

MID MICHIGAN COLLEGE
Board of Trustees Workshop and Regular Meeting
Harrison, MI 48625 and Mt. Pleasant, MI 48858
February 7, 2023
6:00 PM Workshop
7:00 PM Meeting
Esther C. Conference Room, Harrison Campus

Workshop Presentation

Strategic Planning Update from Admissions and Mentoring.

Board of Trustees Meeting Agenda

APPROVAL OF AGENDA

Item II, Approval of Agenda

Presenter: Board Chair Zdrojewski

Board Consideration: Action

Item III, Public Comment

Presenter: Board Chair Zdrojewski

Board Consideration: Information

APPROVAL OF CONSENT ITEMS

Item IV, Approval of Consent Items

Presenter: Board Chair Zdrojewski

Board Consideration: Action

UNFINISHED BUSINESS

Item V-A: Enrollment Report

Presenter: Matt Miller

Board Consideration: Information

NEW BUSINESS

Item VI-A: Correspondence and Announcements

Presenter: President Hood

Board Consideration: Information

Item VI-B: Full Time Status for Elizabeth Kogelman

Presenter: President Hood

Board Consideration: Information

Item VI-C: Full Time Status for Leslie Peterson

Presenter: President Hood

Board Consideration: Information

Item VI-D: Call to Action for Policy Changes

Presenter: Board Chair Zdrojewski

Board Consideration: Information

Item VI-E: Website Update Proposal

Presenter: Matt Miller

Board Consideration: Information/Action

Item VI-F: Annual Renewal of Presidential Contract

Presenter: Board Chair Zdrojewski

Board Consideration: Information/Action

BOARD COMMENTS

Item VII-A: Calendar of Events

Presenter: Board Chair Zdrojewski

Board Consideration: Information

Item VII-B: Board Comments- Other Business

Presenter: Board Chair Zdrojewski

Board Consideration: Information

Approval of Agenda

Item II, Approval of Agenda

Presenter: Board Chair Zdrojewski

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 Zdrojewski

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 Zdrojewski

Board Consideration: Action

President's Recommendation:

Motion to approve the consent items as presented.

- A. Minutes- January 10, 2023 Regular Meeting
- B. Monthly Financial Report:
 - 1. Financial Summary for the period ending December 31, 2022.
 - 2. General fund balance sheet as of December 31, 2022.
 - 3. General fund statement of revenues and expenses for nine months ending December 31, 2022.
 - 4. Gifts and Donations: Donations totaling \$60,667 were received for the Mid Foundation in December 2022.
- C. Monthly Personnel Report.

Mid Michigan College Board of Trustees Regular Meeting

January 10, 2023– page 1

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

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

Absent: All Trustees Present

Agenda Item I: *CALL TO ORDER*

Vice Chair Mike Jankoviak called the meeting to order at 7:00 PM.

Agenda Item II: *ELECTION OF OFFICERS*

In the absence of a Board Chair, President Hood facilitated nominations for the Board Chair seat. He reminded Trustees that the term of appointment to Board offices is for two years, meaning now until the end of December 2024. President Hood opened nominations for Board Chair. Motion by Trustee Oles to nominate Trustee Zdrojewski. Second by Trustee Jankoviak. Trustee Zdrojewski stated that she would accept the nomination of Board Chair.

Motion by Trustee Gilmore to close nominations for Board Chair. Second by Trustee Weisenburger. A voice vote showed All Ayes from the Board with the exception of Trustee Zdrojewski who abstained. Motion Carried. Trustee Zdrojewski will serve as the Board Chair for a two year term.

Board Chair Zdrojewski opened nominations for the Vice Chair. Motion by Trustee Gilmore to nominate Trustee Jankoviak as Vice Chair. Second by Trustee Oles. Trustee Jankoviak stated that he would accept the nomination of Vice Chair.

Motion by Trustee Allen to close nominations for Vice Chair. Second by Trustee Metzger. All Ayes; Motion Carried. Trustee Jankoviak will serve as Vice Chair of the Board for a two year term.

Board Chair Zdrojewski opened nominations for Secretary. Motion by Trustee Metzger to nominate Trustee Allen as Secretary. Second by Trustee Gilmore. Trustee Allen stated that he would accept the nomination of Secretary.

Motion by Trustee Gilmore to close nominations for Secretary. Second by Trustee Jankoviak. All Ayes; Motion Carried. Trustee Allen will serve as Secretary of the Board for a two year term.

Board Chair Zdrojewski opened nominations for Treasurer. Motion by Trustee Jankoviak to nominate Trustee Metzger as Treasurer. Second by Trustee Allen. Trustee Metzger stated that he would accept the nomination of Treasurer.

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Motion by Trustee Gilmore to close nominations for Treasurer. Second by Trustee Weisenburger. All Ayes; Motion Carried. Trustee Metzger will serve as Treasurer of the Board for a two year term.

