MID MICHIGAN COLLEGE
Board of Trustees Workshop and Regular Meeting
Harrison, MI 48625 and Mt. Pleasant, MI 48858

November 6, 2018
6:00 PM Dinner – Houghton Room, 6:30 PM Workshop, 7:00 PM meeting – Houghton Room
Harrison Campus

Workshop Presentation

Kelli Butler, Faculty- Business Information Systems, will present on the Administrative Assistant Professional Program.

Board of Trustees Meeting Agenda

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

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

UNFINISHED BUSINESS
Item IV-A: Harrison Campus Renovations
Presenter: Vice President Frick  Board Consideration: Information
Item IV-B: Weapons Policy Second Reading
Presenter: Associate Vice President Barnes  Board Consideration: Action
Item IV-C: Capital Outlay
Presenter: President Hammond  Board Consideration: Information
Item IV-D: Foundation Resolution
Presenter: Associate Vice President Olver  Board Consideration: Action
Item IV-E: Budget Adjustment
Presenter: Vice President Frick  Board Consideration: Action

NEW BUSINESS
Item V-A: Correspondence and Announcements
Presenter: President Hammond  Board Consideration: Information
Item V-B: Mid Michigan College Holiday Parties
Presenter: Associate Vice President Olver  Board Consideration: Action
Item V-C: Digital Imaging Update
Presenter: LouAnn Goodwin  Board Consideration: Information/Action
Item V-D: Computer Technology Update
Presenter: Kirk Lehr  Board Consideration: Information/Action
Item V-E: Synoptix Software Purchase
Presenter: Associate Vice President Freds  Board Consideration: Information/Action
Item V-F: Academic Calendar
Presenter: Vice President Fager  Board Consideration: Information/Action
Item V-G: Bereavement Policy First Reading
   Presenter: Associate Vice President Fassett  Board Consideration: Information/Action

Item V-H: Bid Approval For Harrison Construction
   Presenter: Vice President Frick  Board Consideration: Action

BOARD COMMENTS

Item VI-A: Calendar of Events
   Presenter: Board Chair Jacobson  Board Consideration: Information

Item VI-B: Board Comments-Other Business
   Presenter: Board Chair Jacobson  Board Consideration: Information

Item VI-C: Closed Session
   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 Consent Items

Item III, Approval of Consent Items

Presenter: Board Chair Jacobson  Board Consideration: Action

A. Minutes – October 2, 2018 Regular Meeting

B. Monthly Financial Report:
   1. Financial Summary for the period ended September 30, 2018
   2. General fund balance sheet as of September 30, 2018
   3. General fund statement of revenues and expenses for nine months ended September 30, 2018
   4. Gifts and Donations: Donations totaling $8,596 were received for the Scholarship and Grant Fund in September 2018.
   5. Donations were received in September for the Scholarship & Grant Fund, Golf Outing Fund, A Northern Tradition, Stack Memorial, Manning Ford Scholarship, Foundation, Grabmeyer Scholarship, International Student Fund, Elizabeth J. Horrocks CNA Scholarship, Lakers Athletic Fund, McDonald Scholarship, Campus Cupboard.


Recommendation:

It is recommended the Board approve the consent items as described by the Board Chair.
The meeting took place in the Houghton Room, Harrison Campus.

Present: Douglas A. Jacobson, Board Chair; Betty M. Mussell, Vice Chair; Richard S. Allen, Jr., Secretary; Thomas W. Metzger, Treasurer; Eric T. Kreckman, Trustee; Terry Petrongelli, Trustee; Carolyn C. Bay, Trustee; Christine M. Hammond, Ph.D., President; Jennifer Fager, Vice President of Academic Affairs; Matt Miller, Vice President of Student Services; Lillian Frick, Vice President of Finance and Administrative Services; Anthony Freds, Chief Information Officer, Associate Vice President of Technology Services; Kim Barnes, Associate Vice President of Security Operations and Systems; Lori Fassett, Associate Vice President of Human Resources; Jessie Gordon, Associate Vice President of Strategic Communications; Scott Mertes, Ph.D., Vice President of Community Outreach and Advancement; Peter Velguth, Assistant Vice President of Institutional Research; Thomas Olver, Associate Vice President of the Mid Foundation; Shawn Troy, Dean of Workforce & Career Education; Amy Fisher, Dean of Business and Professional Studies; Susan Call, Director of Accounting

Absent: All Board Members Present

**Agenda Item I: CALL TO ORDER**

The Board Chair called the meeting to order at 7:13 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: APPROVAL OF CONSENT ITEMS**

With no changes noted, the Board Chair stated the consent items stand as approved.

**Agenda Item IV-A: AUDIT PRESENTATION**

Katie Thornton and Becky Donovan from Plante Moran presented the audit to the Board of Trustees. The Board’s Audit Committee reviewed the Financial Report and Audit Material prior to the Board Meeting.

President Hammond commended all of the staff in the Business Office for all of their hard work during this audit process.

Motion by Trustee Mussell to accept the Audit as presented. Second by Trustee Metzger. All ayes; motion carried.

**Agenda Item IV-B: HARRISON CAMPUS RENOVATIONS**

Vice President Frick presented an update about the Harrison Campus renovations. The first bid packet will be released on Monday. Another bid packet for purchasing equipment will be issued in December. In January, the bid packet for the demolition work will come out. Another bid packet will then be issued in February for site work. The entire renovation is projected to take approximately 14 months.

A discussion about the long-term plan for the Harrison campus ensued. President Hammond will be sharing further information with the Trustees when the annual retreat is scheduled.
Mid Michigan College Board of Trustees Regular Meeting
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**Agenda Item IV-C: UPDATED ENROLLMENT REPORT**

Vice President Miller presented the latest enrollment report. He stated that 88 students failed to make Sufficient Academic Progress (SAP) according to Federal Financial Aid requirements. The loss of aid led to their failure to reenroll. This, in turn, played a huge role in the decline in enrollment. Online enrollment numbers are up and credit hours per student are up significantly. He also spoke about the success of the CAPS program with CMU.

President Hammond spoke about a potential budget shortfall but stated that departments are working with their own budgets to see where money can be saved so that tough decisions do not need to be made.

**Agenda Item IV-D: FALL FESTIVAL AND BBQ UPDATE**

Vice President Mertes presented an update on the Fall Festival and BBQ to the Board. Approximately 1,500 people in attendance were served, and so far around $21,000 has been collected.

**Agenda Item V-A: CORRESPONDENCE AND ANNOUNCEMENTS**

President Hammond spoke about receiving reaffirmation from the Higher Learning Commission after a successful AQIP submission and after changing the college’s name to Mid Michigan College.

She also spoke about the letter that was received from Martin Stack’s sister after his passing and was a great loss the college suffered.

**Agenda Item V-B: PURCHASE OF FANUC ROBOT**

Motion by Trustee Mussell to approve the purchase of a FANUC robot in the amount of $50,150.17 utilizing Perkins Grant money. Second by Trustee Kreckman. All ayes; motion carried.

**Agenda Item V-C: MOREY COURTS BLANKET PURCHASE ORDER APPROVAL**

Motion by Trustee Kreckman to approve a Blanket Purchase order in the amount of $34,000 to cover the yearly use of Morey Courts. Second by Trustee Mussell. All ayes; motion carried.

**Agenda Item V-D: MICROSOFT SOFTWARE RENEWAL**

Motion by Trustee Kreckman to approve the renewal of Microsoft software for the college in the amount of $32,962.75. Second by Trustee Petrongelli. All ayes; motion carried.

**Agenda Item V-E: BLANKET PURCHASE ORDER FOR BOARD GIFT TO EMPLOYEES**

Motion by Trustee Mussell to approve a Blanket Purchase Order in the amount of $8,500 for the Board to give employees a $20 gift card to Family Fare for Thanksgiving. Second by Trustee Petrongelli. All ayes; motion carried.

**Agenda Item V-F: LOCAL STRATEGIC VALUE RESOLUTION**

Community colleges seeking performance funding through the State of Michigan are required to submit the evidence of such value and certifying resolution from the Board of Trustees.

Motion by Trustee Kreckman to approve the following resolution:
The Mid Michigan College Board of Trustees certifies that the College does meet the best practice standards required for the state appropriations under Michigan Public Act 85

Therefore, be it resolved: that the Local Strategic Value Resolution is hereby adopted by Mid Michigan College’s Board of Trustees at a regular meeting the second day of October 2018.

Second by Trustee Metzger.

A roll call vote showed ayes from Trustees Kreckman, Bay, Metzger, Allen, Petrongelli, Mussell, and Jacobson; motion carried.

**Agenda Item V-G: WEAPONS POLICY**

The proposed Weapons Policy was presented for the first reading as required by the Board’s procedures.

**Agenda Item V-H: SECURITY POLICY**

Board approved the Associate Vice President of Security Operations and Systems and President to enter into negotiations with the Clare County and Isabella County Sheriffs’ Departments for campus security.

Associate Vice President Barnes presented the rationale for having law enforcement working on campus, in order to keep students, staff, and visitors safe at all times.

**Agenda Item VI-A: CALENDAR OF EVENTS**

The Board Chair reviewed the calendar of events for upcoming months, an informational item.

**Agenda Item VI-B: OTHER BUSINESS**

Trustee Petrongelli would like to commend all the people at the Help Desk for the wonderful work whenever she has called them. She stated that they are always patient, kind, and knowledgeable.

Meeting adjourned at 8:56 PM

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

____________________________
Douglas A. Jacobson, Board Chair

____________________________
Richard S. Allen, Jr., Secretary
GENERAL FUND REVENUE:
- The 2018-19 tuition and fee revenue budget is based on a four (4) percent enrollment decrease from 2017-18 levels. As of September 30, Fall 2018 enrollment showed a 4.5% decrease in billable tuition hours.
- State appropriations revenue for 2018-19 increased 2.9% and was booked in September at $5,112,400. This does not include the UAAL reimbursement which will be booked when the 2018-2019 amount is determined by the State of Michigan.
- No property tax revenue was booked since 2018 taxes will not be levied until December 2018.

GENERAL FUND EXPENSES:
- Departmental expenses are in line with 25% of the year elapsed.

INTER FUND TRANSFERS:
- The Planned Savings transfer of $206,250 to Building & Site represents 25% of the annual budgeted amount.

GENERAL FUND REVENUE OVER EXPENSES:
- The total increase in net assets as of September 30, 2018 is $7.5 million. This excess will fund the balance of the 2018 Fall term operations.

