

**MID MICHIGAN COLLEGE**  
**Board of Trustees Workshop and Regular Meeting**  
**Harrison, MI 48625 and Mt. Pleasant, MI 48858**  
**August 3, 2021**  
**6:00 PM Workshop**  
**7:00 PM Meeting**  
**Community Room, Mt. Pleasant Campus**

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**Workshop Presentation**

Trustee Workshop Time

**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: Strategic Planning Update**

Presenter: Scott Mertes & Matt Miller

Board Consideration: Information/Action

**Item V-B: Enrollment Report**

Presenter: Matt Miller

Board Consideration: Information

**NEW BUSINESS**

**Item VI-A: Correspondence and Announcements**

Presenter: President Hood

Board Consideration: Information

**Item VI-B: Fume Hood Inspection and Testing**

Presenter: Lillian Frick

Board Consideration: Information/Action

**Item VI-C: Schindler Elevator Contract**

Presenter: Lillian Frick

Board Consideration: Information/Action

**Item VI-D: Purchase of Remote, Cloud-Based Manufacturing Labs**

Presenter: Shawn Troy

Board Consideration: Information/Action

**Item VI-E: Nursing Blanket Purchase Order Request**

Presenter: Barb Wieszciecinski

Board Consideration: Information/Action

**Item VI-F: Nursing Equipment Purchase**

Presenter: Barb Wieszciecinski

Board Consideration: Information/Action

**Item VI-G: Strategic Communications Blanket Purchase Order Request**

Presenter: Matt Miller

Board Consideration: Information/Action

**Item VI-H: MCCA Membership Assessment for FY 2021/2022**

Presenter: President Hood

Board Consideration: Information/Action

**Item VI-I: Board Committee Selection**

Presenter: Board Chair Petrongelli

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**

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***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**

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***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**

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***President's Recommendation:***

Motion to approve the consent items as presented.

- A. Minutes- June 22, 2021 Regular Meeting; June 22, 2021 Special Meeting Minutes
- B. Monthly Financial Report:
  - 1. Financial Summary for the period ending June 30, 2021.
  - 2. General fund balance sheet as of June 30, 2021.
  - 3. General fund statement of revenues and expenses for nine months ending June 30, 2021.
  - 4. Gifts and Donations: Donations totaling \$2,584 were received for the Mid Foundation in June 2021.
- C. Monthly Personnel Report.

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

June 22, 2021 – page 1

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

Present: Terry Petrongelli, Board Chair; Eric T. Kreckman, Vice Chair; Richard S. Allen Jr., Secretary; Thomas W. Metzger, Treasurer; George Gilmore, Trustee; Michael Jankoviak, Trustee

Absent: Jane Zdrojewski, 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 Jankoviak to approve the agenda as presented. Second by Trustee Allen. 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 Kreckman to approve the consent items as presented. Second by Trustee Metzger. All Ayes; Motion Carried.

### **Agenda Item V-A: *STRATEGIC PLANNING UPDATE***

President Hood reported that the preliminary work has been completed in the strategic planning survey process. The efforts are being led by Vice President of Academic Affairs and Community Outreach Scott Mertes and Vice President of Student Services Matt Miller. Scott and Matt presented the Trustees with the results of the surveys and asked for their feedback regarding next steps or anything else they would like to see added to the plan. The strategic plan as a whole will be a high level plan with around 4 main goals for the college. Each department will be given support from Ellucian as a part of our contract with them, in order to write more specific departmental strategic plans. Faculty Senate President Chris Goffnett gave examples of how Mid students are utilizing their education in our local areas. A discussion took place regarding the programs that Mid excels in and where Mid has the potential to grow.

### **Agenda Item V-B: *ENROLLMENT REPORTS***

Vice President of Student Services Matt Miller presented the enrollment reports for Summer 2021 and Fall 2021.

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

June 22, 2021 – page 2

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

The Sweat Shaker Bike Race is Saturday, June 26. Anyone wishing to volunteer, please reach out to Scott Mertes or Annette Sturdavant.

### **Agenda Item VI-B: *RESOLUTION CERTIFYING MILLAGE***

Motion by Trustee Kreckman to approve the resolution to certify the millage at its allowable rate of 1.2232 mills. Second by Trustee Gilmore.

Vice President of Finance and Administration Lillian Frick presented the Board with information regarding the General Property Tax Act which requires that each unit certify its millage to the collecting units. A roll call vote showed yes votes from Trustees Jankoviak, Gilmore, Kreckman, Metzger, Allen and Petrongelli. There were zero no votes cast. All Ayes; Motion Carried.

### **Agenda Item VI-C: *2021-2022 BUDGET***

Motion by Trustee Jankoviak to approve the 2021-2022 budget as presented. Second by Trustee Metzger.

Vice President of Finance and Administration Lillian Frick presented the Board with a balanced budget for the 2021-2022 fiscal year. The budget was based to include items such as a 4% tuition increase, the annexation of Mt. Pleasant Public Schools and the return of planned savings. A discussion took place regarding the bookstore and the options of utilizing a third party company for textbook operations and entire bookstore operations. A voice vote showed All Ayes from the Trustees; Motion Carried.

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

- |            |   |
|------------|---|
| July 20-22 | MCCA Summer Conference, Virtual                                       |
| Aug 3      | Board of Trustees Meeting, Community Room, Mt. Pleasant Campus        |
| Sept 7     | Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus |

### **Agenda Item VII-B: *OTHER BUSINESS***

Trustee Gilmore asked if Mid had a full time grant writer. That position migrated to Scott Mertes with Community Outreach but is not full time.

## Mid Michigan College Board of Trustees Regular Meeting

June 22, 2021 – page 3

Board Chair Petrongelli spoke about the August workshop before the regular meeting. The workshop will include a policy change on Board committees with the exception of the audit committee, the presidential evaluation and selecting which trustees will serve on various advisory committees throughout the college.

Board Chair Petrongelli wanted to thank everyone involved in the Drive Thru Diploma pick up. It was great to have that personal experience with students. Same with the employee appreciation picnics. She expressed deep gratitude to those who work behind the scenes to make sure that everything at events such as these are set up properly and run smoothly.

Motion by Trustee Kreckman to adjourn the meeting. Second by Trustee Metzger. All Ayes; Motion Carried.

Meeting adjourned at 8:25 PM  
Recording Secretary,  
Amy Lince  
Executive Assistant to the President and Board of Trustees

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Terry Petrongelli, Board Chair

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Richard S. Allen, Jr., Board Secretary

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

June 22, 2021 – page 1

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

Present: Terry Petrongelli, Board Chair; Richard S. Allen Jr., Secretary; George Gilmore, Trustee; Michael Jankoviak, Trustee

Absent: Eric T. Kreckman, Vice Chair; Jane Zdrojewski, Trustee

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

The Board Chair called the meeting to order at 6:30 PM.

### **Agenda Item II: *PROPERTY TAX MILLAGE HEARING***

Vice President Lillian Frick presented the current levied tax amount for the college's district, and recommended that the Board certify the highest millage amount to support the budget. This process meets requirements of the general property act. The budget anticipates that 1.2232 mills will be levied for operating purposes on all property.

There were no public comments.

### **Agenda Item III: *PROCESS TO ADOPT***

Action will be taken at the regular meeting to begin at 7:00 PM, June 22, 2021.

Motion to close the public hearing by Trustee Allen. Second by Trustee Metzger. All Ayes; Motion Carried.

### **Agenda Item IV: *ADJOURNMENT***

The Board Chair adjourned the special meeting at 6:35 PM.

Recording Secretary,  
Amy Lince  
Executive Assistant to the President and Board of Trustees

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Terry Petrongelli, Board Chair

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Richard S. Allen, Jr., Board Secretary



**MID MICHIGAN COLLEGE**  
**FINANCIAL HIGHLIGHTS**  
**GENERAL & AUXILIARY FUNDS**  
June 30, 2021 (PRELIMINARY)

**GENERAL FUND REVENUE:**

- 2020-21 enrollment reports show the following changes in billable tuition hours from 2019-20 levels: Fall 2020 13.7% decrease; Winter 2021 16.1% decrease; Summer 2021 14.3% increase. The resulting total revenue represents 97% of the annual budget for the 2020-21 tuition and fees revenue.
- 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:**

- Preliminary departmental expenses are in line with 100% of the annual budget:
  - Information Technology expended 104% due to the new Ellucian consultation contract.

**GENERAL FUND REVENUE OVER EXPENSES:**

- The total **preliminary** increase in net assets as of June 30, 2021 is \$321,810. This amount will not be final until mid-August when all adjusting entries have been made for 2020-2021.

**BALANCE SHEET:**

- The cash balance decreased \$2 million from May 31, 2021 to fund operations during the month of June.
- The State appropriations receivable of \$1,230,797 represents the remaining 2 monthly payments of 2020-21 general and UAAL state appropriations.
- Student receivables increased \$237,373 due to 2021 Fall term registration activity in June.
- The prepaid expense balance of \$576,641 represents a few multi-year prepaid items, and other prepaid 2021-22 expenses, including \$241,345 for the Ellucian contract.
- The balance due to other funds of \$6.3 million can be broken down as follows:
  - \$773,000 due to the designated student activities fund
  - \$2.5 million due to the auxiliary services for sales
  - \$43,000 due from the scholarship and grant fund
  - \$907,000 due from the federal restricted fund for student financial aid funds disbursed to the student accounts
  - \$278,000 due from the restricted grant fund

- \$4.4 million due to building and site for current and future college needs
- \$145,000 due from the Foundation
- The \$1.3 million in accrued payroll and other compensation includes expenses incurred but not paid as follows:
  - Accrued salary and wages of \$247,000
  - FICA, Federal and State withholding of \$35,000
  - MPSERS/ORP/UAAL payable of \$290,000
  - Employee health and dental insurances payable of \$230,000
  - Deferred faculty pay of \$469,000
  - Unemployment and workers' compensation insurances payable of \$11,000
  - Miscellaneous payroll deductions
- The \$4.4 million in deferred revenue includes \$330,000 for the portion of Summer 2021 tuition and fees that will be earned in the 2021-2022 fiscal year and \$4.1 million for Fall 2021 tuition and fees that will also be earned in the 2021-2022 fiscal year.
- 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 preliminary revenue is at 107% 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 resumed with limited hours and services.
- Total preliminary expenses, at 101% of the revised annual budget, represent operational costs for the months of July through June.
- The preliminary excess expense over revenue to date is \$7,741.

MID MICHIGAN COLLEGE  
BALANCE SHEET  
June 30, 2021 (PRELIMINARY)

**Assets**

**Current Assets:**

Cash and cash equivalents	\$	12,917,184
Short-term investments	\$	640,288
Property taxes receivable	\$	110,902
State appropriations receivable	\$	1,230,797
Student receivables	\$	4,385,130
Other receivables	\$	22,741
Prepaid expenses and other assets	\$	576,641
Due from (due to) other funds	\$	(6,266,578)
<b>Total current assets</b>	<b>\$</b>	<b>13,617,104</b>

Long-term investments	\$	-
<b>Total assets</b>	<b>\$</b>	<b>13,617,104</b>

**Liabilities and Net Assets**

**Liabilities:**

Accounts payable	\$	40,866
Accrued payroll and other compensation	\$	1,282,316
Deferred revenue	\$	4,456,899
<b>Total liabilities</b>	<b>\$</b>	<b>5,780,081</b>

**Net assets:**

Reserved for:		
Technology	\$	884,632
Program development	\$	1,198,311
Retirement incentives	\$	200,000
Self-funded healthcare reserve	\$	1,016,673
Unreserved	\$	4,215,598
Current year excess revenue over/(under) expenditures	\$	321,810
<b>Total net assets</b>	<b>\$</b>	<b>7,837,023</b>

<b>Total liabilities and net assets</b>	<b>\$</b>	<b>13,617,104</b>
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MID MICHIGAN COLLEGE  
STATEMENT OF REVENUES, EXPENSES  
For the twelve months ended June 30, 2021 (PRELIMINARY)