Agenda Item III: APPROVAL OF AGENDA

Motion by Trustee Jankoviak to approve the agenda. Second by Trustee Gilmore. A voice vote showed All Ayes; Motion Carried.

Agenda Item IV: PUBLIC COMMENT

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

Agenda Item V: APPROVAL OF CONSENT ITEMS

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

Agenda Item VI-A: WINTER ENROLLMENT REPORT

Vice President of Student Services and Advancement Matt Miller presented the Board with the latest Winter Enrollment Report. A discussion took place regarding the effect of Baseball on enrollment.

Agenda Item VI-B: DEPARTMENT OF NATURAL RESOURCES (DNR) GRANT UPDATE

Provost Scott Mertes presented the Board with information regarding DNR grants. Trustee Allen has spoken about the DNR grants in previous meetings. Grants at Mid have not always had a centralized home, and currently that home is with Provost Mertes. Provost Mertes mentioned that in order to be eligible for the DNR grants you must be a governmental unit, and Mid does not qualify as governmental unit. He also showed a list of previous DNR grant recipients, all of which are governmental units. An overview of the grants received for trail maintenance was presented to the Board. Trustee Oles asked about the possibility of partnering with specific governmental units to serve as the accepting body for grant funds, specifically for use on the college trail system for the public to use. Provost Mertes stated that he was not sure if that was a possibility, but something that can be looked into. Trustee Gilmore spoke about previous partnership projects with the DNR. Trustee Allen spoke about the potential for reciprocal grants and how that might allow grant application. Board Chair Zdrojewski reminded

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employees to check into the Gladwin County Community Foundation for potential grants. She also mentioned the desire to see upgrades to the trail system listed in the master plan and 5 year plan.

Agenda Item VII-A: *CORRESPONDENCE AND ANNOUNCEMENTS*

President Hood congratulated the newly elected Board officers and welcomed Trustee Weisenburger to the Board. He spoke about a grant written by Biology faculty member Trish Finnerty to offset the costs of the upcoming Florida Keys study abroad trip. President Hood spoke about events that took place at the latest faculty Welcome Back Day.

President Hood read correspondence that Mid received from former Board Chair Terry Petrongelli and recently retired Coordinator of Physical Therapy Assistant Program Crystal Parker. On Saturday, January 28 from 3-5 PM on the Harrison Campus, potential students will be taking part in the Final Round of the Laker Distinction Scholarship. Information sessions regarding the upcoming Florida Keys Study Abroad trip are taking place on January 17 and February 7. More information can be found on Mid's website.

Mid is again hosting a Back to Campus BASH on each campus for students. One took place in Harrison January 10 and one will take place in Mt. Pleasant January 11. Thank you to everyone that worked together to coordinate this event. The Michigan Community College Association (MCCA) Summer Conference will be taking place at Grand Traverse Resort again this year July 26-28.

Agenda Item VII-B: *TRAIL NAMING OPPORTUNITIES*

Director of Community Relations/Executive Assistant to the President and Board Amy Lince presented a request pertaining to Board policy 305.01.02 to name the Red Bike Trail in honor of Steve Hoffman and the Green Bike Trail in honor of Ken Eddy.

Provost Scott Mertes spoke to the Board about the time and dedication that Mr. Hoffman and Mr. Eddy has put into the maintenance of our bike trail system and the coordination of bike races throughout the year. Without volunteers like them, our trail system would not be what it is and we are extremely grateful.

Motion by Trustee Weisenburger to approve the trail naming opportunities, Red Bike Trail in honor of Steve Hoffman and the Green Bike Trail in honor of Ken Eddy for their dedication to Mid, per Board policy 305.01.02. Second by Trustee Metzger. A voice vote showed All Ayes from the Trustees; Motion Carried.

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Agenda Item VII-C: *CROSS COUNTRY*

Trustee Gllmore brought up previous discussions pertaining to cross county meets on campus and his desire to see the Board take action.

Motion by Trustee Gilmore to make President Hood responsible for checking into pricing for potential updates and timeline to meet cross country standards, with information due back at the March Board meeting. Trustee Allen spoke about timing equipment that Shepherd has in place on their trail system. President Hood accepted the task presented by the Board and spoke about the potential for a task force pertaining to this subject.

Second by Trustee Oles. A voice vote showed All Ayes from the Board; Motion Carried.

Agenda Item VII-D: *CLARE GLADWIN RESD*

President Hood spoke about a recent meeting between representatives of Mid and Clare Gladwin Regional Education Service District (CGRESD). He presented the Board with a letter from CGRESD Superintendent Tara Mager requesting that Mid consider an alternative to the current land lease. CGRESD is requesting the land lease be turned into a land deed, to ensure that the property enhancements paid for by CGRESD stay assets of CGRESD. CGRESD feels that the presence of a reverter clause in the current lease, does not allow for that security.

