Workshop Presentation
Leadership Team to present their plans for the current year and beyond.

Board of Trustees Meeting Agenda

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

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

UNFINISHED BUSINESS
Item IV-A: Harrison Campus Renovations
  Presenter: Vice President Frick  Board Consideration: Information
Item IV-B: Enrollment Report
  Presenter: Vice President Miller  Board Consideration: Information
Item IV-C: Pickard Property Development
  Presenter: President Hammond  Board Consideration: Information

NEW BUSINESS
Item V-A: Correspondence, Announcements, and Special Board Comments
  Presenter: President Hammond  Board Consideration: Information
Item V-B: MCCA Membership Assessment
  Presenter: President Hammond  Board Consideration: Information/Action
Item V-C: Blanket Purchase Order for Custodial Supplies
  Presenter: Director of Facilities Myers  Board Consideration: Information/Action
Item V-D: Blanket Purchase Order for Nursing Supplies
  Presenter: Dean Wieszciecinski  Board Consideration: Information/Action
Item V-E: Acceptance of Foundation Gifts & Pledges/Approval of Naming Opportunities
  Presenter: Associate Vice President Olver  Board Consideration: Information/Action
Item V-F: Holiday Party
  Presenter: Associate Vice President Olver  Board Consideration: Information/Action
Item V-G: Potential Closed Session
  Presenter: Board Chair Jacobson  Board Consideration: Information

BOARD COMMENTS
Item VI-A: Calendar of Events
  Presenter: Board Chair Jacobson  Board Consideration: Information
Item VI-B: Board Comments-Other Business
  Presenter: Board Chair Jacobson  Board Consideration: Information
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 Consent Items

Item III, Approval of Consent Items

Presenter: Board Chair Jacobson

Board Consideration: Action

A. Minutes – June 25, 2019 Regular Meeting, June 25 Special Meeting & July 18, 2019 Special Meeting

B. Monthly Financial Report:
   1. Financial Summary for the period ended June 30, 2019
   2. General fund balance sheet as of June 30, 2019
   3. General fund statement of revenues and expenses for nine months ended June 30, 2019
   4. Gifts and Donations: Donations totaling $11,483 were received for the Scholarship and Grant Fund in June 2019.
   5. Donations were received in June for the Lakers Leadership Fund, Lakers Academic Fund, Scholarship & Grant, Jack Morse Memorial Scholarship, Elizabeth J Horrocks CNA Scholarship, Foundation Unrestricted, Grabmeyer Scholarship, Retirees Scholarship, Tech Center Fund, International Student Fund, Campus Cupboard, McDonald Scholarship, Men’s Baseball.


Recommendation:
It is recommended the Board approve the consent items as described by the Board Chair.
Mid Michigan College Board of Trustees Special Meeting
June 25, 2019 6:00 PM

The meeting took place in the Community Room, Mt. Pleasant Campus.

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

Absent: Richard S. Allen, Jr., Secretary

Agenda Item I: CALL TO ORDER

The Board Chair called the special meeting to order at 6:14 PM

The Board Chair appointed Trustee Petrongelli as acting secretary for the meeting.

Agenda Item II: PROPERTY TAX MILLAGE HEARING

Vice President Lillian Frick presented the current levied tax amount for the College’s district, and recommended that the Board certify the highest millage amount to support the budget. This process meets requirements of the general property act. The budget anticipates that 1.2232 mills will be levied for operating purposes on all property.

There were no public comments.

III. PROCESS TO ADOPT

Action will be taken at the regular meeting to begin at 7:00 PM, June 25, 2019.

Motion to close the public hearing by Trustee Bay. Second by Trustee Kreckman. All Ayes; Motion Carried.

IV. ADJOURNMENT

The Board Chair adjourned the special meeting at 6:16 PM.

____________________________  _______________________
Douglas A. Jacobson, Board Chair                    Therese Petrongelli, Acting Board Secretary
Mid Michigan College Board of Trustees Regular Meeting
June 25, 2019 – page 1

The meeting took place in the Community Room, Mt. Pleasant Campus.

Present: Douglas A. Jacobson, Board Chair; Betty M. Mussell, Vice Chair; Thomas W. Metzger, Treasurer; Carolyn C. Bay, Trustee; Eric T. Kreckman, Trustee; Terry Petrongelli, Trustee; Christine M. Hammond, Ph.D., President; Jennifer Fager, Ph.D., Vice President of Academic Affairs; Lillian Frick, Vice President of Finance and Administrative Services; Scott Mertes, Ph.D., Vice President of Finance and Administrative Services; Matt Miller, Ed.D., Vice President of Student Services; Kim Barnes, Associate Vice President of Security Operations and Systems; Anthony Freds, Chief Information Officer/Associate Vice President of Technology Service; Jessie Gordon, Associate Vice President of Strategic Communication; Scott Govitz, Associate Vice President of Workforce and Economic Development; William Whitman, Director of Facilities; Joe Myers, Associate Director of Facilities; JJ Mertz, Faculty Senate President; Brandon Kish, Director of Programming Innovation

Absent: Richard S. Allen, Jr., Secretary

Agenda Item I: CALL TO ORDER

The Board Chair called the meeting to order at 7:17 PM.

