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

NEW BUSINESS

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

Item VI-B: 2021 Audit Engagement
Presenter: Lillian Frick
Board Consideration: Information/Action

Item VI-C: Foundation Board of Director Nominations
Presenter: Tom Olver
Board Consideration: Information/Action

Item VI-D: ProQuest Electronic Research Database Annual Renewal
Presenter: Corey Goethe
Board Consideration: Information/Action

Item VI-E: Ellucian Software Maintenance for 2021-2022
Presenter: Kirk Lehr
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  
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- April 6, 2021 Regular Meeting; April 14, 2021 Special Meeting
B. Monthly Financial Report:
   4. Gifts and Donations: Donations totaling $6,709 were received for the Mid Foundation in March 2021.
Mid Michigan College Board of Trustees Regular Meeting

April 6, 2021 – page 1
The meeting took place in the Esther C. Conference Room, Harrison Campus.

Present: Terry Petrongelli, Board Chair; Betty M. Mussell, Vice Chair; Richard S. Allen Jr., Secretary; Thomas W. Metzger, Treasurer; Carolyn C. Bay, Trustee; George Gilmore, Trustee

Absent: Eric T. Kreckman, Trustee

Agenda Item I: CALL TO ORDER

Board Chair Terry Petrongelli called the meeting to order at 7:13 PM.

Agenda Item II: APPROVAL OF AGENDA

Motion by Trustee Bay to approve the agenda with the addition of Agenda Item VI-H Summer Work Schedule. Second by Trustee Mussell. 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 Allen to approve the consent items as presented. Second by Trustee Metzger. All Ayes; Motion Carried.

Agenda Item V-A: TUITION RATE APPROVAL

Motion by Trustee Gilmore, to approve a 4% tuition rate increase for all students, effective for the 2021 Fall term. Second by Trustee Mussell.

Vice President of Finance and Facilities Lillian Frick presented information regarding tuition rates for the 2021-2022 fiscal year. Mid continues to have the second lowest millage rate in the state. That, combined with the low taxable property values in our district results in the lowest property tax support per student among Michigan community colleges.

A voice vote showed All Ayes from the Trustees; Motion Carried.

Agenda Item VI-A: CORRESPONDENCE AND ANNOUNCEMENTS

President Hood spoke about the upcoming virtual commencement ceremony on May 8th, launching at 11 AM on Mid’s website, facebook page and youtube channel. There will also be a drive thru diploma pickup on June 5th from 1:00 - 4:00 PM at the Harrison Campus. He gave kudos to everyone working so hard to make these events a success for our students.
President Hood and Vice President of Academic Affairs and Community Outreach Scott Mertes gave an update on bringing the Student Showcase back to Mid next year, to highlight the great work that our students have done.

**Agenda Item VI-B: BOARD MEETING SCHEDULE**

No motion was acted upon during this agenda item. Therefore, another schedule will be presented for approval at another time.

**Agenda Item VI-C: RIDING FLOOR SCRUBBER PURCHASE REQUEST**

Motion by Trustee Mussell to approve the purchase of a Riding Floor Scrubber utilizing CARES funds in the amount of $42,380. Second by Trustee Metzger.

Vice President of Finance and Facilities Lillian Frick presented a request to purchase a riding floor scrubber that will reduce cleaning time, reduce exposures for workers comp injuries and allow for more time to ensure proper cleaning is being done all over campus during the pandemic and beyond. A voice vote showed All Ayes from the Trustees; Motion Carried.

**Agenda Item VI-D: RESOLUTION FOR ESTIMATED REVENUE**

Motion by Trustee Petrongelli to approve the Resolution for Estimated Revenue as presented. Second by Trustee Metzger.

Vice President of Finance and Facilities Lillian Frick presented information regarding the projections and assumptions for the estimated revenue for the 2021-2022 fiscal year. A voice vote showed All Ayes from the Trustees; Motion Carried.

**Agenda Item VI-E: APPROVAL FOR BENEFITS ADMINISTRATION CONSULTANT REQUEST**

Motion by Trustee Gilmore to approve contracting with Advantage Benefits Group as its Benefits Consultant effective July 1, 2021 for a three year engagement period, contingent on satisfactory implementation and performance in the first year. Second by Trustee Bay.