President Hood spoke about advice from legal counsel to potentially revise the current lease and remove the reverter clause that is currently in the lease. Thrun Law Firm represents both Mid and CGRESD, so they suggested bringing representatives from both parties together to work through a solution.

Vice Chair Jankoviak spoke about the direction suggested at the meeting with CGRESD and openness to other alternatives. He spoke about his appreciation for their concerns, but does not feel Mid should simply deed the property over to CGRESD. A discussion allowing for Trustees to express their concerns and potential suggestions took place. Board Chair Zdrojewski, Trustee Jankoviak and President Hood will convene how to proceed further.

Agenda Item VII-E: *BOARD COMMITTEE APPOINTMENTS*

The recent election means the Board needed to appoint new Trustee representatives to appropriate committees throughout the college for a two year term ending December 2024. The Board had a discussion pertaining to the committee representatives needed and who may be willing to serve on those committees.

Motion by Trustee Gilmore to appoint Trustees Metzger, Allen and Jankoviak to the audit committee with Trustee Gilmore serving as the alternate. Second by Jankoviak. A voice vote showed All Ayes from the Board; Motion Carried.

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Motion by Trustee Metzger to appoint Trustee Gilmore to serve on the Sabbatical committee with Trustee Jankoviak serving as the alternate. Second by Trustee Weisenburger. A voice vote showed All Ayes from the Board; Motion Carried.

Motion by Trustee Jankoviak to appoint Trustee Weisenburger to serve on the Foundation Board of Directors. Second by Trustee Allen. A voice vote showed All Ayes from the Board; Motion Carried.

Motion by Trustee Jankoviak to appoint Trustee Oles to serve on the TRIO Advisory Committee. Second by Trustee Weisenburger. A voice vote showed All Ayes from the Board; Motion Carried.

Motion by Trustee Oles to appoint Trustee Weisenburger to serve as the Board liaison on the Foundation Board. Second by Trustee Jankoviak. A voice vote showed All Ayes from the Board; Motion Carried.

Motion by Trustee Weisenburger to appoint Board Chair Zdrojewski to serve on the Michigan Community College Association (MCCA) Board of Directors with Trustee Jankoviak serving as the alternate. Second by Trustee Allen. A voice vote showed All Ayes from the Board; Motion Carried.

Agenda Item VIII-A: CALENDAR OF EVENTS

Board Chair Zdrojewski spoke about the irregularity in the date of the March meeting due to Spring Break and the April Board meeting taking place in Mt. Pleasant.

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
Apr 16	A Northern Tradition, 5:00-8:00 PM, Jay's Sporting Goods, Clare
May 2	Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus
May 6	Commencement

Agenda Item VIII-B: OTHER BUSINESS

Trustee Jankoviak spoke about the great start to the New Year that the Board seems to be on.

Trustee Allen spoke about articles that he sends out on a regular basis.

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Trustee Oles spoke about the renovation committee, including Board Chair Zdrojewski and Trustee Gilmore. Board Chair Zdrojewski will send an email to Director of Facilities Joe Myers to see when a meeting can be scheduled.

Trustee Weisenburger expressed positivity and his optimism for the Board.

Trustee Gilmore thanked Board Chair Zdrojewski for accepting the responsibility of Board Chair.

Board Chair Zdrojewski spoke about informational discussions versus items that need to be acted on. She also brought up the potential for a Board retreat in the near future.

Meeting adjourned at 8:35 PM
Recording Secretary,
Amy Lince
Executive Assistant to the President and Board of Trustees

Jane Zdrojewski, Board Chair

Richard S. Allen, Jr., Board Secretary

MID MICHIGAN COLLEGE
FINANCIAL HIGHLIGHTS
GENERAL & AUXILIARY FUNDS

December 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. As of December 31, 2022, Winter 2023 enrollment reflected a 4.8% decrease from prior year levels.
- 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. In addition, we have received a total of \$150,250 in offsetting MPSERS revenue, not forecasted in the State appropriations budget.
- Property tax revenue of \$4,284,722 was levied and booked as revenue in December 2022, up 6.6% from prior year.

GENERAL FUND EXPENSES:

- Departmental expenses are in line with 50% of the annual budget, with the exception of:
 - Public Service expended 31% due to the academic calendar; expenses will pick up with the onset of Winter term.
 - Student Services expended 39% 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 December 31, 2022 is \$12.3 million. This includes \$4.5 million in tuition and fees for the 2023 Winter term that began on January 9, 2023. This excess will fund the operations for the balance of the 2022-23 fiscal year.

BALANCE SHEET:

- The cash balance decreased \$1.1 million from November 30, 2022 due in part to fund operations for the month of December.
- The state appropriations receivable of \$5,185,374 represents the remaining 8 monthly payments of 2022-2023 general and UAAL state appropriations.
- Student receivables increased \$1.1 million due to continued registration for the Winter 2023 term.
- The prepaid expense balance of \$74,402 represents a few multi-year prepaid items.

