

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

Workshop Presentation

Proposed Athletic Field Update, Vice President of Student Services Matt Miller.

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: Enrollment Report

Presenter: Matt Miller

Board Consideration: Information

Item V-B: Board Policy 106 Update

Presenter: Board Chair Petrongelli

Board Consideration: Information/Action

Item V-C: Board Policy 304.09 Update

Presenter: Board Chair Petrongelli

Board Consideration: Information/Action

NEW BUSINESS

Item VI-A: Correspondence and Announcements

Presenter: President Hood

Board Consideration: Information

Item VI-B: Educational Talent Search Annual Update

Presenter: Marilee Kujat

Board Consideration: Information

Item VI-C: Moodle Cloud Hosting

Presenter: Kirk Lehr

Board Consideration: Information/Action

Item VI-D: Closed Session

Presenter: Board Chair Petrongelli

Board Consideration: Information

BOARD COMMENTS

Item VII-A: Calendar of Events

Presenter: Board Chair Petrongelli

Board Consideration: Information

Item VII-B: Board Comments- Other Business

Presenter: Board Chair Petrongelli

Board Consideration: Information

Approval of Agenda

Item II, Approval of Agenda

Presenter: Board Chair Petrongelli

Board Consideration: Action

President's Recommendation:

Motion to approve the agenda as presented.

Approval of Agenda.

Approval of Agenda

Item III, Public Comment

Presenter: Board Chair Petrongelli

Board Consideration: Information

President's Recommendation:

None, informational.

The Board will allow public comment at this time.

Approval of Consent Items

Item IV, Approval of Consent Items

Presenter: Board Chair Petrongelli

Board Consideration: Action

President's Recommendation:

Motion to approve the consent items as presented.

- A. Minutes- July 5, 2022 Special Meeting; August 2, 2022 Regular Meeting; August 23, 2022 Special Meeting
- B. Monthly Financial Report:
 - 1. Financial Summary for the period ending July 31, 2022.
 - 2. General fund balance sheet as of July 31, 2022.
 - 3. General fund statement of revenues and expenses for nine months ending July 31, 2022.
 - 4. Gifts and Donations: Donations totaling \$2,689 were received for the Mid Foundation in July 2022.
- C. Monthly Personnel Report.

Mid Michigan College Board of Trustees Special Meeting

July 5, 2022 – page 1

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

Present: Terry Petrongelli, Board Chair; Michael Jankoviak, Vice Chair; Thomas W. Metzger, Treasurer; Jane Zdrojweski, Trustee; Onita Oles, Trustee

Absent: Richard S. Allen Jr., Secretary; George Gilmore, Trustee

Agenda Item I: *CALL TO ORDER*

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

Agenda Item II: *APPROVAL OF AGENDA*

Motion by Trustee Oles to approve the agenda. Second by Trustee Zdrojewski. All Ayes; Motion Carried.

Agenda Item III: *PUBLIC COMMENT*

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

Agenda Item IV: *POTENTIAL ATHLETIC FIELDS- MT. PLEASANT CAMPUS*

President Hood reviewed the Mt. Pleasant campus athletic field proposal. He updated the Board with some information regarding wetlands near the project space and a reconfiguration that was made in order to follow rules pertaining to those wetlands and the updating of a maintenance facility/salt barn. Updates to the maintenance salt barn and utilization of space in the Morey Tech Center was discussed. Director of Facilities Joe Myers presented the Board with information regarding the current salt barn on the Mt. Pleasant campus, its condition and how a new maintenance facility would assist with operations. Vice President of Finance and Administration Lillian Frick discussed some planning and zoning information and necessities.

Vice President of Student Services Matt Miller reviewed the reconfigured plan. Questions regarding the safety of the current salt barn, drainage in the potential ball fields and parking lot capacity were discussed. Vice President of Academic Affairs Scott Mertes discussed other potential future expansions in relation to the campus master plan. Questions regarding the dimensions for potential facilities in the plan were discussed. President Hood discussed plans the Foundation has regarding fundraising for this project. Bids for this project are scheduled to be accepted starting in August with a recommendation expected for the September Board meeting. A discussion regarding initial projected costs versus updated projected costs and how Mid would be able to afford this project based on how much is expected in fundraising efforts. A question regarding projected utilities expenses and maintenance expenses was discussed.

Questions regarding why the athletic field project is receiving the attention it is right now, when there are other educational areas that may need to be addressed sooner, were addressed.

Mid Michigan College Board of Trustees Special Meeting

July 5, 2022 – page 2

Board members proposed the question of completing the various projects in phases. The project currently needs additional funds around \$150,000 in order to complete the RFP portion of the project.

Trustee Zdrojewski requested a needs versus wants comparison and phased approach for the September meeting. Trustee Jankoviak stated that he is not in favor of the athletic fields for the use of that property and had concerns about economic factors affecting this project. He would also like to see other options where this project might be viable. Board Chair Petrongelli agreed that more information needed to be presented in a phased option so that Trustees can better digest what they are being asked to approve. The idea of receiving expected information at the regular meeting in September and being asked to make a decision at the same time was discussed and the potential for holding a special meeting or utilizing workshop time was noted. A final approval from Union Township would not be given until at least September 20.

