MID MICHIGAN COLLEGE
Board of Trustees Workshop and Regular Meeting
Harrison, MI 48625 and Mt. Pleasant, MI 48858
January 4, 2022
6:00 PM Workshop
7:00 PM Meeting
Esther C. Conference Room, Harrison Campus

Workshop Presentation
Trustee Workshop Time
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: Strategic Planning Update
   Presenter: President Hood
   Board Consideration: Information

Item V-B: Baseball and Softball Field Planning Update
   Presenter: Matt Miller
   Board Consideration: Information

Item V-C: 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: WiFi System Purchase
   Presenter: Kirk Lehr
   Board Consideration: Information/Action

Item VI-C: Server and Storage Solution Purchase
   Presenter: Kirk Lehr
   Board Consideration: Information/Action

Item VI-D: Adobe Software Renewal
   Presenter: Kirk Lehr
   Board Consideration: Information/Action

Item VI-E: Closed Session
   Presenter: Board Chair Petrongelli
   Board Consideration: Information

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

Board Consideration: Information

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- December 7, 2021 Regular Meeting
B. Monthly Financial Report:
   4. Gifts and Donations: Donations totaling $10,637 were received for the Mid Foundation in November 2021.
Mid Michigan College Board of Trustees Regular Meeting

December 7, 2021 – page 1
The meeting took place in the Esther C. Conference Room, Harrison Campus.

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

Absent: All Trustees Present

Agenda Item I: CALL TO ORDER

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

Agenda Item II: APPROVAL OF AGENDA

Motion by Trustee Kreckman to approve the agenda. Second by Trustee Zdrojewski. All Ayes; Motion Carried.

Agenda Item III: PUBLIC COMMENT

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

Agenda Item IV: APPROVAL OF CONSENT ITEMS

Motion by Trustee Jankoviak to approve the consent items as presented. Second by Trustee Allen. All Ayes; Motion Carried.

Agenda Item V-A: STRATEGIC PLANNING UPDATE

President Hood shared information about the latest zoom meeting with members of the college regarding the individual strategic plans. Vice President of Academic Affairs and Community Outreach Scott Mertes presented an overview regarding the three meetings with Ellucian that have been set up for members of individual departments to attend in order to help formulate their strategic plans.

Agenda Item VI-A: CORRESPONDENCE AND ANNOUNCEMENTS

Mid received correspondence from the City Clare Planning Commission regarding their Master Plan. Thank you to everyone that braved the weather to attend the Foundation Holiday reception this past Sunday. Also, thank you to everyone that attended the North Pole Passage event. Just a reminder to anyone wishing to take part in that event, it will be taking place on Friday and Saturday evenings until December 18th from 6:00 to 8:00 PM. Tickets are $10 per person or $5 for those ages 12 and under. An update on the progress on the sale of the Pickard building was also provided.
Mid Michigan College Board of Trustees Regular Meeting

December 7, 2021 – page 2

**Agenda Item VI-B: ADVANCED MANUFACTURING PROGRAM EQUIPMENT PURCHASE**

Motion by Trustee Kreckman to approve a request to purchase a Trak CNC Knee Mill for the Advanced Manufacturing program in the amount of $24,366.30. Second by Trustee Gilmore.

Dean of Workforce and Career Education Shawn Troy presented a request to purchase a Trak CNC Knee Mill for the Advanced Manufacturing program. Funding for the purchase will be utilized from the Perkins budget. A voice vote showed All Ayes; Motion Carried.

**Agenda Item VI-C: PROJECTOR PURCHASE**

Motion by Trustee Kreckman to approve the purchase of 22 projectors from Sehi Computing to replace those currently in classrooms for a total amount of $35,606.00. Second by Trustee Zdrojewski.

Director of Information Technology Kirk Lehr presented a request to purchase 22 new projectors in the Doan and Harrison classrooms that are over 10 years old. Funding for this purchase will be utilized from CARES and Information Technology funding. A voice vote showed All Ayes from the Trustees; Motion Carried.