Associate Vice President of Human Resources Lori Fassett presented information regarding a request for proposal that was sent out regarding benefits administration and requested the trustees finalize the selection of Advantage Benefits Group as the new consultant. Kurt Swardenski from Advantage Benefits Consultants was present for the meeting to introduce himself and answer any questions the Trustees may have. A voice vote showed All Ayes from the Trustees: Motion Carried.
Mid Michigan College Board of Trustees Regular Meeting

April 6, 2021 – page 3

**Agenda Item VI-F: ZOOM SETUP OF 12 CLASSROOMS REQUEST**

Motion by Trustee Mussell to approve a technology purchase utilizing $102,000 from CARES funding for the setup of Zoom technology in 12 classrooms. Second by Trustee Gilmore.

Vice President of Academic Affairs and Community Outreach Scott Mertes presented a request to setup Zoom technology in 12 classrooms (6 on the Harrison campus, 6 on the Mt. Pleasant campus) in order to better adapt to the various modalities of instruction the pandemic has brought to light. A voice vote showed All Ayes from the Trustees: Motion Carried.

**Agenda Item VI-G: UNITRENDS SUPPORT RENEWAL/DISASTER RECOVERY SERVICE**

Motion by Trustee Petrongelli to renew the Unitrend support contract, including a new appliance and the cloud based disaster recovery solution for a total of $56,095.15 for 3 years. Second by Trustee Gilmore.

Director of Information Technology Kirk Lehr presented a request to fund a renewal of Unitrends for data backup and support. The funding breakdown for this purchase would be $24,872.05 from the Institutional Technology fund and $31,223.00 from CARES funding. A voice vote showed All Ayes from the Trustees: Motion Carried.

**Agenda Item VI-G: SUMMER WORK SCHEDULE**

President Hood presented the Board with a 4 day work week option for 12 weeks through the summer semester, starting May 10, 2021 through July 30, 2021. Hours of operation for the college would be Monday through Thursday 7:30 a.m. to 5:00 p.m. with the college closed on Fridays. Employees would be expected to work the same hours as those of the hours of operation. This schedule could save the college between $15,000 - $30,000 by closing on Fridays.

ESPA President Al Ayers was present and received feedback from his union representatives. He stated that the feedback he received was mostly positive, a few may have childcare or other issues and would prefer not to work a longer day schedule.

Motion by Trustee Gilmore to approve a four day work week summer schedule with the college’s hours of operation being Monday thru Thursday 7:30 am to 5:00 pm, effective May 10, 2021 through July 30, 2021 and allowing President Hood to work with the ESPA union to finalize a letter of agreement pertaining to employee work schedules. Second by Trustee Petrongelli. A voice vote showed All Ayes from the Trustees: Motion Carried.
Mid Michigan College Board of Trustees Regular Meeting

April 6, 2021 – page 4

Agenda Item VII-A: CALENDAR OF EVENTS

April 14 Board Workshop, Esther C. Conference Room- Harrison Campus

Agenda Item VII-B: OTHER BUSINESS

Trustee Mussell tendered her resignation as a trustee from the Board of Trustees effective April 30, 2021.

Motion by Trustee Allen to adjourn the meeting. Second by Trustee Metzger. All Ayes; Motion Carried.

Meeting adjourned at 8:26 PM

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

_______________________________ ______________________________
Terry Petrongelli, Board Chair Richard S. Allen, Jr., Board Secretary
Mid Michigan College Board of Trustees Special Meeting

April 14, 2021 – page 1

The meeting took place in the Esther C. Conference Room, Harrison Campus.

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

Absent: All Trustees present

Agenda Item I: CALL TO ORDER

Board Chair Terry Petrongelli called the meeting to order at 1:00 PM.

Agenda Item II: BOARD OF TRUSTEE 2021-2022 MEETING SCHEDULE

Motion by Trustee Kreckman to approve the 2021-2022 Board of Trustee Meeting Schedule as presented. Second by Trustee Metzger. All Ayes; Motion Carried.

Agenda Item III: EMPLOYEE AWARDS TRUSTEE REPRESENTATION

The Board will need representation to help select the winners for the employee awards. Trustee Kreckman agreed to be the trustee representative for the Board on this committee, and Trustee Gilmore agreed to serve as backup in case Trustee Kreckman is not available.

Agenda Item IV: BRIEF REVIEW

Facilitator Don Burns asked each Trustee to indicate why they joined the Mid Michigan College of Trustees and why they enjoy serving on the Board. Each trustee took turns answering this question.

Agenda Item V: EFFECTIVE BOARDS/BEST PRACTICES

Facilitator Don Burns provided each Trustee with a Guide for Effective Governance sheet with highlighted ideas from the book Trusteeship in Community Colleges. A discussion took place about the ideas on this sheet.

