

MID MICHIGAN COLLEGE
Board of Trustees Workshop and Regular Meeting
Harrison, MI 48625 and Mt. Pleasant, MI 48858
April 6, 2021
6:00 PM Workshop
7:00 PM Meeting
Esther C. Conference Room, Harrison Campus

Workshop Presentation

Scott Mertes, Ph.D., Vice President of Academic Affairs and Community Outreach and Matt Miller, Ed.D., Vice President of Student Services will present an overview of the Strategic Planning Process.

Board of Trustees Meeting Agenda

APPROVAL OF AGENDA

Item II, Approval of Agenda

Presenter: Board Chair Petrongelli

Board Consideration: Action

Item III, Public Comment

Presenter: Board Chair Petrongelli

Board Consideration: Information

APPROVAL OF CONSENT ITEMS

Item IV, Approval of Consent Items

Presenter: Board Chair Petrongelli

Board Consideration: Action

UNFINISHED BUSINESS

Item V-A: Tuition Rate Approval

Presenter: Lillian Frick

Board Consideration: Information/Action

NEW BUSINESS

Item VI-A: Correspondence and Announcements

Presenter: President Hood

Board Consideration: Information

Item VI-B: Board Meeting Schedule

Presenter: Board Chair Petrongelli

Board Consideration: Information/Action

Item VI-C: Riding Floor Scrubber Purchase Request

Presenter: Lillian Frick

Board Consideration: Information/Action

Item VI-D: Resolution for Estimated Revenue

Presenter: Lillian Frick

Board Consideration: Information/Action

Item VI-E: Approval for Benefits Administration Consultant Request

Presenter: Lori Fassett

Board Consideration: Information/Action

Item VI-F: Zoom Setup of 12 Classrooms Request

Presenter: Scott Mertes

Board Consideration: Information/Action

Item VI-G: Unitrends Support Renewal/Disaster Recovery Service

Presenter: Kirk Lehr

Board Consideration: Information/Action

BOARD COMMENTS

Item VII-A: Calendar of Events

Presenter: Board Chair Petrongelli

Board Consideration: Information

Item VII-B: Board Comments- Other Business

Presenter: Board Chair Petrongelli

Board Consideration: Information

Approval of Agenda

Item II, Approval of Agenda

Presenter: Board Chair Petrongelli

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 Petrongelli

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 Petrongelli

Board Consideration: Action

President's Recommendation:

Motion to approve the consent items as presented.

- A. Minutes- March 2, 2021 Regular Meeting
- B. Monthly Financial Report:
 - 1. Financial Summary for the period ending February 28, 2021.
 - 2. General fund balance sheet as of February 28, 2021.
 - 3. General fund statement of revenues and expenses for nine months ending February 28, 2021.
 - 4. Gifts and Donations: Donations totaling \$4,540 were received for the Mid Foundation in February 2021.
- C. Monthly Personnel Report.

Mid Michigan College Board of Trustees Regular Meeting

March 2, 2021 – page 1

The meeting took place in the Esther C. Conference Room, Harrison Campus and via Zoom Video Conference Technology.

Present: Terry Petrongelli, Board Chair (attending remotely); Betty M. Mussell (attending remotely), Vice Chair; Richard S. Allen Jr., Secretary; Thomas W. Metzger (attending remotely), Treasurer; Eric T. Kreckman (attending remotely), Trustee, George Gilmore (attending remotely), Trustee

Absent: Carolyn C. Bay, Trustee

Agenda Item I: *CALL TO ORDER*

Board Chair Terry Petrongelli called the meeting to order at 7:00 PM.

Agenda Item II: *APPROVAL OF AGENDA*

Motion by Trustee Gilmore to approve the agenda. Second by Trustee Mussell. All Ayes; Motion Carried.

Agenda Item III: *PUBLIC COMMENT*

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

Agenda Item IV: *APPROVAL OF CONSENT ITEMS*

Motion by Trustee Mussell to approve the consent items as presented. Second by Trustee Kreckman. All Ayes; Motion Carried.

Agenda Item V-A: *ACCEPTANCE OF FOUNDATION GIFTS & PLEDGES/APPROVAL OF NAMING OPPORTUNITIES*

Motion by Trustee Kreckman, to accept the gift from the Foundation and allow the naming opportunity as presented. Second by Trustee Metzger.

Associate Vice President of the Mid Foundation Tom Olver presented the Board with the following request for a naming opportunity:

Classroom 246 (Harrison Campus)- Warner Petroleum made a gift of \$5,000 in honor of William and Coloma Warner, founders of Warner Petroleum. A voice vote showed All Ayes from the Trustees; Motion Carried.

Agenda Item VI-A: *CORRESPONDENCE AND ANNOUNCEMENTS*

President Hood provided an update on plans for commencement ceremonies.

Mid Michigan College Board of Trustees Regular Meeting

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President Hood also provided an update about indoor gatherings in regards to how it affects Mid.

The strategic planning process is underway and President Hood provided the Board with an update and promised a regular update at each of the following Board meetings in order to keep the Board regularly informed in this process. Vice President of Academic Affairs and Community Outreach Scott Mertes provided an overview of the coordinating committee and how that will be utilized in the strategic planning process. Board Chair Petrongelli asked how the Board may be involved in the strategic planning process. President Hood explained that facilitating focus groups will be taking place in the local communities that we serve and encouraged the trustees to get involved in those focus groups. Trustee Mussell expressed concerns about Trustee involvement in previous strategic planning processes versus the upcoming plan. A discussion took place about what the expected end result should be with the strategic planning process.

Agenda Item VI-B: *BOARD MEETING SCHEDULE*

Board Chair Petrongelli and President Hood presented the Board with ideas about changing the Board meeting times. A discussion took place about trustee preferences on potential dates and times for future Board meetings.

Agenda Item VI-C: *TECHNOLOGY PURCHASE*

Motion by Trustee Kreckman to approve a technology purchase up to \$134,500 utilizing money from the Institutional Technology Fund and CARES Act Money to purchase new laptops and desktop computers. Second by Trustee Petrongelli.

Director of Information Technology Kirk Lehr presented bid information and recommendations on which companies the laptops and desktops will be purchased from. A voice vote showed All Ayes from the Trustees; Motion Carried.

Agenda Item VI-D: *TUITION RATES*

Vice President of Finance and Facilities Lillian Frick presented the Board with several options regarding tuition rates for consideration. The final decision for the Board regarding tuition rates will be made at the April Board meeting.