**Agenda Item VI-D: ADMINISTRATIVE RETIREMENT INCENTIVE**

Motion by Trustee Jankoviak to approve the Administrative Retirement Incentive for Kelly Koch per policy 408.03. Second by Trustee Metzger.

Vice President of Finance and Administration Lillian Frick presented a request to approve an Administrative Retirement Incentive for Kelly Koch per Board policy 408.03. Kelly will be retiring from Mid Michigan College, effective December 31, 2021 after almost 22 years of service. A voice vote showed All Ayes from the Trustees; Motion Carried (with sincere thanks and appreciation for her service).

**Agenda Item VI-E: ACADEMIC CALENDAR**

Motion by Trustee Kreckman to approve the Academic Calendars for 2022-2023 and 2023-2024 as presented. Second by Trustee Zdrojewski.

Vice President of Academic Affairs and Community Outreach Scott Mertes presented the Board with the Academic Calendars for 2022-2023 and 2023-2024. Mid would like to return to year round scheduling and in order to do so, we need to have two years of dates available. A voice vote showed All Ayes from the Trustees; Motion Carried.
Mid Michigan College Board of Trustees Regular Meeting

December 7, 2021 – page 3

Agenda Item VI-F: ENROLLMENT REPORT

Vice President of Academic Affairs and Community Outreach Scott Mertes presented the Board with the most recent enrollment report for Winter 2022.

Agenda Item VI-G: HEATING/REFRIGERATION/AC (HRA) PROGRAM EQUIPMENT PURCHASE

Motion by Trustee Allen to approve the purchase of an Air Conditioning/Heat Pump Troubleshooting Learning Lab System from Amatrol for the HRA program in the amount of $27,015.00. Second by Trustee Kreckman.

Dean of Workforce and Career Education Shawn Troy presented a request to purchase an Air Conditioning/Heat Pump Troubleshooting Learning Lab System for the HRA program. This will allow for online curriculum, remote capabilities and industry aligned certifications. A voice vote showed All Ayes from the Trustees; Motion Carried.

Agenda Item VI-H: TARGET X IMPLEMENTATION- KENNEDY & COMPANY PROPOSAL

Motion by Trustee Kreckman to approve a contract with Kennedy and Company to assist with the implementation and user adoption of TargetX software in the amount of $60,000. Second by Trustee Zdrojewski.

Vice President of Finance and Administration Lillian Frick presented a request to contract with Kennedy and Company to assist with the implementation and user adoption of TargetX. Funding for this purchase will be utilized through CARES money and should have a final implementation by Fall 2022. A voice vote showed All Ayes from the Trustees; Motion Carried.

Agenda Item VI-I: BASEBALL AND SOFTBALL FIELD PLANNING

President Hood and Athletic Director Ryan Harkrader presented the Board with a plan to build baseball and softball fields on the Mt. Pleasant campus. A discussion took place regarding potential plans and how it would affect future plans at Mid. The overall tone of the Board was in favor of exploring more information regarding potential plans for the baseball and softball fields.

Agenda Item VII-A: CALENDAR OF EVENTS

Jan 4 Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus
Feb 1 Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus
Mar 1 Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus
Mid Michigan College Board of Trustees Regular Meeting

December 7, 2021 – page 4

Apr 5  Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus

Apr 10  A Northern Tradition, Jay’s Sporting Goods, 5:00 - 8:00 PM

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

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

Trustee Jankoviak stated that the Tucker Automotive presentation was very informative and would like to see it come back on a larger scale.

Trustee Kreckman stated that he felt extremely excited about Mid after attending the Foundation Holiday reception on Sunday.

Trustee Petrongelli stated that everyone should attend the North Pole Passage event. Also, the Foundation Holiday Reception was great and it was nice to meet the newest members of the Foundation team Alexa and Drew.

Community Outreach will be attending various meetings throughout this winter in Clare and Gladwin counties to share news about Mid.

