MID MICHIGAN COLLEGE
Board of Trustees Workshop and Regular Meeting
Harrison, MI 48625 and Mt. Pleasant, MI 48858
August 4, 2020
7:00 PM Meeting
Esther C. Conference Room, Harrison Campus
https://midmich.zoom.us/j/92388553083

Board of Trustees Meeting Agenda

APPROVAL OF AGENDA
Item II, Approval of Agenda
Presenter: Board Chair Jacobson  Board Consideration: Action
Item III, Public Comment
Presenter: Board Chair Jacobson  Board Consideration: Information

APPROVAL OF CONSENT ITEMS
Item IV, Approval of Consent Items
Presenter: Board Chair Jacobson  Board Consideration: Action

UNFINISHED BUSINESS
Item V-A: Enrollment Report
Presenter: Scott Mertes  Board Consideration: Information

NEW BUSINESS
Item VI-A: Correspondence and Announcements
Presenter: President Hood  Board Consideration: Information
Item VI-B: Annual Marketing/Advertising BPO
Presenter: Jessie Gordon  Board Consideration: Information/Action
Item VI-C: Network Firewall Software Renewal
Presenter: Kirk Lehr  Board Consideration: Information/Action
Item VI-D: Ellucian Software Renewal
Presenter: Kirk Lehr  Board Consideration: Information/Action
Item VI-E: Laptop and Laptop Cart Purchase
Presenter: Kirk Lehr  Board Consideration: Information/Action
Item VI-F: Nursing Blanket Purchase Order
Presenter: Barb Wieszciecinski  Board Consideration: Information/Action
Item VI-G: Closed Session
Presenter: Board Chair Jacobson  Board Consideration: Information

BOARD COMMENTS
Item VII-A: Calendar of Events
Presenter: Board Chair Jacobson  Board Consideration: Information
Item VII-B: Board Comments- Other Business
Presenter: Board Chair Jacobson  Board Consideration: Information
Approval of Agenda

Item II, Approval of Agenda

Presenter: Board Chair Jacobson

Board Consideration: Action

Approval of Agenda.

Recommendation:

It is recommended the Board approve the agenda as presented.
Approval of Agenda

Item III, Public Comment

Presenter: Board Chair Jacobson

Board Consideration: Information

The Board will allow public comment at this time.

Recommendation:
None, informational.
Approval of Consent Items

Item IV, Approval of Consent Items

Presenter: Board Chair Jacobson

Board Consideration: Action

A. Minutes- June 23, 2020 Special Meeting; June 23, 2020 Regular Meeting,
B. Monthly Financial Report:
   4. Gifts and Donations: Donations totaling $10,029 were received for the Scholarship and Grant Fund in June 2020.

Recommendation:
It is recommended the Board approve the consent items as described by the Board Chair.
Mid Michigan College Board of Trustees Special Meeting

June 23, 2020 – page 1
The meeting took place in the Esther C. Conference Room and via Zoom Video Conference Technology due to the COVID-19 Virus and a Stay at Home order issued by the State of Michigan.

Present: Douglas A. Jacobson, Board Chair; Betty M. Mussell, Vice Chair; Richard S. Allen, Jr., Secretary; Thomas W. Metzger, Treasurer; Eric T. Kreckman, Trustee; Terry Petrongelli, Trustee; Carolyn C. Bay, Trustee

Absent: All Trustees Present.

Agenda Item I: CALL TO ORDER

The Board Chair called the meeting to order at 6:00 PM.

Agenda Item II: PROPERTY TAX MILLAGE HEARING

Vice President Lillian Frick presented the current levied tax amount for the college’s district, and recommended that the Board certify the highest millage amount to support the budget. This process meets requirements of the general property act. The budget anticipates that 1.2232 mills will be levied for operating purposes on all property.

Vice President Frick also provided an overview of the budget for the 2020-2021 fiscal year.

There were no public comments.

Agenda Item III: PROCESS TO ADOPT

Action will be taken at the regular meeting to begin at 7:00 PM, June 23, 2020.

Motion to close the public hearing by Trustee Allen. Second by Trustee Bay. All Ayes; Motion Carried.

Agenda Item IV: ADJOURNMENT

The Board Chair adjourned the special meeting at 6:28 PM.

Meeting adjourned at 6:29 PM

Recording Secretary,
Amy Lince
Executive Assistant to the President and Board of Trustees

_________________________________________  ________________________________
Douglas A. Jacobson, Board Chair             Richard S. Allen, Jr., Board Secretary
Mid Michigan College Board of Trustees Regular Meeting

June 23, 2020 – page 1
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Absent: All Trustees Present.

Agenda Item I: CALL TO ORDER

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

Agenda Item II: APPROVAL OF AGENDA

Motion by Trustee Allen, Second Trustee Metzger to approve the agenda. All Ayes; Motion Carried.

Agenda Item III: PUBLIC COMMENT

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

Agenda Item IV: APPROVAL OF CONSENT ITEMS

A discussion took place regarding a personnel issue.

Motion by Trustee Petrongelli to approve the consent items, Second by Trustee Mussell. All Ayes; Motion Carried.

Agenda Item V-A: ENROLLMENT REPORTS

Vice President of Student Services Matt Miller presented the latest enrollment reports for the Fall semester.

