Board of Trustees Meeting Agenda

APPROVAL OF AGENDA
Item II, Approval of Agenda
  Presenter: Board Chair Petrongelli
  Board Consideration: Action

Item III, Public Comment
  Presenter: Board Chair Petrongelli
  Board Consideration: Information

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

UNFINISHED BUSINESS
Item V-A: Winter Enrollment Report
  Presenter: Matt Miller
  Board Consideration: Information

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

Item VI-B: Academic Calendar
  Presenter: Matt Miller
  Board Consideration: Information/Action

Item VI-C: Road Maintenance Correspondence
  Presenter: Lillian Frick
  Board Consideration: Information

Item VI-D: Printer/Copier Management Service Renewal
  Presenter: Kirk Lehr
  Board Consideration: Information/Action

Item VI-E: MCCA Board of Directors Designation
  Presenter: President Hood
  Board Consideration: Information/Action

Item VI-F: Administrative Retirement Incentive
  Presenter: Lori Fassett
  Board Consideration: Information/Action

BOARD COMMENTS
Item VII-A: Calendar of Events
  Presenter: Board Chair Petrongelli
  Board Consideration: Information

Item VII-B: Board Comments- Other Business
  Presenter: Board Chair Petrongelli
  Board Consideration: Information
Approval of Agenda

Item II, Approval of Agenda

Presenter: Board Chair Petrongelli

Board Consideration: Action

President’s Recommendation:
Motion to approve the agenda as presented.

Approval of Agenda.
Approval of Agenda

Item III, Public Comment

Presenter: Board Chair Petrongelli

President’s Recommendation:
None, informational.

The Board will allow public comment at this time.
Approval of Consent Items

Item IV, Approval of Consent Items

Presenter: Board Chair Petrongelli                Board Consideration: Action

*President’s Recommendation:*
Motion to approve the consent items as presented.

A. Minutes- January 5, 2021 Regular Meeting
B. Monthly Financial Report:
   3. General fund statement of revenues and expenses for nine months
   4. Gifts and Donations: Donations totaling $66,735 were received for the Mid
      Foundation in December 2020.
The meeting took place in the Esther C. Conference Room, Harrison Campus and via Zoom Video Conference Technology.

Present: Betty M. Mussell (attending remotely), Vice Chair; Richard S. Allen Jr., Secretary; Thomas W. Metzger (attending remotely), Treasurer; Terry Petrongelli (attending remotely), Trustee; Carolyn C. Bay (attending remotely), Trustee; Eric T. Kreckman (attending remotely), Trustee, George Gilmore (attending remotely), Trustee

Absent: All Trustees were present.

**Agenda Item I: CALL TO ORDER**

Vice Chair Betty Mussell called the meeting to order at 7:10 PM.

**Agenda Item II: ELECTION OF OFFICERS**

In the absence of a Board Chair, President Hood facilitated nominations for Board Chair. President Hood opened up nominations for Board Chair. Motion by Trustee Mussell to nominate Trustee Petrongelli as Board Chair. Second by Trustee Metzger. A discussion took place among trustees regarding new leadership and if trustees are willing to accept new expectations. Trustee Petrongelli stated that she would accept the nomination of Board Chair.

Motion by Trustee Kreckman to close nominations for Board Chair. Second by Trustee Mussell. All Ayes, Motion Carried. Trustee Petrongelli will become the new Board Chair.

Board Chair Petrongelli opened up nominations for Vice Chair. Motion by Trustee Bay to nominate Trustee Mussell as Vice Chair. Second by Trustee Petrongelli.

Trustee Mussell stated that she would accept the nomination of Vice Chair.

Motion by Trustee Kreckman to close nominations for Vice Chair. Second by Trustee Metzger. All Ayes; Motion Carried. Trustee Mussell will remain Vice Chair of the Board.

Board Chair Petrongelli opened up nominations for Secretary. Motion by Trustee Mussell to nominate Trustee Allen as Secretary. Second by Trustee Metzger.

Trustee Allen stated that he would accept the nomination of Secretary.

Motion by Trustee Kreckman to close nominations for Secretary. Second by Trustee Mussell. All Ayes; Motion Carried. Trustee Allen will remain Secretary of the Board.

Board Chair Petrongelli opened up nominations for Treasurer. Motion by Trustee Kreckman to nominate himself as Treasurer. Second by Trustee Allen.

Motion by Trustee Metzger to nominate himself as Treasurer. Second by Trustee Mussell.
Mid Michigan College Board of Trustees Regular Meeting

January 5, 2021 – page 2

Motion by Trustee Petrongelli to close nominations for Treasurer. Second by Trustee Bay. A voice vote showed 4 votes in favor of Thomas Metzger, 3 votes in favor of Eric Kreckman. Motion approving Thomas Metzger to continue as Board Treasurer.

Agenda Item III: APPROVAL OF AGENDA

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

Agenda Item IV: PUBLIC COMMENT

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

Agenda Item V: APPROVAL OF CONSENT ITEMS

Motion by Trustee Allen to approve the consent items. Second by Trustee Bay. All Ayes; Motion Carried.

Agenda Item VI-A: WINTER ENROLLMENT REPORT

Vice President of Student Services Matt Miller presented the latest Winter Enrollment Report.