Mid and CMU co-host a golf outing each year, which raised $3,500 each. Three students received $500 scholarships and one received a $1,000 scholarship.

The House subcommittee supported the Bachelor of Science in Nursing Degree for Community Colleges. This will now move on to the full House for vote.

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:
- 2021-22 tuition and fee revenue budget is based on a one (1) percent enrollment increase from 2020-21 levels with a four (4) percent increase in tuition rates. Fall 2021 tuition and fees revenue represents 35% of the total 2021-22 budgeted tuition and fees revenue. The 2022 Winter term registration began on October 11 and accounts for the balance of the tuition and fees revenue to date.
- State appropriations revenue for 2021-22 was booked in October at $5,454,700. Additional state appropriations of $1,467,483 were allocated to Mid for the UAAL funding and also booked as receivable in October. In addition, we have received a total of $325,625 in offsetting MPSERS revenue, not forecasted in the State appropriations budget.
- No property tax revenue has been booked since 2022 taxes will not be levied until December 2021. The tax levy for 2022 will be $4,017,700, 58% higher than prior year due to the annexation of Mt. Pleasant school district.

GENERAL FUND EXPENSES:
- Departmental expenses are in line with 42% of the annual budget, with the exception of:
  - Public Service expended 35% due to the academic calendar; expenses will pick up with the continued onset of technical courses throughout the year.
  - Student Services expended 34% due mainly to various institutional scholarships that have not yet been awarded and/or expensed for the academic year.

GENERAL FUND REVENUE OVER EXPENSES:
- The total increase in net assets as of November 30, 2021 is $9.2 million. This includes $3.75 million in tuition for the 2022 Winter term that begins on January 10, 2022. A portion of this excess will help fund the balance of the 2021 Fall term operations.

BALANCE SHEET:
- The cash balance decreased $168,000 from October 31, 2021 to fund November operations.
- The state appropriations receivable of $5,674,207 represents the remaining 9 monthly payments of 2021-22 general and UAAL state appropriations.
- Student receivables increased $1.8 million due to registration for the Winter 2022 term. Registration began October 11, 2021.
• The prepaid expense balance of $183,480 represents a few multi-year prepaid items, and other prepaid 2021-22 expenses.
• The balance due to other funds of $1.7 million can be broken down as follows:
  o $911,000 due to the designated student activities fund
  o $2.7 million due to the auxiliary services for sales
  o $526,500 due from the scholarship and grant fund
  o $4.2 million due from the federal restricted fund for CARES and student financial aid funds disbursed to the student accounts
  o $657,000 due from the restricted grant fund
  o $3.9 million due to building and site for current and future college needs
  o $412,000 due from the Foundation for AP payments
• The $1.7 million in accrued payroll and other compensation includes expenses incurred but not paid as follows:
  o Accrued salary, wages and vacation of $242,000
  o FICA, Federal and State withholding of $46,000
  o MPSERS/ORP/UAAL payable of $807,000
  o Employee health and dental insurances payable of $235,000
  o Unemployment and workers’ compensation insurances payable of $3,000
  o Deferred faculty pay $372,000
  o Miscellaneous payroll deductions
• A significant portion of the preliminary Unreserved Net Assets of $8.5 million represents funds set aside by the Board of Trustees to fund current and future college expansion needs.

AUXILIARY FUNDS:
• Total bookstore revenue is at 136% of the anticipated budget through the transition to Barnes & Noble College (BNC) bookstore, due to activity for Fall term during the months of July through November. Laker Café revenue is at 187% of its annual budget, as it has remained in service after the BNC transition.
• Total expenses, at 157% of the anticipated budget, represent operational costs for the months of July through November.
• The excess expense over revenue to date is $61,533.
## MID MICHIGAN COLLEGE
### BALANCE SHEET
#### November 30, 2021