Agenda Item VII-A: *CALENDAR OF EVENTS*

April 6 Board of Trustees Meeting, Esther C. Conference Room- Harrison Campus

April 14 Board Workshop, Esther C. Conference Room- Harrison Campus

Mid Michigan College Board of Trustees Regular Meeting

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Agenda Item VII-B: *OTHER BUSINESS*

Trustee Gilmore stated that he was impressed with a recent visit to campus and the positive comments from employees regarding President Hood. He was also glad to see that campus is being staffed with a balance of armed sheriff's deputies and security.

Motion by Board Chair Petrongelli to adjourn the meeting. Second by Trustee Kreckman. All Ayes; Motion Carried.

Meeting adjourned at 8:13 PM
Recording Secretary,
Amy Lince
Executive Assistant to the President and Board of Trustees

Terry Petrongelli, Board Chair

Richard S. Allen, Jr., Board Secretary

DRAFT

**MID MICHIGAN COLLEGE
FINANCIAL HIGHLIGHTS
GENERAL & AUXILIARY FUNDS**

February 28, 2021

GENERAL FUND REVENUE:

- As of February 28, 2021, 2020-21 revised tuition and fee revenue budget was based on a 13.7% enrollment decrease from 2019-20 levels. Fall tuition and fees revenue represents 37% of the total 2020-21 revised budgeted tuition and fees revenue. The 2021 Winter term registration began on October 14 and accounts for the balance of the tuition and fees revenue to date. The final Winter 2021 enrollment reflected a 16.1% decrease from prior year levels.
- State appropriations revenue for 2020-21 decreased 0.3% from the original 2019-20 levels and was booked in October at \$5,309,200. Additional state appropriations of \$1,449,035 were allocated to Mid for the UAAL funding.
- Property tax revenue of \$2,544,263 was levied and booked as revenue in December 2020.

GENERAL FUND EXPENSES:

- Departmental expenses are in line with approximately 67% of the annual budget, with the exception of:
 - Information Technology expended 79% due to the new Ellucian consultation contract.
 - Public Service expended only 62% due to courses and workshops that were budgeted but haven't taken place.

GENERAL FUND REVENUE OVER EXPENSES:

- The total increase in net assets as of February 28, 2021 is \$7.1 million. This includes \$4.9 million in tuition for the 2021 Winter term that began on January 11, 2021. This excess will fund the operations for the balance of the 2020-21 fiscal year.

BALANCE SHEET:

- The cash balance increased \$932,979 from January 31, 2021 due to receipt of student payments, property tax payments, and sponsorship payments.
- The State appropriations receivable of \$3,686,333 represents the remaining 6 monthly payments of 2020-21 general and UAAL state appropriations.
- Student receivables decreased \$3.4 million due to payments and financial aid applied to student accounts for the Winter 2021 term.
- The prepaid expense balance of \$195,518 represents a few multi-year prepaid items, and other prepaid 2010-21 expenses.
- The balance due to other funds of \$6.1 million can be broken down as follows:

- \$799,000 due to the designated student activities fund
- \$2.6 million due to the auxiliary services for sales
- \$6,000 due from the scholarship and grant fund
- \$1.1 million due from the federal restricted fund for student financial aid funds disbursed to the student accounts (drawn down 3/15/21)
- \$637,000 due from the restricted grant fund (drawn down 3/15/21)
- \$4.7 million due to building and site for current and future college needs
- \$232,000 due from the Foundation
- The \$2.1 million in accrued payroll and other compensation includes expenses incurred but not paid as follows:
 - Accrued salary and wages of \$488,000
 - FICA, Federal and State withholding of \$127,000
 - MPSERS/ORP/UAAL payable of \$520,000
 - Employee health and dental insurances payable of \$225,000
 - Deferred faculty pay of \$698,000
 - Unemployment and workers' compensation insurances payable of \$12,000
 - Miscellaneous payroll deductions
- A significant portion of the preliminary Unreserved Net Assets of \$4.2 million represents funds set aside by the Board of Trustees to fund current and future college expansion needs.

AUXILIARY FUNDS:

- Total revenue is at 95% of the revised annual budget.
- In-person auxiliary services, including both bookstores and the Harrison Laker Café closed March 11, 2020 due to restricted building access in response to the Corona Virus (COVID-19) Stay-at-Home order. On-campus operations have now resumed with limited hours and services.
- Total expenses, at 91% of the revised annual budget, represent operational costs for the months of July through February and corresponds with sales volume.
- The excess revenue over expense to date is \$75,354, and will be used to fund bookstore operations for the balance of the 2020-21 year.

MID MICHIGAN COLLEGE
BALANCE SHEET
February 28, 2021

Assets

Current Assets:

Cash and cash equivalents	\$	15,096,658
Short-term investments	\$	638,455
Property taxes receivable	\$	1,057,341
State appropriations receivable	\$	3,686,333
Student receivables	\$	2,147,957
Other receivables	\$	58,398
Prepaid expenses and other assets	\$	195,518
Due from (due to) other funds	\$	(6,100,194)
Total current assets	\$	16,780,466

Long-term investments	\$	-
Total assets	\$	16,780,466

Liabilities and Net Assets

Liabilities:

Accounts payable	\$	13,175
Accrued payroll and other compensation	\$	2,091,894
Total liabilities	\$	2,110,950

Net assets:

Reserved for:		
Technology	\$	884,632
Program development	\$	1,198,311
Retirement incentives	\$	200,000
Self-funded healthcare reserve	\$	1,115,411
Unreserved	\$	4,215,598
Current year excess revenue over/(under) expenditures	\$	7,055,564
Total net assets	\$	14,669,516

Total liabilities and net assets	\$	16,780,466
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MID MICHIGAN COLLEGE
 STATEMENT OF REVENUES, EXPENSES
 For the eight months ended February 28, 2021

