MID MICHIGAN COLLEGE
Board of Trustees Workshop and Regular Meeting
Harrison, MI 48625 and Mt. Pleasant, MI 48858
May 7, 2020
7:00 PM Meeting
https://midmich.zoom.us/j/94284873702

Workshop Presentation
Sabbatical presentation videos from Professors Kelley Eltzroth and Martin Eltzroth.
Kelley Eltzroth- Presentation & Executive Summary
Martin Eltzroth- Presentation & Executive Summary

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: Acceptance of Foundation Gifts & Pledges/Approval of Naming Opportunities
Presenter: Tom Olver
Board Consideration: Information/Action

Item V-B: Presidential Search Update
Presenter: Board Chair Jacobson
Board Consideration: Information/Action

NEW BUSINESS
Item VI-A: Correspondence and Announcements
Presenter: President Hammond
Board Consideration: Information

Item VI-B: ProQuest Electronic Research Database 2020-2021 Yearly Renewal
Presenter: Corey Goethe
Board Consideration: Information/Action

Item VI-C: Summer Enrollment Update
Presenter: Matt Miller
Board Consideration: Information

Item VI-D: Foundation Board Member Appointment
Presenter: Tom Olver
Board Consideration: Information/Action

Item VI-E: Annexation
Presenter: President Hammond/Scott Mertes
Board Consideration: Information/Action

Item VI-F: Exception to Policy Request
Presenter: Lori Fassett
Board Consideration: Information/Action

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
The purpose of my Fall 2019 Sabbatical leave was:

- To further study specific psychology topics including neuroscience, spirituality and well-being, positive psychology, and some mental disorders.
- To create open education resource materials on these or other psychology topics.

Summary of sabbatical work:

1. Completed a specialization certificate for Foundations of Positive Psychology offered by the University of Pennsylvania through Coursera (Coursera is an online Massive Open Online program). The specialization featured the following online courses:
   a. Positive Psychology: Martin Seligman’s Visionary Science
   b. Positive Psychology: Applications and Interventions
   c. Positive psychology: Character, Grit, and Research Methods
   d. Positive Psychology: Resilience Skills
   e. A hands-on project
2. Created new projects and content for PSY 101 (Intro) and PSY 240 (Theories of Personality) to deepen learning about Positive Psychology and its effective interventions to increase their well-being.
3. Completed an Apprenticeship Reading 4 week series through webinar delivery, which was about improving reading and metacognition in our fields.
5. Bibliography of web courses, books, articles read.
6. Attended a clinic on natural horsemanship which ties into both my previous sabbatical, the work I do at HopeWell Ranch, and the use of Positive Interventions in that work.
   a. Served on equine assisted counseling teams at HopeWell Ranch working with students from 3 area elementary schools on various issues, such as autism, ADHD, and trauma recovery.
7. Attended a workshop through the Lilly Institute on faculty learning communities.
8. Implemented new techniques in my courses to increase student metacognitive skills and perseverance.
Sabbatical Report for Martin Eltzroth

Winter semester 2020

Link to Video Presentation for the Board of Trustees

The purposes of my Fall 2019 Sabbatical leave were:

- Research methods of improving student metacognition, and create a system to implement this in my Chemistry classrooms.
- Read about Specifications grading and determine if it is currently a viable method for assessing students in Chemistry classes.
- Research about the science of fermentation, in particular beer making, both at the home level and craft brewery level.

Summary of sabbatical work:

- **Metacognition**
  - a. Read books and articles on Student Metacognition, and Student Learning in general.
  - b. Compiled techniques that others have used to increase student metacognitive skills in my classrooms.
  - c. Developed a strategic plan to increase student metacognitive skills in my classrooms. This included preparing an hour long session that can be used in all classrooms, that connects students with practical skills that they can implement in order to improve their own metacognitive skills. This is followed up upon in future class sessions with the focus on helping students make small changes week by week.

- **Specifications Grading**
  - a. Read the Specifications Grading book by Linda B. Nilson
  - b. After reading the book I came to the conclusion that this is probably not the best direction to go in for the Chemistry courses at Mid, so this was not pursued any further. I will possibly be revisiting this in the future.

- **Food Chemistry: Fermentation**
  - a. Read books on the science of fermentation, brewing, and distillation.
  - b. I was able to help brew a batch of beer at Four Leaf Brewing in Clare using their 3 barrel (about 93 gallon) brewing system.
  - c. Had many conversations with local, and regional, brewers.