The Board Chair appointed Trustee Petrongelli as acting secretary for the meeting.

Agenda Item II: APPROVAL OF AGENDA

Addition of an item about The Pickard. All Trustees approved this by acclamation.

Agenda Item III: APPROVAL OF CONSENT ITEMS

The Board Chair stated the consent items stand as approved.

Agenda Item IV-A: HARRISON CAMPUS RENOVATIONS

Retiring Director of Facilities William Whitman thanked the Board for having a meeting on his 40th Anniversary of working at Mid. He then passed the reporting over to new Director of Facilities Joe Myers who presented the Board with the latest information about the Harrison Campus renovations.

Agenda Item V-A: CORRESPONDENCE AND ANNOUNCEMENTS

President Hammond will be gone from June 29- July 13 on a grant funded trip to India. Vice President Fager will be acting President while she is away.

Peter Kolvoord who has helped some of the Trustees with their technology needs, has taken a job with the National Guard in Lansing. The Trustees would like to wish him well in his next endeavor.
Agenda Item V-B: RESOLUTION CERTIFYING MILLAGE

The general property tax act requires that each unit certify its millage to the collecting units. A resolution certifying such was announced at the 6:00 PM special hearing. The recommendation was made to accept the current millage rate at 1.2232.

Motion by Trustee Mussell to approve the resolution to certify the millage at its allowable rate of 1.2232. Second by Trustee Bay. A roll call vote showed yes votes from Metzger, Kreckman, Bay, Petrongelli, Mussell, and Jacobson. Motion Carried.

Agenda Item V-C: 2019-2020 BUDGET

Vice President Lillian Frick reviewed the proposed budget for the 2019-2020 fiscal year, which was detailed in the Board packet.

Motion by Trustee Petrongelli to approve the 2019-2020 budget as presented in the Board packet. Second by Trustee Bay. All ayes; motion carried.

Agenda Item V-D: MICHIGAN COMMUNITY COLLEGE RISK MANAGEMENT

Vice President Lillian Frick presented the Board with information about the college’s risk management costs for the current contribution year, which will lead to a decrease in contribution largely due to the reduction in size of the Harrison campus.

Agenda Item V-E: ELLUCIAN MAINTENANCE CONTRACT RENEWAL 2019-2020

Director of Programing & Innovation Brandon Kish presented the annual maintenance contract renewal for Ellucian services.

Motion by Trustee Kreckman, to approve the Ellucian Maintenance Contract Renewal for 2019-2020 in the amount of $207,931. Second by Trustee Metzger. All ayes; motion carried.

Agenda Item V-F: PICKARD

Currently, the Pickard Board is working to make the building into a community space and needs to bring the building up to code so it can be leased which will bring in $36,000 per year in revenue.

Motion by Trustee Kreckman to authorize funding not to exceed $110,000 for renovations to bring the Pickard Building up to occupancy standards. Second by Trustee Petrongelli. All Ayes; Motion Carried.

Agenda Item VI-A: CALENDAR OF EVENTS

There is no Board Meeting in July.
MCCA Summer Conference is July 24-26 in Traverse City.
Agenda Item VI-B: OTHER BUSINESS

Employees are appreciative of the opportunity to flex schedules during the month of June thus far. Enrollment numbers are currently up 5.3% in billing hours.

Meeting adjourned at 7:55 PM
Recording Secretary,
Amy Lince
Executive Assistant to the President and Board of Trustees

________________________________________
Douglas A. Jacobson, Board Chair

________________________________________
Terry Petrongelli, Acting Secretary
The meeting took place in Room 129 of the Harrison Tech Building.

Present: Douglas A. Jacobson, Board Chair; Betty Mussell, Vice Chair; Richard S. Allen, Jr., Secretary; Thomas W. Metzger, Treasurer; Carolyn C. Bay, Trustee; Eric T. Kreckman, Trustee; and Christine M. Hammond, Ph.D., President. Trustee Terry Petrongelli, participated by phone.

**Agenda Item I: CALL TO ORDER**

The Board Chair called the meeting to order at 5:48 p.m. There were no public participants.

**Agenda Item II: APPROVAL OF AGENDA**

The Board Chair indicated that the evening’s meeting would focus on the evaluation of the President.

**Agenda Item III: MOVE TO CLOSED SESSION**

At the request of President Hammond and on motion of Trustee Jacobson, the Board moved to Closed Session at 6:05 p.m.

