Board of Trustees Meeting Agenda

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

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

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

UNFINISHED BUSINESS
Item V-A: 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: Full Time Status for Elizabeth Kogelman
   Presenter: President Hood
   Board Consideration: Information

Item VI-C: Full Time Status for Leslie Peterson
   Presenter: President Hood
   Board Consideration: Information

Item VI-D: Call to Action for Policy Changes
   Presenter: Board Chair Zdrojewski
   Board Consideration: Information

Item VI-E: Website Update Proposal
   Presenter: Matt Miller
   Board Consideration: Information/Action

Item VI-F: Annual Renewal of Presidential Contract
   Presenter: Board Chair Zdrojewski
   Board Consideration: Information/Action

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

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

Item II, Approval of Agenda

Presenter: Board Chair Zdrojewski  
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 Zdrojewski  
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 Zdrojewski  

Board Consideration: Action

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

A. Minutes- January 10, 2023 Regular Meeting
B. Monthly Financial Report:
   4. Gifts and Donations: Donations totaling $60,667 were received for the Mid Foundation in December 2022.
Mid Michigan College Board of Trustees Regular Meeting

January 10, 2023– page 1
The meeting took place in the Esther C. Conference Room, Harrison Campus.

Present: Michael Jankoviak, Vice Chair; Richard S. Allen Jr., Secretary; Thomas W. Metzger, Treasurer; George Gilmore, Trustee; Jane Zdrojewski, Trustee; Onita Oles, Trustee; Nate Weisenburger, Trustee

Absent: All Trustees Present

Agenda Item I: CALL TO ORDER

Vice Chair Mike Jankoviak called the meeting to order at 7:00 PM.

Agenda Item II: ELECTION OF OFFICERS

In the absence of a Board Chair, President Hood facilitated nominations for the Board Chair seat. He reminded Trustees that the term of appointment to Board offices is for two years, meaning now until the end of December 2024. President Hood opened nominations for Board Chair. Motion by Trustee Oles to nominate Trustee Zdrojewski. Second by Trustee Jankoviak. Trustee Zdrojewski stated that she would accept the nomination of Board Chair.

Motion by Trustee Gilmore to close nominations for Board Chair. Second by Trustee Weisenburger. A voice vote showed All Ayes from the Board with the exception of Trustee Zdrojewski who abstained. Motion Carried. Trustee Zdrojewski will serve as the Board Chair for a two year term.

Board Chair Zdrojewski opened nominations for the Vice Chair. Motion by Trustee Gilmore to nominate Trustee Jankoviak as Vice Chair. Second by Trustee Oles. Trustee Jankoviak stated that he would accept the nomination of Vice Chair.

Motion by Trustee Allen to close nominations for Vice Chair. Second by Trustee Metzger. All Ayes; Motion Carried. Trustee Jankoviak will serve as Vice Chair of the Board for a two year term.

Board Chair Zdrojewski opened nominations for Secretary. Motion by Trustee Metzger to nominate Trustee Allen as Secretary. Second by Trustee Gilmore. Trustee Allen stated that he would accept the nomination of Secretary.

Motion by Trustee Gilmore to close nominations for Secretary. Second by Trustee Jankoviak. All Ayes; Motion Carried. Trustee Allen will serve as Secretary of the Board for a two year term.

Board Chair Zdrojewski opened nominations for Treasurer. Motion by Trustee Jankoviak to nominate Trustee Metzger as Treasurer. Second by Trustee Allen. Trustee Metzger stated that he would accept the nomination of Treasurer.
Motion by Trustee Gilmore to close nominations for Treasurer. Second by Trustee Weisenburger. All Ayes; Motion Carried. Trustee Metzger will serve as Treasurer of the Board for a two year term.

**Agenda Item III: APPROVAL OF AGENDA**

Motion by Trustee Jankoviak to approve the agenda. Second by Trustee Gilmore. A voice vote showed All Ayes; Motion Carried.

**Agenda Item IV: PUBLIC COMMENT**

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

**Agenda Item V: APPROVAL OF CONSENT ITEMS**

Motion by Trustee Allen to approve the consent items as presented. Second by Trustee Metzger. A voice vote showed All Ayes from the Trustees; Motion Carried.

**Agenda Item VI-A: WINTER ENROLLMENT REPORT**

Vice President of Student Services and Advancement Matt Miller presented the Board with the latest Winter Enrollment Report. A discussion took place regarding the effect of Baseball on enrollment.

