

# Mid Michigan College

## Board of Trustees Regular Meeting Minutes

January 6, 2026

The meeting took place at 5:30 p.m. in the Esther C. Conference Room of the Harrison Campus.

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

Absent: Nate Weisenburger, Trustee; George Gilmore, Trustee

Also Present: Timothy Hood, President; Scott Mertes, Provost; Matt Miller, Vice President of Student Services & Advancement; Lillian Frick, Vice President of Finance & Administration; Lori Fassett, Associate Vice President of Human Resources; Amy Dykhouse, Workforce & Career Education; Jason Howard, Director of SSS/TRIO; Kirk Lehr, Director of Information Technology; Ken Chinavare, Chief Information Officer; Sherry Kyle, Executive Assistant to the President and Board of Trustees

### CALL TO ORDER

The meeting was called to order by Chair Zdrojewski at 5:34 p.m. The Board Chair welcomed everyone to the meeting.

### APPROVAL OF AGENDA

Item II

A motion was made by Trustee Jankoviak and supported by Trustee Pittsley to approve the agenda as presented. All ayes; motion carried.

### PUBLIC COMMENTS

Item III

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

### APPROVAL OF CONSENT ITEMS

Item IV

Motion by Trustee Pittsley to approve the consent items as presented. Second by Trustee Allen. All ayes; motion carried.

### UNFINISHED BUSINESS

Item V-A

#### *Event Center Update*

Vice President Miller provided updated information along with photos of the Event Center's progress to date. Electrical and plumbing work is going well, and the roof will soon start to take shape. Thanks to IT, there is a webcam that can be accessed through the event center link so that live progress can be monitored. Everything is progressing smoothly and is on track. More to come in ongoing monthly reports.

*Item V-B*

#### *Winter 2026 Enrollment Report*

Matt Miller provided an overview of the Winter 2026 enrollment. Final numbers for the semester will be provided at the February Regular board meeting.

## Item V-C

### *Campus Beautification Bid Approval*

Provost Mertes presented information on the recommendation for approval of a vendor for the campus beautification project at both campuses. The need for the beautification of campus facilities originated with the Master Plan – from comments in the document. A more welcoming and pleasing “facelift” to the buildings internally is desired. The Campus Beautification Committee met with vendors that presented their information, and the committee decided unanimously to recommend Intersect, the company that was more creative and innovative, as well as more local (Kalamazoo).

Trustee Pittsley raised the question as to the need for this service/project in light of over half of our credit hours taking place online. If students aren't on campuses to that extent, does it make sense to spend the funds for campus aesthetics? Miller responded that the 50% of online credits is a mix of students, with many of them taking traditional and online courses simultaneously. Many students take courses both ways. Trustee Pittsley asked whether the fabrications will be time sensitive, to which Miller replied that it is possible to alter and/or change the fabrications -and that is what the committee preferred.

A motion was made by Trustee Moore, with support by Trustee Jankoviak, to approve up to \$180,000 for phases I and II of the Campus Beautification project to be performed by Intersect of Kalamazoo. All ayes – motion carried.

## NEW BUSINESS

### Item VI-A

#### *Correspondence and Announcements*

President Hood shared that he had visited the Nursing and Welding program spaces in the East Wing that are currently being renovated and they look great. This has been a very long overdue and exciting project for both of these programs at the Harrison Campus.

The President also very much enjoyed the Nursing Pinning Ceremony on December 12 in Mt Pleasant. There is a lot of Nursing tradition in many families who attended the event.

Welcome Back Day for Mid's faculty takes place tomorrow in Mt Pleasant. Provost Mertes shared a portion of the calendar with Trustees, including a speaker who will focus on AI, an ongoing issue in education. Updates for faculty will be provided by Provost Mertes and President Hood.

The President introduced Mr. Ken Chinavare, Mid's new Chief Information Officer. Ken comes to Mid highly skilled, with recent employment with the Clare-Gladwin RESD. Welcome Ken!