**Agenda Item IV: RETURN TO PUBLIC SESSION**

At approximately 7:32 p.m. the Board returned to Public Session.

Motion by Trustee Kreckman: That a tool will be developed to provide useful feedback to the President to enhance her effectiveness in advancing the goals of the College. The questions for the tool will be developed by Trustee Mussell and the President in conjunction with Lew Bender. The scope is intended to be focused to relevant individuals (approximately 20-30) and to be completed by September. Support by Trustee Petrongelli.

The meeting adjourned at 7:38 p.m.

____________________________
Douglas A. Jacobson, Board Chair
Richard S. Allen, Jr., Secretary
GENERAL FUND REVENUE:
- 2018-19 enrollment reports show the following changes in billable tuition hours from 2017-18 levels: Fall 2018 4.5% decline; Winter 2019 7.7% decline; Summer 2019 16.8% decline. The resulting total revenue represents 97% of the annual budget for 2018-19 tuition and fees revenue.
- State appropriations revenue for 2018-19 increased 2.9% and was booked in September at $5,112,400. Additional state appropriations of $1,396,148 were allocated to Mid for the UAAL funding and booked as receivable in November. Mid received $2.5 million in capital appropriations in March.
- Property tax revenue of $2,386,274 was levied and booked as revenue in December 2018.

GENERAL FUND EXPENSES:
- Preliminary departmental expenses are in line with or slightly under 100% of the annual budget, with the exception of:
  - Information Technology expended only 83% due to some budgeted contingencies for training, maintenance, repairs, and supplies not spent.
  - Public Service expended only 83% due to courses and workshops that were budgeted but did not take place.

INTER FUND TRANSFERS:
- The Planned Savings transfer of $825,000 to Building & Site represents 100% of the annual budgeted amount.

GENERAL FUND REVENUE OVER EXPENSES:
- The preliminary total increase in net assets as of June 30, 2019 is $401,997.

BALANCE SHEET:
- The cash balance decreased $538,360 from May 31, 2019 to fund operations during the month of June.
- The State appropriations receivable of $929,531 represents the remaining 2 monthly payments of 2018-19 general and UAAL state appropriations.
- Student receivables increased $971,506 due to 2019 Fall term registration activity in June.
• The prepaid expense balance of $85,612 represents a few multi-year prepaid items, and other prepaid 2019-20 expenses.
• The balance due to other funds of $10.9 million can be broken down as follows:
  o $453,000 due to the designated student activities fund
  o $2.5 million due to the auxiliary services for sales
  o $38,000 due to the scholarship and grant fund
  o $450,000 due from the federal restricted fund for student financial aid funds disbursed to the student accounts
  o $447,000 due from the restricted grant fund
  o $8.9 million due to building and site for current and future college needs
  o $67,000 due from the Foundation
• The $1.6 million in accrued payroll and other compensation includes expenses incurred but not paid as follows:
  o Accrued salary, wages and vacation of $290,5000
  o FICA, Federal and State withholding of $52,000
  o MPSERS/ORP/UAAL payable of $546,000
  o Employee health and dental insurances payable of $218,000
  o Deferred faculty pay of $409,000
  o Unemployment and workers’ compensation insurances payable of $39,000
  o Miscellaneous payroll deductions
• A significant portion of the Unreserved Net Assets of $3.4 million represents funds set aside by the Board of Trustees to fund current and future college expansion needs.

AUXILIARY FUNDS:
• Total revenue is at 76% of the annual budget, which is 9% behind prior year due to a decline in bookstore sales.
• Total expenses, at 89% of the annual budget are higher than the rate of sales due in part to the additional inventory purchased in support of the College’s name change.
• The preliminary excess revenue over expense to date is $86,700 which represents a 6% margin, down 6% from last year.
## MID MICHIGAN COLLEGE
### BALANCE SHEET
#### June 30, 2019 (Preliminary)

### Assets

**Current Assets:**
- Cash and cash equivalents: $16,702,970
- Short-term investments: $885,111
- Property taxes receivable: $98,444
- State appropriations receivable: $929,531
- Student receivables: $4,672,516
- Other receivables: $85,612
- Deposit - self-funded healthcare: $184,368
- Prepaid expenses and other assets: $339,860
- Due from (due to) other funds: $(10,886,993)

Total current assets: $13,011,418

Long-term investments: $790,729

**Total assets:** $13,802,147

### Liabilities and Net Assets

**Liabilities:**
- Accounts payable: $473,099
- Accrued payroll and other compensation: $1,573,076

Total liabilities: $6,391,420

**Net assets:**
- Reserved for:
  - Technology: $908,831
  - Program development: $1,290,505
  - Retirement incentives: $200,000
  - Self-funded healthcare reserve: $1,202,341
  - Unreserved: $3,407,052
  - Current year excess revenue over/(under) expenditures: $401,997

