### Board of Trustees Meeting Agenda

**APPROVAL OF AGENDA**

<table>
<thead>
<tr>
<th>Item II, Approval of Agenda</th>
<th>Presenter: Board Chair Jacobson</th>
<th>Board Consideration: Action</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Item III, Public Comment</th>
<th>Presenter: Board Chair Jacobson</th>
<th>Board Consideration: Information</th>
</tr>
</thead>
</table>

**APPROVAL OF CONSENT ITEMS**

<table>
<thead>
<tr>
<th>Item IV, Approval of Consent Items</th>
<th>Presenter: Board Chair Jacobson</th>
<th>Board Consideration: Action</th>
</tr>
</thead>
</table>

**UNFINISHED BUSINESS**

<table>
<thead>
<tr>
<th>Item V-A: Acceptance of Foundation Gifts &amp; Pledges/Approval of Naming Opportunities</th>
<th>Presenter: Tom Olver</th>
<th>Board Consideration: Information/Action</th>
</tr>
</thead>
</table>

**NEW BUSINESS**

<table>
<thead>
<tr>
<th>Item VI-A: Correspondence and Announcements</th>
<th>Presenter: President Hood</th>
<th>Board Consideration: Information</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Item VI-B: Audit Approval</th>
<th>Presenter: Lillian Frick</th>
<th>Board Consideration: Information/Action</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Item VI-C: Board Policy 304.10</th>
<th>Presenter: Lori Fassett</th>
<th>Board Consideration: Information</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Item VI-D: Capital Outlay Plan</th>
<th>Presenter: Matt Miller</th>
<th>Board Consideration: Information/Action</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Item VI-E: Crack Sealing- Mt. Pleasant Campus</th>
<th>Presenter: Lillian Frick</th>
<th>Board Consideration: Information/Action</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Item VI-F: Administrative Retirement Incentive</th>
<th>Presenter: Lori Fassett</th>
<th>Board Consideration: Information/Action</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Item VI-G: Full Time Status for Faculty Members</th>
<th>Presenter: President Hood</th>
<th>Board Consideration: Information</th>
</tr>
</thead>
</table>

**BOARD COMMENTS**

<table>
<thead>
<tr>
<th>Item VII-A: Calendar of Events</th>
<th>Presenter: Board Chair Jacobson</th>
<th>Board Consideration: Information</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Item VII-B: Board Comments- Other Business</th>
<th>Presenter: Board Chair Jacobson</th>
<th>Board Consideration: Information</th>
</tr>
</thead>
</table>
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- October 6, 2020 Regular Meeting; October 14, 2020 Special Meeting

B. Monthly Financial Report:
   4. Gifts and Donations: Donations totaling $13,120 were received for the Mid Foundation in September 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

October 6, 2020 – page 1
The meeting took place in the Esther C. Conference Room and via Zoom Video Conference Technology.

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

Absent: Thomas W. Metzger, Treasurer

Agenda Item I: CALL TO ORDER

The Board Chair called the meeting to order at 7:19 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 wished to comment.

Agenda Item IV: APPROVAL OF CONSENT ITEMS

The Board Chair stated the consent items stand as approved.

Agenda Item V-A: ENROLLMENT REPORT

Vice President of Student Services Matt Miller presented the final enrollment report for the Fall semester.

The Future for Frontliners program has shown 231 qualified students that are interested in attending Mid, thus far.

Agenda Item V-B: ACCEPTANCE OF FOUNDATION GIFTS & PLEDGES/APPROVAL OF NAMING OPPORTUNITIES

Associate Vice President of the Mid Foundation Tom Olver presented the Board with new endowment funds and discussed the naming opportunities available on both the Harrison and Mt. Pleasant campuses. A new naming request in the form of an endowment fund will be the The Kathleen (Kate) Kehoe Student Lounge (Harrison Campus), gift of Pat Kehoe in memory of her daughter- $7,500.

Motion by Trustee Jacobson, to accept the gift from the Foundation and allow the naming opportunity as presented. Second by Trustee Allen. All Ayes; motion carried.
Agenda Item VI-A: CORRESPONDENCE AND ANNOUNCEMENTS

President Hood discussed several examples of ways that Mid can utilize programs and facilities in order to recruit students and donations. Many of these ideas will be utilized in the next strategic plan for the college and the capital campaign for the Mid Foundation.

Mid received a thank you letter from Mary Battaglia, who recently retired.

Agenda Item VI-B: OVERVIEW OF NEW TITLE IX REGULATIONS & POLICY

Director of College Compliance and Ethics Martricia Farrell presented the Board with a high level overview of the Title IX Regulations and corresponding policy.

Agenda Item VI-C: BOARD POLICY 106 UPDATE

Director of College Compliance and Ethics Martricia Farrell presented the Board with the second reading of a request to change Board Policy 106 as presented in the packet.

Motion by Trustee Mussell to change Board Policy 106 as recommended in the Board packet. Second by Trustee Petrongelli. All Ayes; Motion Carried.

Agenda Item VI-D: MICROSOFT CAMPUS AGREEMENT RENEWAL

Director of Information Technology Kirk Lehr presented the Board with the Microsoft Campus Agreement Renewal in the amount of $31,047.81.