- The balance due to other funds of \$4.5 million can be broken down as follows:
 - \$694,000 due to the designated student activities fund
 - \$2.7 million due to the auxiliary services for sales
 - \$342,000 due from the scholarship and grant fund
 - \$2.5 million due to building and site for current and future college needs
 - \$1 million due from the Foundation
- The \$2.2 million in accrued payroll and other compensation includes expenses incurred but not paid as follows:
 - Accrued salary, wages and vacation of \$375,000
 - FICA, Federal and State withholding of \$109,000
 - MPSERS/ORP/UAAL payable of \$750,000
 - Employee health and dental insurances payable of \$414,000
 - Unemployment and workers' compensation insurances payable of \$4,000
 - Deferred faculty pay \$498,000
 - 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 66% of the annual budget.
- Total expenses, at 67% of the annual budget, represent operational costs for the months of July through December.
- The excess revenue over expense to date is \$8,660.

MID MICHIGAN COLLEGE
BALANCE SHEET
December 31, 2022

Assets

Current Assets:

Cash and cash equivalents	\$	16,864,754
State appropriations receivable	\$	5,185,374
Student receivables	\$	6,432,133
Other receivables	\$	4,814
Prepaid expenses and other assets	\$	74,402
Due from (due to) other funds	\$	(4,520,701)
Total current assets	\$	28,011,050

Long-term investments	\$	-
Total assets	\$	28,011,050

Liabilities and Net Assets

Liabilities:

Accounts payable	\$	58,219
Accrued payroll and other compensation	\$	2,164,337
Total liabilities	\$	2,266,604

Net assets:

Reserved for:		
Technology	\$	2,346,484
Program development	\$	614,246
Retirement incentives	\$	200,000
Self-funded healthcare reserve	\$	894,378
Unreserved	\$	9,396,203
Current year excess revenue over/(under) expenditures	\$	12,293,134
Total net assets	\$	25,744,445

Total liabilities and net assets	\$	28,011,050
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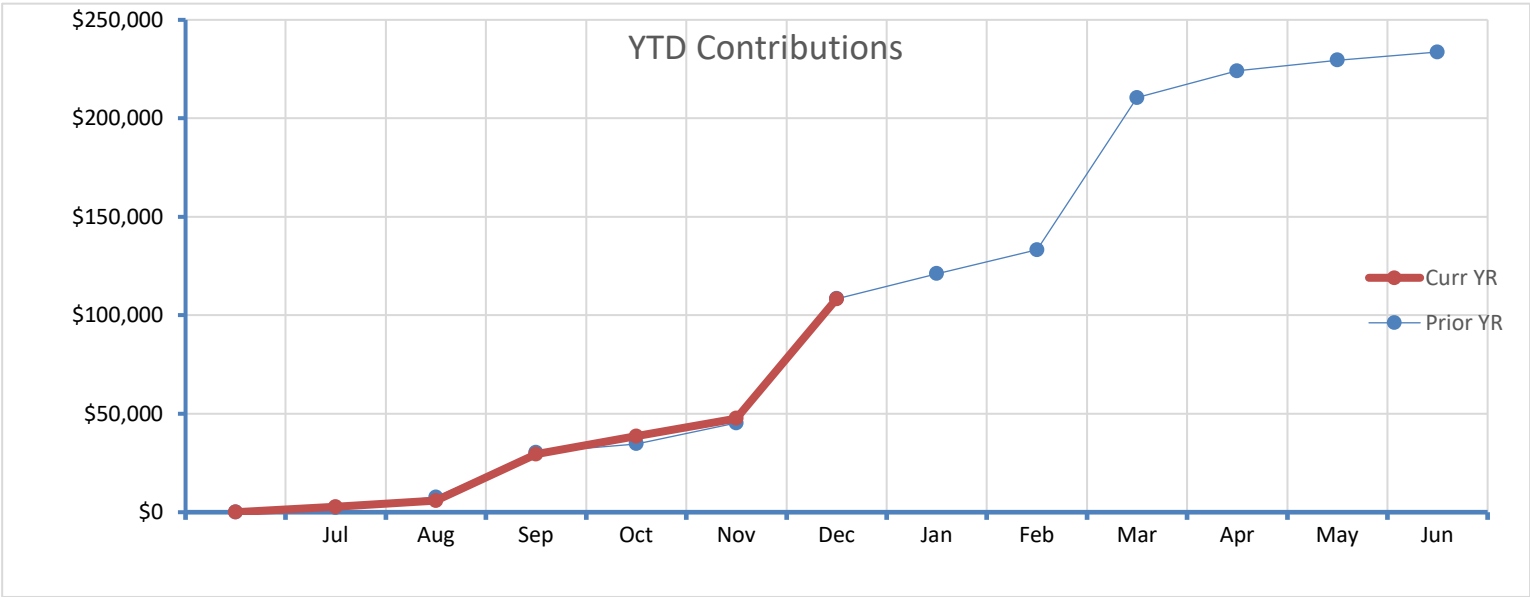
MID MICHIGAN COLLEGE
 STATEMENT OF REVENUES, EXPENSES
 For the six months ended December 31, 2022