**Agenda Item VI-B: DEPARTMENT OF NATURAL RESOURCES (DNR) GRANT UPDATE**

Provost Scott Mertes presented the Board with information regarding DNR grants. Trustee Allen has spoken about the DNR grants in previous meetings. Grants at Mid have not always had a centralized home, and currently that home is with Provost Mertes. Provost Mertes mentioned that in order to be eligible for the DNR grants you must be a governmental unit, and Mid does not qualify as governmental unit. He also showed a list of previous DNR grant recipients, all of which are governmental units. An overview of the grants received for trail maintenance was presented to the Board. Trustee Oles asked about the possibility of partnering with specific governmental units to serve as the accepting body for grant funds, specifically for use on the college trail system for the public to use. Provost Mertes stated that he was not sure if that was a possibility, but something that can be looked into. Trustee Gilmore spoke about previous partnership projects with the DNR. Trustee Allen spoke about the potential for reciprocal grants and how that might allow grant application. Board Chair Zdrojewski reminded
Mid Michigan College Board of Trustees Regular Meeting

January 10, 2023– page 3

employees to check into the Gladwin County Community Foundation for potential grants. She also mentioned the desire to see upgrades to the trail system listed in the master plan and 5 year plan.

Agenda Item VII-A: CORRESPONDENCE AND ANNOUNCEMENTS

President Hood congratulated the newly elected Board officers and welcomed Trustee Weisenburger to the Board. He spoke about a grant written by Biology faculty member Trish Finnerty to offset the costs of the upcoming Florida Keys study abroad trip. President Hood spoke about events that took place at the latest faculty Welcome Back Day.

President Hood read correspondence that Mid received from former Board Chair Terry Petrongelli and recently retired Coordinator of Physical Therapy Assistant Program Crystal Parker. On Saturday, January 28 from 3-5 PM on the Harrison Campus, potential students will be taking part in the Final Round of the Laker Distinction Scholarship. Information sessions regarding the upcoming Florida Keys Study Abroad trip are taking place on January 17 and February 7. More information can be found on Mid’s website.

Mid is again hosting a Back to Campus BASH on each campus for students. One took place in Harrison January 10 and one will take place in Mt. Pleasant January 11. Thank you to everyone that worked together to coordinate this event. The Michigan Community College Association (MCCA) Summer Conference will be taking place at Grand Traverse Resort again this year July 26-28.

Agenda Item VII-B: TRAIL NAMING OPPORTUNITIES

Director of Community Relations/Executive Assistant to the President and Board Amy Lince presented a request pertaining to Board policy 305.01.02 to name the Red Bike Trail in honor of Steve Hoffman and the Green Bike Trail in honor of Ken Eddy.

Provost Scott Mertes spoke to the Board about the time and dedication that Mr. Hoffman and Mr. Eddy has put into the maintenance of our bike trail system and the coordination of bike races throughout the year. Without volunteers like them, our trail system would not be what it is and we are extremely grateful.

Motion by Trustee Weisenburger to approve the trail naming opportunities, Red Bike Trail in honor of Steve Hoffman and the Green Bike Trail in honor of Ken Eddy for their dedication to Mid, per Board policy 305.01.02. Second by Trustee Metzger. A voice vote showed All Ayes from the Trustees; Motion Carried.
Mid Michigan College Board of Trustees Regular Meeting

January 10, 2023– page 4

**Agenda Item VII-C: CROSS COUNTY**

Trustee Gilmore brought up previous discussions pertaining to cross county meets on campus and his desire to see the Board take action.

Motion by Trustee Gilmore to make President Hood responsible for checking into pricing for potential updates and timeline to meet cross country standards, with information due back at the March Board meeting. Trustee Allen spoke about timing equipment that Shepherd has in place on their trail system. President Hood accepted the task presented by the Board and spoke about the potential for a task force pertaining to this subject.

Second by Trustee Oles. A voice vote showed All Ayes from the Board; Motion Carried.

**Agenda Item VII-D: CLARE GLADWIN RESD**

President Hood spoke about a recent meeting between representatives of Mid and Clare Gladwin Regional Education Service District (CGRESD). He presented the Board with a letter from CGRESD Superintendent Tara Mager requesting that Mid consider an alternative to the current land lease. CGRESD is requesting the land lease be turned into a land deed, to ensure that the property enhancements paid for by CGRESD stay assets of CGRESD. CGRESD feels that the presence of a reverter clause in the current lease, does not allow for that security.

President Hood spoke about advice from legal counsel to potentially revise the current lease and remove the reverter clause that is currently in the lease. Thrun Law Firm represents both Mid and CGRESD, so they suggested bringing representatives from both parties together to work through a solution.

Vice Chair Jankoviak spoke about the direction suggested at the meeting with CGRESD and openness to other alternatives. He spoke about his appreciation for their concerns, but does not feel Mid should simply deed the property over to CGRESD. A discussion allowing for Trustees to express their concerns and potential suggestions took place. Board Chair Zdrojewski, Trustee Jankoviak and President Hood will convene how to proceed further.

**Agenda Item VII-E: BOARD COMMITTEE APPOINTMENTS**

The recent election means the Board needed to appoint new Trustee representatives to appropriate committees throughout the college for a two year term ending December 2024. The Board had a discussion pertaining to the committee representatives needed and who may be willing to serve on those committees.