Agenda Item VI-A: CORRESPONDENCE AND ANNOUNCEMENTS

Congratulations to Mary Battaglia, Director of Internships/Career Center/TRIO SSS Grant, who will be retiring from Mid on August 31, 2020. Thank you for your years of service and we wish you the best!

Also congratulations to President Christine Hammond, who will be retiring from Mid on June 30, 2020. We wish you all the best in your future endeavors and thank you for your service to Mid!

Congratulations to Austin Raymond, Saran Bagayoko and Shelby Raymond for receiving the PTK All Michigan Academic Awards!
Trustee Kreckman walked the new proposed disc golf course with Vice President Mertes and said it is going to be a great addition to Mid!

**Agenda Item VI-B: B-CUBED BIGGBY COFFEE AT PICKARD**

Vice President of Community Outreach and Advancement Scott Mertes presented the Board with a proposal to locate a self-contained Biggby Coffee location in the parking lot of the Pickard Building. This would net the college between $700 - $1,000 of profit in rent each month and does not require access to the Pickard building itself. The location was selected because of ease of access to utilities and would still allow Mid access to parking spaces and enable us to continue offering truck driving classes in that location.

Motion by Trustee Kreckman to continue with contract negotiations on the Biggby Coffee rental agreement. Second by Trustee Petrongelli. All Ayes; Motion Carried.

**Agenda Item VI-C: RESOLUTION CERTIFYING MILLAGE**

Motion by Trustee Mussell to approve the resolution to certify the millage at its allowable rate of 1.2232. Second by Trustee Petrongelli.

A roll call vote showed yes votes from Trustees Metzger, Mussell, Petrongelli, Bay, Allen, Kreckman, Jacobson. All Ayes; Motion Carried.

**Agenda Item VI-D: BUDGET**

Vice President of Finance and Facilities Lillian Frick presented the Board with the proposed budget for the 2020-2021 fiscal year, which was detailed in the Board packet.

Motion by Trustee Kreckman to approve the budget as presented. Second by Trustee Mussell. All Ayes; Motion Carried.

**Agenda Item VI-E: ANNEXATION**

Vice President of Community Outreach and Advancement Scott Mertes presented the Board with the Ballot Language created by Thrun Law firm for consideration from the last meeting. The language presented would be placed on the ballot in Isabella and Gratiot counties for consideration to annex Gratiot-Isabella Regional Education Service District as a part of Mid Michigan College's district.

Motion by Trustee Petrongelli to approve the following resolution:

WHEREAS:
1. This Board intends to submit one or more propositions at a special election to be held on Tuesday, November 3, 2020 related to the matter of a proposed annexation.

2. On or before 4:00 p.m. on Tuesday, August 11, 2020, the Board shall certify any ballot proposition to be submitted to the voters at such election to the county clerk(s) of every county in which territory proposed to be annexed is located (the “Clerks”).

NOW, THEREFORE, BE IT RESOLVED THAT:

1. A special election of the electors of the territory proposed to be annexed be called and held on Tuesday, November 3, 2020.

2. The propositions to be voted on at the special election shall be stated on the ballots in substantially the form as set forth in Exhibit A.

3. The Clerks are requested to:

   a. Utilize The Morning Sun, a newspaper published or of general circulation within the territory proposed to be annexed, for publication of notices in accordance with the election law requirements.
   b. Utilize ballot proposition summary information, as prepared by legal counsel, in the forms of the notices of last day of registration and election in substantially the form as set forth in Exhibit B attached hereto.
   c. Provide a proof copy of the ballots to the College and its legal counsel in sufficient time to allow the ballots to be proofread prior to printing.

4. The Secretary of this Board is hereby authorized and directed to file a copy of this resolution with the Clerks or other clerks designated to conduct elections within the territory proposed to be annexed by 4:00 p.m., on Tuesday, August 11, 2020 and as otherwise required by law.

5. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.

Second by Trustee Allen.

A discussion took place about annexation proposal. Trustee Metzger stated that he does not want his name associated with the issue in any way. Trustee Mussell stated that she is not happy with the timing of the election but will vote yes.

A voice vote showed yes votes from Trustees Petrongelli, Bay, Mussell, Allen, Kreckman, Jacobson, and a no vote from Trustee Metzger. Motion carried.
Mid Michigan College Board of Trustees Regular Meeting

June 23, 2020 – page 4

Agenda Item VII-A: CALENDAR OF EVENTS

August 4, Board of Trustees Meeting, Esther C. Conference Room- Harrison Campus

Agenda Item VII-B: OTHER BUSINESS

A discussion took place about a recent cybersecurity breach. Board Chair Jacobson stated that he would like to have a discussion with the Vice Presidents about managed services regarding Information Technology. Board Chair Jacobson also stated that the Board of Trustees does not make personnel decisions, they only take care of the personnel decisions for one employee and that is the President.

There will be a coordination of meetings with President Hood and the Trustees in a safe and socially distant manner in the month of July.

Trustee Kreckman questioned a potential outsourcing of Information Technology services and whether employees had been notified of that decision. Board Chair Jacobson stated that no decisions had been made yet.

President Hammond thanked everyone and wished everyone well. She is working with President Hood to complete her term and ensure a smooth transition.

