

## **Mid Michigan College Board of Trustees Meeting**

***December 3, 2024***

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

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

Guests: Timothy Hood, President; Scott Mertes, Provost; Lillian Frick, Vice President of Finance and Administration; Matt Miller, Vice President of Student Services & Advancement; Lori Fassett, Associate Vice President of Human Resources; Diane Miller, Faculty Senate President; Sherry Kyle, Executive Assistant to the President and Board of Trustees; Barbara Wieszcieski, Dean of Health Sciences/Director of Nursing; Dawn Tanner, Director of Talent Acquisition; Kirk Lehr, Director of Information Technology; Alexa Carey, Executive Director of the Mid Michigan College Foundation; Meghan Keen, Director of Marketing & Public Relations; Sandra Fancher, Stamats Representative; Karen Moore, Board of Trustees Elect (begins January 2025)

### **Agenda Item I: *CALL TO ORDER***

The meeting was called to order by Chair Zdrojewski at 7:04 p.m. The Board Chair welcomed everyone to the meeting. A revised agenda was received with action requested from Vice President Frick to approve an additional amount than reflected in the November meeting minutes so there is complete audit trail for the Morey Center Project.

### **Agenda Item II: *APPROVAL OF AGENDA***

Motion by Trustee Gilmore to approve the agenda with the revision to Item V-B-Morey Tech Center Renovation Project Update as presented. Second by Trustee Weisenburger. A voice vote showed All Ayes from the Trustees; Motion Carried.

### **Agenda Item III: *PUBLIC COMMENT***

Board Chair Zdrojewski asked for public comment. There were no public comments.

### **Agenda Item IV: *APPROVAL OF CONSENT ITEMS***

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

### ***UNFINISHED BUSINESS –***

#### **Agenda Item V-A: *WINTER 2025 ENROLLMENT UPDATE***

Vice President Miller provided updated information concerning Mid's Winter 2025 semester enrollment. There are healthy increases in number of students, total credit hours and total contact hours. The Board Chair thanked Mr. Miller for his update.

#### **Agenda Item V-B: *MOREY TECH CENTER RENOVATION PROJECT UPDATE – REVISED FOR ACTION***

Vice President Frick informed board members that the amount approved by the board in the November minutes is not correct and it is requested that action is taken to approve \$53,000 for the Bus Duct plus an additional \$20,500 that was not reflected in the November board packet – a grand total for the project of \$973,500. The project is moving along nicely and will change quite drastically soon in appearance as soon as the welding equipment is delivered, which is expected to be on December 30<sup>th</sup>. It will be a tight schedule to have the work completed before the Winter semester begins but should be doable. Frick recommended the Board approve the additional amount of \$73,500 at this time, to add to the \$900,000 approved at the November meeting. A motion was provided by Trustee Gilmore with support by Trustee Weisenburger – all ayes; motion carried.

#### **Agenda Item V-C: *EVENT CENTER UPDATE***

Vice President Miller informed trustees that work continues to progress on developing design and specs for the event center at the Mt Pleasant campus location. Meetings with architectural firm Hobbs & Black and Marty Ruiters, Lillian Frick, Joe Myers and Kirk Lehr are taking place regularly and a proposal for a construction manager should be ready for the January board agenda. A brief conversation concerning Peter Basso and Associates took place. More to come.

**Agenda Item V-D: REAL ESTATE ACQUISITION ADJACENT TO MT PLEASANT CAMPUS**

Ms. Frick shared with trustees that as work progresses at the property the College is acquiring, it was determined that the owners had never connected to City of Mt Pleasant utilities. When it was explained that the buildings would be demolished and not used in any way by Mid, the issue concerned with this was not of further concern, nor would it affect the progress of the sale. Renters of the property are collecting a few personal items and closing will take place in 3 to 5 days. More to come.

**NEW BUSINESS**

**Agenda Item VI-A: CORRESPONDENCE AND ANNOUNCEMENTS**

President Hood expressed his gratitude to the trustees, faculty and all college staff for the success of the fall semester and healthy increase for winter 2025 as well. As he speaks with students and their families, as well as community folks, he hears many good comments on how well treated they have been – the many expressions of thankfulness. The mentors have been incredibly busy – many new systems and improvements are taking place to make things run even more smoothly. He again thanked everyone for doing a wonderful job working with the students we serve.

**Agenda Item VI-B: STRATEGIC COMMUNICATIONS AND STAMATS UPDATE**

Meghan Keen and Sandra Fancher (Chief Innovation Officer from Stamats) provided updated information on the digital advertising campaign as related to landing pages, user experience and performance upon the 3 month period completion using the new system. The College website is working well and there are great results from users. Over one million “hits” have been recorded over the 3 month period and more than ten thousand visits to Mid’s program pages. There has been a 78% increase in associated ads from user’s visits. The board thanked Ms. Keen and Ms. Fancher for their report and congratulated them on the success of the software.