Motion by Trustee Gilmore to appoint Trustees Metzger, Allen and Jankoviak to the audit committee with Trustee Gilmore serving as the alternate. Second by Jankoviak. A voice vote showed All Ayes from the Board; Motion Carried.
Motion by Trustee Metzger to appoint Trustee Gilmore to serve on the Sabbatical committee with Trustee Jankoviak serving as the alternate. Second by Trustee Weisenburger. A voice vote showed All Ayes from the Board; Motion Carried.

Motion by Trustee Jankoviak to appoint Trustee Weisenburger to serve on the Foundation Board of Directors. Second by Trustee Allen. A voice vote showed All Ayes from the Board; Motion Carried.

Motion by Trustee Jankoviak to appoint Trustee Oles to serve on the TRIO Advisory Committee. Second by Trustee Weisenburger. A voice vote showed All Ayes from the Board; Motion Carried.

Motion by Trustee Oles to appoint Trustee Weisenburger to serve as the Board liaison on the Foundation Board. Second by Trustee Jankoviak. A voice vote showed All Ayes from the Board; Motion Carried.

Motion by Trustee Weisenburger to appoint Board Chair Zdrojewski to serve on the Michigan Community College Association (MCCA) Board of Directors with Trustee Jankoviak serving as the alternate. Second by Trustee Allen. A voice vote showed All Ayes from the Board; Motion Carried.

Agenda Item VIII-A: CALENDAR OF EVENTS

Board Chair Zdrojewski spoke about the irregularity in the date of the March meeting due to Spring Break and the April Board meeting taking place in Mt. Pleasant.

Feb 7    Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus
Mar 14   Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus
Apr 4    Board of Trustees Meeting, Community Room, Mt. Pleasant Campus
Apr 16   A Northern Tradition, 5:00-8:00 PM, Jay’s Sporting Goods, Clare
May 2    Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus
May 6    Commencement

Agenda Item VIII-B: OTHER BUSINESS

Trustee Jankoviak spoke about the great start to the New Year that the Board seems to be on.

Trustee Allen spoke about articles that he sends out on a regular basis.
Trustee Oles spoke about the renovation committee, including Board Chair Zdrojewski and Trustee Gilmore. Board Chair Zdrojewski will send an email to Director of Facilities Joe Myers to see when a meeting can be scheduled.

Trustee Weisengerburger expressed positivity and his optimism for the Board.

Trustee Gilmore thanked Board Chair Zdrojewski for accepting the responsibility of Board Chair.

Board Chair Zdrojewski spoke about informational discussions versus items that need to be acted on. She also brought up the potential for a Board retreat in the near future.

Meeting adjourned at 8:35 PM
Recording Secretary,
Amy Lince
Executive Assistant to the President and Board of Trustees

_______________________________ ______________________________
Jane Zdrojewski, Board Chair Richard S. Allen, Jr., Board Secretary
GENERAL FUND REVENUE:

- 2022-23 tuition and fee revenue budget is based on a one-half (0.5) percent enrollment increase from 2021-22 levels with a three and a half (3.5) percent increase in tuition rates. Summer and Fall 2022 tuition and fees revenue represents 49% of the total 2022-23 budgeted tuition and fees revenue. The 2023 Winter term registration began on October 10 and accounts for the balance of the tuition and fees revenue to date. As of December 31, 2022, Winter 2023 enrollment reflected a 4.8% decrease from prior year levels.
- State appropriations revenue for 2022-23 was booked as a receivable in October at $5,555,700. Additional state appropriations of $1,574,206 were allocated to Mid for the UAAL funding and also booked as a receivable in October. In addition, we have received a total of $150,250 in offsetting MPSERS revenue, not forecasted in the State appropriations budget.
- Property tax revenue of $4,284,722 was levied and booked as revenue in December 2022, up 6.6% from prior year.

GENERAL FUND EXPENSES:

- Departmental expenses are in line with 50% of the annual budget, with the exception of:
  - Public Service expended 31% due to the academic calendar; expenses will pick up with the onset of Winter term.
  - Student Services expended 39% due in part 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 December 31, 2022 is $12.3 million. This includes $4.5 million in tuition and fees for the 2023 Winter term that began on January 9, 2023. This excess will fund the operations for the balance of the 2022-23 fiscal year.

BALANCE SHEET:

- The cash balance decreased $1.1 million from November 30, 2022 due in part to fund operations for the month of December.
- The state appropriations receivable of $5,185,374 represents the remaining 8 monthly payments of 2022-2023 general and UAAL state appropriations.
- Student receivables increased $1.1 million due to continued registration for the Winter 2023 term.
- The prepaid expense balance of $74,402 represents a few multi-year prepaid items.
• The balance due to other funds of $4.5 million can be broken down as follows:
  o $694,000 due to the designated student activities fund
  o $2.7 million due to the auxiliary services for sales
  o $342,000 due from the scholarship and grant fund
  o $2.5 million due to building and site for current and future college needs
  o $1 million due from the Foundation
• The $2.2 million in accrued payroll and other compensation includes expenses incurred but not paid as follows:
  o Accrued salary, wages and vacation of $375,000
  o FICA, Federal and State withholding of $109,000
  o MPSERS/ORP/UAAL payable of $750,000
  o Employee health and dental insurances payable of $414,000
  o Unemployment and workers’ compensation insurances payable of $4,000
  o Deferred faculty pay $498,000
  o Miscellaneous payroll deductions
• A significant portion of the preliminary Unreserved Net Assets of $9.4 million represents funds set aside by the Board of Trustees to fund current and future college expansion needs.