#### Assets

**Current Assets:**
- Cash and cash equivalents $12,405,355
- Short-term investments $611,961
- State appropriations receivable $5,674,207
- Student receivables $5,627,297
- Other receivables $141,193
- Prepaid expenses and other assets $183,480
- Due from (due to) other funds $(1,672,619)

*Total current assets $22,970,832*

- Long-term investments $

*Total assets $22,970,832*

#### Liabilities and Net Assets

**Liabilities:**
- Accounts payable $67,638
- Accrued payroll and other compensation $1,707,544

*Total liabilities $1,786,967*

**Net assets:**
- Reserved for:
  - Technology $1,398,422
  - Program development $863,655
  - Retirement incentives $200,000
  - Self-funded healthcare reserve $1,018,126
  - Unreserved $8,467,856
  - Current year excess revenue over/(under) expenditures $9,235,805

*Total net assets $21,183,864*

*Total liabilities and net assets $22,970,832*
MID MICHIGAN COLLEGE
STATEMENT OF REVENUES, EXPENSES
For the five months ended November 30, 2021

<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>$11,753,146</td>
<td>83%</td>
<td>$11,446,405</td>
<td>78%</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$9,327</td>
<td>8%</td>
<td>$16,367</td>
<td>24%</td>
</tr>
<tr>
<td>Total operating revenues</td>
<td>$11,762,473</td>
<td>83%</td>
<td>$11,622,772</td>
<td>77%</td>
</tr>
</tbody>
</table>

| EXPENSES: | | |
| Operating expenses: | | |
| Instruction | $4,270,838 | 40% | $3,990,065 | 39% |
| Information technology | $753,120 | 44% | $492,380 | 34% |
| Public service | $289,491 | 35% | $248,791 | 40% |
| Instructional support | $711,349 | 44% | $709,169 | 42% |
| Student services | $955,236 | 34% | $1,159,546 | 41% |
| Institutional administration | $1,839,944 | 39% | $1,522,570 | 38% |
| Operation and maintenance of plant | $930,506 | 43% | $889,373 | 39% |
| Total operating expenses | $9,750,482 | 40% | $9,011,893 | 39% |

| Operating income/(loss) | $2,011,991 | | $2,450,879 | |

<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>$5,780,326</td>
<td>106%</td>
<td>$5,400,709</td>
<td>107%</td>
</tr>
<tr>
<td>UAAL</td>
<td>$1,467,483</td>
<td>110%</td>
<td>$1,449,036</td>
<td>0%</td>
</tr>
<tr>
<td>Property tax levy</td>
<td>$-</td>
<td>0%</td>
<td>$-</td>
<td>0%</td>
</tr>
<tr>
<td>Investment income</td>
<td>$4,151</td>
<td>8%</td>
<td>$11,229</td>
<td>12%</td>
</tr>
<tr>
<td>Unrealized gain (loss) on investments</td>
<td>$-</td>
<td></td>
<td>$(367)</td>
<td></td>
</tr>
<tr>
<td>Gifts</td>
<td>$-</td>
<td>-</td>
<td>$-</td>
<td>-</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$36,283</td>
<td>34%</td>
<td>$34,388</td>
<td></td>
</tr>
<tr>
<td>Total Non-operating revenues</td>
<td>$7,288,243</td>
<td>67%</td>
<td>$6,894,995</td>
<td>78%</td>
</tr>
</tbody>
</table>

| Revenues over/(under) expenses | $9,300,234 | | $9,345,873 | |

| Inter Funds Transfers | | |
| Planned Savings (Building & Site) | $- | 0% | $- | 0% |
| Bond Debt Service (Building & Site) | $63,675 | 14% | $72,801 | 20% |
| Restricted Grant Match | $754 | 0% | $3,643 | 2% |
| Foundation Transfer | $- | 0% | | |
| Total Inter Funds Transfers | $64,429 | | $76,444 | |

| Net increase (decrease) in Net Assets | $9,235,805 | | $9,269,429 | |
MID MICHIGAN COLLEGE  
STATEMENT OF REVENUES, EXPENSES  
For the five months ended November 30, 2021  
AUXILIARY FUND