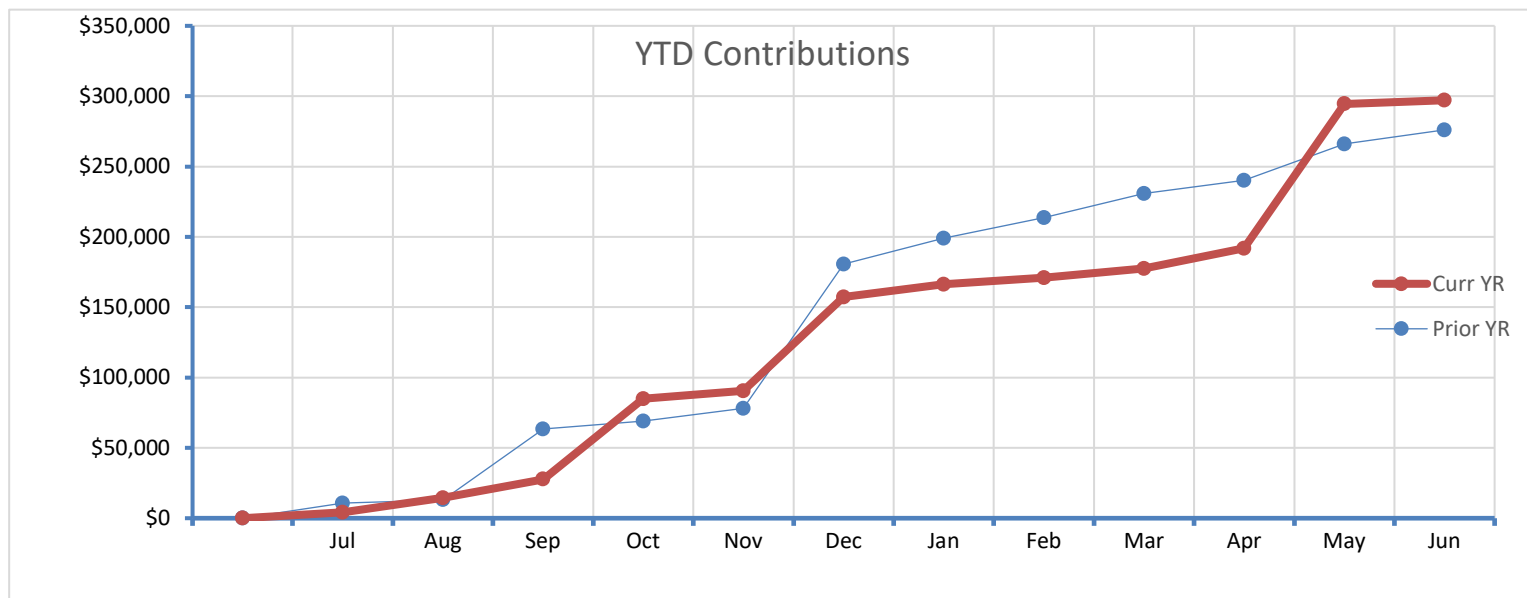
	Current Fiscal Year		Prior Fiscal Year	
	Amount	% of Budget	Amount	% of Budget
<b>OPERATING REVENUES:</b>				
Tuition and fees	\$ 14,316,969	97%	\$ 16,872,937	104%
Miscellaneous	\$ 42,223	51%	\$ 73,633	43%
Total operating revenues	\$ 14,359,192	97%	\$ 16,946,570	103%
<b>EXPENSES:</b>				
Operating expenses:				
Instruction	\$ 10,604,165	102%	\$ 10,141,438	101%
Information technology	\$ 1,507,721	104%	\$ 1,390,438	93%
Public service	\$ 649,403	99%	\$ 638,396	78%
Instructional support	\$ 1,720,975	101%	\$ 1,991,526	91%
Student services	\$ 2,687,835	95%	\$ 2,816,430	90%
Institutional administration	\$ 3,718,135	92%	\$ 4,186,935	96%
Operation and maintenance of plant	\$ 2,167,874	95%	\$ 2,342,414	85%
Total operating expenses	\$ 23,056,109	98%	\$ 23,507,576	95%
<b>Operating income/(loss)</b>	<b>\$ (8,696,917)</b>		<b>\$ (6,561,006)</b>	
<b>NON-OPERATING REVENUES:</b>				
State appropriations	\$ 5,613,277	112%	\$ 5,625,328	107%
UAAL	\$ 1,449,036	109%	\$ 1,328,888	95%
Property tax levy	\$ 2,547,826	109%	\$ 2,462,446	100%
Investment income	\$ 14,915	16%	\$ 158,219	316%
Unrealized gain (loss) on investments	\$ (702)		\$ 7,008	
Gifts	\$ -		\$ -	
Miscellaneous	\$ 140,173		\$ 107,408	
Total Non-operating revenues	\$ 9,764,524	111%	\$ 9,689,298	128%
<b>Revenues over/(under) expenses</b>	<b>\$ 1,067,608</b>		<b>\$ 3,128,292</b>	
<b>Inter Funds Transfers</b>				
Planned Savings (Building & Site)	\$ -	0%	\$ 810,288	100%
Bond Debt Service (Building & Site)	\$ 770,603	100%	\$ 605,000	100%
Restricted Grant Match	\$ 42,695	26%	\$ 194,282	82%
Foundation Transfer	\$ (67,500)	100%	\$ -	0%
Total Inter Funds Transfers	\$ 745,798		\$ 1,609,571	
<b>Net increase (decrease) in Net Assets</b>	<b>\$ 321,810</b>		<b>\$ 1,518,721</b>	

MID MICHIGAN COLLEGE  
 STATEMENT OF REVENUES, EXPENSES  
 For the twelve months ended June 30, 2021 (PRELIMINARY)  
 AUXILIARY FUND

	Current Fiscal Year		Prior Fiscal Year	
	Amount	% of Budget	Amount	% of Budget
<b>REVENUE:</b>				
Bookstore	\$ 1,026,912	109%	\$ 1,299,853	94%
Espresso Bar*	\$ 23,450	55%	\$ 14,009	21%
	<u>\$ 1,050,362</u>	<u>107%</u>	<u>\$ 1,313,862</u>	<u>91%</u>
<b>EXPENSES:</b>				
Bookstore	\$ 898,470	103%	\$ 1,162,466	103%
Espresso Bar*	\$ 27,646	63%	\$ 27,189	45%
Auxiliary Services	\$ 131,986	102%	\$ 128,484	99%
	<u>\$ 1,058,102</u>	<u>101%</u>	<u>\$ 1,318,138</u>	<u>100%</u>
<b>EXCESS REVENUE OVER EXPENSES</b>	<u><u>\$ (7,741)</u></u>	<u>-1%</u>	<u><u>\$ (4,276)</u></u>	<u>0%</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 June 2021



	Curr YR	Prior YR
<b>Monthly Contributions</b>	<b>\$ 2,584</b>	<b>\$ 10,029</b>
<b>YTD Contributions</b>	<b>\$ 297,100</b>	<b>\$ 276,051</b>

### YTD Top Contribution Totals in 2021:

General Fund (Unrestricted)	\$ 135,857
Rich Smith Memorial Student Emergency Fund	\$ 43,500
Gerstacker Fund	\$ 30,000
Lakers Academic Fund	\$ 18,882
Student Emergency Fund	\$ 11,430
Lakers Leadership Fund	\$ 8,691
Harris Allied Health Scholarship	\$ 7,500
Hoyle Family Scholarship	\$ 7,500
Lakers Athletic and other Athletic Funds	\$ 7,400
Kathleen Kehoe Memorial Scholarship	\$ 7,000
Bicknel Scholarship	\$ 4,550
Other Funds	<b>\$ 14,789</b>
<b>YTD Total</b>	<b><u>\$ 297,100</u></b>

TO: Board of Trustees

FROM: Lori Fassett, Associate VP of Human Resources

SUBJECT: Staffing Update, August 3, 2021 Board Meeting

DATE: July 15, 2021

**FULL-TIME NEW HIRES:**

Kami Riggs – FT Custodian

Kami brings to Mid over 20 years of custodial experience. She has worked in a variety of capacities and understands and takes pride in her work and how it affects our employees and customers. Welcome to the Mid Team Kami!

**NEW PART-TIME AND STUDENT EMPLOYEES:**

Danielle Fauver – Student Worker Facilities	Effective: 06/07/2021
Joseph Schreiber – Student Worker Bookstore	Effective: 06/14/2021
Cassie Hood – Student Worker Shipping & Receiving	Effective: 06/15/2021
Jaedyn Myers – Student Worker Career Center	Effective: 06/08/2021
Keigen Saxton – Federal Work Study Internship (external site)	Effective: 06/07/2021
Dan Robinson – Adjunct Instructor Outdoor Safety (EDUStaff)	Effective: 07/01/2021
J.T. Cleveland – Head Coach Women’s Basketball	Effective: 06/21/2021
Jason Brown – Adjunct Instructor Videography/Visual Storytelling (EDUStaff)	Effective: 07/01/2021
Stephanie Downey – STEM Instructor (EDUStaff)	Effective: 07/12/2021
Jennifer Fish – STEM Instructor (EDUStaff)	Effective: 07/12/2021
Kristen Gerbe – STEM Instructor (EDUStaff)	Effective: 07/12/2021
Autumn Slusser – STEM Instructor (EDUStaff)	Effective: 07/12/2021
Emma Stempky – Tutor (EDUStaff)	Effective: 07/7/2021

#### INTERNAL TRANSFERS:

N/A

#### SEPARATIONS:

Michael Gorges – FT Custodian	Effective: 06/14/2021
Krystal Steele – Student Worker Tutor	Effective: 04/24/2021
Sherry Simon – Student Services Specialist	Effective: 06/05/2021
JR Dinkens – FT Custodian	Effective: 07/16/2021
Danielle Fauver – Student Worker Facilities	Effective: 07/13/2021
Taylor Inscho – Work Study Off Campus Location	Effective: 05/28/2021
Steve Robinson – Head Coach Men’s Baseball	Effective: 04/16/2021
Anita West – Director of Financial Aid	Effective: 07/08/2021
Kim VanParis – Associate Director of Financial Aid	Effective: 07/16/2021

#### VACANCIES:

Adjunct – Advanced Manufacturing & Robotics (part-time)	Posted
Adjunct American Sign Language (part-time)	Posted
Adjunct Biology – MOISD Big Rapids (part-time)	Posted
Adjunct Communication – various locations (part-time)	Posted
Adjunct English – various locations (part-time)	Posted
Adjunct Health Education – Dewitt HS (part-time)	Posted



Adjunct Math – various locations (part-time)	Posted
Adjunct Music - MOISD Big Rapids (part-time)	Posted
Adjunct Nursing – General	Posted
Adjunct – Outdoor Safety for Hunting & Angling program (part-time)	Posted
Adjunct Philosophy – various locations (part-time)	Posted
Adjunct Psychology- various locations (part-time)	Posted
Adjunct Religion – MOISD Big Rapids (part-time)	Posted
Adjunct Sociology – Caro, MI (part-time)	Posted
Adjunct Spanish Faculty – various locations (part-time)	Posted
Adjunct Student Educational Services (part-time)	Posted
Adjunct Welding – Clinton County RESA/Ovid-Elsie (part-time)	Posted
Adjunct Videography (part-time)	Filled
Administrative Assistant – Technical Center (part-time)	Posted
Custodian 2 <sup>nd</sup> Shift Harrison (full-time)	Posted
Custodian 3 <sup>rd</sup> Shift Harrison (full-time)	Filled
Hospitality Assistant (part-time)	Posted
Head Coach – Softball (part-time)	Posted
Head Coach - Women’s Basketball (part-time)	Filled
IT Technical Assistant (part-time)	Posted
Phlebotomy Instructor (part-time)	Posted
Welding Lectureship – Clinton County RESA Ovid-Elsie HS (part-time)	Posted

## Unfinished Business

### Item V-A: Strategic Planning Update

**Presenter: Scott Mertes & Matt Miller**

**Board Consideration: Information/Action**

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***President's Recommendation:***

Motion to approve the strategic plan.

Vice President of Academic Affairs and Community Outreach Scott Mertes and Vice President of Student Services Matt Miller will be presenting the final draft of the Strategic Plan for Board approval.

## Unfinished Business

### Item V-B: Enrollment Report

**Presenter: Matt Miller**

**Board Consideration: Information**

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***President's Recommendation:***

None, informational.

Vice President of Student Services Matt Miller will provide the Board with the Fall 2021 enrollment report.

## New Business

### Item VI-A: Correspondence and Announcements

**Presenter: President Hood**

**Board Consideration: Information**

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***President's Recommendation:***

None, informational.

Announcements may be made at this time.

## New Business

### Item VI-B: Fume Hood Inspection and Testing

**Presenter:** Lillian Frick

**Board Consideration:** Information/Action

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***President's Recommendation:***

Motion to approve a 5 year quote for state required fume hood certification and system repairs in the amount of \$55,840.00.

Vice President of Finance and Administration Lillian Frick will be presenting a request to approve a 5 year service/maintenance agreement proposal for state required annual fume hood certifications and sensor/data services for the science lab exhaust/HVAC systems on the Harrison and Mt. Pleasant campuses.



## QUALITY AIR SERVICE, INC.

✕ Corporate & Sales Office  
6701 Quality Way  
PO Box 2947  
Kalamazoo, MI 49003-2947  
PH (269) 327-3055  
FX (269) 327-6241

□ Branch Office  
Brighton MI  
PH (810) 844-0340  
FX (810) 844-0341

□ Branch Office  
Midland MI  
PH (989) 496-2233  
FX (989) 496-2695

[www.qairservice.com](http://www.qairservice.com)

QT210226B

March 4, 2021

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

Attn: Joe Meyers

Subj: **MID-MICHIGAN COLLEGE  
HARRISON & MT PLEASANT, MI  
AIRCUITY ANNUAL SENSOR AND DATA SERVICES  
AND FUME HOOD CERTIFICATION PRICING**

Dear Mr. Meyers:

Quality Air Service, Inc. is pleased to quote the following service contract for your Aircuity system and fume hood certification:

### **1. Sensor Assurance**

**Sensor Element Replacement:** The sensor element is the internal component that performs the actual sensing- i.e. PID or MOS elements (TVOCs), Optical Bench (Particles), etc. Sensor elements are consumed, wear out, and/or become inactive over time as a natural part of their operation. Sensor element replacement is performed as required during the course of sensor calibration at no additional charge to the customer. As the element degrades and/or wears out over time, it is routinely replaced to assure the OptiNet system is operating at peak performance.

**Sensor Calibration:** Sensors require periodic calibration to ensure their long term accuracy and reliable performance. Each sensor will be swapped with a factory recalibrated sensor twice per year (approximately every six months). These factory performed services include sensor recalibration and a functional test of the unit as per the sensor manufacturer's instructions. A calibration certificate is available for each sensor. Prior to each scheduled calibration interval, pre-calibrated sensors will be shipped from Aircuity depot to the Aircuity representative for installation at the Sensor Suite. The representative will swap the pre-calibrated sensor for the one currently in the system and return the replaced sensor to the factory in the prepaid package provided by Aircuity.

