

MID MICHIGAN COLLEGE
Board of Trustees Workshop and Regular Meeting
Harrison, MI 48625 and Mt. Pleasant, MI 48858
January 10, 2023
6:00 PM Workshop
7:00 PM Meeting
Esther C. Conference Room, Harrison Campus

Workshop Presentation

Vice President of Student Services and Advancement Matt Miller will present regarding
A Northern Tradition.

Board of Trustees Meeting Agenda

NEW BUSINESS

Item II, Election of Officers

Presenter: President Hood

Board Consideration: Action

APPROVAL OF AGENDA

Item III, Approval of Agenda

Presenter: Board Chair

Board Consideration: Action

Item IV, Public Comment

Presenter: Board Chair

Board Consideration: Information

APPROVAL OF CONSENT ITEMS

Item V, Approval of Consent Items

Presenter: Board Chair

Board Consideration: Action

UNFINISHED BUSINESS

Item VI-A: Winter Enrollment Report

Presenter: Matt Miller

Board Consideration: Information

Item VI-B: Department of Natural Resources (DNR) Grant Update

Presenter: Scott Mertes

Board Consideration: Information

NEW BUSINESS

Item VII-A: Correspondence and Announcements

Presenter: President Hood

Board Consideration: Information

Item VII-B: Trail Naming Opportunities

Presenter: Amy Lince

Board Consideration: Information/Action

Item VII-C: Cross Country

Presenter: Trustee Gilmore

Board Consideration: Information

Item VII-D: Clare Gladwin RESD

Presenter: President Hood

Board Consideration: Information

Item VII-E: Board Committee Appointments

Presenter: Board Chair

Board Consideration: Information/Action

BOARD COMMENTS

Item VIII-A: Calendar of Events

Presenter: Board Chair

Board Consideration: Information

Item VIII-B: Board Comments- Other Business

Presenter: Board Chair

Board Consideration: Information

New Business

Item II, Election of Officers

Presenter: President Hood

Board Consideration: Action

President's Recommendation:

The Trustees will be electing officers to the following positions: Board Chair, Vice Chair, Secretary and Treasurer. Each office will be elected for a two year term.

Approval of Agenda

Item III, Approval of Agenda

Presenter: Board Chair

Board Consideration: Action

President's Recommendation:

Motion to approve the agenda as presented.

Approval of Agenda.

Approval of Agenda

Item IV, Public Comment

Presenter: Board Chair

Board Consideration: Information

President's Recommendation:

None, informational.

The Board will allow public comment at this time.

Approval of Consent Items

Item V, Approval of Consent Items

Presenter: Board Chair

Board Consideration: Action

President's Recommendation:

Motion to approve the consent items as presented.

- A. Minutes- December 6, 2022 Regular Meeting
- B. Monthly Financial Report:
 - 1. Financial Summary for the period ending November 30, 2022.
 - 2. General fund balance sheet as of November 30, 2022.
 - 3. General fund statement of revenues and expenses for nine months ending November 30, 2022.
 - 4. Gifts and Donations: Donations totaling \$9,045 were received for the Mid Foundation in November 2022.
- C. Monthly Personnel Report.

Mid Michigan College Board of Trustees Regular Meeting

December 6 2022 – page 1

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

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

Absent: All Trustees Present

Agenda Item I: *CALL TO ORDER*

Board Chair Terry Petrongelli called the meeting to order at 7:00 PM and introduced Nate Weisenburger who will start his term of office as a trustee in January 2023.

Agenda Item II: *APPROVAL OF AGENDA*

Motion by Trustee Zdrojewski to approve the agenda. Second by Trustee Allen. 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. Second by Trustee Allen. Trustee Oles requested an adjustment to her closing comments at the previous meeting. A voice vote showed All Ayes from the Trustees; Motion Carried.

Agenda Item VI-A: *CORRESPONDENCE AND ANNOUNCEMENTS*

President Hood spoke about conversations taking place regarding A Northern Tradition. Former President Carol Churchill will be re-engaging with the Mid Michigan College Foundation and working on a new comprehensive fundraising campaign.