<table>
<thead>
<tr>
<th></th>
<th>Current Fiscal Year</th>
<th>% of Budget</th>
<th>Prior Fiscal Year</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>$474,570</td>
<td>135%</td>
<td>$584,560</td>
<td>62%</td>
</tr>
<tr>
<td>Laker Café*</td>
<td>$14,968</td>
<td>187%</td>
<td>$10,279</td>
<td>24%</td>
</tr>
<tr>
<td></td>
<td>$489,537</td>
<td>136%</td>
<td>$594,840</td>
<td>60%</td>
</tr>
<tr>
<td><strong>EXPENSES:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bookstore</td>
<td>$479,433</td>
<td>162%</td>
<td>$452,932</td>
<td>57%</td>
</tr>
<tr>
<td>Laker Café*</td>
<td>$15,874</td>
<td>166%</td>
<td>$11,024</td>
<td>31%</td>
</tr>
<tr>
<td>Auxiliary Services</td>
<td>$55,763</td>
<td>124%</td>
<td>$53,426</td>
<td>46%</td>
</tr>
<tr>
<td></td>
<td>$551,070</td>
<td>157%</td>
<td>$517,382</td>
<td>55%</td>
</tr>
<tr>
<td><strong>EXCESS EXPENSES OVER REVENUE</strong></td>
<td>$$ (61,533)</td>
<td>-13%</td>
<td>$77,457</td>
<td>13%</td>
</tr>
</tbody>
</table>

*For prior year, note that both Harrison Laker Cafe and Mt. Pleasant (included in bookstore operations) café locations closed beginning March due to stay-at-home order, and reopened with limited hours at the beginning of 2020 Fall term.
Mid Michigan College
Contributions
November 2021

<table>
<thead>
<tr>
<th>Monthly Contributions</th>
<th>Curr YR</th>
<th>Prior YR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$10,637</td>
<td>$5,652</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>$45,339</td>
<td>$90,584</td>
</tr>
</tbody>
</table>

YTD Top Contribution Totals in 2022:

- Kathleen Kehoe Memorial Scholarship: $9,000
- General Fund-Unrestricted: $13,366
- Lakers Academic Fund: $7,548
- Lakers Athletic and other Athletic Funds: $5,020
- Lakers Leadership Fund: $3,584
- Jack Morse Mem. Endowed Scholarship Fund: $2,549

Other Funds: $4,272

YTD Total: $45,339
TO: Board of Trustees

FROM: Lori Fassett, Associate VP of Human Resources

SUBJECT: Staffing Update, January 4, 2022 Board Meeting

DATE: December 13, 2021

FULL-TIME NEW HIRES:

**Stacy Carlstrom – Payroll Technician**

Effective: 11/29/2021

Stacy had previously worked for Mid within the Community Outreach area. She returns to Mid with several years of payroll experience within the K-12 sector. She holds an Associates of Arts in Business from Mid. Welcome back to the Mid Team Stacy!

**Katie Navock – Director of Admissions**

Effective: 11/22/2021

Katie had previously worked for Mid within the advising and recruiting areas. She returns to Mid after over 15 years of additional experience at Director levels in higher education working within recruiting, admissions, and enrollment. She holds a Bachelor of Arts from Adrian College and a Masters of Science in Education Specializing in Enrollment Management from Capella University. Welcome back to the Mid Team Katie!

**Drew Moomey – Director of Development for Mid Foundation**

Effective: 11/15/2021

Drew comes to Mid with over 8 years of experience within the sales, marketing, and event planning capacity. He holds a Bachelor of Applied Science in Art in Recreation, Parks, and Leisure Service Administration. Welcome to the Mid Team Drew!

**Alexa Carey – Director of Alumni Engagement**

Effective: 11/15/2021

Alexa come to Mid with over 9 years of experience in engagement strategies within non-profits and alumni engagement. She holds a Bachelor of Arts in Community Leadership/Public Administration from Aquinas College and a Masters of Arts in Social Justice and Community Development from Loyola University. Welcome to the Mid Team Alexa!