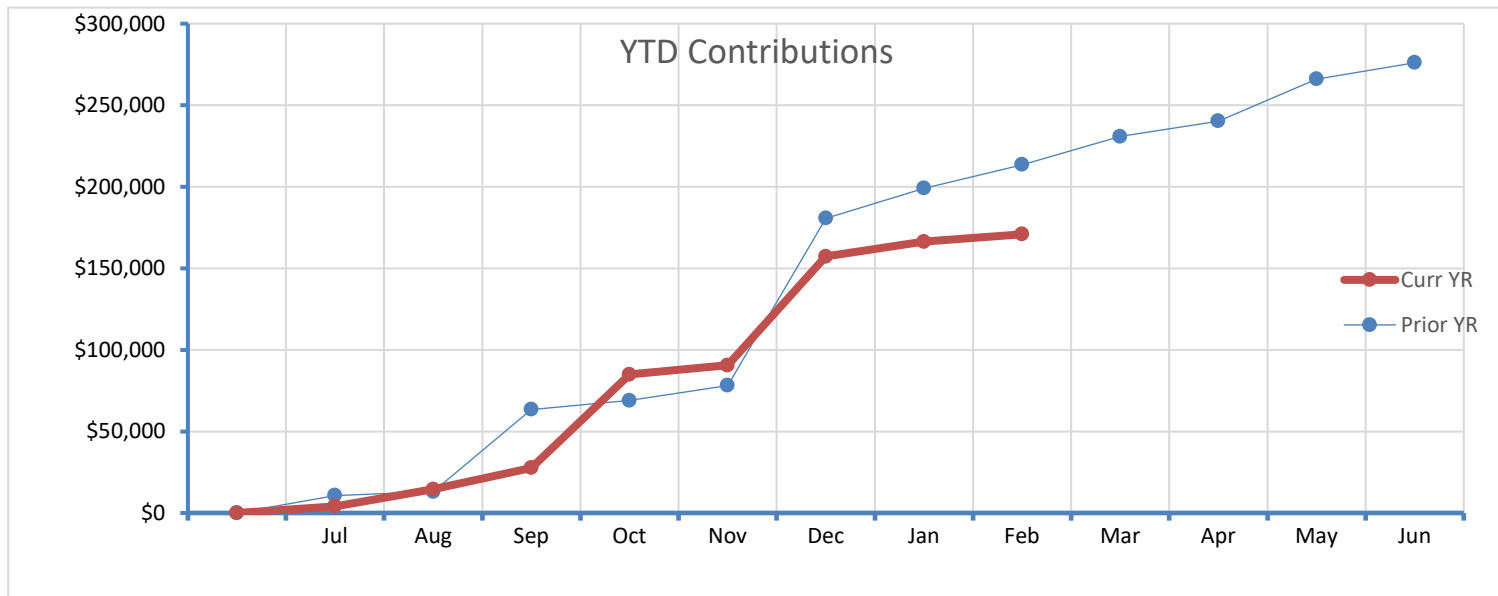
	Current Fiscal Year		Prior Fiscal Year	
	Amount	% of Budget	Amount	% of Budget
OPERATING REVENUES:				
Tuition and fees	\$ 13,290,626	90%	\$ 15,782,630	97%
Miscellaneous	\$ 171,074	205%	\$ 60,020	35%
Total operating revenues	\$ 13,461,700	91%	\$ 15,842,650	96%
EXPENSES:				
Operating expenses:				
Instruction	\$ 7,331,707	71%	\$ 7,261,790	73%
Information technology	\$ 1,156,204	79%	\$ 1,079,761	59%
Public service	\$ 385,922	62%	\$ 468,114	54%
Instructional support	\$ 1,200,517	70%	\$ 1,393,356	60%
Student services	\$ 1,879,932	67%	\$ 1,958,055	60%
Institutional administration	\$ 2,574,262	64%	\$ 2,812,768	60%
Operation and maintenance of plant	\$ 1,454,185	64%	\$ 1,632,992	59%
Total operating expenses	\$ 15,982,728	69%	\$ 16,606,836	65%
Operating income/(loss)	\$ (2,521,029)		\$ (764,186)	
NON-OPERATING REVENUES:				
State appropriations	\$ 5,495,689	110%	\$ 5,524,701	105%
UAAL	\$ 1,449,036	109%	\$ 1,328,888	95%
Property tax levy	\$ 2,547,826	109%	\$ 2,462,446	100%
Investment income	\$ 11,652	13%	\$ 133,129	266%
Unrealized gain (loss) on investments	\$ (553)		\$ 5,468	
Gifts	\$ -		\$ -	
Miscellaneous	\$ 78,320		\$ 56,969	
Total Non-operating revenues	\$ 9,581,969	109%	\$ 9,511,600	126%
Revenues over/(under) expenses	\$ 7,060,941		\$ 8,747,415	
Inter Funds Transfers				
Planned Savings (Building & Site)	\$ -	0%	\$ -	0%
Bond Debt Service (Building & Site)	\$ 72,801	20%	\$ 11,455	2%
Restricted Grant Match	\$ 75	0%	\$ -	0%
Foundation Transfer	\$ (67,500)	100%	\$ -	0%
Total Inter Funds Transfers	\$ 5,376		\$ 11,455	
Net increase (decrease) in Net Assets	\$ 7,055,564		\$ 8,735,960	

MID MICHIGAN COLLEGE
 STATEMENT OF REVENUES, EXPENSES
 For the eight months ended February 28, 2021
 AUXILIARY FUND

	Current Fiscal Year		Prior Fiscal Year	
	Amount	% of Budget	Amount	% of Budget
REVENUE:				
Bookstore	\$ 913,924	97%	\$ 1,181,363	86%
Espresso Bar*	\$ 16,040	37%	\$ 10,355	15%
	<u>\$ 929,965</u>	<u>95%</u>	<u>\$ 1,191,718</u>	<u>82%</u>
EXPENSES:				
Bookstore	\$ 753,664	95%	\$ 1,034,730	86%
Espresso Bar*	\$ 16,392	46%	\$ 14,732	24%
Auxiliary Services	\$ 87,555	75%	\$ 88,460	75%
	<u>\$ 857,610</u>	<u>91%</u>	<u>\$ 1,137,922</u>	<u>82%</u>
EXCESS REVENUE OVER EXPENSES	<u><u>\$ 72,354</u></u>	<u>8%</u>	<u><u>\$ 53,796</u></u>	<u>5%</u>

*Both Harrison Laker Cafe and Mt. Pleasant (included in bookstore operations) café locations closed beginning March 11, 2020 due to stay-at-home order, and reopened with limited hours at the beginning of Fall term.