Total net assets: $7,410,727

Total liabilities and net assets: $13,802,147
For the twelve months ended June 30, 2019 (Preliminary)

<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></td>
<td>Amount</td>
<td>Budget</td>
<td>Amount</td>
<td>Budget</td>
</tr>
<tr>
<td><strong>OPERATING REVENUES:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition and fees</td>
<td>$17,411,141</td>
<td>97%</td>
<td>$17,820,248</td>
<td>99%</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$122,181</td>
<td>56%</td>
<td>$142,408</td>
<td>65%</td>
</tr>
<tr>
<td>Total operating revenues</td>
<td>$17,533,323</td>
<td>97%</td>
<td>$17,962,656</td>
<td>98%</td>
</tr>
<tr>
<td><strong>EXPENSES:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating expenses:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction</td>
<td>$10,082,242</td>
<td>99%</td>
<td>$10,018,362</td>
<td>105%</td>
</tr>
<tr>
<td>Information technology</td>
<td>$1,507,125</td>
<td>83%</td>
<td>$1,667,356</td>
<td>94%</td>
</tr>
<tr>
<td>Public service</td>
<td>$699,829</td>
<td>83%</td>
<td>$588,146</td>
<td>83%</td>
</tr>
<tr>
<td>Instructional support</td>
<td>$2,410,791</td>
<td>100%</td>
<td>$2,408,996</td>
<td>104%</td>
</tr>
<tr>
<td>Student services</td>
<td>$3,334,940</td>
<td>94%</td>
<td>$3,641,218</td>
<td>107%</td>
</tr>
<tr>
<td>Institutional administration</td>
<td>$4,461,723</td>
<td>91%</td>
<td>$4,253,171</td>
<td>78%</td>
</tr>
<tr>
<td>Operation and maintenance of plant</td>
<td>$2,800,228</td>
<td>95%</td>
<td>$2,721,030</td>
<td>106%</td>
</tr>
<tr>
<td>Total operating expenses</td>
<td>$25,296,879</td>
<td>95%</td>
<td>$25,298,279</td>
<td>93%</td>
</tr>
<tr>
<td>Operating income/(loss)</td>
<td>($7,763,556)</td>
<td></td>
<td>($7,335,623)</td>
<td></td>
</tr>
<tr>
<td><strong>NON-OPERATING REVENUES:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State appropriations</td>
<td>$6,468,804</td>
<td>127%</td>
<td>$6,411,212</td>
<td>101%</td>
</tr>
<tr>
<td>Property tax levy</td>
<td>$2,386,274</td>
<td>100%</td>
<td>$2,327,424</td>
<td>101%</td>
</tr>
<tr>
<td>Investment income</td>
<td>$167,985</td>
<td>336%</td>
<td>$25,713</td>
<td>51%</td>
</tr>
<tr>
<td>Unrealized gain (loss) on investments</td>
<td>$15,275</td>
<td></td>
<td>($12,459)</td>
<td></td>
</tr>
<tr>
<td>Gifts</td>
<td>$-</td>
<td></td>
<td>$-</td>
<td></td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$98,062</td>
<td></td>
<td>$73,685</td>
<td></td>
</tr>
<tr>
<td>Transfers from other funds:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Restricted grants</td>
<td>$-</td>
<td></td>
<td>$-</td>
<td></td>
</tr>
<tr>
<td>Auxiliary services</td>
<td>$-</td>
<td></td>
<td>$-</td>
<td></td>
</tr>
<tr>
<td>Foundation - Capital Campaign</td>
<td>$-</td>
<td></td>
<td>$-</td>
<td></td>
</tr>
<tr>
<td>Total Non-operating revenues</td>
<td>$9,136,400</td>
<td>121%</td>
<td>$8,825,576</td>
<td>101%</td>
</tr>
<tr>
<td>Revenues over/(under) expenses</td>
<td>$1,372,844</td>
<td></td>
<td>$1,489,954</td>
<td></td>
</tr>
<tr>
<td>Inter Funds Transfers</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Planned Savings (Building &amp; Site)</td>
<td>$825,000</td>
<td>100%</td>
<td>$839,426</td>
<td>100%</td>
</tr>
<tr>
<td>Additional Savings (Building &amp; Site)</td>
<td>$-</td>
<td>0%</td>
<td>$-</td>
<td>0%</td>
</tr>
<tr>
<td>Bond Debt Service (Building &amp; Site)</td>
<td>$16,720</td>
<td>5%</td>
<td>$281,790</td>
<td>92%</td>
</tr>
<tr>
<td>Restricted Grant Match</td>
<td>$129,126</td>
<td>83%</td>
<td>$94,570</td>
<td>74%</td>
</tr>
<tr>
<td>Total Transfer to Building &amp; Site</td>
<td>$970,846</td>
<td></td>
<td>$1,215,786</td>
<td></td>
</tr>
<tr>
<td>Net increase (decrease) in Net Assets</td>
<td>$401,997</td>
<td></td>
<td>$274,168</td>
<td></td>
</tr>
</tbody>
</table>
## MID MICHIGAN COLLEGE
### STATEMENT OF REVENUES, EXPENSES
#### For the twelve months ended June 30, 2019 (Preliminary)