NEW PART-TIME AND STUDENT EMPLOYEES:

**Jake Martin – Assistant Coach Baseball**

Effective: 11/15/2021

**Jaedyn Myers – Student Worker Career Center**

Effective: 11/17/2021

**Jesse Pratt – Student Worker Admissions**

Effective: 11/22/2021
<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brittany Chedester</td>
<td>Part-time Admin Assistant Technical Center</td>
<td>11/29/2021</td>
</tr>
<tr>
<td>Samantha Babich</td>
<td>Student Worker Art Model</td>
<td>10/25/2021</td>
</tr>
<tr>
<td>Amber Breault</td>
<td>Federal Work Study Internship</td>
<td>11/15/2021</td>
</tr>
<tr>
<td>Cassie Kim</td>
<td>Student Worker Institutional Research</td>
<td>11/18/2021</td>
</tr>
<tr>
<td>Austin Mayfield</td>
<td>Assistant Coach Women’s Basketball</td>
<td>10/11/2021</td>
</tr>
<tr>
<td>Sammy Perras</td>
<td>Student Worker Human Resources</td>
<td>11/16/2021</td>
</tr>
<tr>
<td>Tyler Phelps</td>
<td>Student Worker CIS Tutor</td>
<td>11/08/2021</td>
</tr>
<tr>
<td>Margaret Rose</td>
<td>LLS Instructor (EDUStaff)</td>
<td>11/08/2021</td>
</tr>
<tr>
<td>Brad Yurgens</td>
<td>LLS Instructor (EDUStaff)</td>
<td>11/10/2021</td>
</tr>
</tbody>
</table>

**INTERNAL TRANSFERS:**

- **Jim Osborn** From: Maintenance Specialist  
  To: Lead Maintenance  
  Effective: 10/11/2021

- **Mackenzie Cooper** From: Student Services Specialist Admissions  
  To: Records and Registration Analyst  
  Effective: 11/22/2021

**SEPARATIONS:**

- **Denise Abbey** Part-time Admin Assistant Technical Center (EDUStaff)  
  Effective: 11/12/2021

- **Aaron Bauman** Part-time LLS Instructor Support (EDUStaff)  
  Effective: 11/18/2021

- **Marisa Wier** Associate Dean of Online & Distance Learning  
  Effective: 11/19/2021
VACANCIES:

Adjunct Advanced Manufacturing & Robotics (part-time)  Posted
Adjunct Biology (part-time)  Posted
Adjunct Computer Aided Drafting (CAD) (part-time)  Offer Extended
Adjunct Communication – various locations (part-time)  Posted
Adjunct Computer Information Systems (CIS) (part-time)  Posted
Adjunct English – various locations (part-time)  Posted
Adjunct Math – various locations (part-time)  Posted
Adjunct Nursing – General (part-time)  Posted
Adjunct Psychology – various locations (part-time)  Posted
Adjunct Welding (part-time)  Posted
Automotive Lab Technician (part-time)  Posted
Director of Alumni Engagement (full-time)  Filled
Director of Development (full-time)  Filled
ETS Academic Coordinator (part-time)  Interviewing
Financial Aid Analyst  Offer Extended
Maintenance Specialist (full-time)  Offer Extended
Mid Mentor (full-time)  Posted
Phlebotomy Instructor (part-time)  Posted
Student Services Specialist Records & Registration (full-time)  Filled
Test Monitor (part-time)  Posted
Unfinished Business

Item V-A: Strategic Planning Update

Presenter: President Hood

Board Consideration: Information

President's Recommendation:
None, informational.

President Hood will provide an update on the Strategic Planning process.
Unfinished Business

Item V-B: Baseball and Softball Field Planning Update

Presenter: Matt Miller

Board Consideration: Information

President's Recommendation:
None, informational.