Motion by Trustee Kreckman to renew the Microsoft Campus Agreement as presented. Second by Trustee Petrongelli. All Ayes; Motion Carried.

Agenda Item VI-E: ELLUCIAN SOFTWARE MAINTENANCE AGREEMENT UPDATE

Director of Information Technology Kirk Lehr presented the Board with the Ellucian annual software maintenance agreement in the amount of $229,853.00 for the 2020-2021 year with no more than a 5% increase for the following contract years. The agreement is a five year commitment and reduces a previously approved amount by 2%.

Motion by Trustee Kreckman to approve the Ellucian annual software maintenance agreement as presented. Second by Trustee Petrongelli. All Ayes; Motion Carried.
Mid Michigan College Board of Trustees Regular Meeting

October 6, 2020 – page 3

Agenda Item VI-F: BOARD APPENDIX 1004 UPDATE

Associate Vice President of Human Resources Lori Fassett presented the Board with the second reading of a request to change Board Appendix 1004 as presented in the packet.

Motion by Trustee Mussell to change Board Appendix 1004 as recommended in the Board packet. Second by Trustee Allen. All Ayes; Motion Carried.

Agenda Item VI-G: BLANKET PURCHASE ORDER FOR BOARD GIFT TO EMPLOYEES & ADDITIONAL DAY OFF

Associate Vice President of Human Resources Lori Fassett presented a request for a Blanket Purchase Order to provide employees with a $20 gift certificate to Family Fare. Employees recently laid off will also receive the gift certificates. President Hood presented the Board with the idea of granting an additional day off for employees in lieu of having a holiday party. The additional day off will either be the Wednesday before Thanksgiving or Wednesday, December 23rd pending additional conversations regarding the rescheduling of Professional Development Day.

Motion by Trustee Mussell to approve a Blanket Purchase Order in the amount of $8,500 for the Board to give employees a $20 gift card to Family Fare for Thanksgiving and allow the college to be closed to give employees an additional day off as presented.

Second by Trustee Allen. All Ayes; Motion Carried.

Agenda Item VI-H: LOCAL STRATEGIC VALUE RESOLUTION

Community colleges seeking performance funding through the State of Michigan are required to submit evidence of such value and certifying resolution from the Board of Trustees.

Motion by Trustee Mussell to approve the following resolution:

The Mid Michigan College Board of Trustees certifies that the College does meet the best practice standards required for state appropriations.

Therefore, be it resolved: that the Local Strategic Value Resolution is hereby adopted by Mid Michigan College’s Board of Trustees at a regular meeting the sixth day of October, 2020.

Second by Trustee Allen. A roll call vote showed Ayes from Trustees Allen, Petrongelli, Mussell, Kreckman, Bay, and Jacobson; Trustee Metzger was absent. Motion Carried.
Mid Michigan College Board of Trustees Regular Meeting

October 6, 2020 – page 4

**Agenda Item VI-I: TECHNOLOGY SERVICES UPDATE**

President Hood provided an update to the Board on technology services. Mid has been working with two companies on proposals for consulting services for technology, those companies are Ellucian and Campus Works. After several meetings with the internal campus community and external discussions with other community colleges who have utilized either of these companies for their services, President Hood is recommending that Mid enter into a partnership with Ellucian for consulting services.

Motion by Trustee Petrongelli to authorize President Tim Hood to negotiate terms and enter into a contract with Ellucian, in the best interest of Mid, after seeking legal review, not to exceed spending for the current fiscal year, for consulting services of Information Technology, for a period no longer than six (6) years consistent with Board policies.

After several concerns were brought up, this item has been tabled until more research can be completed and a Special Board Meeting may be scheduled.

**Agenda Item VII-A: CALENDAR OF EVENTS**

November 3  Board of Trustees Meeting, Esther C. Conference Room- Harrison Campus

**Agenda Item VII-B: OTHER BUSINESS**

Motion by Trustee Mussell to add the amended budget to the agenda. Second by Trustee Allen. All Ayes; Motion Carried.

Motion to Trustee Mussell to adopt the amended Budget as presented in the workshop. Second by Trustee Allen. All Ayes; Motion Carried.

Meeting adjourned at 9:05 PM

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

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

October 14, 2020 – page 1
The meeting took place in the Esther C. Conference Room and via Zoom Video Conference Technology.

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

Absent: Richard S. Allen, Jr., Secretary

Agenda Item I: CALL TO ORDER

The Board Chair called the meeting to order at 4:03 PM.

Agenda Item II: PUBLIC COMMENT

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

Agenda Item III: CONSULTING SERVICES FOR INFORMATION TECHNOLOGY

President Hood and Vice President of Finance and Facilities Lillian Frick discussed an overview of the proposal for consulting services with Ellucian. Both spoke of the wonderful employees that Mid is lucky to have and the great work that they perform. However, there are several places that technology services could improve with the help of consulting services and a company such as Ellucian. The contract period would be for 6 years and would not exceed current fiscal year spending but may increase in subsequent years depending on the needs of the college and would also include a renegotiation clause.

In the previous Board meeting, a faculty member brought up a prior meeting with Ellucian and some concerns about contracting with them. President Hood addressed those concerns for Board members.