- **Conference**
  - a. Attended a workshop through the Lilly Institute on faculty learning communities.
Appendix: Book Reading List

Student Metacognition

- “Teach Students How to Learn: Strategies You Can Incorporate Into Any Course to Improve Student Metacognition, Study Skills, and Motivation” by Saundra Yancy McGuire
- “Creating Self-Regulated Learners: Strategies to Strengthen Students' Self-Awareness and Learning Skills” by Linda B. Nilson
- “Using Reflection and Metacognition to Improve Student Learning: Across the Disciplines, Across the Academy (New Pedagogies and Practices for Teaching in Higher Education)” multiple authors

Specifications Grading

- “Specifications Grading: Restoring Rigor, Motivating Students, and Saving Faculty Time” by Linda B. Nilson

Food Chemistry

- “On Food and Cooking: The Science and Lore of the Kitchen” by Harold McGee
  a. read portions related to fermented beverages
- “Brew Chem 101: The Basics of Homebrewing Chemistry” by Lee W. Janson
- “Proof: The Science of Booze” by Adam Rogers
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- April 7, 2020 Regular Meeting; April 13, 2020 Special Meeting; April 14, 2020 Special Meeting; April 15, 2020 Special Meeting; April 16, 2020 Special Meeting

B. Monthly Financial Report:
   4. Gifts and Donations: Donations totaling $17,322 were received in March 2020.


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

April 7, 2020 – page 1
The meeting took place 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; Christine M. Hammond, Ph.D., President; Jennifer Fager, Ph.D., Vice President of Academic Affairs; Lillian Frick, Vice President of Finance and Facilities; Matt Miller, Ed.D., Vice President of Student Services; Thomas Olver, Associate Vice President of the Mid Foundation; Lori Fassett, Associate Vice President of Human Resources; JJ Mertz, Full Time Faculty- Math; Angela Provart, President- Pauly Group

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

With no proposed changes, the Board Chair stated that the agenda stands as approved as reflected in the Board packet.

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

The Board Chair stated the consent items stand as approved.

Agenda Item V-A: PRESIDENTIAL CANDIDATE FINALIST SELECTION

Trustee Petrongelli, chair of the Presidential Search Committee and Angela Pauly, President of the Pauly Group, presented the Board with the latest on the presidential search. Upon approval of final candidates, forums with staff, community members, students, and interviews with the Board of Trustees will take place on April 13, 14, and 15.

Motion by Trustee Petrongelli to approve the recommendation of the Presidential Search Committee to advance the following applicants as finalists for the position of President at Mid Michigan College, candidate P07 Leslie Kellogg, candidate P02 Sandra Kiddoo, and candidate P21 Timothy Hood. Second by Trustee Mussell. All Ayes; Motion Carried.
Mid Michigan College Board of Trustees Regular Meeting

April 7, 2020 – page 2

Agenda Item VI-A: CORRESPONDENCE AND ANNOUNCEMENTS

Vice President Frick alerted the Board to the potential of an insurance claim relative to an auto accident in 2019. Risk Management is handling the negotiations. The Board will be kept apprised if a legal suit is initiated.

Agenda Item VI-B: FULL TIME STATUS FOR JESSICA CHEMBERLIN

President Hammond informed the Board that, pursuant to the College’s Agreement with the Faculty Senate/MEA, faculty member Jessica Chemberlin is being awarded full time status.

Agenda Item VII-A: CALENDAR OF EVENTS

The location of the May Board Meeting will depend on the state of the stay at home order.

Agenda Item VII-B: OTHER BUSINESS

The previous request for alcohol on campus from Jeff Percha for the Michigan Community College Biologists has been rescinded.

Meeting adjourned at 7:35 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 Special Meeting

April 13, 2020 – page 1
The meeting took place 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: APPROVAL OF AGENDA

With no proposed changes, the Board Chair stated that the agenda stands as approved as reflected in the Board packet.

Agenda Item IV: INTERVIEW OF LESLIE KELLOGG, Ed.D.

The Board of Trustees interviewed finalist Leslie Kellogg, Ed.D. for the position of President at Mid Michigan College.

Agenda Item III: PUBLIC COMMENT

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

Agenda Item V: OTHER BUSINESS

The Board discussed the strengths of finalist Leslie Kellogg, Ed.D.

Meeting adjourned at 7:45 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 Special Meeting

April 14, 2020 – page 1

The meeting took place 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; Terry Petrongelli, Trustee

Absent: Eric T. Kreckman, Trustee; Carolyn C. Bay, Trustee

Agenda Item I: CALL TO ORDER

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

Agenda Item II: APPROVAL OF AGENDA

With no proposed changes, the Board Chair stated that the agenda stands as approved as reflected in the Board packet.

Agenda Item IV: INTERVIEW OF SANDRA KIDDOO, Ph.D.

The Board of Trustees interviewed finalist Sandra Kiddoo, Ph.D. for the position of President at Mid Michigan College.

Agenda Item III: PUBLIC COMMENT

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

Agenda Item V: OTHER BUSINESS

The Board discussed the strengths of finalist Sandra Kiddoo, Ph.D.

Meeting adjourned at 7:38 PM

Recording Secretary,
Amy Lince
Executive Assistant to the President and Board of Trustees
Mid Michigan College Board of Trustees Special Meeting

April 15, 2020 – page 1
The meeting took place 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: APPROVAL OF AGENDA

With no proposed changes, the Board Chair stated that the agenda stands as approved as reflected in the Board packet.

Agenda Item IV: INTERVIEW OF TIM HOOD

The Board of Trustees interviewed finalist Tim Hood for the position of President at Mid Michigan College.

Agenda Item III: PUBLIC COMMENT

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

Agenda Item V: OTHER BUSINESS

The Board discussed the strengths of finalist Tim Hood.