Meeting adjourned at 7:57 PM

Recording Secretary,
Amy Lince
Executive Assistant to the President and Board of Trustees

_______________________________  ______________________________
Douglas A. Jacobson, Board Chair                            Richard S. Allen, Jr., Board Secretary
MID MICHIGAN COLLEGE
FINANCIAL HIGHLIGHTS
GENERAL & AUXILIARY FUNDS
June 30, 2020 (Preliminary)

GENERAL FUND REVENUE:

- 2019-20 enrollment reports show the following changes in billable tuition hours from 2018-19 levels: Fall 2019 0.1% increase; Winter 2020 0.8% decrease; Summer 2020 20.1% decrease. The resulting total revenue represents 104% of the annual budget for the 2019-20 tuition and fees revenue.
- State appropriations revenue for 2019-20 increased 4.1% and was booked in October at $5,324,500. Additional state appropriations of $1,328,888 were allocated to Mid for the UAAL funding and booked as receivable in November.
- Property tax revenue of $2,462,446 was levied and booked as revenue in December 2019.

GENERAL FUND EXPENSES:

- Preliminary departmental expenses are in line with or slightly under 100% of the annual budget, with the exception of:
  - Public Service expended only 78% due to public service courses and workshops that were budgeted but did not take place.
  - Operation and Maintenance of Plant expended only 85% due to energy and operating savings for Harrison due to renovation.

GENERAL FUND REVENUE OVER EXPENSES:

- The preliminary total increase in net assets as of June 30, 2020 is $1.5 million. This amount will not be final until mid-August when all adjusting entries have been made for 2019-2020.

BALANCE SHEET:

- The cash balance decreased $970,000 from May 31, 2020 to fund operations during the month of June.
- The State appropriations receivable of $1,209,718 represents the remaining 2 monthly payments of 2019-20 general and UAAL state appropriations.
- Student receivables increased $606,000 due to 2020 Fall term registration activity in June.
- The prepaid expense balance of $669,332 represents a few multi-year prepaid items, other prepaid 2019-20 expenses, and prepaid HSA benefits that will be earned next fiscal year.
- The balance due to other funds of $9.2 million can be broken down as follows:
  - $583,000 due to the designated student activities fund
  - $2.5 million due to the auxiliary services for sales
• $578,000 due from the federal restricted fund for student financial aid funds disbursed to the student accounts and will be drawn down after return of funds (ROF) calculations are complete and confirmed by Financial Aid for both Pell grants and Direct Loans
• $1 million due to students for CARES Act Emergency funds
• $447,000 due from the restricted grant fund
• $6.2 million due to building and site for current and future college needs

• The $1.4 million in accrued payroll and other compensation includes expenses incurred but not paid as follows:
  o Accrued salary, wages and vacation of $291,000
  o FICA, Federal and State withholding of $111,000
  o MPSERS/ORP/UAAL payable of $320,000
  o Employee health and dental insurances payable of $256,000
  o Deferred faculty pay of $417,000
  o Unemployment and workers’ compensation insurances payable of $3,200
  o Miscellaneous payroll deductions

• A significant portion of the preliminary Unreserved Net Assets of $3.9 million represents funds set aside by the Board of Trustees to fund current and future college expansion needs.

• The self-funded health care reserve is currently at $1.2 million. This reserve will help to prepare the college for future years with higher than expected employee health insurance claims.

**AUXILIARY FUNDS:**

• Total preliminary revenue is at 91% of the annual budget. The espresso shop in Harrison, renamed Laker Café (previously Books & Beans), had not been in service due to construction but re-opened for a short time from January 27, 2020 – March 11, 2020 for the Winter term.

• In-person auxiliary services, including both bookstores and the Harrison Laker Café closed March 11, 2020 due to restricted building access in response to the Corona Virus (COVID-19) Stay-At-Home order. Normal operations have not yet resumed and shall do so in accordance with direction from the Michigan Department of Health and the Governor’s office.

• Total preliminary expenses, at 100% of the annual budget, represent operational costs for the months of July through June.

• The preliminary excess expenses over revenue to date is $4,276.
# MID MICHIGAN COLLEGE
## BALANCE SHEET
### June 30, 2020 (Preliminary)

### Assets

<table>
<thead>
<tr>
<th>Current Assets:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash and cash equivalents</td>
<td>$16,526,765</td>
</tr>
<tr>
<td>Short-term investments</td>
<td>$631,706</td>
</tr>
<tr>
<td>Property taxes receivable</td>
<td>$66,601</td>
</tr>
<tr>
<td>State appropriations receivable</td>
<td>$1,209,718</td>
</tr>
<tr>
<td>Student receivables</td>
<td>$3,343,837</td>
</tr>
<tr>
<td>Other receivables</td>
<td>$63,726</td>
</tr>
<tr>
<td>Deposit - self-funded healthcare</td>
<td>$193,120</td>
</tr>
<tr>
<td>Prepaid expenses and other assets</td>
<td>$669,332</td>
</tr>
<tr>
<td>Due from (due to) other funds</td>
<td>$(9,256,498)</td>
</tr>
<tr>
<td><strong>Total current assets</strong></td>
<td>$13,448,307</td>
</tr>
</tbody>
</table>

Long-term investments $100,000

**Total assets** $13,548,307

### Liabilities and Net Assets

<table>
<thead>
<tr>
<th>Liabilities:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts payable</td>
<td>$293,408</td>
</tr>
<tr>
<td>Accrued payroll and other compensation</td>
<td>$1,408,229</td>
</tr>
<tr>
<td>Deferred revenue</td>
<td>$3,290,122</td>
</tr>
<tr>
<td><strong>Total liabilities</strong></td>
<td>$4,991,759</td>
</tr>
</tbody>
</table>