BALANCE SHEET:
- The cash balance decreased $2.4 million from August 31, 2018 to fund September operations.
- Student receivables decreased $5.1 million as a result of federal financial aid disbursed to the student accounts in the last week of September.
- The prepaid expense balance of $30,349 represents a few multi-year prepaid items.
- The balance due to other funds of $5.5 million can be broken down as follows:
  - $662,000 due to the designated student activities fund
  - $2.3 million due to the auxiliary services for sales
  - $38,000 due to the scholarship and grant fund
  - $5.5 million due from the federal restricted fund for student financial aid funds disbursed to the student accounts ($5.5 million received 10/5/18)
  - $472,000 due from the restricted grant fund
  - $8.5 million due to building and site for current and future college needs
  - $23,000 due to the Foundation
The $1.4 million in accrued payroll and other compensation includes expenses incurred but not paid as follows:

- Accrued salary, wages and vacation of $398,000
- FICA, Federal and State withholding of $116,000
- MPSERS/ORP payable of $493,000
- Employee health and dental insurances payable of $204,000
- Deferred faculty pay of $173,000
- Unemployment and workers’ compensation insurances payable of $11,000
- Miscellaneous payroll deductions

A significant portion of the Unreserved Net Assets of $3.4 million represents funds set aside by the Board of Trustees to fund current and future college expansion needs.

**AUXILIARY FUNDS:**

- Total revenue is at 35% of the annual budget, which is 4% behind prior year due to a decline in bookstore sales.
- Total expenses, at 36% of the annual budget, corresponds with sales volume.
- The excess revenue over expense to date is $119,335, which will fund bookstore operations for the balance of Fall term.
## Assets

### Current Assets:

- Cash and cash equivalents: $12,239,059
- Short-term investments: $875,243
- Property taxes receivable: $-
- State appropriations receivable: $5,112,400
- Student receivables: $1,826,000
- Other receivables: $174,086
- Inventories: $-
- Deposit - self-funded healthcare: $171,993
- Prepaid expenses and other assets: $30,349
- Due from (due to) other funds: $(5,505,933)

Total current assets: $14,923,197

### Long-term investments: $788,770

**Total assets:** $15,711,966

## Liabilities and Net Assets

### Liabilities:

- Accounts payable: $44,935
- Accrued payroll and other compensation: $1,402,034
- Other payables: $-
- Unearned revenue: $-

Total liabilities: $1,446,969

### Net assets:

- Reserved for:
  - Technology: $908,831
  - Program development: $1,290,505
  - Retirement incentives: $200,000
  - Self-funded healthcare reserve: $972,842
  - Unreserved: $3,407,053
  - Current year excess revenue over/(under) expenditures: $7,485,767

Total net assets: $14,264,998

**Total liabilities and net assets:** $15,711,966
## MID MICHIGAN COMMUNITY COLLEGE
### STATEMENT OF REVENUES, EXPENSES
For the three months ended September 30, 2018

<table>
<thead>
<tr>
<th>OPERATING REVENUES:</th>
<th>Current Fiscal Year</th>
<th>% of</th>
<th>Prior Fiscal Year</th>
<th>% of</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and fees</td>
<td>$8,498,001</td>
<td>47%</td>
<td>$8,607,373</td>
<td>48%</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$28,010</td>
<td>13%</td>
<td>$33,071</td>
<td>15%</td>
</tr>
<tr>
<td><strong>Total operating revenues</strong></td>
<td>$8,526,010</td>
<td>47%</td>
<td>$8,640,444</td>
<td>47%</td>
</tr>
</tbody>
</table>

| EXPENSES: | | |
|-----------|---------------------|------|-------------------|------|
| Operating expenses: | | |
| Instruction | $1,981,746          | 20%  | $1,951,314        | 20%  |
| Information technology | $519,473          | 27%  | $672,720          | 43%  |
| Public service | $155,272          | 21%  | $114,843          | 19%  |
| Instructional support | $694,542          | 27%  | $733,760          | 29%  |
| Student services | $815,743          | 27%  | $852,174          | 27%  |
| Institutional administration | $1,118,839         | 23%  | $1,141,228        | 23%  |
| Operation and maintenance of plant | $685,087         | 23%  | $647,033          | 26%  |
| **Total operating expenses** | $5,970,703          | 23%  | $6,113,071        | 23%  |

Operating income/(loss) | $2,555,307 | $2,527,373 |

| NON-OPERATING REVENUES: | | |
|------------------------|---------------------|------|-------------------|------|
| State appropriations   | $5,129,097          | 100% | $4,965,700        | 78%  |
| Property tax levy      | $-                  | 0%   | $728              | 0%   |
| Investment income      | $6,725              | 13%  | $6,192            | 12%  |
| Unrealized gain (loss) on investments | $(1,196)         |       | $1,957            |       |
| Gifts                  | $-                  |       | $-                |       |
| Miscellaneous          | $2,083              |       | $3,549            |       |
| Transfers from other funds: | | |
| Restricted grants      | $-                  |       | $-                |       |
| Auxiliary services     | $-                  |       | $-                |       |
| Foundation - Capital Campaign | $-               |       | $-                |       |
| **Total Non-operating revenues** | $5,136,710          | 68%  | $4,978,127        | 57%  |

Revenues over/(under) expenses | $7,692,017 | $7,505,500 |

Inter Funds Transfers

| Planned Savings (Building & Site) | $206,250 | 25% | $209,857 | 25% |
| Additional Savings (Building & Site) | $- | 0% | $- | 0% |
| Bond Debt Service (Building & Site) | $- | 0% | $- | 0% |
| Restricted Grant Match | $- | 0% | $- | 0% |
| **Total Transfer to Building & Site** | $206,250 | $209,857 |

Net increase (decrease) in Net Assets | $7,485,767 | $7,295,643 |
## MID MICHIGAN COMMUNITY COLLEGE
### STATEMENT OF REVENUES, EXPENSES
#### For the three months ended September 30, 2018
##### AUXILIARY FUND

<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</td>
<td>Amount</td>
<td>% of</td>
</tr>
<tr>
<td></td>
<td>Budget</td>
<td>Budget</td>
<td>Budget</td>
<td>Budget</td>
</tr>
<tr>
<td><strong>REVENUE:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bookstore</td>
<td>$686,000</td>
<td>36%</td>
<td>$920,330</td>
<td>40%</td>
</tr>
<tr>
<td>Espresso Bar</td>
<td>$15,968</td>
<td>20%</td>
<td>$20,141</td>
<td>26%</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>$701,968</td>
<td>35%</td>
<td>$940,471</td>
<td>39%</td>
</tr>
<tr>
<td><strong>EXPENSEES:</strong></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Bookstore</td>
<td>$538,845</td>
<td>38%</td>
<td>$596,579</td>
<td>37%</td>
</tr>
<tr>
<td>Espresso Bar</td>
<td>$13,200</td>
<td>20%</td>
<td>$16,679</td>
<td>25%</td>
</tr>
<tr>
<td>Auxiliary Services</td>
<td>$30,588</td>
<td>24%</td>
<td>$29,365</td>
<td>26%</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>$582,633</td>
<td>36%</td>
<td>$642,624</td>
<td>36%</td>
</tr>
<tr>
<td><strong>EXCESS REVENUE OVER EXPENSES</strong></td>
<td>$119,335</td>
<td>17%</td>
<td>$297,848</td>
<td>32%</td>
</tr>
</tbody>
</table>
## Mid Michigan Community College Contributions

### September 2018

<table>
<thead>
<tr>
<th>Scholarship &amp; Grant</th>
<th>$6,041</th>
<th>$8,291</th>
<th>$35,176</th>
</tr>
</thead>
<tbody>
<tr>
<td>Golf Outing</td>
<td>$810</td>
<td>$6,260</td>
<td>$5,330</td>
</tr>
<tr>
<td>Waste Management</td>
<td>$200</td>
<td>$1,275</td>
<td>$66,475</td>
</tr>
<tr>
<td>A Northern Tradition</td>
<td>$90</td>
<td>$270</td>
<td>$3,740</td>
</tr>
<tr>
<td>Foundation</td>
<td>$142</td>
<td>$182</td>
<td>$455</td>
</tr>
<tr>
<td>International Student Fund</td>
<td>$50</td>
<td>$150</td>
<td>$150</td>
</tr>
<tr>
<td>Elizabeth J Horrocks CNA Scholarship</td>
<td>$150</td>
<td>$150</td>
<td>$1,250</td>
</tr>
<tr>
<td>Lakers Athletic Fund</td>
<td>$20</td>
<td>$75</td>
<td>$2,900</td>
</tr>
<tr>
<td>McDonald Scholarship</td>
<td>$20</td>
<td>$60</td>
<td>$260</td>
</tr>
<tr>
<td>Campus Cupboard</td>
<td>$40</td>
<td>$40</td>
<td>$1,066</td>
</tr>
</tbody>
</table>

### Contributions (all yr)

<table>
<thead>
<tr>
<th>Scholarship &amp; Grant</th>
<th>$20,635</th>
<th>$103,088</th>
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### Subtotal

<table>
<thead>
<tr>
<th>Scholarship &amp; Grant</th>
<th>$8,596</th>
<th>$227,240</th>
<th>$334,339</th>
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### Subtotal

<table>
<thead>
<tr>
<th>Scholarship &amp; Grant</th>
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</table>

### Total

<table>
<thead>
<tr>
<th>Prior Year Contributions - current month</th>
<th>$18,197</th>
<th>$103,088</th>
</tr>
</thead>
<tbody>
<tr>
<td>% Current Year to Prior Year</td>
<td>-52.8%</td>
<td>120.4%</td>
</tr>
<tr>
<td>Prior Year Contributions - current month (Same Contributors)</td>
<td>$15,284</td>
<td>$96,250</td>
</tr>
<tr>
<td>% Current Year to Prior Year</td>
<td>-43.8%</td>
<td>136.1%</td>
</tr>
</tbody>
</table>
TO: Board of Trustees

FROM: Lori Fassett, Associate VP of Human Resources

SUBJECT: Staffing Update November 6, 2018 Board Meeting

DATE: October 22, 2018

FULL-TIME NEW HIRES:
Jeffrey Punches – SBDC Business Consultant
Jeff holds a Bachelor of Science in Business from Miami University and Bachelor and Master Degrees of Business Administration from Northwood University. Jeff returns to Mid after previously working in our Business Department as the Purchasing Manager from 2009 – 2015. He brings to the SBDC position years of small business ownership experience, financial advising experience, and experience in finance and accounting. Welcome back to the Mid team Jeff!