Meeting adjourned at 8:09 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 Special Meeting
April 16, 2020 – page 1

The meeting took place 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; Thomas W. Metzger, Treasurer; Richard S. Allen, Jr., Secretary; Terry Petrongelli, Trustee; Christine M. Hammond, Ph.D., President; Jennifer Fager, Ph.D., Vice President of Academic Affairs; Lillian Frick, Vice President of Finance and Facilities; Matt Miller, Ed.D., Vice President of Student Services; Scott Mertes, Ph.D., Vice President of Community Outreach and Advancement; Thomas Olver, Associate Vice President of the Mid Foundation; Lori Fassett, Associate Vice President of Human Resources

Absent: Eric T. Kreckman, Trustee; Carolyn C. Bay, Trustee

Agenda Item I: CALL TO ORDER

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

Agenda Item II: APPROVAL OF AGENDA

With no proposed changes, the Board Chair stated that the agenda stands as approved as reflected in the Board packet.

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

The Board Chair stated the consent items stand as approved.

Agenda Item V-A: PRESIDENTIAL SEARCH UPDATE

Trustee Petrongelli, chair of the Presidential Search Committee gave a recap of the presidential search and reminded the Board to read the reference, background and feedback reports provided to the Board on the Paul Group website.

Agenda Item VI-A: CORRESPONDENCE AND ANNOUNCEMENTS

None.
Agenda Item VI-B: HVAC LIFE EXPECTANCY ASSESSMENT

Vice President of Finance and Facilities Lillian Frick presented the Board with a request to proceed with an HVAC Life Expectancy Assessment in the amount of $23,400 plus $500 in reimbursables.

Motion by Trustee Petrongelli to approve the HVAC Life Expectancy Assessment in the amount of $23,400 plus $500 for reimbursables. Second by Trustee Mussell. All Ayes; Motion Carried.

Agenda Item VI-C: RESOLUTION FOR ESTIMATED REVENUE

Vice President of Finance and Facilities Lillian Frick presented the Board with a Resolution for Estimated Revenue.

Motion by Trustee Mussell to approve the Resolution for Estimated Revenue as presented. Second by Trustee Petrongelli. All Ayes, Motion Carried.

Agenda Item VI-D: TUITION & BUDGET INFORMATION

Vice President of Finance and Facilities Lillian Frick and President Hammond presented the Board with a proposed budget for the 2020-2021 fiscal year.

Recognizing that the COVID-19 virus has placed additional stress on Mid students, and recognizing that the completion of a degree or industry-based certificate will provide lasting economic benefit to our students and communities, the College will partially subsidize tuition and fees for the fall semester of the 2020-2021 academic year.

Each contact hour of tuition will be offset by a $5/contact hour subsidy for all students. The Technology Fee will be subsidized by $3.00/contact hour during the fall semester as well.

Tuition Rates for the 2020-2021 Academic Year will be:
- In-district and Dual Enrollment: $132/contact hour
- Out-of-District: $220/contact hour
- International: $381/contact hour
- * Courses in Nursing, Radiography, and Physical Therapist Assistant programs will continue to be assessed an additional $25 per contact hour over the tuition rates listed above.

Fees for the 2020-21 Academic Year will be:
- Course Fees: Varies by course to defray the cost of special equipment or materials
- Enrollment Fee: $50/student during Early Registration; $100/student thereafter
- Facilities Fee: $10/contact hour for courses offered on the Harrison or Mt. Pleasant campuses as well as courses that are independent study, clinical, or co-op
- Student Activities Fee: $60/semester to all students enrolled in 3 or more contact hours
- Technology Fee: $17/contact hour

Motion by Trustee Petrongelli to set tuition as presented. Second by Trustee Allen. All Ayes; Motion Carried.
Mid Michigan College Board of Trustees Special Meeting
April 16, 2020 – page 3

Agenda Item VII-A: CALENDAR OF EVENTS

None.

Agenda Item VII-B: OTHER BUSINESS

Board members discussed how zoom is utilized in the distance learning setting for students.

Meeting adjourned at 6:58 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
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 registration is in process and will continue through May 19, 2020. The resulting total revenue represents 97% 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:

- Departmental expenses are in line with approximately 75% of the annual budget, with the exception of:
  - Public Service expended only 61% due to courses and workshops that were budgeted but haven’t taken place.

GENERAL FUND REVENUE OVER EXPENSES:

- The total increase in net assets as of March 31, 2020 is $6.4 million. This excess will fund the operations for the balance of the 2019-20 fiscal year.