**Net assets:**

<table>
<thead>
<tr>
<th>Reserved for:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Technology</td>
<td>$851,077</td>
</tr>
<tr>
<td>Program development</td>
<td>$852,425</td>
</tr>
<tr>
<td>Retirement incentives</td>
<td>$200,000</td>
</tr>
<tr>
<td>Self-funded healthcare reserve</td>
<td>$1,190,034</td>
</tr>
<tr>
<td>Unreserved</td>
<td>$3,944,291</td>
</tr>
<tr>
<td>Current year excess revenue over/(under) expenditures</td>
<td>$1,518,721</td>
</tr>
<tr>
<td><strong>Total net assets</strong></td>
<td>$8,556,548</td>
</tr>
</tbody>
</table>

**Total liabilities and net assets** $13,548,307
## MID MICHIGAN COLLEGE

### STATEMENT OF REVENUES, EXPENSES

For the twelve months ended June 30, 2020 (Preliminary)

<table>
<thead>
<tr>
<th></th>
<th>Current Fiscal Year</th>
<th>Prior Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Amount</td>
<td>% of Budget</td>
</tr>
<tr>
<td><strong>OPERATING REVENUES:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition and fees</td>
<td>$16,872,937</td>
<td>104%</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$73,633</td>
<td>43%</td>
</tr>
<tr>
<td><strong>Total operating revenues</strong></td>
<td>$16,946,570</td>
<td>103%</td>
</tr>
<tr>
<td><strong>EXPENSES:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating expenses:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction</td>
<td>$10,141,438</td>
<td>101%</td>
</tr>
<tr>
<td>Information technology</td>
<td>$1,390,438</td>
<td>93%</td>
</tr>
<tr>
<td>Public service</td>
<td>$638,396</td>
<td>78%</td>
</tr>
<tr>
<td>Instructional support</td>
<td>$1,991,526</td>
<td>91%</td>
</tr>
<tr>
<td>Student services</td>
<td>$2,816,430</td>
<td>90%</td>
</tr>
<tr>
<td>Institutional administration</td>
<td>$4,186,935</td>
<td>96%</td>
</tr>
<tr>
<td>Operation and maintenance of plant</td>
<td>$2,342,414</td>
<td>85%</td>
</tr>
<tr>
<td><strong>Total operating expenses</strong></td>
<td>$23,507,576</td>
<td>95%</td>
</tr>
<tr>
<td><strong>Operating income/(loss)</strong></td>
<td>(6,561,006)</td>
<td></td>
</tr>
<tr>
<td><strong>NON-OPERATING REVENUES:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State appropriations</td>
<td>$6,954,216</td>
<td>104%</td>
</tr>
<tr>
<td>Property tax levy</td>
<td>$2,462,446</td>
<td>100%</td>
</tr>
<tr>
<td>Investment income</td>
<td>$158,219</td>
<td>316%</td>
</tr>
<tr>
<td>Unrealized gain (loss) on investments</td>
<td>$7,008</td>
<td></td>
</tr>
<tr>
<td>Gifts</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$107,408</td>
<td></td>
</tr>
<tr>
<td><strong>Total Non-operating revenues</strong></td>
<td>$9,689,298</td>
<td>128%</td>
</tr>
<tr>
<td><strong>Revenues over/(under) expenses</strong></td>
<td>$3,128,292</td>
<td></td>
</tr>
<tr>
<td><strong>Inter Funds Transfers</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Planned Savings (Building &amp; Site)</td>
<td>$810,288</td>
<td>100%</td>
</tr>
<tr>
<td>Bond Debt Service (Building &amp; Site)</td>
<td>$605,000</td>
<td>100%</td>
</tr>
<tr>
<td>Restricted Grant Match</td>
<td>$194,282</td>
<td>82%</td>
</tr>
<tr>
<td><strong>Total Transfer to Building &amp; Site</strong></td>
<td>$1,609,571</td>
<td></td>
</tr>
<tr>
<td><strong>Net increase (decrease) in Net Assets</strong></td>
<td>$1,518,721</td>
<td></td>
</tr>
</tbody>
</table>
## MID MICHIGAN COLLEGE

**STATEMENT OF REVENUES, EXPENSES**

For the twelve months ended June 30, 2020 (Preliminary)

**AUXILIARY FUND**

<table>
<thead>
<tr>
<th></th>
<th>Current Fiscal Year</th>
<th>Prior Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUE:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bookstore</td>
<td>$1,299,853</td>
<td>$1,439,456</td>
</tr>
<tr>
<td>Espresso Bar*</td>
<td>$14,009</td>
<td>$75,951</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$1,313,862</td>
<td>$1,515,407</td>
</tr>
<tr>
<td><strong>EXPENSES:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bookstore</td>
<td>$1,162,466</td>
<td>$1,228,940</td>
</tr>
<tr>
<td>Espresso Bar*</td>
<td>$27,189</td>
<td>$71,986</td>
</tr>
<tr>
<td>Auxiliary Services</td>
<td>$128,484</td>
<td>$127,781</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$1,318,138</td>
<td>$1,428,707</td>
</tr>
<tr>
<td><strong>EXCESS REVENUE OVER EXPENSES</strong></td>
<td><strong>($4,276)</strong></td>
<td><strong>$86,700</strong></td>
</tr>
</tbody>
</table>