December 7 from 1-3 PM in the Community Room of the Mt. Pleasant Campus, we will be celebrating three Mid employees that will be retiring, Al Ayers, Crystal Parker and Laurel McLaughlin. If you are around and would like to stop in to wish them well, that would be appreciated. In the evening of December 7 at the basketball game, Mid will be taking part in a Teddy Bear Toss to benefit Toys for Tots. The games start at 5:30 PM at Morey Courts in Mt. Pleasant.

The Nursing Pinning Ceremony will be taking place on Friday, December 16 at 3:00 PM in the Community Room of the Mt. Pleasant Campus.

Mid Michigan College Board of Trustees Regular Meeting

December 6 2022 – page 2

The college will be closed from Friday, December 23 through Monday, January 2 for the holiday break. Everyone would like to extend their thanks to the Board for allowing this time away to spend precious time making memories.

Mid completed their virtual holiday card. Special thanks to Meghan Keen, Greg Gunther and Noah Lueke for their hard work on this project.

The Phi Theta Kappa (PTK) Induction Ceremony took place on November 17th. Fifty students were inducted into PTK.

Kudos to the TRIO employees for their hard work on the International Thanksgiving event.

Mid has partnered with Christmas Kindness to help provide sixty local children a better holiday. Thank you to all the employees who take part in this tradition.

Agenda Item VI-B: *FULL TIME STATUS FOR ROB BEJESKY*

President Hood informed the Board that he would be approving the Full Time Faculty status for Rob Bejesky. Rob is a faculty member in the economics department and has made significant improvements to the Business and Economics curriculum.

Dean of Business Amy Fisher included her support for Rob's status approval. She spoke about his chairmanship of the Assessment committee, the various classes he is qualified to teach and the volunteer opportunities that he takes part in. Provost Scott Mertes also spoke about the great qualities that Rob brings to Mid and that he makes those around him better. President Hood spoke about Rob's love of working at Mid and how he presents that.

Agenda Item VI-C: *FLOORING REPLACEMENT*

Vice President of Finance and Administration Lillian Frick presented a request to replace the vinyl composition tile (VCT) flooring in the Doan Center and various places on the Harrison Campus in an amount totaling \$140,405.50. Money for this purchase would be utilized through CARES funds. Replacing this flooring would allow custodial staff to spend more focused time on high student traffic areas that need more attention. Custodial Manager Don Zuker spoke about the average hours currently spent to strip and wax the VCT flooring. Vice President Frick also spoke about a reduction in staff for the custodial team. Director of Facilities Joe Myers spoke about the expenditures to maintain the current flooring.

Motion by Trustee Metzger to approve a replacement of the vinyl composition tile (VCT) flooring in the Doan Center, Mt. Pleasant Campus and various places on Harrison Campus for an amount up to \$140,405.00. Second by Trustee Oles. A voice vote showed All Ayes from the Trustees; Motion Carried.

Mid Michigan College Board of Trustees Regular Meeting

December 6 2022 – page 3

Agenda Item VI-D: *LINKEDIN LEARNING RENEWAL*

Director of Information Technology Kirk Lehr presented a request to renew the college's partnership with LinkedIn Learning for a three year term, totalling \$70,800.00, paid in annual increments of \$23,600.00. This service is offered to students and employees and is currently being utilized in various classes.

Motion by Trustee Zdrojewski to approve the renewal of LinkedIn Learning for a three year term, totalling \$70,800.00. Second by Trustee Gilmore. A voice vote showed All Ayes from the Trustees; Motion Carried.

Agenda Item VI-E: *WINTER ENROLLMENT REPORT*

Vice President of Student Services and Advancement Matt Miller presented the most recent Winter enrollment report. Final numbers will be presented at the February meeting. Trustees asked about target goals and how those are set and if we take part in any outreach efforts to retain students.

Agenda Item VI-F: *ACADEMIC CALENDAR FOR 2023-2024 AND 2024-2025*

Vice President of Student Services and Advancement Matt Miller presented a request for approval of the proposed Academic Calendar for years 2023-2024 and 2024-2025. Trustees asked about requirements for professional development days and if the calendar aligned with colleges such as Central Michigan University.

Motion by Trustee Jankoviak to approve the Academic Calendar for years 2023-2024 and 2024-2025 as presented. Second by Trustee Gilmore. A voice vote showed All Ayes from the Trustees; Motion Carried.