Agenda Item V-B: ANNEXATION

Vice President of Academic Affairs and Community Outreach Scott Mertes presented the Board with information regarding a potential annexation proposal on the May 4, 2021 ballot in 10 individual school districts that Mid currently works with. Those school districts are Alma Public Schools, Ashley Community Schools, Beal City Public Schools, Breckenridge Community Schools, Chippewa Hill School District, Fulton Schools, Ithaca Public Schools, Mt. Pleasant Schools, Shepherd Public Schools, St. Louis Public Schools. Ballot language would include the following:

EXHIBIT A

I. Mid Michigan College Annexation Proposition

Shall Mid Michigan College, Michigan, annex the territory of (insert school district name, counties served, state) that is not already included in a community college district?

II. Mid Michigan College
Adoption of Mid Michigan College
Maximum Tax Rate in Annexed Territory
To provide funds for Mid Michigan College, Michigan, shall the limitation on the amount of taxes which may be assessed against all property in the proposed annexed territory of (insert school district name, counties served, state) be increased in perpetuity by 1.2202 mills ($1.2202 on each $1,000 of taxable valuation), representing the community college district charter millage; the estimate of the revenue the community college district will collect within the annexed territory of the school district if the millage is approved and levied in 2021 is approximately (insert property tax levy amount)?

The following preamble and resolution were offered by Trustee Mussell and supported by Trustee Gilmore:

WHEREAS:

1. This Board intends to submit one or more propositions at a special election to be held on Tuesday, May 4, 2021 related to the matter of a proposed annexation.

2. On or before 4:00 p.m. on Tuesday, February 9, 2021, 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, May 4, 2021.

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.
Mid Michigan College Board of Trustees Regular Meeting

January 5, 2021 – page 4

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, February 9, 2021 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.


Nays: Trustees Thomas W. Metzger

Resolution declared adopted.

Agenda Item VII-A: CORRESPONDENCE AND ANNOUNCEMENTS

President Hood presented the Board with information regarding new enrollment ideas and different ways to bring students to Mid.

Agenda Item VII-B: SABBATICAL LEAVE REQUEST

Vice President of Academic Affairs and Community Outreach Scott Mertes presented a sabbatical leave request for faculty member Lucia Elden.

Motion by Trustee Mussell to approve the sabbatical leave request for faculty member Lucia Elden as presented. Second by Trustee Petrongelli. All Ayes; Motion Carried.

Agenda Item VII-A: CALENDAR OF EVENTS

Feb 2  Board of Trustees Meeting, Esther C. Conference Room- Harrison Campus & Zoom

Agenda Item VII-B: OTHER BUSINESS

Trustee Mussell spoke about a Trustee workshop. A survey will be sent to all Board members over the next week asking about availability regarding that workshop.

Trustee Allen spoke about an email from ACCT regarding Trusteeship in Community Colleges and he recommended that everyone read that before the workshop.
Trustee Petrongelli wanted to thank the Strategic Communication team (Meghan Keen & Greg Gunther) and Noah Lueke for their hard work on the virtual holiday card.

Motion by Trustee Kreckman to adjourn the meeting. Second by Trustee Bay. All Ayes; Motion Carried.

Meeting adjourned at 8:12 PM

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

______________________________  ______________________________
Terry Petrongelli, Board Chair     Richard S. Allen, Jr., Board Secretary
GENERAL FUND REVENUE:
- As of December 31, 2020, 2020-21 revised tuition and fee revenue budget was based on a 13.7% enrollment decrease from 2019-20 levels. Fall tuition and fees revenue represents 37% of the total 2020-21 revised budgeted tuition and fees revenue. The 2021 Winter term registration began on October 14 and accounts for the balance of the tuition and fees revenue to date. As of December 31, 2020, Winter 2021 enrollment reflected an 18.2% decrease from prior year levels.
- State appropriations revenue for 2020-21 decreased 0.3% from the original 2019-20 levels and was booked in October at $5,309,200. Additional state appropriations of $1,449,035 were allocated to Mid for the UAAL funding.
- Property tax revenue of $2,544,263 was levied and booked as revenue in December 2020.

GENERAL FUND EXPENSES:
- Departmental expenses are in line with approximately 50% of the annual budget, with the exception of:
  - Information Technology expended 54% due to the new Ellucian consultation contract.

GENERAL FUND REVENUE OVER EXPENSES:
- The total increase in net assets as of December 31, 2020 is $11.1 million. This includes $4.4 million in tuition for the 2021 Winter term that began on January 11, 2021. This excess will fund the operations for the balance of the 2020-21 fiscal year.

BALANCE SHEET:
- The cash balance increased $874,641 from November 30, 2020 due to receipt of federal financial aid and CARES grant funds in December.
- The State appropriations receivable of $4,915,097 represents the remaining 8 monthly payments of 2020-21 general and UAAL state appropriations.
- Student receivables increased $667,237 due to continued registration for the Winter 2021 term.
- The prepaid expense balance of $193,466 represents a few multi-year prepaid items, and other prepaid 2010-21 expenses.
- The balance due to other funds of $7.8 million can be broken down as follows:
  - $833,000 due to the designated student activities fund
  - $2.3 million due to the auxiliary services for sales
  - $45,000 due to the scholarship and grant fund
• $124,000 due from the restricted grant fund
• $4.8 million due to building and site for current and future college needs
• $8,000 due to the Foundation
• The $1.3 million in accrued payroll and other compensation includes expenses incurred but not paid as follows:
  o Accrued salary and wages of $288,000
  o FICA, Federal and State withholding of $48,000
  o MPSERS/ORP/UAAL payable of $246,000
  o Employee health and dental insurances payable of $244,000
  o Deferred faculty pay of $465,000
  o Unemployment and workers’ compensation insurances payable of $11,000
  o Miscellaneous payroll deductions
• A significant portion of the preliminary Unreserved Net Assets of $4.6 million represents funds set aside by the Board of Trustees to fund current and future college expansion needs.