Mid Michigan College Contributions February 2021



	Curr YR	Prior YR
Monthly Contributions	\$ 4,540	\$ 14,472
YTD Contributions	\$ 170,869	\$ 213,566

YTD Top Contribution Totals in 2021:	
Rich Smith Memorial Student Emergency Fur	\$ 43,500
Gerstacker Fund	\$ 30,000
General Fund (Unrestricted)	\$ 24,799
Lakers Academic Fund	\$ 15,896
Student Emergency Fund	\$ 8,830
Harris Allied Health Scholarship	\$ 7,500
Hoyle Family Scholarship	\$ 7,500
Kathleen Kehoe Memorial Scholarship	\$ 7,000
Lakers Athletic and other Athletic Funds	\$ 6,297
Lakers Leadership Fund	\$ 5,471
Bicknel Scholarship	\$ 4,450
Other Funds	\$ 9,626
YTD Total	<u>\$ 170,869</u>

TO: Board of Trustees
FROM: Lori Fassett, Associate VP of Human Resources
SUBJECT: Staffing Update, April 6, 2021 Board Meeting
DATE: March 19, 2021

FULL-TIME NEW HIRES:

n/a

NEW PART-TIME AND STUDENT EMPLOYEES:

Raymond Searfoss – Lab Tech Automotive (EDUStaff)	Effective: 02/22/2021
Kylee Brasuel – Student Worker SI Leader	Effective: 02/15/2021
Angela Parsons – Student Worker Tutor Science	Effective: 02/10/2021
Zackary Reed – Assistant Coach Baseball	Effective: 02/15/2021
Kyle Judge – Work Study Bookstore	Effective: 03/02/2021
Nicholas Fleming – Student Worker Tutor Mathematics	Effective: 02/19/2021

INTERNAL TRANSFERS:

N/A

SEPARATIONS:

Amanda Ingalls – Part-time Custodian (EDUStaff)	Effective: 02/12/2021
Kaitlyn Lovely – Admissions Representative	Effective: 02/26/2021

VACANCIES:

Adjunct Biology – MOISD Big Rapids (part-time)	Posted
Adjunct Health Education – Dewitt HS (part-time)	Posted

Adjunct Music - MOISD Big Rapids (part-time)	Posted
Adjunct Religion – MOISD Big Rapids (part-time)	Posted
Adjunct Welding – Clinton County RESA/Ovid-Elsie (part-time)	Posted
Adjunct Videography (part-time)	Posted
Automotive Lab Technician (part-time)	Filled
Custodian (temporary full-time through Dec 2021)	Posted
Director of Title III Grant (full-time)	Interviewing
HRA Lab Technician (part-time)	Posted
Head Coach – Softball (part-time)	Posted
Head Coach - Women’s Basketball (part-time)	Posted
Phlebotomy Instructor (part-time)	Posted
Welding Lectureship – Clinton County RESA Ovid-Elsie HS (part-time)	Posted

Unfinished Business

Item V-A: Tuition Rate Approval

Presenter: Lillian Frick

Board Consideration: Information/Action

President's Recommendation:

Motion to approve a 4% tuition rate increase for all students, effective for the 2021 Fall term.

Vice President of Finance and Facilities Lillian Frick will present information regarding the final tuition rates for the 2021-2022 fiscal year. Mid continues to have the second lowest millage rate in the state. That, combined with the low taxable property values in our district results in the lowest property tax support per student among Michigan community colleges.

Although Mid has received some additional federal funding in the form of COVID relief, the focus of those grants is student assistance. Accordingly, the restrictions on its use are rigid and do little to help with budgetary challenges and constraints. Mid's tuition rates have remained competitive with other Michigan community colleges despite our heavy reliance on tuition and fee revenue. For the 2021-2022 academic year, the State has proposed a restraint on tuition rate increases for all Michigan community colleges of 4.2%.

In order to sustain operations and stay within the proposed restraint, the college's administration recommends the Board approve a 4% tuition rate increase for all students, effective for the 2021 Fall term.

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: Board Meeting Schedule

Presenter: Board Chair Petrongelli

Board Consideration: Information/Action

President's Recommendation:

Motion to approve the 2021-2022 Board Meeting schedule as presented.

Board Chair Petrongelli will be presenting a projected meeting schedule for the Board of Trustees for the 2021-2022 fiscal year.



2021 - 2022 Schedule of Meetings

Tuesday, June 22, 2021 - 5:30 PM - Special Meeting “Truth in Taxation”

Tuesday, June 22, 2021 - 6:00 PM Regular Meeting - takes place of July meeting

Tuesday, August 3, 2021 - 6:00 PM
*** Community Room, Mt. Pleasant Campus**

Tuesday, September 7, 2021 - 6:00 PM

Tuesday, October 5, 2021 - 6:00 PM

Tuesday, November 2, 2021 - 6:00 PM

Tuesday, December 7, 2021 - 6:00 PM

Tuesday, January 4, 2022 - 6:00 PM

Tuesday, February 1, 2022 - 6:00 PM

Tuesday, March 1, 2022 - 6:00 PM

Tuesday, April 5, 2022 - 6:00 PM

Tuesday, May 3, 2022 - 6:00 PM

Tuesday, June 7, 2022– 6:00 PM

***All meetings will be held in the Esther C. Conference Room on the Harrison Campus, unless otherwise noted.**

**NOTE: The Mid Michigan College Board of Trustees will hold a workshop at 5:30 PM
at the location stated prior to the meeting.**

Harrison Campus: 1375 S. Clare Avenue * Harrison, MI 48625 * (989) 386-6622
Mt. Pleasant Campus: 2600 S. Summerton Road * Mt. Pleasant, MI 48858 * (989) 773-6622
www.midmich.edu

New Business

Item VI-C: Riding Floor Scrubber Purchase Request

Presenter: Lillian Frick

Board Consideration: Information/Action

President's Recommendation:

Motion to approve the purchase of a Riding Floor Scrubber utilizing CARES funds in the amount of \$42,380.

Vice President of Finance and Facilities Lillian Frick will be presenting a request to purchase a riding floor scrubber utilizing CARES funding. This purchase will reduce cleaning time, reduce the exposures for workers comp injuries and allow for more time to ensure proper cleaning is being done all over campus during the pandemic and beyond.

New Business

Item VI-D: Resolution for Estimated Revenue

Presenter: Lillian Frick

Board Consideration: Information/Action

President's Recommendation:

Motion to approve the Resolution for Estimated Revenue as presented.

Vice President of Finance and Facilities Lillian Frick will present the Resolution for Estimated Sources of Revenue for 2021-22 for approval.

Resolution for Estimated Sources of Revenue for 2021-22

BACKGROUND

Act 331 of the Public Acts of 1966, as amended, Section 141 states:

“The Board of Trustees shall prepare annually on a day to be determined by the Board of such district but not after the third Monday of April each year, an estimate of the amount of taxes or appropriations deemed necessary for the ensuing fiscal year for the purpose of expenditures authorized by law as within the powers of the Board.”

In compliance with this section, it is necessary that the Board of Trustees take formal action to estimate “the amount of taxes or appropriations necessary” for the ensuing fiscal year.

PROJECTIONS

The College has estimated fiscal years 2021 and 2022 revenue as summarized below.