Agenda Item VI-G: *SABBATICAL PROPOSAL*

Dean of Arts and Sciences Stevens Amidon presented a request to approve a sabbatical for Maria Gross, Full Time Psychology Faculty, for the Fall 2023 semester. He thanked the committee for their work and spoke about the proposal fitting the needs of Mid pertaining to mental health and retention issues. Trustee Gilmore served on the Sabbatical committee and expressed his support for the proposal.

Motion by Trustee Gilmore to approve a sabbatical for the Fall 2023 semester for Maria Gross, Full Time Psychology Faculty. Second by Trustee Oles. A voice vote showed All Ayes from the Trustees; Motion Carried.

Agenda Item VII-A: *CALENDAR OF EVENTS*

Jan 10 Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus

Mid Michigan College Board of Trustees Regular Meeting

December 6 2022 – page 4

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

Agenda Item VII-B: *OTHER BUSINESS*

A Northern Tradition will be held on Sunday, April 16, 2023.

Trustees expressed their thanks to Board Chair Petrongelli for her service.

Board Chair Petrongelli expressed gratitude for everything she learned while serving on the Board.

Clare Gladwin RESD has requested a meeting with Mid. Board Chair Petrongelli, Vice Chair Jankoviak and President Hood will attend that meeting and report back.

Trustee Tom Metzger was presented with a 30 year service pin from the Michigan Community College Association.

The Board presented Board Chair Petrongelli with a gift of a gold locket.

Meeting adjourned at 7:47 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

November 30, 2022

GENERAL FUND REVENUE:

- 2022-23 tuition and fee revenue budget is based on a one-half (.5) percent enrollment increase from 2021-22 levels with a three and a half (3.5) percent increase in tuition rates. Summer and Fall 2022 tuition and fees revenue represents 49% of the total 2022-23 budgeted tuition and fees revenue. The 2023 Winter term registration began on October 10 and accounts for the balance of the tuition and fees revenue to date.
- State appropriations revenue for 2022-23 was booked as a receivable in October at \$5,555,700. Additional state appropriations of \$1,574,206 were allocated to Mid for the UAAL funding and also booked as a receivable in October.
- Property tax revenue will be booked in December 2022. The tax levy for 2023 will be \$4,284,722.

GENERAL FUND EXPENSES:

- Departmental expenses are in line with 42% of the annual budget, with the exception of:
 - Public Service expended 24% due to the academic calendar; expenses will pick up with the onset of Winter term.
 - Student Services expended 32% 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 November 30, 2022 is \$9.1 million. This includes \$3.7 million in tuition and fees for the 2023 Winter term that begins on January 9, 2023. A portion of this excess will help fund the balance of the 2022 Fall term operations.

BALANCE SHEET:

- The cash balance increased \$4 million from October 31, 2022 due in part to the receipt of federal financial aid and grant funds in November.
- The state appropriations receivable of \$5,833,546 represents the remaining 9 monthly payments of 2022-2023 general and UAAL state appropriations.
- Student receivables increased \$2 million due to registration for the Winter 2023 term. Registration began on October 10, 2022.
- The prepaid expense balance of \$237,030 represents a few multi-year prepaid items, and other prepaid 2022-23 expenses.
- The balance due to other funds of \$4.9 million can be broken down as follows:

- \$713,000 due to the designated student activities fund
 - \$2.7 million due to the auxiliary services for sales
 - \$368,000 due from the scholarship and grant fund
 - \$2.5 million due to building and site for current and future college needs
 - \$706,000 due from the Foundation
- The \$1.8 million in accrued payroll and other compensation includes expenses incurred but not paid as follows:
 - Accrued salary, wages and vacation of \$214,000
 - FICA, Federal and State withholding of \$45,000
 - MPSERS/ORP/UAAL payable of \$813,000
 - Employee health and dental insurances payable of \$341,000
 - Unemployment and workers' compensation insurances payable of \$5,000
 - Deferred faculty pay \$362,000
 - 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 61% of the annual budget.
- Total expenses, at 55% of the annual budget, represent operational costs for the months of July through November.
- The excess revenue over expense to date is \$11,363.