AUXILIARY FUNDS:
• Total revenue is at 67% of the revised annual budget.
• 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. On-campus operations have now resumed with limited hours of operation and services.
• Total expenses, at 72% of the revised annual budget, represent operational costs for the months of July through December and corresponds with sales volume.
• Although there’s excess expense over revenue as of the date of this report, it’s expected to trend the other way as textbook sales for Winter term are recorded in January.
MID MICHIGAN COLLEGE
BALANCE SHEET
December 31, 2020

Assets

Current Assets:

- Cash and cash equivalents: $13,653,628
- Short-term investments: $641,571
- Property taxes receivable: $2,498,130
- State appropriations receivable: $4,915,097
- Student receivables: $5,851,122
- Other receivables: $47,952
- Prepaid expenses and other assets: $193,466
- Due from (due to) other funds: $(7,792,892)

Total current assets: $20,008,073

Long-term investments: $

Total assets: $20,008,073

Liabilities and Net Assets

Liabilities:

- Accounts payable: $79,280
- Accrued payroll and other compensation: $1,309,239

Total liabilities: $1,388,518

Net assets:

Reserved for:
- Technology: $884,632
- Program development: $798,311
- Retirement incentives: $200,000
- Self-funded healthcare reserve: $1,046,131
- Unreserved: $4,615,598
- Current year excess revenue over/(under) expenditures: $11,074,883

Total net assets: $18,619,554

Total liabilities and net assets: $20,008,073
MID MICHIGAN COLLEGE
STATEMENT OF REVENUES, EXPENSES
For the six months ended December 31, 2020

<table>
<thead>
<tr>
<th>OPERATING REVENUES:</th>
<th>Current Fiscal Year</th>
<th>% of Budget</th>
<th>Prior Fiscal Year</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and fees</td>
<td>$12,645,733</td>
<td>86%</td>
<td>$15,021,610</td>
<td>92%</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$17,016</td>
<td>20%</td>
<td>$43,987</td>
<td>26%</td>
</tr>
<tr>
<td>Total operating revenues</td>
<td>$12,662,749</td>
<td>86%</td>
<td>$15,065,597</td>
<td>92%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>EXPENSES:</th>
<th>Current Fiscal Year</th>
<th>% of Budget</th>
<th>Prior Fiscal Year</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating expenses:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction</td>
<td>$4,916,475</td>
<td>48%</td>
<td>$4,930,211</td>
<td>50%</td>
</tr>
<tr>
<td>Information technology</td>
<td>$788,927</td>
<td>54%</td>
<td>$845,175</td>
<td>46%</td>
</tr>
<tr>
<td>Public service</td>
<td>$299,662</td>
<td>48%</td>
<td>$382,720</td>
<td>44%</td>
</tr>
<tr>
<td>Instructional support</td>
<td>$827,752</td>
<td>49%</td>
<td>$1,054,249</td>
<td>45%</td>
</tr>
<tr>
<td>Student services</td>
<td>$1,341,013</td>
<td>47%</td>
<td>$1,398,808</td>
<td>43%</td>
</tr>
<tr>
<td>Institutional administration</td>
<td>$1,814,579</td>
<td>45%</td>
<td>$2,120,807</td>
<td>54%</td>
</tr>
<tr>
<td>Operation and maintenance of plant</td>
<td>$1,057,886</td>
<td>46%</td>
<td>$1,171,830</td>
<td>42%</td>
</tr>
<tr>
<td>Total operating expenses</td>
<td>$11,046,293</td>
<td>47%</td>
<td>$11,903,800</td>
<td>48%</td>
</tr>
<tr>
<td>Operating income/(loss)</td>
<td>$1,616,456</td>
<td></td>
<td>$3,161,796</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NON-OPERATING REVENUES:</th>
<th>Current Fiscal Year</th>
<th>% of Budget</th>
<th>Prior Fiscal Year</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>State appropriations</td>
<td>$5,450,670</td>
<td>109%</td>
<td>$5,449,753</td>
<td>104%</td>
</tr>
<tr>
<td>UAAL</td>
<td>$1,449,036</td>
<td>109%</td>
<td>$1,328,888</td>
<td>95%</td>
</tr>
<tr>
<td>Property tax levy</td>
<td>$2,547,826</td>
<td>109%</td>
<td>$2,462,446</td>
<td>100%</td>
</tr>
<tr>
<td>Investment income</td>
<td>$13,100</td>
<td>109%</td>
<td>$112,817</td>
<td>226%</td>
</tr>
<tr>
<td>Unrealized gain (loss) on investments</td>
<td>$(460)</td>
<td>14%</td>
<td>$4,278</td>
<td></td>
</tr>
<tr>
<td>Gifts</td>
<td>$ -</td>
<td></td>
<td>$ -</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$74,699</td>
<td></td>
<td>$63,736</td>
<td></td>
</tr>
<tr>
<td>Total Non-operating revenues</td>
<td>$9,534,871</td>
<td>108%</td>
<td>$9,421,918</td>
<td>125%</td>
</tr>
</tbody>
</table>

| Revenues over/(under) expenses | Current Fiscal Year | $11,151,327 | Prior Fiscal Year | $12,583,714 |

