Workshop Presentation
Peter Velguth, Ph.D., Assistant Vice President of Institutional Research will present.

Board of Trustees Meeting Agenda

APPROVAL OF AGENDA
Item II, Approval of Agenda
   Presenter: Board Chair Jacobson
   Board Consideration: Action

Item III, Public Comment
   Presenter: Board Chair Jacobson
   Board Consideration: Information

APPROVAL OF CONSENT ITEMS
Item IV, Approval of Consent Items
   Presenter: Board Chair Jacobson
   Board Consideration: Action

UNFINISHED BUSINESS
Item V-A: 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: ETS Laptop Purchase
   Presenter: Matt Miller
   Board Consideration: Information/Action

Item VI-C: Board Policy 106 Update
   Presenter: Martricia Farrell
   Board Consideration: Information/Action

Item VI-D: Board Appendix 1004 Update
   Presenter: Lori Fassett
   Board Consideration: Information/Action

Item VI-E: MCCA/Center for Student Success Membership Assessment Dues
   Presenter: President Hood
   Board Consideration: Information/Action

BOARD COMMENTS
Item VII-A: Calendar of Events
   Presenter: Board Chair Jacobson
   Board Consideration: Information

Item VII-B: Board Comments- Other Business
   Presenter: Board Chair Jacobson
   Board Consideration: Information
Approval of Agenda

Item II, Approval of Agenda

Presenter: Board Chair Jacobson

Board Consideration: Action

Approval of Agenda.

Recommendation:
It is recommended the Board approve the agenda as presented.
Approval of Agenda

Item III, Public Comment

Presenter: Board Chair Jacobson

Board Consideration: Information

The Board will allow public comment at this time.

Recommendation:
None, informational.
Approval of Consent Items

Item IV, Approval of Consent Items

Presenter: Board Chair Jacobson

Board Consideration: Action

A. Minutes- August 4, 2020 Regular Meeting,
B. Monthly Financial Report:
   4. Gifts and Donations: Donations totaling $4,074 were received for the Scholarship and Grant Fund in July 2020.

Recommendation:
It is recommended the Board approve the consent items as described by the Board Chair.
Mid Michigan College Board of Trustees Regular Meeting

August 4, 2020 – page 1
The meeting took place in the Esther C. Conference Room and via Zoom Video Conference Technology due to the COVID-19 Virus and Executive Order 2020-129 issued by the State of Michigan.

Present: Douglas A. Jacobson, Board Chair; Richard S. Allen, Jr., Secretary; Thomas W. Metzger, Treasurer; Eric T. Kreckman, Trustee; Terry Petrongelli, Trustee; Carolyn C. Bay, Trustee

Absent: Betty M. Mussell, Vice Chair

Agenda Item I: CALL TO ORDER

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

Agenda Item II: APPROVAL OF AGENDA

With no proposed changes, the Board Chair stated that the agenda stands as approved as reflected in the Board packet.

Agenda Item III: PUBLIC COMMENT

Trustee Kreckman presented the rest of the Trustees, President and Executive Assistant to the President and Board of Trustees each with a doll to take out their frustrations as a funny gesture since the last few months have been rather stressful.

Trustee Petrongelli welcomed President Tim Hood to the Mid family.

Agenda Item IV: APPROVAL OF CONSENT ITEMS

The Board Chair stated the consent items stand as approved.

Agenda Item V-A: ENROLLMENT REPORTS

Vice President of Community Outreach and Advancement Scott Mertes presented the latest enrollment reports for the Fall semester.

Agenda Item VI-A: CORRESPONDENCE AND ANNOUNCEMENTS

President Hood thanked everyone for welcoming him to Mid so graciously and gave a brief overview of the various internal and external meetings that he has had in the last month. He stated that Mid is committed to providing students a quality education despite any challenges that we may be facing due to the pandemic.
Mid Michigan College Board of Trustees Regular Meeting

August 4, 2020 – page 2

Vice President of Academic Affairs and Vice President of Community Outreach and Advancement Scott Mertes gave an overview of the plans to return to campus that have been paved by the COVID-19 Fall Task force. To keep up to date with the latest COVID-19 updates at Mid, head to www.midmich.edu/covid19

Thank you to everyone who has taken the time to be a part of this task force including the student representatives.

**Agenda Item VI-B: ANNUAL MARKETING/ADVERTISING BPO**

Associate Vice President of Strategic Communication Jessie Gordon requested a Blanket Purchase Order for Fiscal Year 2020-2021 in the amount of $115,000 for MLive Digital Advertising.

Motion by Trustee Kreckman to approve the Blanket Purchase Order for MLive Digital Advertising as presented. Second by Trustee Allen. All Ayes; Motion Carried.

**Agenda Item VI-C: NETWORK FIREWALL SOFTWARE RENEWAL**

Director of Information Technology Kirk Lehr requested the Network Firewall Software be renewed in the amount of $48,343.12.

Motion by Trustee Kreckman to approve the Network Firewall Software Renewal as presented. Second by Trustee Allen. All Ayes; Motion Carried.