*Espresso bar (Laker Cafe) in Harrison Campus was temporarily closed due to construction and reopened on January 27, 2020. Both Harrison Laker Cafe and Mt. Pleasant (included in bookstore operations) café locations closed beginning March 11, 2020 due to stay-at-home order, until further notice.
Mid Michigan College
Contributions
June 2020

YTD Top Contribution Totals in 2020:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Curr YR</th>
<th>Prior YR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lakers Academic Fund</td>
<td>$ 93,016</td>
<td></td>
</tr>
<tr>
<td>David Terry Occupational Scholarship</td>
<td>$ 50,474</td>
<td></td>
</tr>
<tr>
<td>Gerstacker Fund</td>
<td>$ 30,000</td>
<td></td>
</tr>
<tr>
<td>General Fund (Unrestricted)</td>
<td>$ 21,805</td>
<td></td>
</tr>
<tr>
<td>Lakers Leadership Fund</td>
<td>$ 20,366</td>
<td></td>
</tr>
<tr>
<td>Lakers Athletic Fund &amp; Other Athletics</td>
<td>$ 16,259</td>
<td></td>
</tr>
<tr>
<td>Suresh Family Scholarship</td>
<td>$ 10,500</td>
<td></td>
</tr>
<tr>
<td>Health Sciences Fund</td>
<td>$ 5,020</td>
<td></td>
</tr>
<tr>
<td>Kathleen Kehoe Memorial Scholarship</td>
<td>$ 5,000</td>
<td></td>
</tr>
<tr>
<td>Other Funds</td>
<td>$ 23,611</td>
<td></td>
</tr>
<tr>
<td>YTD Total</td>
<td>$ 276,051</td>
<td></td>
</tr>
</tbody>
</table>
TO: Board of Trustees

FROM: Lori Fassett, Associate VP of Human Resources

SUBJECT: Staffing Update, August 4, 2020 Board Meeting

DATE: July 14, 2020

FULL-TIME NEW HIRES:
Robert Bejesky – Economics Faculty
Robert brings to Mid over 20 years of teaching experience in a variety of areas to include Law, Economics, and Political Science. He also has over 25 years of legal and business experience in a variety of capacities globally. Robert holds a Bachelor Degree in Business Administration from Saginaw Valley University, Juris Doctor from Western Michigan University Law School, Master of Laws (International & Comparative Law) from Georgetown University Law Center, Master of Arts in Political Science (Foci: Comparative Politics, World Politics, Public Law) and a Master in Applied Economics (Foci: Political Economy, Finance) both from University of Michigan. Welcome to the Mid Team Robert!

Trish Finerty – Biology Faculty
Trish brings to Mid over 20 years of teaching experience in biology in a variety of capacities to include face-to-face, hybrid, online and travel courses in anatomy & physiology, biology, and environmental science. She has over 10 years of extensive training in online education as an instructor, course designer, and student. Trish holds a Bachelor of Science from Central Michigan University, Master of Science from University of Maryland – College Park, and a Graduate Certificate in Medical Human Anatomy from University of Florida. Welcome to the Mid Team Trish!

Leslie Peterson – Nursing Faculty
Leslie brings to Mid over 10 years of Nursing experience in a variety of hospital settings, with majority in the emergency department. She has over 5 years of experience teaching nursing clinical courses. Leslie holds an Associates Degree of Nursing, Bachelor of Science in Nursing, and a Master of Science in Nursing all from Ferris State University. Welcome to the Mid Team Leslie!

NEW PART-TIME AND STUDENT EMPLOYEES:

Karliegh Elkins – Temp FT Bookstore Clerk Effective: 06/22/2020
INTERNAL TRANSFERS:

N/A

SEPARATIONS:

Julia Youngquist – Adjunct Instructor S.E.S. (EDUStaff)  Effective: 03/15/2020
Jessie Theisen – Bookstore Operations Assistant  Effective: 06/19/2020
Chad Bierdeman – Adjunct Graphic Design (EDUStaff)  Effective: 05/31/2020
Keegan Bosch – Adjunct Communications (EDUStaff)  Effective: 05/31/2020
Lesa Doke – Adjunct Graphic Design (EDUStaff)  Effective: 05/31/2020
Travis Hynson – Auto Lab Technician (EDUStaff)  Effective: 05/09/2020
Katherine Chennault – Work Study Career Center  Effective: 06/30/2020
Jaime Griffis – Adjunct Instructor Social Science  Effective: 05/09/2020
Christine Hammond – President  Effective: 06/30/2020
Kara Lybeer – Work Study Admissions  Effective: 06/22/2020
Matt Rodenbo – Women’s Basketball Coach  Effective: 06/30/2020

VACANCIES:

Adjunct Computer-Aided Drafting (CAD), Mecosta-Osceola ISD (part-time)  Posted
Adjunct Computer-Aided Drafting (CAD) (part-time)  Posted
Adjunct Early Childhood Education, Clinton County RESA (part-time)  Posted
Adjunct Computed Tomography (CT) (part-time)  Posted
Adjunct English, Big Rapids, Tuscola ISD (part-time)  
  Posted