**Sensor Diagnostics:** On a frequent and periodic basis, trained Aircuity technical support staff remotely review the sensor's performance for a number of conditions - out of range, failure, calibration due date, and more. Sensors that appear to be exhibiting out of specification conditions as noted will be flagged by the Aircuity support staff and remedial action will be taken. If it is determined the sensor/sensor element is defective, a replacement sensor will be sent directly to the customer or Aircuity support representative for swap out within the Sensor Suite.

**Note:** An active internet connection is required to receive these services.

**Sensor Hardware:** The repair or replacement of any defective sensor component is covered by the hardware aspect of Sensor Assurance.

**Sensor Software:** Periodic upgrades to correct software issues, bugs, and fixes are covered by the software aspect of Sensor Assurance.

## **2. Hardware Assurance**

OptiNet has been designed for many years of continuous operation. To assure continuous and effective system operation the pump (HFP), battery back-up UPS and the information management system (IMS) will be replaced should they wear out during normal operation.

## **3. Data Assurance**

All OptiNet systems, through the data assurance component of the plan, are monitored for system performance via automated analytics in which OptiNet data is continuously analyzed and exception reporting is provided to our customer support team to ensure reliable operation and quick response in the event that anomalies are observed.

## **4. Fume Hood Inspection & Testing (Total of (8) Fume Hoods & (1) BSC - Harrison (10) Fume Hoods – Mt Pleasant):**

- Measure fume hood sash width and height opening.
- Test and document face velocities at sash height openings of 18" and full open of each fume hood.
- Verify that each fume hood monitoring device is functioning correctly.
- Verify operation of Phoenix data base and lab controls (includes all Phoenix controls).
- Re-calibrate as needed.
- Provide written reports upon completion of testing.
- Fume hood certification to be provided (1) time per year

## **1 YEAR DATA & SENSOR SERVICE & FUME HOOD CERTIFICATION**

**Effective Dates: 3/24/2021 THRU 3/23/2022**

**TOTAL NET PRICE**

**\$10,745**

**3 YEAR DATA & SENSOR SERVICE & FUME HOOD CERTIFICATION**  
**Effective Dates: 3/24/2021 THRU 3/23/2024**

**ANNUAL PRICE:**

<b>1<sup>st</sup> Year</b>	<b>3/24/2021 thru 3/23/2022</b>	<b>\$10,745</b>
<b>2<sup>nd</sup> Year</b>	<b>3/24/2022 thru 3/23/2023</b>	<b>\$11,010</b>
<b>3<sup>rd</sup> Year</b>	<b>3/24/2023 thru 3/23/2024</b>	<b>\$11,280</b>

**3 YEAR TOTAL NET PRICE      \$33,035**

**Note: Above pricing is only valid with a PO covering all 3 years, billed annually.**

**5 YEAR DATA & SENSOR SERVICE & FUME HOOD CERTIFICATION**  
**Effective Dates: 3/24/2021 THRU 3/23/2026**

**ANNUAL PRICE:**

<b>1<sup>st</sup> Year</b>	<b>3/24/2021 thru 3/23/2022</b>	<b>\$10,745</b>
<b>2<sup>nd</sup> Year</b>	<b>3/24/2022 thru 3/23/2023</b>	<b>\$10,954</b>
<b>3<sup>rd</sup> Year</b>	<b>3/24/2023 thru 3/23/2024</b>	<b>\$11,167</b>
<b>4<sup>th</sup> Year</b>	<b>3/24/2024 thru 3/23/2025</b>	<b>\$11,380</b>
<b>5<sup>th</sup> Year</b>	<b>3/24/2025 thru 3/23/2026</b>	<b>\$11,594</b>

**5 YEAR TOTAL NET PRICE      \$55,840**

**Note: Above pricing is only valid with a PO covering all 5 years, billed annually.**

**Clarifications & Notes:**

1. Labor pricing is based on (2) trips per year to replace calibrated sensors.
2. Warranty parts will be provided by Aircurity at no charge during valid contract periods. Labor to replace warranty parts will be billed on a Time & Material basis by Quality Air Service, Inc.
3. Quality Air Service, Inc. will provide emergency service within 48 hours of receipt of service calls.
4. Pricing includes freight, but does not include any applicable sales tax.
5. Invoice for total yearly amount will be issued at the beginning of each service contract period for that year and payment terms are net 30 days.

The above pricing is FOB jobsite, Harrison & Mt Pleasant, MI, and is effective for 90 days. No applicable taxes are included in pricing.

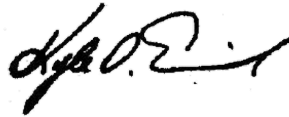
Please issue your purchase order to Quality Air Service, Inc., P.O. Box 2947, Kalamazoo, MI 49003-2947. You can mail, fax (269/327-6241) or e-mail your order to [orderentr@qairservice.com](mailto:orderentr@qairservice.com).



If you have any questions, please don't hesitate to call. We appreciate the opportunity to quote on your needs.

Very truly yours,

**QUALITY AIR SERVICE, INC.**

A handwritten signature in black ink, appearing to read "Kyle Emmerich". The signature is stylized and cursive.

Kyle Emmerich  
Sales Engineer

cmr

## New Business

### Item VI-C: Schindler Elevator Contract

Presenter: Lillian Frick

Board Consideration: Information/Action

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***President's Recommendation:***

Motion to approve six year elevator maintenance contracts with Schindler Elevator for the Mt. Pleasant campus and Pickard building for a total cost of \$45,790.00.

Vice President of Finance and Administration Lillian will be presenting a request to approve elevator maintenance contracts with Schindler Elevator. Each contract will be for a term of 6 years and includes mandatory testing and call back components, as well as language to allow for the cancellation of the contract if the college sells the building in which any of the elevators are located.

This contract adheres to Terms and Conditions of the Sourcewell contract #080420

# Schindler Maintenance

## SCHINDLER ELEVATOR CORPORATION

4740 Talon Court SE  
Suite 1  
Grand Rapids, MI 49512-5408  
Phone:  
Fax: 616-656-1454

**Date:** July 07, 2021

**Estimate Number:** CWOFF-C4PPBW (2021.1.1)

**To:**  
Mid Michigan Comm College  
2600 S Summerton Rd  
Mount Pleasant, MI 48858-6930

**Campus Name:**  
Mid Michigan Community College

**Attn:** Joe Myers

## EQUIPMENT DESCRIPTION

Qty	Manufacturer	Equipment Application	Description	Rise/Length Openings	Capacity	Speed	Install#
1	Doan Building 2600 South Summerton Rd Thyssen	Mount Pleasant, MI 48858 Hydraulic Passenger	S5867433	3F/1R	4500	100	47058
1	Liberal Arts 2600 South Summerton Rd Otis	Mount Pleasant, MI 48858 Gearless Passenger	S9688474	3F/0R	3000	150	

**SCHINDLER ELEVATOR CORPORATION** ("Schindler", "we", "us") 4740 Talon Court SE Suite 1, Grand Rapids, MI 49512-5408, and **MID MICHIGAN COMM COLLEGE / DOAN**, 2600 S Summerton Rd, Mount Pleasant, MI 48858-6930 ("you") agree as follows:

## PREVENTIVE MAINTENANCE SERVICE

- Our preventive maintenance program performed in accordance with a maintenance schedule specific to your equipment and its usage
- Examine, lubricate, adjust, and repair/replace covered components
- Criteria for replacement of all wire ropes will be the appropriate factor of safety
- Prompt callback coverage
- Safety testing
- Customer friendly and responsive communications

## PREVENTIVE MAINTENANCE PROGRAM

Our Preventive Maintenance Program, as described in this agreement will be performed in accordance with a maintenance schedule specific to your equipment. A Schindler technician will be assigned to you, and back up technicians are available as required to give you prompt service as required at all times. A Schindler account representative will be assigned to you, and will be your primary contact for communications regarding your agreement. Also available to you is our extensive technical support and parts inventory, at the site as needed, and local warehouses and our national Service Distribution Center available for express delivery in emergencies.

## **EXAMINE, LUBRICATE, ADJUST, AND REPAIR/REPLACE COVERED COMPONENTS**

We will periodically examine, lubricate, adjust, and as needed or if usage mandates, repair, or replace the Covered Components listed below.

### **HYDRAULIC ELEVATORS**

**Basic components:** Controller components: resistors, timers, fuses, overloads, minor contacts, wiring, coils; packing, drive belts, strainers, functional components of car and corridor operating stations, hangers and tracks, door operating devices, door gibs, guide shoes, rollers, traveling cables, signal lamps (replacement during regular visits only), interlocks, door closers, buffers, switches, door protection devices, and alarm bells.

### **TRACTION ELEVATORS**

**Basic components:** Selector motors; brake: pads, lining, disks or shoes, magnet coils, brushes & commutators; controller components: resistors, timers, fuses, overloads, minor contacts, wiring, coils; functional components of car and corridor operating stations; hangers and tracks, door operating devices, door gibs, guide shoes, rollers, traveling cables, signal lamps (replacement during regular visits only), interlocks, door closers, buffers, overspeed governors, car and counterweight safeties, alarm bells, switches, and door protection devices.

We assume no responsibility for the following major components:

### **HYDRAULIC ELEVATORS**

**Major components:** Exposed piping in the Machine Room & hoistway, motor, PC boards, pump unit, solid state devices, contactors, and valve rebuilds.

### **TRACTION ELEVATORS**

**Major components:** Hoist motors, hoist ropes, bearings for machine and sheaves, machine brake, motor generators, PC boards, sheave & sheave assemblies, solid state devices, compensation ropes and chains, and contactors.

We assume no responsibility for the following items: hoistway door hinges, panels, frames, gates and sills; cabs and cab flooring; freight elevator door straps, cab doors, gates and removable cab panels; cab mirrors and handrails; power switches, fuses and feeders to controllers; emergency cab lighting; light fixtures and lamps; cover plates for signal fixtures and operating stations; card readers or other access control devices; smoke/fire alarms and detectors; pit pumps and alarms; cleaning of cab interiors and exposed sills; plungers, pistons, casings and cylinders; automatic ejection systems; all piping and connections except that portion which is exposed in the machine room and hoistway; guide rails; tank; emergency power generators; telephone service, communication devices; disposal of used oil; intercom or music systems; ventilators, air conditioners or heaters; adverse elevator operation as a result of machine room temperatures (including temperature variations below 60 degrees Fahrenheit and above 90 degrees Fahrenheit); media displays; computer consoles or keyboards; fireman's phones; exterior panels, skirt and deck panels, balustrades, relamping of illuminated balustrades; attachments to skirts, decking or balustrades; moving walk belts; pallets; steps; skirt brushes; sideplate devices; any batteries associated with the equipment; obsolete items, (defined as parts, components or equipment either 20 or more years from original installation, or no longer available from the original equipment manufacturer or an industry parts supplier, replaceable only by refabrication.) In the event that safety testing is performed by us at the start of the Agreement, and we find that critical safety components, such as the governor and/or safeties for traction equipment, and/or valves on hydraulic equipment, are not operating correctly, therefore resulting in unsafe conditions, you will be responsible to authorize the necessary repairs/replacements of this equipment, at your expense.

## **CLEANING**

We will periodically clean the machine room, car top, and pit of debris related to our work in these areas.

## TESTING OF SAFETY DEVICES

<u>Equipment</u>	<u>Test</u>	<u>Frequency</u>
Hydraulic	MI Cat 1 / Pressure/Relief Valve	Annually
Hydraulic	MI Full Load Pressure/Relief Valve	Every 3 years
Gearless	No Load	Annually
Gearless	Full Load	Every 5 years

Our testing responsibilities do not include fees or changes imposed by local authorities in conjunction with witnessing, witnessing costs, inspecting, assisting inspection authorities, licensing or testing the Equipment including observation of testing by 3rd parties; changes in the testing requirements after the initial start date of this Agreement, or any other testing obligations other than as specifically set forth above, including, but not limited to seismic tests. Since these tests may expose the equipment to strains well in excess of those experienced during normal operation, Schindler will not be responsible for any damage to the equipment or property, or injury to or death of any persons, resulting from or arising out of the performance of these tests. Further, our testing responsibilities do not include performance, or the keeping of records related to, monthly firefighters service.

### CUSTOMER FRIENDLY AND RESPONSIVE COMMUNICATIONS

Service dispatching will take place through our Schindler Customer Service Network (SCSN), which is staffed by qualified Schindler personnel, 24 /7. You will be provided with a customer identification number, which must be referenced when a call is placed for your facility. Our dispatchers will have access to your building's service call records, and will promptly relay the details of your call to the assigned technician.

### SCHINDLER AHEAD

You will be provided access to the Schindler Ahead tools, which include Schindler Ahead hardware connectivity, Core service in the tier described below, Schindler Actionboard and Actionboard Mobile.

You will also be provided access to the optional Ahead Digital Services as selected and described below.

**Schindler Ahead** provides remote connectivity to your Equipment. Schindler Ahead will automatically notify us if any connected component or function is operating outside established parameters. When appropriate, we will communicate with you to schedule appropriate service calls. Monitoring will be performed 24/7 and will automatically communicate with our Customer Service Network using dedicated wireless cellular technology. Schindler will make every reasonable effort to maintain wireless connectivity. If requested, you will provide the proper wiring diagrams for the equipment covered. These diagrams will remain your property, and will be maintained by Schindler for use in troubleshooting and servicing the equipment.