**Agenda Item VI-C: MID FOUNDATION UPDATE**

Alexa Carey, Executive Director of the College Foundation reported that efforts in fundraising and friendraising are going very well. There have been many generous gifts since the past few events have taken place. Ms. Carey shared the information with trustees in a slide presentation. She very much appreciates having Courtney Silverthorn (Director of Development) and Natalie Antcliff (Foundation Administrative Assistant) who assist in all aspects of making the Foundation successful. Ms. Carey reviewed several generous gifts to the Foundation through the slide presentation. The Board thanked Alexa for her dedication and successful endeavors on behalf of the entire college community.

**Agenda Item VI-D: ACADEMIC CALENDAR FALL 2025 TO WINTER 2030**

Vice President Miller recommended the Board approve the five-year calendar as reflected in board packets. Mid’s calendar follows the CMU academic calendar, which assists in development. A motion was brought forth to approve the calendar as reflected in the board packet this month by Trustee Weisenburger, with support from Trustee Allen. All ayes – motion carried.

**Agenda Item VI-E: DIAMEDICAL LAB SUPPLIES PURCHASE REQUEST (Policy 303.09.02)**

Dean of Health Sciences & Director of Nursing, Barbara Wieszcieski, reviewed a list of items for recommended purchase to update the Nursing Skills Lab. Dean Wieszcieski explained that the equipment will provide more realistic training for students. She shared with the trustees that she works in the nursing field every other weekend and is exposed to equipment that is up to date as well as more realistic than ever before. The purchase will be from funds from the State of Michigan in a cooperative grant with CMU. Trustee Pittsley shared that she was very impressed with a recent tour of the nursing lab in Mt Pleasant that was held in conjunction with the *Evening of Gratitude* event. Dean W. also stated how nice it was to work with Megan Keen in marketing strategies. A motion was made by Trustee Allen and supported by Trustee Jankoviak to approve the \$54,260.21 purchase from State of Michigan grant money. All ayes – motion carried. The Board Chair thanked Barb for her presentation and for the gift bags she left for each trustee.

**Agenda Item VI-F: COMPUTER PURCHASE REQUEST**

Director Lehr presented information regarding the purchase of laptops, desktops and peripherals not to exceed \$107,000. The purchases will come from Institutional Technology Funds. A motion was brought forth by Trustee Pittsley with support by Trustee Gilmore to approve the request from Mr. Lehr. All ayes – motion carried.

**Agenda Item VI-G: HUMAN RESOURCES APPLICATION TRACKING SYSTEM SOLUTION RECOMMENDATION**

Dawn Tanner, Director of Talent Acquisition, provided an overview of the purchase of a tracking system for Human Resources internal and external applicants. Funds for the purchase will come from Human Resources departmental budget and Ms. Tanner and Associate Vice President Fassett informed trustees that the purchase has been budgeted and planned for the last two years. The system recommended for purchase is the best fit for Mid’s purposes and is designed to grow with the college’s needs. It also includes a two year agreement. A motion was made by Trustee Jankoviak and supported by Trustee Allen to approve the purchase of the Neo-Ed system at a total cost of \$75,800. There was a vote of all ayes – motion carried. The board thanked Ms Tanner and Ms Fassett for their presentation on the Neo-Ed system.

**Agenda Item VI-H: RECOGNITION OF TRUSTEE THOMAS METZGER**

Board Chair Zdrojewski informed guests that Trustee Thomas Metzger is retiring following the meeting this evening after 32 years of service to Mid Michigan College. Trustee Metzger’s father Clarence Metzger also served on the Board of Trustees. President Hood presented Mr. Metzger with a duplicate plaque thanking him for his 32 years of service to Mid, the original of which will be proudly displayed in the manufacturing technology area at Mid, which is Trustee Metzger’s specialty in working, teaching and research. Board members all expressed their appreciation to Tom and wished him well on his retirement from Mid’s Board of Trustees. Mr. Metzger thanked everyone for their friendship and support over his years at Mid. Everyone enjoyed a farewell cake following the conclusion of this evening’s meeting. Mr Metzger received a gift bag of coffee, cocoa and cookies and a sweatshirt and travel mug from Mid’s bookstore.

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

The Board Chair reviewed upcoming events of interest in the calendar for the next few months.

**Agenda Item VII-B: BOARD COMMENTS**

Board Chair Zdrojewski introduced newly elected trustee Karen Moore who attended this evening’s meetings following her Oath of Office earlier this evening. Ms. Moore begins her term of service at the January 7, 2025 Regular Meeting. The Board Chair wished everyone a merry Christmas and joyful holiday season on behalf of the entire Board and thanked everyone at Mid for their dedication to the students we all serve.

The meeting was adjourned at 8:11 p.m.

Recording Secretary,  
Sherry Kyle  
Executive Assistant to the President and Board of Trustees

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Jane Zdrojewski, Board Chair

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Richard S. Allen, Jr., Board Secretary