Motion by Trustee Petrongelli to authorize President Tim Hood to complete negotiation & execute terms and enter into a contract with Ellucian, in the best interest of the college, not to exceed spending for the current fiscal year, subject to legal review, for consulting services of Information Technology, for a period no longer than six (6) years consistent with Board policies.

Second by Trustee Bay. All Ayes; Motion Carried.

Agenda Item IV: OTHER BUSINESS

The Annexation Initiative on the ballot for the Gratiot Isabella ISD on November 3, 2020 can be levied in December if it is successfully passed. Therefore, a truth in taxation hearing meeting would need to be held soon after election day. In the event that the annexation millage passes, Mid will be holding a Truth in Taxation hearing and Special Board Meeting on November 13 at the Mt. Pleasant Campus in order to levy the millage for this year.
Mid Michigan College Board of Trustees Regular Meeting

October 14, 2020 – page 2

Meeting adjourned at 5:27 PM

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

_______________________________  ________________________________
Douglas A. Jacobson, Board Chair                            Richard S. Allen, Jr., Board Secretary
MID MICHIGAN COLLEGE
FINANCIAL HIGHLIGHTS
GENERAL & AUXILIARY FUNDS
       September 30, 2020

GENERAL FUND REVENUE:

- As of September 30, 2020, 2020-21 tuition and fee revenue budget was based on a four (4)
  percent enrollment decrease from 2019-20 levels. Final Fall 2020 enrollment showed a 13.7%
  decrease in billable tuition hours. Appropriate budget modifications were proposed to and
  approved by the Board of Trustees at the October 6, 2020 meeting and will be reflected in
  October financial statements.
- State appropriations revenue for 2020-21 will be booked in October, coinciding with the State’s
  fiscal year and the disbursement of the first payment. Preliminary State budget discussions are
  indicating a reduction should be expected. The budget was built based on a 10% reduction to
  appropriations.
- No property tax revenue was booked since 2021 taxes will not be levied until December 2020.
  The tax levy for 2021 is expected to be consistent with prior year.

GENERAL FUND EXPENSES:

- Departmental expenses are in line with 25% of the annual budget, with the exception of:
  - Instruction expended 20% due to the academic calendar; expenses will pick up through
    Fall term and with the onset of Winter term.
  - Public Service expended 18% due to the academic calendar; expenses will pick up with
    the continued onset of technical courses throughout the year.

GENERAL FUND REVENUE OVER EXPENSES:

- The total increase in net assets as of September 30, 2020 is $2 million. This represents $5.4
  million of income for the Fall 2020 term (started August 31, 2020) offset by a portion of College
  operating costs for the months of August and September.

BALANCE SHEET:

- The cash balance decreased $2.3 million from August 31, 2020 due in part to disbursement of
  HEERF CARES Act funds and Title IV student refunds to students. The cash to replenish these
  refunds was drawn down on October 2, 2020.
- Student receivables decreased $4 million as a result of federal financial aid disbursed to the
  student accounts in the last week of September.
• The prepaid expense balance of $199,984 represents a few multi-year prepaid items, other prepaid 2010-21 expenses, and the College contributions to the employee HSA accounts that will be earned during 2020.

• The balance due to other funds of $5.1 million can be broken down as follows:
  - $724,000 due to the designated student activities fund
  - $2.5 million due to the auxiliary services for sales
  - $47,000 due to the scholarship and grant fund
  - $4.7 due from the federal restricted fund for student financial aid funds disbursed to the student accounts ($4.1 million drawn down 10/2/2020)
  - $500,000 due to students for CARES Act emergency funds
  - $1.3 million for institutional expenses for CARES Act (COVID-19 related)
  - $581,000 for institutional expenses for Coronavirus Relief Fund (CRF) (COVID-19 related)
  - $255,000 due from the restricted grant fund
  - $4.3 million due to building and site for current and future college needs
  - $51,500 due to the Foundation

• The $1.3 million in accounts payable and other payables includes $1.2 million unpaid renovation expenses for the Harrison campus, and $109,674 payable to the State for appropriations funding received that will be deducted from 2020-21 appropriations.

• The $1.5 million in accrued payroll and other compensation includes expenses incurred but not paid as follows:
  - Accrued salary, wages and vacation of $470,000
  - FICA, Federal and State withholding of $112,000
  - MPSERS/ORP/UAAL payable of $463,000
  - Employee health and dental insurances payable of $232,000
  - Deferred faculty pay of $185,000
  - Unemployment and workers’ compensation insurances payable of $17,000
  - Miscellaneous payroll deductions

• A significant portion of the preliminary Unreserved Net Assets of $5 million represents funds set aside by the Board of Trustees to fund current and future college expansion needs.

AUXILIARY FUNDS:

• Total revenue is at 34% of the annual budget, which is 10% behind prior year.

• 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-a-Home order. On-campus operations have now resumed with limited hours and services.

• Total expenses, at 30% of the annual budget, represent operational costs for the months of July, August, and September and corresponds with sales volume.