<table>
<thead>
<tr>
<th>Inter Funds Transfers</th>
<th>Current Fiscal Year</th>
<th>% of Budget</th>
<th>Prior Fiscal Year</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planned Savings (Building &amp; Site)</td>
<td>$ -</td>
<td>0%</td>
<td>$ -</td>
<td>0%</td>
</tr>
<tr>
<td>Bond Debt Service (Building &amp; Site)</td>
<td>$72,801</td>
<td>20%</td>
<td>$11,455</td>
<td>2%</td>
</tr>
<tr>
<td>Restricted Grant Match</td>
<td>$3,643</td>
<td>2%</td>
<td>$ -</td>
<td>0%</td>
</tr>
<tr>
<td>Total Transfer to Building &amp; Site</td>
<td>$76,444</td>
<td></td>
<td>$11,455</td>
<td></td>
</tr>
</tbody>
</table>

| Net increase (decrease) in Net Assets | Current Fiscal Year | $11,074,883 | Prior Fiscal Year | $12,572,259 |
MID MICHIGAN COLLEGE
STATEMENT OF REVENUES, EXPENSES
For the six months ended December 31, 2020
AUXILIARY FUND

<table>
<thead>
<tr>
<th></th>
<th>Current Fiscal Year</th>
<th></th>
<th>Prior Fiscal Year</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUE:</strong></td>
<td>Amount</td>
<td>% of Budget</td>
<td>Amount</td>
<td>% of Budget</td>
</tr>
<tr>
<td>Bookstore</td>
<td>$646,718</td>
<td>69% $782,096</td>
<td>57%</td>
<td></td>
</tr>
<tr>
<td>Espresso Bar*</td>
<td>$10,755</td>
<td>25% -</td>
<td>0%</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$657,473</td>
<td>67% $782,096</td>
<td>54%</td>
<td></td>
</tr>
</tbody>
</table>

| **EXPENSES:**       | Amount              | % of Budget | Amount              | % of Budget |
| Bookstore           | $607,918            | 77% $659,826| 55%                |
| Espresso Bar*       | $12,886             | 36% -      | 0%                 |
| Auxiliary Services  | $63,302             | 54% $65,391| 55%                |
| **Total**           | $684,106            | 72% $725,217| 53%                |

**EXCESS REVENUE OVER EXPENSES**

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Fiscal Year</td>
<td>$(26,633)</td>
<td>-4%</td>
</tr>
<tr>
<td>Prior Fiscal Year</td>
<td>$56,879</td>
<td>7%</td>
</tr>
</tbody>
</table>

*Both Harrison Laker Cafe and Mt. Pleasant (included in bookstore operations) café locations closed beginning March 11, 2020 due to stay-at-home order, and reopened with limited hours at the beginning of Fall term.
Mid Michigan College
Contributions
December 2020

YTD Contributions

<table>
<thead>
<tr>
<th>Monthly Contributions</th>
<th>Curr YR</th>
<th>Prior YR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$ 66,735</td>
<td>$ 102,498</td>
</tr>
</tbody>
</table>

| YTD Contributions | $ 157,319 | $ 180,643 |

YTD Top Contribution Totals in 2021:

<table>
<thead>
<tr>
<th>Fund Name</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rich Smith Memorial Student Emergency Fund</td>
<td>$ 43,500</td>
</tr>
<tr>
<td>Gerstacker Fund</td>
<td>$ 30,000</td>
</tr>
<tr>
<td>General Fund (Unrestricted)</td>
<td>$ 19,412</td>
</tr>
<tr>
<td>Lakers Academic Fund</td>
<td>$ 14,432</td>
</tr>
<tr>
<td>Student Emergency Fund</td>
<td>$ 7,630</td>
</tr>
<tr>
<td>Harris Allied Health Scholarship</td>
<td>$ 7,500</td>
</tr>
<tr>
<td>Hoyle Family Scholarship</td>
<td>$ 7,500</td>
</tr>
<tr>
<td>Kathleen Kehoe Memorial Scholarship</td>
<td>$ 7,000</td>
</tr>
<tr>
<td>Lakers Athletic and other Athletic Funds</td>
<td>$ 5,839</td>
</tr>
<tr>
<td>Bicknel Scholarship</td>
<td>$ 4,450</td>
</tr>
<tr>
<td>Lakers Leadership Fund</td>
<td>$ 4,192</td>
</tr>
<tr>
<td>Other Funds</td>
<td>$ 5,864</td>
</tr>
<tr>
<td>YTD Total</td>
<td>$ 157,319</td>
</tr>
</tbody>
</table>
TO: Board of Trustees
FROM: Lori Fassett, Associate VP of Human Resources
SUBJECT: Staffing Update, February 2, 2021 Board Meeting
DATE: January 15, 2021