**Schindler ActionBoard and ActionBoard Mobile** are communication technologies that provide access to real-time information about your equipment including: performance history, reports, push notifications, service call records, unit profiles and more.

Your contract includes the above features as well as the following Core package:

This Agreement does not include Schindler Ahead.

If you would like information on upgrading your Core package, please discuss with your sales rep. The upgraded packages are:

**Connect** – Schindler's Connect package provides wireless cellular communication from your equipment's controller to 's data network. This allows the Schindler Cube or Schindler SRM to be connected to your equipment 24/7. The Connect package also provides access to the basic features of ActionBoard/Dashboard and ActionBoard Mobile/Dashboard Mobile, giving you real time information on your equipment.

**Enhanced** – The Enhanced Package includes access to Schindler’s Elevated Support Professional Team. This team analyzes information gathered by Schindler Ahead, which improves the reliability of your equipment and improves the response time. The Elevated Support Professional Team can alert you when a shutdown is detected, helps confirm issues remotely, and provides real-time ETAs for technicians en route. With these enhanced diagnostics, we can guarantee that you will not be charged for Running on Arrival calls. Under the "No Running on Arrival Guarantee," Schindler will fully cover the cost of any callback during regular hours related to the following situations: Elevator or Escalator Running in normal operation, or running under any of the following special services modes: Independent service, Fireman's service (Phase I or Phase II), or Inspection operation. All other callbacks will be billed as outlined in the service agreement.

**Premium** – The premium package is our top tier, and was created for customers requiring the most comprehensive level of service. Our premium package offers the highest level of functionality and support. The Premium tier also includes concierge level assistance for all of your service needs.

Optional Digital Services:

The following digital services are also available:

**Digital Alarm** – The Schindler Ahead in-car emergency phone service will be added to your digital package. This service includes a reliable digital connection between your existing or new in-car emergency phone and our Schindler Customer Service Network that handles incoming and outgoing emergency calls with passengers in the elevator. To ensure reliability, Schindler Ahead phone service also provides monitoring of this connection. This in-car emergency phone service feature will be added along with the Schindler Core Services, and is contingent upon code approval by the local authority having jurisdiction. The Schindler Ahead solution must be installed and confirmed by Schindler to be communicating before you proceed with plans to remove or cancel your existing service provider’s line for your in-car emergency phone. Schindler will notify you once the Schindler Ahead connection is confirmed. This will ensure there is no disruption with the emergency communications with passengers in the elevator. If proprietary telephone equipment exists, you agree to replace the proprietary hardware with compatible hardware for an additional cost.

\_\_\_\_\_ Initial Here to add DigitalAlarm for \$25 per unit, per month in addition to the subscription price shown in the Price section below

**ElevateMe** - The Schindler Ahead ElevateMe service, which requires a compatible elevator controller, enables passengers to call an elevator via their personal smartphone. Any smartphone with an Apple iOS or a Google Android operating system, can download the ElevateMe app from the respective app store. Via the app the elevator can be called, and the desired destination floor entered. The smartphone will substitute the typical elevator call via a landing or car operating panel\*. Once the service is active, all passengers using the smartphone application can place destination calls. The elevator must be equipped with Schindler Ahead to offer the feature. \*The landing and operating panels will remain and work as is.

Scope of Services:

- Software update and activation of feature on Schindler Cube
- Creation, printing and installation of QR Codes
- Commissioning of system, testing and registration via Schindler Ahead Control Center
- Permanent Monitoring and support via the Technical Operation Center (TOC)
- Regular Over-The-Air Update to ensure reliability and security of the hardware

\_\_\_\_\_ Initial Here to add ElevateMe for \$25 per unit, per month in addition to the subscription price shown in the Price section below

Schindler Ahead, your Core package, and the digital services described in this agreement require Schindler Ahead Connectivity. If your existing unit(s) are not equipped with the Connectivity to enable the selected services, we will provide a separate invoice for this cost. By signing this agreement, you agree to pay the costs associated with this activation. Work shall be performed during our regular working hours of our regular working days. Title to Hardware remains with Schindler. Schindler may replace or modify Hardware at any time. Customer shall promptly provide Schindler access to Hardware and prevent unauthorized access thereto.

### **CALLBACK RESPONSE TIME**

We will perform the services during our regular working hours of regular working days, excluding elevator trade holidays. We will provide callback service during regular working hours. We will respond to callbacks within 24 hours of notification. If you authorize services or callbacks outside the scope of this agreement, you will pay us at our standard billing rates, plus materials not covered by contract, expenses and travel.

### **HOURS OF SERVICE**

We will perform the services during our regular working hours of regular working days, excluding elevator trade holidays. The services include callbacks for emergency minor adjustment callbacks during regular working hours. If you authorize callbacks outside regular working hours, you will pay us at our standard billing rates, plus materials not covered by contract, expenses and travel. All other work outside the services will be billed at our standard billing rates. A request for service will be considered an "emergency minor adjustment callback" if it is to correct a malfunction or adjust the equipment and requires immediate attention and is not caused by misuse, abuse or other factors beyond our control. The term does not include any correction or adjustment that requires more than one technician or more than two hours to complete.

### **TERM**

This Agreement commences on August 01, 2021, and continues until July 31, 2027, and shall renew (where permitted by applicable local law) for subsequent similar periods, unless terminated by either party upon written notice received by the other party at least 90 days prior to the above termination date or any renewal termination date, and not more than 120 days before the termination date.

### **PRICE**

In consideration of the services provided hereunder, you agree to pay us the sum of \$412.00 per month, payable in annual installments of \$4,944.00, exclusive of applicable taxes.

This Agreement does not include Schindler Ahead. If you would like to choose a Schindler Ahead tier, please indicate by checking below:

- Upgrade to the Connect Package - \$10 per unit, per month addition.
- Upgrade to the Enhance Package - \$20 per unit, per month addition.

The packages above are dependent upon applicable equipment type and hardware installation, which will be installed at the owner's expense. Please contact your Schindler Rep for more information.

### **PRICE ADJUSTMENT**

The contract Price and labor rates for extra work will be adjusted annually in January. This adjustment will be based upon the local labor rate adjustment for the year in which it is adjusted, and will be increased or decreased on the basis of changes to the local straight time hourly rate for mechanics. If there is a delay in determining a new labor rate, or an interim determination of a new labor rate, we will notify you and adjust the price at the time of such determination, and we will retroactively bill or issue credit, as appropriate, for the period of such delay. We also reserve the right to adjust the contract price quarterly / annually on the basis of changes in other expenses such as fuel, waste disposal, government regulations or administrative costs. Should you elect to take the annual pre-payment option, the price adjustment date will default to coincide with the invoice date.

The annual contract price adjustment will not apply to Schindler Ahead. Schindler reserves the right to make adjustments to the monthly fee for the Schindler Ahead tiers as additional value added features and functionality are added to the selected offering.

**PAYMENT OPTIONS**

(1) Please select a Method of Payment:

Direct Debit                      1% Discount (Attach Copy of voided check)

Credit Card                      3% Addition

Visa                       MC                       AMEX

Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Check

Other: \_\_\_\_\_

(2) Please select a Payment Frequency (Other than Annual):

Semi-Annual                      1% Addition

Quarterly                      3% Addition

Monthly                      5% Addition

**SPECIAL TERMS AND PRICING**

Schindler Elevator / Sourcewell National Contract

This contract adheres to Terms and Conditions of the Sourcewell contract #080420.

**Price Adjustments**

Price adjustments shall not exceed a 5% increase per annual period

**Cancellation and Cure Clause**

This agreement may be cancelled with 30 (thirty) days notice in the event of the sale of the property, change in management company, or for non-performance provided that Schindler is given written notice of the specific non-performance concern and has 30 (thirty) days to correct the specific non-performance concern. Non-performance is defined as an elevator not operating to designed specifications for this specific elevator system due to causes within Schindler's control or Schindler not performing as guaranteed within this contract.

This agreement may also be cancelled should the Owner elect to the modernize or replace the elevator covered under this agreement if the work is awarded to another vendor provided that Schindler is provided the opportunity to match or beat the other vendor's offered price and elects not to do so.



**The attached terms and conditions** are incorporated herein by reference.

Acceptance by you as owner's agent or authorized representative and subsequent approval by our authorized representative will be required to validate this agreement.

Proposed:

\_\_\_\_\_

By: Cameron Wolterstorff

For: Schindler Elevator Corporation

Title: Sales Representative

Date: July 07, 2021

Accepted:

\_\_\_\_\_

By: \_\_\_\_\_

For: Mid Michigan Comm College / Doan

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved:

\_\_\_\_\_

By: Mike Sullivan

Title: District Manager

Date: \_\_\_\_\_

## TERMS AND CONDITIONS

1. This is the entire Agreement between us, and no other terms or conditions shall apply. This service proposal does not void or negate the terms and conditions of any existing service agreement unless fully executed by both parties. No services or work other than specifically set forth herein are included or intended by this Agreement.
2. You retain your responsibilities as Owner and/or Manager of the premises and of the Equipment. You will provide us with clear and safe access to the Equipment and a safe workplace for our employees as well as a safe storage location for parts and other materials to be stored on site which remain our property, in compliance with all applicable regulations related thereto, you will inspect and observe the condition of the Equipment and workplace and you will promptly report potentially hazardous conditions and malfunctions, and you will call for service as required; you will promptly authorize needed repairs or replacements outside the scope of this Agreement, and observe all testing and reporting responsibilities based upon local codes. You will not permit others to work on the Equipment during the term of this Agreement. You agree that you will authorize and pay for any proposed pre-maintenance repairs or upgrades (including any such repairs or upgrades proposed during the first 30 days of this agreement), or we will have the option to terminate this Agreement immediately, without penalty to us. You agreed to post and maintain necessary instructions and / or warnings relating to the equipment.
3. We will not be liable for damages of any kind, whether in contract or in tort, or otherwise, in excess of the annual price of this Agreement. We will not be liable in any event for special, indirect or consequential damages, which include but are not limited to loss of rents, revenues, profit, good will, or use of Equipment or property, or business interruption.
4. Neither party shall be responsible for any loss, damage, detention or delay caused by labor trouble or disputes, strikes, lockouts, fire, explosion, theft, lightning, wind storm, earthquake, floods, epidemics, pandemics, storms, riot, civil commotion, malicious mischief, embargoes, shortages of materials or workmen, unavailability of material from usual sources, government priorities or requests or demands of the National Defense Program, civil or military authority, war, insurrection, failure to act on the part of either party's suppliers or subcontractors, orders or instructions of any federal, state, or municipal government or any department or agency thereof, acts of God, or by any other cause beyond the reasonable control of either party. Dates for the performance or completion of the work shall be extended by such delay of time as may be reasonably necessary to compensate for the delay.
5. You will assign this Agreement to your successor in interest, should your interest in the premises cease prior to the initial or any renewal termination date. If this Agreement is terminated prematurely for any reason, other than our default, including failure to assign to a successor in interest as required above, you will pay as liquidated damages (but not penalty) one-half of the remaining amount due under this Agreement.
6. The Equipment consists of mechanical and electrical devices subject to wear and tear, deterioration, obsolescence and possible malfunction as a result of causes beyond our control. The services do not guarantee against failure or malfunction, but are intended to reduce wear and prolong useful life of the Equipment. We are not required to perform tests other than those specified previously, to install new devices on the equipment which may be recommended or directed by insurance companies, federal, state, municipal or other authorities, to make changes or modifications in design, or to make any replacements with parts of a different design. We are responsible to perform such work as is required due to ordinary wear and tear. We are not responsible for any work required, or any claims, liabilities or damages, due to: obsolescence; accident; abuse; misuse; vandalism; adverse machine room conditions (including temperature variations below 60 degrees and above 90 degrees Fahrenheit) or excessive humidity; overloading or overcrowding of the Equipment beyond the limits of the applicable codes; use of a stopped escalator as a stair; adverse environmental or premises conditions, including but not limited to water damage, power fluctuations, rust, or any other cause beyond our control. We will not be responsible for correction of outstanding violations or test requirements cited by appropriate authorities prior to the effective date of this agreement.
7. Invoices (including invoices for extra work outside the fixed price) will be paid upon presentation, on or before the last day of the month prior to the billing period. Late or non-payments will result in:
  - (a) Interest on past due amounts at 1½% per month or the highest legal rate available;
  - (b) Termination of the Agreement on ten (10) days prior written notice; and
  - (c) Attorneys' fees, cost of collection and all other appropriate remedies for breach of contract.
8. If either party to this Agreement claims default by the other, written notice of at least 30 days shall be provided, specifically describing the default. If cure of the default is not commenced within the thirty-day notification period, this Agreement may be terminated. In the event of litigation, the prevailing party will be entitled to its reasonable attorneys' fees and costs. If you elect to modernize any or all of the Equipment during the term of this agreement, you will give us the option, within a reasonable time, to prepare an offer for the work and/or evaluate competitor proposals and compare scope of work and price. If we are unable to match price and scope of work, or present an alternative proposal, this Agreement may be canceled with ninety (90) days written notice.

9. Any proprietary material, information, data or devices contained in the equipment or work provided hereunder, or any component or feature thereof, remains our property. This includes, but is not limited to, any tools, devices, manuals, software, modems, source/ access/ object codes, passwords. In the event Schindler's maintenance obligation is terminated, the Schindler Ahead features ("SA") (if applicable) will be deactivated and Schindler reserves the right to remove the Schindler Ahead hardware. If Schindler is no longer the maintenance provider, Customer is responsible for obtaining alternative telephone service for the elevator phones.