Vice President of Student Services Matt Miller will give an update on the planning for Baseball and Softball fields on the Mt. Pleasant campus.
Athletic Complex Update and Discussion

Since the last Board meeting, we have continued to explore the possibility of a baseball and softball complex on campus.

**Use of Land on the Mt. Pleasant Campus**

There was a good discussion about how to best use the land that we have on the Mt. Pleasant Campus. While the ball fields will take up a large amount of land, there is still a lot of room left for future expansion.

The next page has a proof-of-concept campus layout that shows where we could add new buildings and parking lots - in addition to all of the athletic facilities. The four new buildings and three new parking lots are marked with "Expansion."

While we could explore other land to build on, that will increase the cost of the project substantially. There are also so many benefits to building the athletic facilities on campus.

- The fields’ proximity to classes makes it more convenient for student-athletes to access academic supports before and after practice.
- Having fields on campus makes it more likely that students and staff will just “stop by” before or after class to watch a game.
- On-campus facilities makes the campus more impressive to students who are touring and considering Mid.
- As we rent the fields, community members will be coming to campus and will be exposed to our other impressive facilities.
- As we think about other on-campus events (like camps and community/student engagement activities), we may want to use the fields as part of the offerings. For instance, we may host outdoor movies in the outfield of the baseball field.

**Ball Field Construction Timeline**

In order to have fields ready for the Spring 2023 season, we need to begin moving forward with plans and preparation in the next month or two. Funding for activities prior to awarding the construction bid in May 2022 would come from the Student Activity Fund.

- **January 2022** - Board Approval to move forward and begin fundraising
- **January to March 2022**
  - Work with architect on site plan and final plans for bidding
  - Clear the land
  - Fundraising Campaign
- **April 2022** - Bid project
- **May 2022** - Board Approval of construction bid
- **May 2022** - Construction begins
- **October 2022** - Field construction complete
- **December 2022** - Training Center construction complete
- **March 2023** - Begin using fields
Unfinished Business

Item V-C: Enrollment Report

Presenter: Matt Miller

President's Recommendation:
None, informational.

Vice President of Student Services Matt Miller will be presenting the latest enrollment report for Winter 2022.
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: WiFi System Purchase

Presenter: Kirk Lehr  Board Consideration: Information/Action

President’s Recommendation:
Motion to approve the purchase of a new WiFi system from Sehi Computing in the amount of $87,939.00.

Director of Information Technology Kirk Lehr will be presenting a request to purchase a new WiFi system in the amount of $87,939.00. The college’s current system is nearing the end of life and producing connectivity issues. Support for this purchase will be utilized from CARES funding.
<table>
<thead>
<tr>
<th>Vendor</th>
<th>Hardware/Installation/yr maintenance</th>
<th>Budgtary - Lift Truck</th>
<th>Post Site Survey</th>
<th>Budgtary Drop Adds QTY 10</th>
<th>Budgtary - POE Switches for Doan QTY 2</th>
<th>Budgetary Totals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sehi</td>
<td>$71,821.00</td>
<td>$850.00</td>
<td>$8,468.00</td>
<td>$3,200.00</td>
<td>$3,600.00</td>
<td>$87,939.00</td>
</tr>
<tr>
<td>Vector</td>
<td>$90,718.00</td>
<td>Included ($850.00)</td>
<td>Included in Install price ($3000.00)</td>
<td>$3,500.00</td>
<td>$3,600.00</td>
<td>$97,818.00</td>
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<tr>
<td>CHC</td>
<td>$102,354.00</td>
<td>$850.00</td>
<td>Not included in quote</td>
<td>$10,000.00</td>
<td>$3,600.00</td>
<td>$116,804.00</td>
</tr>
</tbody>
</table>

$6 per ft for 150 ft run
New Business

Item VI-C: Server and Storage Solution Purchase

Presenter: Kirk Lehr

Board Consideration: Information/Action

President’s Recommendation:
Motion to approve the purchase of three new servers and an upgraded storage array in the amount of $163,345.62 from Sehi Computer Products.