FULL-TIME NEW HIRES:
n/a

NEW PART-TIME AND STUDENT EMPLOYEES:

Ryan Chamberlin – Work Study Bookstore  
Effective: 01/04/2021

Zeke Holley – IT Intern II  
Effective: 12/21/2020

Jacob Aday – Adjunct Social Science (EDUStaff)  
Effective: 01/04/2021

Dan Boyll – Adjunct Social Science (EDUStaff)  
Effective: 01/04/2021

Darlene Carey – Adjunct Communication (EDUStaff)  
Effective: 01/04/2021

Nino Cimini – Adjunct Social Science (EDUStaff)  
Effective: 01/04/2021

Ashley Doty – Adjunct Health Education (EDUStaff)  
Effective: 01/04/2021

Cassandra Harden – MTEC Phlebotomy Instructor (EDUStaff)  
Effective: 01/11/2021

Robert Heyart – Adjunct Communication (EDUStaff)  
Effective: 01/04/2021

Brandon Lamb – part-time Custodian MP (EDUStaff)  
Effective: 12/29/2021

Siddiqua Mazhar – Adjunct Math (EDUStaff)  
Effective: 01/04/2021

Susan Nelson – MTEC Phlebotomy Instructor (EDUStaff)  
Effective: 01/11/2021

Josh Pretzer – Adjunct Arts (EDUStaff)  
Effective: 01/01/2021

Orrin Shawl – Adjunct Communication (EDUStaff)  
Effective: 01/01/2021

Kelsey Stephan – PTA Student Lab Assistant (EDUStaff)  
Effective: 01/11/2021
Denise Tamayo – MTEC CNA Instructor (EDUStaff)  Effective: 01/18/2021
Ryan Chamberlin – Work Study Bookstore  Effective: 01/04/2021
Trent Rogers – Student Worker - Tutor Physical Therapy Assistant  Effective: 01/11/2021
Madison Shurlow – Student Worker – Tutor Physical Therapy Assistant  Effective: 01/11/2021

INTERNAL TRANSFERS:

N/A

SEPARATIONS:

Dale Moore – Adjunct Computer Science (EDUStaff)  Effective: 12/22/2020
Lynda Klasko – Adjunct Health Education (EDUStaff)  Effective: 01/15/2021
Tracy Mikel – PTA Student Lab Assistant (EDUStaff)  Effective: 12/18/2020
Marjorie Rossier – Automotive Lab Tech (EDUStaff)  Effective: 12/18/2020
Emily Bindschatel – Student Worker SI Leader  Effective: 05/09/2020
Bethany Bonstelle – Student Worker SI Leader  Effective: 12/18/2020
Rick Brady – Assistant Coach Softball  Effective: 05/01/2020
Jeremiah Comden – Work Study Library  Effective: 12/11/2020
Miranda Coon – Student Worker Tutor Science  Effective: 11/27/2020
Joanna Crain – Student Worker Tutor Math  Effective: 05/09/2020
Hannah David – Student Worker Tutor CADD  Effective: 02/17/2020
Troy Davis – Student Worker Tutor Science  Effective: 02/29/2020
Alex Faber – Student Worker Tutor History  Effective: 12/11/2020
Desiree Grezeszak – Student Worker SI Leader  Effective: 12/11/2020
<table>
<thead>
<tr>
<th>Name</th>
<th>Position/Title</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ciara Johnson</td>
<td>Student Worker SI Leader</td>
<td>04/25/2020</td>
</tr>
<tr>
<td>Brandon Kish</td>
<td>Adjunct Instructor CIS</td>
<td>12/21/2019</td>
</tr>
<tr>
<td>Linda Lenar</td>
<td>Adjunct Instructor Math</td>
<td>12/21/2019</td>
</tr>
<tr>
<td>Haley Marsh</td>
<td>Student Worker Tutor CADD</td>
<td>03/06/2020</td>
</tr>
<tr>
<td>Dylan Mills</td>
<td>Student Worker Tutor Math</td>
<td>05/09/2020</td>
</tr>
<tr>
<td>Austin Raymond</td>
<td>Student Worker SI Leader</td>
<td>05/09/2020</td>
</tr>
<tr>
<td>Montana Russell</td>
<td>Work Study Student Advancement</td>
<td>12/18/2020</td>
</tr>
<tr>
<td>Taylor Sackett</td>
<td>Student Worker Tutor Science</td>
<td>12/11/2020</td>
</tr>
<tr>
<td>Kim Shea</td>
<td>Adjunct Business/Communications</td>
<td>01/07/2020</td>
</tr>
<tr>
<td>Shirley Silverpen</td>
<td>Student Worker SI Leader</td>
<td>08/31/2019</td>
</tr>
<tr>
<td>Kylin Sprague</td>
<td>Student Worker SI Leader</td>
<td>12/21/2019</td>
</tr>
</tbody>
</table>