	Current Fiscal Year		Prior Fiscal Year	
	Amount	% of Budget	Amount	% of Budget
OPERATING REVENUES:				
Tuition and fees	\$ 12,721,185	90%	\$ 12,692,718	90%
Miscellaneous	\$ 13,713	30%	\$ 10,604	9%
Total operating revenues	\$ 12,734,898	89%	\$ 12,703,322	89%
EXPENSES:				
Operating expenses:				
Instruction	\$ 5,604,814	52%	\$ 5,142,989	48%
Information technology	\$ 1,034,210	52%	\$ 828,237	48%
Public service	\$ 244,484	31%	\$ 335,705	41%
Instructional support	\$ 900,808	54%	\$ 818,016	51%
Student services	\$ 1,291,462	39%	\$ 1,115,542	40%
Institutional administration	\$ 1,495,535	42%	\$ 2,224,751	47%
Operation and maintenance of plant	\$ 1,188,462	49%	\$ 1,076,170	49%
Total operating expenses	\$ 11,759,775	48%	\$ 11,541,410	47%
Operating income/(loss)	\$ 975,123		\$ 1,161,912	
NON-OPERATING REVENUES:				
State appropriations	\$ 5,705,951	102%	\$ 5,722,171	105%
UAAL	\$ 1,574,205	107%	\$ 1,467,483	110%
Property tax levy	\$ 4,284,722	101%	\$ 4,017,741	100%
Investment income	\$ 89,328	179%	\$ 5,041	10%
Miscellaneous	\$ 74,179		\$ 63,816	
Total Non-operating revenues	\$ 11,728,385	103%	\$ 11,276,253	104%
Revenues over/(under) expenses	\$ 12,703,507		\$ 12,438,165	
Inter Funds Transfers				
Planned Savings (Building & Site)	\$ 349,998	50%	\$ 350,000	50%
Bond Debt Service (Building & Site)	\$ 60,375	13%	\$ 63,675	14%
Restricted Grant Match	\$ -	0%	\$ 754	0%
Total Inter Funds Transfers	\$ 410,373		\$ 414,429	
Net increase (decrease) in Net Assets	\$ 12,293,134		\$ 12,023,736	

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

	Current Fiscal Year		Prior Fiscal Year	
	Amount	% of Budget	Amount	% of Budget
REVENUE:				
Bookstore Commission (PY Sales)	\$ 20,447	68%	\$ 475,139	135%
Laker Café	\$ 26,065	65%	\$ 17,804	222%
	<u>\$ 46,511</u>	<u>66%</u>	<u>\$ 492,943</u>	<u>137%</u>
EXPENSES:				
Bookstore	\$ -	0%	\$ 479,623	162%
Laker Café*	\$ 37,852	67%	\$ 19,329	203%
Auxiliary Services	\$ -	0%	\$ 65,116	145%
	<u>\$ 37,852</u>	<u>67%</u>	<u>\$ 564,068</u>	<u>161%</u>
EXCESS REVENUE OVER EXPENSES	<u>\$ 8,660</u>		<u>\$ (71,125)</u>	
	19%		-14%	

Mid Michigan College Contributions December 2022



	Curr YR	Prior YR
Monthly Contributions	\$ 60,667	\$ 63,054
YTD Contributions	\$ 108,308	\$ 108,392

YTD Top Contribution Totals in 2023:	
Jim & Linda Bosink Scholarship	\$ 40,500
Trish Finnerty Exp Learning	\$ 12,500
Lakers Academic Fund	\$ 11,631
General Fund-Unrestricted	\$ 8,754
Kathleen Kehoe Memorial Scholarship	\$ 7,000
Lakers Athletic and other Athletic Funds	\$ 6,169
Lakers Leadership Fund	\$ 4,064
Other Funds	\$ 17,690
YTD Total	\$ 108,308

**MID MICHIGAN COLLEGE
CONTRACTS ENTERED
2022-23**

Contracted Party	Description	Date	Term	Amount	Requestor
Baird	Municipal Advisor	9/29/2022	10/01/2022-12/31/2025		TBD when Bonds are issued
CDW*G	Microsoft Campus License Agreement	96/30/2022	11/01/2022-10/31/2023	\$ 36,256.20	K.Lehr
Riverwood Resort	Bowling Facility Rental	9/30/2022	7/01/2023-6/30/2026	\$ 6,250.00	Miller
Churchill, Carol	Capital Campaign Consulting	12/13/2022	12/14/2022-5/31/2023	\$80 per hour	Miller
Titanium	Software	12/14/2022	12/14/2022-	\$ 4,090.00	Miller
Coleman Little League	Indoor turf facility rental	12/13/2022	1/09-3/17/2023	\$ 10,000.00	Miller