**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>$1,439,456</td>
<td>75%</td>
<td>$1,937,273</td>
<td>84%</td>
</tr>
<tr>
<td>Espresso Bar</td>
<td>$75,951</td>
<td>97%</td>
<td>$93,690</td>
<td>119%</td>
</tr>
<tr>
<td></td>
<td>$1,515,407</td>
<td>76%</td>
<td>$2,030,963</td>
<td>85%</td>
</tr>
<tr>
<td><strong>EXPENSES:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bookstore</td>
<td>$1,228,940</td>
<td>86%</td>
<td>$1,596,923</td>
<td>99%</td>
</tr>
<tr>
<td>Espresso Bar</td>
<td>$71,986</td>
<td>110%</td>
<td>$67,161</td>
<td>99%</td>
</tr>
<tr>
<td>Auxiliary Services</td>
<td>$127,781</td>
<td>102%</td>
<td>$124,376</td>
<td>110%</td>
</tr>
<tr>
<td></td>
<td>$1,428,707</td>
<td>89%</td>
<td>$1,788,460</td>
<td>99%</td>
</tr>
<tr>
<td><strong>EXCESS REVENUE OVER EXPENSES</strong></td>
<td><strong>$ 86,700</strong></td>
<td><strong>6%</strong></td>
<td><strong>$ 242,503</strong></td>
<td><strong>12%</strong></td>
</tr>
</tbody>
</table>
## Mid Michigan Community College Contributions

### ****June 2019****

<table>
<thead>
<tr>
<th>Foundation Scholarship</th>
<th>Current</th>
<th>2019 Year-to-Date</th>
<th>2018 Total Contributions (all yr)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital Campaign</td>
<td>$421,858</td>
<td>$212,677</td>
<td></td>
</tr>
<tr>
<td>A Northern Tradition</td>
<td>$52,135</td>
<td>$66,475</td>
<td></td>
</tr>
<tr>
<td>Lakers Leadership Fund</td>
<td>$30,943</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gerstacker Fund</td>
<td>$30,000</td>
<td>$30,000</td>
<td></td>
</tr>
<tr>
<td>Lakers Academic Fund</td>
<td>$24,104</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scholarship &amp; Grant</td>
<td>$11,034</td>
<td>$35,176</td>
<td></td>
</tr>
<tr>
<td>Golf Outing</td>
<td>$6,260</td>
<td>$5,330</td>
<td></td>
</tr>
<tr>
<td>Jack Morse Memorial Scholarship</td>
<td>$5,250</td>
<td>$250</td>
<td></td>
</tr>
<tr>
<td>Bicknell Scholarship</td>
<td>$3,425</td>
<td>$3,400</td>
<td></td>
</tr>
<tr>
<td>Manning Ford Scholarship</td>
<td>$2,660</td>
<td>$2,660</td>
<td></td>
</tr>
<tr>
<td>Elizabeth J Horrocks CNA Scholarship</td>
<td>$2,150</td>
<td>$1,250</td>
<td></td>
</tr>
<tr>
<td>Waste Management</td>
<td>$2,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lakers Athletic Fund</td>
<td>$1,627</td>
<td>$2,900</td>
<td></td>
</tr>
<tr>
<td>Christina Swan Memorial Scholarship</td>
<td>$1,500</td>
<td>$1,500</td>
<td></td>
</tr>
<tr>
<td>Foundation Unrestricted</td>
<td>$1,302</td>
<td>$3,740</td>
<td></td>
</tr>
<tr>
<td>Bob &amp; Rosemary Carter Scholarship</td>
<td>$1,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Janice Langdon Scholarship</td>
<td>$1,000</td>
<td>$1,500</td>
<td></td>
</tr>
<tr>
<td>Tandem Family Scholarship</td>
<td>$1,000</td>
<td>$1,000</td>
<td></td>
</tr>
<tr>
<td>Nurses Training (Voiture)</td>
<td>$1,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Women's Basketball</td>
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<td>Grabmeyer Scholarship</td>
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<td>Men's Bowling</td>
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<td>Myers Memorial Scholarship</td>
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<td>Mentor Team Building</td>
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<td>Sweat Shaker</td>
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<td>Smith/Berrey Scholarship</td>
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<td>Delaine Jakubowski Scholarship</td>
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<td>McDonald Nursing Prog Enhc Scholarship</td>
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<td>IBI Brownson Scholarship</td>
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<td>% Current Year to Prior Year</td>
<td>327.0%</td>
<td>162.5%</td>
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</table>
TO:          Board of Trustees
FROM:        Lori Fassett, Associate VP of Human Resources
SUBJECT:     Staffing Update, August 6, 2019 Board Meeting
DATE:        July 18, 2019