The importance of Trustees wishing to see the bigger picture plans for the college was discussed. Vice President of Academic Affairs Scott Mertes reviewed the capital outlay process, potential projects, previous project proposals and approvals. The potential for updating the campus master plan was discussed. The Board will await the additional information that will be expected by the September meeting.

Agenda Item V: BOARD POLICY REVIEW SCHEDULE

A survey showed that most administrators involved would be available to focus on a Board policy review with a call to action in February, first reading in April and second reading with motion to take place in May. The only outlier to this would be college compliance and ethics, which would need to submit updates and changes based on law requirements. The Board decided that it would be best for a committee of Board members to meet after the first of the year and go through the policies that the Board will specifically need to address.

Meeting adjourned at 8:35 PM

Recording Secretary,

Amy Lince

Executive Assistant to the President and Board of Trustees

Terry Petrongelli, Board Chair

Richard S. Allen, Jr., Board Secretary

Mid Michigan College Board of Trustees Regular Meeting

August 2, 2022 – page 1

The meeting took place in the Community Room, Mt. Pleasant Campus.

Present: Terry Petrongelli, Board Chair; Michael Jankoviak, Vice Chair; Thomas W. Metzger, Treasurer; Jane Zdrojewski, Trustee; Onita Oles, Trustee

Absent: Richard S. Allen Jr., Secretary; George Gilmore, Trustee

Agenda Item I: *CALL TO ORDER*

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

Agenda Item II: *APPROVAL OF AGENDA*

Motion by Trustee Zdrojewski to approve the agenda. Second by Trustee Jankoviak. 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 Jankoviak to approve the consent items as presented with the addition of the Special Meeting Minutes for June 21, 2022 Truth in Taxation Hearing that were inadvertently omitted. Second by Trustee Oles. A voice vote showed All Ayes from the Trustees; Motion Carried.

Agenda Item V-A: *ENROLLMENT REPORTS*

Vice President of Academic Affairs and Community Outreach Scott Mertes presented an update on the Fall 2022 enrollment report. A discussion took place regarding enrollment trends and how it correlates to employee and faculty flexibility and data research.

Agenda Item V-B: *BOARD POLICY 202.03 UPDATE*

At the June 21, 2022 meeting the Board was presented with a change to Board policy 202.03, as presented in the Board packet regarding the Notice and Agenda for meetings.

Motion by Trustee Zdrojewski to approve the update of Board policy 202.03 as presented. Second by Trustee Metzger. A voice vote showed All Ayes from the Trustees; Motion Carried.

Agenda Item V-C: *BOARD POLICY 303.03 UPDATE*

At the June 21, 2022 meeting the Board was presented with a change to Board policy 303.02 as presented in the Board packet regarding the Approval of College Expenditures.

Mid Michigan College Board of Trustees Regular Meeting

August 2, 2022 – page 2

Motion by Trustee Jankoviak to approve the update of Board policy 303.02 as presented. Second by Trustee Zdrojewski. A voice vote showed yes votes from Trustee Jankoviak, Zdrojewski, Metzger, and Petrongelli and a no vote from Trustee Oles; Motion Carried.

Agenda Item VI-A: *CORRESPONDENCE AND ANNOUNCEMENTS*

President Hood thanked all of the trustees that attended one or both of the Employee Appreciation BBQs and a big thank you to Human Resources for coordinating those events. The MCCA Summer Conference was a great experience for everyone that attended. Trustees that attended, shared their experiences as well.

The Laker Golf Outing will take place on August 19 at Snow Snake in Harrison. If you would like more information on that, please contact Matt Miller.

The Mid Night Tailgates will kick off on August 25 at Alma High School. Anyone interested in helping out with those events, please contact Scott Mertes.

The President and Board are looking forward to the first annual Laker Achievement Awards Ceremony hosted by the Mid Foundation taking place on October 15 at PohlCat in Mt. Pleasant.

Agenda Item VI-B: *MCCA MEMBERSHIP ASSESSMENT 2022-2023*

President Hood presented the Board with the 2022-2023 membership assessment for the Michigan Community College Association (MCCA) in the amount of \$32,500 and requested approval to pay the assessment.

Motion by Trustee Jankoviak to approve the 2022-2023 MCCA membership assessment in the amount of \$32,500. Second by Trustee Zdrojewski. A voice vote showed All Ayes from the Trustees; Motion Carried.

Agenda Item VI-C: *FACULTY SENATE AGREEMENT*

Associate Vice President of Human Resources Lori Fassett presented the Board with the 2022-2024 Faculty Senate Agreement. Special thanks to everyone who participated in the negotiations regarding this agreement.

Motion by Trustee Jankoviak to ratify the 2022-2024 Faculty Senate Agreement as presented. Second by Trustee Oles. A voice vote showed All Ayes from the Trustees; Motion Carried.