NEW PART-TIME AND STUDENT EMPLOYEES:

Robert Robinson – Head Softball Coach  Effective: 09/26/2018
Andrew Sharp – Work Study Science Lab  Effective: 09/19/2018
Anderson Bell – Tutor CADD (EDUStaff)  Effective: 09/04/2018
Calvin Smith – Tutor CADD (EDUStaff)  Effective: 09/04/2018
Nicole Cameron – Adjunct Instructor Nursing (EDUStaff)  Effective: 09/18/2018
Amanda Tenwalde – Adjunct Instructor Nursing (EDUStaff)  Effective: 09/03/2018
Dan Barden – HRA Lab Tech (EDUStaff)  Effective: 10/08/2018
Susan Sheridan – Adjunct Instructor Nursing (EDUStaff)  Effective: 10/02/2018
Klara Krumrey – Student Worker Campus Cupboard  Effective: 10/08/2018
Monica Mikolon – Student Worker Bookstore  Effective: 10/01/2018
Serene Newby – Student Worker Speech  Effective: 09/13/2018
Josh King – Assistant Coach Bowling  Effective: 11/01/2018
Abigail Pryor – Assistant Coach Cross Country

Effective: 10/01/2018

INTERNAL TRANSFERS:

Amy Fisher From: SBDC Business Consultant
To: Dean of Business & Professional Studies
Effective: 09/04/2018

SEPARATIONS:

Siera Baginski – Student Worker Bookstore
Effective: 08/18/2018

Anita Castellon – Head Coach Softball
Effective: 09/25/2018

Kate Grove – Student Worker Speech
Effective: 04/28/2018

Mackenzie Lincoln – Student Worker Financial Aid
Effective: 09/21/2018

Carson Vincent – Work Study Bookstore
Effective: 09/16/2018

Candi Kanyo – Test Monitor (EDUStaff)
Effective: 10/08/2018

Matthew Weissenborn – IT Tech Intern II (EDUStaff)
Effective: 09/13/2018

Stacy Chichester – Recreation Center Leader
Effective: 10/04/2018

VACANCIES:

Adjunct Biology (part-time) Posted
Adjunct Chemistry (part-time) Posted
Adjunct Criminal Justice – Alma HS (part-time) Posted
Adjunct English – Humanities (part-time) Posted
Adjunct English – Huron ISD, Bad Axe MI (part-time) Posted
Adjunct Fine Arts – Ceramics (part-time) Posted
<table>
<thead>
<tr>
<th>Position</th>
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<tr>
<td>Adjunct Fine Arts – Music (part-time)</td>
<td>Posted</td>
</tr>
<tr>
<td>Adjunct Nursing – General (part-time)</td>
<td>Filled</td>
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<tr>
<td>Adjunct Nursing – Family Centered (part-time)</td>
<td>Filled</td>
</tr>
<tr>
<td>Adjunct Math (part-time)</td>
<td>Posted</td>
</tr>
<tr>
<td>Adjunct Machine Tool/INDS (part-time)</td>
<td>Posted</td>
</tr>
<tr>
<td>Adjunct Psychology Huron ISD, Bad Axe MI (part-time)</td>
<td>Posted</td>
</tr>
<tr>
<td>Adjunct Sociology (part-time)</td>
<td>Posted</td>
</tr>
<tr>
<td>Adjunct Speech (part-time)</td>
<td>Posted</td>
</tr>
<tr>
<td>Adjunct Welding (part-time)</td>
<td>Posted</td>
</tr>
<tr>
<td>Adjunct Public Health Education – CPR/First Aid (part-time)</td>
<td>Posted</td>
</tr>
<tr>
<td>Director of Eastern Region (full-time)</td>
<td>Posted</td>
</tr>
<tr>
<td>Science Lab Technician (full-time)</td>
<td>Offer Extended</td>
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<tr>
<td>Learning Technologist (full-time)</td>
<td>Position Frozen</td>
</tr>
<tr>
<td>HVACR Technician (full-time)</td>
<td>Interviewing</td>
</tr>
</tbody>
</table>
Unfinished Business

Item IV-A: Harrison Campus Renovations

Presenter: Vice President Frick      Board Consideration: Information/Action

Vice President Lillian Frick will provide an update on the planning for the Harrison Campus Renovations.

Recommendation:
None.
Unfinished Business

Item IV-B: Weapons Policy Second Reading

Presenter: Associate Vice President Barnes  Board Consideration: Action

Associate Vice President Kim Barnes will be presenting the second reading of the Weapons Policy.

Recommendation:

It is recommended that the Board approve the Weapons Policy.
Proposed Policy: 304.09 Weapons

**Weapons Policy**

Department/Division: Security Operations and Systems

**Purpose**

Mid Michigan College endeavors to provide a safe environment for all people—students, faculty, staff, vendors, contractors, and visitors—by eliminating or reducing the likelihood of threatening behavior on our College property.

**Policy**

Mid Michigan College prohibits any weapons on property that is owned, leased or otherwise under the control of the College. The College enacts this Policy in order to provide for the safety and welfare of all students, employees, vendors, contractors and visitors while on our campus or at College sponsored activities. Accordingly, no person shall be permitted to carry firearms or other weapons (concealed or not concealed) with or without a concealed weapon permit, while on campus or at any college sponsored function or event.

Any staff member found on the College premises possessing any pistol, firearm, dangerous weapon or other device that is purposed to inflict bodily harm, shall be subject to corrective action up to and including termination of employment. This applies to all College premises, in College vehicles, or on property being used by the College for College purposes. Anyone who violates this Policy may also be subject to criminal sanctions as provided for by law. This prohibition also applies to staff members who may be licensed to possess firearms, have a concealed weapon permit, or may otherwise engage in the open carry of a weapon. This restriction is not applicable to sworn federal, state, or local law enforcement officers who are required to carry firearms during the course of their employment or to those individuals who receive a written waiver of this prohibition from the President or his/her designee.

Any student found possessing any prohibited material/device shall equally be subject to corrective action up to and including expulsion. Anyone who violates this Policy may also be subject to criminal sanctions as provided for by law.

Any vendor, contractor, or visitor found in possession of any prohibited devices will be denied access to the College or be immediately removed from the premises. Additionally, criminal charges may result.

The College recognizes that some individuals carry pepper spray or similar materials for personal protection when walking on or off campus. This Policy is not intended to prohibit the possession of such items. However, the College expects that individuals will use sound judgment in their use or display of such devices.

If an individual witnesses or becomes aware of someone in possession or use of a dangerous weapon or is informed of or witnesses any threat or act of violence or any conduct in violation of this Policy, he/she is urged to immediately report it to Campus Security or the Office of Security Operations and Systems.

Instances of severe and/or immediate danger should be reported to the local police department.

**Definitions**

1. **College Property**: includes but is not limited to property owned, managed, occupied, operated or leased by the College, and used for classroom purposes, activities, college sponsored events or other authorized use of the facilities.

2. **Weapons/Dangerous Weapons**
   
   a. a loaded or unloaded firearm, whether operable or not
b. a dagger, dirk, razor stiletto, knife or stabbing instrument having a blade of longer than 3 inches, brass knuckles, blackjack, club, or other object specifically designed or customarily carried for use as a weapon, that is used as a weapon or carried/possessed for use as a weapon.
c. an object or device that is utilized or fashioned in a manner that would compel a person to believe that the object or device is a firearm or an object likely to cause death or bodily injury
d. pneumatic devices, including any device that is designed to expel a projectile by the use of air, gas, or spring; to include BB guns, paintball guns, and Airsoft guns
e. explosives, fireworks, bows and arrows, swords, and dangerous chemicals

Exceptions
1. Current or retired State, or Federal, County or Local Law Enforcement Officer
2. Retired State or Federal Law Enforcement Officer
3. Current or retired A State, Federal, or County Court judge or State Court retired judge
4. An individual, with prior written approval of the AVP of Security Operations and Systems (and with limited scope and duration), may possess an unloaded weapon when it is worn as part of a military or fraternal uniform in connection with a public ceremony, parade, or theatrical performance; or if stored in a locked vehicle with valid hunting and fishing licenses.
5. Based on extraordinary circumstances, only the president or his/her designee may waive the prohibitions against weapons on campus. Any such waiver shall be in writing, state with particularity the reason for the waiver, and must be limited in both scope and duration.

Responsible Party for Administration and Enforcement
Security
Office of Security Operations and Systems Related Documents MCL 123.1101 MCL 750.226 MCL 28.425o
Unfinished Business

Item IV-C: Capital Outlay

Presenter: President Hammond   Board Consideration: Information

President Hammond will present an update on the Capital Outlay project.

Recommendation:

None.
Unfinished Business

Item IV-D: Foundation Resolution

Presenter: Associate Vice President Olver  Board Consideration: Action

Associate Vice President Thomas Olver will be presenting the Board with a resolution thanking David Kyle for his outstanding service to the Mid Michigan College Foundation.

Recommendation:

It is recommended that the Board approve the Resolution as presented.
**Unfinished Business**

**Item IV-E: Budget Adjustment**

Presenter: Vice President Frick  
Board Consideration: Action

Vice President Lillian Frick will be presenting a budget adjustment for the Board’s approval.