**Agenda Item VI-D: ELLUCIAN SOFTWARE RENEWAL**

Director of Information Technology Kirk Lehr requested renewal of Ellucian Software in the amount of $226,643.

Motion by Trustee Kreckman to approve the renewal of Ellucian Software as presented. Second by Trustee Allen. All Ayes; Motion Carried.

**Agenda Item VI-E: LAPTOP AND LAPTOP CART PURCHASE**

Director of Information Technology Kirk Lehr presented a request to purchase two laptop carts and 50 laptops to support computerized testing on campus in the amount of $38,087.30.

Motion by Trustee Kreckman to approve the purchase of two laptop carts and 50 computers as presented. Second by Trustee Allen. All Ayes; Motion Carried.
Mid Michigan College Board of Trustees Regular Meeting

August 4, 2020 – page 3

Agenda Item VI-F: NURSING BLANKET PURCHASE ORDER

Dean of Health Sciences/Director of Nursing Barb Wieszciecinski presented a request for a Blanket Purchase Order in the amount of $176,062 to cover the Fall and Winter Semesters.

Motion by Trustee Kreckman to approve the Blanket Purchase Order of nursing supplies for the Fall and Winter semesters as presented. Second by Trustee Allen. All Ayes; Motion Carried.

Agenda Item VI-G: CLOSED SESSION

Motion by Trustee Jacobson to enter into a closed session at 8:00 PM to consult with an attorney about an auto accident that took place in a college vehicle and the possible purchase of a piece or property. Second by Trustee Allen.

Trustees returned to regular session at 8:53 PM.

Motion by Trustee Kreckman to move forward with the attorney’s recommendation as discussed in closed session. Second by Trustee Petrongelli. A voice vote showed Yes votes from Trustees Kreckman, Allen, Petrongelli, Bay, Jacobson and a No vote from Trustee Metzger; Motion Carried.

Agenda Item VII-A: CALENDAR OF EVENTS

August 26 Welcome Back Day
August 31 First Day of Class
September 1 Board of Trustees Meeting, Esther C. Conference Room- Harrison Campus

Agenda Item VII-B: OTHER BUSINESS

Trustee Petrongelli wanted to give kudos to the TRIO program for all of the great work that they provide to our students. Also, congratulations to Maggie Magoon who has accepted a position elsewhere and Mary Battaglia who is retiring.

Trustee Allen mentioned a DNR grant that will be earmarked for outdoor education and would like Mid to look into it in more detail.

Meeting adjourned at 8:55 PM
Recording Secretary,
Amy Lince
Executive Assistant to the President and Board of Trustees

_________________________________________  ________________________________________
Douglas A. Jacobson, Board Chair                    Richard S. Allen, Jr., Board Secretary

DRAFT
GENERAL FUND REVENUE:
- 2020-21 tuition and fee revenue budget is based on a four (4) percent enrollment decrease from 2019-20 levels. As of July 27, Fall 2020 enrollment showed a 19.5% decrease in billable tuition hours. The impact of COVID-19 on Fall enrollment is still unknown, so appropriate budget modifications will be proposed in September when the final enrollment numbers are known.
- State appropriations revenue for 2020-21 will be booked in October, coinciding with the State’s fiscal year and the disbursement of the first payment. Preliminary State budget discussions are indicating a reduction similar to the 11% reduction for 2020 should be expected. The budget was built based on a 10% reduction to appropriations.
- No property tax revenue was booked since 2021 taxes will not be levied until December 2020. The tax levy for 2021 is expected to be consistent with prior year.

GENERAL FUND EXPENSES:
- Departmental expenses are in line with 8% of the annual budget, with the exception of:
  - Instruction expended 3% due to the academic calendar; expenses will pick up with the onset of Fall term.
  - Instructional Support expended 11% due in part to the annual purchase of the Ithaka and ProQuest electronic databases for the library at $39,492.

GENERAL FUND REVENUE OVER EXPENSES:
- The total increase in net assets as of July 31, 2020 is $4.1 million. This represents $4.7 million of income for the Fall 2020 term (starting August 31, 2020) offset by a portion of College operating costs for the month of July.

BALANCE SHEET:
- The cash balance increased $89,405 from June 30, 2020 due to payments on student accounts during the month of July.
- The State appropriations receivable represents the remaining payment of 2019-20 general and UAAL state appropriations, reduced by 11% ($581,000) per Senate Bill 373.
- Student receivables increased $1.7 million due to 2020 Fall term registration activity. Some of this will be collected by the August 31 start of classes but the greater part of the balance will not be paid until financial aid (student loans) is processed in September for the 2020 Fall term.
• The prepaid expense balance of $150,914 represents a few multi-year prepaid items, other prepaid 2010-21 expenses, and the College contributions to the employee HSA accounts that will be earned during 2020.