A discussion took place about the term “Trustee” and the fact that it was coined because Trustees are the stewards of an organization others trust them to make decisions for the betterment of that organization, the people that work there and the communities that organization serves.

A discussion took place about succession planning for the president and the trustees.
Mid Michigan College Board of Trustees Special Meeting

April 14, 2021 – page 2

Agenda Item VI: TO-DOS/OTHER BUSINESS

Trustee Mussell stated that she would like to see all Trustees attend the MCCA Summer conference as well as other college events. She would like to see events like the retiree luncheon return.

A discussion took place amongst Trustees about holding another workshop to go over several more topics of interest.

Trustee Carolyn Bay submitted her resignation from the Mid Michigan College Board of Trustees effective April 30, 2021.

Agenda Item VII: MOTION TO ADJOURN

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

Meeting adjourned at 3:19 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:
• 2020-21 enrollment reports show the following changes in billable tuition hours from 2019-20 levels: Fall 2020 13.7% decrease; Winter 2021 16.1% decrease. Summer 2021 registration is in process and will continue through May 25, 2021. The resulting total revenue represents 90% of the annual budget for the 2020-21 tuition and fees revenue.
• 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 75% of the annual budget, with the exception of:
  o Information Technology expended 90% due to the new Ellucian consultation contract.

GENERAL FUND REVENUE OVER EXPENSES:
• The total increase in net assets as of March 31, 2021 is $5.1 million. This excess will fund the operations for the balance of the 2020-21 fiscal year.

BALANCE SHEET:
• The cash balance increased $1.1 million from February 28, 2021 due to receipt of grant drawdowns, student payments, property tax payments, and sponsorship payments.
• The State appropriations receivable of $3,064,951 represents the remaining 5 monthly payments of 2020-21 general and UAAL state appropriations.
• Student receivables decreased $796,000 due to payments and financial aid applied to student accounts for the Winter 2021 term.
• The prepaid expense balance of $206,429 represents a few multi-year prepaid items, and other prepaid 2010-21 expenses.
• The balance due to other funds of $7.1 million can be broken down as follows:
  o $761,000 due to the designated student activities fund
  o $2.6 million due to the auxiliary services for sales
  o $3,500 due from the scholarship and grant fund
• $64,000 due from the federal restricted fund for student financial aid funds disbursed to
  the student accounts
• $531,000 due from the restricted grant fund
• $4.7 million due to building and site for current and future college needs
• $287,000 due from the Foundation

• The $2.2 million in accrued payroll and other compensation includes expenses incurred but not
  paid as follows:
  • Accrued salary and wages of $482,000
  • FICA, Federal and State withholding of $123,000
  • MPSERS/ORP/UAAL payable of $510,000
  • Employee health and dental insurances payable of $247,000
  • Deferred faculty pay of $791,000
  • Unemployment and workers’ compensation insurances payable of $14,000
  • Miscellaneous payroll deductions

• A significant portion of the preliminary Unreserved Net Assets of $4.2 million represents funds set aside by the Board of Trustees to fund current and future college expansion needs.

AUXILIARY FUNDS:

• Total revenue is at 96% 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 and services.
• Total expenses, at 95% of the revised annual budget, represent operational costs for the months of July through March and corresponds with sales volume.
• The excess revenue over expense to date is $45,482, and will be used to fund bookstore operations for the balance of the 2020-21 year.
# MID MICHIGAN COLLEGE
## BALANCE SHEET
### March 31, 2021

### Assets

**Current Assets:**
- Cash and cash equivalents: $16,213,972
- Short-term investments: $638,875
- Property taxes receivable: $560,802
- State appropriations receivable: $3,064,951
- Student receivables: $1,351,948
- Other receivables: $61,807
- Prepaid expenses and other assets: $206,429
- Due from (due to) other funds: $(7,126,273)

**Total current assets:** $14,972,511

**Long-term investments:** $-

**Total assets:** $14,972,511

### Liabilities and Net Assets

**Liabilities:**
- Accounts payable: $2,338
- Accrued payroll and other compensation: $2,181,836

**Total liabilities:** $2,197,155

**Net assets:**
- Reserved for:
  - Technology: $884,632
  - Program development: $1,198,311
  - Retirement incentives: $200,000
  - Self-funded healthcare reserve: $1,115,411
  - Unreserved: $4,215,598
  - Current year excess revenue over/(under) expenditures: $5,161,404