• The excess revenue over expense to date is $89,190, which will fund bookstore operations for the balance of Fall term.
## MID MICHIGAN COLLEGE
### BALANCE SHEET
#### September 30, 2020

### Assets

**Current Assets:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash and cash equivalents</td>
<td>$14,647,606</td>
</tr>
<tr>
<td>Short-term investments</td>
<td>$638,187</td>
</tr>
<tr>
<td>Property taxes receivable</td>
<td>$-</td>
</tr>
<tr>
<td>State appropriations receivable</td>
<td>$-</td>
</tr>
<tr>
<td>Student receivables</td>
<td>$1,987,959</td>
</tr>
<tr>
<td>Other receivables</td>
<td>$56,918</td>
</tr>
<tr>
<td>Deposit - self-funded healthcare</td>
<td>$193,120</td>
</tr>
<tr>
<td>Prepaid expenses and other assets</td>
<td>$199,984</td>
</tr>
<tr>
<td>Due from (due to) other funds</td>
<td>$(5,063,769)</td>
</tr>
<tr>
<td><strong>Total current assets</strong></td>
<td><strong>$12,660,006</strong></td>
</tr>
<tr>
<td>Long-term investments</td>
<td>$-</td>
</tr>
</tbody>
</table>

**Total assets**

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$12,660,006</td>
</tr>
</tbody>
</table>

### Liabilities and Net Assets

**Liabilities:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts payable</td>
<td>$1,214,607</td>
</tr>
<tr>
<td>Accrued payroll and other compensation</td>
<td>$1,489,908</td>
</tr>
<tr>
<td>Other payables</td>
<td>$109,674</td>
</tr>
<tr>
<td><strong>Total liabilities</strong></td>
<td><strong>$2,814,189</strong></td>
</tr>
</tbody>
</table>

**Net assets:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reserved for:</td>
<td></td>
</tr>
<tr>
<td>Technology</td>
<td>$884,632</td>
</tr>
<tr>
<td>Program development</td>
<td>$398,311</td>
</tr>
<tr>
<td>Retirement incentives</td>
<td>$200,000</td>
</tr>
<tr>
<td>Self-funded healthcare reserve</td>
<td>$1,318,878</td>
</tr>
<tr>
<td>Unreserved</td>
<td>$5,015,598</td>
</tr>
<tr>
<td>Current year excess revenue over/(under) expenditures</td>
<td>$2,028,398</td>
</tr>
<tr>
<td><strong>Total net assets</strong></td>
<td><strong>$9,845,817</strong></td>
</tr>
</tbody>
</table>

**Total liabilities and net assets**

<table>
<thead>
<tr>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$12,660,006</td>
</tr>
</tbody>
</table>
MID MICHIGAN COLLEGE  
STATEMENT OF REVENUES, EXPENSES  
For the three months ended September 30, 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>$7,252,213</td>
<td>44%</td>
<td>$8,437,340</td>
<td>52%</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$9,549</td>
<td>14%</td>
<td>$21,597</td>
<td>13%</td>
</tr>
<tr>
<td>Total operating revenues</td>
<td>$7,261,762</td>
<td>44%</td>
<td>$8,458,937</td>
<td>51%</td>
</tr>
</tbody>
</table>

| EXPENSES: Operating expenses: | | | | |
| Instruction             | $2,098,366          | 20%         | $2,104,298        | 21%         |
| Information technology  | $302,105            | 21%         | $565,827          | 31%         |
| Public service          | $139,184            | 18%         | $192,290          | 22%         |
| Instructional support   | $476,918            | 25%         | $532,682          | 23%         |
| Student services        | $763,600            | 27%         | $715,504          | 22%         |
| Institutional administration | $995,181         | 22%         | $1,156,141        | 29%         |
| Operation and maintenance of plant | $543,359         | 22%         | $541,692          | 19%         |
| Total operating expenses | $5,318,713           | 22%         | $5,808,433        | 23%         |
| Operating income/(loss) | $1,943,049          |             | $2,650,503        |             |

| NON-OPERATING REVENUES: | | | | |
| State appropriations  | $46,430              | 1%          | $27,735           | 0%          |
| Property tax levy     | $2,985               | 0%          | $550             | 0%          |
| Investment income     | $7,733               | 8%          | $68,949          | 138%        |
| Unrealized gain (loss) on investments | $(321) | | $3,209 | |
| Gifts                  | $                        | -           | $                       | -           |
| Miscellaneous          | $28,523               | 2,168       | $                        |             |
| Total Non-operating revenues | $85,349             | 1%          | $102,611           | 1%          |
| Revenues over/(under) expenses | $2,028,398 | | $2,753,115 | |
| Inter Funds Transfers  | | | | |
| Planned Savings (Building & Site) | $ - | 0% | $ - | 0% |
| Bond Debt Service (Building & Site) | $ - | 0% | $ - | 0% |
| Restricted Grant Match | $ - | 0% | $ - | 0% |
| Total Transfer to Building & Site | $ - | | $ - | |
| Net increase (decrease) in Net Assets | $2,028,398 | | $2,753,115 | |
MID MICHIGAN COLLEGE  
STATEMENT OF REVENUES, EXPENSES  
For the three months ended September 30, 2020  
AUXILIARY FUND