Agenda Item VI-D: *BOARD POLICY 106 UPDATE*

Vice President of Finance and Administration Lillian Frick presented the Board with an update to Board Policy 106 regarding the college's non-discrimination policy. The Board agreed with and

Mid Michigan College Board of Trustees Regular Meeting

August 2, 2022 – page 3

accepted the changes to be considered a first reading of the policy. A vote on this policy update will take place during the September Board meeting.

Agenda Item VI-E: *BOARD POLICY 304.09 UPDATE*

Vice President of Finance and Administration Lillian Frick presented the Board an update to Board Policy 304.09 regarding the college weapons policy. A discussion took place regarding locations and expectations for the clay target shooting team and questions regarding ownership of weapons were addressed. The Board agreed with and accepted the changes to be considered a first reading of the policy. A vote on this policy update will take place during the September Board meeting.

Agenda Item VI-F: *POTENTIAL BOARD MEETING CHANGE*

Board Chair Petrongelli presented an adjustment to the 2022-2023 Board Meeting schedule. The March 2023 meeting was scheduled for March 7, 2023, however that is during the college's spring break. It was recommended that the meeting be rescheduled for March 14, 2023 in order to better allow faculty and staff to attend the meeting.

Motion by Trustee Oles to approve changing the March 7, 2023 Board Meeting to March 14, 2023. Second by Trustee Metzger. All Ayes; Motion Carried.

Agenda Item VI-G: *DIGITAL ADVERTISING BLANKET PURCHASE ORDER 2022-2023*

Director of Marketing and Public Relations Meghan Keen presented the Board with a Blanket Purchase Order for digital advertising with MLive for 2022-2023 in an amount up to \$120,000. She stated that MLive offers Mid a great amount of in-kind advertising above and beyond what Mid spends. MLive representative Nick, was present to discuss their targeted advertising process.

Motion by Trustee Zdrojewski to approve the Blanket Purchase Order for digital advertising as presented. Second by Trustee Oles. A voice vote showed All Ayes from the Trustees; Motion Carried.

Agenda Item VI-H: *CLOSED SESSION*

Board Chair Petrongelli stated that the next item on the agenda would be a recommended closed session to discuss pending litigation, Reising v. Mid Michigan College, et. al., with litigation counsel.

Motion by Trustee Oles to adjourn to closed session at 7:51 PM. Second by Trustee Metzger. All Ayes; Motion Carried.

The Board returned to regular session at 8:38 PM.

Mid Michigan College Board of Trustees Regular Meeting

August 2, 2022 – page 4

Motion by Trustee Oles to accept the advice of counsel as discussed during closed session. Second by Trustee Zdrojewski. A voice vote showed All Ayes; Motion Carried.

Agenda Item VII-A: *CALENDAR OF EVENTS*

- Aug 2 Board of Trustees Meeting, Community Room, Mt. Pleasant Campus
- Sept 6 Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus
- Oct 4 Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus
- Oct 15 Laker Achievement Awards, 6:00-9:00 PM, The PohlCat, Mt. Pleasant
- Nov 1 Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus
- Dec 6 Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus

Agenda Item VII-B: *OTHER BUSINESS*

Trustee Jankoviak asked for a clarification on how Blanket Purchase Orders work versus a regular purchase order and the fact that any Blanket Purchase Order was already included in fiscal year budget requests.

Trustee Zdrojewski requested that any material from the MCCA Summer Conference that could be shared, please do so.

Meeting adjourned at 8:48 PM
Recording Secretary,
Amy Lince
Executive Assistant to the President and Board of Trustees

Terry Petrongelli, Board Chair

Richard S. Allen, Jr., Board Secretary

Mid Michigan College Board of Trustees Special Meeting

August 23, 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; George Gilmore, Trustee; Jane Zdrojewski, Trustee; Onita Oles, Trustee

Absent: Thomas W. Metzger, Treasurer

Agenda Item I: *CALL TO ORDER*

Board Chair Terry Petrongelli called the meeting to order at 5:00 PM.

Agenda Item II: *APPROVAL OF AGENDA*

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

Agenda Item III: *PUBLIC COMMENT*

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

Agenda Item IV: *STUDENT ACTIVITY FEE ADJUSTMENT*

Vice President of Finance and Administration Lillian Frick presented information pertaining to the student activity fee. In April 2022, the Board of Trustees approved an increase in the student activity fee. After that meeting, the state implemented tuition restraint language included in PA 144 of 2022. In order for Mid to remain in compliance with the tuition restraint language, the student activity fee needs to be adjusted.

A question regarding the initial reason for changing the student activity fee in April was addressed. The decision made by the Board in April was made in good faith, based on the information available at the time. A question regarding other current fees that are assessed to students was discussed.

Motion by Trustee Gilmore to lower the student activity fee to \$7.50 per billable contract hour, as presented. Second by Trustee Jankoviak. A voice vote showed All Ayes; Motion Carried.

Meeting adjourned at 5:19 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

July 31, 2022 (Preliminary)

These financial statements are PRELIMINARY and may not reflect fiscal year 2021-22 year end entries that could still be made in the coming weeks. FINAL audited financial statements will be presented by the auditors in November.