BALANCE SHEET:

- The cash balance decreased $1.3 million from February 29, 2020 to fund operations during the month of March.
- The State appropriations receivable of $3,024,268 represents the remaining 5 monthly payments of 2019-20 general and UAAL state appropriations.
- Student receivables decreased $356,000 due to payments and financial aid applied to student accounts for the Winter 2020 term.
- The prepaid expense balance of $225,983 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 $1.7 million can be broken down as follows:
  - $594,000 due to the designated student activities fund
  - $2.5 million due to the auxiliary services for sales
  - $22,000 due to the scholarship and grant fund
- $687,000 due from the federal restricted fund for student financial aid funds disbursed to the student accounts
- $393,000 due from the restricted grant fund
- $257,000 due from building and site for current and future college needs
- $8,000 due to the Foundation

- The $2.1 million in accrued payroll and other compensation includes expenses incurred but not paid as follows:
  - Accrued salary, wages and vacation of $465,000
  - FICA, Federal and State withholding of $124,000
  - MPSERS/ORP/UAAL payable of $450,000
  - Employee health and dental insurances payable of $328,000
  - Deferred faculty pay of $720,000
  - Unemployment and workers’ compensation insurances payable of $3,200
  - 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 revenue is at 86% of the annual budget, which is 17% ahead of prior year. The espresso shop in Harrison, renamed Laker Café (previously Books & Beans), had not been in service due to construction but re-opened on January 27, 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 shall resume in accordance with direction from the Michigan Department of Health and the Governor’s office.

- Total expenses, at 86% of the annual budget, represent operational costs for the months of July through March and corresponds with sales volume.

- The excess revenue over expense to date is $50,851, and will be used to fund bookstore operations for the balance of the 2019-20 year.
# MID MICHIGAN COLLEGE
## BALANCE SHEET
March 31, 2020

### Assets

**Current Assets:**
- Cash and cash equivalents: $11,546,058
- Short-term investments: $698,376
- Property taxes receivable: $499,045
- State appropriations receivable: $3,024,268
- Student receivables: $1,297,848
- Other receivables: $86,266
- Deposit - self-funded healthcare: $193,120
- Prepaid expenses and other assets: $225,983
- Due from (due to) other funds: $(-1,742,511)

**Total current assets:** $15,828,453

- Long-term investments: $362,315

**Total assets:** $16,190,767

### Liabilities and Net Assets

**Liabilities:**
- Accounts payable: $659,181
- Accrued payroll and other compensation: $2,109,557

**Total liabilities:** $2,765,916

**Net assets:**
- Reserved for:
  - Technology: $851,077
  - Program development: $852,425
  - Retirement incentives: $200,000
  - Self-funded healthcare reserve: $1,162,916
  - Unreserved: $3,944,291
  - Current year excess revenue over/(under) expenditures: $6,414,142

**Total net assets:** $13,424,851

**Total liabilities and net assets:** $16,190,767
MID MICHIGAN COLLEGE
STATEMENT OF REVENUES, EXPENSES
For the nine months ended March 31, 2020

<table>
<thead>
<tr>
<th>Current Fiscal Year</th>
<th>Prior Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OPERATING REVENUES:</strong></td>
<td><strong>% of Budget</strong></td>
</tr>
<tr>
<td>Tuition and fees</td>
<td>$ 15,743,950</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$ 63,538</td>
</tr>
<tr>
<td>Total operating revenues</td>
<td>$ 15,807,488</td>
</tr>
<tr>
<td><strong>EXPENSES:</strong></td>
<td><strong>% of Budget</strong></td>
</tr>
<tr>
<td>Instruction</td>
<td>$ 8,249,890</td>
</tr>
<tr>
<td>Information technology</td>
<td>$ 1,174,766</td>
</tr>
<tr>
<td>Public service</td>
<td>$ 531,455</td>
</tr>
<tr>
<td>Instructional support</td>
<td>$ 1,538,316</td>
</tr>
<tr>
<td>Student services</td>
<td>$ 2,145,541</td>
</tr>
<tr>
<td>Institutional administration</td>
<td>$ 3,082,289</td>
</tr>
<tr>
<td>Operation and maintenance of plant</td>
<td>$ 1,816,006</td>
</tr>
<tr>
<td>Total operating expenses</td>
<td>$ 18,538,262</td>
</tr>
<tr>
<td>Operating income/(loss)</td>
<td>$(2,730,774)</td>
</tr>
<tr>
<td><strong>NON-OPERATING REVENUES:</strong></td>
<td><strong>% of Budget</strong></td>
</tr>
<tr>
<td>State appropriations</td>
<td>$ 6,873,771</td>
</tr>
<tr>
<td>Property tax levy</td>
<td>$ 2,462,446</td>
</tr>
<tr>
<td>Investment income</td>
<td>$ 134,675</td>
</tr>
<tr>
<td>Unrealized gain (loss) on investments</td>
<td>$ 5,468</td>
</tr>
<tr>
<td>Gifts</td>
<td>$ -</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$ 85,011</td>
</tr>
<tr>
<td>Transfers from other funds:</td>
<td></td>
</tr>
<tr>
<td>Restricted grants</td>
<td>$ -</td>
</tr>
<tr>
<td>Auxiliary services</td>
<td>$ -</td>
</tr>
<tr>
<td>Foundation - Capital Campaign</td>
<td>$ -</td>
</tr>
<tr>
<td>Total Non-operating revenues</td>
<td>$ 9,561,370</td>
</tr>
<tr>
<td>Revenues over/(under) expenses</td>
<td>$ 6,830,597</td>
</tr>
<tr>
<td><strong>Inter Funds Transfers</strong></td>
<td></td>
</tr>
<tr>
<td>Planned Savings (Building &amp; Site)</td>
<td>$ 405,000</td>
</tr>
<tr>
<td>Additional Savings (Building &amp; Site)</td>
<td>$ -</td>
</tr>
<tr>
<td>Bond Debt Service (Building &amp; Site)</td>
<td>$ 11,455</td>
</tr>
<tr>
<td>Restricted Grant Match</td>
<td>$ -</td>
</tr>
<tr>
<td>Total Transfer to Building &amp; Site</td>
<td>$ 416,455</td>
</tr>
<tr>
<td><strong>Net increase (decrease) in Net Assets</strong></td>
<td><strong>$ 6,414,142</strong></td>
</tr>
</tbody>
</table>
MID MICHIGAN COLLEGE  
STATEMENT OF REVENUES, EXPENSES  
For the nine months ended March 31, 2020  
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>Amount</td>
<td>% of Budget</td>
</tr>
<tr>
<td>Bookstore</td>
<td>$1,227,763</td>
<td>89%</td>
</tr>
<tr>
<td>Espresso Bar*</td>
<td>$14,009</td>
<td>21%</td>
</tr>
<tr>
<td></td>
<td>$1,241,773</td>
<td>86%</td>
</tr>
<tr>
<td><strong>EXPENSES:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bookstore</td>
<td>$1,069,551</td>
<td>89%</td>
</tr>
<tr>
<td>Espresso Bar*</td>
<td>$22,872</td>
<td>38%</td>
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<tr>
<td>Auxiliary Services</td>
<td>$98,499</td>
<td>83%</td>
</tr>
<tr>
<td></td>
<td>$1,190,922</td>
<td>86%</td>
</tr>
<tr>
<td><strong>EXCESS REVENUE OVER EXPENSES</strong></td>
<td>$50,851</td>
<td>4%</td>
</tr>
</tbody>
</table>