Contracted Instruction	Description	Date	Term	Maximum	Requestor
John Hunt	Ukulele	9/29/2022	10/05-11/09/2022	\$ 400.00	Sturdavant
EBRC	Lear-Control Logix Intro	10/3/2022	10/04/10/28/2022	\$ 13,500.00	Matthews
EBRC	Fanuc Robotics-Materials Handling	10/17/2022	10/17-10/19/2022	\$ 4,050.00	Matthews
EBRC	Fanuc Robotics-Advanced iRVision	10/17/2022	12/08-12/09/2022	\$ 2,700.00	Matthews
EBRC	Leadership	10/17/2022	11/28 - 12/01/2022	\$ 5,800.00	Matthews
EBRC	Sales Acceleration	10/17/2022	11/01-11/09/2022	\$ 12,600.00	Matthews
Michele Cope	Dog Training -Exhibit A Amended	10/17/2022	7/21-11/14/2022	\$ 4,200.00	Sturdavant
Studio 154	Various classes-Exhibit B	10/17/2022	9/28-12/15/2022	\$ 7,800.00	Sturdavant
EBRC	Developing Excellent Leaders	10/24/2022	12/08-09/2022	\$ 2,900.00	Matthews
Curtindale, B.	Genealogy	11/7/2022	10/27-12/08/2022	\$ 800.00	Sturdavant
Bowman, J.	Candle making	11/9/2022	11/09-11/17/2022	\$ 450.00	Sturdavant
Brown, B.	Community Tree Care	11/9/2022	10/13-11/10/2022	\$ 1,350.00	Sturdavant
Uplift Creative Center	Goat Milk Soap	11/22/2022	11/22-11/29-2022	\$ 1,600.00	Sturdavant
Kovach, June	Deco Mesh	12/13/2022	12/07-12/14/2022	\$ 250.00	Sturdavant
Prout, Amber	Gnome Santa Painting	12/14/2022	12/19/2022	\$ 600.00	Sturdavant

TO: Board of Trustees

FROM: Lori Fassett, Associate VP of Human Resources

SUBJECT: Staffing Update, February 7, 2023 Board Meeting

DATE: January 16, 2023

FULL-TIME NEW HIRES:

Evie Barber – Instructional Designer Effective: 01/03/2023

Evie brings to Mid over 8 years of experience in teaching and has several years of experience as a designer and writer for several online programs. She holds a Bachelors of Science of Education from CMU and a Masters of Fine Arts in Creative Writing from Western Colorado University. Welcome to the Mid Team Evie!

Crystal Meister – Physical Therapist Assistant (PTA) Coordinator Effective: 01/03/2023

Crystal brings to Mid over 16 years of experience as a treating PTA, 8 years as a director, and 5 years as an adjunct instructor. She holds an Associate Degree in Applied Science Physical Therapist Assistant from Delta College and a Bachelors in Business Administration from University of Michigan Flint. Welcome to the Mid Team Crystal!

Emily Gibson – Administrative Specialist: Workforce & Economic Development Effective: 01/03/2023

Emily brings to Mid over 6 years of professional experience in an office environment within several manufacturing entities. She holds a Bachelors of Arts in Philosophy from Wayne State University and is currently pursuing a Masters of Science in Administration from CMU. Welcome to the Mid Team Emily!

NEW PART-TIME AND STUDENT EMPLOYEES:

Abbey Quick – Federal Work Study External Site Effective: 12/16/2022

Linda Clouse – Adjunct Math (Edustaff) Effective: 01/03/2023

Stephanie Bock – Adjunct Nursing (Edustaff) Effective: 01/03/2023

Rebecca Amidon – Adjunct Communication (Edustaff) Effective: 01/03/2023

Brittany Ames – SI Leader (Edustaff) Effective: 01/03/2023

Jennifer Daniels – Adjunct Math (Edustaff)	Effective: 01/03/2023
Victoria Kraatz – Adjunct Nursing (Edustaff)	Effective: 01/09/2023
Deborah Hasselschwert – Adjunct Chemistry (Edustaff)	Effective: 01/03/2023
Zachary Mondlak – Adjunct Psychology (Edustaff)	Effective: 01/03/2023
Samantha Corrion – Adjunct Liberal Arts (Edustaff)	Effective: 01/03/2023
Everett (Tyler) Cornwall – Adjunct Liberal Arts (Edustaff)	Effective: 01/03/2023
Klayton Silverpen – Adjunct Liberal Arts (Edustaff)	Effective: 01/03/2023
David Vajda – SBDC Business Consultant (Edustaff)	Effective: 01/03/2023
Prakash Sharma – Adjunct Physics (Edustaff)	Effective: 01/03/2023
Denisha Brinker – Student Worker Tutor	Effective: 01/09/2023
Maddie Emmendorfer – Student Worker Admissions	Effective: 01/03/2023
Jennifer Cooper – Interim Director of Financial Aid	Effective: 01/09/2023
Oyinbrakemi Omare – Student Worker Technology Help Desk	Effective: 01/03/2023
Logan Romatz – Student Worker Strategic Communications	Effective: 01/09/2023