Director of Information Technology Kirk Lehr will be presenting a request to purchase three new servers and an upgraded storage array. The college’s current production servers and storage solution have reached 6-7 years in age and have passed their end of life threshold. Support for this purchase will be utilized from CARES funding.
<table>
<thead>
<tr>
<th>Vendor</th>
<th>Three server (512GB memory) and flash storage solution</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sehi Computing</td>
<td></td>
<td>$163,345.62</td>
</tr>
<tr>
<td>Access Interactive</td>
<td></td>
<td>$249,259.00</td>
</tr>
</tbody>
</table>
New Business

Item VI-D: Adobe Software Renewal

Presenter: Kirk Lehr

Board Consideration: Information/Action

President’s Recommendation:
Motion to approve a three year contract renewal with Adobe Software for a total amount of $161,775.00, equalling $53,925.00 per year.

Director of Information Technology Kirk Lehr will be presenting a request to renew the Adobe Software contract for three years for a total amount of $161,775.00, equalling $53,935 per year. Support for this purchase will be utilized from the Institutional Technology Fund.
## ETLA Renewal 2022-2025

<table>
<thead>
<tr>
<th>Product</th>
<th>Quantity</th>
<th>$ (USD)</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>3 Year Contract Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adobe Sign</td>
<td>1200</td>
<td>2.25 $</td>
<td>3,375.00 $</td>
<td>3,375.00 $</td>
<td>3,375.00 $</td>
<td>10,125.00 $</td>
</tr>
<tr>
<td>Adobe Acrobat Pro (Faculty/Staff)</td>
<td>200</td>
<td>75.00 $</td>
<td>19,500.00 $</td>
<td>19,500.00 $</td>
<td>19,500.00 $</td>
<td>58,500.00 $</td>
</tr>
<tr>
<td>Adobe Acrobat Pro (Labs/Classrooms)</td>
<td>Unlimit</td>
<td></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Adobe Creative Cloud (Faculty/Staff)</td>
<td>60</td>
<td>345.00 $</td>
<td>10,350.00 $</td>
<td>10,350.00 $</td>
<td>10,350.00 $</td>
<td>31,050.00 $</td>
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<tr>
<td>Adobe Creative Cloud Student Licenses</td>
<td>60</td>
<td>345.00 $</td>
<td>20,700.00 $</td>
<td>20,700.00 $</td>
<td>20,700.00 $</td>
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<tr>
<td>Total</td>
<td></td>
<td></td>
<td>53,825.00 $</td>
<td>53,825.00 $</td>
<td>53,825.00 $</td>
<td>161,775.00 $</td>
</tr>
</tbody>
</table>

* Pricing is dependent on quantities provided and will require re-approval upon expiration or any increased / decreased counts.

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* *All pricing below in US currency and does not include taxes*

* Pricing is for budgetary purposes only. Final proposal to be provided with corresponding ETLA contract.

* Proprietary Information - This presentation contains Adobe pricing and business model information.

* This information is not to be released beyond Mid Michigan College employees without prior Adobe consent.

* Pricing is dependent on quantities provided and will require re-approval upon expiration or any increased / decreased counts.
New Business

Item VI-E: Closed Session

Presenter: Board Chair Petrongelli

Board Consideration: Information

President's Recommendation:
Motion to enter into a closed session to discuss union negotiations.

The Board of Trustees will enter into a closed session at this time for the purpose of discussing union negotiations.
## 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 Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Feb 1</td>
<td>Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus</td>
</tr>
<tr>
<td>Mar 1</td>
<td>Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus</td>
</tr>
<tr>
<td>Apr 5</td>
<td>Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus</td>
</tr>
<tr>
<td>Apr 10</td>
<td>A Northern Tradition, Jay’s Sporting Goods, 5:00 - 8:00 PM</td>
</tr>
<tr>
<td>May 3</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.