• The balance due to other funds of $8.5 million can be broken down as follows:
  - $617,000 due to the designated student activities fund
  - $2.4 million due to the auxiliary services for sales
  - $28,000 due to the scholarship and grant fund
  - $797,000 due from the federal restricted fund for student financial aid funds disbursed to the student accounts
  - $1 million due to students for CARES Act emergency funds
  - $1.3 million for institutional expenses for CARES Act (COVID-19 related)
  - $335,000 due from the restricted grant fund
  - $4.2 million due to building and site for current and future college needs
  - $51,500 due to the Foundation

• The $1.1 million in accrued payroll and other compensation includes expenses incurred but not paid as follows:
  - Accrued salary, wages and vacation of $314,500
  - FICA, Federal and State withholding of $54,000
  - MPSERS/ORP/UAAL payable of $296,000
  - Employee health and dental insurances payable of $231,000
  - Deferred faculty pay of $138,000
  - Unemployment and workers’ compensation insurances payable of $12,500
  - Miscellaneous payroll deductions

• A significant portion of the preliminary Unreserved Net Assets of $5 million represents funds set aside by the Board of Trustees to fund current and future college expansion needs.

AUXILIARY FUNDS:

• Total revenue is at only 4% of the annual budget due to this being between terms for the bookstore.

• 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-a-Home order. On-campus operations have not yet fully resumed and shall do so in accordance with direction from the Michigan Department of Health and the Governor’s office for the 2020 Fall term.

• Total expenses, at 10% of the annual budget, represent operational costs for the month of July.

• The excess expense over revenue to date is $77,327. This should reverse once the bookstore financial aid charges begin mid-August.
## MID MICHIGAN COLLEGE
### BALANCE SHEET
#### July 31, 2020 (Preliminary)

### Assets

**Current Assets:**
- Cash and cash equivalents: $16,616,170
- Short-term investments: $635,941
- Property taxes receivable: $-
- State appropriations receivable: $23,868
- Student receivables: $5,055,940
- Other receivables: $31,000
- Deposit - self-funded healthcare: $193,120
- Prepaid expenses and other assets: $150,914
- Due from (due to) other funds: $(8,516,984)

**Total current assets:** $14,189,969

- Long-term investments: $100,000

**Total assets:** $14,289,969

### Liabilities and Net Assets

**Liabilities:**
- Accounts payable: $1,326,735
- Accrued payroll and other compensation: $1,057,229

**Total liabilities:** $2,383,965

**Net assets:**
- Reserved for:
  - Technology: $884,632
  - Program development: $398,311
  - Retirement incentives: $200,000
  - Self-funded healthcare reserve: $1,282,755
  - Unreserved: $5,018,393
  - Current year excess revenue over/(under) expenditures: $4,121,914

**Total net assets:** $11,906,004

**Total liabilities and net assets:** $14,289,969
MID MICHIGAN COLLEGE
STATEMENT OF REVENUES, EXPENSES
For the month ended July 31, 2020 (Preliminary)

<table>
<thead>
<tr>
<th>OPERATING REVENUES:</th>
<th>Current Fiscal Year</th>
<th>% of Budget</th>
<th>Prior Fiscal Year</th>
<th>% of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and fees</td>
<td>$ 5,491,583</td>
<td>33%</td>
<td>$ 6,877,747</td>
<td>42%</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$ 717</td>
<td>1%</td>
<td>$ 3,461</td>
<td>2%</td>
</tr>
<tr>
<td>Total operating revenues</td>
<td>$ 5,492,299</td>
<td>33%</td>
<td>$ 6,881,208</td>
<td>42%</td>
</tr>
</tbody>
</table>

| EXPENSES: Operating expenses: | | | |
| Instruction            | $ 351,326 | 3%         | $ 322,521 | 3% |
| Information technology | $ 132,039 | 9%         | $ 353,511 | 19% |
| Public service         | $ 49,865  | 7%         | $ 56,719  | 7% |
| Instructional support  | $ 199,831 | 11%        | $ 197,627 | 8% |
| Student services       | $ 215,175 | 8%         | $ 201,799 | 6% |
| Institutional administration | $ 313,385 | 7%         | $ 307,519 | 8% |
| Operation and maintenance of plant | $ 130,948 | 5%         | $ 136,018 | 5% |
| Total operating expenses | $ 1,392,569 | 6%         | $ 1,575,715 | 6% |

| Operating income/(loss) | $ 4,099,730 | $ 5,305,494 |

| NON-OPERATING REVENUES: | | | |
| State appropriations   | $ 20,182 | 0%         | $ 10,839 | 0% |
| Property tax levy      | $ -      | 0%         | $ -     | 0% |
| Investment income      | $ 1,206  | 1%         | $ 29,036 | 58% |
| Unrealized gain (loss) on investments | $ - | | $ (281) |
| Gifts                  | $ -      | -          | $ -     | - |
| Miscellaneous          | $ 795    | (595)      | $ (595) | |
| Total Non-operating revenues | $ 22,183 | 0%         | $ 38,999 | 1% |

| Revenues over/(under) expenses | $ 4,121,914 | $ 5,344,492 |

| Inter Funds Transfers | | | |
| Planned Savings (Building & Site) | $ - | 0% | $ - | 0% |
| Bond Debt Service (Building & Site) | $ - | 0% | $ - | 0% |
| Restricted Grant Match | $ - | 0% | $ - | 0% |
| Total Transfer to Building & Site | $ - | | $ - | |