---

**Recommendation:**

It is recommended that the Board approve the budget adjustment as presented.
# Mid Michigan Community College
## General Fund Budget
### Fiscal Years Ending 6/30/19

<table>
<thead>
<tr>
<th></th>
<th>Approved 2018-19</th>
<th>11/6/2018 Adjustment</th>
<th>Adjusted 2018-19 Budget</th>
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<tbody>
<tr>
<td><strong>OPERATING REVENUE</strong></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Tuition &amp; Fees</td>
<td>$18,278,656</td>
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<td>STTF Grant Revenue</td>
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<tr>
<td>Auxiliary Services</td>
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<td>$(546,274)</td>
<td>$1,458,026</td>
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<td>Miscellaneous</td>
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<tr>
<td>Total operating revenue</td>
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<td>$(923,471)</td>
<td>$19,577,686</td>
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<tr>
<td><strong>NON-OPERATING REVENUE</strong></td>
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<td></td>
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<tr>
<td>State Appropriations</td>
<td>$5,112,400</td>
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<td>$5,112,400</td>
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<tr>
<td>State Appropriations-UAAL</td>
<td>$1,407,813</td>
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<td>$1,407,813</td>
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<td>Property Taxes</td>
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<td>$2,386,274</td>
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<tr>
<td>Investment Income</td>
<td>$50,000</td>
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<td>$50,000</td>
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<tr>
<td>Total non-operating revenue</td>
<td>$8,956,487</td>
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<td>$8,956,487</td>
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<tr>
<td><strong>TOTAL REVENUE</strong></td>
<td>$29,457,644</td>
<td>$(923,471)</td>
<td>$28,534,173</td>
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<td><strong>OPERATING EXPENSES</strong></td>
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<td>Instruction</td>
<td>$10,150,803</td>
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<td>Information Tech</td>
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<td>Public Service</td>
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<td>Student Services</td>
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<td>$(131,329)</td>
<td>$4,198,652</td>
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<td>Physical Plant</td>
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<td>Dual Enrollment Discounts</td>
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<tr>
<td>Travel Reduction</td>
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<td>MPSERS UAAL</td>
<td></td>
<td>$</td>
<td>$</td>
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<tr>
<td>Total-Operating Expenses</td>
<td>$27,483,436</td>
<td>$(868,454)</td>
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<tr>
<td>Institutional</td>
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<td>$(55,016)</td>
<td>$599,191</td>
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<tr>
<td>M&amp;R</td>
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<td></td>
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<td>Subtotal Contingencies</td>
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<td>$(55,016)</td>
<td>$634,191</td>
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<td>Total Expenses</td>
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<td>$(923,470)</td>
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<td>Amount 3</td>
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<td>--------------------------------------------------</td>
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<td>Revenues over Expenses-Before Transfers</td>
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<td>$1,285,000</td>
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<td><strong>TRANSFERS TO/(FROM) OTHER FUNDS:</strong></td>
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<td>Building &amp; Site - Bond Debt Service</td>
<td>$305,000</td>
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<td>$305,000</td>
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<td>Building &amp; Site - Planned Savings-general (3%)</td>
<td>$825,000</td>
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<td>Restricted Grant Match</td>
<td>$155,000</td>
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<tr>
<td><strong>Total transfers to other funds</strong></td>
<td>$1,285,000</td>
<td>0</td>
<td>$1,285,000</td>
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<tr>
<td><strong>Net Revenues over Expenses</strong></td>
<td>$0</td>
<td>$0</td>
<td>$(0)</td>
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</tbody>
</table>
New Business

Item V-A: Correspondence and Announcements

Presenter: President Hammond    Board Consideration: Information

Announcements may be made at this time.

Recommendation:

None.
TRIO-SSS Students Travel to Washington, D.C.

Recently, our TRIO-SSS program traveled to Washington D.C. We toured the University of Pittsburgh, Capitol Hill, George Washington University, United States Holocaust Memorial Museum, Arlington National Cemetery, and several Smithsonian museums.

Within the Washington D.C. Capitol Hill Tour, TRIO students had a chance to tour the Capitol Building and view the impressive artwork and architecture inside. The tour began with an impressive video entitled “Out of Many, One”, in which visitors were presented with a brief history of how our country created its own government, as well as the role of Congress in the lives of Americans today. The bronze statues in the National Statuary Hall Collection were incredible to view. They displayed the diversity of America’s history from a NASA Astronaut to Native American Warrior Chiefs. Students had a chance to purchase gifts from the bookstore, where some purchased copies of the Declaration of Independence to be like Nicholas Cage in his recent movies. Eating in the Capitol Café was also a fun experience to hear the variety of languages spoken, as well as to try different types of food. The cheese cake was amazing, according to at least a few of our students!

Students also toured the Washington D.C. Monuments and Memorials through an evening bus tour led by our favorite tour guide, Rob. He did an incredible job explaining the significance of each memorial, as well as letting students take in the sights for themselves. Some of the monuments and memorials we visited included Thomas Jefferson Memorial (pictured), Korean War Veterans Memorial, Lincoln Memorial, and the World War II Memorial.
TRIO Student, Jeremy wrote: On our trip to Washington D.C. we got to see sights I only dreamed of seeing as a kid. I say ‘our trip’ and ‘we’ because we as a group got to experience American History not by someone else’s experience, but with all of our own five senses. The one memorial that will not be forgotten was the Martin Luther King, Jr. Memorial. I was glad to see this with fellow TRIO student, Nate. I am glad we sat near each other and that we just happened to be standing near each other at this memorial. I started taking pictures of all the quotes and saw they meant something to Nate. I asked Nate “Why don’t you pick out one of your favorite quotes and stand next to it, I will take a picture.” Having little time he looked around and wasn’t sure which one to pick. A light bulb went off in my head, and I came up with the idea of Nate standing in front of the giant statue. This was one of the coolest moments I have ever had and want to thank Nate for sharing it with me. Because of that experience and the time I spent talking with Nate, I know we are better friends.

Another student favorite of the trip was the chance to view the Changing of the Guard ritual at Arlington National Cemetery. Tracy Mikel wrote “My favorite part of the trip was the tour of Arlington National Cemetery along with the Tomb of the Unknown Soldier. Hearing that there is an average of 100 funerals per week at the cemetery made my heart ache. This is a very large number of soldiers that have died to protect and serve our country. Also, watching the Changing of the Guard demonstration was a very moving experience. It was amazing to see the memorial dedicated to all of the ‘unknown’ individuals who lost their lives in military service. The guards’ movements were so methodical and precise, and neither missed a beat. I had only heard about this event in school or in general, but had never been able to witness this in person. It was an amazing trip!”

The Holocaust Museum was an intense and moving experience for many students. The museum held four floors of information in short videos, photographs, eyewitness testimonies, artifacts, and other exhibits. Although we had only a short time there, many students left with a greater awareness of the immensity of tragedies sustained by families. Here is a picture taken by Tracy Mikel of a room dedicated to family photos of individuals who had lost their lives in the Holocaust.

On one of the evenings, students enjoyed relaxation at a Washington D.C. pizza buffet. Restaurant managers and staff provided quick, friendly service including a variety of pizzas and pastas made to order. We even ended the meal with a brownie treat in honor of the two TRIO members celebrating birthdays during the trip!

Students also had the chance to visit the National Museum of American History, a part of the Smithsonian. Along with viewing gowns of First Ladies, china sets from the various First Families, some students and a Success Coach, (can you spot her in the crowd of students?) made it to the bottom floor where they had a chance to play various games and experience virtual rides with 3-D glasses.
The bus rides to and from Washington D.C. were at times loud and boisterous, as well as quiet. On the way home, several students and TRIO staff, including Kevin, Kate, Jeremy, and Amy, decided to pass the time playing a game in which each had to guess a word or phrase based on a topic shown on their cell phone. Students held the cell phone on their foreheads face out to others, while others gave them clues as to the word. It was a fun way to spend a few hours during the bus ride home!

A new semester means you students are taking new classes and learning from new faculty. If you found yourself overwhelmed last semester or just want to brush up on your study, test taking, or time management skills, set up an appointment to work with Erin and get everything under control from the start. A new semester is a new chance at being the best student you can be. Stop by and let me help you develop the skills you need to become the best student and the successful student everyone dreams of becoming.

Motivational Quotes

At the beginning of the fall semester, some students may start to feel overwhelmed. During the recent trip to Washington D.C., a group of our students created lists of motivational quotes and ideas to give a boost of inspiration to our new students. Here are a few of them. We hope they will brighten your day!

“Only I can change my life. No one can do it for me.” - Carol Burnett

“Failure will never overtake me if my determination to succeed is strong enough.” - Og Mandino

“It does not matter how slowly you go as long as you do not stop.” - Confucius

“People rarely succeed unless they have fun in what they are doing.” - Dale Carnegie

“Be kind whenever possible, it is always possible.” - Dalai Lama

“Well done is better than well said.” - Benjamin Franklin

“The true sign of intelligence is not knowledge but imagination.” - Albert Einstein

“The biggest adventure you can take is to live the life of your dreams.” - Oprah Winfrey

“Success is not final, failure is not fatal, it is the courage to continue that counts.” - Sir Winston Bush

“To travel is to take a journey into yourself.” - Danny Kage

“Showing up is not all of life- but it counts for a lot.” - Hillary Clinton

“Stop worrying about the potholes in the road and enjoy the journey.” - Babs Hoffman

“Don’t let what you cannot do interfere with what you can do.” - John Wooden

“Keep your face to the sunshine and you cannot see a shadow.” - Helen Keller

“Education is the most powerful weapon which you can use to change the world.” - Nelson Mandela

“Set your goals high and don’t stop until you get there.” - Bo Jackson

“Without hard work nothing grows but weeds.” - Gordon B. Hinckley

“If you fell down yesterday, stand up today.” - H.G. Wells

“Either you run the day or the day runs you.” - Jim Rohn

“If I can not do great things, I can do small things in great ways.” - Martin Luther King Jr.

Advice from TRIO Academic Success Coach, Erin

A new semester means you students are taking new classes and learning from new faculty. If you found yourself overwhelmed last semester or just want to brush up on your study, test taking, or time management skills, set up an appointment to work with Erin and get everything under control from the start. A new semester is a new chance at being the best student you can be. Stop by and let me help you develop the skills you need to become the best student and the successful student everyone dreams of becoming.

ONE DOES NOT SIMPLY

"MANAGE TIME"
Congratulations to New TRIO Moms

We welcomed TWO new TRIO babies this summer! Congratulations to TRIO members, Maggie Terry and Kate Brothers, on the birth of their daughters.

Allison Jade Valkema  Delaney Jubilee Brothers

Upcoming Events

- October 23: TRIO Networking Mixer
- October 29/30: College Reading & Speech Strategy Workshops
- October 31: College Math Strategies
- November 2-3: Albion & Spring Arbor College Tour
- November 6: Alma College Tour
- November 30: Welcome Breakfast
- December 5: TRIO & International Group Cookie Party
- December 18: Christmas Trip to Turkeyville Dinner Theatre

Keep in touch with other TRIO-SSS students via Facebook.

