instructor (part-time)	Posted
Psychology Faculty (full-time)	Posted
Registrar (full-time)	Interviewing

## Unfinished Business

### Item V-A: Potential Agenda Policy Change

**Presenter: Board Chair Petrongelli**

**Board Consideration: Information**

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***President's Recommendation:***

None, informational.

This item was tabled at the May 3, 2022 Board Meeting until the June 7, 2022 Meeting. Board Chair Petrongelli will be presenting modifications to Board Policy 202.03 as prepared by Trustee Richard Allen, for discussion.

## Modifications to Board Policy 202.03 Notice and Agenda

This is a suggested change to the way the monthly agenda for Board meetings at MMC is prepared. It will allow each Board Member an opportunity to place on the agenda concerns, proposals, motions, and items that they believe are worthy of discussion and consideration even though they do not rise to the level of a formal motion.

" A written notice announcing each regular meeting date shall be forwarded to each Trustee At least 5 business days prior to the meeting. Accompanying the notice shall be the minutes Of the previous meeting and the agenda for the scheduled meeting, prepared *and approved by the Agenda Committee.*

Any Trustee, any interested citizen or any employee of the College may request in writing, Agenda items to be recognized by the Board of Trustees at the next Board meeting. *The Requests must be made by submitting it to the Executive Assistant to the Board at least 10 days prior to the scheduled Board meeting.*

*The Executive Secretary will notify the Agenda Committee of the requested addition. The Committee shall consist of the President of Mid Mich College, The Chairperson of the Board, and a Trustee chosen in rotation from the Board for that month. If the Committee agrees, the item will be placed on the agenda for approval or disapproval the same as any other agenda item.*

*Items submitted to the Agenda Committee will be approved or disapproved by the Committee In any way they deem appropriate. Failure for an item to be added to a particular agenda shall not prevent it from being resubmitted for subsequent meetings.*

*Submissions may be submitted as formal motions, discussion topics, or proposals for Consideration by the Board. Items submitted for discussion or consideration may, in the discretion of the Board Chair, be modified and treated as motions.*

## 202.03 Notice and Agenda

[LAST APPROVED June 2018]

A written notice announcing each regular meeting date shall be forwarded to each Trustee at least three business days prior to the meeting. Accompanying the notice shall be the minutes of the previous meeting and the agenda for the scheduled meeting, prepared by the College President.

Any Trustee, any interested citizen or any employee of the College may request, in writing, agenda items to be recognized by the Board of Trustees at the next official Board meeting. The request must be made through the Office of the President seven calendar days prior to the scheduled meeting time.

The order of business at each official meeting of the Board of Trustees shall be determined by the approval of agenda items as an order of business.

## New Business

### Item VI-A: Correspondence and Announcements

**Presenter: President Hood**

**Board Consideration: Information**

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***President's Recommendation:***

None, informational.

Announcements may be made at this time.

## New Business

### Item VI-B: Risk Management Update

Presenter: Lillian Frick

Board Consideration: Information

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***President's Recommendation:***

None, informational.

The Michigan Community College Risk Management Authority (MCCRMA) was created to provide risk financing and risk management services to eligible Michigan community colleges. Currently nineteen of Michigan's 28 community colleges are members of this group.

Mid Michigan's insurance premiums for the 2022-23 fiscal year are \$148,130. This represents a decrease in premium costs from 2021-22 of \$2,361 or 1.57%, due to the sale of the Pickard building. The overall average cost increase for the group was 8.47%, due to the current hard reinsurance market.

The increase in premiums over the past 10 years for MCCRMA members has averaged less than 2% per year, but this trend is increasing given the increase in natural disasters and cyber security risks. The MCCRMA diligently works to minimize claims and subsequent costs to member colleges through continual educational opportunities and collaborative services.

As of March 31, 2022 the Colleges Member Funds on Deposit and Reserves was \$1,333,587.

## New Business

### Item VI-C: MCCA Board of Directors Designation

**Presenter: Board Chair Petrongelli**

**Board Consideration: Information/Action**

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***President's Recommendation:***

Motion to approve a trustee designee of the Board's choosing to serve on the Board of Directors for the Michigan Community College Association (MCCA).

Board Chair Petrongelli will present a request from the Michigan Community College Association (MCCA) to designate a member of the Board of Trustees to serve on their Board of Directors.



MICHIGAN COMMUNITY  
COLLEGE ASSOCIATION

**MEMORANDUM**

**TO: MCCA Board of Directors**

**FROM: Brandy Johnson, Secretary, MCCA Board of Directors**

**DATE: May 17, 2022**

**SUBJECT: Certification of Appointments to the 2022-23 MCCA Board of Directors**

Article VII, Sec. 1 and 2 of the Michigan Community College Association (MCCA) Bylaw states:

“There shall be a Board of Directors composed of the chief administrative officer of each member college and one member of the governing board. The governing board of each member college shall also designate an alternate who shall serve in the absence of its governing board member Director of the Association.

...Prior to July 15 each year, each member college shall certify to the Secretary of the Association its members of the Board of Directors.”

Attached is a copy of a Certification Form for the designation of 2022-2023 representatives to the MCCA Board of Directors. Please indicate and certify the names of the President Director, Trustee Director, and Alternate Trustee Director from your member college.

**Please return a signed copy of the Certification Form to the MCCA office before July 15, 2022**, so the composition of the 2022-2023 MCCA Board of Directors may be known before the July 2022 annual meeting.

Please contact me if you have any questions regarding this procedure.



Brandy Johnson



## New Business

### Item VI-D: Potential Budgeting Policy Change

**Presenter: Lillian Frick**

**Board Consideration: Information**

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***President's Recommendation:***

None, informational.

Vice President of Finance and Administration Lillian Frick will be presenting a potential change to board policy 303.03 regarding the Gillaspay Center (Campus House).

### 303.03 Budget and Facilities

[LAST APPROVED June 2018]

The Board of Trustees shall review and approve financial matters including the annual budget, capital expenditures relative to additional facilities or major repairs, **including the Gillaspay Center**, and modifications to or replacement of established facilities.

## Board Comments

### Item VII-A: Calendar of Events

**Presenter: Board Chair Petrongelli**

**Board Consideration: Information**

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***President's Recommendation:***

None, informational.

- |            |   |
|------------|---|
| June 21    | Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus |
| July 14    | Employee Appreciation BBQ, Mt. Pleasant Campus                        |
| July 21    | Employee Appreciation BBQ, Outdoor Education Center, Harrison Campus  |
| July 27-29 | MCCA Summer Conference, Grand Traverse Resort and Spa                 |
| Aug 2      | Board of Trustees Meeting, Community Room, Mt. Pleasant Campus        |

## Board Comments

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

**Presenter: Board Chair Petrongelli**

**Board Consideration: Information**

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***President's Recommendation:***

None, informational.

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