<p>| Net increase (decrease) in Net Assets | $ 4,121,914 | $ 5,344,492 |</p>
<table>
<thead>
<tr>
<th></th>
<th>Current Fiscal Year</th>
<th></th>
<th>Prior Fiscal Year</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Amount</td>
<td>% of Budget</td>
<td>Amount</td>
<td>% of Budget</td>
</tr>
<tr>
<td><strong>REVENUE:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bookstore</td>
<td>$54,893</td>
<td>4%</td>
<td>$59,571</td>
<td>4%</td>
</tr>
<tr>
<td>Espresso Bar*</td>
<td>$ -</td>
<td>0%</td>
<td>$ -</td>
<td>0%</td>
</tr>
<tr>
<td><strong>Total REVENUE:</strong></td>
<td>$54,893</td>
<td>4%</td>
<td>$59,571</td>
<td>4%</td>
</tr>
<tr>
<td><strong>EXPENSES:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bookstore</td>
<td>$122,402</td>
<td>11%</td>
<td>$90,925</td>
<td>8%</td>
</tr>
<tr>
<td>Espresso Bar*</td>
<td>$ -</td>
<td>0%</td>
<td>$1,313</td>
<td>2%</td>
</tr>
<tr>
<td>Auxiliary Services</td>
<td>$9,818</td>
<td>8%</td>
<td>$9,730</td>
<td>8%</td>
</tr>
<tr>
<td><strong>Total EXPENSES:</strong></td>
<td>$132,220</td>
<td>10%</td>
<td>$101,968</td>
<td>7%</td>
</tr>
<tr>
<td><strong>EXCESS REVENUE OVER EXPENSES</strong></td>
<td>$ (77,327)</td>
<td>-141%</td>
<td>$ (42,397)</td>
<td>-71%</td>
</tr>
</tbody>
</table>

*Espresso bar (Laker Cafe) in Harrison Campus was temporarily closed due to construction and reopened on January 27, 2020. Both Harrison Laker Cafe and Mt. Pleasant (included in bookstore operations) café locations closed beginning March 11, 2020 due to stay-at-home order, until further notice.
Mid Michigan College
Contributions
July 2020

**Monthly Contributions**
- Curr YR: $4,074
- Prior YR: $10,731

**YTD Contributions**
- Curr YR: $4,074
- Prior YR: $10,731

**YTD Top Contribution Totals in 2021:**
- General Fund (Unrestricted): $1,500
- Jean Willis OIS Scholarship: $1,000
- Lakers Academic Fund: $618
- Lakers Leadership Fund: $610
- Lakers Athletic Fund: $229
- Other Funds: $117

**YTD Total:** $4,074
TO: Board of Trustees
FROM: Lori Fassett, Associate VP of Human Resources
SUBJECT: Staffing Update, September 1, 2020 Board Meeting
DATE: August 17, 2020

FULL-TIME NEW HIRES:
Michael Gorges – HA Custodian
Michael brings to the Mid team experience in a variety of work environments. His work experience in manufacturing, recycling, and the U.S. Navy provides him the skills he needs in his new role at Mid. Welcome to the Mid team Michael!

NEW PART-TIME AND STUDENT EMPLOYEES:
Karliegh Elkins – Temp FT Bookstore Clerk Effective: 06/22/2020
Caroline Cameron – Student Worker Admissions Effective: 08/03/2020
Taylor Inscho – Work Study Off Campus Programs Effective: 08/03/2020
Brianna McQuiston – Student Worker Admissions Effective: 08/03/2020
Matt Rodenbo – Head Women’s Basketball Coach Effective: 08/10/2020
Lisa Rousseau – Lectureship Criminal Justice Effective: 08/02/2020

INTERNAL TRANSFERS:
N/A

SEPARATIONS:
Henrique Andrade – Student Worker MP Facilities Effective: 06/12/2020
Kira Castle – Associate Director of Recruitment & Retention Effective: 07/17/2020

Zahid Israr – Work Study Library Effective: 04/14/2020

Mary Eppert – Adjunct Nursing (EDUStaff) Effective: 05/09/2020

Rachel Magnus – Student Worker Business Services Effective: 07/14/2020

Nathan Allen – Student Worker Library Effective: 05/08/2020

Dakota Hester – Student Worker Library Effective: 05/08/2020

Hailey Ritter – Student Worker Library Effective: 05/08/2020

Erin Roland – Student Worker Library Effective: 05/08/2020

Paige Sanderson – Student Worker Library Effective: 04/24/2020

Michelle Evensen – Adjunct Nursing (EDUStaff) Effective: 03/13/2020

VACANCIES:

Adjunct Computer-Aided Drafting (CAD), Mecosta-Osceola ISD (part-time) Posted

Adjunct Computer-Aided Drafting (CAD) (part-time) Posted

Adjunct Early Childhood Education, Clinton County RESA (part-time) Posted

Adjunct Computed Tomography (CT) (part-time) Posted

Adjunct English, Big Rapids, Tuscola ISD (part-time) Posted

Adjunct Health Education, Dewitt HS (part-time) Posted

Adjunct Math, Big Rapids, Tuscola ISD (part-time) Posted

Adjunct Nursing – General (part-time) Posted

Adjunct Political Science or History, Caro (part-time) Posted
Adjunct Psychology – Multiple off-campus sites (part-time)  
Adjunct Sociology, Big Rapids, Caro (part-time)  
Adjunct Speech, Bad Axe, Big Rapids (part-time)  
Adjunct Welding, Clinton County RESA/Ovid-Elsie (part-time)  
Assistant Coach – Softball (part-time)  
Automotive Lab Technician (part-time)  
Certified Nursing Aid (CNA) Instructor – Bad Axe (part-time)  
Dental Assisting Instructor – Gladwin, MI (part-time)  
Director of TRiO SSS Grant (full-time)  
HRA Lab Technician (part-time)  
Head Coach – Softball (part-time)  
Instructional Designer (full-time/Temporary 1yr appointment)  
Mid College Assistant, Tuscola ISD (part-time)  
Mid College Assistant, Huron ISD (part-time)  
Mid College Assistant, Mecosta/Osceola ISD (part-time)  
Phlebotomy Instructor – Alpena, MI (part-time)  
TRiO SSS Coordinator (full-time)  
Welding Lectureship – Clinton County RESA Ovid-Elsie HS (part-time)
Unfinished Business

Item V-A: Enrollment Report

Presenter: Matt Miller  
Board Consideration: Information

Vice President of Student Services Matt Miller will present the latest Fall enrollment report update.

Recommendation:
None, informational.
New Business

Item VI-A: Correspondence and Announcements

Presenter: President Hood  Board Consideration: Information

Announcements may be made at this time.

Recommendation:
None, informational.
June 15, 2020

Dr. Christine Hammond, President
Mid Michigan Community College
1375 South Clare Ave
Harrison MI 48625

Dear Dr. Hammond:

Please consider this letter written notification of termination of the Memorandum of Understanding, dated December 2, 2015, between Bellevue University and Mid Michigan Community College. Pursuant to the MOU, this termination will take final effect 90 days following the date of this notice. As you may be aware, Bellevue University’s on-site job position at your campus location is currently vacant. In light of this notice, Bellevue University does not intend to refill that position and will take steps during the 90-day notice period to bring our office operations at Mid Michigan Community College to a close.

Thank you for providing the opportunity to partner with your institution these past several years. We wish you and the students of Mid Michigan Community College all the best in future endeavors.

Sincerely,

[Signature]

Dr. Mary Hawkins
President
Bellevue University
New Business

Item VI-B: ETS Laptop Purchase

Presenter: Matt Miller  Board Consideration: Information/Action

Vice President of Student Services Matt Miller will present a request to purchase 75 laptops, utilizing carryover ETS funds for the purpose of lending those laptops to students in need during the COVID-19 pandemic.

Recommendation:
It is recommended that the Board approve the purchase of 75 laptops as presented.
Board Agenda Item: Purchase of Laptop Computers for Educational Talent Search Students

The Need for Laptops
Since March 2020, all students in the Clare and Gladwin county school districts have been doing school online due to Covid-19. When schools open this fall, classes will be held both virtually and in-person due to the continuing pandemic. Students/parents will choose whether to have the student will attend classes in-person at their school, or virtually (online) at their school. In addition, many schools have put together a “back-up” plan of virtual (online) learning should it become necessary to again close schools due to a Covid-19 outbreak and hold classes online.

Many of the students in the Educational Talent Search (ETS) program do not have a laptop at home. While districts may have a plan in place to loan students laptops, this is often limited to one laptop per family. If our ETS students have more than one student in the house, or are dual enrolled students attending college classes at Mid, they would have to share a laptop with the other student(s) in the household.

To assist these students, ETS would like to purchase 75 laptops to loan out to students who have a specific need.

The Funding Source
Due to Covid-19 and the closing of schools and the state this spring and summer, ETS has a large carryover of funds going into the 2020-2021 fiscal year. In our approved budget to the Department of Education to use this carryover, ETS proposed purchasing 75 laptops for ETS students.

The cost for the laptops is $23,961. All funds to purchase these laptops would come from the 2019-2020 carryover and would not impact the normal operation of the ETS program.