**Total net assets:** $12,775,356

**Total liabilities and net assets:** $14,972,511
MID MICHIGAN COLLEGE  
STATEMENT OF REVENUES, EXPENSES  
For the nine months ended March 31, 2021

<table>
<thead>
<tr>
<th>Current Fiscal Year</th>
<th>% of Budget</th>
<th>Prior Fiscal Year</th>
<th>% of Budget</th>
</tr>
</thead>
</table>

**OPERATING REVENUES:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>%</th>
<th>Amount</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and fees</td>
<td>$13,296,920</td>
<td>90%</td>
<td>$15,743,950</td>
<td>97%</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$180,955</td>
<td>217%</td>
<td>$63,538</td>
<td>37%</td>
</tr>
<tr>
<td><strong>Total operating revenues</strong></td>
<td>$13,477,876</td>
<td>91%</td>
<td>$15,807,488</td>
<td>96%</td>
</tr>
</tbody>
</table>

**EXPENSES:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>%</th>
<th>Amount</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instruction</td>
<td>$8,334,747</td>
<td>81%</td>
<td>$8,249,890</td>
<td>83%</td>
</tr>
<tr>
<td>Information technology</td>
<td>$1,308,019</td>
<td>90%</td>
<td>$1,174,766</td>
<td>65%</td>
</tr>
<tr>
<td>Public service</td>
<td>$461,623</td>
<td>75%</td>
<td>$531,455</td>
<td>61%</td>
</tr>
<tr>
<td>Instructional support</td>
<td>$1,321,725</td>
<td>77%</td>
<td>$1,538,316</td>
<td>66%</td>
</tr>
<tr>
<td>Student services</td>
<td>$2,068,399</td>
<td>73%</td>
<td>$2,145,541</td>
<td>66%</td>
</tr>
<tr>
<td>Institutional administration</td>
<td>$2,826,281</td>
<td>70%</td>
<td>$3,082,289</td>
<td>66%</td>
</tr>
<tr>
<td>Operation and maintenance of plant</td>
<td>$1,640,962</td>
<td>72%</td>
<td>$1,816,006</td>
<td>65%</td>
</tr>
<tr>
<td><strong>Total operating expenses</strong></td>
<td>$17,961,756</td>
<td>77%</td>
<td>$18,538,262</td>
<td>72%</td>
</tr>
</tbody>
</table>

**Operating income/(loss):**

- Current Fiscal Year: $4,483,881
- Prior Fiscal Year: $(2,730,774)

**NON-OPERATING REVENUES:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>%</th>
<th>Amount</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>State appropriations</td>
<td>$5,539,801</td>
<td>110%</td>
<td>$5,544,883</td>
<td>105%</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>$12,072</td>
<td>13%</td>
<td>$134,675</td>
<td>269%</td>
</tr>
<tr>
<td>Unrealized gain (loss) on investments</td>
<td>$(553)</td>
<td></td>
<td>$5,468</td>
<td></td>
</tr>
<tr>
<td>Gifts</td>
<td>$-</td>
<td>-</td>
<td>$-</td>
<td>-</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$102,480</td>
<td></td>
<td>$85,011</td>
<td></td>
</tr>
<tr>
<td><strong>Total Non-operating revenues</strong></td>
<td>$9,650,661</td>
<td>109%</td>
<td>$9,561,370</td>
<td>127%</td>
</tr>
</tbody>
</table>

**Revenues over/(under) expenses:**

- Current Fiscal Year: $5,166,781
- Prior Fiscal Year: $6,830,597

**Inter Funds Transfers**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
<th>%</th>
<th>Amount</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planned Savings (Building &amp; Site)</td>
<td>$-</td>
<td>0%</td>
<td>$405,000</td>
<td>50%</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>$75</td>
<td>0%</td>
<td>$-</td>
<td>0%</td>
</tr>
<tr>
<td>Foundation Transfer</td>
<td>$(67,500)</td>
<td>100%</td>
<td>$-</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Inter Funds Transfers</strong></td>
<td>$5,376</td>
<td></td>
<td>$416,455</td>
<td></td>
</tr>
</tbody>
</table>

**Net increase (decrease) in Net Assets**

- Current Fiscal Year: $5,161,404
- Prior Fiscal Year: $6,414,142
MID MICHIGAN COLLEGE
STATEMENT OF REVENUES, EXPENSES
For the nine months ended March 31, 2021
AUXILIARY FUND