10. You will prevent access to the Equipment, including the SA feature and/or dedicated telephone line if applicable, by anyone other than us. We will not be responsible for any claims, losses, demands, lawsuits, judgment, verdicts, awards or settlements ("claims") arising from the use or misuse of SA, if it or any portion of it has been modified, tampered with, misused or abused. We will not be responsible for use, misuse, or misinterpretation of the reports, calls, signals, alarms or other such SA output, nor for claims arising from acts or omissions of others in connection with SA or from interruptions of telephone service to SA regardless of cause. You agree, which obligation shall survive this Agreement, that you will defend, indemnify and hold us harmless from and against any such claims, and from any and all claims arising out of or in connection with this Agreement, and/or the Equipment, unless caused directly and solely by our established fault.

11. Should this Agreement be accepted by you in the form of a purchase order, the terms and conditions of this Agreement will take precedence over those of the purchase order.

12. Schindler Elevator Corporation is insured at all locations where it undertakes business for the type of insurance. You agree to accept, named as certificate holder, in full satisfaction of the insurance requirements for this Agreement, our standard Certificate of Insurance. Limits of liability as follows:

- (a) Workers' Compensation - Equal to or in excess of limits of Workers' Compensation laws in all states and the District of Columbia.
- (b) Comprehensive Liability - Up to Two Million Dollars (\$2,000,000.00) single limit per occurrence, Products/Completed Ops Aggregate \$5,000,000.
- (c) Auto Liability - \$5,000,000 CSL.
- (d) Employer's Liability - \$5,000,000 Each Accident/Employee/Policy Limit.

13. You hereby authorize us to produce single copies of the EPROM and/or ROM chips for each elevator subject to this Agreement for the sole purpose of archival back-up of the software embodied therein. The duplicate chip(s) for a given elevator shall be identified by serial number, or other means, and shall be stored on the building premises in a secured area in the elevator equipment room or you may retain possession. We agree that back-up chips are not for the benefit of purchase or sale, or for use in other elevator systems, and shall be used for no other purpose than the replacement of a defective or damaged chip on the particular elevator. In the event that your continued possession of the computer program should cease to be rightful, we agree that all such archival copies shall be destroyed.

14. You acknowledge that certain replacement parts, such as printed circuit boards or control related parts, may be difficult to obtain. While we do not anticipate problems or delays obtaining such parts, it may be necessary or desirable for you to order such parts directly from the original equipment manufacturer ("OEM"). You agree, in such event, to order parts promptly from the OEM, at any time and from time to time, as specified by us. We agree to reimburse you for the reasonable cost of such parts (as covered by this Agreement) promptly upon receipt from you of copies of the invoice(s) together with appropriate payment documentation.

15. Should conditions arise requiring use of the OEM diagnostic tool, we will promptly notify you. You agree, in such event, to promptly contact the OEM for diagnostic service and repair. You will be responsible for all costs related to such service and repair. You further agree that we shall not be responsible for any delays, damage, costs or claims associated with you or OEM's failure to timely provide a diagnostic tool, and you will indemnify, defend and hold us harmless from any such delays, damage, cost or claim.

This contract adheres to Terms and Conditions of the Sourcewell contract #080420

# Schindler Inspection

## SCHINDLER ELEVATOR CORPORATION

4740 Talon Court SE  
Suite 1  
Grand Rapids, MI 49512-5408  
Phone:  
Fax: 616-656-1454

**Date:** July 07, 2021

**Estimate Number:** CWOFF-C4PPHN (2021.1.1)

**To:**  
Mid Michigan Comm College / Pickard Bldg  
5805 E Pickard St  
Mount Pleasant, MI 48858-6930

**Building Name:**  
Mid Michigan Community College

**Attn:** Joe Myers

## EQUIPMENT DESCRIPTION

Qty	Manufacturer	Equipment	Application Description	Rise/Length		Install#
				Openings	Capacity Speed	
1	Thyssen	Hydraulic Passenger	M0018105	3F/0R	3000 125	

**SCHINDLER ELEVATOR CORPORATION** ("Schindler", "we", "us") 4740 Talon Court SE Suite 1, Grand Rapids, MI 49512-5408, and **MID MICHIGAN COMM COLLEGE / Pickard Bldg**, 5805 E Pickard St, Mount Pleasant, MI 48858-6930 ("you") agree as follows:

## INSPECTION COVERAGE

We will:

- Periodically examine, lubricate, adjust, and as needed, recommend the repair or replacement of the Equipment
- Report to you any necessary repairs discovered by us in the performance of such inspections
- Upon your request, provide you with a proposal for necessary repairs at our standard billing rates
- Perform safety testing

## TESTING OF SAFETY DEVICES

<u>Equipment</u>	<u>Test</u>	<u>Frequency</u>
Hydraulic	MI Cat 1 / Pressure/Relief Valve	Annually
Hydraulic	MI Full Load Pressure/Relief Valve	Every 3 years

Our testing responsibilities do not include fees or changes imposed by local authorities in conjunction with witnessing, witnessing costs, inspecting, assisting inspection authorities, licensing or testing the Equipment including observation of testing by 3rd parties; changes in the testing requirements after the initial start date of this Agreement, or any other testing obligations other than as specifically set forth above, including, but not limited to seismic tests. Since these tests may expose the equipment to strains well in excess of those experienced during normal operation, Schindler will not be responsible for any damage to the equipment or property, or injury to or death of any persons, resulting from or arising out of the performance of these tests. Further, our testing responsibilities do not include performance, or the keeping of records related to, monthly firefighters service.

### SCHINDLER AHEAD

You will be provided access to the Schindler Ahead tools, which include Schindler Ahead hardware connectivity, Core service in the tier described below, Schindler Actionboard and Actionboard Mobile.

You will also be provided access to the optional Ahead Digital Services as selected and described below.

**Schindler Ahead** provides remote connectivity to your Equipment. Schindler Ahead will automatically notify us if any connected component or function is operating outside established parameters. When appropriate, we will communicate with you to schedule appropriate service calls. Monitoring will be performed 24/7 and will automatically communicate with our Customer Service Network using dedicated wireless cellular technology. Schindler will make every reasonable effort to maintain wireless connectivity. If requested, you will provide the proper wiring diagrams for the equipment covered. These diagrams will remain your property, and will be maintained by Schindler for use in troubleshooting and servicing the equipment.

**Schindler ActionBoard and ActionBoard Mobile** are communication technologies that provide access to real-time information about your equipment including: performance history, reports, push notifications, service call records, unit profiles and more.

Your contract includes the above features as well as the following Core package:

This Agreement does not include Schindler Ahead.

If you would like information on upgrading your Core package, please discuss with your sales rep. The upgraded packages are:

**Connect** – Schindler's Connect package provides wireless cellular communication from your equipment's controller to 's data network. This allows the Schindler Cube or Schindler SRM to be connected to your equipment 24/7. The Connect package also provides access to the basic features of ActionBoard/Dashboard and ActionBoard Mobile/Dashboard Mobile, giving you real time information on your equipment.

**Enhanced** – The Enhanced Package includes access to Schindler's Elevated Support Professional Team. This team analyzes information gathered by Schindler Ahead, which improves the reliability of your equipment and improves the response time. The Elevated Support Professional Team can alert you when a shutdown is detected, helps confirm issues remotely, and provides real-time ETAs for technicians en route. With these enhanced diagnostics, we can guarantee that you will not be charged for Running on Arrival calls. Under the "No Running on Arrival Guarantee," Schindler will fully cover the cost of any callback during regular hours related to the following situations: Elevator or Escalator Running in normal operation, or running under any of the following special services modes: Independent service, Fireman's service (Phase I or Phase II), or Inspection operation. All other callbacks will be billed as outlined in the service agreement.

**Premium** – The premium package is our top tier,-and was created for customers requiring the most comprehensive level of service. Our premium package offers the highest level of functionality and support. The Premium tier also includes concierge level assistance for all of your service needs.

Optional Digital Services:

The following digital services are also available:

**Digital Alarm** – The Schindler Ahead in-car emergency phone service will be added to your digital package. This service includes a reliable digital connection between your existing or new in-car emergency phone and our Schindler Customer Service Network that handles incoming and outgoing emergency calls with passengers in the elevator. To ensure reliability, Schindler Ahead phone service also provides monitoring of this connection. This in-car emergency phone service feature will be added along with the Schindler Core Services, and is contingent upon code approval by the local authority having jurisdiction. The Schindler Ahead solution must be installed and confirmed by Schindler to be communicating before you proceed with plans to remove or cancel your existing service provider's line for your in-car emergency phone. Schindler will notify you once the Schindler Ahead connection is confirmed. This will ensure there is no disruption with the emergency communications with passengers in the elevator. If proprietary telephone equipment exists, you agree to replace the proprietary hardware with compatible hardware for an additional cost.

\_\_\_\_\_ Initial Here to add DigitalAlarm for \$25 per unit, per month in addition to the subscription price shown in the Price section below

**ElevateMe** - The Schindler Ahead ElevateMe service, which requires a compatible elevator controller, enables passengers to call an elevator via their personal smartphone. Any smartphone with an Apple iOS or a Google Android operating system, can download the ElevateMe app from the respective app store. Via the app the elevator can be called, and the desired destination floor entered. The smartphone will substitute the typical elevator call via a landing or car operating panel\*. Once the service is active, all passengers using the smartphone application can place destination calls. The elevator must be equipped with Schindler Ahead to offer the feature. \*The landing and operating panels will remain and work as is.

Scope of Services:

Software update and activation of feature on Schindler Cube

Creation, printing and installation of QR Codes

Commissioning of system, testing and registration via Schindler Ahead Control Center

Permanent Monitoring and support via the Technical Operation Center (TOC)

Regular Over-The-Air Update to ensure reliability and security of the hardware

\_\_\_\_\_ Initial Here to add ElevateMe for \$25 per unit, per month in addition to the subscription price shown in the Price section below

Schindler Ahead, your Core package, and the digital services described in this agreement require Schindler Ahead Connectivity. If your existing unit(s) are not equipped with the Connectivity to enable the selected services, we will provide a separate invoice for this cost. By signing this agreement, you agree to pay the costs associated with this activation. Work shall be performed during our regular working hours of our regular working days. Title to Hardware remains with Schindler. Schindler may replace or modify Hardware at any time. Customer shall promptly provide Schindler access to Hardware and prevent unauthorized access thereto.

## HOURS OF SERVICE

We will perform the services during our regular working hours of regular working days, excluding elevator trade holidays. The services do not include callbacks during regular or overtime hours. If you authorize services outside the scope of this agreement, or callbacks at any time, you will pay us at our standard billing rates, plus materials not covered by contract, expenses and travel.

### **TERM**

This Agreement commences on July 01, 2021, and continues until June 30, 2027, and shall renew (where permitted by applicable local law) for subsequent similar periods, unless terminated by either party upon written notice received by the other party at least 90 days prior to the above termination date or any renewal termination date, and not more than 120 days before the termination date.

### **PRICE**

In consideration of the services provided hereunder, you agree to pay us the sum of \$149.00 per month, payable in annual installments of \$1,788.00, exclusive of applicable taxes.

This Agreement does not include Schindler Ahead. If you would like to choose a Schindler Ahead tier, please indicate by checking below:

- Upgrade to the Connect Package - \$10 per unit, per month addition.
- Upgrade to the Enhance Package - \$20 per unit, per month addition.

The packages above are dependent upon applicable equipment type and hardware installation, which will be installed at the owner's expense. Please contact your Schindler Rep for more information.

### **PRICE ADJUSTMENT**

The contract Price and labor rates for extra work will be adjusted annually in January. This adjustment will be based upon the local labor rate adjustment for the year in which it is adjusted, and will be increased or decreased on the basis of changes to the local straight time hourly rate for mechanics. If there is a delay in determining a new labor rate, or an interim determination of a new labor rate, we will notify you and adjust the price at the time of such determination, and we will retroactively bill or issue credit, as appropriate, for the period of such delay. We also reserve the right to adjust the contract price quarterly / annually on the basis of changes in other expenses such as fuel, waste disposal, government regulations or administrative costs. Should you elect to take the annual pre-payment option, the price adjustment date will default to coincide with the invoice date.

The annual contract price adjustment will not apply to Schindler Ahead. Schindler reserves the right to make adjustments to the monthly fee for the Schindler Ahead tiers as additional value added features and functionality are added to the selected offering.

**PAYMENT OPTIONS**

(1) Please select a Method of Payment:

Direct Debit                      1% Discount (Attach Copy of voided check)

Credit Card                      3% Addition

Visa                       MC                       AMEX

Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Check

Other: \_\_\_\_\_

(2) Please select a Payment Frequency (Other than Annual):

Semi-Annual                      1% Addition

Quarterly                      3% Addition

Monthly                      5% Addition

**SPECIAL TERMS AND PRICING**

Schindler Elevator / Sourcewell National Contract

This contract adheres to Terms and Conditions of the Sourcewell contract #080420.

**Price Adjustments**

Price adjustments shall not exceed a 5% increase per annual period

**Cancellation and Cure Clause**

This agreement may be cancelled with 30 (thirty) days notice in the event of the sale of the property, change in management company, or for non-performance provided that Schindler is given written notice of the specific non-performance concern and has 30 (thirty) days to correct the specific non-performance concern. Non-performance is defined as an elevator not operating to designed specifications for this specific elevator system due to causes within Schindler's control or Schindler not performing as guaranteed within this contract.