FULL-TIME NEW HIRES:
Jillian Moomaw – International Programs Coordinator

Jillian holds a BA in Business and Organizational Communication from the University of Akron and a MA in Higher Education from Geneva College. Jillian has over 5 years working with several other higher education institutions with a focus of assisting international students. Welcome to the Mid team Jillian!

NEW PART-TIME AND STUDENT EMPLOYEES:

Eric O’Sullivan – CIS Adjunct (EDUStaff)          Effective: 08/15/2019
Kyle Schafer – CIS Adjunct (EDUStaff)             Effective: 08/15/2019
Rachel Charping – Adjunct PTA (EDUStaff)          Effective: 08/18/2019
Kaila Langlois – Student Worker Bookstore        Effective: 06/25/2019
Jae’la Nelson – Student Worker Bookstore          Effective: 07/15/2019
Steve Robinson – Head Coach Baseball              Effective: 07/01/2019
Katelyn Armstrong – Adjunct Nursing (EDUStaff)    Effective: 07/08/2019
Jennifer Babcock – Adjunct Nursing (EDUStaff)     Effective: 07/08/2019
Ashley Bruker – Adjunct Health Education (EDUStaff) Effective: 08/20/2019
Kathyrn Robinson – Adjunct Nursing (EDUStaff)     Effective: 07/08/2019
Christopher Thatcher – Adjunct Nursing (EDUStaff) Effective: 07/08/2019
Kyle Gravelle – Work Study Facilities  Effective: 07/22/2019

INTERNAL TRANSFERS:
Marisa Enos – From: Instructional Designer  To: Director of Online Learning  Effective: 07/01/2019

Joe Myers -  From: Associate Director of Facilities  To: Director of Facilities  Effective: 07/01/2019

Greg Sieszputowski – From: Director of Center for Learning & Leadership  To: Associate Dean of Online Learning & Professional Development  Effective: 07/01/2019

Nivia McDonald – From: Admin Assistant to Academic Deans  To: Admin Assistant to Mid Foundation  Effective: 07/08/2019

SEPARATIONS:
Candance Opalewski – MTEC Business Instructor (EDUStaff)  Effective: 07/01/2019

Cody Robinson – IT Intern (EDUStaff)  Effective: 05/31/2019

Carol Darlington – Director of Grants Management & Resource Development  Effective: 06/28/2019

Bill Whitman – Director of Facilities  Effective: 06/28/2019

Teddi Alexander – Work Study Career Center  Effective: 05/03/2019

Lindsey Beutler – Work Study Career Center  Effective: 05/11/2019

Caity Veasey – Work Study Bookstore  Effective: 05/10/2019

Mark Verellen – LLS Instructor Support  Effective: 04/01/2019

Amielynn Warner – Work Study Business Office  Effective: 06/05/2019

Emily Coleman – Student Worker Enrollment  Effective: 05/31/2019

Brandon Kish – Director of Programming  Effective: 07/12/2019
Peter Kolvoord – Technology Support Specialist  Effective: 07/03/2019
Greg Sieszputowski – Associate Dean of Online Learning & PD  Effective: 07/12/2019
Ameer Alsaaba – International Programs Internship  Effective: 06/28/2019
Klara Krumrey – Student Worker Campus Cupboard  Effective: 05/10/2019
Brent Mishler – Director of Admissions  Effective: 07/26/2019

VACANCIES:

Adjunct Accounting (part-time)  Posted
Adjunct American Sign Language (ASL) Chippewa Hills HS (part-time)  Posted
Adjunct Business Law (part-time)  Posted
Adjunct Chemistry (part-time)  Posted
Adjunct Criminal Justice (part-time)  Posted
Adjunct Computer-Aided Drafting (CAD), Mecosta-Osceola ISD (part-time)  Posted
Adjunct Computer Information Systems (CIS) (part-time)  Filled
Adjunct Communication – Big Rapids HS (part-time)  Posted
Adjunct Early Childhood Education Huron ISD (part-time)  Posted
Adjunct Economics (part-time)  Posted
Adjunct English, Mecosta-Osceola ISD or Tuscola ISD (part-time)  Posted
Adjunct Machine Tool/INDS (part-time)  Posted
Adjunct Medical Assistant (ALH) (part-time)  Posted
Adjunct Nursing – General (part-time)  Filled
<table>
<thead>
<tr>
<th>Position</th>
<th>Status</th>
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<tbody>
<tr>
<td>Adjunct Physical Science (part-time)</td>
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<tr>
<td>Adjunct Physical Therapy Assistant (part-time)</td>
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<tr>
<td>Adjunct Psychology Huron ISD, Bad Axe MI (part-time)</td>
<td>Posted</td>
</tr>
<tr>
<td>Adjunct Sociology (part-time)</td>
<td>Posted</td>
</tr>
<tr>
<td>Adjunct Spanish (part-time)</td>
<td>Posted</td>
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<tr>
<td>Adjunct Web Design (part-time)</td>
<td>Posted</td>
</tr>
<tr>
<td>Adjunct Welding (part-time)</td>
<td>Posted</td>
</tr>
<tr>
<td>Assistant Coach Baseball (part-time)</td>
<td>Filled</td>
</tr>
<tr>
<td>Assistant Coach Softball (part-time)</td>
<td>Posted</td>
</tr>
<tr>
<td>Assistant Coach Women’s Basketball (part-time)</td>
<td>Posted</td>
</tr>
<tr>
<td>Automotive Lab Technician (part-time)</td>
<td>Posted</td>
</tr>
<tr>
<td>Head Coach Baseball (part-time)</td>
<td>Filled</td>
</tr>
<tr>
<td>Head Coach – Cross Country (part-time)</td>
<td>Posted</td>
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<td>HRA Lab Technician (part-time)</td>
<td>Posted</td>
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<tr>
<td>HVAC Maintenance Manager (Full-Time)</td>
<td>Interviewing</td>
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<tr>
<td>Nursing Faculty (full-time)</td>
<td>Offers Extended</td>
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<tr>
<td>Technology Support Specialist (Full-Time)</td>
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</tbody>
</table>
Unfinished Business

Item IV-A: Harrison Campus Renovations

Presenter: Vice President Frick
Board Consideration: Information

Vice President of Finance and Administrative Services Lillian Frick will provide an update on the planning for the Harrison Campus Renovations.

Recommendation:

It is recommended that the Board approve the bond resolution as presented.
Unfinished Business

Item IV-B: Enrollment Report

Presenter: Vice President Miller

Board Consideration: Information

Vice President of Student Services Matt Miller will present the latest Fall Enrollment report.

Recommendation:

None, informational.
Unfinished Business

Item IV-C: Pickard Property Development

Presenter: President Hammond  
Board Consideration: Information

The Board will receive a progress report on The Pickard facility and proposed programming. It is anticipated that the Board will move to Closed Session later in the meeting to consider real estate negotiations.

Recommendation:
None, informational.
New Business

Item V-A: Correspondence, Announcements, and Special Board Comments

Presenter: President Hammond  
Board Consideration: Information

Announcements may be made at this time.

Recommendation:

None.
New Business

Item V-B: MCCA Membership Assessment

Presenter: President Hammond  Board Consideration: Information/Action

President Hammond will present a bill from the Michigan Community College Association in the amount of $27,418.96 for the Membership Assessment for Fiscal Year 2019/2020.

Recommendation:

It is recommended that the Board approve a motion to pay the membership assessment as presented.
# Invoice

<table>
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<tr>
<th>Date</th>
<th>Invoice #</th>
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</thead>
<tbody>
<tr>
<td>7/1/2019</td>
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**Bill To**

Mid Michigan College  
Attn: Christine Hammond, President  
1375 South Clare Avenue  
Harrison MI 48625

<table>
<thead>
<tr>
<th>Due Date</th>
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<table>
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<tr>
<th>Quantity</th>
<th>Description</th>
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<tr>
<td></td>
<td>MCCA Membership Assessment for FY 2019/2020</td>
<td>27,418.96</td>
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**Total**  
$27,418.96

Please make payment to: Michigan Community College Association

517 372-4350  
www.mcca.org
New Business

Item V-C: Blanket Purchase Order for Custodial Supplies

Presenter: Director of Facilities Myers

Board Consideration: Information/Action

Director of Facilities Joe Myers will be requesting for the Board to approve a Blanket Purchase Order for custodial supplies in the amount of $45,000.00.

Recommendation:

It is recommended that the Board approve the Blanket Purchase Order as presented.
New Business

Item V-D: Blanked Purchase Order for Nursing Supplies

Presenter: Dean Wieszciecinski  
Board Consideration: Information/Action

Dean Barbara Wieszciecinski will be requesting the Board approve a Blanket Purchase Order for nursing supplies in the amount of $148,361.00.

