

Mid Michigan College Board of Trustees Meeting Minutes

March 3, 2026

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

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

Absent: George Gilmore, Trustee; Nate Weisenburger, Trustee; Dr. Scott Mertes, Provost; Lori Fassett, Associated Vice President Human Resources

Also Present: Tim Hood, President; Lillian Frick, Vice President of Finance & Administration; Matt Miller, Vice President of Student Services & Advancement; Ken Chinavare, CIO/ Associate Vice President of Technology; Jacob Hamric, President Faculty Senate; Sherry Kyle, Executive Assistant to the President and Board of Trustees; Lacey Trombley, Administrative Assistant for the VP of Academic Affairs; Heidi Hitz-Kindel, Senior Project Manager-Clark Construction Company

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. Agenda Item VI-H, Commencement Update, will be moved to VI-A to accommodate Ms. Trombley, who will present the information.

APPROVAL OF AGENDA

Item II

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

PUBLIC COMMENTS

Item III

Board Chair Zdrojewski asked for public comment. There was none.

APPROVAL OF CONSENT ITEMS

Item IV

Trustee Pittsley shared that she noticed an error in the financial report under the balance sheet portion. The last bulleted item under the first heading needs to be corrected. It currently states *\$215,285 million due from the Foundation*. Vice President Frick thanked Trustee Pittsley for catching the error. It will be corrected in the final copy for the archives. A motion was presented by Trustee Allen to approve the consent items with the correction noted. Support by Trustee Pittsley-all ayes; motion carried. Motion by Trustee Moore 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 again introduced Ms. Heidi Hitz-Kindel, Project Manager for the Center. The Beam Signing event on site on February 9th was well attended and went very well, despite the frigid temperatures that day. Miller thanked the Trustees for the great display of support at the beam signing. A slide show with updates was shared with Trustees. The lower section roof is nearly done. Soon the floors will be poured and work on the upper roof section will begin.

In a recent conversation with Consumers Power representatives, it is believed that we will need to install a larger gas line than was shown on the prints. A 2-inch line currently in place may have to be changed to a 4-inch line. The project

Construction Manager, Ms. Hitz-Kindel explained that the issue was not identified until Consumers was involved in the project to begin their portion of work after Clark submitted for a permit. The College's engineers at Peter Basso Associates are working with Consumers Energy to minimize the impact to the College of any required changes on the project. The project is maintaining a healthy contingency at present. More to come.

Item V-B

[Board Policy Revision Request-#407.07 – Vacation Days-REVISED FIRST READING](#)

Vice President Frick explained the revisions to the policy as noted in the board packet. Additional changes were made to more clearly state the position of the policy on holidays.

Board Chair Zdrojewski informed the Board that the policy will be presented for action in April.

Item V-C

[Board Meeting Schedule](#)

Board Chair Zdrojewski led a discussion concerning changing one date on the proposed 2026-27 Schedule of Board of Trustee Meetings. There are two meetings in June each year, which means that there is no need for a July meeting. This is done in order to comply with Truth In Taxation legislation. On the proposed schedule in this month's board packet, the second June meeting is shown to be June 23. The Board Chair asked if that could be moved up by one week to take place on June 16, because she will not be available on June 23. The second June meeting date is set by the Business Office in order to meet their deadlines. Vice President Frick informed Board Chair Zdrojewski that the date of June 16 would be fine and that all of the necessary work can be one within that timeframe. The change will be made to the Schedule by Ms. Kyle and posted tomorrow in order to comply with the Open Meetings Act requirements.

A motion to approve the edited schedule of meetings as discussed was made by Trustee Jankoviak with support by Trustee Pittsley. All ayes; motion carried.

Item V-D

[Updates on Presidential Hiring Process](#)

Board Chair Zdrojewski shared that a draft document of the President's Job Description was forwarded to Human Resources and developed into a very pleasing format by Ms. Fassett. The Board Chair will forward the document to all trustees for review followed by posting for internal applications when we are ready to do so. A discussion took place on how long to leave the posting on the website – 2 weeks or 3 weeks. Vice President Miller shared that he feels 2 to 3 weeks is normal posting time, and that he feels the inclusion of 2 weekend postings is preferable to applicants.