*Espresso bar (Laker Cafe) in Harrison Campus was temporarily closed due to construction and reopened on January 27, 2020*
Mid Michigan College
Contributions
March 2020

YTD Contributions

<table>
<thead>
<tr>
<th>Month</th>
<th>Curr YR</th>
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YTD Top Contribution Totals in 2020:

- **Lakers Academic Fund**: $82,899
- **David Terry Occupational Scholarship**: $50,474
- **Gerstacker Fund**: $30,000
- **Lakers Leadership Fund**: $18,382
- **General Fund (Unrestricted)**: $15,990
- **Lakers Athletic Fund & Other Athletics**: $6,911
- **Health Sciences Fund**: $5,020
- **Kathleen Kehoe Memorial Scholarship**: $5,000
- **Other Funds**: $16,212

**YTD Total**: $230,888
TO: Board of Trustees

FROM: Lori Fassett, Associate VP of Human Resources

SUBJECT: Staffing Update, May 5, 2020 Board Meeting

DATE: April 20, 2020

FULL-TIME NEW HIRES:
N/A

NEW PART-TIME AND STUDENT EMPLOYEES:
N/A

INTERNAL TRANSFERS:
N/A

SEPARATIONS:

Bob Robinson – Head Coach Softball  Effective: 03/04/2020
Brandie McCord – Work Study Student Services  Effective: 12/20/2019
Elizabeth Riley – Adjunct PTA  Effective: 11/29.2019

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 (part-time)  
Adjunct Health Education, Dewitt HS (part-time)  
Adjunct Math, Big Rapids, Tuscola ISD (part-time)  
Adjunct Political Science or History, Caro (part-time)  
Adjunct Sociology, Big Rapids, Caro (part-time)  
Adjunct Speech, Bad Axe, Big Rapids (part-time)  
Adjunct Welding, Clinton County RESA/Ovid-Elsie (part-time)  
Anatomy/Physiology Faculty (full-time)  
Certified Nursing Aid (CNA) Instructor – Bad Axe (part-time)  
Custodian 2nd Shift – Mt. Pleasant (full-time)  
Dental Assisting Instructor – Gladwin, MI (part-time)  
Economics/Business Faculty (full-time)  
HRA Lab Technician (part-time)  
Mid College Assistant, Tuscola ISD (part-time)  
Mid College Assistant, Huron ISD (part-time)  
Mid College Assistant, Mecosta/Osceola ISD (part-time)  
Nursing Faculty (full-time)
Unfinished Business

Item V-A: Acceptance of Foundation Gifts & Pledges/Approval of Naming Opportunities

Presenter: Tom Olver  Board Consideration: Information/Action

Associate Vice President of the Mid Foundation Tom Olver will be presenting the Board with a list of pledges that meet the criteria for naming opportunities and requesting that the Board approve those and accept the monetary gifts from the Foundation. The pledges are as follows:

- Ray & Rose Stover, $1,000, Rm.144
- Weinlander Fitzhugh, $1,000, Rm.145
- Clare Rotary, $2,500, Student Lounge (end of main concourse)
- PNC, $2,500, Huron Conference Room
- Three Rivers, $5,000 Laker Cafe

Recommendation:
It is recommended that the Board approve the naming opportunities and monetary gifts as presented.
Unfinished Business

Item V-B: Presidential Search Update

Presenter: Board Chair Jacobson
Board Consideration: Information/Action

The Board will discuss the latest information regarding Mid’s Presidential Search.