AUXILIARY FUNDS:
• Total revenue is at 66% of the annual budget.
• Total expenses, at 67% of the annual budget, represent operational costs for the months of July through December.
• The excess revenue over expense to date is $8,660.
## MID MICHIGAN COLLEGE
### BALANCE SHEET
#### December 31, 2022

**Assets**

**Current Assets:**
- Cash and cash equivalents: $16,864,754
- State appropriations receivable: $5,185,374
- Student receivables: $6,432,133
- Other receivables: $4,814
- Prepaid expenses and other assets: $74,402
- Due from (due to) other funds: $(4,520,701)

**Total current assets:** $28,011,050

**Long-term investments:** -

**Total assets:** $28,011,050

**Liabilities and Net Assets**

**Liabilities:**
- Accounts payable: $58,219
- Accrued payroll and other compensation: $2,164,337

**Total liabilities:** $2,266,604

**Net assets:**
- Reserved for:
  - Technology: $2,346,484
  - Program development: $614,246
  - Retirement incentives: $200,000
  - Self-funded healthcare reserve: $894,378
  - Unreserved: $9,396,203
  - Current year excess revenue over/(under) expenditures: $12,293,134

**Total net assets:** $25,744,445

**Total liabilities and net assets:** $28,011,050
# MID MICHIGAN COLLEGE

## STATEMENT OF REVENUES, EXPENSES

For the six months ended December 31, 2022

<table>
<thead>
<tr>
<th>Current Fiscal Year</th>
<th>Prior Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OPERATING REVENUES:</strong></td>
<td></td>
</tr>
<tr>
<td>Tuition and fees</td>
<td>$12,721,185</td>
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<tr>
<td>Miscellaneous</td>
<td>$13,713</td>
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<tr>
<td>Total operating revenues</td>
<td>$12,734,898</td>
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<tr>
<td><strong>EXPENSES:</strong></td>
<td></td>
</tr>
<tr>
<td>Instruction</td>
<td>$5,604,814</td>
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<tr>
<td>Information technology</td>
<td>$1,034,210</td>
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<tr>
<td>Public service</td>
<td>$244,484</td>
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<tr>
<td>Instructional support</td>
<td>$900,808</td>
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<tr>
<td>Student services</td>
<td>$1,291,462</td>
</tr>
<tr>
<td>Institutional administration</td>
<td>$1,495,535</td>
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<tr>
<td>Operation and maintenance of plant</td>
<td>$1,188,462</td>
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<tr>
<td>Total operating expenses</td>
<td>$11,759,775</td>
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<tr>
<td><strong>Operating income/(loss)</strong></td>
<td>$975,123</td>
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<tr>
<td><strong>NON-OPERATING REVENUES:</strong></td>
<td></td>
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<tr>
<td>State appropriations</td>
<td>$5,705,951</td>
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<tr>
<td>UAAL</td>
<td>$1,574,205</td>
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<td>Property tax levy</td>
<td>$4,284,722</td>
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<td>Investment income</td>
<td>$89,328</td>
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<td>Miscellaneous</td>
<td>$74,179</td>
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<td>Total Non-operating revenues</td>
<td>$11,728,385</td>
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<td><strong>Revenues over/(under) expenses</strong></td>
<td>$12,703,507</td>
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<tr>
<td><strong>Inter Funds Transfers</strong></td>
<td></td>
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<tr>
<td>Planned Savings (Building &amp; Site)</td>
<td>$349,998</td>
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<tr>
<td>Bond Debt Service (Building &amp; Site)</td>
<td>$60,375</td>
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<tr>
<td>Restricted Grant Match</td>
<td>-</td>
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<td>Total Inter Funds Transfers</td>
<td>$410,373</td>
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<tr>
<td><strong>Net increase (decrease) in Net Assets</strong></td>
<td>$12,293,134</td>
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MID MICHIGAN COLLEGE  
STATEMENT OF REVENUES, EXPENSES  
For the six months ended December 31, 2022  
AUXILIARY FUND