INTERNAL TRANSFERS:

Beth Binder - From: Admissions Representative To: Director of Admissions	Effective: 01/16/2023
Dan Stepaniak From: Maintenance Specialist (MP) To: Lead Maintenance (HA)	Effective: 01/03/2023

SEPARATIONS:

Allison Adams – Student Worker PT Lab Assistant	Effective: 12/15/2022
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Hadrian Wiltse – Student Worker Facilities	Effective: 01/06/2023
Sarah Kasabian – Larson – Director of Financial Aid	Effective: 01/20/2023
Angie Yunker – Student Worker Tutor	Effective: 01/09/2023
Gabe Secrist – Student Worker Tutor	Effective: 01/09/2023
Joe Erickson – Student Worker Tutor	Effective: 01/09/2023
Devin Dysinger – Student Worker Tutor	Effective: 01/09/2023
Genise Rivera – Student Worker SI Leader	Effective: 01/09/2023
Jon Hill – Student Worker Library	Effective: 01/09/2023

VACANCIES:

Automotive Lab Assistant (part-time)	Posted
Adjunct Advanced Manufacturing & Robotics (part-time)	Posted
Adjunct Allied Health (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)	Filled
Assistant Coach Baseball (part-time)	Posted
Coordinator of Clinical Simulation Center (full-time)	Posted
Director of Financial Aid (full-time)	Posted
Director of Workforce & Economic Development (full-time)	Interview Scheduled
Educational Talent Search (ETS) Clerk (part-time)	Posted
Executive Director for Mid Foundation (full-time)	Posted
Instructional Designer (full-time)	Filled
Lead Maintenance – Harrison Campus (full-time)	Filled
Maintenance Specialist (full-time)	Offer Extended
Nursing Faculty (full-time)	Posted
Phlebotomy Instructor Various locations (part-time)	Posted
Physical Therapy Assistant (PTA) Clinical Coordinator (full-time)	Offer Extended

Unfinished Business

Item V-A: Enrollment Report

Presenter: Matt Miller

Board Consideration: Information

President's Recommendation:

None, informational.

Vice President of Student Services and Advancement Matt Miller will be presenting the latest Winter enrollment report.

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 Elizabeth Kogelman

Presenter: President Hood

Board Consideration: Information

President's Recommendation:

None, informational.

President Hood informed the Board that he would be approving the recommended full time status for faculty member Elizabeth Kogelman, Nursing.



1/18/2023

Dear President Hood,

This recommendation is being made on behalf of Elizabeth Kogelman, Nursing Faculty.

Elizabeth has been a valuable member of the Nursing team since she joined in the Fall 2019. Elizabeth is well respected by her students as evidenced by her consistent exceptional student evaluations in both the class and clinical setting. She has set the bar high for her students in the Pharmacology in Nursing course which has helped them prepare for passing the NCLEX and practicing as a safe nurse.

During Elizabeth's first semester here, she suffered a significant loss in her life and felt apprehensive to go before students in the classroom. She overcame her insecurity by immersing herself in redesigning the skills lab and developing critical thinking based, best practice scenarios and learning stations. She transformed the clinical skills lab into a robust learning environment that has set the standard for all simulation in the lab today. Elizabeth is now full time in the classroom and clinical setting along with assisting with the skills lab.

Elizabeth is involved in the College Curriculum Committee and has a significant impact on the Nursing curriculum. She is a forward thinker and is always looking for ways to advocate for and support the students in their learning process.

Now that Elizabeth is full time in the classroom and clinical setting, her student evaluations and observations have been excellent. Due to these efforts, I fully recommend and support Elizabeth Kogelman to be advanced to full time status at Mid Michigan College.

Sincerely,

A handwritten signature in black ink that reads 'Barbara Wieszcieski'.

Barbara Wieszcieski

Dean of Health Sciences & Director of Nursing Mt. Pleasant Campus

New Business

Item VI-C: Full Time Status for Leslie Peterson

Presenter: President Hood

Board Consideration: Information

President's Recommendation:

None, informational.

President Hood informed the Board that he would be approving the recommended full time status for faculty member Leslie Peterson, Nursing.



1/18/2023

Dear President Hood,

This recommendation is being made on behalf of Leslie Peterson, Nursing Faculty.

Leslie has been a valuable member of the Nursing team since she joined in the Fall 2020. Leslie has grown tremendously since joining Mid as a full time Nursing faculty member. She is well respected by both her colleagues and her students as evidence by her consistent exceptional student evaluations in both the class and clinical setting. She does a great job preparing students to be successful on the NCLEX-RN licensure exam with the content from her Adult Health I course.