**VACANCIES:**

- **Adjunct Biology** – MOISD Big Rapids (part-time)  
  - Posted
- **Adjunct Communication** – Clare HS (part-time)   
  - Filled
- **Adjunct Health Education** – Dewitt HS (part-time) 
  - Filled
- **Adjunct History** – Big Rapids HS (part-time)     
  - Filled
- **Adjunct Music** - MOISD Big Rapids (part-time)   
  - Posted
- **Adjunct Psychology** – Clare HS/Sacred Heart HS/Huron & Tuscola ISD (part-time)  
  - Filled
- **Adjunct Religion** – MOISD Big Rapids (part-time)  
  - Posted
- **Adjunct Welding** – Clinton County RESA/Ovid-Elsie (part-time)  
  - Posted
Automotive Lab Technician (part-time) Posted
Custodian – HA & MP (part-time) Posted
Director of Title III Grant (full-time) Posted
HRA Lab Technician (part-time) Posted
Head Coach – Softball (part-time) Posted
Phlebotomy Instructor (part-time) Posted
Welding Lectureship – Clinton County RESA Ovid-Elsie HS (part-time) Posted
Unfinished Business

Item V-A: Winter Enrollment Report

Presenter: Matt Miller  
Board Consideration: Information

President’s Recommendation:
None, informational.

Vice President of Student Services Matt Miller will present the final Winter 2021 Enrollment Report.
New Business

Item VI-A: Correspondence and Announcements

Presenter: President Hood

Board Consideration: Information

President’s Recommendation:
None, informational.

Announcements may be made at this time.
New Business

Item VI-B: Academic Calendar

Presenter: Matt Miller

Board Consideration: Information/Action

President’s Recommendation:
Motion to approve the Academic Calendar as presented.

Vice President of Student Services Matt Miller will present the Academic Calendar for the 2021-2022 academic year for approval.
<table>
<thead>
<tr>
<th>Academic Year</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
<th>2024</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Faculty Return</strong></td>
<td>Aug 24</td>
<td>Aug 23</td>
<td>Aug 22</td>
<td>Aug 21</td>
<td></td>
</tr>
<tr>
<td><strong>Faculty Welcome/Orientation</strong></td>
<td>Aug 26</td>
<td>Aug 25</td>
<td>Aug 24</td>
<td>Aug 23</td>
<td></td>
</tr>
<tr>
<td><strong>Classes Begin</strong></td>
<td>Aug 31</td>
<td>Aug 30</td>
<td>Aug 29</td>
<td>Aug 28</td>
<td></td>
</tr>
<tr>
<td><strong>Labor Day - College Closed</strong></td>
<td>Sept 7</td>
<td>Sept 6</td>
<td>Sept 5</td>
<td>Sept 4</td>
<td></td>
</tr>
<tr>
<td><strong>LUCES Classes Begin</strong></td>
<td>Sept 8</td>
<td>Sept 7</td>
<td>Sept 6</td>
<td>Sept 5</td>
<td></td>
</tr>
<tr>
<td><strong>First 8-Week Classes End</strong></td>
<td>Oct 23</td>
<td>Oct 22</td>
<td>Oct 21</td>
<td>Oct 20</td>
<td></td>
</tr>
<tr>
<td><strong>Second 8-Week Classes Begin</strong></td>
<td>Oct 26</td>
<td>Oct 25</td>
<td>Oct 24</td>
<td>Oct 23</td>
<td></td>
</tr>
<tr>
<td><strong>Professional Development Day - No Classes, College Open</strong></td>
<td>Nov 25</td>
<td>Nov 24</td>
<td>Nov 23</td>
<td>Nov 22</td>
<td></td>
</tr>
<tr>
<td><strong>Thanksgiving Break - College Closed</strong></td>
<td>Nov 26-29</td>
<td>Nov 25-28</td>
<td>Nov 24-27</td>
<td>Nov 23-26</td>
<td></td>
</tr>
<tr>
<td><strong>Classes End</strong></td>
<td>Dec 18</td>
<td>Dec 17</td>
<td>Dec 16</td>
<td>Dec 15</td>
<td></td>
</tr>
<tr>
<td><strong>College Closed</strong></td>
<td>Dec 24 - Jan 3</td>
<td>Dec 24 - Jan 2</td>
<td>Dec 23 - Jan 2</td>
<td>Dec 23 - Jan 1</td>
<td></td>
</tr>
<tr>
<td><strong>Winter Semester</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Faculty Return</strong></td>
<td>Jan 4</td>
<td>Jan 3</td>
<td>Jan 3</td>
<td>Jan 2</td>
<td></td>
</tr>
<tr>
<td><strong>Faculty Welcome/Orientation</strong></td>
<td>Jan 6</td>
<td>Jan 5</td>
<td>Jan 4</td>
<td>Jan 3</td>
<td></td>
</tr>
<tr>
<td><strong>Classes Begin</strong></td>
<td>Jan 11</td>
<td>Jan 10</td>
<td>Jan 9</td>
<td>Jan 8</td>
<td></td>
</tr>
<tr>
<td><strong>Martin Luther King Jr. Day - No Classes, College Open</strong></td>
<td>Jan 18</td>
<td>Jan 17</td>
<td>Jan 16</td>
<td>Jan 15</td>
<td></td>
</tr>
<tr>
<td><strong>LUCES Classes Begin</strong></td>
<td>Jan 19</td>
<td>Jan 18</td>
<td>Jan 17</td>
<td>Jan 16</td>
<td></td>
</tr>
<tr>
<td><strong>First 8-Week Classes End</strong></td>
<td>Mar 5</td>
<td>Mar 4</td>
<td>Mar 3</td>
<td>Mar 1</td>
<td></td>
</tr>
<tr>
<td><strong>Spring Break - No Classes, College Open</strong></td>
<td>Mar 15</td>
<td>Mar 14</td>
<td>Mar 13</td>
<td>Mar 11</td>
<td></td>
</tr>
<tr>
<td><strong>Second 8-Week Classes Begin</strong></td>
<td>Mar 25</td>
<td>Mar 31</td>
<td>Mar 30</td>
<td>Mar 28</td>
<td></td>
</tr>
<tr>
<td><strong>Professional Development Day - No Classes, College Open</strong></td>
<td>May 7</td>
<td>May 6</td>
<td>May 5</td>
<td>May 3</td>
<td></td>
</tr>
<tr>
<td><strong>Classes End</strong></td>
<td>May 8</td>
<td>May 7</td>
<td>May 6</td>
<td>May 4</td>
<td></td>
</tr>
<tr>
<td><strong>Commencement</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Summer Session</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Classes Begin</strong></td>
<td>May 24</td>
<td>May 23</td>
<td>May 22</td>
<td>May 20</td>
<td></td>
</tr>
<tr>
<td><strong>Memorial Day - College Closed</strong></td>
<td>May 31</td>
<td>May 30</td>
<td>May 29</td>
<td>May 27</td>
<td></td>
</tr>
<tr>
<td><strong>6-Week Classes End</strong></td>
<td>Jul 2</td>
<td>Jul 1</td>
<td>Jun 30</td>
<td>Jun 28</td>
<td></td>
</tr>
<tr>
<td><strong>Independence Day - College Closed</strong></td>
<td>Jul 5</td>
<td>Jul 4</td>
<td>Jul 4</td>
<td>Jul 4</td>
<td></td>
</tr>
<tr>
<td><strong>8-Week Classes End</strong></td>
<td>Jul 16</td>
<td>Jul 15</td>
<td>Jul 14</td>
<td>Jul 12</td>
<td></td>
</tr>
<tr>
<td><strong>12-Week Classes End</strong></td>
<td>Aug 13</td>
<td>Aug 12</td>
<td>Aug 11</td>
<td>Aug 9</td>
<td></td>
</tr>
</tbody>
</table>
New Business