Recommendation:
None.
New Business

Item VI-A: Correspondence and Announcements

Presenter: President Hammond

Board Consideration: Information

Announcements may be made at this time.

- Professor JJ Mertz will be presenting the Board with updated information regarding Mid’s Hunting and Angling Scholars Program.
- The following two pages outline the guidelines we have received regarding the CARES Act funding. President Hammond will outline Mid’s plan regarding funding received from this ACT according to these plans.

Recommendation:
None, informational.
April 9, 2020

Dear College and University Presidents:

These are unprecedented and challenging times for your students and for you. I know you find yourselves grappling with issues you never imagined, and I want to assure you we are here to support you in your missions and to quickly provide the resources and flexibilities you need to continue educating your students. That’s why we’re focused on implementing the Coronavirus Aid, Relief, and Economic Security (CARES) Act quickly and faithfully.

I gave my team a charge as soon as the CARES Act was signed into law: get support to those most in need as quickly as possible. That starts with college students whose lives have been disrupted, many of whom are facing financial challenges and struggling to make ends meet.

As you know, the CARES Act provides several different methods for distributing roughly $14 billion in funds to institutions of higher education. The most significant portion of that funding allocation provides that $12.56 billion will be distributed to institutions using a formula based on student enrollment. Of the amount allocated to each institution under this formula, at least 50 percent must be reserved to provide students with emergency financial aid grants to help cover expenses related to the disruption of campus operations due to coronavirus. We are prioritizing this funding stream in order to get money in the hands of students in need as quickly as possible.

The CARES Act provides institutions with significant discretion on how to award this emergency assistance to students. This means that each institution may develop its own system and process for determining how to allocate these funds, which may include distributing the funds to all students or only to students who demonstrate significant need. The only statutory requirement is that the funds be used to cover expenses related to the disruption of campus operations due to coronavirus (including eligible expenses under a student’s cost of attendance, such as food, housing, course materials, technology, health care, and child care). With that said, I would like to encourage the leadership of each institution to prioritize your students with the greatest need, but at the same time consider establishing a maximum funding threshold for each student to ensure that these funds are distributed as widely as possible. As a point of reference, you might consider using the maximum Federal Pell grant (for the 2019-2020 academic year, $6,195) as that threshold. In addition, if you determine that your institution’s students do not have significant financial need at this time, I would ask that you consider giving your allocation to those institutions within your state or region that might have significant need.

In order to access these funds, all institutions must sign and return the Certificate of Funding and Agreement via: grants.gov (https://www.grants.gov/web/grants/applicants/registration.html), acknowledging the terms and conditions of the funding. After the Department has received the
certificate, institutions may draw down their emergency assistance funds using the Department’s G5 system.

The Department is also working expeditiously to allocate the remaining funding that is reserved for institutional use, and we will provide details on how institutions may apply for this institutional funding, as well as for other emergency funding, in the coming days. Thank you for your continued work on behalf of America’s students.

Sincerely,

[Signature]

Betsy DeVos
April 21, 2020

Dear College and University Presidents:

We continue to make good on our promise to quickly make Coronavirus Aid, Relief, and Economic Security (CARES) Act funding available so that you can serve students and help them continue to learn during this unprecedented time. It’s been two weeks now since the Department made $6.3 billion in initial formula grants available to institutions to provide emergency financial aid grants to college students whose lives have been disrupted, many of whom are facing financial challenges and struggling to make ends meet. These expedited awards reflected my top priority in administering the CARES Act: to get support to those most in need as quickly as possible. As of today, about half of institutions have completed the simple applications required to access these funds, which means many students are still waiting for emergency financial relief. I hope those that haven’t will act quickly to help their students.

Today, we’re releasing information on how to access the second half of formula grants to institutions of higher education authorized by Section 18004(a)(1) of the CARES Act, also known as the funds for “Recipient’s Institutional Costs.”

Section 18004(c) of the CARES Act allows your institution to use up to one-half of the total funds received under Section 18004(a)(1) to cover any costs associated with significant changes to the delivery of instruction due to the coronavirus. The funding for Recipient’s Institutional Costs, which I am making available today through a second Certification and Agreement process, is separate from the funding previously made available for Emergency Financial Aid Grants to Students. Because helping students remains our number one priority, please note that your institution must have entered into the Funding Certification and Agreement for Emergency Financial Aid Grants to Students before submitting the second Certification and Agreement for Recipient’s Institutional Costs.

While I know you face many challenges arising from the COVID-19 pandemic, I encourage you to use the portion of your award for Recipient’s Institutional Costs to expand your remote learning programs, build your IT capacity to support such programs, and train faculty and staff to operate effectively in a remote learning environment. These activities will help ensure that learning can continue for your students during the Nation’s recovery from the coronavirus pandemic, and strengthen your position to support continued learning in the future.

