

**Mid Michigan College Board of Trustees Meeting
January 7, 2025
Esther C. Conference Room-Harrison Campus**

Present: Jane Zdrojewski, Board Chair; Dr. Michael Jankoviak, Vice Chair; Richard S. Allen, Jr., Secretary; Dr. Karen Moore, Treasurer

Absent: George Gilmore, Trustee; Nate Weisenburger, Trustee; Lois Pittsley, Trustee

Guests: Timothy Hood, President; Dr. Scott Mertes, Provost; Lillian K. Frick, Vice President of Finance and Administration; Dr. Matthew Miller, Vice President of Student Services & Advancement; Lori Fassett, Associate Vice President of Human Resources; Diane Miller, Faculty Senate President; Sherry L. Kyle, Executive Assistant to the President & Board of Trustees; Kirk Lehr, Director of Information Technology; Thomas W. Metzger, Former Mid Trustee

The meeting was called to order by Jane Zdrojewski at 7:01 p.m.

Because this meeting is an organizational meeting and Trustees are nominated and elected to office, President Hood facilitated until a Board Chair was elected. He welcomed newly elected Trustee Dr. Karen Moore and acknowledged retired Trustee Mr. Tom Metzger who was present for the meeting. President Hood called for nominations to the office of Board Chair of Mid Michigan College.

Trustee Michael Jankoviak nominated Trustee Jane Zdrojewski as Board Chair. Trustee Zdrojewski accepted the nomination. Dr. Moore supported the nomination. Roll call vote showed yeas from Trustees Allen, Zdrojewski, Jankoviak and Moore. Nays - none. Motion carried.

Trustee Zdrojewski took over facilitation of the meeting as Board Chair and thanked President Hood for his assistance.

Nominations for the position of Vice Chair were requested. The Board Chair nominated Dr. Jankoviak as Vice Chair. Trustee Jankoviak accepted the nomination. Support from Trustee Moore. Roll call vote showed yeas from Trustees Allen, Zdrojewski, Jankoviak and Moore. Nays - none. Motion carried.

The Board Chair called for nominations for the position of Board Secretary and nominated Trustee Allen. Trustee Allen accepted the nomination. Trustee Jankoviak supported the nomination. Roll call vote showed yeas from Trustees Allen, Zdrojewski, Jankoviak and Moore. Nays - none. Motion carried.

The Board Chair called for nominations for the position of Board Treasurer. Trustee Zdrojewski nominated Trustee Moore for Board Treasurer. Trustee Allen supported the nomination. Roll call vote showed yeas from Trustees Allen, Zdrojewski, Jankoviak and Moore. Nays - none. Motion carried.

The Board Chair congratulated the Trustees on their two-year appointments as officers of the Board of Trustees.

Agenda Item II: APPROVAL OF AGENDA

A motion was brought forth by Trustee Allen to approve the agenda as reflected in the board packet. Support by Trustee Jankoviak. All yeas - motion carried.

Agenda Item III: PUBLIC COMMENT

Former Trustee Thomas Metzger thanked members of the Board and the college community for his support during his 32 years of service to the college and the students we serve. The Board Chair thanked Mr. Metzger for his years of dedication to student learning.

Agenda Item IV: APPROVAL OF CONSENT ITEMS

A motion was made by Trustee Allen to approve the consent items in the board packet. Support by Trustee Jankoviak. All yeas - motion carried.

Agenda Item V-A: WINTER 2025 ENROLLMENT UPDATE

Vice President Miller presented information on current Winter 2025 semester enrollment at Mid. Updated data on dual enrollment, transfer, guest, returning and first-time freshman students is very impressive. Online registration for the Winter semester is up nearly 15%. Mid ranks number three in enrollment increases of Michigan's community colleges. This is great news for the college. The Board Chair thanked everyone for their hard work and dedication making this possible.

Agenda Item V-B: MOREY TECH CENTER RENOVATION PROJECT UPDATE

Vice President Frick provided updated information on the Morey Tech Center project at the Mt. Pleasant Campus. The Robotics Lab probably will not have everything in place until the Fall 2025 semester. There is still a chance the equipment may be delivered earlier than expected and updates will be provided as they are known. The Welding Lab is nearly completed and will be ready for use next week. The Maintenance crews worked shifts throughout the holiday break to complete everything and apply a fresh coat of paint. It is looking very fresh and ready to start the semester with a clean update. Ms. Frick thanked everyone who worked diligently to make this possible. The new labs offer unique opportunities to local partners, including CMU and Gratiot and Isabella Counties. A discussion took place regarding how students take the courses at the best cost opportunities.