	Fiscal Year 2021	Fiscal Year 2022
	<u>Projected</u>	<u>Estimated</u>
Tuition & Fees	\$ 14,319,715	\$ 14,459,306
Non-Credit Tuition & Fees	\$ 396,238	\$ 400,000
Grants	\$ 4,795,120	\$ 6,712,517
Other Operating Revenue	\$ 1,009,434	\$ 807,547
Appropriations	\$ 6,988,836	\$ 6,988,836
Property Taxes	\$ 2,547,776	\$ 2,624,209
Other Income	<u>\$ 225,000</u>	<u>\$ 225,000</u>
Total	<u>\$ 30,282,119</u>	<u>\$ 32,507,416</u>

ASSUMPTIONS

The 2022 Fiscal Year estimate is based on the following:

- Enrollment is preliminarily estimated to increase by 1% for fiscal year 2022. At this time the Board of Trustees has not approved any tuition or fee adjustments; all such adjustments are at the sole discretion of the Board of Trustees and will be considered as part of the annual budget process. The above projections are based on an average tuition rate increase of less than 3%.
- Non-credit tuition and fee revenue is expected to remain constant with projected 2021 levels.
- State appropriations are expected to remain constant.
- Property tax revenues are expected to increase 3% from the 2021 levels.
- The large increase in grant revenue is due to additional federal CRRSAA (HEERF II) funding. Although this appears to be a large influx of cash to the budget, its use is highly restricted so it does not provide a significant level of general fund budget relief.

- Other operating revenue is expected to decline with continued loss of market share for auxiliary services.
- Other income is projected consistent with 2021 levels.

Therefore, it is expected that the Board indicate its intention of levying the fully voted 1.5 of the current voter millage, subject to such modification as might be imposed by the provision of Section 31 of the Constitution of the State of Michigan (Headlee Amendment).

In summary, it is not required or intended that the Board of Trustees adopt at this time a budget or approve the final sources of revenue for 2021-22 fiscal year. The presented action item is required to meet a statutory obligation.

Richard S. Allen Jr., Secretary

Date

New Business

Item VI-E: Approval for Benefits Administration Consultant Request

Presenter: Lori Fassett

Board Consideration: Information/Action

President's Recommendation:

Motion to approve contracting with Advantage Benefits Group as its Benefits Consultant effective July 1, 2021 for a three year engagement period, contingent on satisfactory implementation and performance in the first year.

Associate Vice President of Human Resources Lori Fassett will be presenting information regarding the request for proposal that were sent out regarding benefits administration and requesting that Mid contract with Advantage Benefits Group.

Date: March 19, 2021

To: Mid Board of Trustees

From: Lori Fassett – AVP of Human Resources

Re: Request Approval for Benefits Administration Consultant

On January 13, 2021 a Request for Proposal (RFP) was sent out to nine (9) Benefit Consultant Firms located in Michigan, with a response due date of February 26, 2021.

Key components of the RFP included: access to an online benefits administration system; capability for benefit plan design solutions for cost containment and/or savings; strategic plans for pharmaceutical cost reductions; benefit compliance support; increased employee engagement; and overall cost for consultant services.

On March 10 and 11, 2021 the Human Resources team of Lori Fassett, David Ferris and Dawn Tanner, along with Lillian Frick, VP of Finance and Facilities conducted 1.5-hour long interviews with each of the firms. An evaluation rubric was employed to assist in the evaluation process.

The interview committee agreed that there were several competent firms but after much discussion the team came to the consensus that Advantage Benefits Group out of Grand Rapids is the best fit for Mid at a reasonable cost.

Below you will find the cost estimates from each vendor noting that Advantage is comparable in cost to the other firms.

**MID MICHIGAN COLLEGE
EMPLOYEE BENEFIT CONSULTANT PRICING**

Advantage	Brown & Brown	BRSI	44 North	Gallagher	Lighthouse	SetSeg
\$30,024.00	\$30,500.00	\$34,188.00	\$30,030.00	\$34,000.00	\$30,000.00	\$17,000.00

Action: President Hood recommends engaging Advantage Benefits Group as its Benefits Consultant effective July 1, 2021 for a three-year engagement, contingent on satisfactory implementation and performance in the first year.

EMPLOYEE BENEFITS CLIENT SERVICE AGREEMENT

AGREEMENT, dated July 1, 2021, between Mid Michigan College (MID) and Advantage Benefits Group (ABG) as follows:

I. **Services** – ABG is engaged as MID employee benefits insurance agent/consultant and shall perform the following services for MID with respect to the following lines of coverage (may or may not include all listed): Group Life, Dependent Life, Group AD&D, Short-Term Disability, Long-Term Disability, Employee Assistance Programs, Wellness, Medical, Dental, Vision, Prescription Drugs, Stop-Loss, Claims Administration Placement, Utilization Review Placement and Technology-Based Solutions.

A. **Consulting Services** – ABG will provide MID with the following services. MID shall be responsible for the timeliness, accuracy, and completeness of data, information, and other documentation furnished to ABG to work for MID

1. Conduct strategic planning sessions to review current performances of MID current employee benefits coverage and establish future objectives and strategies to manage MID employee benefit coverage outlined in Executive Summary/Brokerage and Consulting Services section of RFP
2. Meet with MID key people designated by MID as needed to discuss strategy and other issues
3. Develop a mutually agreed upon renewal action plan and timeline that meets MID stated objectives
4. Keep MID informed of significant changes and/or trends in the employee benefits marketplace which include but are not limited to National and State legislative changes; significant court changes; enforcement and reporting; product trends; education opportunities
5. Benchmark medical plan costs and employee contributions to industry, size, and regional & national standards on an annual basis
6. Advantage Analytics - Analyze factors driving MID's plan costs with available experience data and using Advantage Analytics. In connection with such analysis, ABG will review utilization reports to identify possible causes of cost increases and will assist MID in managing risks and costs of its employee's benefits. MID will have access to Executive Analytics which provides utilization, savings and other client specific reports designed to provide monthly refreshed information about health plan utilization. MID access is only on a de-identified basis to help protect MID against improper use of HIPAA Protected Health Information. Use of Advantage Analytics will require data sharing agreements between MID, their claims administrators and ABG.
7. Establish comprehensive claims reports for identified benefits (medical and prescription) detailing paid claims, reimbursements, premium/funding and enrollment summaries. ABG will review these reports with MID on an as requested basis, but no less frequently than once per year within 120 days after the end of MID's fiscal year and will identify and discuss trends and potential issues.
8. Provide cost projections and funding analysis, with emphasis on employer costs and tier structure of employee contributions.
9. If requested, conduct an annual review during the renewal process to include negotiations on MID's behalf with current vendors/carriers
10. Evaluate and assist in the management of voluntary benefit products offered to MID employees.
11. Assist MID in the implementation of the benefit program by dealing with vendors/carriers and performing contract and SPD review for purposes of determining conformity to agreed-upon plan provisions and costs.