Action: Approve the purchase of 75 laptops for $23,961 from the ETS grant funds.
<table>
<thead>
<tr>
<th>Organization Name</th>
<th>Bid Amount</th>
<th>Bid Rank</th>
<th>Award</th>
<th>Awarded Value</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>AXELLIANT LLC</td>
<td>$24,031.50</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CBTS</td>
<td>$26,219.25</td>
<td>5</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Howard Industries, Inc.</td>
<td>$28,798.50</td>
<td>7</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hypertec USA, Inc. (Hypertec Direct)</td>
<td>$25,017.86</td>
<td>4</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Malor &amp; Company Inc</td>
<td>$26,925.00</td>
<td>6</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MVATION WORLDWIDE INC.</td>
<td>$23,961.00</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sehi Computer Products, Inc.</td>
<td>$24,337.50</td>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Notice

Basic Information
Reference Number: 0000242211
Issuing Organization: Mid Michigan College
Owner Organization: 
Solicitation Type: IFQ - Invitation for Quote ( Formal )
Solicitation Number: 2020-IFQ-0000000004
Title: Acer Chromebook 314
Source ID: PU.AC.USA.1636207.C11194651
Piggyback Solicitation: No

Details
Location: Clare County, Michigan
Delivery Point: 1375 S. Clare Ave Harrison, Michigan United States 48625
Purchase Type: One Time Only
Delivery Date: 09/30/2020
Description: Mid Michigan College is requesting quotes for 75 units of the following computer model and manufacturer. All quotes shall include applicable shipping/freight costs to Harrison Mi 48625

Acer Chromebook 314 C933T-C0C1 14" Touchscreen Chromebook - 1920 x 1080 - Celeron N4120 - 4 GB RAM - 32 GB Flash Memory - Black
Chrome OS - Intel UHD Graphics 600 - In-plane Switching (IPS) Technology, ComfyView - English (US) Keyboard - Bluetooth - 12.50 Hour Battery Run Time

Dates
Publication: 07/22/2020 04:16 PM EDT
Question Acceptance Deadline: 08/05/2020 02:00 PM EDT
Questions are submitted online: Yes
Bid Intent: Optional
Bid Intent Deadline: 08/05/2020 02:00 PM EDT
Notify Solicitation Owner: Yes (Not shown to suppliers in the abstract)
Closing Date: 08/06/2020 02:00 PM EDT

Contact Information
Dennis Adler
989-386-6654
purchasing@midmich.edu

Buyer's Requirements
Award Requirements
- All or None Award

Bid Submission Process
Bid Submission Type
Electronic Bid Submission

Pricing
Lump sum

Bid Documents List

<table>
<thead>
<tr>
<th>Item Name</th>
<th>Description</th>
<th>Mandatory</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bid Documents</td>
<td>Documents defining the proposal</td>
<td>No</td>
</tr>
</tbody>
</table>
Documents & Items

Additional Pricing Information
All quotes shall include applicable shipping/freight costs.

Addendum No. 1

<table>
<thead>
<tr>
<th>Document</th>
<th>Size</th>
<th>Uploaded Date</th>
<th>Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bid Sheet [pdf]</td>
<td>152 Kb</td>
<td>07/27/2020 01:22 PM EDT</td>
<td>English</td>
</tr>
</tbody>
</table>

Original Solicitation

<table>
<thead>
<tr>
<th>Document</th>
<th>Size</th>
<th>Uploaded Date</th>
<th>Language</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Documents</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Items

Addendum No. 1

<table>
<thead>
<tr>
<th>No</th>
<th>Description</th>
<th>UOM</th>
<th>Qty</th>
<th>Modification</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Acer Chromebook 314 C933T-C0C1 14&quot; Touchscreen Chromebook - 1920 x 1080 - Celeron N4120 - 4 GB RAM - 32 GB Flash Memory - Black Chrome OS - Intel UHD Graphics 600 - In-plane Switching (IPS) Technology, ComfyView - English (US) Keyboard - Bluetooth - 12.50 Hour Battery Run Time Manufacturer: Acer Chromebook 314 Part #: C933T-C0C1 Brand Preference: Brand Name Only Delivery Location: 1375 S. Clare Ave, Harrison, Michigan, United States, 48625</td>
<td>Each</td>
<td>75</td>
<td></td>
</tr>
</tbody>
</table>
### Quote Number: 20200806-AS-005

<table>
<thead>
<tr>
<th>No.</th>
<th>Item Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>NXHR4AA.001</td>
<td>Acer Chromebook 314 C933T-C0C1 Celeron N4120 / 1.1 GHz - Chrome OS - 4 GB RAM - 32 GB eMMC - 14&quot; IPS touchscreen 1920 x 1080 (Full HD) - UHD Graphics 600 - Wi-Fi, Bluetooth - cha black - kbd: US</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Qty</th>
<th>Unit Price</th>
<th>Ext Price</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>75</td>
<td>$319.48</td>
<td>$23,961.00</td>
<td></td>
</tr>
</tbody>
</table>

**Total:** $23,961.00

---

**For placing orders please use following information:**

Vendor Name: Mvation Worldwide Inc.;
Branch Office: 70 Glen St., STE 260, Glen Cove, NY-11542
Vendor Phone number: 408-688-5060 EXT 105
Direct: 646-573-9719
Vendor fax : 888-783-2323;
CAGE code : 80Q48;
DUN & BRADSTREET # 071960999;
WAWF REGISTERED: YES;
CCR: YES;

---

**Anil Shukla**
Sr. Sales Manager
Mvation Worldwide Inc.
70 Glen Street, suite 260.
Glen Cove, NY-11542
anil@mvation.com :: Client-Services@mvation.com
Tel: 408.688.5060 Ext 106
Toll Free Fax: 888.783.2323