MID MICHIGAN COLLEGE
BALANCE SHEET
November 30, 2022

Assets

Current Assets:

Cash and cash equivalents	\$	17,958,410
State appropriations receivable	\$	5,833,546
Student receivables	\$	5,349,968
Other receivables	\$	4,522
Prepaid expenses and other assets	\$	237,030
Due from (due to) other funds	\$	(4,918,266)
Total current assets	\$	24,465,209

Long-term investments	\$	-
Total assets	\$	24,465,209

Liabilities and Net Assets

Liabilities:

Accounts payable	\$	46,159
Accrued payroll and other compensation	\$	1,783,511
Total liabilities	\$	1,829,670

Net assets:

Reserved for:		
Technology	\$	2,346,484
Program development	\$	614,246
Retirement incentives	\$	200,000
Self-funded healthcare reserve	\$	946,550
Unreserved	\$	9,396,203
Current year excess revenue over/(under) expenditures	\$	9,132,056
Total net assets	\$	22,635,539

Total liabilities and net assets	\$	24,465,209
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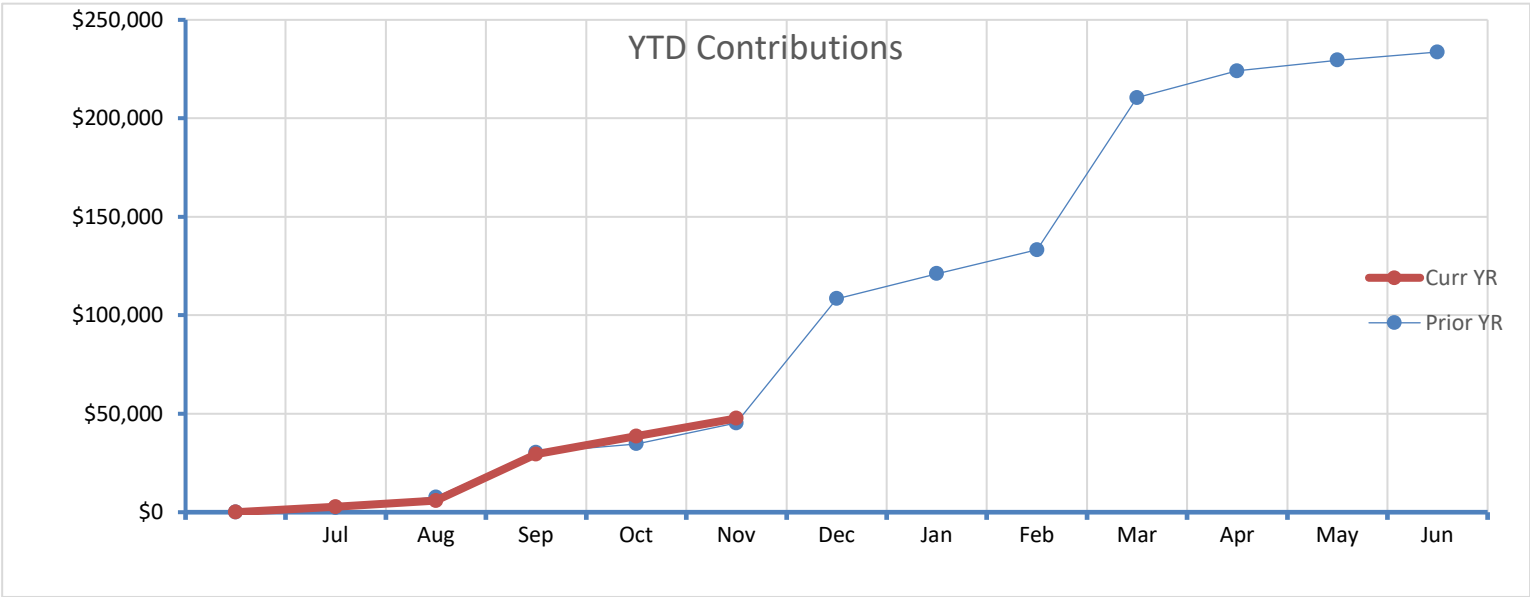
MID MICHIGAN COLLEGE
 STATEMENT OF REVENUES, EXPENSES
 For the five months ended November 30, 2022