<table>
<thead>
<tr>
<th></th>
<th>Current Fiscal Year</th>
<th>Prior Fiscal Year</th>
<th>% of Budget</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUE:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bookstore</td>
<td>$ 487,605</td>
<td>35%</td>
<td>$ 641,237</td>
<td>47%</td>
</tr>
<tr>
<td>Espresso Bar*</td>
<td>$ 2,827</td>
<td>4%</td>
<td>-</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$ 490,432</td>
<td>34%</td>
<td>$ 641,237</td>
<td>44%</td>
</tr>
<tr>
<td><strong>EXPENSES:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bookstore</td>
<td>$ 369,366</td>
<td>33%</td>
<td>$ 526,552</td>
<td>44%</td>
</tr>
<tr>
<td>Espresso Bar*</td>
<td>$ 2,396</td>
<td>4%</td>
<td>$ 1,469</td>
<td>2%</td>
</tr>
<tr>
<td>Auxiliary Services</td>
<td>$ 29,480</td>
<td>23%</td>
<td>$ 29,477</td>
<td>25%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$ 401,242</td>
<td>30%</td>
<td>$ 557,497</td>
<td>40%</td>
</tr>
<tr>
<td><strong>EXCESS REVENUE OVER EXPENSES</strong></td>
<td><strong>$ 89,190</strong></td>
<td>18%</td>
<td><strong>$ 83,740</strong></td>
<td>13%</td>
</tr>
</tbody>
</table>

*Espresso bar (Laker Cafe) in Harrison Campus was temporarily closed due to construction and reopened on January 27, 2020. Both Harrison Laker Cafe and Mt. Pleasant (included in bookstore operations) café locations closed beginning March 11, 2020 due to stay-at-home order, and reopened with limited hours at the beginning of Fall term.
Mid Michigan College
Contributions
September 2020

<table>
<thead>
<tr>
<th>Monthly Contributions</th>
<th>Curr YR</th>
<th>Prior YR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$13,120</td>
<td>$50,432</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>YTD Contributions</th>
<th>Curr YR</th>
<th>Prior YR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$27,679</td>
<td>$63,506</td>
</tr>
</tbody>
</table>

YTD Top Contribution Totals in 2021:

- Harris Allied Health Scholarship: $10,000
- General Fund (Unrestricted): $8,250
- Lakers Athletic and other Athletic Funds: $3,937
- Lakers Leadership Fund: $1,917
- Lakers Academic Fund: $1,776
- Jean Willis OIS Scholarship: $1,000
- Other Funds: $799
- YTD Total: $27,679
TO:            Board of Trustees
FROM:          Lori Fassett, Associate VP of Human Resources
SUBJECT:       Staffing Update, November 3, 2020 Board Meeting
DATE:          October 19, 2020

FULL-TIME NEW HIRES:
Sue Hamilton – Science Lab Technician                      Effective: 10/05/2020
Sue brings to Mid experience in a variety of work capacities, to include retail, small business ownership in photography, biology student instructor, and other customer service related positions. She holds an Associated in Arts: Liberal Studies Transfer degree from Mid and a Bachelor of Science from CMU. Welcome to the Mid team Sue!

NEW PART-TIME AND STUDENT EMPLOYEES:
Sondra Eaton – Phlebotomy Instructor (EDUStaff)             Effective: 09/29/2020
Brandi Louch – CNA Instructor (EDUStaff)                    Effective: 09/28/2020
Marjorie Rossier – Automotive Lab Technician (EDUStaff)    Effective: 10/06/2020
Raven Burrous – Tutor Early Childhood Education             Effective: 10/12/2020
Lane Clegg – Work Study Bookstore                          Effective: 09/28/2020
Taylor Muma – Work Study Financial Aid                     Effective: 09/21/2020
Jessica Theriault – Tutor CADD                              Effective: 09/24/2020

INTERNAL TRANSFERS:
N/A

SEPARATIONS:
Travis Hynson – Automotive Lab Technician (EDUStaff)       Effective: 05/09/2020
Sara Faye Jamison – Tutor (EDUStaff)  
Effective: 05/09/2020

Richard Walters – Automotive Lab Technician (EDUStaff)  
Effective: 03/13/2020

Abby Zastrow – Test Monitor (EDUStaff)  
Effective: 05/09/2020

Calvin Barlow – Student Worker Library  
Effective: 05/09/2020

Anthony Fulger – Work Study Facilities  
Effective: 07/14/2020

Ryan Harkrader – Athletic Director and Student Conduct Coordinator  
Effective: 10/02/2020

Noah Krueger – Work Study Security Operations  
Effective: 06/20/2020

VACANCIES:

Adjunct Nursing – General (part-time)  
Posted

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

Assistant Coach – Softball (part-time)  
Posted

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

Custodian – HA & MP (part-time)  
Posted

Director of TRiO SSS Grant (full-time)  
Interviewing

HRA Lab Technician (part-time)  
Posted

Head Coach – Softball (part-time)  
Posted

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

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

Phlebotomy Instructor (part-time)  
Posted

Science Lab Technician 9 Month Appointment (full-time)  
Filled
TRiO SSS Coordinator (full-time)  
Welding Lectureship – Clinton County RESA Ovid-Elsie HS (part-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 pledge of $7,500 from Elaine Peterson Harris to have the Harrison Nursing Lab named in her honor.