12. Advise MID regarding available technology platforms to support delivery and administration of its employee benefit plans, including support/assistance with current system
13. Advise MID regarding use/implementation of Consumer Driven Health Plans
14. Employee education through focus groups, employee meetings, customized communications materials, and web-based tools. Education through focus groups and meetings to be conducted at locations determined by MID.
15. Evaluate network performance in key areas, such as access, contract type, utilization, discounts, fees, and quality
16. Evaluate current Prescription Drug utilization and make recommendations
17. Evaluate and market Pharmacy Benefit Management (PBM) services as requested/needed
18. Evaluate Stop-Loss contract, current levels, and market as requested/needed

B. Placement Services – ABG

1. ABG shall be authorized to negotiate and assist MID in all discussions and transactions with all insurers/providers, but shall not place any insurance or vendor programs on behalf of MID unless authorized to do so by MID
2. ABG shall be authorized to negotiate performance guarantees with insurers and vendors on behalf of MID
3. Upon instructions from MID, will assist with all the steps and documentation needed to obtain commitments for and implement insurance policies and other services selected by MID with regard to its employee benefits program
4. Provide MID access to the national insurance marketplace and use ABG's commercially reasonable efforts to place insurance policies and other services selected by MID regarding its employee benefits program
5. Monitor published financial information to the extent readily available to ABG of MID current insurance carriers and alert MID when the status of one or more of such carriers falls below minimum financial guidelines. ABG will not, however, be responsible for the solvency or ability to pay claims of any insurance carrier or for the solvency of any employee benefit provider.
6. Act as a liaison between MID and insurers/providers for the coverage and services for which ABG is named as the agent of record by MID
7. In certain cases, placements which ABG makes which are specifically authorized by MID may require the payment of surplus line taxes and/or fees to state regulators, boards or associations, which MID agrees to pay. Such taxes will be identified on marketing results and invoices covering these placements.
8. ABG may utilize the services of other intermediaries to assist in the marketing of MID programs only with the consent of MID. Such intermediaries may be affiliates of ABG's or not related to ABG. The compensation of such intermediaries is included in ABG's compensation under this Agreement
9. Deliver confirmation of plan coverage's as promptly as possible
10. Follow up with insurance carriers/providers for time issuance of policies and endorsements/contracts
11. Review policies, contracts and endorsements for accuracy and conformity to specifications provided by MID and the related negotiated coverage

12. Assist MID in connection with issues relating to interpretation of insurance policies/contracts placed with ABG
13. Provide plan summaries for all new coverage and updates on changes to existing coverage
14. ABG will field employee benefit questions as first contact

C. Employer and Employee Education Services

1. Weekly Newsletter (Employer)
2. Provide custom employee education materials
3. Provide material for internal employee newsletters or prepare employee newsletter
4. Conduct employee meetings onsite, recorded, intranet/internet. Conduct one on one employee meetings as desired, staff employee benefit fair as requested by MID
5. Conduct focus group meetings as requested – these will be used to gather input from plan participants to aid in the design of benefits and services

D. Customer Service – Such services include, but are not limited to:

1. Enrollment assistance (“scrubbing” forms for accuracy; processing forms electronically or submitting to carrier)
2. Eligibility determination
3. Rate development (including COBRA rate development)
4. Assist employees in making plan choices including evaluation of other coverage that may be available to them
5. Assist employees with provider searches (in or out of network)
6. Assist with claim issues, including involvement with the carrier and/or provider
7. Assist with 1095 ACA Reporting – costs for filing and mailing are pass-through to MID
8. 5500 Preparation and Filing (Wrangle, LLC) – If applicable
9. ERISA/HIPAA/Health & Welfare Plan legal guidance – If applicable

ABG acknowledges that it does not speak for any insurer or other vendor, is not bound to utilize any particular insurer or vendor and does not have the authority to make binding commitments on behalf of any insurer or vendor. All placement of MID business with any vendor will only be made with the advanced approval of MID.

II. Compensation – ABG will deliver the services as outlined in this Agreement and will be paid a fixed fee of **\$30,024** for medical and Rx consulting and ABG will be paid standard insurance carrier commissions for all fully-insured lines of coverage, guaranteed for 3 years. Payment can be made via fees, commissions, or a combination of both. All fees and commissions are fully disclosed. An annual estimate of any commission receivable will be completed before July 1, 2021 and each annual period thereafter and the amount of the fee will be determined after the anticipated commission level is determined and agreed. A separate addendum to this contract will be prepared outlining the amount of the fee to be charged monthly during the period. Any addition to these fees for additional work or services outside this agreement will be at the sole discretion of MID.

III. Term – the term of this Agreement is through June 30, 2024, commencing on July 1, 2021, and either party shall have the right to terminate this Agreement upon 60 days prior notice to the other. The term shall be automatically extended at one-year intervals. In the event of termination, ABG will assist MID in arranging a smooth transition process. However, ABG’s obligation and obligation of its affiliates to provide services to MID will cease upon the effective date of termination, unless otherwise agreed to in writing. If this Agreement is terminated by either party, compensation earned under II above, to the date of termination will be full compensation for all effort and work either completed or underway.

IV. Additional Services – Additional services are available but depending on the project scope may require additional compensation. Such services include, but are not limited to:

- Medtipster Generic Rx Program
- Online Benefit Administration System (Employee Navigator) including carrier connections
- 1095 Electronic Filing and employee mailing
- Alex interactive online benefits counselor and leave management
- Independent clinic and 340B Pharmacy consulting services
- Third-Party onsite and call center enrollment services
- Healthcare Bluebook price transparency tool
- Healthjoy concierge program
- ViVIO Health
- Care Convene Virtual Health Clinics
- ScriptSourcing
- AMPS

V. Books and Records – MID is entitled to all information related to its activities with ABG and for any activities that ABG undertakes on its behalf. This includes but is not limited to copies of reports prepared by ABG hereunder, any MID information maintained on any database controlled by ABG, contracts between MID and their carriers/administrators to the extent such contracts are in ABG’s possession control and communication between ABG and MID insurance carriers and employee benefits providers to the extent such books and records are maintained by ABG with regard to its performance under this Agreement.

VI. Governing Law – This Agreement shall be governed by and construed in accordance with the laws of the State of Michigan and County of Kent applicable to agreements executed and to be performed entirely in Michigan, without regard to its conflicts of law provisions.