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. As of August 25, 2022, Fall 2022 enrollment showed a 1.5% increase in billable tuition hours.
- State appropriations revenue for 2022-23 will be booked in October, coinciding with the State's fiscal year and the disbursement of the first payment.
- No property tax revenue has been booked since 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 8% of the annual budget, with the exception of:
 - Instruction & Public Service each expended 4% due to the academic calendar; expenses will pick up with the onset of Fall term.
 - Instructional support expended 11% due in part to the purchase of annual electronic library database subscriptions for \$31,850.

GENERAL FUND REVENUE OVER EXPENSES:

- The total increase in net assets as of July 31, 2022 is \$3 million. This represents \$4 million of income for the Fall 2022 term (starting August 29, 2022.)

BALANCE SHEET:

- The cash balance decreased \$765,206 from June 30, 2022 to fund operations for the month of July.
- The State appropriations receivable represents the remaining payment of 2021-22 general and UAAL state appropriations.
- Student receivables increased \$1.3 million due to 2022 Fall term registration activity. Some of this will be collected by the August 29 start of classes but the greater part of the balance will not be paid until financial aid (student loans) is processed in September for the 2022 Fall term.

- The prepaid expense balance of \$424,400 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 \$8 million can be broken down as follows:
 - \$956,000 due to the designated student activities fund
 - \$2.7 million due to the auxiliary services for sales
 - \$107,000 due from the scholarship and grant fund
 - \$301,000 due from the restricted grant fund
 - \$4.7 million due to building and site for current and future college needs
 - \$24,400 due from the Foundation
- The \$1.2 million in accrued payroll and other compensation includes expenses incurred but not paid as follows:
 - Accrued salary, wages and vacation of \$392,000
 - FICA, Federal and State withholding of \$119,000
 - MPSERS/ORP/UAAL payable of \$404,000
 - Employee health and dental insurances payable of \$310,000
 - Unemployment and workers' compensation insurances payable of \$2,000
 - Miscellaneous payroll deductions
- A significant portion of the preliminary Unreserved Net Assets of \$8.9 million represents funds set aside by the Board of Trustees to fund current and future college expansion needs.

AUXILIARY FUNDS:

- Total revenue is at 2% of the annual budget due to reduced summer hours in the Laker Cafe.
- Total expenses, at 3% of the annual budget, represent operational costs for the month of July.
- The excess expense over revenue to date is \$925.

MID MICHIGAN COLLEGE
BALANCE SHEET
July 31, 2022 (Preliminary)

Assets

Current Assets:

Cash and cash equivalents	\$	19,659,644
Short-term investments	\$	615,167
Property taxes receivable	\$	2,130
State appropriations receivable	\$	623,979
Student receivables	\$	5,773,312
Other receivables	\$	10,682
Prepaid expenses and other assets	\$	424,400
Due from (due to) other funds	\$	(8,001,822)
Total current assets	\$	19,107,492

Total assets

\$ 19,107,492

Liabilities and Net Assets

Liabilities:

Accounts payable	\$	7,020
Accrued payroll and other compensation	\$	1,238,458
Deferred revenue	\$	1,679,000
Total liabilities	\$	2,924,479

Net assets:

Reserved for:		
Technology	\$	2,100,663
Program development	\$	863,655
Retirement incentives	\$	200,000
Self-funded healthcare reserve	\$	1,132,409
Unreserved	\$	8,886,936
Current year excess revenue over/(under) expenditures	\$	2,999,352
Total net assets	\$	16,183,014