This agreement may also be cancelled should the Owner elect to the modernize or replace the elevator covered under this agreement if the work is awarded to another vendor provided that Schindler is provided the opportunity to match or beat the other vendor's offered price and elects not to do so.



**The attached terms and conditions** are incorporated herein by reference.

Acceptance by you as owner's agent or authorized representative and subsequent approval by our authorized representative will be required to validate this agreement.

Proposed:

\_\_\_\_\_

By: Cameron Wolterstorff

For: Schindler Elevator Corporation

Title: Sales Representative

Date: July 07, 2021

Accepted:

\_\_\_\_\_

By: \_\_\_\_\_

For: Mid Michigan Comm College / Doan

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved:

\_\_\_\_\_

By: Mike Sullivan

Title: District Manager

Date: \_\_\_\_\_

## TERMS AND CONDITIONS

1. This is the entire Agreement between us, and no other terms or conditions shall apply. This service proposal does not void or negate the terms and conditions of any existing service agreement unless fully executed by both parties. No services or work other than specifically set forth herein are included or intended by this Agreement.
2. You retain your responsibilities as Owner and/or Manager of the premises and of the Equipment. You will provide us with clear and safe access to the Equipment and a safe workplace for our employees as well as a safe storage location for parts and other materials to be stored on site which remain our property, in compliance with all applicable regulations related thereto, you will inspect and observe the condition of the Equipment and workplace and you will promptly report potentially hazardous conditions and malfunctions, and you will call for service as required; you will promptly authorize needed repairs or replacements outside the scope of this Agreement, and observe all testing and reporting responsibilities based upon local codes. You will not permit others to work on the Equipment during the term of this Agreement. You agree that you will authorize and pay for any proposed pre-maintenance repairs or upgrades (including any such repairs or upgrades proposed during the first 30 days of this agreement), or we will have the option to terminate this Agreement immediately, without penalty to us. You agreed to post and maintain necessary instructions and / or warnings relating to the equipment.
3. We will not be liable for damages of any kind, whether in contract or in tort, or otherwise, in excess of the annual price of this Agreement. We will not be liable in any event for special, indirect or consequential damages, which include but are not limited to loss of rents, revenues, profit, good will, or use of Equipment or property, or business interruption.
4. Neither party shall be responsible for any loss, damage, detention or delay caused by labor trouble or disputes, strikes, lockouts, fire, explosion, theft, lightning, wind storm, earthquake, floods, epidemics, pandemics, storms, riot, civil commotion, malicious mischief, embargoes, shortages of materials or workmen, unavailability of material from usual sources, government priorities or requests or demands of the National Defense Program, civil or military authority, war, insurrection, failure to act on the part of either party's suppliers or subcontractors, orders or instructions of any federal, state, or municipal government or any department or agency thereof, acts of God, or by any other cause beyond the reasonable control of either party. Dates for the performance or completion of the work shall be extended by such delay of time as may be reasonably necessary to compensate for the delay.
5. You will assign this Agreement to your successor in interest, should your interest in the premises cease prior to the initial or any renewal termination date. If this Agreement is terminated prematurely for any reason, other than our default, including failure to assign to a successor in interest as required above, you will pay as liquidated damages (but not penalty) one-half of the remaining amount due under this Agreement.
6. The Equipment consists of mechanical and electrical devices subject to wear and tear, deterioration, obsolescence and possible malfunction as a result of causes beyond our control. The services do not guarantee against failure or malfunction, but are intended to reduce wear and prolong useful life of the Equipment. We are not required to perform tests other than those specified previously, to install new devices on the equipment which may be recommended or directed by insurance companies, federal, state, municipal or other authorities, to make changes or modifications in design, or to make any replacements with parts of a different design. We are responsible to perform such work as is required due to ordinary wear and tear. We are not responsible for any work required, or any claims, liabilities or damages, due to: obsolescence; accident; abuse; misuse; vandalism; adverse machine room conditions (including temperature variations below 60 degrees and above 90 degrees Fahrenheit) or excessive humidity; overloading or overcrowding of the Equipment beyond the limits of the applicable codes; use of a stopped escalator as a stair; adverse environmental or premises conditions, including but not limited to water damage, power fluctuations, rust, or any other cause beyond our control. We will not be responsible for correction of outstanding violations or test requirements cited by appropriate authorities prior to the effective date of this agreement.
7. Invoices (including invoices for extra work outside the fixed price) will be paid upon presentation, on or before the last day of the month prior to the billing period. Late or non-payments will result in:
  - (a) Interest on past due amounts at 1½% per month or the highest legal rate available;
  - (b) Termination of the Agreement on ten (10) days prior written notice; and
  - (c) Attorneys' fees, cost of collection and all other appropriate remedies for breach of contract.
8. If either party to this Agreement claims default by the other, written notice of at least 30 days shall be provided, specifically describing the default. If cure of the default is not commenced within the thirty-day notification period, this Agreement may be terminated. In the event of litigation, the prevailing party will be entitled to its reasonable attorneys' fees and costs. If you elect to modernize any or all of the Equipment during the term of this agreement, you will give us the option, within a reasonable time, to prepare an offer for the work and/or evaluate competitor proposals and compare scope of work and price. If we are unable to match price and scope of work, or present an alternative proposal, this Agreement may be canceled with ninety (90) days written notice.

9. Any proprietary material, information, data or devices contained in the equipment or work provided hereunder, or any component or feature thereof, remains our property. This includes, but is not limited to, any tools, devices, manuals, software, modems, source/ access/ object codes, passwords. In the event Schindler's maintenance obligation is terminated, the Schindler Ahead features ("SA") (if applicable) will be deactivated and Schindler reserves the right to remove the Schindler Ahead hardware. If Schindler is no longer the maintenance provider, Customer is responsible for obtaining alternative telephone service for the elevator phones.

10. You will prevent access to the Equipment, including the SA feature and/or dedicated telephone line if applicable, by anyone other than us. We will not be responsible for any claims, losses, demands, lawsuits, judgment, verdicts, awards or settlements ("claims") arising from the use or misuse of SA, if it or any portion of it has been modified, tampered with, misused or abused. We will not be responsible for use, misuse, or misinterpretation of the reports, calls, signals, alarms or other such SA output, nor for claims arising from acts or omissions of others in connection with SA or from interruptions of telephone service to SA regardless of cause. You agree, which obligation shall survive this Agreement, that you will defend, indemnify and hold us harmless from and against any such claims, and from any and all claims arising out of or in connection with this Agreement, and/or the Equipment, unless caused directly and solely by our established fault.

11. Should this Agreement be accepted by you in the form of a purchase order, the terms and conditions of this Agreement will take precedence over those of the purchase order.

12. Schindler Elevator Corporation is insured at all locations where it undertakes business for the type of insurance. You agree to accept, named as certificate holder, in full satisfaction of the insurance requirements for this Agreement, our standard Certificate of Insurance. Limits of liability as follows:

- (a) Workers' Compensation - Equal to or in excess of limits of Workers' Compensation laws in all states and the District of Columbia.
- (b) Comprehensive Liability - Up to Two Million Dollars (\$2,000,000.00) single limit per occurrence, Products/Completed Ops Aggregate \$5,000,000.
- (c) Auto Liability - \$5,000,000 CSL.
- (d) Employer's Liability - \$5,000,000 Each Accident/Employee/Policy Limit.

13. You hereby authorize us to produce single copies of the EPROM and/or ROM chips for each elevator subject to this Agreement for the sole purpose of archival back-up of the software embodied therein. The duplicate chip(s) for a given elevator shall be identified by serial number, or other means, and shall be stored on the building premises in a secured area in the elevator equipment room or you may retain possession. We agree that back-up chips are not for the benefit of purchase or sale, or for use in other elevator systems, and shall be used for no other purpose than the replacement of a defective or damaged chip on the particular elevator. In the event that your continued possession of the computer program should cease to be rightful, we agree that all such archival copies shall be destroyed.

14. You acknowledge that certain replacement parts, such as printed circuit boards or control related parts, may be difficult to obtain. While we do not anticipate problems or delays obtaining such parts, it may be necessary or desirable for you to order such parts directly from the original equipment manufacturer ("OEM"). You agree, in such event, to order parts promptly from the OEM, at any time and from time to time, as specified by us. We agree to reimburse you for the reasonable cost of such parts (as covered by this Agreement) promptly upon receipt from you of copies of the invoice(s) together with appropriate payment documentation.

15. Should conditions arise requiring use of the OEM diagnostic tool, we will promptly notify you. You agree, in such event, to promptly contact the OEM for diagnostic service and repair. You will be responsible for all costs related to such service and repair. You further agree that we shall not be responsible for any delays, damage, costs or claims associated with you or OEM's failure to timely provide a diagnostic tool, and you will indemnify, defend and hold us harmless from any such delays, damage, cost or claim.

## New Business

### Item VI-D: Purchase of Remote, Cloud-Based Manufacturing Labs

Presenter: Shawn Troy

Board Consideration: Information/Action

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***President's Recommendation:***

Motion to approve the purchase of remote, cloud-based manufacturing labs and equipment in the amount of \$208,539.00.

Dean of Workforce and Career Education Shawn Troy will present a request to utilize CARES funding to purchase remote, cloud-based manufacturing labs and equipment. These labs fully integrate with equipment on the lab floor and allow the college to issue all Level 1 NC3 Advanced Manufacturing certifications for students, even in the event of an extended closure of the college campus, similar to that during the COVID-19 pandemic.



**Advanced Technologies Consultants**

110 W. Main St. | Northville, MI 48167  
Office Phone: (800) 348-8447  
Office Fax: (248) 348-3040

**PRICE QUOTATION**

Prices valid for 60 days  
Prices and packages are subject to change without notice

Presented to:

Shawn Troy  
Mid Michigan College  
1375 S Clare Ave  
Harrison, MI  
stroy@midmich.edu

7/15/2021  
Andrew Close  
760 818 5336  
AndyClose@atctrain.com



<i>Terms</i>	<i>Project</i>	<i>Delivery</i>	<i>FOB Point</i>
Net 30	Festo NC3 Level 1	60-90 Days ARO	Lab-Volt

<i>Item#</i>	<i>Description</i>	<i>Part#</i>	<i>Sub-Total</i>
1	Fluid Power (Pneumatics and Hydraulics)		\$51,257.00
2	PLC (PLC and Sensors) - Rockwell automation		\$26,618.00
3	PLC (PLC and Sensors) - Siemens		\$23,315.00
4	Robotics		0.00
5	Mechanical Systems		\$30,205.00
6	Electricity (DC and AC)		\$9,400.00
7	Introduction to Industry 4.0		\$0.00
8	MecLab® System (Fundamental Add-on)		\$9,324.00
		<b>Grand Total</b>	<b>\$150,119.00</b>



**Advanced Technologies Consultants**

110 W. Main St. | Northville, MI 48167  
 Office Phone: (800) 348-8447  
 Office Fax: (248) 348-3040

**PRICE QUOTATION**

Prices valid for 60 days  
 Prices and packages are subject to change without notice

Presented to: Shawn Troy  
 Mid Michigan College  
 1375 S. Clare Ave  
 Harrison, MI  
[story@midmich.edu](mailto:story@midmich.edu)  
 Customer Ph # (Numbers only)

7/15/2021  
 Andrew Close  
 760 818 5336  
[andyclose@atctrain.com](mailto:andyclose@atctrain.com)

Terms	Project	Delivery	FOB Point
Net 30	Universal Robots	4 Weeks ARO	Denmark

v.03/17/2021

Item#	Qty	Description	Part #	Standard List Price	EDU Price	Extended
1	2	<b>Universal Robot 3e</b>	110303	\$28,800.00	\$22,560.00	\$45,120.00
		Includes: Integrated Force Torque Sensor				
		Payload: 6.6 Pounds				
		Reach: 19.7 Inches				
		6 Rotating Joints DOF				
		Robot Weight: 24.7 Pounds				
		I/O Ports: Digital In (2) Digital Out (2) Analog In (2)				
		Control Box I/O Ports: Digital In (16) Digital Out (16) Analog In (2) Analog Out (2)				
2		<b>Universal Robot 5e</b>	110305	\$35,800.00	\$27,960.00	
		Includes: Integrated Force Torque Sensor				
		Payload: 11 Pounds				
		Reach: 33.5 Inches				
		6 Rotating Joints DOF				
		Robot Weight: 45.4 Pounds				
		I/O Ports: Digital In (2) Digital Out (2) Analog In (2)				
		Control Box I/O Ports: Digital In (16) Digital Out (16) Analog In (2) Analog Out (2)				
3		<b>Universal Robot 10e</b>	110310	\$47,200.00	\$36,840.00	
		Includes: Integrated Force Torque Sensor				
		Payload: 22 Pounds				
		Reach: 51.2 Inches				
		6 Rotating Joints DOF				
		Robot Weight 73.9 Pounds				
		I/O Ports: Digital In (2) Digital Out (2) Analog In (2)				
		Control Box I/O Ports: Digital In (16) Digital Out (16) Analog In (2) Analog Out (2)				
4		<b>Universal Robot 16e</b>	110316	\$51,900.00	\$40,500.00	
		Includes: Integrated Force Torque Sensor				
		Payload: 35.27 Pounds				
		Reach: 35.4 Inches				
		6 Rotating Joints DOF				
		Robot Weight 73. Pounds				
		I/O Ports: Digital In (2) Digital Out (2) Analog In (2)				
		Control Box I/O Ports: Digital In (16) Digital Out (16) Analog In (2) Analog Out (2)				
		<b>Robotiq Grippers</b>				
5		Hand-E Gripper	HND-ES-UR-KIT		\$3,900.00	