<table>
<thead>
<tr>
<th></th>
<th>Current Fiscal Year</th>
<th></th>
<th>% of</th>
<th></th>
<th>% of</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Amount</td>
<td>% of Budget</td>
<td>Amount</td>
<td>Budget</td>
<td>Budget</td>
</tr>
<tr>
<td><strong>REVENUE:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bookstore</td>
<td>$ 926,930</td>
<td>99%</td>
<td>$ 1,227,763</td>
<td>89%</td>
<td></td>
</tr>
<tr>
<td>Espresso Bar*</td>
<td>$ 18,370</td>
<td>43%</td>
<td>$ 14,009</td>
<td>21%</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$ 945,300</td>
<td>96%</td>
<td>$ 1,241,773</td>
<td>86%</td>
<td></td>
</tr>
<tr>
<td><strong>EXPENSES:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bookstore</td>
<td>$ 781,091</td>
<td>99%</td>
<td>$ 1,069,551</td>
<td>89%</td>
<td></td>
</tr>
<tr>
<td>Espresso Bar*</td>
<td>$ 21,009</td>
<td>59%</td>
<td>$ 22,872</td>
<td>38%</td>
<td></td>
</tr>
<tr>
<td>Auxiliary Services</td>
<td>$ 97,719</td>
<td>84%</td>
<td>$ 98,499</td>
<td>83%</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>$ 899,818</td>
<td>95%</td>
<td>$ 1,190,922</td>
<td>86%</td>
<td></td>
</tr>
<tr>
<td><strong>EXCESS REVENUE OVER EXPENSES</strong></td>
<td>$ 45,482</td>
<td>5%</td>
<td>$ 50,851</td>
<td>4%</td>
<td></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
March 2021

Monthly Contributions

<table>
<thead>
<tr>
<th>Fund</th>
<th>Curr YR</th>
<th>Prior YR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rich Smith Memorial Student Emergency Fund</td>
<td>$6,709</td>
<td>$17,322</td>
</tr>
<tr>
<td>Gerstacker Fund</td>
<td>$43,500</td>
<td>$30,000</td>
</tr>
<tr>
<td>General Fund (Unrestricted)</td>
<td>$16,975</td>
<td>$26,851</td>
</tr>
<tr>
<td>Student Emergency Fund</td>
<td>$9,680</td>
<td>$7,500</td>
</tr>
<tr>
<td>Harris Allied Health Scholarship</td>
<td>$7,500</td>
<td>$7,500</td>
</tr>
<tr>
<td>Hoyle Family Scholarship</td>
<td>$7,500</td>
<td>$7,000</td>
</tr>
<tr>
<td>Kathleen Kehoe Memorial Scholarship</td>
<td>$7,000</td>
<td>$6,606</td>
</tr>
<tr>
<td>Lakers Athletic and other Athletic Funds</td>
<td>$6,230</td>
<td>$4,450</td>
</tr>
<tr>
<td>Lakers Leadership Fund</td>
<td>$11,286</td>
<td>$11,286</td>
</tr>
<tr>
<td>Bicknel Scholarship</td>
<td>$177,578</td>
<td>$230,888</td>
</tr>
</tbody>
</table>

YTD Top Contribution Totals in 2021:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rich Smith Memorial Student Emergency Fund</td>
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<tr>
<td>Lakers Academic Fund</td>
<td>$16,975</td>
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<tr>
<td>Student Emergency Fund</td>
<td>$9,680</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>$6,606</td>
</tr>
<tr>
<td>Lakers Leadership Fund</td>
<td>$6,230</td>
</tr>
<tr>
<td>Bicknel Scholarship</td>
<td>$4,450</td>
</tr>
<tr>
<td>Other Funds</td>
<td>$11,286</td>
</tr>
<tr>
<td>YTD Total</td>
<td>$177,578</td>
</tr>
</tbody>
</table>
TO: Board of Trustees
FROM: Lori Fassett, Associate VP of Human Resources
SUBJECT: Staffing Update, May 4, 2021 Board Meeting
DATE: April 19, 2021

FULL-TIME NEW HIRES:
Michael Schram – Instructional Designer

Michael has worked in an interim basis with the Online Learning department since fall of 2017. He holds an Associates Degree in Psychology from Mid, a Bachelor’s of History/Social Science from CMU, a Master’s in Project Management from CMU, and a Graduate Certificate in International Administration from CMU. He also currently holds the rank of Lance Corporal within the United States Marine Corps Reserves. Michaels prior work experiences in a variety of capacities have allowed him to obtain extensive experience within the realm of blended learning. Welcome to the Mid Team Michael!