Adjunct Health Education, Dewitt HS (part-time)  
  Posted

Adjunct Math, Big Rapids, Tuscola ISD (part-time)  
  Posted

Adjunct Nursing – General (part-time)  
  Posted

Adjunct Political Science or History, Caro (part-time)  
  Posted

Adjunct Psychology – Multiple off-campus sites (part-time)  
  Posted

Adjunct Sociology, Big Rapids, Caro (part-time)  
  Posted

Adjunct Speech, Bad Axe, Big Rapids (part-time)  
  Posted

Adjunct Welding, Clinton County RESA/Ovid-Elsie (part-time)  
  Posted

Anatomy/Physiology Faculty (full-time)  
  Filled

Assistant Coach – Softball (part-time)  
  Posted

Certified Nursing Aid (CNA) Instructor – Bad Axe (part-time)  
  Posted

Dental Assisting Instructor – Gladwin, MI (part-time)  
  Offer Extended

Economics/Business Faculty (full-time)  
  Filled

HRA Lab Technician (part-time)  
  Posted

Head Coach – Softball (part-time)  
  Posted

Mid College Assistant, Tuscola ISD (part-time)  
  Posted

Mid College Assistant, Huron ISD (part-time)  
  Posted

Mid College Assistant, Mecosta/Osceola ISD (part-time)  
  Posted

Nursing Faculty (full-time)  
  Filled
Unfinished Business

Item V-A: Enrollment Report

Presenter: Scott Mertes

Board Consideration: Information

Vice President of Community Outreach and Advancement Scott Mertes will present the latest Fall enrollment report update.

Recommendation:
None, informational.
New Business

Item VI-A: Correspondence and Announcements

Presenter: President Hood

Board Consideration: Information

Announcements may be made at this time.

Recommendation:
None, informational.
New Business

Item VI-B: Annual Marketing/Advertising BPO

Presenter: Jessie Gordon  
Board Consideration: Information/Action

Associate Vice President of Strategic Communication Jessie Gordon will be requesting a Blanket Purchase Order for the Fiscal Year 2020-2021 in the amount of $115,000 for MLive Digital Advertising.

Recommendation:
It is recommended that the Board approve the Blanket Purchase Order as presented.
MLive Digital Advertising

- Budgeted Spend $115,000
- This BPO request represents a continuation of digital advertising efforts. This is the bulk of our marketing budget -- our target audiences are spending most of their time online and on their devices. Digital advertising provides the best tracking of budget and ROI. Traditional marketing – billboards, radio, etc. – is still part of the College’s marketing mix as well.
- Working with one strategic partner who understands Mid’s goals, audiences, and the digital advertising market allows Mid to experience a higher return on investment.
- Other vendors would not represent a significant savings over the chosen vendor as cost is largely set by Google and social media networks.
  - Google Tag Manager Implementation and Maintenance
    - Tracks traffic from ads > website and audience conversions through form completion
    - Helps our team determine the effectiveness of ads, web content, design, and form placement
  - Digital Display and Paid Search Advertising
    - Ads are delivered using keyword, demographic, geographic, and look-a-like audience methods
    - Ads target programs, pathways, and various identified target audiences.
  - Digital Advertising Optimization
    - Ads are continually evaluated on their effectiveness and performance
    - Ads not resonating with target audiences are removed from the rotation, and ads performing well are delivered at a higher rate
  - Social Media Advertising
    - Facebook, Instagram, etc.
  - Geo Targeting Campaigns
    - Using latitude and longitude we plan to target specific events and locations where prospective students and their families are concentrated
    - Rivalry Sporting Events, Regional High School Competitions or Conferences, Direct Community College Competitors, and Regional Training Facilities, etc.
New Business

Item VI-C: Network Firewall Software Renewal

Presenter: Kirk Lehr

Board Consideration: Information/Action

Director of Information Technology Kirk Lehr will be requesting a Network Firewall Software Renewal in the amount of $48,343.12.

Recommendation:

It is recommended the Board approve the Network Firewall renewal as presented.
DEAR KIRK LEHR,

Thank you for considering CDW•G for your computing needs. The details of your quote are below. Click here to convert your quote to an order.

<table>
<thead>
<tr>
<th>QUOTE #</th>
<th>QUOTE DATE</th>
<th>QUOTE REFERENCE</th>
<th>CUSTOMER #</th>
<th>GRAND TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>LKNX797</td>
<td>5/7/2020</td>
<td>P0009908</td>
<td>1626591</td>
<td>$48,343.12</td>
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</table>

**QUOTE DETAILS**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QTY</th>
<th>CDW#</th>
<th>UNIT PRICE</th>
<th>EXT. PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sophos UTM Software FullGuard - subscription license renewal (3 years) - un</td>
<td>1</td>
<td>3171037</td>
<td>$41,684.72</td>
<td>$41,684.72</td>
</tr>
<tr>
<td>Mfg. Part#: FGSS3CTAA</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UNSPSC: 43233205</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Electronic distribution - NO MEDIA</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract: MARKET</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sophos UTM Premium Support - technical support (renewal) - 3 years</td>
<td>1</td>
<td>3171376</td>
<td>$6,658.40</td>
<td>$6,658.40</td>
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<tr>
<td>Mfg. Part#: PRSS3CFAA</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>UNSPSC: 86101601</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Electronic distribution - NO MEDIA</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract: MARKET</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**PURCHASER BILLING INFO**

| Billing Address: MID MICHIGAN COMMUNITY COLLEGE | SUBTOTAL         |
| ATTN ACCTS PAYABLE                              | $48,343.12      |
| 1375 S CLARE AVE                                |                |
| HARRISON, MI 48625-9447                         |                |
| Phone: (989) 386-6622                            |                |
| Payment Terms: NET 30-VERBAL                     |                |