### Item VI-B

#### *TRIO/SSS GRANT AND CAREER CENTER/ACCOMMODATIONS REPORT2024-25 Financial Audit*

Jason Howard, Director of SSS/TRIO, introduced himself to the Board and informed them that he has been in the position of Director with TRIO since July of 2025. Jason presented an overview of the programs by use of a PowerPoint demonstration. Mid's program has capacity for 140 students, and it has not been a problem in meeting this enrollment. The students who qualify are introduced to a wide variety of opportunities, skills, trips and social interaction. Mid's program received a five-year grant in 2020, which was extended quite recently for an additional five years- through 2030. After a thorough overview of the TRIO program, Jason shared that the successful MID 101 developmental course at Mid, actually originated from the TRIO program. Because all students are now required to take MID 101, TRIO had to come up with a new course for TRIO students, so they don't duplicate taking MID 101, which has been very successful college-wide.

Amy Dykhouse, Workforce and Career Education Director, presented her portion of the TRIO/SSS program to the Board and guests, which includes Special Populations and compliance with handicap issues and concerns. Removing barriers for students is an important part of our college and historically this has been the case. There is also assistance to students in career readiness, including obtaining professional clothing at no cost at Mid. Recent projects with other departments and divisions at the college include the Library, Health and Safety/Security.

The Board thanked Jason and Amy for their presentation.

Item VI-C

*BOARD POLICY REVISION REQUEST-#403.04-Teaching Responsibilities*

Associate Vice President of Human Resources, Lori Fassett, reviewed the requested modifications to the policy, which will be presented as a second reading requiring action at the February regular board meeting.

Item VI-D

*BOARD POLICY REVISION REQUEST-#408.03-Administrative Retirement Incentive*

Ms. Fassett presented recommended revisions to Board Policy 408.03 – Administrative Retirement Incentive – and provided the reasons for the modifications. This item will be on the February 3, 2026 board agenda as an item requiring action as a second reading.

Item VI-E

*BOARD POLICY REVISION REQUEST-#303.10.02-Fees*

Board Chair Zdrojewski informed trustees that this item and item VI-F will both be addressed at this time, being that they are very similar in nature. It is recommended the Board consider approval of this item at the February 3, 2026 regular meeting as a second reading, as well as acknowledgement of the review of board policy section 300 – Institutional Effectiveness.

Item VI-F

*BOARD POLICY SECTION 300/Institutional Effectiveness- (First Reading)*  
*(this item covered in item VI-E)*

Item VI-G

*FACULTY SABBATICAL PROPOSAL; - Eric Chamberlin-(Board Policy #401.02)*

Provost Mertes reviewed the proposed Sabbatical request from Instructor Eric Chamberlin. Mr. Chamberlin has taught English and Humanities for Mid for over 19 years. This is his first request for Sabbatical Leave and it is recommended the Board approve the request for the Fall 2026 semester, as outlined in the supporting documentation.

A motion was presented by Trustee Jankoviak to approve Instructor Chamberlin's request for Sabbatical Leave for the Fall 2026 semester. Support by Trustee Allen – all ayes; motion carried.

Trustee Jankoviak stated that he is the alternate Trustee member of the Sabbatical Committee, and should be contacted in the absence of Sabbatical Committee member Trustee Gilmore.

The Board Chair thanked Dr. Mertes for his presentation and congratulated Instructor Chamberlin on his Sabbatical Leave.

*Agenda Item VI-H*

*PRINTING SERVICES RENEWAL-(Board Policy 303.09.02)*

Director Lehr presented information concerning the approval of a five-year contract for print services at the College. After review, it is recommended the Board approve a five-year contract with MarcoLLC at annual cost of \$9,108.38, with a total cost over five years of \$155,927.84. A discussion took place concerning the various types of equipment that are available and why this decision is best for Mid. The equipment will be funded in part from the RN/BSN grant and Institutional Technology. Funds have been budgeted.