Recommendation:

It is recommended the Board approve the Blanket Purchase Order as presented.
**Fall Semester:**

**HA Cohort (semester 1 of the program):**
HESI: 48 students @ $237.38 each = $11,394  
Sim Chart: 48 students @ $75.00 each = $3,600

**HA Cohort (semester 3 of the program):**
HESI: 44 students @ $237.38 each = $10,444.72  
Sim Chart: 44 students @ $75.00 each = $3,300

**MP Cohort (semester 2 of the program):**
HESI: 50 students @ $237.38 each = $11,875

**MP Cohort (semester 4 of the program):**
HESI: 34 students @ $237.38 each = $8,071  
HESI Live Review, 34 students @ $222.00 each = $7,548

**Winter Semester:**

**HA Cohort (semester 2 of the program):**
HESI: 48 students @ $237.38 each = $11,394

**HA Cohort (semester 4 of the program):**
HESI: 48 students @ $237.38 each = $11,394  
HESI Live Review, 48 students @ $222.00 each = $10,656

**MP Cohort (semester 1 of the program):**
HESI: 48 students @ $237.38 each = $11,394  
Sim Chart: 48 students @ $75.00 each = $3,600

**MP Cohort (semester 3 of the program):**
HESI: 48 students @ $237.38 each = $11,394  
Sim Chart: 48 students @ $75.00 each = $3,600

HESI Entrance Exams: 100 exams at $47.00 each = $4,700.00 (pre-nursing students)

**TOTAL for Elsevier BPO = $124,365.00**

Account # 10-23530-1410000-00  
Vendor: HESI – Division of Elsevier, Inc  
PO Box 9555  
New York, NY 10087-9555
Fall Semester:

HA Cohort (semester 1 of the program: NUR 101): 48 students @ $66.00 each = $3,168
HA Cohort (semester 3 of the program: NUR 202): 44 students @ $55.00 each = $2,420
MP Cohort (semester 2 of the program: NUR 102): 50 students @ $98.00 each = $4,900
MP Cohort (semester 4 of the program: NUR 202): 34 students @ $28.00 each = $952.00

Winter Semester:

HA Cohort (semester 2 of the program: NUR 102): 48 students @ $98.00 each = $4,704
HA Cohort (semester 4 of the program: NUR 204): 45 students @ $28.00 each = $1,260
MP Cohort (semester 1 of the program: NUR 101): 48 students @ $66.00 each = $3,168
MP Cohort (semester 3 of the program: NUR 202): 48 students @ $55.00 each = $2,640

**TOTAL for Legend Medical BPO = $23,996.00**

**Account # 10-23111-1410000-00**

**Vendor: Legend Medical Products**

7905 Browning Rd., Suite 204

Pennsauken, NJ 08109
New Business

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

Presenter: Associate Vice President Tom Olver  Board Consideration: Information/Action

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

Recommendation:

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

Item V-F: Holiday Party

Presenter: Associate Vice President Tom Olver  Board Consideration: Information/Action

The Mid Michigan College Foundation Holiday Party will be held on either December 14 or December 15, 2019. As in past, the college would like to serve beer and wine at this event.

In accordance with Board Policy 304.01 Alcoholic Beverages - Alcoholic beverages may be allowed on campus with approval of the Board of Trustees.

Recommendation:

It is recommended that the Board approve allowance of beer and wine on campus for the Mid Foundation Holiday Party on December 14, 2019.
New Business

**Item V-G: Potential Closed Session**

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

The Board may choose to enter into a closed session at this time to discuss real estate negotiations.

**Recommendation:**

None.
### Board Comments

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

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<tr>
<th>Date</th>
<th>Event Details</th>
</tr>
</thead>
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<tr>
<td>Aug 16</td>
<td>Laker Golf Outing, Snow Snake Golf Course, Harrison</td>
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<tr>
<td>Aug 21</td>
<td>Faculty Welcome Back Day</td>
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<tr>
<td>Sept 2</td>
<td>College Closed</td>
</tr>
<tr>
<td>Sept 3</td>
<td>Board of Trustees Meeting, Harrison Campus</td>
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<tr>
<td>Oct 1</td>
<td>Board of Trustees Meeting, Harrison Campus</td>
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<tr>
<td>Oct 3-4</td>
<td>MCCA Autumn Board of Directors Meeting, Petoskey, MI</td>
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<td>Oct 12</td>
<td>Mid Market, Community Room, Mt. Pleasant Campus</td>
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<td>Nov 5</td>
<td>Board of Trustees Meeting, Harrison Campus</td>
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<tr>
<td>Nov 14-15</td>
<td>MCCA President’s Meeting</td>
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<tr>
<td>Nov 28-29</td>
<td>College Closed</td>
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<tr>
<td>Dec 3</td>
<td>Board of Trustees Meeting, Harrison Campus</td>
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<td>Dec 6</td>
<td>MCCA Executive Committee Meeting, Lansing, MI</td>
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<tr>
<td>Dec 24-Jan 1</td>
<td>College Closed</td>
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**Recommendation:**

None.
Board Comments

Item VI-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.