Recommendation:

It is recommended that the Board approve the naming opportunity and accept the monetary gift as presented.
New Business

Item VI-A: Correspondence and Announcements

Presenter: President Hood

Board Consideration: Information

Announcements may be made at this time.

Recommendation:
None, informational.
New Business

Item VI-B: Audit Approval

Presenter: Lillian Frick

Board Consideration: Information/Action

Vice President of Finance and Facilities Lillian Frick will present a request to approve the 2020 audit as presented by Plante Moran.

Recommendation:

It is recommended that the Board approved the audit as approved.
New Business

Item VI-C: Board Policy 304.10

Presenter: Lori Fassett  
Board Consideration: Information

Associate Vice President of Human Resources Lori Fassett will present the first reading of Board Policy 304.10 regarding Personally Identifiable Information.

Recommendation:
This will be the first reading of the policy, therefore no action will need to be taken at this meeting.
Board Policy 304.10

Personally Identifiable Information Policy

The College seeks to protect the personally identifiable information (PII) of Mid employees, third-party contracted assigned employees, and students. The electronic restrictions and safeguards outlined in this policy provide guidance for students, employees, and contractors that have access to PII retained by the College to ensure compliance with state and federal regulations.

Definitions

**Personally Identifiable Information (PII):** is any information pertaining to an individual that can be used to distinguish or trace a person’s identity. Some information that is considered PII is available in public sources such as telephone books, public websites, college listings, etc. This type of information is considered to be **Public PII** and includes, but is not limited to:

- First and Last Name
- Address
- Work Telephone Number
- Work Email Address
- Home Telephone Number
- General Education credentials
- Photos and Video

In contrast, **Protected PII** is defined as any one or more of types of information including, but not limited to:

- Social Security Number
- Username and Password to Mid Account
- Passport Number
- Mother’s Maiden Name
- Driver’s License or State ID #
- Health Insurance ID #
- Credit Card Number
- Banking Information
- Criminal, Medical, and Financial Records
- Educational Transcripts
- Photos and Video including any of the above items
**College Information System:** A collection of computing resources that are accessible through privileged accesses such as a login or key. Usually a software package designed to store employee data (i.e. Colleague, ICIMS, etc.)

**Requirements**

**General**

All electronic files that contain Protected PII will reside within a protected MID information system location. All physical files that contain Protected PII will reside within a locked file cabinet or room when not being actively viewed or modified. Protected PII is not to be downloaded to personal devices (such as laptops, mobile phones, tablets, or removable media) or any system not protected by the college. PII will also not be sent through any form of insecure electronic communication (e.g., email or instant messaging systems). Significant security risks emerge when PII is transferred from a secure location to a less secure location or is disposed of improperly. When disposing of PII, the physical or electronic file should be shredded or securely deleted. For help with electronic secure deletion, contact the Information Technology (IT) team at helpdesk@midmich.edu.

**Exceptions**

If there is an operational or business need to store protected PII outside of a College information system please contact the IT department for assistance in securing the information.

**Incident Reporting**

The IT department (electronic documents) or Human Resources (physical documents) must be notified of a real or suspected disclosure of Protected PII data immediately upon discovery (E.g. misplacing a paper report, loss of a laptop, mobile device, or removable media containing PII, accidental email of PII, possible virus, or malware infection on a computer containing PII).

**Audits**

Periodic audits of the College owned equipment and physical locations may be performed by the IT team to ensure that protected PII is stored in approved information systems or locations. The purpose of the audit is to ensure compliance with this policy and to provide information necessary to continuously improve business practices.
New Business

Item VI-D: Capital Outlay Plan

Presenter: Matt Miller  
Board Consideration: Information/Action

Vice President of Student Services Matt Miller will be presenting a request to approve the five year Capital Outlay Master Plan.

Recommendation:

It is recommended that the Board approve the renewal as presented.
New Business

Item VI-E: Crack Sealing- Mt. Pleasant Campus

Presenter: Lillian Frick  
Board Consideration: Information

Vice President of Finance and Facilities Lillian Frick will be presenting information pursuant to the emergency purchasing provision for crack sealing services to the Mt. Pleasant campus.

Recommendation:
None, informational.
New Business

Item VI-F: Administrative Retirement Incentive

Presenter: Lori Fassett  
Board Consideration: Information/Action

Associate Vice President of Human Resources Lori Fassett will be presenting a proposal to approve the Administrative Retirement Incentive for Kim Barnes per policy 407.08 based on the supporting documentation provided.

Recommendation:
It is recommended that the Board approved the Administrative Retirement Incentive as presented.
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 Oct 20, 2020. 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.

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 also 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 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: Oct 20, 2020

By: [Signature]

[Signature Details]
New Business

Item VI-G: Full Time Status for Faculty Members

Presenter: President Hood  Board Consideration: Information

President Hood will be recommending Full Time status for Faculty members Jess King, Ron Holmes, Adam Van Dyke and Jacob Hamric.