**SHIPPING**

| Shipping Address: CDW Government                  | SHIPPING |
| 75 Remittance Drive                               | $0.00    |
| Suite 1515                                        |          |
| Chicago, IL 60675-1515                            |          |

**SALES TAX**

| Sales Tax                                         | SALES TAX |
|                                                  | $0.00      |

**GRAND TOTAL**

| GRAND TOTAL                                      | $48,343.12 |
|                                                  |            |

**DETER TO**

| Shipping Method: ELECTRONIC DISTRIBUTION          |
| MID MICHIGAN COMMUNITY COLLEGE                    |
| KIRK LEHR                                         |
| 1375 S CLARE AVE                                 |
| HARRISON, MI 48625-9447                          |
| Phone: (989) 386-6622                             |

**Need Assistance? CDW•G SALES CONTACT INFORMATION**

| Robbie Bates | (877) 646-5829 | robебat@cdw.com |

This quote is subject to CDW’s Terms and Conditions of Sales and Service Projects at http://www.cdwg.com/content/terms-conditions/product-sales.aspx
For more information, contact a CDW account manager
© 2020 CDW•G LLC, 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.808.4239
New Business

Item VI-D: Ellucian Software Renewal

Presenter: Kirk Lehr  Board Consideration: Information/Action

Director of Information Technology Kirk Lehr will be presenting a request for renewal of Ellucian Software in the amount of $226,643.

Recommendation:
It is recommended that the Board approve the request for the Ellucian Software renewal as presented.
Ellucian Maintenance Contract Renewal 2020-2021

This contract is up for yearly renewal and includes tech support, patches, and new releases for the software. This year’s renewal cost is a 7% increase. For next year we plan to have a five year agreement in place to limit increases to 5%.

This money is budgeted in the Institutional Technology Fund. Below is a breakdown of the costs.

<table>
<thead>
<tr>
<th>Colleague Software</th>
<th>Year 2020 - 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core</td>
<td>$53,863</td>
</tr>
<tr>
<td>Student System</td>
<td>$45,855</td>
</tr>
<tr>
<td>Finance System</td>
<td>$30,908</td>
</tr>
<tr>
<td>Human Resources System</td>
<td>$13,277</td>
</tr>
<tr>
<td>Application Development Environment</td>
<td>$16,017</td>
</tr>
<tr>
<td>Colleague User License Maintenance</td>
<td>$33,388</td>
</tr>
<tr>
<td>Official Payment Ecommerce Maintenance</td>
<td>$5,136</td>
</tr>
<tr>
<td>UniData Database Maintenance</td>
<td>$24,047</td>
</tr>
<tr>
<td>RDBMS AE Users Partner maint.</td>
<td></td>
</tr>
<tr>
<td>Unrestricted Users Database License RDBMS</td>
<td></td>
</tr>
<tr>
<td>Synoptix Maintenance</td>
<td>$4,152</td>
</tr>
<tr>
<td>Total</td>
<td>$226,643</td>
</tr>
</tbody>
</table>
New Business

Item VI-E: Laptop and Laptop Cart Purchase

Presenter: Kirk Lehr  Board Consideration: Information/Action

Director of Information Technology Kirk Lehr will be presenting a request to purchase two laptop carts and 50 laptops to support computerized testing on campus in the amount of $38,087.30.

Recommendation:

It is recommended that the Board approve the Laptop/Cart purchase as recommended.
<table>
<thead>
<tr>
<th>QTY</th>
<th>Net Solutions</th>
<th>Discover Group</th>
<th>Axelliantic LLC</th>
<th>Malor Company</th>
<th>Sehi Computer</th>
<th>Adorama</th>
<th>HypertecUSA</th>
<th>FireFly Computers</th>
<th>MVation World</th>
<th>Howard Industries</th>
<th>CBTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>HP Laptop</td>
<td>52</td>
<td>$82,989.40</td>
<td>$42,800.00</td>
<td>$44,928.00</td>
<td>$50,804.00</td>
<td>$37,024.00</td>
<td>$48,335.04</td>
<td>$49,042.76</td>
<td>$41,548.00</td>
<td>$46,746.96</td>
<td>$49,660.00</td>
</tr>
<tr>
<td>Unit Cost</td>
<td></td>
<td>$1,595.95</td>
<td>$825.00</td>
<td>$864.00</td>
<td>$977.00</td>
<td>$712.00</td>
<td>$929.52</td>
<td>$943.13</td>
<td>$799.00</td>
<td>$898.98</td>
<td>$955.00</td>
</tr>
<tr>
<td>Laptop Cart</td>
<td>2</td>
<td>$1,991.90</td>
<td>$1,230.00</td>
<td>$1,336.00</td>
<td>$1,498.00</td>
<td>$1,090.00</td>
<td>$1,129.12</td>
<td>$1,438.00</td>
<td>$1,198.00</td>
<td>$1,063.30</td>
<td>$1,066.00</td>
</tr>
<tr>
<td>Unit Cost</td>
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<td>$995.95</td>
<td>$615.00</td>
<td>$668.00</td>
<td>$749.00</td>
<td>$545.00</td>
<td>$564.56</td>
<td>$719.00</td>
<td>$599.00</td>
<td>$531.65</td>
<td>$533.00</td>
</tr>
<tr>
<td>Total Cost</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
New Business

Item VI-F: Nursing Blanket Purchase Order

Presenter: Barb Wieszciecinski  
Board Consideration: Information/Action

Dean of Health Sciences/Director of Nursing Barb Wieszciecinski will be presenting a request for a Blanket Purchase Order in the amount of $176,062 to cover the Fall and Winter Semesters.