Total liabilities and net assets

\$ 19,107,492

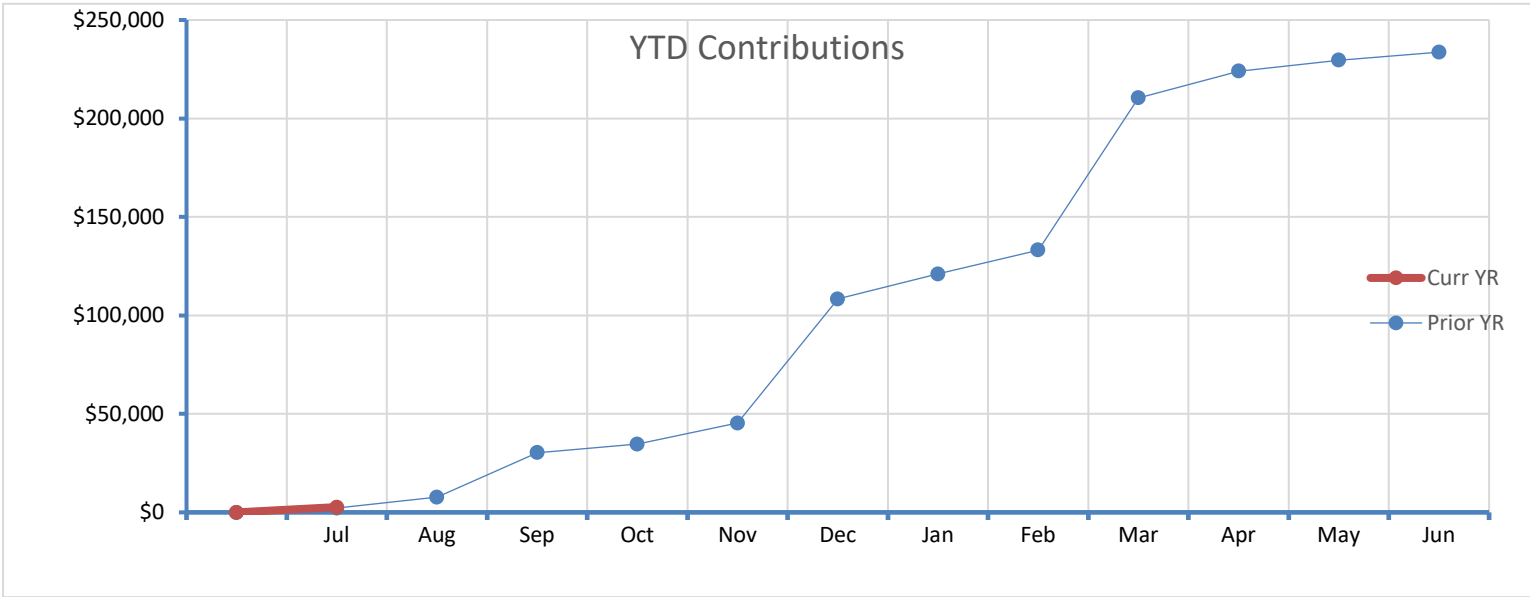
MID MICHIGAN COLLEGE
 STATEMENT OF REVENUES, EXPENSES
 For the month ended July 31, 2022 (Preliminary)

	Current Fiscal Year		Prior Fiscal Year	
	Amount	% of Budget	Amount	% of Budget
OPERATING REVENUES:				
Tuition and fees	\$ 4,556,022	32%	\$ 4,499,363	32%
Miscellaneous	\$ 834	2%	\$ 1,427	1%
Total operating revenues	\$ 4,556,856	32%	\$ 4,500,790	32%
EXPENSES:				
Operating expenses:				
Instruction	\$ 467,875	4%	\$ 490,283	5%
Information technology	\$ 148,787	8%	\$ 127,298	7%
Public service	\$ 27,699	4%	\$ 46,594	6%
Instructional support	\$ 182,037	11%	\$ 116,489	7%
Student services	\$ 197,736	6%	\$ 172,650	6%
Institutional administration	\$ 301,584	9%	\$ 296,054	6%
Operation and maintenance of plant	\$ 182,203	7%	\$ 148,788	7%
Total operating expenses	\$ 1,507,920	6%	\$ 1,398,157	6%
Operating income/(loss)	\$ 3,048,936		\$ 3,102,633	
NON-OPERATING REVENUES:				
State appropriations	\$ -	0%	\$ 20,021	0%
UAAL	\$ -	0%	\$ -	0%
Property tax levy	\$ -	0%	\$ -	0%
Investment income	\$ 8,449	17%	\$ 245	0%
Unrealized gain (loss) on investments	\$ -		\$ -	
Gifts	\$ -		\$ -	
Miscellaneous	\$ 300		\$ 131	
Total Non-operating revenues	\$ 8,749	0%	\$ 20,397	0%
Revenues over/(under) expenses	\$ 3,057,685		\$ 3,123,030	
Inter Funds Transfers				
Planned Savings (Building & Site)	\$ -	0%	\$ -	0%
Bond Debt Service (Building & Site)	\$ 58,333	13%	\$ -	0%
Restricted Grant Match	\$ -	0%	\$ -	0%
Foundation Transfer	\$ -	0%	\$ -	0%
Total Inter Funds Transfers	\$ 58,333		\$ -	
Net increase (decrease) in Net Assets	\$ 2,999,352		\$ 3,123,030	

MID MICHIGAN COLLEGE
STATEMENT OF REVENUES, EXPENSES
For the month ended July 31, 2022 (Preliminary)
AUXILIARY FUND

	Current Fiscal Year		Prior Fiscal Year	
	Amount	% of Budget	Amount	% of Budget
REVENUE:				
Bookstore	\$ -	0%	\$ 46,767	13%
Laker Café*	\$ 1,058	2%	\$ 686	9%
	<u>\$ 1,058</u>	<u>2%</u>	<u>\$ 47,453</u>	<u>13%</u>
EXPENSES:				
Bookstore	\$ -	0%	\$ 19,327	7%
Laker Café*	\$ 1,984	3%	\$ -	0%
Auxiliary Services	\$ -	0%	\$ 9,364	21%
	<u>\$ 1,984</u>	<u>3%</u>	<u>\$ 28,691</u>	<u>8%</u>
EXCESS REVENUE OVER EXPENSES	<u><u>\$ (925)</u></u>	<u><u>-87%</u></u>	<u><u>\$ 18,762</u></u>	<u><u>40%</u></u>