	Current Fiscal Year		Prior Fiscal Year	
	Amount	% of Budget	Amount	% of Budget
OPERATING REVENUES:				
Tuition and fees	\$ 11,460,271	81%	\$ 11,753,146	83%
Miscellaneous	\$ 12,534	28%	\$ 9,327	8%
Total operating revenues	\$ 11,472,805	80%	\$ 11,762,473	83%
EXPENSES:				
Operating expenses:				
Instruction	\$ 4,234,042	39%	\$ 4,270,838	40%
Information technology	\$ 929,307	47%	\$ 753,120	44%
Public service	\$ 188,349	24%	\$ 289,491	35%
Instructional support	\$ 751,749	45%	\$ 711,349	44%
Student services	\$ 1,050,795	32%	\$ 955,236	34%
Institutional administration	\$ 1,252,476	35%	\$ 1,839,944	39%
Operation and maintenance of plant	\$ 964,924	40%	\$ 930,506	43%
Total operating expenses	\$ 9,371,642	38%	\$ 9,750,482	40%
Operating income/(loss)	\$ 2,101,163		\$ 2,011,991	
NON-OPERATING REVENUES:				
State appropriations	\$ 5,705,951	102%	\$ 5,780,326	106%
UAAL	\$ 1,574,205	107%	\$ 1,467,483	110%
Property tax levy	\$ -	0%	\$ -	0%
Investment income	\$ 67,303	135%	\$ 4,151	8%
Miscellaneous	\$ 35,474		\$ 36,283	
Total Non-operating revenues	\$ 7,382,933	65%	\$ 7,288,243	67%
Revenues over/(under) expenses	\$ 9,484,096		\$ 9,300,234	
Inter Funds Transfers				
Planned Savings (Building & Site)	\$ 291,665	42%	\$ -	0%
Bond Debt Service (Building & Site)	\$ 60,375	13%	\$ 63,675	14%
Restricted Grant Match	\$ -	0%	\$ 754	0%
Total Inter Funds Transfers	\$ 352,040		\$ 64,429	
Net increase (decrease) in Net Assets	\$ 9,132,056		\$ 9,235,805	

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

	Current Fiscal Year		Prior Fiscal Year	
	Amount	% of Budget	Amount	% of Budget
REVENUE:				
Bookstore Commission (PY Sales)	\$ 20,444	68%	\$ 474,570	135%
Laker Café	\$ 22,329	56%	\$ 14,968	187%
	<u>\$ 42,773</u>	61%	<u>\$ 489,537</u>	136%
EXPENSES:				
Bookstore	\$ -	0%	\$ 479,433	162%
Laker Café*	\$ 31,410	55%	\$ 15,874	166%
Auxiliary Services	\$ -	0%	\$ 55,763	124%
	<u>\$ 31,410</u>	55%	<u>\$ 551,070</u>	157%
EXCESS REVENUE OVER EXPENSES	<u><u>\$ 11,363</u></u>		<u><u>\$ (61,533)</u></u>	
	27%		-13%	

Mid Michigan College Contributions November 2022



	Curr YR	Prior YR
Monthly Contributions	\$ 9,045	\$ 10,637
YTD Contributions	\$ 47,640	\$ 45,339

YTD Top Contribution Totals in 2023:	
Trish Finnerty Exp Learning	\$ 12,500
Lakers Academic Fund	\$ 7,642
Kathleen Kehoe Memorial Scholarship	\$ 7,000
Lakers Athletic and other Athletic Funds	\$ 5,836
Lakers Leadership Fund	\$ 3,449
Health Sciences Fund	\$ 2,810
General Fund-Unrestricted	\$ 2,701
Other Funds	\$ 5,702
YTD Total	<u><u>\$ 47,640</u></u>

TO: Board of Trustees

FROM: Lori Fassett, Associate VP of Human Resources

SUBJECT: Staffing Update, January 10, 2023 Board Meeting

DATE: December 15, 2022

FULL-TIME NEW HIRES:

Kristin Morr – IT Systems Programmer Effective: 12/05/2022

Kristin brings to Mid over ten (10) years of experience in Systems Programming. She holds a Bachelor’s Degree in Business Administration from Northwood University and an Associates Degree in Computer Network Administration from Mott Community College. Welcome to the Mid Team Kristin!!

Jack Moore – Financial Aid Analyst Effective: 12/12/2022

Jack brings to Mid over five (5) years of employment in both the private and public sectors with experience in customer service, legal administration, and physical labor. He holds a Bachelor’s Degree in Criminal Justice with a minor in Management from Grand Valley State University. Welcome to the Mid Team Jack!!