Item VI-C: Road Maintenance Correspondence

Presenter: Lillian Frick

Board Consideration: Information

President’s Recommendation:
None, informational.

Vice President of Finance and Facilities Lillian Frick will present correspondence from the Clare County Road Commission regarding tree removal work being conducted on Monroe Road.
MAINTENANCE WORK

NOTICE OF TREE REMOVAL OR TREE TRIMMING

Clare County Road Commission in currently doing some maintenance work along your section of _______________ road between _____________________ and ______________________ roads.

In order to properly do so, and ensure public safety for those traveling when finished, it will be necessary to remove trees within the road right-of-way and trim any that may be considered a hazard for clearance and visibility obstruction.

Please consider this official notice that a Road Commission crew, or contracted tree crew, will be in to remove and/or trim the trees in the near future as well as remove or grind any stumps left on sight at no cost to the property owner. If you are interested in keeping the wood, please indicate so by checking the appropriate box below. Our road crew will be happy to cut it into 8 foot lengths and leave it on sight for you. The Road Commission would appreciate if the logs could be removed from the site in a reasonable time frame to not create a safety hazard and not interfere with additional maintenance work.

☐ PLEASE SAVE THE WOOD AND LEAVE ON SITE

☐ I DO NOT WANT THE WOOD SAVED. PLEASE REMOVE THE WOOD FROM THE SITE

__________________________________________
Property Owner, Printed

__________________________________________
Property Owner, Signature       Date

__________________________________________
Road Comm. Foreman, Signature       Date

__________________________________________

Address                                    Township
New Business

Item VI-D: Printer/Copier Management Service Renewal

Presenter: Kirk Lehr  
Board Consideration: Information/Action

President’s Recommendation:
Motion to approve renewing the contract with Michigan Office Solutions for copier/printer equipment and services for a 5 year period based on the all-inclusive proposal presented.

Director of Information Technology Kirk Lehr will present information regarding printer/copier management service renewal.
FEBRUARY 2, 2021

BOARD AGENDA ITEM

Information was presented at the December 2020 Board of Trustees meeting regarding Printing/Copier services. The College issued a RFP in November and received five proposals as follows:

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Equipment Brand</th>
<th>Number of Devices</th>
<th>Lease Cost</th>
<th>Purchase Cost</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied Imaging</td>
<td>Cannon</td>
<td>109</td>
<td>$353,205</td>
<td>$313,979</td>
<td>All New Devices</td>
</tr>
<tr>
<td>Applied Imaging</td>
<td>Ricoh</td>
<td>109</td>
<td>$312,553</td>
<td>$280,782</td>
<td>All New Devices</td>
</tr>
<tr>
<td>Sehi</td>
<td>HP</td>
<td>118</td>
<td>$465,516</td>
<td>$441,041</td>
<td>All New Devices</td>
</tr>
<tr>
<td>Image Business Solutions</td>
<td>Sharp</td>
<td>106</td>
<td>$400,056</td>
<td></td>
<td>All New Devices</td>
</tr>
<tr>
<td>Michigan Office Solutions</td>
<td>Xerox</td>
<td>107</td>
<td>$327,071</td>
<td>$256,199</td>
<td>New MFD and keeping existing printers</td>
</tr>
<tr>
<td>Toshiba</td>
<td>Toshiba, HP, Xerox</td>
<td>114</td>
<td>$219,684**</td>
<td>$209,572**</td>
<td>New MFD and keeping existing printers</td>
</tr>
</tbody>
</table>

** Prices do not include all printer stands and maintenance parts that are included in other bids. The best guess for comparison pricing is a minimum of $29,000 in additional costs.