VII. Miscellaneous – ABG is not named a fiduciary with respect to any plan for which it may provide services. It is not intended by MID or ABG that any services performed by ABG under this agreement to include any fiduciary duties or make ABG a fiduciary of any plan maintained by MID. Notwithstanding this ABG warrants that it is responsible for its performance under this Agreement with MID, including timeliness, accuracy, and expertise of consulting services.

In order to provide the services identified herein, it may be necessary for ABG to receive from MID or from a party on its behalf, information of a personal nature that may be protected by various federal and state privacy or other laws. It is understood that MID, or a party on its behalf, has the right and authority to disclose an individual’s protected health information for ABG’s use in performing its services. It is further understood that ABG’s use of this information will not violate any privacy notice issued by MID or a benefit program it maintains or any applicable law.

This Agreement contains the entire understanding of the parties with respect to the subject matter contained herein, superseding all prior agreements, understandings and negotiations with respect to such matters. This Agreement may be modified or otherwise amended and the observance of any term of this Agreement may be waived, only if such modification, amendment or waiver is in writing, signed, and agreed to by both parties. This Agreement shall be binding upon and inure to the benefit of the parties’ respective successors. Neither party shall have any liability for any failure or delay in the performance of its obligations under this Agreement because of circumstances beyond its reasonable control, including without limitation, acts of God, fires, floods, earthquakes, acts of war or terrorism, civil disturbances, sabotage, accidents, unusually severe weather, government actions, power failures, computer/network viruses that are not preventable through generally available retail products, catastrophic hardware failures or attacks on its server. ABG assures MID that it has taken all appropriate action to prevent and minimize the possibility of such occurrences.

VIII. **Client Information** – ABG recognizes that certain confidential information, such as Personal Identifying Information (PII), may be furnished by the Client to ABG in connection with its services pursuant to this Agreement. ABG agrees that it will disclose confidential Information only to those who in ABG’s reasonable determination, have a need to know such information. Confidential information will not include information that (i) is in the possession of ABG prior to its receipt of such information from the Client, (ii) is or becomes publicly available other than as a result of a breach to this Agreement by ABG, or (iii) is or can be independently acquired or developed by ABG without violating any of its obligations under this Agreement. However, disclosure by ABG of any confidential information pursuant to the terms of a valid and effective subpoena or order issued by a court of competent jurisdiction, judicial or administrative agency or by a legislative body or committee will not constitute a violation of the Agreement. Unless prohibited by law, ABG shall provide Client with any such subpoena or order and an opportunity to object prior to disclosure. Furthermore, ABG will limit disclosure to that information required to be disclosed under the terms of the subpoena or order and will reasonably cooperate with Client (at Client’s expense) to limit such disclosure.

IX. **HIPPA Privacy** – ABG and the client will each comply with any prohibitions, restrictions, limitations, conditions, or other requirements to the extent they apply to them directly or indirectly pursuant to the Health Insurance Portability and Accountability Act of 1996 (“HIPPA”) and its implementing regulation concerning privacy of individually identifiable health information as set forth in 45 CFR Parts 160-164, as amended from time to time. When required, the Client as a representative of the health plans and ABG will enter into a separate Business Associate Agreement.

MID

Advantage Benefits Group

Signed By: _____

Signed By: _____

Its: _____

Its: _____

Date: _____

Date: _____

New Business

Item VI-F: Zoom Setup of 12 Classrooms Request

Presenter: Scott Mertes

Board Consideration: Information/Action

President's Recommendation:

Motion to approve a technology purchase utilizing \$102,000 from CARES funding for the setup of Zoom technology in 12 classrooms.

Vice President of Academic Affairs and Community Outreach Scott Mertes will present a request to setup 12 classrooms (6 on the Harrison campus, 6 on the Mt. Pleasant campus) in order to better adapt to the various modalities of instruction the pandemic has brought to light.

3 Coast Tech

Rooms	3rd Coast Tech Costs	Crestron Programming Budget	Zoom Room License Annual reoccurring cost	iPad for Zoom Room Control	Computer for Zoom Room	Electrical	Upgrade Projector to allow HDMI Connections
LB 174	\$7,779.61	\$200.00	\$500.00	\$329.00	\$616.00	\$500.00	
LB 175	\$7,779.61	\$200.00	\$500.00	\$329.00	\$616.00	\$500.00	
LB 255	\$7,779.61	\$200.00	\$500.00	\$329.00	\$616.00	\$500.00	
LB 305	\$7,652.87	\$200.00	\$500.00	\$329.00	\$616.00	\$500.00	
DC 214	\$8,557.71	\$200.00	\$500.00	\$329.00	\$616.00	\$500.00	\$1,500.00
MT 112	\$7,779.61	\$200.00	\$500.00	\$329.00	\$616.00	\$500.00	
HA 238	\$7,779.61	\$200.00	\$500.00	\$329.00	\$616.00	\$500.00	
HA 239	\$7,779.61	\$200.00	\$500.00	\$329.00	\$616.00	\$500.00	
HA 246	\$7,779.61	\$200.00	\$500.00	\$329.00	\$616.00	\$500.00	
HA 247	\$7,779.61	\$200.00	\$500.00	\$329.00	\$616.00	\$500.00	
HA 248	\$7,670.07	\$200.00	\$500.00	\$329.00	\$616.00	\$500.00	
HA 131	\$7,387.92	\$200.00	\$500.00	\$329.00	\$616.00	\$500.00	\$1,500.00
System Commissioning	\$1,360.00						
Totals:	\$94,865.45	\$2,400.00	\$6,000.00	\$3,948.00	\$7,392.00	\$6,000.00	\$3,000.00

Total Budget for Project
\$123,605.45

ICI

Rooms	ICI Costs	Crestron Programming Budget	Zoom Room License Annual reoccurring cost	iPad for Zoom Room Control	Computer for Zoom Room	Electrical	Upgrade Projector to allow HDMI Connections
LB 174	\$7,552.00	\$200.00	\$500.00	\$329.00	\$616.00	\$500.00	
LB 175	\$7,552.00	\$200.00	\$500.00	\$329.00	\$616.00	\$500.00	
LB 255	\$7,552.00	\$200.00	\$500.00	\$329.00	\$616.00	\$500.00	
LB 305	\$7,552.00	\$200.00	\$500.00	\$329.00	\$616.00	\$500.00	
DC 214	\$7,552.00	\$200.00	\$500.00	\$329.00	\$616.00	\$500.00	\$1,500.00
MT 112	\$7,552.00	\$200.00	\$500.00	\$329.00	\$616.00	\$500.00	
HA 238	\$7,552.00	\$200.00	\$500.00	\$329.00	\$616.00	\$500.00	
HA 239	\$7,552.00	\$200.00	\$500.00	\$329.00	\$616.00	\$500.00	
HA 246	\$7,552.00	\$200.00	\$500.00	\$329.00	\$616.00	\$500.00	
HA 247	\$7,552.00	\$200.00	\$500.00	\$329.00	\$616.00	\$500.00	
HA 248	\$7,552.00	\$200.00	\$500.00	\$329.00	\$616.00	\$500.00	
HA 131	\$7,552.00	\$200.00	\$500.00	\$329.00	\$616.00	\$500.00	\$1,500.00
Totals:	\$90,624.00	\$2,400.00	\$6,000.00	\$3,948.00	\$7,392.00	\$6,000.00	\$3,000.00