Mid Michigan College Contributions July 2022



	Curr YR	Prior YR
Monthly Contributions	\$ 2,689	\$ 2,252
YTD Contributions	\$ 2,689	\$ 2,252

YTD Top Contribution Totals in 2023:	
Lakers Athletic and other Athletic Funds	\$ 1,059
Lakers Leadership Fund	\$ 750
Lakers Academic Fund	\$ 360
General Fund-Unrestricted	\$ 253
Other Funds	\$ 267
YTD Total	\$ 2,689

TO: Board of Trustees

FROM: Lori Fassett, Associate VP of Human Resources

SUBJECT: Staffing Update, September 6, 2022 Board Meeting

DATE: August 16, 2022

FULL-TIME NEW HIRES:

Amy Campbell – Director of Counseling & Wellness Effective: 08/11/2022

Amy comes to Mid with over 12 years of experience in Professional Counseling Services. She holds a Bachelor of Applied Art (Major: Family Studies; Minor: Psychology) and a Masters of Arts in Professional Counseling both from CMU. Welcome to the Mid team Amy!!!

NEW PART-TIME AND STUDENT EMPLOYEES:

Bryan Darland – Adjunct Hunting & Angling Studies (Edustaff) Effective: 08/01/2022

Michelle Evensen – Adjunct Instructor Nursing (Edustaff) Effective: 08/01/2022

Jessica Galbraith-Frew – Adjunct Physics (Edustaff) Effective: 08/01/2022

Danielle Graber – Phlebotomy Instructor Traverse City (Edustaff) Effective: 08/01/2022

Deborah Haught – Adjunct Business (Edustaff) Effective: 08/01/2022

Cassandra Strong – Phlebotomy Instructor Mt. Pleasant (Edustaff) Effective: 08/01/2022

Justin VanCourt – Adjunct Welding (Edustaff) Effective: 08/01/2022

Brandon Youngs – Adjunct Automotive (Edustaff) Effective: 08/01/2022

Marilyn Delong – Student Worker Library Effective: 07/27/2022

Jewel Larkins – Assistant Coach Women’s Basketball Effective: 08/01/2022

Jon Hill – Student Worker Library Effective: 08/04/2022

Zania McClain – Part-Time Hospitality Assistant Laker Café (HA) Effective: 08/01/2022

Rick Buerkel – Adjunct Communications (Edustaff)	Effective: 08/01/2022
Patricia Maloney – Phlebotomy Instructor Harrison (Edustaff)	Effective: 08/01/2022
Siera Feldpausch – Student Worker Career Center	Effective: 08/11/2022

INTERNAL TRANSFERS:

N/A

SEPARATIONS:

Taylor Ardis – Assistant Coach Men’s Basketball	Effective: 06/01/2022
J.T. Cleveland – Head Coach Women’s Basketball	Effective: 07/01/2022
Alex Larson – Student Worker IT	Effective: 07/28/2022
Joe Purvis – Assistant Coach Women’s Basketball	Effective: 06/01/2022
Katie Shear – Student Services Specialist	Effective: 08/08/2022
Andrew Snoblen – Assistant Coach Women’s Basketball	Effective: 06/01/2022
Britnie Wright – Full-time Faculty Nursing	Effective: 08/19/2022

VACANCIES:

Adjunct Advanced Manufacturing & Robotics (part-time)	Posted
Adjunct Automotive & Diesel Service (part-time)	Posted
Adjunct Biology (part-time)	Posted
Adjunct Business (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)	Offer Extended
Adjunct English – various locations (part-time)	Posted
Adjunct Health Education – CCRESA (part-time)	Offer Extended
Adjunct Hunting & Angling (part-time)	Offer Extended
Adjunct Math – Huron ISD (part-time)	Posted
Adjunct Nursing – General (part-time)	Posted
Adjunct Physics/Physical Science (part-time)	Offer Extended
Adjunct Physical Therapist Assistant Lab (part-time)	Posted
Assistant Coach Clay Target (part-time)	Offer Extended
Assistant Coach Softball (part-time)	Posted
Benefits Coordinator (full-time)	Offer Extended
Director of Counseling and Wellness Services (full-time)	Filled
Financial Aid Analyst (full-time)	Posted
Head Coach Cross Country (part-time)	Offer Extended
Hospitality Assistant (part-time)	Filled
Phlebotomy Instructor Various locations (part-time)	Posted
Psychology Faculty (full-time)	Offer Extended
Student Services Specialist – Admissions (full-time)	Posted
Technology Support Specialist (full-time)	Posted

Unfinished Business

Item V-A: Enrollment Report

Presenter: Matt Miller

Board Consideration: Information

President's Recommendation:

None, informational.

Vice President of Student Services Matt Miller will be presenting the latest Fall enrollment report.

Unfinished Business

Item V-B: Board Policy 106 Update

Presenter: Board Chair Petrongelli

Board Consideration: Information/Action

President's Recommendation:

Motion to approve the changes to Board policy 106 as presented.

Board Chair Petrongelli will present the Board with updates to Board policy 106. The policy was first discussed at the August 2, 2022 meeting and will be available for approval at this meeting.