Maggie Magoon, Ph.D.
TRIO-SSS Grant Coordinator
mmagoon@midmich.edu
(989) 386-6645

Amy Dykhouse
Career Services Coach
adykhouse@midmich.edu
(989) 317-4613

Sue Robison
Academic Secretary
srobison@midmich.edu
(989) 386-6622 ext. 513

Erin Surewera
Academic Support Coach
esureweera@midmich.edu
(989) 386-6622 ext. 509

Theresa Borawski
Success Coach
tborawski@midmich.edu
(989) 386-6619

Mary E. Battaglia
Director of TRIO - SSS Grant/Internships/Career Center
mbattaglia@midmich.edu
(989) 386-6606

Mid Michigan College
1375 S. Clare Avenue
Harrison, MI 48625

53906
New Business

Item V-B: Mid Michigan College Holiday Parties

Presenter: Associate Vice President Thomas Olver  
Board Consideration: Action

The Mid Michigan College Community Holiday Party in Mt. Pleasant will be held on December 13, 2018. As in past years, the college would like to serve beer and wine at these events.

In accordance with Board Policy 304.01 Alcoholic Beverages – Alcoholic beverages may be allowed on campus with approval of the Board of Trustees.

(Approval for the Harrison campus party was approved during the August Board of Trustees Meeting)

Recommendation:

It is recommended the Board approve the request to serve alcohol on December 13 during the holiday party at the Mt. Pleasant campus.
New Business

Item V-C: Digital Imaging Update

Presenter: LouAnn Goodwin  Board Consideration: Information/Action

LouAnn Goodwin, Director of Imaging Sciences, will be requesting money from Perkins Funds in order to purchase new Digital Imaging Equipment in the amount of $29,500.00.

Recommendation:

It is recommended the Board approve the purchase the Fujifilm package as presented.
We, at Radiology Imaging Solutions, Inc. are pleased to submit the following Quotation, for your review:

**Vieworks Vivix-S DR System 14x17 “S” Cassette-size Cesium Wireless FPD Detector & the VXVue Acquisition Workstation Package**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>VW-DR-BTO</td>
<td><strong>Vieworks Vivix-S DR System Package</strong></td>
</tr>
<tr>
<td>VW-DR-BTO</td>
<td>Vieworks VXVue Desktop Workstation with 24” Touchscreen Display</td>
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<tr>
<td>VW-XXUE-WK</td>
<td><strong>Includes:</strong></td>
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<tr>
<td>VW-XXUE-WK</td>
<td>- VXVue Workstation CPU and Software</td>
</tr>
<tr>
<td>VW-XXUE-WK</td>
<td>- Keyboard and Mouse</td>
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<tr>
<td>VW-XXUE-WK</td>
<td>- 24” Touchscreen Display</td>
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<td><strong>VXVue Workstation Features:</strong></td>
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<td>VW-XXUE-WK</td>
<td>- Easy operation and high throughput with a touch-friendly user interface</td>
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<tr>
<td>VW-XXUE-WK</td>
<td>- Auto-Cropping, Auto-labeling, Auto-Rotation, Grid Line Removal, Stitching</td>
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<tr>
<td>VW-XXUE-WK</td>
<td>- Reject analysis and exposure statistics</td>
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<tr>
<td>VW-XXUE-WK</td>
<td>- DICOM Store, Print, Modality Worklist, MPPS</td>
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<tr>
<td>VW-XXUE-WK</td>
<td>- Ability to interface to generators, collimators, and DAP</td>
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<td>VW-XXUE-WK</td>
<td>- Stable and reliable Automatic Exposure Detection</td>
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<td>VW-1417WA-01</td>
<td><strong>Vivix-S 14x17 Cesium Wireless Detector Package</strong></td>
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<tr>
<td>VW-1417WA-01</td>
<td>- One (1) Vieworks Vivix-S 14x17 Cesium Wireless FPD</td>
</tr>
<tr>
<td>VW-1417WA-01</td>
<td>- One (1) System Control Unit for Vivix-S Wireless Detectors</td>
</tr>
<tr>
<td>VW-1417WA-01</td>
<td>- One (1) Generator Interface Cable for Vivix-S Wireless Detectors</td>
</tr>
<tr>
<td>VW-1417WA-01</td>
<td>- Three (3) Lithium Ion Batteries</td>
</tr>
<tr>
<td>VW-1417WA-01</td>
<td>- One (1) Battery Charger</td>
</tr>
<tr>
<td><strong>Vieworks Vivix-S 14x17 Cesium Wireless FPD Specifications:</strong></td>
<td></td>
</tr>
<tr>
<td>VW-1417WA-01</td>
<td>- Csi: Cesium Iodide Scintillator</td>
</tr>
<tr>
<td>VW-1417WA-01</td>
<td>- Dimensions: 18” x 15.1” x 0.6”, 7.3 lbs.</td>
</tr>
<tr>
<td>VW-1417WA-01</td>
<td>- Image Size: 14x17” Cassette-size (35x43cm)</td>
</tr>
<tr>
<td>VW-1417WA-01</td>
<td>- Image Acquisition Time: 2 seconds (Preview) 4.5 seconds (High Resolution)</td>
</tr>
<tr>
<td>VW-1417WA-01</td>
<td>- Pixel Pitch: 140 Micron</td>
</tr>
<tr>
<td>VW-1417WA-01</td>
<td>- Pixels: 2,560 x 3,072 Pixels</td>
</tr>
<tr>
<td>VW-1417WA-01</td>
<td>- Spatial Resolution: 3.5lp/mm</td>
</tr>
<tr>
<td>VW-1417WA-01</td>
<td>- Grayscale: 14 Bit</td>
</tr>
<tr>
<td><strong>Warranty Information:</strong></td>
<td></td>
</tr>
<tr>
<td>VW-1417WA-01</td>
<td>- Digital Detector(s): Three (3) Year Standard Warranty on Wired &amp; Wireless Detector(s)</td>
</tr>
</tbody>
</table>
Mid-Michigan Community College  
1375 S. Clare  
Harrison, MI 48625  
Account Number: 99525

<table>
<thead>
<tr>
<th>ITEM</th>
<th>DESCRIPTION</th>
</tr>
</thead>
</table>
| TS-VW-1 | **Warranty Information:**  
- Digital Detector(s): Three (3) Year Standard Warranty on Detector(s)  
- Computer Hardware: Three (3) Year Standard Warranty on Computer CPU/Display  
- 1 year Labor and Travel warranty on Digital System  
- Remote and On-site Technical Support  
*Includes:*  
1 Year of Remote Software Support for Vieworks Vivix VXvue DR System.  
Support includes software only coverage, Mon-Fri 8:30am-4:30pm EST.  
1 Year of On-site Applications Support for Vieworks Vivix VXvue DR System.  
(Total of 24 hrs, 3 days, of Application training is included, may be used in any  
configuration of days or partial days during the first year.) |

**Vieworks Vivix-S DR System 14x17 “S” Cassette-size Cesium Wireless FPD**  
Includes: 1 – Battery Back-up and 1- Mobile Stand

Mid-Michigan Community College Subtotal: $29,500.00

Notes:
1. All applicable taxes will be additional.
2. Terms 50% down, 40% on delivery; Balance due on installation completion. Installation to be  
scheduled upon receipt of delivery payment.
3. Warranty: 12 months and labor during normal working hours.
4. All Freight and insurance are additional (prices quoted are FOB factory, for each item).
5. Site preparation and interconnecting cables are the responsibility of the customer.
6. It is the customers’ responsibility to schedule and pay for OEM service engineer to present at  
installation to configure each OEM modality to be connected to the print network.

Thank you

[Signature]
Radiology Imaging Solutions’s Agent

[Signature]
Sales Representative

Date: October 16, 2018

<table>
<thead>
<tr>
<th>#</th>
<th>QTY</th>
<th>DESCRIPTION</th>
</tr>
</thead>
</table>
| 1  | 1   | **EVO1PNL351-DL Package**  
Fujifilm FDR-DEVO G35i wireless portable flat panel detector packaged with the FDX Console workstation.  

**FDR-D-EVO G35i (flat panel detector):**  
- GOS: Gadolinium Oxy sulfide conversion layer (scintillator)  
- ISS (Irradiated Side Sampling) improves sharpness and dose efficiency  
- a-Si: (Amorphous Silicon) readout layer  
- Same size as 14" x 17" x 0.5" CR or film cassette, 7 lbs.  
- Image Preview: 1-2 Seconds, 8-10 second cycle time.  
- Up to 3.8 second exposure times for breathing techniques  
- 150 Micron Pixel Pitch (2,304 x 2,880 pixel matrix)  
  - Includes (2) lithium ion batteries; each lasts up to 400 exposures or 3.5 hours. Battery status indicator at FDX Console.  
  - Includes (1) 3-bay charger  
  - Includes (1) detachable detector cord for continuous charging and power.  
  - Wireless meets HIPPA requirements for secure patient data transmission.  

**MP (power supply):**  
- Activates the FPD during exposures via In-Room Wireless Access Point/Router  
- Dimensions: 4.7 x 15.2 x 13.8" (12 x 37.5 x 35 cm), Weight: 17.2 lbs.  
- One (1) SE cable and cable clamp  
- FDR D-EVO application software and setup guide  
- CAT 5 Cable, 5 port switch  
- Cable Box  

| 2  | 1   | **FDX Technologist PC Workstation for Image Acquisition and Review:**  
Includes HP desktop CPU (Core i5-3470 3.2GHz, 4GB RAM, 250GB HDD, Windows 7 Professional 32-bit), keyboard, 19 in. color touch screen monitor, barcode scanner.  
- DICOM Worklist Management for interface to DICOM compliant RIS/HIS  
- DICOM CR Store for connectivity to PACS  
- QC ajustments including exam reprocessing, sensitivity, latitude, density and contrast  
- FNC (Flexible Noise Control) - advanced image processing for intelligent suppression of noise without loss of diagnostic information or sharpness  
- Dynamic Visualization™ advanced image processing presents images with optimal clarity. Includes FNC (flexible noise control) to suppress noise without loss of diagnostic information or sharpness and MFP (multi-frequency processing) providing overall density uniformity for all anatomical regions.  
- Technologist editing tools such as automatic and manual Shutter (black borders) and movable annotation markers  
- Basic security features - customizable technologist log in/log out & user restrictions  
- Statistical Analysis reporting - Text file download of patient image database, including reason for image rejection coding, for reject or other performance analyses  
- Free Text Annotation - commenting text annotation marker capability  
- Image Magnification - enhanced full screen, magnification and zoom image display tools.  

| 3  | 1   | **One day of Applications on site training**  
APPDAY INCLUDED  

"Leading The Industry Toward Better Healthcare Through Expert Service, Sales, and Technical Support"
Fujifilm FDR-DEVO G35i wireless portable flat panel detector packaged with the FDX Console workstation
Includes: 1 – Battery Back-up and 1- Mobile Stand:

Customer Subtotal: 29,500.00

Notes:
1. All applicable taxes will be additional.
2. Terms 50% down, 40% on delivery; Balance due on installation completion.
3. Price does not include applicable local or state sales tax.
4. All Freight and insurance are additional (prices quoted are FOB factory, for each item).
5. Room must be prepared to manufacturers specifications (Seismic calculation and materials), by the customer.
6. Warranty terms are one year (12 months), parts; 1 year (12 months), labor when done during normal business hours.
7. RIS retains sole ownership of the equipment until payment is received in full.
8. Price includes installation during normal working hours. All pre-installation requirements are the responsibility of the Customer. Site drawing and room planning will be provided by Radiology Imaging Solutions, Inc.