<table>
<thead>
<tr>
<th>Current Fiscal Year</th>
<th>Prior Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REVENUE:</strong></td>
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</tr>
<tr>
<td>Bookstore Commission (PY Sales)</td>
<td>$20,447</td>
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<tr>
<td>Laker Café</td>
<td>$26,065</td>
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<tr>
<td><strong>Total Revenue:</strong></td>
<td>$46,511</td>
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<table>
<thead>
<tr>
<th>Current Fiscal Year</th>
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<tr>
<td><strong>EXPENSES:</strong></td>
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<tr>
<td>Bookstore</td>
<td>$ -</td>
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<tr>
<td>Laker Café*</td>
<td>$37,852</td>
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<tr>
<td>Auxiliary Services</td>
<td>$ -</td>
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<tr>
<td><strong>Total Expenses:</strong></td>
<td>$37,852</td>
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<table>
<thead>
<tr>
<th>Current Fiscal Year</th>
<th>Prior Fiscal Year</th>
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<tbody>
<tr>
<td><strong>EXCESS REVENUE OVER EXPENSES</strong></td>
<td>$8,660</td>
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Mid Michigan College
Contributions
December 2022

<table>
<thead>
<tr>
<th></th>
<th>Curr YR</th>
<th>Prior YR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly Contributions</td>
<td>$60,667</td>
<td>$63,054</td>
</tr>
<tr>
<td>YTD Contributions</td>
<td>$108,308</td>
<td>$108,392</td>
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</tbody>
</table>

YTD Top Contribution Totals in 2023:
- Jim & Linda Bosink Scholarship $40,500
- Trish Finnerty Exp Learning $12,500
- Lakers Academic Fund $11,631
- General Fund-Unrestricted $8,754
- Kathleen Kehoe Memorial Scholarship $7,000
- Lakers Athletic and other Athletic Funds $6,169
- Lakers Leadership Fund $4,064
- Other Funds $17,690
- YTD Total $108,308
# MID MICHIGAN COLLEGE
## CONTRACTS ENTERED
### 2022-23

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<thead>
<tr>
<th>Contracted Party</th>
<th>Description</th>
<th>Date</th>
<th>Term</th>
<th>Amount</th>
<th>Requestor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baird</td>
<td>Municipal Advisor</td>
<td>9/29/2022</td>
<td>10/01/2022-12/31/2025</td>
<td>TBD when Bonds are issued</td>
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<tr>
<td>CDW*G</td>
<td>Microsoft Campus License Agreement</td>
<td>96/30/2022</td>
<td>11/01/2022-10/31/2023</td>
<td>$36,256.20</td>
<td>K. Lehr</td>
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<tr>
<td>Riverwood Resort</td>
<td>Bowling Facility Rental</td>
<td>9/30/2022</td>
<td>7/01/2023-6/30/2026</td>
<td>$6,250.00</td>
<td>Miller</td>
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<td>Churchill, Carol</td>
<td>Capital Campaign Consulting</td>
<td>12/13/2022</td>
<td>12/14/2022-5/31/2023</td>
<td>$80 per hour</td>
<td>Miller</td>
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<tr>
<td>Titanium</td>
<td>Software</td>
<td>12/14/2022</td>
<td>12/14/2022-</td>
<td>$4,090.00</td>
<td>Miller</td>
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<tr>
<td>Coleman Little</td>
<td>Indoor turf facility rental</td>
<td>12/13/2022</td>
<td>1/09-3/17/2023</td>
<td>$10,000.00</td>
<td>Miller</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Contracted Instruction</th>
<th>Description</th>
<th>Date</th>
<th>Term</th>
<th>Maximum</th>
<th>Requestor</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Hunt</td>
<td>Ukulele</td>
<td>9/29/2022</td>
<td>10/05-11/09/2022</td>
<td>$400.00</td>
<td>Sturdavant</td>
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<tr>
<td>EBRC</td>
<td>Lear-Control Logix Intro</td>
<td>10/3/2022</td>
<td>10/04/10/28/2022</td>
<td>$13,500.00</td>
<td>Matthews</td>
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<tr>
<td>EBRC</td>
<td>Fanuc Robotics-Materials Handling</td>
<td>10/17/2022</td>
<td>10/17-10/19/2022</td>
<td>$4,050.00</td>
<td>Matthews</td>
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<tr>
<td>EBRC</td>
<td>Fanuc Robotics-Advanced iRVision</td>
<td>10/17/2022</td>
<td>12/08-12/09/2022</td>
<td>$2,700.00</td>
<td>Matthews</td>
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<td>EBRC</td>
<td>Leadership</td>
<td>10/17/2022</td>
<td>11/28-12/01/2022</td>
<td>$5,800.00</td>
<td>Matthews</td>
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<tr>
<td>EBRC</td>
<td>Sales Acceleration</td>
<td>10/17/2022</td>
<td>11/01-11/09/2022</td>
<td>$12,600.00</td>
<td>Matthews</td>
</tr>
<tr>
<td>Michele Cope</td>
<td>Dog Training -Exhibit A Amended</td>
<td>10/17/2022</td>
<td>7/21-11/14/2022</td>
<td>$4,200.00</td>
<td>Sturdavant</td>
</tr>
<tr>
<td>Studio 154</td>
<td>Various classes-Exhibit B</td>
<td>10/17/2022</td>
<td>9/28-12/15/2022</td>
<td>$7,800.00</td>
<td>Sturdavant</td>
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<tr>
<td>EBRC</td>
<td>Developing Excellent Leaders</td>
<td>10/24/2022</td>
<td>12/08-09/2022</td>
<td>$2,900.00</td>
<td>Matthews</td>
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<tr>
<td>Curtindale, B.</td>
<td>Genealogy</td>
<td>11/7/2022</td>
<td>10/27-12/08/2022</td>
<td>$800.00</td>
<td>Sturdavant</td>
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<tr>
<td>Bowman, J.</td>
<td>Candle making</td>
<td>11/9/2022</td>
<td>11/09-11/17/2022</td>
<td>$450.00</td>
<td>Sturdavant</td>
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<tr>
<td>Brown, B.</td>
<td>Community Tree Care</td>
<td>11/9/2022</td>
<td>10/13-11/10/2022</td>
<td>$1,350.00</td>
<td>Sturdavant</td>
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<tr>
<td>Uplift Creative Center</td>
<td>Goat Milk Soap</td>
<td>11/22/2022</td>
<td>11/22-11/29-2022</td>
<td>$1,600.00</td>
<td>Sturdavant</td>
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<tr>
<td>Kovach, June</td>
<td>Deco Mesh</td>
<td>12/13/2022</td>
<td>12/07-12/14/2022</td>
<td>$250.00</td>
<td>Sturdavant</td>
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<td>Prout, Amber</td>
<td>Gnome Santa Painting</td>
<td>12/14/2022</td>
<td>12/19/2022</td>
<td>$600.00</td>
<td>Sturdavant</td>
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</tbody>
</table>
TO: Board of Trustees
FROM: Lori Fassett, Associate VP of Human Resources
SUBJECT: Staffing Update, February 7, 2023 Board Meeting
DATE: January 16, 2023