Leslie is involved in the College Curriculum Committee as well as the Nursing Curriculum Committee. She has made a significant impact on the Nursing curriculum. She has valuable input in moving Health Sciences in a positive direction. Leslie is always looking for ways to advocate for and support the students in their learning process.

Due to these efforts, I fully recommend and support Leslie Peterson to be advanced to full time status at Mid Michigan College.

Sincerely,

A handwritten signature in black ink that reads 'Barbara Wieszciecinski'.

Barbara Wieszciecinski

Dean of Health Sciences & Director of Nursing Mt. Pleasant Campus

New Business

Item VI-D: Call to Action for Policy Changes

Presenter: Board Chair Zdrojewski

Board Consideration: Information

President's Recommendation:

None, informational.

The Board previously agreed to review policy changes on an annual basis with a call to action taking place in February, first reading in April and second reading with vote in May.

New Business

Item VI-E: Website Update Proposal

Presenter: Matt Miller

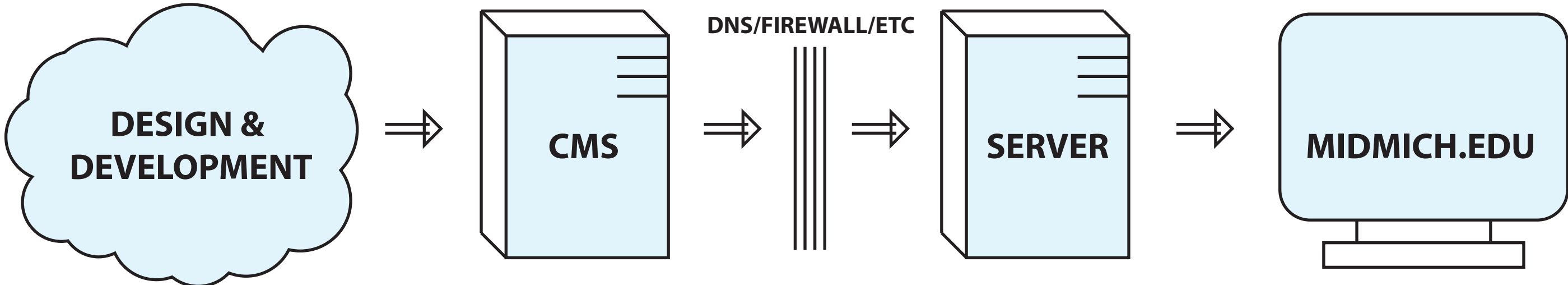
Board Consideration: Information/Action

President's Recommendation:

Motion to approve the purchase of a new Content Management System (CMS) and contract with a vendor for design and development services utilizing CARES and Institutional Technology funding.

Vice President of Student Services and Advancement Matt Miller will be presenting the Board with a request to approve the purchase of a new Content Management System (CMS) and contract with a vendor for website design and development services.

WEBSITE COMPONENTS



CURRENT STATE

Developed Internally in 2016

Concrete5, Gatsby, Ruby, Custom, etc.

-

Internally Hosted & Managed

Public-Facing Website

FUTURE STATE

Developed Externally in Collaboration with Internal Teams

CASCADE
Externally Hosted & Managed

-

BEACON
Externally Hosted & Managed

Public-Facing Website

COSTS

YEAR 1

~\$250K - 450K

~\$150K

-

\$8400

-

YEAR 2

~\$0 - 10K

~\$42K

-

\$8400

-

New Business

Item VI-F: Annual Renewal of Presidential Contract

Presenter: Board Chair Zdrojewski

Board Consideration: Information/Action

The Board will be discussing the renewal of the annual presidential contract.

Board Comments

Item VII-A: Calendar of Events

Presenter: Board Chair Zdrojewski

Board Consideration: Information

President's Recommendation:

None, informational.

Mar 13	PTK All Academic Team Awards Luncheon, 9:30 AM, Lansing
Mar 14	Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus
Apr 4	Board of Trustees Meeting, Community Room, Mt. Pleasant Campus
Apr 16	A Northern Tradition, 5:00-8:00 PM, Jay's Sporting Good, Clare
Apr 25	Student Showcase, 8:30 AM-3:00 PM, Harrison Tech Center, Harrison Campus
Apr 26	Student Showcase, 10:00 AM-4:00 PM, Community Room, Mt. Pleasant Campus
May 2	Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus
May 4	Honors Convocation, 5:30-7:30 PM, Community Room, Mt. Pleasant Campus
May 5	Sensory Sensitive Graduation, 11:00 AM, CSS 234/235, Mt. Pleasant Campus
May 5	Radiography Student Pinning Ceremony, 12:00 PM, Esther C. Conference Room, Harrison Campus
May 5	Nursing Pinning Ceremony, 3:00 PM, Community Room, Mt. Pleasant Campus
May 6	Commencement, 11:00 AM, Clare High School

Board Comments

Item VII-B: Board Comments- Other Business

Presenter: Board Chair Zdrojewski

Board Consideration: Information

President's Recommendation:

None, informational.

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