Trustee Pittsley stated that we must be certain to accommodate all applicants.

Trustee Jankoviak shared that he feels anyone who is interested in the position of President will most likely have their application packet ready to submit.

Board Chair Zdrojewski informed trustees that the Board can review the candidate packets, followed by interviews. The student showcases are scheduled for April 21 at Harrison and April 22 at Mt Pleasant. We need to steer clear of those dates because the Board enjoys participating in the showcase judging and viewing.

A discussion took place concerning timelines for the selection process. It is important that all board members can participate in the interview and review process for a new President. Human Resources-Ms. Fassett- will lead the effort. More to come.

NEW BUSINESS

Item VI-H

Commencement Update 2026

Lacey Trombley, Administrative Assistant for the VP of Academic Affairs, provided an overview of commencement 2026 plans for Mid. Due to renovations at Clare High School, this year's commencement will take place at the Mt Pleasant High School. Different options were looked at by the Commencement Committee, but there are limitations in seating numbers at many schools. It will be nice to have our ceremony at MPHS because they have double the capacity of CHS, which allows our students to invite more guests. In the past we had to limit the number of tickets for guests due to limitations on seating. The ceremony begins at 11am as usual. Facilities were reviewed on a map, with options for the Board members to prepare for the event – including dressing in gowns, meet and greet with the Speaker, etc. Fees for using the facilities at Mt Pleasant are very similar to those of Clare. Parking was also discussed by viewing the map. Ms. Trombley requested that any Trustees who have a conflict and will not be participating let her or Ms. Kyle know as soon as possible. A brief review of the order of participants entering the gymnasium took place. More to come.

Item VI-A

Correspondence and Announcements

President Hood reviewed the correspondence and announcements for the month. He shared that Ms. Marita Hattem-Shiffman has consented to provide the commencement address. Ms. Hattem-Shiffman has just retired in January 2026 from her position as President of MyMichigan Medical Centers in Alma, Clare and Mt. Pleasant. She is very excited to be the speaker this year. She had informed President Hood that shortly after agreeing to provide Mid's commencement address, she received an invitation to provide one of the commencement addresses at CMU. President Hood shared that he is honored and proud to have her included in this year's activities.

This year's Student Showcases are scheduled to take place on April 21 (Tuesday) at Harrison, and on April 22 (Wednesday) in Mt Pleasant. Additional information will be shared with Trustees as it becomes available.

President Hood provided an overview of Mid's sports teams achievements this year. Men's and Women's Basketball Teams have regional games coming up at Mott in Flint. Men's game is Thursday this week, and Women's game is on Friday. Men's Baseball and Women's Softball teams begin Spring Training on Thursday this week. Mid continues to compete in national level games each year. We can be very proud of our athletes. The completion of the Event Center and a home for Mid's sports teams is very exciting.

This week Friday, the Vice Presidents will visit former Mid President Christine Hammond who recently was diagnosed with stage 4 pancreatic cancer. The Vice Presidents have arranged to pay her a brief visit, and to also take to Dr. Hammond the many cards and letters from employees of the college. Our thoughts and prayers continue to be with Dr. Hammond.

President Hood reminded Trustees to consider if there are any Honorary Degrees to bestow this year. Last year an Honorary Degree was given to our Speaker, Jan Strickler. Does the Board desire to do that again? Trustee Allen commented that he feels a post humus degree be considered to be presented for former Professor Jack Morse. He feels that Mr. Morse fully exemplified the spirit of Mid and Jack's dedication to the college, the communities, the local schools and students is something Mid can be very proud of. He felt due consideration should be given to doing this. Ms. Kyle reminded everyone that we are not limited to just one Honorary Degree. In past years there have been multiple degrees bestowed. Further discussion will take place.

Item VI-B

[Tuition Rate 2026-27](#)

Vice President Frick reviewed information with initial tuition rate options for the 2026-27 academic year. A recommendation for action will be made at the April meeting, along with complete budget projections. The Board Chair thanked Ms. Frick for her presentation.