NEW PART-TIME AND STUDENT EMPLOYEES:

Nick Toner – Athletics Specialist (EDUStaff) Effective: 03/22/2021
Hannah Denslow – Work study Human Resources Effective: 04/01/2021
Jeremy Fassett – IT Intern (EDUStaff) Effective: 03/22/2021
Kaitlyn Hawald – Temporary FT Instructional Designer (EDUStaff) Effective: 03/29/2021

INTERNAL TRANSFERS:
N/A

SEPARATIONS:

Martha Dennis – IT Intern (EDUStaff) Effective: 03/26/2021
Michael Schram – Temp. Instructional Designer (EDUStaff) Effective: 03/28/2021
Kyle Gravelle – Student Worker Facilities Effective: 03/19/2021
VACANCIES:

Adjunct – Advanced Manufacturing & Robotics (part-time)  Posted
Adjunct Biology – MOISD Big Rapids (part-time)  Posted
Adjunct Health Education – Dewitt HS (part-time)  Posted
Adjunct Music - MOISD Big Rapids (part-time)  Posted
Adjunct – Outdoor Safety for Hunting & Angling program (part-time)  Posted
Adjunct Religion – MOISD Big Rapids (part-time)  Posted
Adjunct Welding – Clinton County RESA/Ovid-Elsie (part-time)  Posted
Adjunct Videography (part-time)  Posted
Automotive Lab Technician (part-time)  Filled
Custodian (temporary full-time through Dec 2023)  Interviewing
Custodian 3rd Shift Harrison (full-time)  Posted
Director of Title III Grant (full-time)  Interviewing
HRA Lab Technician (part-time)  Posted
Head Coach – Softball (part-time)  Posted
Head Coach - Women’s Basketball (part-time)  Posted
Phlebotomy Instructor (part-time)  Posted
Welding Lectureship – Clinton County RESA Ovid-Elsie HS (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 the Board with an update on the Strategic Planning Process.
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.
Mid Students Honored at State and National Conventions

Students, alumni and advisors from Mid Michigan College’s chapter of Phi Theta Kappa Honor Society, Alpha Omicron Omicron, recently attended the National Virtual Catalyst and Virtual Michigan Region Conventions.

At the Conventions, Phi Theta Kappa recognizes the outstanding achievements of their members, advisors, college presidents and administrators, alumni and chapters with the presentation of Hallmark Awards. Mid Michigan College's Alpha Omicron Omicron was recognized among 1300 chapters for achieving the highest level of development for a chapter, a 5 Star level. Participation in the 5 Star chapter development program encourages excellence and recognizes progress in the attainment of goals set by the chapter. They earned top honors at both the State and National levels based on their scores for their Honors in Action research project and College Project.

Jessalyn Justice was elected to the 2021- 2022 Michigan Board of Officers to further her leadership skills.

Quote from Lindsey Marlin, AOO Chapter President – I am so proud of all that our team has accomplished this year. In the midst of trials and disappointment we continued to persevere. Our commitment and passion to our college and community is what made this dream a reality. What an honor it is to be nationally recognized! We are so very thankful to all who made this possible. Way to go AOO Wolfpack! We did it! I will forever be grateful for the lifelong friendships and knowledge that I have gained through PTK during this past year. Congratulations everyone! I can’t wait to see what the future holds.

Awards received at the National Catalyst Convention

Distinguished Chapter (Top 30)
Top 100 Chapter
Distinguished Honors in Action Project
Top 50
Honors in Action Project Theme – Theme 2: Natural and Constructed Environments
Top 3
Distinguished Chapter Officer (Top 30)
Lindsey Marlin, AOO President
Distinguished College Administrator Award
Dr. Scott Mertes
5 Star Chapter Development Award
Reach Rewards Chapter

Awards received at the Michigan Region Convention

Michigan Region Most Distinguished Chapter
1st Runner Up
Michigan Region Most Distinguished Chapter Officer Awards
Lindsey Marlin – Winner - 1st
Elliott Dawes – 5th Runner Up
Honors in Action Awards
Winner – 1st Runner Up
Theme 2: Winner – 1st
College Project Awards
7th Runner Up
5 Star Chapter Development Award
Design a Brick Winner
Aaliyah Lannon
New Business

Item VI-B: 2021 Audit Engagement

Presenter: Lillian Frick

Board Consideration: Information/Action

President's Recommendation:
Motion to approve the Rehmann proposal for 2021 with renewal for 2022 and 2023 contingent on satisfactory completion of the 2021 audit.