FULL-TIME NEW HIRES:

Evie Barber – Instructional Designer  Effective: 01/03/2023
Evie brings to Mid over 8 years of experience in teaching and has several years of experience as a designer and writer for several online programs. She holds a Bachelors of Science of Education from CMU and a Masters of Fine Arts in Creative Writing from Western Colorado University. Welcome to the Mid Team Evie!

Crystal Meister – Physical Therapist Assistant (PTA) Coordinator  Effective: 01/03/2023
Crystal brings to Mid over 16 years of experience as a treating PTA, 8 years as a director, and 5 years as an adjunct instructor. She holds an Associate Degree in Applied Science Physical Therapist Assistant from Delta College and a Bachelors in Business Administration from University of Michigan Flint. Welcome to the Mid Team Crystal!

Emily Gibson – Administrative Specialist: Workforce & Economic Development  Effective: 01/03/2023
Emily brings to Mid over 6 years of professional experience in an office environment within several manufacturing entities. She holds a Bachelors of Arts in Philosophy from Wayne State University and is currently pursuing a Masters of Science in Administration from CMU. Welcome to the Mid Team Emily!

NEW PART-TIME AND STUDENT EMPLOYEES:

Abbey Quick – Federal Work Study External Site  Effective: 12/16/2022
Linda Clouse – Adjunct Math (Edustaff)  Effective: 01/03/2023
Stephanie Bock – Adjunct Nursing (Edustaff)  Effective: 01/03/2023
Rebecca Amidon – Adjunct Communication (Edustaff)  Effective: 01/03/2023
Brittany Ames – SI Leader (Edustaff)  Effective: 01/03/2023
Jennifer Daniels – Adjunct Math (Edustaff)  Effective: 01/03/2023
Victoria Kraatz – Adjunct Nursing (Edustaff)  Effective: 01/09/2023
Deborah Hasselschwert – Adjunct Chemistry (Edustaff)  Effective: 01/03/2023
Zachary Mondlak – Adjunct Psychology (Edustaff)  Effective: 01/03/2023
Samantha Corrion – Adjunct Liberal Arts (Edustaff)  Effective: 01/03/2023
Everett (Tyler) Cornwall – Adjunct Liberal Arts (Edustaff)  Effective: 01/03/2023
Klayton Silverpen – Adjunct Liberal Arts (Edustaff)  Effective: 01/03/2023
David Vajda – SBDC Business Consultant (Edustaff)  Effective: 01/03/2023
Prakash Sharma – Adjunct Physics (Edustaff)  Effective: 01/03/2023
Denisha Brinker – Student Worker Tutor  Effective: 01/09/2023
Maddie Emmendorfer – Student Worker Admissions  Effective: 01/03/2023
Jennifer Cooper – Interim Director of Financial Aid  Effective: 01/09/2023
Oyinbrakemi Omare – Student Worker Technology Help Desk  Effective: 01/03/2023
Logan Romatz – Student Worker Strategic Communications  Effective: 01/09/2023