I also encourage you to consider using the funds for Recipient’s Institutional Costs to expand support for your students with the most significant financial needs arising from the coronavirus pandemic, including eligible expenses under a student’s cost of attendance, such as course materials, technology, health care, childcare, food, and housing.
In order to access the funds for Recipient’s Institutional Costs under Sections 18004(a)(1) and 18004(c) of the CARES Act, please sign the Recipient’s Funding Certification and Agreement for the Institutional Portion of the Higher Education Emergency Relief Fund (available for download on our Office of Postsecondary Education’s CARES Act website (https://www.ed.gov/about/offices/list/ope/caresact.html) and return via grants.gov (https://www.grants.gov), acknowledging and agreeing to the terms and conditions of the funding. After the Department has received the Certification and Agreement and verified the information therein, institutions may draw down their funds for the Recipient’s Institutional Costs using the Department’s G5 system.

Once again, I am pleased to have been able to move quickly to award funds provided under the CARES Act to meet the needs of both students and institutions as we work together to overcome the impact of the coronavirus pandemic on teaching and learning in our postsecondary institutions. I look forward to continuing to work with you on behalf of America’s students.

Sincerely,

Betsy DeVos
New Business

Item VI-B: ProQuest Electronic Research Database 2020-2021 Yearly Renewal

Presenter: Corey Goethe  
Board Consideration: Information/Action

Director of Library Services Corey Goethe will be presenting the Board with a request to renew ProQuest, an electronic research database utilized by students, employees and community members. The total cost for this renewal request is $30,392.00.

Recommendation:

It is recommended the Board approve the renewal request in the amount of $30,392.00.
It’s Time to Renew Your ProQuest Subscription

We hope your users are enjoying the ProQuest subscription you’ve carefully selected for them. We’d like to remind you that your account is up for renewal. Renew today so your users enjoy uninterrupted access to the products and services they rely on.

Ready to renew? Confirm Your Renewal now.

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<th>Product Name</th>
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<th>Start Date</th>
<th>End Date</th>
<th>Price</th>
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<td><a href="mailto:cgoethe@midmich.edu">cgoethe@midmich.edu</a></td>
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| If your subscribing institution requires the use of Purchase Orders, please indicate below. |
| Purchase Order # |

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- **Access your invoices online**: View or download a two-year history of your ProQuest invoices, or submit an inquiry or dispute quickly and easily. Access the ProQuest Invoice Portal today.
For payment questions, please contact us at 1-734-997-4170.

All contract prices are exclusive of any applicable taxes. ProQuest LLC will assess, collect and remit VAT, GST and sales tax, as applicable, on the sale of taxable goods and services to non-exempt customers in accordance with local laws in taxing jurisdictions where ProQuest is registered for such taxes, to the extent that ProQuest is obligated to assess tax. In situations where the product is taxable but ProQuest, as a US supplier, is not obligated to assess tax, the purchaser should apply the reverse charge mechanism, where applicable, to self-assess any taxes due.
New Business

Item VI-C: Summer Enrollment Update

Presenter: Matt Miller  
Board Consideration: Information

Vice President of Student Services Matt Miller will be presenting the Board with an enrollment report for the Summer 2020 semester.

Recommendation:
None, informational.
New Business

Item VI-D: Foundation Board Member Appointment

Presenter: Tom Olver  
Board Consideration: Information/Action

Associate Vice President of the Mid Foundation Tom Olver will be presenting the Board with a request to approve the appointment of Sarah Ostahowski to the Mid Michigan College Foundation Board of Directors for a three year term, beginning May 14, 2020.

Recommendation:

It is recommended the Board approve the request to appoint Sarah Ostahowski to the Mid Michigan College Foundation Board of Directors as presented.
New Business

Item VI-E: Annexation

Presenter: President Hammond/Scott Mertes  Board Consideration: Information/Action

In November 2019, the Board confirmed its intention to extend educational access throughout the region and it authorized the President and senior leadership team to pursue additional public funding to support such efforts.

The following language has been prepared for the Board of Trustees’ consideration and action if members so choose to initiate it:

Per Board Policy 110, the Board of Trustees accepts statewide districting for community colleges; therefore, the Board extends a standing invitation to other school districts to affiliate with Mid Michigan College. As such, the Board of Trustees extends an invitation to residents of the Gratiot-Isabella Regional Education Service District for membership in the functional control of the College.

The Board authorizes such discussions and preparations as are necessary to introduce a ballot measure in the November 3, 2020 election which would, if approved, annex the residents within the Gratiot-Isabella Regional Education Service District to the College’s taxable district and afford all residents the benefits of such an arrangement.

Recommendation:
It is recommended the Board approve the discussions and preparations necessary to introduce a ballot measure in the November 3, 2020 election as presented.
The President and Vice Presidents recommend that the Board invite the residents of the Gratiot-Isabella RESD to affiliate with Mid Michigan College through annexation. Such action is congruent with Board Policy 110, accepting statewide districting for community colleges.

Why Now
When the State Board of Education authorized Mid’s formation in 1965, it encouraged the annexation of Isabella County. Through the years, the College has maintained a strong and growing presence in Isabella and Gratiot County. Today, Mid serves as the college of choice for more than 1000 students from GIRESRD and actively participates in community leadership.

Recognizing the important role Mid plays in our region, on November 5, 2019, the Mid Board of Trustees, confirmed its, “intention to extend educational access throughout the region and authorizes the president and senior leadership team to pursue additional public funding to support such efforts.” A description of those efforts appears below.