All prices subject to manufacturer’s price changes.
Does not include any applicable sales tax
AGREEMENT APPROVED BY

Customer’s Agent: [Signature]
Title: [Title]
Date: [Date]

Radiology Imaging Solutions’s Agent: [Signature]
Title: Sales Representative
Date: October 16, 2018

("Leading The Industry Toward Better Healthcare Through Expert Service, Sales, and Technical Support")
New Business

Item V-D: Computer Technology Update

Presenter: Kirk Lehr, Director of Information Technology, will be requesting money from the Institutional Tech Fund in order to purchase around 200 new laptops and desktop computers for an amount approximately $153,500.00.

Recommendation:

It is recommended the Board approve the purchase as presented.
<table>
<thead>
<tr>
<th>Vendor</th>
<th>Adorama Inc Unit Price</th>
<th>Mvation Worldwide Unit Price</th>
<th>Trinity 3 Unit Price</th>
<th>Sehi Unit Price</th>
<th>Staples Unit Price</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Desktops</strong></td>
<td></td>
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<tr>
<td>HP Mini</td>
<td>939.39</td>
<td>1225.00</td>
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<tr>
<td>HP SFF</td>
<td>914.08</td>
<td>845.00</td>
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<td><strong>Laptops</strong></td>
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<tr>
<td>HP 1020 Model</td>
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<td>1748.00</td>
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<td>HP 840 Model</td>
<td>1280.80</td>
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<td>HP 440 Model</td>
<td>1080.80</td>
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<td>HP 850 Model</td>
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<td>Biometrics</td>
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<td>MS Surface</td>
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<td>Surface Pen Black</td>
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<td>80.80</td>
<td>86.00</td>
<td>77.00</td>
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<td>Surface Pro Cover Platinum</td>
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<td>Surface Dock</td>
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<td>156.78</td>
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<td><strong>Accessories</strong></td>
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<tr>
<td>HP Elite Display E232</td>
<td>185.48</td>
<td>178.00</td>
<td>150.00</td>
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<tr>
<td>HP Wireless Keyboard/Mouse</td>
<td>60.60</td>
<td>55.00</td>
<td>31.00</td>
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<tr>
<td>HP Ultra Slim Docking Station</td>
<td>188.80</td>
<td>184.00</td>
<td>121.00</td>
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<tr>
<td>HP Dock Connector Adaptor</td>
<td>62.62</td>
<td>52.00</td>
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<td>HP Display Port to VGA Adaptor</td>
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<td>HP Display Port HDMI Adap</td>
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<td>HP LCD Speaker bar</td>
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<td>29.00</td>
<td>28.55</td>
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</tr>
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</table>
New Business

Item V-E: Synoptix Software Purchase

Presenter: Associate Vice President Freds

Board Consideration: Information/Action

Anthony Freds, Chief Information Officer & Associate Vice President of Technology Services, will be requesting money to purchase Synoptix Software for the Business Office, which will cost $34,782 initially with a $3,880 maintenance fee each year following.

Recommendation:

It is recommended that the Board approve the purchase as presented.
MID MICHIGAN COLLEGE
(“Client”)

As of the latest signing date below, ELLUCIAN COMPANY L.P. and Client agree that the most recent underlying agreement between the parties related to licensing software, providing professional services and/or providing software support services or maintenance (“Agreement”), as applicable, will apply to the attached Order Form(s), each of which will constitute a separate and independent contract between the parties to the Order Form. “Ellucian” means, in each instance, the Ellucian entity that enters into an Order Form with Client. By the execution below, each party represents and warrants that it is bound by the signature of its respective signatory for each of the attached non-cancelable Order Form(s). Except as amended by the Order Form(s), the terms of the Agreement remain unchanged and in full force and effect; any fees due under the Order Form(s) are in addition to and not in lieu of fees already due or scheduled to come due under the Agreement. Client has not relied on the availability of either any future version of any software or any future software product or service.

The pricing contained in the attached Order Form(s) is valid only if the Execution Date occurs on or before November 15, 2018.

Ellucian

By: ____________________________

Authorized Signature

Name: __________________________

Printed

Title: __________________________

Date: __________________________

Client

By: ____________________________

Authorized Signature

Name: __________________________

Printed

Title: __________________________

Date: __________________________

The later date of signature above is the “Execution Date” for each of the attached Order Forms.

Client’s Billing Contact Information appears below.

Client
Billing Contact Information

Name: __________________________

Address: __________________________

City, State, Zip: __________________________
**PERPETUAL SOFTWARE ORDER FORM**

**ELLUCIAN COMPANY L.P.**

**Client Information**

**Client Name:** MID MICHIGAN COLLEGE  
**Agreement**

The terms and conditions stated in the most recent software license agreement between the parties will apply to this Perpetual Software Order Form ("Order Form").

Client is granted a license to use the software described in the Perpetual Software Table below conditioned upon payment of the Total Perpetual Software License Fee stated in the Perpetual Software Table.

**PERPETUAL SOFTWARE TABLE:**

<table>
<thead>
<tr>
<th>Description</th>
<th>Source Code Licensed?</th>
<th>Software Supplement</th>
<th>License Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>CompuSoft Synoptix Software</td>
<td>no</td>
<td>yes</td>
<td>Included</td>
</tr>
<tr>
<td><em>(Includes: 5 concurrent users)</em> 1,2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Colleague R18 GL Interface to Synoptix</td>
<td>no</td>
<td>no</td>
<td>Included</td>
</tr>
<tr>
<td><strong>TOTAL PERPETUAL SOFTWARE LICENSE FEE:</strong></td>
<td></td>
<td></td>
<td>$19,400</td>
</tr>
</tbody>
</table>

**Notes to Perpetual Software Table:**

1. This Software (the “CompuSoft Software”) is developed by CompuSoft Development, LLC (“CompuSoft”). The CompuSoft Software is proprietary to CompuSoft and is provided to Client by Ellucian under a reseller arrangement between Ellucian and CompuSoft. Please refer to the attached “CompuSoft Software Supplement” for additional terms and conditions applying to the CompuSoft Software. If any terms of the CompuSoft Software Supplement conflict with any other terms of this Agreement, the terms of the CompuSoft Software Supplement will control. Ellucian’s obligation to provide Client with enhancement and support services for the CompuSoft Software under any other Attachment to the Agreement is limited to providing Client with the enhancement and support service that CompuSoft provides to Ellucian for the CompuSoft Software. If the agreement authorizing Ellucian to resell or sublicense the CompuSoft Software is terminated or expires prior to the expiration of any enhancement and support services term, then Ellucian’s obligation to provide enhancement and support services to Client for the CompuSoft Software, and Client’s obligation to pay Ellucian for such services, will automatically terminate upon termination or expiration of the relevant agreement.

2. The CompuSoft Software Supplement (applicable to CompuSoft Synoptix Software) is attached as Attachment A and is incorporated herein by reference.

**Payment Terms - Perpetual Software License:** For the software licensed pursuant to this Order Form, payment of the Total Perpetual Software License Fee is due on the Execution Date.
ATTACHMENT A
SOFTWARE SUPPLEMENT

CompuSoft Software Supplement

1. **Additional Definitions.** “CompuSoft Software” means the CompuSoft-proprietary Software identified in the Agreement to which this Software Supplement is appended.

2. **Ownership.** CompuSoft owns the CompuSoft Software.

3. **Restrictions on Use of CompuSoft Software.** Client’s use of the CompuSoft Software is subject to the following additional terms and conditions:

   (a) Client has the right to use the CompuSoft Software only in object code form, in accordance with the restrictions set forth in the Agreement. Further, Client may copy the CompuSoft Software for backup and disaster recovery purposes, provided all copies include CompuSoft’s proprietary markings and restrictive legends.

   (b) Without limitation, Client’s right to use the CompuSoft Software is subject to the user limitations (e.g., but without limitation, “Named Users,” “Concurrent Users,” and the like) provided for in the Agreement to which this Software Supplement is appended. Further, the CompuSoft Software is licensed for use on an unlimited number of client workstations (if licensed on a Concurrent User basis), or on one (1) single client workstation (if not licensed on a Concurrent User basis).

   (c) The CompuSoft Software is limited for use only in conjunction with the Ellucian-proprietary Software owned by Client and cannot be modified for use with any third party application.

   (d) Client agrees not to use the CompuSoft Software for any purpose except within the scope provided in the Agreement, and in accordance with the restrictions set forth herein and in the Agreement.

   (e) Client is prohibited from making the CompuSoft Software available in any timesharing, service bureau, subscription service or rental arrangement, in whole or in part.

   (f) Client is prohibited from altering, modifying, translating or adapting the executable code portions of the CompuSoft Software or associated documentation.

   (g) Client is prohibited from causing or permitting the creation of derivative works, reverse engineering, disassembly or decompilation of CompuSoft Software, in whole or in part.

   (h) Client will not remove or alter any trademark, copyright, confidentiality or other proprietary right notice in the CompuSoft Software.

   (i) The structure, organization and code of the CompuSoft Software are the valuable trade secrets and confidential information of CompuSoft. Title to the CompuSoft Software shall at all times remain vested in CompuSoft or its designated successor and does not pass in any way to Client or any third party. Except for the right of use that is expressly provided to Client under the Agreement, no right, title or interest in or to the CompuSoft Software is granted to Client.

   (j) Client is prohibited from publishing any result of any benchmark tests run on the CompuSoft Software.