Vice President of Finance and Facilities Lillian Frick will present the Board with the Request for Proposal regarding audit services and answer any questions the Board may have pertaining to that information.
### MID MICHIGAN COLLEGE
#### AUDIT SERVICES RFP SUMMARY
##### 2021-2023

<table>
<thead>
<tr>
<th>Year</th>
<th>Firm</th>
<th>Financial Audit, including</th>
<th>Federal Awards*</th>
<th>Form 990</th>
<th>Travel</th>
<th>Total</th>
<th>% increase*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Foundation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2021</td>
<td>Rehmann</td>
<td>$27,500</td>
<td>$10,500</td>
<td>$2,000</td>
<td>additional</td>
<td>$40,000</td>
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<tr>
<td></td>
<td>Plante Moran</td>
<td>$45,500</td>
<td>$25,500</td>
<td>$4,000</td>
<td>included</td>
<td>$75,000</td>
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<tr>
<td>2022</td>
<td>Rehmann</td>
<td>$28,500</td>
<td>$6,750</td>
<td>$2,100</td>
<td>additional</td>
<td>$37,350</td>
<td>3.8%</td>
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<td></td>
<td>Plante Moran</td>
<td>$46,900</td>
<td>$18,250</td>
<td>$4,200</td>
<td>included</td>
<td>$69,350</td>
<td>2.7%</td>
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<tr>
<td>2023</td>
<td>Rehmann</td>
<td>$29,500</td>
<td>$7,000</td>
<td>$2,200</td>
<td>additional</td>
<td>$38,700</td>
<td>3.6%</td>
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<td></td>
<td>Plante Moran</td>
<td>$48,300</td>
<td>$18,500</td>
<td>$4,400</td>
<td>included</td>
<td>$71,200</td>
<td>2.7%</td>
</tr>
</tbody>
</table>

*Federal awards includes the Student Financial Aid, HEERF for all years, CRF for 2021 only
** the % increase is calculated net of the CRF audit which should only be required for 2021
New Business

Item VI-C: Foundation Board of Director Nominations

Presenter: Tom Olver  Board Consideration: Information/Action

**President’s Recommendation:**

Motion to approve the nominations of J.E.B. Allen, Wendy Oswald and Stephanie Allen to the Mid Michigan College Foundation Board of Directors, each for a three year term starting May 14, 2021.

Associate Vice President of the Mid Foundation Tom Olver will be presenting the Board with a recommendation to appoint J.E.B. Allen, Wendy Oswald and Stephanie Allen to the Mid Michigan College Foundation Board of Directors.
NOMINATIONS FOR DIRECTOR VACANCIES
THREE-YEAR TERM: 2021-2024

J.E.B. Allen
Assistant Prosecuting Attorney, Isabella County, Lake Isabella

J.E.B. Allen graduated from Chippewa Hills High School in 2009. He enlisted in the Marine Corps while in high school and entered active duty in December 2009. Between high school graduation and leaving for the Marines, he completed a semester of course work at Mid Michigan College. He then spent the next five years on active duty and deployed to Afghanistan twice during that time. Allen returned to Mt. Pleasant in the fall of 2014 and enrolled at CMU, graduating in 2016.

Allen graduated from Western Michigan University-Cooley Law School in January 2019. He was admitted to the state bar in the spring of 2019 and hired as an assistant prosecutor for Isabella County. Currently, his caseload consists of felony and misdemeanor criminal matters, representing DHHS in abuse and neglect proceedings, and representing plaintiffs on state assistance in paternity and child support establishment actions.

“I have always felt that the semester I spent at Mid put me on the right track,” said Allen. “My experiences at Mid taught me to take my education seriously and it helped me develop strong study habits.”

Stephanie Allen
Jay’s Sporting Goods, Clare

Stephanie Allen has worked for Jay’s Sporting Goods in Clare for 33 years. The daughter of Jeff and Kathy Poe, Stephanie settled down in her hometown with her husband and they have raised their two children in mid-Michigan. Allen is an alumnus of Mid Michigan College, having graduated in 2010.

Allen is involved in the various community activities, including CASA Scholarship Committee and serves as treasurer of the Clare Sports Boosters, She leads Jay’s company in United Way, is treasurer for Vernon Township, and sits on the Clare Winter Bash Committee.

“I would love to be a part of making Mid a great place to learn,” said Allen.
Wendy Oswald  
*Office Manager, C&R Electric, Shepherd*

Wendy Oswald attended Mid Michigan College in the late 1990s/early 2000s. She has been employed at C & R Electric in Shepherd, Michigan, as the office manager for nearly 20 years.