The next steps in this effort are:
- May 2020 – A formal invitation from the Mid Board to the Gratiot-Isabella RESD
- June 2020 –
  - Meeting with the superintendents of GIRESD;
  - Request for approval from the Superintendent of the State Board of Education
  - Resolution from Mid Board to place a millage request on the November ballot
- June – November 2020 – Continue outreach to make the case for Mid with voters.

Voter turnout in the November 2020 is expected to be high. These two counties have historically been supportive of ballot measures (80% passage rate in Gratiot and 85% in Isabella County between 2012-2019). In the most recent election voters overwhelmingly passed an increase in the millage rate for Gratiot-Isabella RESD (67% to 33% in Gratiot and 75% to 25% in Isabella). This presents a unique opportunity where conditions are favorable.

Why Gratiot/Isabella
The largest proportion of Mid’s students come from Isabella and Gratiot Counties. While we are currently experiencing great success in attracting dual enrollment students in other potential target areas (i.e. Huron, Tuscola, Mecosta, and Osceola Counties), we are just beginning our campaign to attract non-dual students. In the course of conducting focus groups in these target areas we found that there is still much work to be done in familiarizing residents with our services. It is likely premature to engage in an annexation campaign at this time.

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<th>Winter 2020</th>
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<td>Gratiot-Isabella Counties</td>
<td>37.39 %</td>
<td>39.96 %</td>
<td>36.70 %</td>
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<td>Clare-Gladwin Counties</td>
<td>28.14</td>
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<td>2.94</td>
<td>2.68</td>
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What Have We Done
Following Board action on November 5, 2019, the senior leadership at Mid engaged in multiple endeavors to gather information and/or lay a foundation for annexation in Isabella and Gratiot Counties.

1. **Informational Meetings with Key Community Members**
   a. Margaret McAvoy, Isabella County Administrator
   b. Al Kaufmann, Former Mt. Pleasant Mayor
   c. Don Schurr – Greater Gratiot Development
   d. Mt. Pleasant Advisory Council for Mid Michigan College

2. **Strategic Partnerships**
   a) Joined boards of key organizations including Art Reach, Mt. Pleasant Community Foundation Census Committee, Mt. Pleasant Chamber of Commerce, and Town & Gown.
   b) Established quarterly “brown bag” lunch series for Mt. Pleasant community in partnership with the Mt. Pleasant Chamber
   c) Created Mid employee volunteer program entitled “Doing Good in Your Neighborhood”
   d) Finalized Dual Enrollment program for Gratiot County schools at Alma High School
   e) Expanded Lifelong Learning options in Mt. Pleasant

3. **Data Gathering Endeavors**
   a) Using Economic Modeling Services, Inc. (EMSI), obtained a study of Mid’s economic impact on its service counties
   b) Using a University of Michigan public policy graduate team, gathered perception data from our service communities

**Impact on Tuition and Revenue**
The impact of annexation on tuition and revenue takes two forms. One is a reduction in tuition dollars by moving students from out-district to in-district rates. Using 2019-2020 figures, this would reduce tuition costs to Isabella and Gratiot County students by approximately $1.47 million. It would offer in-district rates to these students at a time of economic hardship.

The second impact is in the form of additional property tax dollars gained. This past year would have netted an increase of approximately $3.11 million, offering Mid a more stable funding source than its current over-reliance on student tuition and fees.

Taken together, the net impact on Mid's revenue would be an addition of approximately $1.64 million.
New Business

Item VI-F: Exception to Policy Request

Presenter: Lori Fassett

Board Consideration: Information/Action

Associate Vice President of Human Resources Lori Fassett will be presenting the Board with a request for an exception to Board policy 407.07.

Recommendation:

It is recommended the Board approve the exception as presented.
April 28, 2020

Dear Mid Michigan College Board of Trustees,

I am writing to ask for an exception to Board Policy 407.07 Vacation Days.

The current policy states, “In the event a staff member has not chosen or has been unable to use all assigned vacation days, no more than ten (10) days shall be carried over until December 31, at which time all remaining unused vacation days for the previous fiscal year shall be cancelled”.

I am asking that the current policy be adjusted from ten (10) days to twenty (20) days that can be rolled into the 2020-2021 fiscal year. The days would still need to be used by December 31, 2020 and any days unused at that time would be cancelled.

In the event that an administrator leaves employment with Mid between July 1, 2020 and December 31, 2020, and still has prior fiscal year vacation time available in their bank, they would be paid out for up to 10 (ten) days of this time.

The rationale for this requested one-time exception is due to the unexpected COVID-19 pandemic. Many employees had to cancel vacation plans and due to the stay-at-home order have not been able to reschedule the use of their vacation time.

I appreciate your consideration of this request.

Regards,

Lori Fassett
AVP of Human Resources
## Board Comments

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

**Presenter:** Board Chair Jacobson  
**Board Consideration:** Information

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<tr>
<th>Date</th>
<th>Event Description</th>
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<tr>
<td>June 2</td>
<td>Board of Trustees Meeting, Harrison Campus</td>
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*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.