---

A Minority owned small Business specializing in Government Sales & Services

**EIN / TIN:** 81-3800107  **DUNS:** 07-196-0999  **Cage Code:** 80Q48

GSA MAS IT Contract Number 47QTCA18D009F Start date 03/27/2018 End Date 03/26/2023

We have teaming agreements with Carahsoft (GS-35F-0119Y), Immix Group (GS-35F-05111) Promark (GS-35F-303DA), Synnex (GS-35F-0143R), Techdata (GS-35F-0349S), Westcon Group (GS-35F-0563U)

Enterprise Vendors offerings – Dell, Cisco, HP, VMware, Symantec, Veritas, Redhat, Microsoft, Adobe, Extreme Networks, Polycom, Lenovo, Brocade
New Business

Item VI-C: Board Policy 106 Update

Presenter: Martricia Farrell  
Board Consideration: Information/Action

Director of College Compliance and Ethics Martricia Farrell will present to the Board the first reading of a request to change Board Policy 106. Due to recent updates of the Title IX regulations, a title change has been implemented for Martricia Farrell and she has been appointed as the college’s Title IX/Civil Rights Coordinator. These updates must be reflected in the college’s Non Discrimination Statement, thus resulted in the need for a change in the Board Policy.

Recommendation:
None, this is the first reading of the Board Policy recommended change.
106: Non-Discrimination Policy  Mid Michigan College Non-Discrimination Statement
[ LAST APPROVED June 2018]

Mid Michigan College is dedicated to providing a safe and healthy environment that is nondiscriminatory in nature and in which all individuals are treated with respect and dignity. Interactions between members of the campus community should be centered on integrity and mutual respect so that each member may fully experience and benefit from the opportunities the College provides.

In the administration and access to Mid Michigan College's programs, activities, and conditions of admission or employment, the College Mid Michigan College prohibits any form of discrimination against any person on the basis of race, color, religion, sex, gender identity or expression, pregnancy, age, sexual orientation, marital or parental status, national origin, citizenship, genetics, disability, military or veteran status, or any other legally-protected status; as well as victims of intimate partner violence. In the administration of and access to the College's programs and activities and in conditions of admission or employment, Mid Michigan College firmly is committed to and adheres to the principles of all applicable state and federal equal opportunity laws and regulations for its students, faculty, staff and applicants for admission and employment.

Questions and complaints concerning Title IX of the Education Amendments of 1972, including the College’s response to sex discrimination and sexual and gender-based harassment, or other forms of discrimination in the educational or employment areas may be referred to the Title IX/Civil Rights Coordinator and/or the United States Department of Education:

**Title IX Coordinator—**
Kim Barnes
Associate Vice President of Security Operations and Systems
2600 S. Summerton, Room 105, Mt. Pleasant, MI 48858
(989) 773-6622 ext. 236
kbarnes@midmich.edu

Martricia (Tricia) Farrell
Director of College Compliance and Ethics
TitleIX/Civil Rights Coordinator
1375 S. Clare Avenue, Harrison, MI 48625/ Office: Business Office, Room 205
2600 S. Summerton Road, Mt. Pleasant, MI 48858/ Office: Doan Center, Room 105
(989) 386-6622, Ext. 394/mfarrell@midmich.edu
Office for Civil Rights
Cleveland Office
U.S. Department of Education
1350 Euclid Avenue, Suite 325
Cleveland, OH 44115
Telephone: (216) 522-4970; Facsimile: (216) 522-2573
Email: OCR.Cleveland@ed.gov

Questions and complaints concerning other forms of discrimination in the educational or employment areas may be referred to the Civil Rights Coordinator and/or the United States Equal Employment Opportunity Commission:

Civil Rights Coordinator—
Lori Fassett
Associate Vice President of Human Resources
1375 S. Clare Ave., Room 217, Harrison, MI 48625
(989) 386-6692
lfassett1@midmich.edu

United States Equal Employment Opportunity Commission - Detroit Field Office
Patrick V. McNamara Bldg.
477 Michigan Ave.
Detroit, MI 48226
Telephone: (800) 669-4000; Facsimile: (313) 226-4610
New Business

Item VI-D: Board Appendix 1004 Update

Presenter: Lori Fassett  
Board Consideration: Information/Action

Associate Vice President of Human Resources Lori Fassett will present to the Board the first reading of a request to change Board Appendix 1004. The last sentence in paragraph 3, relating to contacting the Michigan Employment Security Commission should be removed as it is not an applicable requirement for an employee.

Recommendation:
None, this is the first reading of the Board Policy recommended change
To: Mid Board of Trustees

From: Lori Fassett – AVP of Human Resources

Re: Revision of Board Appendix 1004: Retirement Incentive Program

I am asking the board for consideration in the reduction of language within the Board Appendix 1004: Retirement Incentive Program. The language within this appendix is required to be used within the request that an administrative employee must submit to the Board relating to the Administrative Retirement Incentive Program.

I am requesting that the last sentence in paragraph 3, relating to contacting the Michigan Employment Security Commission, be removed as this is not an applicable requirement for an employee.