All vendors were interviewed via video conference or came to campus to facilitate the evaluation of the bids. After extensive review and consideration, the recommendation is to award the bid to Michigan Office Solutions with this rationale:

- Bid is all inclusive for stands, maintenance parts and toner. Although we can estimate the additional cost for the Toshiba bid we cannot be sure it is all inclusive.
- All devices are the same brand, minimizing potential software driver challenges.
- Existing printers that are in good working condition will be reused.
- The number of devices will be reduced from 119 to 107

In December the Board asked the college administration to reduce the number of devices if possible. The MOS proposal eliminates twelve devices and reuses the printers that should provide good services for another five years. Additionally, the number of copies on which the current proposal is based is roughly 50% lower than the last lease. This reduction is possible due to the significant migration to electronic documents by both students and staff.

The cost for the new five year proposal represents a 50% reduction in costs compared to the previous five years.

Recommendation: College administration recommends the Board of Trustees approve renewing the contract with MOS for copier/printer equipment and services for a 5 year period based on the all-inclusive proposal presented.
New Business

Item VI-E: MCCA Board of Directors Designation

Presenter: President Hood  
Board Consideration: Information/Action

President’s Recommendation:
Motion to select a Trustee representative and alternate to the Michigan Community College Association Board of Directors.

President Hood will be requesting the Board make a selection for a new trustee representative and alternate.
New Business

Item VI-F: Administrative Retirement Incentive

Presenter: Lori Fassett

Board Consideration: Information/Action

President’s Recommendation:
Motion to approve the Administrative Retirement Incentive for Chris Kliewoneit as presented.

Associate Vice President of Human Resources Lori Fassett will be presenting a proposal to approve the Administrative Retirement Incentive for Chris Kliewoneit per policy 407.08 based on the supporting documentation provided.
January 20, 2021

Human Resources Department
Mid Michigan College
1375 S. Clare Avenue
Harrison, MI  48625

Dear Human Resources:

Pursuant to the retirement incentive program, as provided in the Board of Trustees Policy Manual dated August 3, 1993, and as amended December 7, 1999 and any subsequent versions per their effective date, I hereby resign my employment with Mid Michigan College and elect to retire effective February 18, 2021. I understand that the only benefit I will receive as a result of retiring early and waiving my employment rights is the special Retirement Incentive program benefits, as set forth in the Board Policy Manual.

I agree and recognize that my relationship with the College is permanently and irrevocably severed as of my retirement date. I further agree that I will not apply for or otherwise seek full-time re-employment with Mid Michigan College and that the College has no obligation, contractual or otherwise, to re-employ me in the future.

I agree and recognize that my retirement is voluntary and, therefore, I am not entitled to any unemployment benefits. I further agree that I will not apply for or draw unemployment compensation. I will also notify the Michigan Employment Security Commission of this agreement.

In exchange for the special retirement benefits program and other consideration received by me under the Board Policy Manual, I further waive any claims arising from or relating to my employment or separation from employment including, without limitation, any claims arising under the Age Discrimination in Employment Act, but excluding any claim arising after the date of this Letter of Resignation. I further acknowledge that I have not incurred any physical or mental injuries during the course of my employment with the College which would be compensable under any Worker’s Compensation Act for which I have not already received full compensation.

The foregoing waiver is made by me but shall bind my heirs, executors, administrators, successor, and assigns. The waiver will ensure to Mid Michigan College and also to its Board of Trustees, officers, employees, agents, and all predecessors, successors, and assigns.

I understand that the special retirement program covers all full-time administrators who are covered by the Board Policy Manual and, who retire in accordance with the terms identified in the Administrative Retirement Incentive Program Policy.
I acknowledge that there are no agreements, other than the agreements referred to in this Letter of Resignation and the Board Policy Manual, with respect to my termination of employment or the benefits I will receive upon termination of my employment.

I acknowledge that I have been given a period of at least 45 days in which to consider this Letter of Separation, including the foregoing waiver, and that I have been advised to consult with an attorney before executing this Letter of Resignation.

I understand that for a period of (7) days following execution I may revoke this Letter of Resignation and waiver by notifying the College in writing. If not revoked in this manner, I understand this Letter of Resignation and the included waiver will become effective on the eighth day following its execution.

Dated: January 20, 2021         By: Chris Kliewoneit
### Board Comments

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

**Presenter:** Board Chair Petrongelli  
**Board Consideration:** Information

*President's Recommendation:*
None, informational.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Details</th>
</tr>
</thead>
<tbody>
<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>
Board Comments

Item VII-B: Board Comments- Other Business

Presenter: Board Chair Petrongelli

Board Consideration: Information

President's Recommendation:
None, informational.

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