Item#	Qty	Description	Part #	Standard List Price	EDU Price	Extended
6		2F-85 Gripper	AGC-ES-UR-KIT-85		\$4,800.00	
7		2F-140 Gripper	AGC-ES-UR-KIT-140		\$4,975.00	
8		3-Finger Gripper	AGS-UR-KIT		\$18,000.00	
9		Wrist Camera	RWC-UR-KIT		\$5,400.00	
10	2	Electric Vacuum Gripper 1 Cup + Bracket	VAC-ES-UR-EPIK-KIT1		\$4,400.00	\$8,800.00
11		Electric Vacuum Gripper 2 Cups + Bracket	VAC-ES-UR-EPIK-KIT2		\$4,750.00	
12		Electric Vacuum Gripper 4 Cups + Bracket	VAC-ES-UR-EPICK-KIT4		\$5,100.00	
13		Air Vacuum Pick Gripper 1 Cup + Bracket	VAC-ES-UR-AIRPICK-KIT1		\$3,300.00	
14		Air Vacuum Pick Gripper 2 Cups + Bracket	VAC-ES-UR-AIRPICK-KIT2		\$3,650.00	
15		Air Vacuum Pick Gripper 4 Cups+ Bracket	VAC-ES-UR-AIRPICK-KIT4		\$4,000.00	
16		<b>Training Kit</b>	108061		\$8,000.00	
		Includes: Conveyer, Sensors, IO Box and Parts (training plates, workpieces and dual TCP attachment with Curriculum)				
17		<b>Teacher Certification Training (4 Days)</b>	00412		\$2,250.00	
18		<b>Robot Cart</b>	RA-RB-80019 V10.2		\$3,940.00	
		<b>Stand-Tower-Mount</b>				
19	2	Mobile Base UR3	UR3-TTD		\$750.00	\$1,500.00
20		Mobile Base UR5	URBASE-5E-C-C		\$2,650.00	
21		Mobile Base UR10	URBASE-10E-C-C		\$2,650.00	
22		Mobile Base UR16	RA-RB-74747 v6		\$3,160.00	
		<b>Other</b>				
23		Active Mini DisplayPort to HDMI Adapter (Mini DP to HDMI)	101021		\$25.00	
24		Insight Starter Kit - Americas	INS-STK-AME-001		\$2,100.00	
25		Force Copilot kit for UR e-Series	CP-FORCE-ES-UR-KIT		\$1,500.00	
26		UR e-Series Pendant Armor® Bumper	UNI-E_PA		\$299.00	
27		E-Series Tempered Glass Screen Protector	UNI-E-PA-GLASS-SCRN		\$65.00	
				<b>Sub-Total</b>		<b>\$55,420.00</b>
S&H \$1,500/ea Cobot				<b>Shipping &amp; Handling</b>		<b>\$3,000.00</b>
				<b>Grand Total</b>		<b>\$58,420.00</b>

## New Business

### Item VI-E: Nursing Blanket Purchase Order Request

**Presenter:** Barb Wieszciecinski

**Board Consideration:** Information/Action

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***President's Recommendation:***

Motion to approve the annual Blanket Purchase Order for the academic year for Nursing in the amount of \$135,860.00.

Dean of Health Sciences Barb Wieszciecinski will be presenting a request to approve a Blanket Purchase Order for supplies and testing associated with Nursing during the 2021-2022 academic year. All costs are covered by the student course fees.



**Fall Semester:**

**HA Cohort (semester 1 of the program):**

HESI: 46 students @ \$215.29 each = \$9903.00

**HA Cohort (semester 3 of the program):**

HESI: 44 students @ \$251.38 each = \$11,060.72

Sim Chart: 44 students @ \$75.00 each = \$3,300

**MP Cohort (semester 2 of the program):**

HESI: 45 students @ \$251.38 each = \$11,312.10

Sim Chart: 45 students @ \$75.00 each = \$3,375

**MP Cohort (semester 4 of the program):**

HESI: 32 students @ \$251.38 each = \$8,044.16

**Winter Semester:**

**HA Cohort (semester 2 of the program):**

HESI: 48 students @ \$251.38 each = \$12,066.24

Sim Chart: 48 students @ \$75.00 each = \$3,600

**HA Cohort (semester 4 of the program):**

HESI: 48 students @ \$251.38 each = \$12,066.24

**MP Cohort (semester 1 of the program):**

HESI: 48 students @ \$251.38 each = \$12,066.24

**MP Cohort (semester 3 of the program):**

HESI: 48 students @ \$251.38 each = \$12,066.24

Sim Chart: 48 students @ \$75.00 each = \$3,600

HESI Entrance Exams: 100 exams at \$55.00 each = \$5,500.00 (pre-nursing students)

**GRAND TOTAL for BPO = \$107,960.00**

**Account # 10-23530-1410000-00**

**Vendor: HESI – Division of Elsevier, Inc**

**PO Box 9555**

**New York, NY 10087-9555**

**Fall Semester:**

MP Cohort (semester 4 of the program): 29 students @ \$250.00 each = \$7,250.00

**Winter Semester:**

HA Cohort (semester 4 of the program): 45 students @ \$250.00 each = \$11,250.00

**GRAND TOTAL for BPO = \$18,500**

**Account # 10-23530-1410000-00**

**Vendor: U World, LLC**

**9111 Cypress Waters Blvd., Ste 300**

**Coppell, TX 75091**

**Fall Semester:**

HA Cohort (semester 1 of the program): 48 students @ \$50.00 each = \$2,400

HA Cohort (semester 3 of the program): 44 students @ \$50.00 each = \$2,200

**Winter Semester:**

MP Cohort (semester 1 of the program): 48 students @ \$50.00 each = \$2,400

MP Cohort (semester 3 of the program): 48 students @ \$50.00 each = \$2,400

**GRAND TOTAL for BPO = \$9,400**

**Account # 10-23515-1410000-00**

**Vendor: Michigan Health Council**

**2121 University Park Drive**

**Suite 150**

**Okemos, MI 48864-3997**

## New Business

### Item VI-F: Nursing Equipment Purchase

**Presenter:** Barb Wieszciecinski

**Board Consideration:** Information/Action

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***President's Recommendation:***

Motion to approve an equipment purchase utilizing CARES funding in the total amount of \$217,213.70 for simulation mannequins.

Dean of Health Sciences Barb Wieszciecinski will be presenting a request to purchase simulation mannequins for the Harrison and Mt. Pleasant campuses utilizing CARES funding to better equip Family Centered Nursing and Foundations for their clinical rotation opportunities.



Laerdal Medical Corporation  
 167 Myers Corners Road  
 Wappingers Falls, NY 12590  
 Phone Order To: 877-LAERDAL  
 Fax Order To: (800) 227-1143  
 customerservice@laerdal.com

**CLIENT EXECUTIVE**  
 Michael Weber  
 michael.weber@laerdal.com

**ACCOUNT MANAGER**  
 Amber Carothers  
 (254) 404-7012  
 amber.carothers@laerdal.com

**To prevent any delays in processing your purchase, please include your quote # when ordering.**

**DATE:** 4/28/2021  
**ATTN:** Laurel McLaughlin  
 Clinical Sim Coordinator  
 +19897736622  
 lmclaughlin@midmich.edu

**QUOTE NUMBER:** Q-441573  
**CREDIT TERMS:** 30 days  
**EXPIRATION DATE:** 8/31/2021

**BILL TO:** 28010398  
 MID MICHIGAN COMMUNITY COLLEGE  
 ACCOUNTS PAYABLE 1375 S CLARE AVE  
 HARRISON MI 48625

**SimBaby**

QTY	PRODUCT	DESCRIPTION	TERM (MONTHS)	LIST PRICE	UNIT PRICE	EXTENDED PRICE
2	246-00150	SimBaby Medium Includes: SimBaby Manikin, IO Lower Left Leg (2), IO Lower Right Leg (2), Kind Removal Tape, 60ml Syringe, Airway Lubricant, Power Supply, Power Cords (4), IPI, Self Sealing Cap (5), Chest Drain Skin (5), Drain Bag IV/IO (2), IO Leg Sealing Tape, Chest Drain Ribs, IV Port Seal (20), Ethernet cable flat + LAN connector, IPI, User Guide and Laerdal Global Warranty		\$34,958.00	\$34,958.00	\$69,916.00
2	204-30101	SimPad PLUS Only (US) SimPad PLUS Only (Hand Held Remote) 204-50150 LLEAP for SimPad PLUS software license required for operation.		\$763.00	\$763.00	\$1,526.00
2	204-50150	LLEAP for SimPad PLUS Includes: License Key providing access to Manual Mode, Automatic Mode, and Log Viewer Application.		\$2,757.00	\$2,757.00	\$5,514.00

QTY	PRODUCT	DESCRIPTION	TERM (MONTHS)	LIST PRICE	UNIT PRICE	EXTENDED PRICE
2	204-300PP1YR	SimPad PLUS Protection Plan Replacement SimPad PLUS remote in the event of non-warranty product failure (spills, immersion in water, breakage due to drops). The plan allows for 1 instance of free remote replacement during a one (1) year period and does not cover instances of theft/loss.	24	\$508.00	\$1,016.00	\$2,032.00
2	400-29301	All In One Panel PC For use as an Instructor Computer with LLEAP software, or a LLEAP, SimPad or SimPad Plus Patient Monitor		\$2,515.00	\$2,515.00	\$5,030.00
2	246-B-VplusP-SB	ValuePlus SimBaby Platinum Includes Installation, Extended Warranty, Loaner coverage and Preventative Maintenance on Site.	60	\$38,989.00	\$23,393.40	\$46,786.80
1	246-EDVT025-SL	SimBaby Virtual Orientation for Site Designed to promote a personalized experience for a single organization Laerdal's Virtual Instructor-Led Training Orientation to SimBaby is developed as a beginner level course and geared towards any user who will be responsible for operating the simulator. This two-hour live instructor-led virtual training will teach you basic simulator feature sets and start-up and shut down procedures.		\$819.00	\$819.00	\$819.00
<b>SimBaby TOTAL:</b>						<b>\$131,623.80</b>

ITEM TOTAL : \$131,623.80  
 SHIPPING/HANDLING : \$154.50  
 TAX : \$0.00  
 ADDITIONAL CHARGE/CREDIT : \$0.00  
 TOTAL : \$131,778.30

There are various payment options; please see bottom of your quote for further clarification.  
 Appropriate Sales Tax will be added to invoice – Pricing and Availability are subject to change  
 Shipping/Handling costs will be added to invoice

**By Accepting this Quote, the following terms are hereby incorporated into customer's order:**

**Products:**

Products that are currently on contract will be removed immediately if manufacturing or distribution of the product is discontinued.

**Payment:**

Net 30 Days for approved open accounts; CIA; Credit Cards accepted. Financing options now available – sample leasing payment terms follow. For additional information, ask your Account Manager listed above.

Lease term 24 months: USD 5,490.76 \*

Lease term 36 months: USD 3,660.51 \*

Lease term 48 months: USD 2,745.38 \*

\* Quoted payments do not include Interest, Taxes, Maintenance, Cancellation fees or Insurance. Quotes are subject to credit approval and may change without notice.

**Warranty:**

One(1) year warranty on manufactured products and 90 day warranty on refurbished products

Two(2) year parts replacement warranty with technical assistance by phone on all Hill-Rom refurbished products

**Delivery:**

Delivery of product to a specific location within your building, if requested is at an additional charge and not included in this quote

**Training:**

Training will be scheduled within a year of the customer's agreed upon due date.

CANCELLATION or RESCHEDULING of EDUCATIONAL or TECHNICAL SERVICES WILL RESULT IN CANCELLATION/RESCHEDULING FEES.

7 DAYS OR LESS: 100% of Course / Service Cost

8 DAYS to 2 WEEKS: 75% of Course / Service Cost

15 DAYS to 20 DAYS: 50% of Course / Service Cost

3 WEEKS or MORE: NO FEE

Customer will be required to submit a new PO to reschedule a cancelled course / service.