Thank you for your consideration.
1004: RETIREMENT INCENTIVE PROGRAM
(last approved November 3, 2009)

A. LETTER OF INTENTION TO RETIRE (Required by all administrators applying for the Administrative Retirement Incentive Program)

Pursuant to the retirement incentive program, as provided in the Board of Trustees Policy Manual dated August 3, 1993, and as amended December 7, 1999 and any subsequent versions per their effective date, I hereby resign my employment with Mid Michigan College and elect to retire effective "Date". I understand that the only benefit I will receive as a result of retiring early and waiving my employment rights is the special Retirement Incentive program benefits, as set forth in the Board Policy Manual.

I agree and recognize that my relationship with the College is permanently and irrevocably severed as of my retirement date. I further agree that I will not apply for or otherwise seek full-time re-employment with Mid Michigan College and that the College has no obligation, contractual or otherwise, to re-employ me in the future.

I agree and recognize that my retirement is voluntary and, therefore, I am not entitled to any unemployment benefits. I further agree that I will not apply for or draw unemployment compensation. I will also notify the Michigan Employment Security Commission of this agreement.

In exchange for the special retirement benefits program and other consideration received by me under the Board Policy Manual, I further waive any claims arising from or relating to my employment or separation from employment including, without limitation, any claims arising under the Age Discrimination in Employment Act, but excluding any claim arising after the date of this Letter of Resignation. I further acknowledge that I have not incurred any physical or mental injuries during the course of my employment with the College which would be compensable under any Worker’s Compensation Act for which I have not already received full compensation.

The foregoing waiver is made by me but shall bind my heirs, executors, administrators, successor, and assigns. The waiver will ensure to Mid Michigan College and also to its Board of Trustees, officers, employees, agents, and all predecessors, successors, and assigns.

I understand that the special retirement program covers all full-time administrators who are covered by the Board Policy Manual and, who retire in accordance with the terms identified in the Administrative Retirement Incentive Program Policy.

I acknowledge that there are no agreements, other than the agreements referred to in this Letter of Resignation and the Board Policy Manual, with respect to my termination of employment or the benefits I will receive upon termination of my employment.

I acknowledge that I have been given a period of at least 45 days in which to consider this Letter of Separation, including the foregoing waiver, and that I have been advised to consult with an attorney before executing this Letter of Resignation.

I understand that for a period of (7) days following execution I may revoke this Letter of Resignation and waiver by notifying the College in writing. If not revoked in this manner, I understand this Letter of Resignation and the included waiver will become effective on the eighth day following its execution.
New Business

Item VI-E: MCCA/Center for Student Success Membership Assessment Dues

Presenter: President Hood  
Board Consideration: Information/Action

President Hood will be presenting a request to approve the fiscal year 2020-2021 for the MCCA/Center for Student Success Membership Assessment.

**Recommendation:**
It is recommended that the Board approve the membership assessment as presented.
# Invoice

<table>
<thead>
<tr>
<th>Date</th>
<th>Invoice #</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/2/2020</td>
<td>6444</td>
</tr>
</tbody>
</table>

**Bill To**

Mid Michigan College  
Chris Hammond, President  
1375 South Clare Avenue  
Harrison MI 48625

110 W. Michigan Ave  
Suite 650  
Lansing, MI 48933

| Due Date | 8/1/2020 |

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>MCCA /Center for Student Success Membership Assessment for FY 2020/2021</td>
<td>27,418.96</td>
</tr>
<tr>
<td></td>
<td>(MCCA)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MCCA /Center for Student Success Membership Assessment for FY 2020/2021</td>
<td>9,564.72</td>
</tr>
<tr>
<td></td>
<td>(Center)</td>
<td></td>
</tr>
</tbody>
</table>

**Combined Statement - no increase**

Approved by:  
Date approved:  
________: __________: __________: __________  
________: __________: __________: __________  
Received w/approved:  
Date Entered:  
Voucher #: 

Total $36,983.68

**Please make payment to:** Michigan Community College Association

517 372-4350  
www.mcca.org
# Board Comments

## Item VII-A: Calendar of Events

**Presenter:** Board Chair Jacobson  
**Board Consideration:** Information

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct 6</td>
<td>Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus</td>
</tr>
<tr>
<td>Nov 3</td>
<td>Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus</td>
</tr>
<tr>
<td>Dec 1</td>
<td>Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus</td>
</tr>
<tr>
<td>Jan 5</td>
<td>Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus</td>
</tr>
<tr>
<td>Feb 2</td>
<td>Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus</td>
</tr>
<tr>
<td>Mar 2</td>
<td>Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus</td>
</tr>
<tr>
<td>Apr 6</td>
<td>Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus</td>
</tr>
<tr>
<td>May 4</td>
<td>Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus</td>
</tr>
<tr>
<td>June 1</td>
<td>Board of Trustees Meeting, Esther C. Conference Room, Harrison Campus</td>
</tr>
</tbody>
</table>

*Recommendation:*  
None, informational.
Board Comments

Item VII-B: Board Comments- Other Business

Presenter: Board Chair Jacobson

Board Consideration: Information

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

Recommendation:
None, informational.