A motion was made by Trustee Jankoviak, with support from Trustee Moore, to approve the five-year contract with MarcoLLC not to exceed \$155,927.84. All ayes – motion carried.

#### Agenda Item VI-I

##### *RECOMMENDED PURCHASE-CLASSROOM TECHNOLOGY PURCHASE Board Policy 303.09.02)*

The current renovation of the D wing at the Harrison Campus necessitates the installation of new technology in three classrooms, and technology upgrades for three additional classrooms. The purchases will be paid from the State of Michigan Nursing Program Grant and Mid's Institutional Technology Fund. Eight proposals were received and it is recommended the Board approve the bid from Interactive Digital Solutions at a total cost of \$73,966.23. A discussion took place about the many options available in online teaching and learning. Trustee Moore shared her preferences and experience with various equipment and teaching venues online. She has taught online classes for many years.+

A motion was brought forth by Trustee Pittsley to approve the classroom technology purchase at a total cost not to exceed \$73,966.23. Support by Trustee Allen. All ayes – motion carried.

#### Agenda Item VI-J

##### *LinkedIn Learning Subscription Renewal (Board Policy 303.09.02)*

Director Lehr informed Trustees that LinkedIn was formerly Linda.com. It is requested that the board approve a 3 year renewal of LinkedIn at a total cost not to exceed \$79,230.00. This is used as a professional development tool and in courses associated with Computer Information Systems and Administrative Assistant professional programs of study, along with a few others. This is a sole source item and is funded by the Instructional Technology Funds.

A motion was made by Trustee Jankoviak and supported by Trustee Pittsley to approve the purchase as presented by Mr. Lehr, not to exceed \$79,230.00 All ayes – motion carried.

Trustee Allen took an opportunity to inform members of the board and guests that he recently did some research in trusteeship longevity and believes that his service to Mid is at the top of the scale, or very near to being so. There is little to no information available concerning this topic, which he researched quite extensively. The President's Office and the Board Chair are looking into this matter and will report their findings. Chair Zdrojewski felt that perhaps there is no official information available until Trustee reaches his 40th year and is recognized for such. That takes place this year. More to come. Official recognition will be placed on an upcoming agenda so there is an official record. We will be certain that MCCA (Michigan Community College Association) has record of same as well.

## UNFINISHED BUSINESS

#### Agenda Item V-D

##### *CLOSED SESSION-PRESIDENT'S CONTRACT DISCUSSION-(Section 8(1)(a))*

Board Chair Zdrojewski stated that the President had requested this item be placed on tonight's agenda.

President Hood requested that the Board move into closed session for the purpose of discussing his contract.

A brief break prior to the closed session was requested by President Hood at 7:08 p.m. At this time everyone exited the room except for the Trustees, the President, and Exec. Asst. Kyle.

A motion was presented by Trustee Jankoviak, supported by Trustee Allen to move into closed session for the purpose of discussing the President's contract at 7:13 p.m.

The Board returned to regular session at 8:50 p.m. There was no action taken.

## BOARD COMMENTS

The Board Chair requested that Ms. Kyle poll trustees for date/time/location of a Spring Board Retreat. More to come.

### Item VII-A

#### *Calendar of Events*

The Board Chair reviewed the Calendar of Events. Ms. Kyle noted that the location of the April 7, 2026 Board of Trustees was incorrect in the Calendar. It will be held at the Mt Pleasant Campus in the Community Room, as is usual procedure.

### Item VII-B

#### *Board Comments-Other Business*

Trustee Moore noted that she very much enjoyed the Nurse Pinning Ceremony at the Mt Pleasant Campus on December 12. It was a very impressive event.

The meeting adjourned at 8:51 p.m.

Respectfully Submitted,

Sherry L. Kyle

Exec. Asst. to the President and Board of Trustees