Agenda Item V-C: EVENT CENTER UPDATE

Vice President Miller informed members of the Board that bids for a Construction Manager for the project is included in the board packet. It is recommended the Board approve the high bid from Clark at a total of \$1,021,634. Vice President Frick explained that although the high bid is recommended, it is recommended for a variety of reasons. The representative from Clark will be in Mt. Pleasant every day between Mid's project and one they are just wrapping up at CMU. Ms. Frick shared that she supports the bid from Clark for several reasons. Clark has a strong presence in Mt. Pleasant and Union Township, has a robust portfolio of similar projects, has a good reputation for working well with subcontractors and has pre-construction services that improve building design. This also reduces costs and adds value to the project. All five bids were quite close and although Clark's is the high bid, it is believed that overall the strong services and past work history will add to the quality, price and process of building the event center. The project is funded by a combination of Building & Site fund, fundraising and bonding.

A motion was made by Trustee Moore to approve the recommendation of awarding the project bid to Clark at a total cost of \$1,021,634. Trustee Jankoviak supported the motion. All yeas - motion carried.

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

President Hood informed Trustees that the process of acquiring the property adjacent to the Mt. Pleasant Campus is complete. A few minor details remain that will be tended to in short order and then the lot will be transformed into a functional part of Mid Michigan College. The President thanked everyone who worked to make this possible.

Agenda Item VI-A: CORRESPONDENCE AND ANNOUNCEMENTS

President Hood reviewed the correspondence and announcements, stating that enrollment increases for Mid is a major headline and sets the bar for colleges our size. Dual Enrollment of over 1600 students is just incredible news. The Community College Guarantee is not believed to be a huge factor in the overall increase but is certainly wonderful for the students who have taken advantage of this opportunity. The number of returning Freshman students continues to rise. Provost Mertes' ongoing diligence in the area of dual enrollment has a footprint that reaches from Clinton County RESA to Lansing Community College and Iosco County. Welding and Automotive coursework will be provided to students in these areas in the Fall 2025 semester. Shiawassee County is our next target to serve.

Vice President Miller stated that the Target X project will soon have automated texts to encourage students who perform well, while allowing extra attention to be provided for students who need an extra push and/or require additional one-on-one attention.

There are a number of exciting grants in various stages, including a \$109,000 grant to assist in removing barriers for students (Amy Campbell), a \$305,750 multi department grant (Dr. Mertes). Updated information will be shared with the Board as it is known.

The President shared that many generous gifts were received over the holiday season. The Higher Learning Commission recently had very favorable comments and ratings associated with the many projects at Mid, including the efforts by staff and faculty's dedication to students and programs. Concurrent enrollment at Mid assists students in attaining high school and college credit at the same time and continues to increase. A recent civil rights audit found everything in order and was beyond expectations. Negotiations teams that worked hard on two union contracts were able to reach agreements for the college's faculty and ESPA membership. New requirements associated with the Financial Aid department have been addressed and the department has been operating very well and moving forward. State funding and gifts from donors have attributed to the success of the Advanced Manufacturing Trades Center. Enrollment is up at both campuses. New programs like Physical Therapy Assistant and Phlebotomy continue to attract new and existing students. The KPI dashboard will be completed at the end of the year, as it is a 3-year plan. Additional information on all of these initiatives will be provided to the Board as it is available. President Hood expressed his thanks to all of the college faculty and staff who make these possible. We have outstanding professional employees who work well together.

The Board Chair thanked the President for his updates during this exciting time at Mid.

Vice President Miller and Provost Mertes added that the Strategic Plan is inclusive of all college events, activities and courses. This semester involved a great deal of work on wrapping up the current plan, then it will evolve as needed and the next phase of work will start its next stage of development. Dr. Mertes added that gathering feedback during COVID was very unique but worked well overall. It is not expected that any consultants will be required. A combination of intertwining and interaction of committees drives the gathering and evolution of the document, focusing on enduring goals.

Agenda Item VI-B: KEY PERFORMANCE INDICATORS (KPI) UPDATES

Vice President Miller shared updated KPI information via slideshow. Karolina Achirri, Director of Institutional Research, has gathered very comprehensive data that drives this initiative. Miller demonstrated the interactive component of this document, stating that it must be done while on campus for all facets of the information to interact as requested by the user. Ms. Achirri has worked diligently to squeeze information from various systems the college uses/has used in the past, leading to associated problems. The latest version will be sent to Trustees tomorrow, January 8th.

Agenda Item VI-C: ASSOCIATION OF COMMUNITY COLLEGE TRUSTEES (ACCT) MEMBERSHIP

A motion was provided by Trustee Moore to approve the membership fee for ACCT in the amount of \$3,755.00. Supported by Trustee Jankoviak. All yeas - motion carried.

Agenda Item VI-D: APPROVAL OF ALCOHOL ON CAMPUS (BOARD POLICY #304.01)

Provost Mertes requested the Board approve making alcoholic beverages available during the Art Reach Annual Murder Mystery fundraising even on Friday, April 4, 2025 in the Community Room at the Mt. Pleasant Campus. Mertes informed Trustees that this is the third time Mid will host the event, catered by Mountain Town Catering and involves 100 to 125 members of the communities in our area who attend.