INTERNAL TRANSFERS:
Beth Binder - From: Admissions Representative  To: Director of Admissions  Effective: 01/16/2023
Dan Stepaniak  From: Maintenance Specialist (MP)  To: Lead Maintenance (HA)  Effective: 01/03/2023

SEPARATIONS:
Allison Adams – Student Worker PT Lab Assistant  Effective: 12/15/2022
Hadrian Wiltse – Student Worker Facilities  Effective: 01/06/2023
Sarah Kasabian – Larson – Director of Financial Aid  Effective: 01/20/2023
Angie Yunker – Student Worker Tutor  Effective: 01/09/2023
Gabe Secrist – Student Worker Tutor  Effective: 01/09/2023
Joe Erickson – Student Worker Tutor  Effective: 01/09/2023
Devin Dysinger – Student Worker Tutor  Effective: 01/09/2023
Genise Rivera – Student Worker SI Leader  Effective: 01/09/2023
Jon Hill – Student Worker Library  Effective: 01/09/2023

VACANCIES:

Automotive Lab Assistant (part-time)  Posted
Adjunct Advanced Manufacturing & Robotics (part-time)  Posted
Adjunct Allied Health (part-time)  Posted
Adjunct Automotive & Diesel Service (part-time)  Posted
Adjunct Biology (part-time)  Posted
Adjunct Computer Information Systems (CIS) (part-time)  Posted
Adjunct Computer Aided Drafting (CAD) (part-time)  Posted
Adjunct Communication – various locations (part-time)  Posted
Adjunct English – various locations (part-time)  Posted
Adjunct Health Education (part-time)  Posted
Adjunct History – Huron ISD/Tuscola ISD (part-time)  Posted
Adjunct Math – Huron ISD (part-time)  Posted
Adjunct Nursing – General (part-time)  Posted
Adjunct Physics/Physical Science (part-time)  Posted
Adjunct Psychology – Huron Tech Center/Tuscola ISD (part-time)  Posted
Adjunct Speech (part-time)  Posted
Adjunct Welding (part-time)  Posted
Administrative Specialist Technical Center (full-time)  Filled
Assistant Coach Baseball (part-time)  Posted
Coordinator of Clinical Simulation Center (full-time)  Posted
Director of Financial Aid (full-time)  Posted
Director of Workforce & Economic Development (full-time)  Interview Scheduled
Educational Talent Search (ETS) Clerk (part-time)  Posted
Executive Director for Mid Foundation (full-time)  Posted
Instructional Designer (full-time)  Filled
Lead Maintenance – Harrison Campus (full-time)  Filled
Maintenance Specialist (full-time)  Offer Extended
Nursing Faculty (full-time)  Posted
Phlebotomy Instructor Various locations (part-time)  Posted
Physical Therapy Assistant (PTA) Clinical Coordinator (full-time)  Offer Extended
Unfinished Business

Item V-A: Enrollment Report

Presenter: Matt Miller

Board Consideration: Information

President's Recommendation:
None, informational.

Vice President of Student Services and Advancement Matt Miller will be presenting the latest Winter enrollment report.
New Business

Item VI-A: Correspondence and Announcements

Presenter: President Hood  
Board Consideration: Information

President’s Recommendation:
None, informational.

Announcements may be made at this time.
New Business

Item VI-B: Full Time Status for Elizabeth Kogelman

Presenter: President Hood  Board Consideration: Information

President's Recommendation:
None, informational.

President Hood informed the Board that he would be approving the recommended full time status for faculty member Elizabeth Kogelman, Nursing.
1/18/2023

Dear President Hood,

This recommendation is being made on behalf of Elizabeth Kogelman, Nursing Faculty.

Elizabeth has been a valuable member of the Nursing team since she joined in the Fall 2019. Elizabeth is well respected by her students as evidence by her consistent exceptional student evaluations in both the class and clinical setting. She has set the bar high for her students in the Pharmacology in Nursing course which has helped them prepare for passing the NCLEX and practicing as a safe nurse.

During Elizabeth’s first semester here, she suffered a significant loss in her life and felt apprehensive to go before students in the classroom. She overcame her insecurity by immersing herself in redesigning the skills lab and developing critical thinking based, best practice scenarios and learning stations. She transformed the clinical skills lab into a robust learning environment that has set the standard for all simulation in the lab today. Elizabeth is now full time in the classroom and clinical setting along with assisting with the skills lab.

Elizabeth is involved in the College Curriculum Committee and has a significant impact on the Nursing curriculum. She is a forward thinker and is always looking for ways to advocate for and support the students in their learning process.

Now that Elizabeth is full time in the classroom and clinical setting, her student evaluations and observations have been excellent. Due to these efforts, I fully recommend and support Elizabeth Kogelman to be advanced to full time status at Mid Michigan College.

Sincerely,

Barbara Wieszciecinski
Dean of Health Sciences & Director of Nursing Mt. Pleasant Campus
New Business

Item VI-C: Full Time Status for Leslie Peterson

Presenter: President Hood

Board Consideration: Information

President's Recommendation:
None, informational.