106: Mid Michigan College Non-Discrimination Policy

[LAST APPROVED October 2020]

Mid Michigan College is dedicated to providing a safe and healthy environment that is nondiscriminatory in nature and in which all individuals are treated with respect and dignity. Interactions between members of the campus community should be centered on integrity and mutual respect so that each member may fully experience and benefit from the opportunities the College provides.

In the administration and access to Mid Michigan College's programs, activities, and conditions of admission or employment, the College prohibits any form of discrimination against any person on the basis of ~~race, color, religion, sex, gender identity or expression, pregnancy, age, sexual orientation, marital or parental status, national origin, citizenship, genetics, disability, military or veteran status, or any other legally protected status, as well as victim of intimate partner violence~~ **race, creed, color, ethnicity, religion, sex, gender identity or expression, pregnancy, age, personal appearance, sexual orientation, marital or parental status, national origin, citizenship, genetics, disability, military or veteran status, political affiliation, or any other legally-protected status; as well as victims of intimate partner violence**. Mid Michigan College firmly adheres to the principles of all applicable state and federal equal opportunity laws and regulations for its students, faculty, staff and applicants for admission and employment.

Questions and complaints concerning Title IX of the Education Amendments of 1972, including the College's response to sex discrimination and sexual and gender-based harassment, or other forms of discrimination in the educational or employment areas, may be referred to the Title IX/Civil Rights Coordinator and/or the United States Department of Education:

Martricia (Tricia) Farrell

Director of College Compliance and Ethics

Title IX/Civil Rights Coordinator

1375 S. Clare Avenue, Harrison, MI 48625- Office: Business Office, Room 205/2600 S.

Summerton Road, Mt. Pleasant, MI 48858- Office: ~~Dean Center, Room 105~~ **Library and Learning Services, Room 168C**

(989) 386-6622 Ext. 394

mfarrell@midmich.edu

Office for Civil Rights

Cleveland Office

U.S. Department of Education 1350 Euclid Avenue, Suite 325 Cleveland, OH 44115

Telephone: (216) 522-4970; Facsimile: (216) 522-2573

Email: OCR.Cleveland@ed.gov

United States Equal Employment Opportunity Commission-Detroit Field Office

Patrick V. McNamara Building

477 Michigan Avenue

Detroit, MI 48226

Telephone: (800) 669-4000; Facsimile: (313) 226-4610

Unfinished Business

Item V-C: Board Policy 304.09 Update

Presenter: Board Chair Petrongelli

Board Consideration: Information/Action

President's Recommendation:

Motion to approve the changes to Board policy 304.09 as presented.

Board Chair Petrongelli will present the Board with updates to Board policy 304.09. The policy was first discussed at the August 2, 2022 meeting and will be available for approval at this meeting.

304.09 Weapons

[LAST APPROVED October 2021]

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

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

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

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

The College recognizes that some individuals carry pepper spray or similar materials for personal protection when walking on or off campus. This Policy is not intended to prohibit the possession of such items. However, the College expects that individuals will use sound judgment in their use or display of such devices.

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

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

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

Definitions

1. **College Property:** includes but is not limited to property owned, managed, occupied, operated or leased by the College and used for classroom purposes, activities, college sponsored events or other authorized use of the facilities.
2. Weapons/Dangerous Weapons

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

Exceptions

1. Current or retired State, Federal, County, or Local Law Enforcement Officer.
2. Current or retired State, Federal, or County Court judge.
3. An individual, with prior written approval of the President (and with limited scope and duration), may possess an unloaded weapon when it is worn as part of a military or fraternal uniform in connection with a public ceremony, parade, or theatrical performance; or if stored in a locked vehicle with a valid license.
4. When someone possesses or uses such a device in connection with a regularly scheduled educational, recreational or training program authorized by Mid.
- 4 5. Based on extraordinary circumstances, only the President or designee may waive the prohibitions against weapons on campus. Any such waiver shall be in writing, state with particularity the reason for the waiver, and must be limited in both scope and duration.

Responsible Party for Administration and Enforcement

Security

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

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: Educational Talent Search Annual Update

Presenter: Marilee Kujat

Board Consideration: Information

President's Recommendation:

None, informational.

Director of Educational Talent Search (ETS) Grant Project, Marilee Kujat will present the Board with an annual update.

New Business

Item VI-C: Moodle Cloud Hosting

Presenter: Kirk Lehr

Board Consideration: Information/Action

President's Recommendation:

Motion to approve a 3 year contract with MoodleUS for \$82,197.00.

Director of Information Technology Kirk Lehr will be presenting a request to contract with MoodleUS for a period of 3 years for cloud hosting. Funding for this project would utilize money from the Institutional Technology Fund.