A motion was made by Trustee Moore to approve alcohol on campus at the April 4, 2024 event. Supported by Trustee Jankoviak. All yeas - motion carried.

Agenda Item VI-E: 2024-2027 ESPA UNION AGREEMENT

Associate Vice President of Human Resources, Lori Fassett, informed Trustees that the contract negotiations with the ESPA began just over a year ago. Areas of major focus were overtime, finance and salaries. The 4% salary increase is inline with other colleges and there are no increases from July 1, 2024 to current date. Ms. Fassett shared that the Michigan Human Resources group has updated information available that compares educational institutions' salaries in the State (MCCA).

A motion was made by Trustee Jankoviak to approve the ESPA contract as presented by Ms. Fassett and as reflected in the board packet. Supported by Trustee Allen. All yeas - motion carried.

Agenda Item VI-F: ZOOM SERVICE AGREEMENT RENEWAL (BOARD POLIC 303.09.02)

Director Lehr provided an overview of the requested renewal of Zoom software in the total amount of \$53,221.52 for the 2-year agreement, which is budgeted in Institutional Technology. The Zoom software allows an unlimited number of meetings during the term using the service and allows up to 300 participants per meeting.

A motion was made by Trustee Jankoviak to approve the request as presented by Mr. Lehr. Support by Trustee Allen. All yeas - motion carried.

Agenda Item VI-G: ADOBE SOFTWARE SERVICE AGREEMENT RENEWAL (BOARD POLICY 303.09.02)

Director Lehr recommended the Board approve the renewal of Adobe Software at \$56,532 per year over the next 3 years at a total cost of \$169,596. This purchase is budgeted in Institutional Technology.

A motion was made by Trustee Jankoviak to approve the purchase as presented. Supported by Trustee Allen. All yeas - motion carried.

Agenda Item VI-H: COMPANION DATA SERVICES (DOCFINITY) DOCUMENT IMAGING SOFTWARE

Director Lehr recommended the Board approve a five-year contract with DocFinity which totals \$166,000 for document imaging services. Mr. Lehr informed Trustees that an RFP (request for proposals) was implemented and the recommendation is presented for board approval. The software also includes E-forms and other add-ons. This amount is budgeted in the Institutional Technology Fund.

A motion was presented by Trustee Jankoviak, to approve the purchase as presented. Supported by Trustee Moore. All yeas - motion carried.

Agenda Item V-I: BOARD COMMITTEE APPOINTMENTS

The Board Chair reviewed appointments to various college committees and appointed trustees to those in attendance this evening. There are three trustees absent this evening, some assignments will have to be made next month. The Board Chair shared that she will continue to serve as the trustee representative to the Michigan Community College Association (MCCA), with Trustee Weisenburger as the alternate representative. Newly elected Trustee Treasurer Dr. Moore will service on the College's Audit Committee which is mandated by state law. Trustees Jankoviak and Allen will also serve on the Audit Committee. Trustee Pittsley will

continue to serve as the Trustee Representative of the College Foundation, with Trustee Moore as the alternate member. The Sabbatical Committee will be represented by Trustees Gilmore and Jankoviak. Dr. Jankoviak will be the Trustee Representative of the College Negotiations Committee, with 2 others to be appointed next month. Trustee Pittsley will continue to serve on the TRIO Committee and Provost Mertes will see if an alternate or additional member is needed. A review of the other committees on the comprehensive list will be reviewed again in February. The Board Chair thanked trustees for their service on the various committees.

Agenda Item VII-A: CALENDAR OF EVENTS

The Board Chair reviewed upcoming events, including the February 4th board meeting, Team Toss Challenge in Farwell vs Beaverton (Chair Zdrojewski will represent Mid), April 1st board meeting will be at the Mt Pleasant Campus in the Community Room of the Liberal Arts Building, the annual Northern Tradition at Jay's Sporting Goods is scheduled for April 13th (Vice President Miller will have tickets available at the February Regular Meeting), and April 17th is the MCCA Capitol Day in Lansing.

Agenda Item V-E: PRESIDENTIAL GOALS UPDATE – EXECUTIVE SESSION (SECTION 8(1)(a) of Open Meetings Act)

President Hood requested the Board go into closed session for an update associated with the President's goals.

A motion was made by Trustee Allen to go into closed session at 8:35 p.m. Supported by from Trustee Jankoviak. Voice vote showed yeas from Trustees Allen, Zdrojewski, Moore and Jankoviak. Motion carried.

The other guests exited leaving President Hood and Executive Assistant Kyle to remain during the session.

The Board returned to regular session at 9:26 p.m.

Agenda Item VII-B: BOARD COMMENTS

There were no comments from trustees

The meeting adjourned at 9:26 p.m.

Respectfully Submitted,
Sherry Kyle
Executive Assistant to the President and Board of Trustees

Jane Zdrojewski, Board Chair

Richard S. Allen, Jr., Board Secretary