NEW PART-TIME AND STUDENT EMPLOYEES:

Chloe Brown – Student Worker Admissions Effective: 11/07/2022

Brent Pawloski – Head Coach Baseball Effective: 12/01/2022

INTERNAL TRANSFERS:

N/A

SEPARATIONS:

Trent MacDowell – Assistant Coach Baseball Effective: 12/03/2022

Dylan Mills – Assistant Coach Baseball Effective: 12/03/2022

Crystal Parker – Coordinator of PTA Program Effective: 12/16/2022

Logan Romatz – Student Worker Student Advancement Effective: 12/16/2022

VACANCIES:

Adjunct Advanced Manufacturing & Robotics (part-time)	Posted
Adjunct Automotive & Diesel Service (part-time)	Posted
Adjunct Biology (part-time)	Posted
Adjunct Computer Information Systems (CIS) (part-time)	Posted
Adjunct Computer Aided Drafting (CAD) (part-time)	Posted
Adjunct Communication – various locations (part-time)	Posted
Adjunct English – various locations (part-time)	Posted
Adjunct Health Education (part-time)	Posted
Adjunct History – Huron ISD/Tuscola ISD (part-time)	Posted
Adjunct Math – Huron ISD (part-time)	Posted
Adjunct Nursing – General (part-time)	Posted
Adjunct Physics/Physical Science (part-time)	Posted
Adjunct Psychology – Huron Tech Center/Tuscola ISD (part-time)	Posted
Adjunct Speech (part-time)	Posted
Adjunct Welding (part-time)	Posted
Administrative Specialist Technical Center (full-time)	Offer Extended
Assistant Coach Bass Fishing (part-time)	Posted
Director of Workforce & Economic Development (full-time)	Posted
Educational Talent Search (ETS) Clerk (part-time)	Posted
Executive Director for Mid Foundation (full-time)	Posted

Instructional Designer (full-time)	Offer Extended
Financial Aid Analyst (full-time)	Filled
Head Coach Baseball (full-time)	Filled
IT Systems Programmer (full-time)	Filled
Lead Maintenance – Harrison Campus (full-time)	Offer Extended
Maintenance Specialist (full-time)	Posted
Phlebotomy Instructor Various locations (part-time)	Posted
Physical Therapy Assistant (PTA) Clinical Coordinator (full-time)	Offer Extended

Unfinished Business

Item VI-A: Winter 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.

Unfinished Business

Item VI-B: Department of Natural Resources (DNR) Grant Update

Presenter: Scott Mertes

Board Consideration: Information

President's Recommendation:

None, informational.

Provost Scott Mertes will give an update pertaining to Department of Natural Resources (DNR) Grants that have been discussed previously.

New Business

Item VII-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 VII-B: Trail Naming Opportunities

Presenter: Amy Lince

Board Consideration: Information/Action

President's Recommendation:

Motion to approve the naming of the red trail in honor of Steve Hoffman and the green trail in honor of Ken Eddy for their dedication to the trail system.

Director of Community Relations and Executive Assistant to the President and Board Amy Lince is requesting Board approval for the naming of two trails, per Board policy 305.01.02.

New Business

Item VII-C: Cross Country

Presenter: Trustee Gilmore

Board Consideration: Information

President's Recommendation:

Board Discussion.

Trustee Gilmore would like the Board to discuss the recurring topic of Cross Country and move towards a solution.

New Business

Item VII-D: Clare Gladwin RESD

Presenter: President Hood

Board Consideration: Information

President's Recommendation:

None, informational.

President Hood would like to recap the recent meeting with Clare Gladwin RESD with the Board.

New Business

Item VII-E: Board Committee Appointments

Presenter: Board Chair

Board Consideration: Information/Action

President's Recommendation:

The Board will need to appoint representatives to appropriate committees.

The Board of Trustees will need to appoint appropriate representatives to the following committees: Audit, Sabbatical, TRIO and Foundation, as well as the Trustee representative on the Michigan Community College Association (MCCA) Board of Directors.

Board Comments

Item VIII-A: Calendar of Events

Presenter: Board Chair

Board Consideration: Information

President's Recommendation:

None, informational.

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 Good, Clare
May 2	Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus
May 6	Commencement

Board Comments

Item VIII-B: Board Comments- Other Business

Presenter: Board Chair

Board Consideration: Information

President's Recommendation:

None, informational.

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