Oswald enjoys being involved in the community; she has served as president of the Isabella County Friends of Mid-Michigan Community Pathways and was a member of the board for the Shepherd Soccer Club. Oswald likes to volunteer for other local organizations when she sees a need and as she is able.

“I’m interested in the Foundation board position at Mid Michigan College because I see the value that community colleges can bring to the local community,” said Oswald. “I hope to see the annexation proposals pass this spring in the Gratiot, Isabella, and surrounding areas, which would increase the attainability for current and future students in those districts.”
New Business

Item VI-D: ProQuest Electronic Research Database Annual Renewal

Presenter: Corey Goethe  
Board Consideration: Information/Action

President's Recommendation:
Motion to approve the 2021-2022 ProQuest Electronic Research Database renewal in the amount of $30,392.00.

Director of Library and Learning Services Corey Goethe will be presenting a yearly renewal for ProQuest Electronic Research Database.
It’s Time to Renew Your ProQuest Subscription

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

Ready to renew? Confirm Your Renewal now.

<table>
<thead>
<tr>
<th>Product Name</th>
<th>Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>ProQuest Central</td>
<td>PQCENTRAL</td>
<td>7/1/2021</td>
<td>6/30/2022</td>
<td>30,392.00 USD</td>
</tr>
</tbody>
</table>

**Total Price:** 30,392.00 USD

**Billing Information:**
Please review your billing address to ensure its accuracy.

**Shipping Information:**
Please confirm the shipping address is accurate.

**Mid Michigan College**
Library 1375 S Clare Ave Harrison MI United States 48625-9447

**Electronic Invoice Recipient(s):**
Corey Goethe
cgoethe@midmich.edu

**If your subscribing institution requires the use of Purchase Orders, please indicate below.**

**Purchase Order #**

**Billing Information Notes**

**Renewals Notes:**

New! Simplify your future renewals and invoices
- **Manage your subscriptions with EasyRenew:** Receive uninterrupted access to your products in the future – without any work on your end. Contact us to use our new EasyRenew service.

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

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New Business

Item VI-E: Ellucian Software Maintenance for 2021-2022

Presenter: Kirk Lehr

Board Consideration: Information/Action

President’s Recommendation:
Motion to approve a request for Ellucian Software Maintenance for 2021-2022 in the amount of $241,346.00.

Director of Information Technology Kirk Lehr will be presenting a request for Ellucian Software Maintenance for 2021-2022 in the amount of $241,346 from the Institutional Technology Fund.
Ellucian Software Maintenance for 2021-2022

Below are the costs for the Ellucian software maintenance for 2021-2022. In 2020 we signed a five year contract with Ellucian to insure the annual increase would be no more than 5%. This investment provides the college with tech support, regular software patches, and new releases for the software.

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

<table>
<thead>
<tr>
<th>Colleague Software</th>
<th>Year 2021 - 2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Core</td>
<td>$ 55,500</td>
</tr>
<tr>
<td>Student System</td>
<td>$ 55,067</td>
</tr>
<tr>
<td>Finance System</td>
<td>$ 31,847</td>
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<tr>
<td>Human Resources System</td>
<td>$ 13,679</td>
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<tr>
<td>Application Development Environment</td>
<td>$ 16,503</td>
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<tr>
<td>Colleague User License Maintenance</td>
<td>$ 34,402</td>
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<tr>
<td>Official Payment Ecommerce Maintenance</td>
<td>$ 5,292</td>
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<tr>
<td>UniData Database Maintenance</td>
<td>$24,778</td>
</tr>
<tr>
<td>UniData RDBMS AE Users Partner maint.</td>
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</tr>
<tr>
<td>UniData Unrestricted Users Database License RDBMS</td>
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</tr>
<tr>
<td>Synoptix Maintenance</td>
<td>$ 4,278</td>
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<tr>
<td>Total</td>
<td>$241,346</td>
</tr>
</tbody>
</table>
Board Comments

Item VII-A: Calendar of Events

Presenter: Board Chair Petrongelli

Board Consideration: Information

President's Recommendation:
None, informational.

- May 8: Virtual Commencement Ceremony, 11 AM, Facebook, YouTube, Mid Website
- June 1: Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus
- June 5: Drive Thru Diploma Pick Up Event, 1-4 PM, Harrison Campus
- June 22: Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus
- Aug 3: Board of Trustees Meeting, Community Room, Mt. Pleasant Campus
- Sept 7: Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus
- Oct 5: Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus
- Nov 2: Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus
- Dec 7: Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus
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.