Mid Michigan College Moodle Proposal

Kirk Lehr
Director of Information Technology at Mid Michigan Community College

Solution

Moodle US solution will include the following major components:

- unHosting (5k FTE with up to 1TB storage)
- Moodle Support (Complex/Best)
- Migration and Upgrade if Needed

Proposed Costs with Annual Renewal				
	Year 1	Year 2	Year 3	
unHosting Subscription				
Migration and Setup				
Support				
Storage up to 1TB				3 year Total
Total	\$31,399	\$27,938	\$30,732	\$90,070

Proposed Costs with Multi-Year Discount				
	Year 1	Year 2	Year 3	
unHosting Subscription				
Migration and Setup				
Support				
Storage up to 1TB				3 year Total
Total	\$31,399	\$25,399	\$25,399	\$82,197

unHosting Subscription

unHosting is an innovative platform as a service that provides the flexibility of self-hosted / unmanaged hosting for open source software, but with the reliability and scalable design of a SaaS offering. Clients operate on Moodle’s AWS account. unHosting deploys a repeatable set of infrastructure we call a Stack which includes: an ELB load balancer, Amazon Certificate Manager integration, EC2 web server front end instance, RDS backend DB instance using MariaDB, EFS storage for site and user files, and backup management using Restic and EBS volume snapshots.

unHosting is a system designed around a concept called repeatable build and is heavily influenced by works such as The Art of System Administration and the Visible Operations Handbook. Over time these concepts have also been associated with a movement known as

DevOps. The concept is that an entire infrastructure and site build is automated and can be repeated as new sites are needed, or in the case of a disaster and a system needs to be rebuilt.

How we are different:

- No shared site delivery infrastructure between clients.
- Each client has an independent site delivery infrastructure
- Moodle specific builds
- Moodle workflow automation
- Support for customizing the learning management system to the clients specific needs.

All systems are pre-configured using a combination of a base AMI image + scripted Ansible recipes to ensure all hosts are set up with the same build and configuration every time and to allow for automated maintenance of the deployed infrastructure.

Operational and management components:

- unHosting Portal - A custom Laravel based web portal that a user interacts with to deploy and manage Moodle infrastructure and sites
- Ansible - Configuration management for sites and servers
- External monitoring
- Cloud APIs
- 1 Production Site and 1 Sandbox site,

Migration/Upgrade

Moodle US will migrate the site to an unHosting managed hosting solution and upgrade to the most current version.

Migrations will be done by Moodle US personnel roughly following this procedure:

- Server credentials are shared and connections are established to existing infrastructure
- A test copy and migration of the entire site is done without interruption of service to the original site
- Test instance on new unHosting infrastructure is tested by Moodle US and client for functionality
- Any discovered abnormalities or bugs are corrected.
 - If upgrades to current versions are required they are typically done at this time
- Final migration is scheduled for an agreeable time to minimize interruption to learners
- The current site is put into maintenance mode

- Final data transfer happens along with URL and SSL changes (expected downtime is typically less than 2-hours)

Support

Moodle US will provide a dedicated support portal for use by Client for all technical and support issues. Details of the support package are included in the attached documents for the **Best-Level** of support for typical complexity sites.

The support contract includes the Following:

- Named Support Manager
- Scheduled bi-weekly Success Meetings
- Quarterly Site Health Checks
- 24 x 7 Site Monitoring
- Annual Course Audits

Backups

- Review current backup strategy
- Recommend improvements
- Design/implement a new backup strategy
- Disaster recovery consultation and implementation
- Site restore (from backup)
- Validate backups - test restore

Moodle Application support

- Upgrades
 - minor point upgrades (e.g. 3.3.1 to 3.3.2) recommended at least quarterly, or more often if security issues arise in Moodle core
 - major point upgrades (e.g. 3.3 to 3.5)
 - site clone - a copy of production site+data for staging, course development, testing, or upgrade vetting/validation before production level changes
 - test upgrades - upgrade on a copy of production data first
- Standard Moodle support/help
 - supplement to the online Moodle community and documentation
 - best practice consultations
 - "How do I..." questions
 - Feature "ABC" isn't working right
 - Chronic/recurring error messages
 - diagnosing issues with functionality

- Common administration tasks
 - Plugin installation, uninstall
 - Third-party or custom vendor plugin installation/assist (e.g. shopping cart integrations, analytics, etc)
 - Troubleshooting issues - log analysis, server analysis

New Business

Item VI-D: Closed Session

Presenter: Board Chair Petrongelli

Board Consideration: Information

President's Recommendation:

None, informational.

The Board of Trustees will enter into a closed session to discuss pending litigation, Reising v. Mid Michigan College, et. al., with litigation counsel.

Board Comments

Item VII-A: Calendar of Events

Presenter: Board Chair Petrongelli

Board Consideration: Information

President's Recommendation:

None, informational.

Sept 13	Trustee Tour of Mt. Pleasant Campus, 12:00-4:30 PM, Mt. Pleasant
Sept 29	Meet the Lakers Event, 7:00-9:00 PM, Hunter's Ale House, Mt. Pleasant
Oct 4	Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus
Oct 15	Laker Achievement Awards, 6:00-9:00 PM, The PohlCat, Mt. Pleasant
Nov 1	Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus
Dec 6	Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus

Board Comments

Item VII-B: Board Comments- Other Business

Presenter: Board Chair Petrongelli

Board Consideration: Information

President's Recommendation:

None, informational.

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