   (k) Client acknowledges and understands that CompuSoft makes no representations or warranties whatsoever to Client. COMPUSOFT SHALL NOT BE LIABLE TO CLIENT FOR ANY DAMAGES, WHETHER DIRECT, INDIRECT, INCIDENTAL, SPECIAL, OR CONSEQUENTIAL, ARISING FROM THE CLIENT’S USE OF THE COMPU Software, SERVICES OR RELATED MATERIALS. ALL WARRANTIES, INCLUDING ANY REGARDING MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, ARE SPECIFICALLY DISCLAIMED.
(l) Client acknowledges and agrees that CompuSoft is a third party beneficiary of this Agreement with regard to the CompuSoft Software. In this regard, and without limitation, Client acknowledges that the CompuSoft Software may include features limiting its operability beyond the scope of the license granted hereunder, and CompuSoft (or Ellucian, on CompuSoft’s behalf) shall be entitled to use self-help, including electronic means to prevent use of the CompuSoft Software beyond its licensed scope.

(m) At the termination or expiration of this Agreement for any cause whatsoever, Client shall discontinue its use of the CompuSoft Software and shall forfeit all rights to use the CompuSoft Software in any way; and Client shall promptly return to Ellucian or (at Ellucian’s request) destroy all copies of the CompuSoft Software, and will certify to Ellucian in writing, over the signature of a duly authorized representative of Client, that it has done so.

(n) In lieu of any performance warranty/warranties provided in the Agreement, Ellucian warrants, for the benefit of Client only, that the CompuSoft Software will conform in all material respects to its documentation for a period of ninety (90) days after the execution date of the Agreement to which this Software Supplement is appended, provided that such warranty will not apply to any failures to conform to the extent such failures arise, in whole or in part, from: (i) any use of the CompuSoft Software other than in accordance with its documentation, (ii) any alteration or modification of the CompuSoft Software by Client or any third party, or (iii) any malfunction of Client’s equipment or other software.
PROFESSIONAL SERVICES ORDER FORM

ELLUCIAN COMPANY L.P.
Client Information
Client Name: MID MICHIGAN COLLEGE
The terms and conditions stated in the most recent underlying agreement between the parties for provision of Professional Services will apply to this Professional Services Order Form (“Order Form”).

Ellucian agrees to provide to Client the Professional Services identified in the table(s) below for the fees set forth in the table(s) and on the terms and conditions set forth in the Agreement as modified by this Order Form. In performing the Professional Services under this Order Form, Ellucian may use a combination of remote services, centralized services, and onsite services, using personnel worldwide. Ellucian will provide Client with the time and materials services identified in the Time and Materials Services Table below, during the period specified in that Table; for the avoidance of doubt, these are not “fixed fee” or “not to exceed” services, but rather time and materials services for which Client will pay Ellucian for Professional Services rendered at the hourly rate provided for in the Time and Materials Services Table.

TIME AND MATERIALS SERVICES TABLE:

<table>
<thead>
<tr>
<th>Description</th>
<th>Estimated Hours</th>
<th>Hourly Rate</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Synoptix (Financial Statement Reporting) Training</td>
<td>48</td>
<td>$213</td>
<td>$10,224</td>
</tr>
<tr>
<td>Project Management</td>
<td>6</td>
<td>$213</td>
<td>$1,278</td>
</tr>
<tr>
<td><strong>TOTAL TIME AND MATERIALS SERVICES FEE:</strong></td>
<td></td>
<td></td>
<td><strong>$11,502</strong></td>
</tr>
</tbody>
</table>

Notes to Time and Materials Services Table:
1. For a more detailed description of these services, see the Statement of Work attached as Attachment A.
2. Hourly rates specified in this table will be held in place for services rendered on this implementation project for a period beginning on the Execution Date and ending one (1) year later. Requests for any additional services beyond the one (1) year period will need to be negotiated under separate order form and signed by both parties.
3. Client is advised that, without limitation, Ellucian personnel rendering services bill for preparation time and follow-up time.
4. Where a number of hours is specified in the table with an associated hourly rate, the “Fee” is a good faith estimate based on the information available to Ellucian at the time of execution of this Agreement. The total amount that Client will pay for these services (i.e., the TOTAL TIME AND MATERIALS SERVICES FEE) will vary based on the actual number of hours of services required to complete the services and the rate that is applicable during that year in which the services are rendered.

Payment Terms – Time and Materials Services: Ellucian will invoice Client monthly for all time and materials services on an as-incurred basis in arrears, and payments will be due within thirty (30) days from the date of invoice.

Payment Terms – Expenses and Other Charges: Travel expenses and living expenses are additional. Ellucian will invoice Client monthly for such reimbursable expenses and other applicable charges on an as-incurred basis in arrears, and payments will be due within thirty (30) days from the date of invoice.

Project Assumptions
As applicable, the following assumptions will apply to Professional Services provided under this Order Form:
- Client will assign a project leader who will lead the project based on the mutually agreed-upon plan, lead the teams at the Client’s site, and be the main point of contact for Ellucian throughout the implementation.
- Client will identify and provide access to the appropriate IT and application staff members to work with and assist Ellucian throughout the engagement. Client staff will have knowledge of their business area(s), provide relevant documentation, and complete preparation activities prior to all service engagements.
- Services will be provided remotely unless otherwise determined during project planning.
• Training provided by Ellucian follows a ‘train-the-trainer’ methodology for project teams, will be provided at a single site designated by Client for onsite training, and will limit all training and consulting sessions to no more than 12 participants per session unless otherwise stated in this Order Form.

• Client will commit to changing/modifying business processes to conform to Ellucian recommended practices and Ellucian common business process models. Client is responsible for managing staff expectations around Ellucian recommended practices for staff, faculty and students.

• Client will document processes, decisions and end user training materials unless otherwise indicated.

• Except as outlined in the Statement of Work, the development, modification, and/or completion of any rules, reports, integrations/interfaces, subroutines, and customizations is the responsibility of Client.

• Client will ensure that the software release on the Client system is up-to-date and all updates released by Ellucian have been loaded into the appropriate environments as required by the project. No major upgrades will be introduced into the environment during the course of the implementation except as agreed during project planning activities.

• Prior to the commencement of applicable services, Client will provide Ellucian access to applicable on-premise Ellucian Software, will have all necessary hardware onsite and operational, and have all required software installed, other than software to be installed by Ellucian.

• Client will provide Ellucian with access to appropriate software and functionality in compliance with Client’s security and access policies and provide Ellucian access to their servers via a Virtual Private Network (“VPN”) connection that is supplied by SecureLink. Client will notify Ellucian of any firewall/connection issues that could cause a delay in the delivery of the service.

• All Professional Services to be provided hereunder are based on the implementation of the Baseline version of the Ellucian Software available as of the Execution Date.

• Any tasks, deliverables or services which are not described in this Order Form are out of scope and will not be provided by Ellucian.

• Any changes or additions to the scope of the mutually agreed upon Professional Services will be managed through the Ellucian Project Manager and Client’s contact through a mutually agreed upon change order process.
## Synoptix for Colleague® Finance Scope of Work (“SOW”)##

### Service Description

<table>
<thead>
<tr>
<th>Engagement</th>
<th>High Level Tasks</th>
<th>Deliverables</th>
</tr>
</thead>
</table>
| Synoptix   | Ellucian will provide services on the relevant aspects of the Synoptix solution. The following services may be provided: | • Engagement Agenda  
• Engagement Report  
• Synoptix installation in 1 environment  
• Training Materials (PDF format) |
|            | Planning: Discussion with key Client stakeholders to map out general Synoptix implementation strategy consisting of the Client's success measures, critical financial reports, and expectations for training and consulting engagements. | |
|            | Overview: Describe the flow of data from Colleague to Synoptix. | |
|            | Installation | |
|            | Installation planning for Colleague production, creation and population of a Financial Data Mart SQL database, installation and configuration of Synoptix on the server and installation of the Synoptix Report Scheduler on the server | |
|            | Installation of Synoptix; verify basic operation of components | |
|            | Training | |
|            | Train Synoptix administrator how to perform tasks for maintaining Synoptix including user account creation, security, upgrading strategy, performance tuning, troubleshooting, and maintaining data feeds to the Financial Data Mart | |
|            | Training for report creators on how to design and publish financial reports using Synoptix | |
|            | Consulting: Work with report creators to design the Client's key financial reports, applying the knowledge and skills gained during the class. | |
|            | Live preparation: Assist with troubleshooting and final preparations to go-live. | |

### Service Assumptions

Participants are expected to have familiarity with:
- Basic general ledger chart of accounts
- Financial reporting
- Basic spreadsheet functionality

### Client Responsibilities

Prior to engagement, the Synoptix administrator must complete the following tasks:
- Install the training dataset-Financial Data Mart (“FDM”);
- Install Synoptix Client Software on the participant’s desktop;
- Provide the participant with a valid Synoptix user account and permission to create and modify reports; and
- Ensure the participant can connect to the training FDM from Synoptix.

### Out of Scope

- Standard Colleague Reporting
SOFTWARE SUPPORT SERVICES ORDER FORM

ELLUCIAN COMPANY L.P.

Client Information
Client Name: MID MICHIGAN COLLEGE

The terms and conditions stated in the most recent agreement between the parties for provision of Software Support Services will apply to this Software Support Services Order Form ("Order Form").

In connection with the software identified in the Software Support Services Table below, Ellucian will provide Client with Software Support Services for the baseline software pursuant to this Order Form at the fees provided herein. Software Support Services means, collectively, maintenance, improvements, and new releases as those terms are defined in the Agreement. The term "Contract Year" shall mean each period of twelve (12) months beginning July 1 and ending June 30 through the Expiration Date specified below.

Client is obtaining Software Support Services for the following additional software for the fees stated in the Software Support Services Table and the notes thereto (below):

SOFTWARE SUPPORT SERVICES TABLE:

<table>
<thead>
<tr>
<th>Third Party Software @ Advantage Maintenance Level</th>
<th>Base Year Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>CompuSoft Synoptix Software (Includes: 5 concurrent users)</td>
<td>Included</td>
</tr>
<tr>
<td><strong>TOTAL BASE YEAR SOFTWARE SUPPORT SERVICES FEE:</strong></td>
<td><strong>$3,880</strong></td>
</tr>
</tbody>
</table>

In performing the Software Support Services under this Order Form, Ellucian may use a combination of remote services, centralized services, and onsite services, using personnel worldwide.