Item VI-C

[Summer Schedule](#)

President Hood presented information on the consideration of approving the Summer Work Schedule for Mid employees. The language in the packet has been developed to capture everything that has been submitted in past years, and a Letter of Agreement has been received from the hourly employee representatives agreeing to the terms as reflected. If approved by the Board, the Summer Schedule will begin May 11 and end on July 31. President Hood reviewed the language for the week of the Fourth of July as it pertains to the 2026 calendar. The College Administration recommends the Board approve the Summer Schedule.

A motion was provided by Trustee Moore, with support by Trustee Jankoviak to approve the Summer Schedule as reflected in the board packet this month. All ayes – motion carried. President Hood will send the information via email to staff, informing them of the approval.

Item VI-D

[Board Policy Section 400 \(Personnel\) | 1000 \(Appendices\) Policies Review – first Reading](#)

There were no comments received by the Board Chair in regard to the review of these policies, but she shared that a review of the section on Administrative Sabbaticals should be looked at as it relates to how many Sabbaticals can be requested or approved per person. She will send the information separately via email to Board members, with any additional comments to be submitted at that time. More to come – will be on the agenda of the April 7th meeting as an action item.

Item VI-E

[Board Policy #404.01.02-Family Tuition Grants-First Reading](#)

Vice President Frick informed Board members that the proposed language revisions relate specifically to employee enrollment in a travel course under the tuition grant program. Tuition credit hour cost only will be paid by the College, with the employee responsible for all other associated expenses. This policy will be on the April 7th agenda for action.

Item VI-F

[Board Policy #406.03-Life Insurance-First Reading](#)

Vice President Frick reviewed the proposed revisions to the policy relating to providing life insurance to full time administrators. This policy will also be on the April 7th agenda for action.

Item VI-G

[Art Reach Murder Mystery Event-Alcohol Request](#)

President Hood informed Trustees that Mid is again hosting Art Reach's Murder Mystery Dinner on May 1st at the Mt Pleasant Campus. As in the past, they are requesting the Board of Trustees approve serving of alcohol at the dinner, which is catered by Mountain Town, which is also responsible for the liquor license for the event.

A motion was made by Trustee Pittsley to approve the request from Art Reach to make available alcohol at the Annual Murder Mystery event. Support by Trustee Jankoviak – all ayes; motion carried.

BOARD COMMENTS

Item VII-A

Calendar of Events

The Board Chair reviewed the Calendar of Events for the upcoming months. A discussion took place concerning the Board of Trustees Retreat previously discussed to take place on April 17th at the Mt Pleasant Campus, and whether that meeting be changed to an opportunity for the Board to discuss and review applications for the position of President. A Board Retreat at which to discuss topics such as AI, Strategic Planning and etc. can be set for July or August – after the new President is on board. Ms. Kyle will poll Board members for dates of availability in August.

Item VII-B

Board Comments-Other Business

Trustee Pittsley shared that Trustees should continue to assist with the Capital Campaign as they are able. Consideration can be given to host a house party for information sharing purposes. Information can be provided about the College in general, gift giving and the associated benefits of giving. This type of event is a great way to introduce what Mid offers and spread the good word about the many programs and successes over 60 years. It is important to get involved in whatever ways are most comfortable – these events can be information and not pressure folks to give upon participation.

President Hood announced that Brandy Johnson, President of the Michigan Community College Association, will be attending our April 7th regular meeting which will be held in the Community Room at the Mt Pleasant Campus.

Trustees can let the President's Office know of their intentions in regard to attending the MCCA Summer Conference at Mission Point. Dates for the event are Wednesday, July 29 to Friday, July 31. Arrivals are scheduled for Tuesday, July 28 for full conference experience.

Legislative Day is scheduled for March 27th. Board Chair Zdrojewski and President Hood will be attending – Provost Mertes may also be going as well.

The Board Chair adjourned the meeting at 6:46 p.m.

Respectfully Submitted,

Sherry L. Kyle

Exec. Asst. to the President and Board of Trustees