Recommendation:
None, informational.
To: President Hood & Vice President Mertes

From: Shawn Troy – Dean of Career & Workforce Education

Date: 10/7/2020

Subject: Jess King Full Faculty Status Recommendation

_____________________________________________________________________________________

Per Article XI – Employee Practices, item A in the Faculty contract, the college is required to make a recommendation during the 5th semester rather or not to grant full status for the probationary faculty in question. For reference, I have included Article XI below.

ARTICLE XI
Employment Practices
A. Orientation Period

Faculty Senate members who join the college will have an orientation period of five (5) fall/winter semesters. Prior to the start of the first semester, the appropriate instructional administrator will meet with the newly hired faculty member to review the departmental or discipline specific needs and the Performance Review Process, including the PRFEP. At the end of the first semester, the newly hired faculty member will complete his/her portion of the PRFEP to include a portfolio of artifacts that support evidence addressing each of the four categories of faculty roles and responsibilities (Article V. A).

The faculty member will include an update on his/her portfolio, along with classroom observations, student evaluations and progress towards completing his/her PRFEP at the end of each semester during the orientation period. This documentation will be included in the faculty member’s personnel file, and serve as the basis for recommending full status to the Board of Trustees during the fifth (5th) semester after hire.

During the orientation period, the President of the College reserves the right to decline or grant full status to the faculty member, without regard to any other provisions of this Agreement. The President shall notify the faculty member by the beginning of the thirteenth week of the fall or winter semester if his/her contract will not be renewed or if he/she will not be placed on full status.

Dean Recommendation – Please accept this memorandum as support for Jess King to be removed from probationary status and be granted full status as an instructor at Mid Michigan College.

Mr. King will complete his five-semester probationary period at the completion of the Fall 2020 semester. During the time Jess has been a full-time instructor, he has consistently demonstrated a commitment to our students through his work in developing the Advanced Manufactured curriculum & pathways, creating gradual increased program enrollment, along with showing leadership as a member of the institution’s Tech Advisory & Assessment committees. Furthermore, my observations of his work in the classroom have been very good, and feedback from his students have been very positive to date.
Mr. King understands and embraces the culture of the college. He’s continuing to add to his professional development portfolio by attending conferences, and seeking and participating in various professional development opportunities and trainings. His work currently includes, but not limited to, working with local K-12 schools to help develop a manufacturing-based STEM program for 7th – 10th graders that will eventually serve as an enrollment pipeline for Mid’s AIM (Advanced Manufacturing) program.

Due to these efforts, I fully support and recommend Mr. King’s promotion to full-time permanent instructor at Mid Michigan College.

Respectfully,

_Shawn_

Shawn R. Troy  
Dean of Career & Workforce Education  
Mid Michigan College
To: President Hood & Vice President Mertes

From: Shawn Troy – Dean of Career & Workforce Education

Date: 10/15/2020

Subject: Ron Holmes Full Faculty Status Recommendation

Per Article XI – Employee Practices, item A in the Faculty contract, the college is required to make a recommendation during the 5th semester rather or not to grant full status for the probationary faculty in question. For reference, I have included Article XI below.

ARTICLE XI
Employment Practices
A. Orientation Period
Faculty Senate members who join the college will have an orientation period of five (5) fall/winter semesters. Prior to the start of the first semester, the appropriate instructional administrator will meet with the newly hired faculty member to review the departmental or discipline specific needs and the Performance Review Process, including the PRFEP. At the end of the first semester, the newly hired faculty member will complete his/her portion of the PRFEP to include a portfolio of artifacts that support evidence addressing each of the four categories of faculty roles and responsibilities (Article V. A).
The faculty member will include an update on his/her portfolio, along with classroom observations, student evaluations and progress towards completing his/her PRFEP at the end of each semester during the orientation period. This documentation will be included in the faculty member’s personnel file, and serve as the basis for recommending full status to the Board of Trustees during the fifth (5th) semester after hire. During the orientation period, the President of the College reserves the right to decline or grant full status to the faculty member, without regard to any other provisions of this Agreement. The President shall notify the faculty member by the beginning of the thirteenth week of the fall or winter semester if his/her contract will not be renewed or if he/she will not be placed on full status.

Dean Recommendation – Please accept this memorandum as support for Ron Holmes to be removed from probationary status and be granted full status as an instructor at Mid Michigan College.

Mr. Holmes will complete his five-semester probationary period at the completion of the Fall 2020 semester. During the time Ron has been a full-time instructor, he has consistently demonstrated a commitment to the college, brought consistency to the HRA program, increased outreach and enrollment, developed an outstanding program advisory board, and has adopted a modern curriculum. Furthermore, my observations of his work in the classroom have been very good, and feedback from his students have been very positive to date.
Mr. Holmes understands and embraces the culture of the Mid. He’s continuing to add to his professional development portfolio by attending NC3 (National Coalition of Certification Centers) trainings, and is seen as an emerging leader amongst his peers. Lastly, Ron has done a multitude of community-based projects since taking over the program, including, but not limited to, the Beaverton Activity Center renovation, and work at the Gladwin Ice arena.

Due to these efforts, I fully support and recommend Mr. Holmes promotion to full-time permanent instructor at Mid Michigan College.