**Laerdal**  
helping save lives

Laerdal Medical Corporation  
167 Myers Corners Road  
Wappingers Falls, NY 12590  
Phone Order To: 877-LAERDAL  
Fax Order To: (800) 227-1143  
customerservice@laerdal.com

**CLIENT EXECUTIVE**  
Michael Weber  
michael.weber@laerdal.com

**ACCOUNT MANAGER**  
Amber Carothers  
(254) 404-7012  
amber.carothers@laerdal.com

*To prevent any delays in processing your purchase, please include your quote # when ordering.*

**DATE:** 4/28/2021

**QUOTE NUMBER:**

Q-441568

**ATTN:** Laurel McLaughlin  
Clinical Sim Coordinator  
+19897736622

**CREDIT TERMS:**

30 days

lmclaughlin@midmich.edu

**EXPIRATION DATE:**

8/26/2021

**BILL TO:** 28010398

MID MICHIGAN COMMUNITY COLLEGE  
ACCOUNTS PAYABLE 1375 S CLARE AVE  
HARRISON MI 48625

**Nursing Anne Simulator**

QTY	PRODUCT	DESCRIPTION	TERM (MONTHS)	LIST PRICE	UNIT PRICE	EXTENDED PRICE
<del>4</del> 2	322-05050	Nursing Anne Simulator Geriatric-M Includes: Full body medium skin tone, geriatric simulator with articulating arms and legs. Includes gray wig, head scarves, cataract and arcus senilis pupil set, ostomy set, blood pressure cuff, lubricant spray, simulated blood, subcutaneous injection pads, silicone dressing kit samples, adult gown and quick setup guide.		\$18,500.00	\$18,500.00	\$74,000.00 \$ 37,000
<del>4</del> 2	204-30101	SimPad PLUS Only (US) SimPad PLUS Only (Hand Held Remote) 204-50150 LLEAP for SimPad PLUS software license required for operation.		\$763.00	\$763.00	\$3,052.00 \$ 1,526
<del>4</del> 2	204-50150	LLEAP for SimPad PLUS Includes: License Key providing access to Manual Mode, Automatic Mode, and Log Viewer Application.		\$2,757.00	\$2,757.00	\$11,028.00 \$ 5,514



QTY	PRODUCT	DESCRIPTION	TERM (MONTHS)	LIST PRICE	UNIT PRICE	EXTENDED PRICE
4	400-29301	All In One Panel PC For use as an Instructor Computer with LLEAP software, or a LLEAP, SimPad or SimPad Plus Patient Monitor		\$2,515.00	\$2,515.00	\$10,060.00
4	320-B-VplusP-NAS	ValuePlus Nursing Anne Simulator Platinum Includes Installation, Extended Warranty, Loaner coverage and Preventative Maintenance on Site.	60	\$30,297.00	\$18,178.20	\$72,712.80
<b>Nursing Anne Simulator TOTAL:</b>						\$170,852.80

### SimMom

QTY	PRODUCT	DESCRIPTION	TERM (MONTHS)	LIST PRICE	UNIT PRICE	EXTENDED PRICE
1	377-03250	SimMom Dark Tetherless Includes: SimMom Manikin, Birthing Baby with placenta, 4 Uteri Modules (Cervix, Amniotic Bag, Post-Partum Hemorrhage Module and Inverted Uterus), Set of Consumables, Blood Pressure Cuff, Quick Set up guide, LLEAP License and MamaBirthie at no additional charge.		\$36,295.00	\$36,295.00	\$36,295.00
1	360-00033	MamaBirthie (D)		\$1,540.00	\$0.00	\$0.00
1	377-05350	ADM2 for SimMom Tetherless Includes Complete ADM (pneumatic delivery canister), product orientation, lubricant and soft case for storage of the ADM.		\$5,827.00	\$5,827.00	\$5,827.00
1	400-29301	All In One Panel PC For use as an Instructor Computer with LLEAP software, or a LLEAP, SimPad or SimPad Plus Patient Monitor		\$2,515.00	\$2,515.00	\$2,515.00
1	400-09201	Tablet For use as an Instructor Computer with LLEAP software, or a LLEAP, SimPad or SimPad Plus Patient Monitor		\$2,100.00	\$2,100.00	\$2,100.00
1	377-B-VplusP-SMM	ValuePlus SimMom Platinum Includes Installation, Extended Warranty, Loaner coverage and Preventative Maintenance on Site.	60	\$41,285.00	\$24,771.00	\$24,771.00

QTY	PRODUCT	DESCRIPTION	TERM (MONTHS)	LIST PRICE	UNIT PRICE	EXTENDED PRICE
1	377-EDVT025-SL	SimMom Virtual Orientation for Site Designed to promote a personalized experience for a single organization Laerdal's Virtual Instructor-Led Training Orientation is developed as a beginner level course and geared towards any user who will be responsible for operating the simulator. This two-hour live instructor-led virtual training will teach you basic simulator feature sets and start-up and shut down procedures.		\$819.00	\$819.00	\$819.00
<b>SimMom TOTAL:</b>						\$72,327.00

*Total: \$85,435.40*

ITEM TOTAL : \$243,179.80  
 SHIPPING/HANDLING : \$500.00  
 TAX : \$0.00  
 ADDITIONAL CHARGE/CREDIT : \$0.00  
 TOTAL : \$243,679.80

There are various payment options; please see bottom of your quote for further clarification.  
 Appropriate Sales Tax will be added to invoice – Pricing and Availability are subject to change  
 Shipping/Handling costs will be added to invoice

**By Accepting this Quote, the following terms are hereby incorporated into customer's order:**

**Products:**

Products that are currently on contract will be removed immediately if manufacturing or distribution of the product is discontinued.

**Payment:**

Net 30 Days for approved open accounts; CIA; Credit Cards accepted. Financing options now available – sample leasing payment terms follow. For additional information, ask your Account Manager listed above.

Lease term 24 months: USD 10,153.33 \*

Lease term 36 months: USD 6,768.88 \*

Lease term 48 months: USD 5,076.66 \*

\* Quoted payments do not include Interest, Taxes, Maintenance, Cancellation fees or Insurance. Quotes are subject to credit approval and may change without notice.

**Warranty:**

One(1) year warranty on manufactured products and 90 day warranty on refurbished products

Two(2) year parts replacement warranty with technical assistance by phone on all Hill-Rom refurbished products

**Delivery:**

Delivery of product to a specific location within your building, if requested is at an additional charge and not included in this quote

**Training:**

## New Business

### Item VI-G: Strategic Communications Blanket Purchase Order Request

**Presenter: Matt Miller**

**Board Consideration: Information/Action**

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***President's Recommendation:***

Motion to approve a Blanket Purchase Order in the amount of \$120,000.00 for Strategic Communications digital marketing expenses throughout the year.

Vice President of Student Services Matt Miller will be presenting a request for a Blanket Purchase Order in the amount of \$120,000.00 for Strategic Communications digital marketing expenses for the year.

# Blanket Purchase Order Request for Digital Advertising

**The Strategic Communications Office is requesting authorization of a Blanket Purchase Order to purchase up to \$120,000 in digital advertising from MLive in 2021-22.**

For the past three years, the Board has approved similar requests to purchase the College's digital advertising from a centralized source. The Strategic Communications office has works with MLive to broker and manage our digital advertising. The cost for these services is set by the digital advertising companies (Facebook, Google, Twitter, etc.) and MLive works on our behalf to place the advertising orders, manage the advertising, and monitor the results.

This BPO request represents a continuation of the College's digital advertising efforts. This request represents the largest portion of Mid's marketing budget for several reasons.

- Individuals are spending more and more time interacting and engaging with digital media via their devices. This trend is true across the College's target audiences.
  - Recent data from Ruffalo Noel Levitz:
    - 2 out of 3 prospective students click on paid ads
    - Unlock their phone 79+ times per day
    - 66% of Gen Z use more than one internet connected device at one time
- Digital advertising provides detailed tracking of ad and audience performance, the ability to target student lists with content tailored to their stage in the enrollment funnel, and the constant optimization of advertising creative.
- Working with one strategic partner, MLive, who understands Mid's goals, audiences, and the digital advertising market allows Mid to achieve a higher return on investment, experience operational efficiencies, and collaborate with a trusted partner over time.
- The College maintains a marketing mix which includes radio, billboards, and print alongside our digital efforts throughout the region.

There are a number of services provided by MLive. Here are the descriptions of each service along with a projected amount of spending and the performance metrics from last year:

- **Advanced Analytics - FREE**
  - Google Tag Manager and Dashboard Maintenance
- **Targeted Display & Retargeting - \$20,000**
  - Custom Display Campaigns by target group, creative re-messaging, and optimization of creative based on performance.
  - **2020-2021 Performance**
    - 254% more Impressions than previous fiscal
    - 25%+ increase in Interactions – 3.09% Interaction Rate (1.95% Benchmark, represents MLive's goal and is typically double industry averages)

- 5,659 Clicks, a 287% increase and 0.19% CTR (0.11% Benchmark, represents MLive's goal and is typically double industry averages)
- **Paid Search - \$60,000**
  - Google, Bing and Yahoo paid Search text ads capturing potential students when they are looking to convert.
  - **2020-2021 Performance**
    - 124,594 Impressions
    - 19,394 Clicks – 15.52% CTR (3.4% Benchmark, represents MLive's goal and is typically double industry averages)
    - 965 Completed Applications originated from Paid Search
- **Paid Social - \$20,000**
  - Facebook/Instagram promoted and targeted display.
  - **2020-2021 Performance**
    - Over 1.6 Million Impressions
    - Over 19,000 Clicks – 1.54% CTR (1.10% Benchmark, represents MLive's goal and is typically double industry averages)
- **Creative Development - FREE**
  - Assistance with creating targeted ads that reach our audiences.
- **Lat-Long & Student List Targeted Display - \$20,000**
  - Geo Fenced Digital Display with built in Device retargeting.
  - **2020-2021 Performance**
    - 8% more impressions than previous fiscal
    - 14%+ increase in interactions – 2.02% Interaction Rate (0.94% Benchmark, represents MLive's goal and is typically double industry averages)
    - 7,704 Clicks, a 28% increase and 0.21% CTR (0.08% Benchmark, represents MLive's goal and is typically double industry averages)
- **Overall 2020-2021 Campaign Performance**
  - 12,075,773 Impressions Delivered
  - 38,451 Clicks
  - 2,753 Conversions (Applications Completed, Visit Page Campus Click, Initiation of Inquiry Form)
    - Campaign Performance showed improvement as the year went on with the campaign outperforming industry averages in each major campaign element.
    - Paid Search continues to deliver the most applications of any tactic and we noticed a modest increase in click thru rate and top Impression rate as we continue to optimize for goal conversions.
    - Social Media and Lat Long showed very strong click thru rates with Facebook and Instagram post clicking thru at 1.54%.
    - CRM and Targeted Display as a branding and conversion tactic proved successful as a leader in assisted conversions.
    - Roughly 38% of impression delivery was tied to the grant program in which Mid received \$115,000 worth of advertising funds that will continue to run through December 2021.

Sample Online Ads

**79%**  
**OF STUDENTS GET FINANCIAL AID**

HELP IS AVAILABLE

M MID MICHIGAN COLLEGE

**79%**  
**OF STUDENTS GET FINANCIAL AID**

HELP IS AVAILABLE

M MID MICHIGAN COLLEGE

**ULTIMATE**  
**IN FLEXIBLE COURSEWORK**

IN PERSON | VIRTUAL  
REAL TIME REMOTE

M MID MICHIGAN COLLEGE

**ULTIMATE**  
**IN FLEXIBLE COURSEWORK**

IN PERSON | VIRTUAL  
REAL TIME REMOTE

M MID MICHIGAN COLLEGE

**REGISTER NOW**  
**FOR WINTER COURSES**

Classes begin  
January 11th

M MID MICHIGAN COLLEGE

**REGISTER NOW**  
**FOR WINTER COURSES**

Classes begin  
January 11th

M MID MICHIGAN COLLEGE

**STUDY SAFE**  
**STAY HEALTHY WITH MID**

Stringent Protocol  
and Flexible  
Instruction Options

M MID MICHIGAN COLLEGE

**STUDY SAFE**  
**STAY HEALTHY WITH MID**

Stringent Protocol  
and Flexible  
Instruction Options

M MID MICHIGAN COLLEGE

**TAKE THE NEXT STEP**  
**TOWARD A BRIGHTER FUTURE**

Classes begin  
January 11th

M MID MICHIGAN COLLEGE

**TAKE THE NEXT STEP**  
**TOWARD A BRIGHTER FUTURE**

Classes begin  
January 11th

M MID MICHIGAN COLLEGE

## New Business

### Item VI-H: MCCA Membership Assessment for FY 2021/2022

**Presenter: President Hood**

**Board Consideration: Information/Action**

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***President's Recommendation:***

Motion to approve the 2021/2022 fiscal year MCCA membership assessment in the amount of \$37,500.00.

President Hood will be presenting a request to approve the 2021/2022 fiscal year MCCA membership assessment.

# Invoice



**MICHIGAN COMMUNITY  
COLLEGE ASSOCIATION**

Date	Invoice #
7/13/2021	6718

Bill To
Mid Michigan College Tim Hood, President 1375 South Clare Avenue Harrison MI 48625

110 W. Michigan Ave  
Suite 650  
Lansing, MI 48933

Due Date
7/29/2021

Quantity	Description	Amount
	MCCA Membership Assessment for FY 2021/2022	37,500.00

<b>Total</b>	<b>\$37,500.00</b>
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<b>Please make payment to: Michigan Community College Association</b>	
517 372-4350	<a href="http://www.mcca.org">www.mcca.org</a>



## New Business

### Item VI-I: Board Committee Selection

**Presenter: Board Chair Petrongelli**

**Board Consideration: Information/Action**

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***President's Recommendation:***

Motion to approve the selection of a new Board audit committee consisting of 3 members and 1 alternate.

Motion to appoint members to various committees throughout the college requiring Board representation.

Board Chair Petrongelli will be presenting a request for Board members to select new members of the Board audit committee as well as Board representatives for various committees requiring a trustee representative.

## Board Comments

### Item VII-A: Calendar of Events

**Presenter: Board Chair Petrongelli**

**Board Consideration: Information**

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***President's Recommendation:***

None, informational.

- |               |  |
|---------------|--|
| Sept 7        | Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus      |
| Sept 30-Oct 1 | MCCA Autumn Board of Directors Meeting, Lake Michigan College              |
| Oct 5         | Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus      |
| Nov 2         | Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus      |
| Nov 5         | MCCA Trustee Leadership Institute, (More details to follow when available) |
| Dec 7         | 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

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***President's Recommendation:***

None, informational.

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