President Hood informed the Board that he would be approving the recommended full time status for faculty member Leslie Peterson, Nursing.
1/18/2023

Dear President Hood,

This recommendation is being made on behalf of Leslie Peterson, Nursing Faculty.

Leslie has been a valuable member of the Nursing team since she joined in the Fall 2020. Leslie has grown tremendously since joining Mid as a full time Nursing faculty member. She is well respected by both her colleagues and her students as evidence by her consistent exceptional student evaluations in both the class and clinical setting. She does a great job preparing students to be successful on the NCLEX-RN licensure exam with the content from her Adult Health I course.

Leslie is involved in the College Curriculum Committee as well as the Nursing Curriculum Committee. She has made a significant impact on the Nursing curriculum. She has valuable input in moving Health Sciences in a positive direction. Leslie is always looking for ways to advocate for and support the students in their learning process.

Due to these efforts, I fully recommend and support Leslie Peterson to be advanced to full time status at Mid Michigan College.

Sincerely,

Barbara Wieszciecinski
Dean of Health Sciences & Director of Nursing Mt. Pleasant Campus
New Business

Item VI-D: Call to Action for Policy Changes

Presenter: Board Chair Zdrojewski

Board Consideration: Information

President’s Recommendation:
None, informational.

The Board previously agreed to review policy changes on an annual basis with a call to action taking place in February, first reading in April and second reading with vote in May.
New Business

Item VI-E: Website Update Proposal

Presenter: Matt Miller

Board Consideration: Information/Action

President’s Recommendation:
Motion to approve the purchase of a new Content Management System (CMS) and contract with a vendor for design and development services utilizing CARES and Institutional Technology funding.

Vice President of Student Services and Advancement Matt Miller will be presenting the Board with a request to approve the purchase of a new Content Management System (CMS) and contract with a vendor for website design and development services.
WEBSITE COMPONENTS

CURRENT STATE

- Developed Internally in 2016
- Concrete5, Gatsy, Ruby, Custom, etc.
- Internally Hosted & Managed
- Public-Facing Website

FUTURE STATE

- Developed Externally in Collaboration with Internal Teams
- CASCADE Externally Hosted & Managed
- BEACON Externally Hosted & Managed
- Public-Facing Website

COSTS

<table>
<thead>
<tr>
<th>YEAR 1</th>
<th>~$250K - 450K</th>
<th>~$150K</th>
<th>$8400</th>
</tr>
</thead>
<tbody>
<tr>
<td>YEAR 2</td>
<td>~$0 - 10K</td>
<td>~$42K</td>
<td>$8400</td>
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</table>
New Business

Item VI-F: Annual Renewal of Presidential Contract

Presenter: Board Chair Zdrojewski  
Board Consideration: Information/Action

The Board will be discussing the renewal of the annual presidential contract.
## Board Comments

### Item VII-A: Calendar of Events

**Presenter:** Board Chair Zdrojewski  
**Board Consideration:** Information

*President's Recommendation:*  
None, informational.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar 13</td>
<td>PTK All Academic Team Awards Luncheon, 9:30 AM, Lansing</td>
</tr>
<tr>
<td>Mar 14</td>
<td>Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus</td>
</tr>
<tr>
<td>Apr 4</td>
<td>Board of Trustees Meeting, Community Room, Mt. Pleasant Campus</td>
</tr>
<tr>
<td>Apr 16</td>
<td>A Northern Tradition, 5:00-8:00 PM, Jay’s Sporting Good, Clare</td>
</tr>
<tr>
<td>Apr 25</td>
<td>Student Showcase, 8:30 AM-3:00 PM, Harrison Tech Center, Harrison Campus</td>
</tr>
<tr>
<td>Apr 26</td>
<td>Student Showcase, 10:00 AM-4:00 PM, Community Room, Mt. Pleasant Campus</td>
</tr>
<tr>
<td>May 2</td>
<td>Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus</td>
</tr>
<tr>
<td>May 4</td>
<td>Honors Convocation, 5:30-7:30 PM, Community Room, Mt. Pleasant Campus</td>
</tr>
<tr>
<td>May 5</td>
<td>Sensory Sensitive Graduation, 11:00 AM, CSS 234/235, Mt. Pleasant Campus</td>
</tr>
<tr>
<td>May 5</td>
<td>Radiography Student Pinning Ceremony, 12:00 PM, Esther C. Conference Room, Harrison Campus</td>
</tr>
<tr>
<td>May 5</td>
<td>Nursing Pinning Ceremony, 3:00 PM, Community Room, Mt. Pleasant Campus</td>
</tr>
<tr>
<td>May 6</td>
<td>Commencement, 11:00 AM, Clare High School</td>
</tr>
</tbody>
</table>
Board Comments

Item VII-B: Board Comments- Other Business

Presenter: Board Chair Zdrojewski

President’s Recommendation:
None, informational.

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