Total Budget for Project
\$119,364.00

Rooms	Smart Homes Costs	Crestron Programming Budget	Zoom Room License	Smart Homes iPad for Zoom Room Control	Computer for Zoom Room	Electrical	Upgrade Projector to allow HDMI Connections
			Annual reoccurring cost				
LB 174	\$6,100.00	\$200.00	\$500.00	\$329.00	\$616.00	\$ 500.00	
LB 175	\$6,100.00	\$200.00	\$500.00	\$329.00	\$616.00	\$ 500.00	
LB 255	\$6,100.00	\$200.00	\$500.00	\$329.00	\$616.00	\$ 500.00	
LB 305	\$6,100.00	\$200.00	\$500.00	\$329.00	\$616.00	\$ 500.00	
DC 214	\$6,100.00	\$200.00	\$500.00	\$329.00	\$616.00	\$ 500.00	\$1,500.00
MT 112	\$6,100.00	\$200.00	\$500.00	\$329.00	\$616.00	\$ 500.00	
HA 238	\$6,100.00	\$200.00	\$500.00	\$329.00	\$616.00	\$ 500.00	
HA 239	\$6,100.00	\$200.00	\$500.00	\$329.00	\$616.00	\$ 500.00	
HA 246	\$6,100.00	\$200.00	\$500.00	\$329.00	\$616.00	\$ 500.00	
HA 247	\$6,100.00	\$200.00	\$500.00	\$329.00	\$616.00	\$ 500.00	
HA 248	\$6,100.00	\$200.00	\$500.00	\$329.00	\$616.00	\$ 500.00	
HA 131	\$6,101.17	\$200.00	\$500.00	\$329.00	\$616.00	\$ 500.00	\$1,500.00
Totals:	\$73,201.17	\$2,400.00	\$6,000.00	\$3,948.00	\$7,392.00	\$6,000.00	\$3,000.00

Total Budget for Project
\$101,941.17

New Business

Item VI-G: Unitrends Support Renewal/Disaster Recovery Service

Presenter: Kirk Lehr

Board Consideration: Information/Action

President's Recommendation:

Motion to renew the Unitrend support contract, including a new appliance and the cloud based disaster recovery solution for a total of \$56,095.15 for 3 years. The funding breakdown for this purchase will be \$24,872.15 from Institutional Technology fund and \$31,223.00 from CARES funding.

Director of Information Technology Kirk Lehr will be presenting a request to fund a renewal of Unitrends for data backup and support. The new support contract would be for three years and include a new appliance, improve disaster recovery by adding a cloud recovery service and will allow the college to restore our system utilizing the cloud environment in the event of an outage, equipment failure or natural disaster.



DOMINANT SYSTEMS

1026 Baker Road, Dexter, MI 48130
t. 734-971-1210 f. 734-677-3321

QUOTE

Number DSCQ7207

Date Mar 9, 2021

Sold To

Mid Michigan College
Kirk Lehr
1375 S. Clare Ave.
Harrison, MI 48625

Ship To

Mid Michigan College
Kirk Lehr
1375 S. Clare Ave.
Harrison, MI 48625

Your Sales Rep

Terry

Phone 989-317-4611
Fax

Phone 989-317-4611
Fax

Here is the quote you requested.

Terms	P.O. Number	Ship Via
--------------	--------------------	-----------------

Line	Qty	Description	Unit Price	Ext. Price
1		NEW UNITRENDS APPLIANCE, 24TB CAPACITY, 3 YEAR MAINT/SUPPORT		
2	1	Unitrends Recovery Series Appliance Bundle: Model R9024S with 24 TB Usable Capacity. Includes Unitrends Enterprise Plus Software Bundle (Unlimited Recovery Assurance and Granular Exchange Recovery) and 3 Years Unitrends Platinum 24/7 support. Upfront Subscription	\$24,122.15	\$24,122.15
3		NOTE: Includes R9024S appliance and 3 years 24x7 support from Unitrends.		
4	1	Unitrends Per-premise SureEssentials installation services for Hardware	\$750.00	\$750.00
5		NOTE: Allows for installation support from Unitrends vs the operational support which is part of the Unitrends 9024S appliance support bundle		
6	1	Unitrends Rapidseed for Cloud Services	\$995.00	\$995.00
7		NOTE: With this service, Unitrends will send you a storage device that can be used to send a copy your local data to Unitrends for initial data seeding.		
8	16	Unitrends Forever Cloud 500GB with Standard DRAAS (No SLA) -90 Days Retention - Upfront Subscription	\$1,889.25	\$30,228.00
9		NOTE: Will give you 3 years of Unitrends cloud storage for up to 8TB of data with 90 days retention and standard DRAAS.		

SubTotal	\$56,095.15
Tax	\$0.00
Total	\$56,095.15

Signature: _____ Date: _____

Please contact me if I can be of further assistance.

Due to recent changes in vendor return programs, all sales are final. If you wish to return a product, we will do our best to return it to our vendor for credit. If we are able to secure a return to our vendor, then we will accept a return from you. Quotes are valid for 15 days from date of issuance. Pricing does not include shipping/handling fees (if applicable) or installation services. Onsite installation services are available by appointment: please contact Terry or the Dominant Systems Help Desk for additional details and pricing. This price list is a quotation only and is not an order or offer to sell. No contract for sale will exist unless and until a purchase order has been issued by you and accepted by Dominant Systems Corp.

Board Comments

Item VII-A: Calendar of Events

Presenter: Board Chair Petrongelli

Board Consideration: Information

President's Recommendation:

None, informational.

- | | |
|--------|---|
| Apr 14 | Board of Trustees Workshop, Ester C. Conference Room, Harrison Campus |
| May 4 | Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus |
| June 1 | Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus |

Board Comments

Item VII-B: Board Comments- Other Business

Presenter: Board Chair Petrongelli

Board Consideration: Information

President's Recommendation:

None, informational.

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