Recommendation:
It is recommended that the Board approve the blanket purchase order for Nursing as requested.
Fall Semester:
HA Cohort (semester 1 of the program: NUR 101): 48 students @ $57.00 each = $2,736.00
HA Cohort (semester 3 of the program: NUR 202): 48 students @ $54.00 each = $2,592.00
MP Cohort (semester 2 of the program: NUR 102): 48 students @ $102.00 each = $4,896.00
MP Cohort (semester 4 of the program: NUR 202): 48 students @ $84.00 each = $4,032.00
Shipping = $350.00

Winter Semester:
HA Cohort (semester 2 of the program: NUR 102): 48 students @ $102.00 each = $4,896.00
HA Cohort (semester 4 of the program: NUR 204): 48 students @ $84.00 each = $4,032.00
MP Cohort (semester 1 of the program: NUR 101): 48 students @ $57.00 each = $2,736.00
MP Cohort (semester 3 of the program: NUR 202): 48 students @ $54.00 each = $2,592.00
Shipping = $350.00

GRAND TOTAL for BPO = $29,212.00

Account # 10-23111-1410000-00
Vendor: Legend Medical Products
7905 Browning Rd., Suite 204
Pennsauken, NJ 08109
Fall Semester:

HA Cohort (semester 1 of the program):
HESI: 48 students @ $251.38 each = $12,066.24

HA Cohort (semester 3 of the program):
HESI: 48 students @ $251.38 each = $12,066.24
Sim Chart: 48 students @ $75.00 each = $3,600

MP Cohort (semester 2 of the program):
HESI: 48 students @ $251.38 each = $12,066.24
Sim Chart: 48 students @ $75.00 each = $3,600

MP Cohort (semester 4 of the program):
HESI: 48 students @ $251.38 each = $12,066.24
HESI Live Review, 48 students @ $222.00 each = $10,656

Winter Semester:

HA Cohort (semester 2 of the program):
HESI: 48 students @ $251.38 each = $12,066.24
Sim Chart: 48 students @ $75.00 each = $3,600

HA Cohort (semester 4 of the program):
HESI: 48 students @ $251.38 each = $12,066.24
HESI Live Review, 48 students @ $222.00 each = $10,656

MP Cohort (semester 1 of the program):
HESI: 48 students @ $251.38 each = $12,066.24

MP Cohort (semester 3 of the program):
HESI: 48 students @ $251.38 each = $12,066.24
Sim Chart: 48 students @ $75.00 each = $3,600

HESI Entrance Exams: 100 exams at $50.00 each = $5,000.00 (pre-nursing students)

**GRAND TOTAL for BPO = $137,250.00**
Account # 10-23530-1410000-00

Vendor: HESI – Division of Elsevier, Inc
PO Box 9555
New York, NY 10087-9555
Fall Semester:
HA Cohort (semester 1 of the program): 48 students @ $50.00 each = $2,400
HA Cohort (semester 3 of the program): 48 students @ $50.00 each = $2,400

Winter Semester:
MP Cohort (semester 1 of the program): 48 students @ $50.00 each = $2,400
MP Cohort (semester 3 of the program): 48 students @ $50.00 each = $2,400

**GRAND TOTAL for BPO = $9,600**

Account # 10-23515-1410000-00
Vendor: Michigan Health Council
2121 University Park Drive
Suite 150
Okemos, MI 48864-3997
The Board will go into Closed Session at this time to consult with their attorney regarding an auto incident and to consider the purchase of a piece of property.

*Recommendation:*

None, informational.
# Board Comments

## Item VII-A: Calendar of Events

<table>
<thead>
<tr>
<th>Presenter: Board Chair Jacobson</th>
<th>Board Consideration: Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept 1</td>
<td>Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus</td>
</tr>
<tr>
<td>Oct 6</td>
<td>Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus</td>
</tr>
<tr>
<td>Nov 3</td>
<td>Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus</td>
</tr>
<tr>
<td>Dec 1</td>
<td>Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus</td>
</tr>
<tr>
<td>Jan 5</td>
<td>Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus</td>
</tr>
<tr>
<td>Feb 2</td>
<td>Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus</td>
</tr>
<tr>
<td>Mar 2</td>
<td>Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus</td>
</tr>
<tr>
<td>Apr 6</td>
<td>Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus</td>
</tr>
<tr>
<td>May 4</td>
<td>Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus</td>
</tr>
<tr>
<td>June 1</td>
<td>Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus</td>
</tr>
</tbody>
</table>

**Recommendation:** None, informational.
Board Comments

Item VII-B: Board Comments- Other Business

Presenter: Board Chair Jacobson

Board Consideration: Information

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

Recommendation:
None, informational.