**Payment Terms:** (a) For the software described in the Software Support Services Table above, Ellucian’s obligation to provide Software Support Services and Client’s obligation to make payment for such Software Support Services shall each commence on the first day of the next month following the Execution Date ("Commencement Date") and continue through **June 30, 2020 (the "Expiration Date"),** inclusive. Ellucian will invoice Client for the Total Base Year Software Support Services Fee on the Execution Date, and Client’s payment of such fee is due within thirty (30) days from the date of invoice. The Total Base Year Software Support Services Fee stated above is the total that would be due from Client for Software Support Services fees for the initial full twelve (12) month period; however, if applicable based upon the exact Execution Date hereof, Client shall pay a prorated portion of the Total Base Year Software Support Services Fee to cover the Software Support Services fees due hereunder from the Commencement Date through June 30, 2019.

(b) For each subsequent Contract Year through the Expiration Date, Software Support Services fees will be specified by Ellucian in an annual invoice, may increase by not more than 7% over the amount payable for Software Support Services for the immediately preceding Contract Year, shall be due in full, in advance, on or before the start of the applicable Contract Year for which such Software Support Services fees are being remitted, and shall be paid within thirty (30) days of the date of invoice.

(c) Following the Expiration Date specified herein, the terms of this Order Form shall renew automatically for consecutive Contract Year(s) (each one of which is deemed a "Renewal Term Year") unless Client shall have notified Ellucian in writing of Client’s intent not to renew Software Support Services following the Expiration Date for all of the software listed in the Software Support Services Table above, which written notification, in order to be of any force or effect, must be delivered to Ellucian at least ninety (90) days before either (a) the Expiration Date or (b) the last day of a particular Renewal Term Year (if such election not to renew shall occur after the Expiration Date). In the absence of an effective notice from Client to Ellucian as provided in the preceding sentence, Ellucian shall continue to provide (and Client shall continue to pay for) Software Support Services on the software on a Renewal
Term Year-by-Renewal Term Year basis that renews automatically until cancelled as provided herein. Fees for Software Support Services for each Renewal Term Year subsequent to the Expiration Date will be specified by Ellucian in an annual invoice, may increase by not more than 7% over the amount payable for Software Support Services for the immediately preceding Contract Year or Renewal Term Year, and shall be due and payable in full, in advance, on or before the start of the applicable Renewal Term Year for which such fees are being remitted.
New Business

Item V-F: Academic Calendar

Presenter: Vice President Fager  Board Consideration: Information/Action

Vice President Jennifer Fager will be presenting the Board with the proposed Academic Calendar for 2019-2022 for approval.

Recommendation:

It is recommended that the Board approve the Academic calendar for 2019-2022 as presented.
### Mid Michigan College
#### Academic Calendar

<table>
<thead>
<tr>
<th>Semester</th>
<th>2019</th>
<th>2020</th>
<th>2021</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty Return</td>
<td>Aug 19</td>
<td>Aug 24</td>
<td>Aug 23</td>
</tr>
<tr>
<td>Faculty Welcome/Orientation</td>
<td>Aug 21</td>
<td>Aug 26</td>
<td>Aug 25</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Aug 24</td>
<td>Aug 29</td>
<td>Aug 28</td>
</tr>
<tr>
<td>Labor Day Recess</td>
<td>Sept 2</td>
<td>Sept 7</td>
<td>Sept 6</td>
</tr>
<tr>
<td>LUCES Classes Begin</td>
<td>Sept 3</td>
<td>Sept 8</td>
<td>Sept 7</td>
</tr>
<tr>
<td>First 8-Week Classes End</td>
<td>Oct 18</td>
<td>Oct 23</td>
<td>Oct 22</td>
</tr>
<tr>
<td>Second 8-Week Classes Begin</td>
<td>Oct 19</td>
<td>Oct 24</td>
<td>Oct 23</td>
</tr>
<tr>
<td>Professional Development Day</td>
<td>Nov 27</td>
<td>Nov 25</td>
<td>Nov 24</td>
</tr>
<tr>
<td>Thanksgiving Recess</td>
<td>Nov 28-Dec 1</td>
<td>Nov 26-29</td>
<td>Nov 25-28</td>
</tr>
<tr>
<td>Classes End</td>
<td>Dec 13</td>
<td>Dec 18</td>
<td>Dec 17</td>
</tr>
<tr>
<td>College Closed</td>
<td>Dec 24 - Jan 1</td>
<td>Dec 24 - Jan 3</td>
<td>Dec 24 - Jan 2</td>
</tr>
<tr>
<td><strong>Winter Semester</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Faculty Return</td>
<td>Jan 6</td>
<td>Jan 4</td>
<td>Jan 3</td>
</tr>
<tr>
<td>Faculty Welcome/Orientation</td>
<td>Jan 8</td>
<td>Jan 6</td>
<td>Jan 5</td>
</tr>
<tr>
<td>Classes Begin</td>
<td>Jan 11</td>
<td>Jan 9</td>
<td>Jan 8</td>
</tr>
<tr>
<td>LUCES Classes Begin</td>
<td>Jan 20</td>
<td>Jan 18</td>
<td>Jan 17</td>
</tr>
<tr>
<td>First 8-Week Classes End</td>
<td>Mar 6</td>
<td>Mar 5</td>
<td>Mar 4</td>
</tr>
<tr>
<td>Spring Break</td>
<td>Mar 7-15</td>
<td>Mar 6-14</td>
<td>Mar 5-13</td>
</tr>
<tr>
<td>Second 8-Week Classes Begin</td>
<td>Mar 16</td>
<td>Mar 15</td>
<td>Mar 14</td>
</tr>
<tr>
<td>Professional Development Day</td>
<td>Mar 25</td>
<td>Mar 24</td>
<td>Mar 23</td>
</tr>
<tr>
<td>Winter Recess</td>
<td>Apr 10</td>
<td>Apr 2</td>
<td>Apr 15</td>
</tr>
<tr>
<td>Classes End</td>
<td>May 8</td>
<td>May 7</td>
<td>May 6</td>
</tr>
<tr>
<td>Commencement</td>
<td>May 9</td>
<td>May 8</td>
<td>May 7</td>
</tr>
<tr>
<td><strong>Summer Session</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Classes Begin</td>
<td>May 18</td>
<td>May 17</td>
<td>May 16</td>
</tr>
<tr>
<td>Memorial Day Recess</td>
<td>May 25</td>
<td>May 31</td>
<td>May 30</td>
</tr>
<tr>
<td>6-Week Classes End</td>
<td>Jun 26</td>
<td>Jun 25</td>
<td>Jun 24</td>
</tr>
<tr>
<td>Independence Day Recess</td>
<td>Jul 3</td>
<td>Jul 5</td>
<td>Jul 4</td>
</tr>
<tr>
<td>8-Week Classes End</td>
<td>Jul 10</td>
<td>Jul 9</td>
<td>Jul 8</td>
</tr>
<tr>
<td>12-Week Classes End</td>
<td>Aug 7</td>
<td>Aug 6</td>
<td>Aug 5</td>
</tr>
</tbody>
</table>
New Business

Item V-G: Bereavement Policy First Reading

Presenter: Associate Vice President Fassett  Board Consideration: Information/Action

Vice President Lori Fassett will be presenting the Board with a proposed Bereavement policy for consideration.

Recommendation:

None. The Bereavement Policy will need to be read at the December Board Meeting for a second time, at which time an action can take place, if the Board so chooses.
407.09 Bereavement

The Administrator may be granted a maximum of five (5) days paid leave due to the death of an immediate family member. Immediate family members shall be interpreted as spouse, cohabiter, mother, father, brother, sister, a child of the employee/spouse/cohabiter, grandchild, father-mother-brother-sister-son-or daughter-in-laws, and grandparents.

Upon approval of the immediate supervisor, the employee may take one (1) paid day per death to attend the funeral of a close personal friend or loved one.

Funeral or bereavement leave is not an accrued benefit, and time is not earned or accumulated. Absence for bereavement beyond the allowance specified above shall be considered personal or vacation leave.
New Business

Item V-H: Bid Approval for Harrison Construction

Presenter: Vice President Frick

Board Consideration: Action

Vice President Lillian Frick will be requesting approval for construction bids for the Harrison renovation project.

Recommendation:

It is recommended that the Board allow Vice President Frick to accept bids for the construction project.
Board Comments

Item VI-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>Nov 8-9</td>
<td>MCCA Trustee Leadership Institute – Lansing</td>
</tr>
<tr>
<td>Nov 21</td>
<td>Professional Development Day – No Classes</td>
</tr>
<tr>
<td>Nov 22-23</td>
<td>Thanksgiving Break – College Closed</td>
</tr>
<tr>
<td>Nov 8-9</td>
<td>MCCA Trustee Leadership Institute – Lansing</td>
</tr>
<tr>
<td>Nov 21</td>
<td>Professional Development Day – No Classes</td>
</tr>
<tr>
<td>Dec 2</td>
<td>Community Holiday Party - Harrison</td>
</tr>
<tr>
<td>Dec 4</td>
<td>Board of Trustees Workshop – 6:00 PM, Esther C. Conference Room, Harrison</td>
</tr>
<tr>
<td>Dec 4</td>
<td>Board of Trustees Regular Meeting – 7:00 PM, Esther C. Conference Room, Harrison</td>
</tr>
<tr>
<td>Dec 7</td>
<td>Employee Holiday Party</td>
</tr>
<tr>
<td>Dec 13</td>
<td>Community Holiday Party- Mt. Pleasant</td>
</tr>
<tr>
<td>Dec 14</td>
<td>Fall 2018 Semester Ends</td>
</tr>
<tr>
<td>Dec 22 – Jan 1</td>
<td>Winter Break – College Closed</td>
</tr>
<tr>
<td>Jan 2</td>
<td>Faculty Welcome Back Day</td>
</tr>
<tr>
<td>Jan 8</td>
<td>Board of Trustees Workshop – 6:00 PM, Esther C. Conference Room, Harrison</td>
</tr>
<tr>
<td>Jan 8</td>
<td>Board of Trustees Regular Meeting – 7:00 PM, Esther C. Conference Room, Harrison</td>
</tr>
<tr>
<td>Jan 30</td>
<td>MCCA Legislative Summit, 8:30 AM – 12:30 PM, 124 N. Capitol Ave, Lansing, MI</td>
</tr>
</tbody>
</table>

Recommendation:

None.
Item VI-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.
Item VI-C: Closed Session

Presenter: Board Chair Jacobson  Board Consideration: Information

The Board of Trustees will now go into a Closed Session to receive information from CMDA Attorneys & Counselors at Law.

Recommendation:

None.