Respectfully,

Shawn

Shawn R. Troy
Dean of Career & Workforce Education
Mid Michigan College
MEMO

To: President Tim Hood
From: Dr. Stevens Amidon – Assistant Vice President of Academic Services/Dean of Arts and Sciences
Date: 10/15/2020
Subject: Adam Van Dyke, Full Faculty Status Recommendation

____________________________________________________________

Per Article XI – Employee Practices, item A in the Faculty Senate Contract, the instructional administrator is required to make a recommendation during the 5th semester whether or not to grant full status for the probationary faculty in question. The following recommendation is based on materials documented in the faculty’s performance portfolio (PRFEP).

**Dean’s Recommendation** – I recommend that Adam Van Dyke be granted full status at Mid Michigan College.

Mr. Van Dyke will finish his five-semester orientation period at the completion of the Fall 2020 semester. During this time, he has been a full time instructor, and my review of his record, as well as my observation of his performance since my arrival in July 2018, convinces me that he is an enthusiastic teacher who is strongly committed to helping students navigate the challenges of the science curriculum. His ability to adapt lab-based classes in Physics and Astronomy to the challenges of the 2020 pandemic is particularly noteworthy. His ability to serve students in multiple teaching modalities is exemplary, particularly considering the fact that he had little online teaching experience prior to coming to the college. He is particularly adept at presenting students with challenging problems, demonstrating the solution process, then working with them in class where they demonstrate an understanding of that process. Feedback evaluations from his students indicates he is an excellent teacher who works closely with his students to ensure they achieve the expected learning outcomes.

Mr. Van Dyke also has a strong record of service at Mid Michigan College. He serves on the General Education Committee, one of the four major shared governance committees in Academic Affairs, and is collaborating with members of that committee to document the effectiveness of the program, through assessment and continuous improvement. He is also committed to the important task of bringing an appreciation for science and the scientific method to the broader community. He co-chairs the Science Olympiad which the college hosts in the Spring, which brings high school and middle school students
from across the state to compete in science-related activities. And as chair of the Great Lakes Star Gaze Committee, he regularly networks with community members interested in Astronomy.

Adam’s work in improving the Physics and Astronomy curriculum are particularly commendable. He has integrated direct observation into his astronomy classes, as well as planetarium visits, and has made major updates to physics lab activities. Adam also works closely with his dean to recruit, mentor, and monitor the teaching of adjunct faculty in his areas.

Due to these efforts, and other contributions documented in the PRFEP, I fully support and recommend Mr. Van Dyke’s promotion to a full-time permanent Instructor position at Mid Michigan College.

Respectfully,

Dr. Stevens R. Amidon

Dr. Stevens R. Amidon
MEMO

To: President Tim Hood

From: Dr. Stevens Amidon – Assistant Vice President of Academic Services/Dean of Arts and Sciences

Date: 10/15/2020

Subject: Jacob Hamric, Full Faculty Status Recommendation

____________________________________________________________

Per Article XI – Employee Practices, item A in the Faculty Senate Contract, the instructional administrator is required to make a recommendation during the 5th semester whether or not to grant full status for the probationary faculty in question. The following recommendation is based on materials documented in the faculty’s performance portfolio (PRFEP).

Dean’s Recommendation – I recommend that Jacob Hamric be granted full status at Mid Michigan College.

Mr. Hamric will finish his five-semester orientation period at the completion of the Fall 2020 semester. During this time, he has been a full time instructor, and my review of his record, as well as my observation of his performance since my arrival in July 2018, convinces me that he is a student-centered, highly qualified teacher, who is, first and foremost, strongly committed to the success of his students. My observations of his work in the classroom have been very positive, and feedback evaluations from his students indicates he is an excellent teacher who works with his students to ensure they achieve the expected learning outcomes.

Mr. Hamric also has a strong record of service at Mid Michigan College. He has made significant improvements to the History, Political Science, and Social Science curriculum. He currently chairs the Assessment Committee, one of the four major shared governance committees in Academic Affairs, and has worked with his fellow committee members to develop consistent processes for program review and assessment. Jacob understands that assessment is critical because it is the foundation for data-driven improvements to our curriculum. His service also includes working with the MidVotes initiative, and he gives an annual lecture on Constitution Day every year, to support the Civic Education of the larger community.

Mr. Hamric understands and embraces the culture of Mid Michigan College. Despite his status as one of the more junior members of the faculty, he is playing a leading role in the program review of the Liberal Studies Transfer Degree, the largest degree program
at the college. He works closely with his dean to recruit, mentor, and monitor the teaching of adjunct faculty in his area.

Due to these efforts, and other contributions documented in the PRFEP, I fully support and recommend Mr. Hamric’s promotion to a full-time permanent Instructor position at Mid Michigan College.

Respectfully,

Dr. Stevens R. Amidon

Dr. Stevens R. Amidon
## Board Comments

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec 1</td>
<td>Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus</td>
</tr>
<tr>
<td>Jan 5</td>
<td>Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus</td>
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<tr>
<td>Feb 2</td>
<td>Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus</td>
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<tr>
<td>Mar 2</td>
<td>Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus</td>
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<tr>
<td>Apr 6</td>
<td>Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus</td>
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<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>
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</tbody>
</table>

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

Item VII-B: Board Comments- Other Business

Presenter: Board Chair Jacobson

Board Consideration: Information

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

Recommendation:
None, informational.