Workshop Presentation
Scott Mertes, Ph.D., Vice President of Academic Affairs and Community Outreach will present an overview of the recent annexation initiative.

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: Acceptance of Foundation Gifts & Pledges/Approval of Naming Opportunities
Presenter: Tom Olver
Board Consideration: Information/Action

Item V-B: Winter 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: MRI Simulator
Presenter: Barb Wieszciecinski
Board Consideration: Information/Action

Item VI-C: Board Policy 304.10
Presenter: Lori Fassett
Board Consideration: Information/Action

Item VI-D: Printer/Copier Service Renewal
Presenter: Kirk Lehr
Board Consideration: Information

Item VI-E: CRF Technology Purchase
Presenter: Lillian Frick
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- November 3, 2020 Regular Meeting
B. Monthly Financial Report:
   4. Gifts and Donations: Donations totaling $57,253 were received for the Mid Foundation in October 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

November 3, 2020 – page 1
The meeting took place in the Esther C. Conference Room and via Zoom Video Conference Technology.

Present: Douglas A. Jacobson, Board Chair; Betty M. Mussell (attending remotely), Vice Chair; Richard S. Allen, Jr., Secretary; Thomas W. Metzger (attending remotely), Treasurer; Terry Petrongelli, Trustee; Carolyn C. Bay (attending remotely), Trustee; Eric T. Kreckman, Trustee (attending remotely).

Absent: All Trustees were present.

Agenda Item I: CALL TO ORDER
The Board Chair called the meeting to order at 7:01 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
The Board Chair asked for public comment, no one wished to comment.

Agenda Item IV: APPROVAL OF CONSENT ITEMS
The Board Chair stated the consent items stand as approved.

Agenda Item V-A: ACCEPTANCE OF FOUNDATION GIFTS & PLEDGES/APPROVAL OF NAMING OPPORTUNITIES
Associate Vice President of the Mid Foundation Tom Olver presented the Board with the following requests for naming opportunities:

Elaine Peterson Harris invested $7,500 to establish an endowment fund in support of CNA students and a naming request for the Nursing Lab (Harrison Campus), Linda Hutchison invested $35,000 to establish an endowment fund in memory of Rich Smith and name the Outdoor Plaza and President’s Suite (Harrison Campus) in his honor.

Motion by Trustee Allen, to accept the gift from the Foundation and allow the naming opportunity as presented. Second by Trustee Petrongelli. All Ayes; motion carried.
President Hood represented Mid at the CMMA Annual Meeting in October and met with several key contacts in the area. Today, he recorded a welcome message to students that will be featured when students enroll in courses. A special shoutout to everyone involved in the Hunting and Angling Scholars program for the great work being done in that program. Kudos to Mid's PTK chapter and everyone that helped with Deadwood Grove over the course of October. Thank you to everyone for their patience and support through the transitions that Mid has been experiencing lately.

Vice President of Finance and Facilities Lillian Frick and auditors Becky Donovan and Katie Thornton from Plante Moran presented the final audit for the Board to approve.

Motion by Trustee Metzger to approve the final audit as presented. Second by Trustee Mussell. All Ayes; Motion Carried.

Associate Vice President of Human Resources Lori Fassett presented the Board with a request to create a policy regarding Personally Identifiable Information. This is the first reading of this policy therefore no action needed to be taken.

Vice President of Student Services Matt Miller presented the Board with a request to approve a Capital Outlay five year master plan.

Motion by Trustee Petrongelli to approve the Capital Outlay five year master plan as presented. Second by Trustee Allen. All Ayes; Motion Carried.

Vice President of Finance and Facilities Lillian Frick presented the Board with information regarding an emergency purchasing provision for crack sealing services performed to the Mt. Pleasant campus. The total cost of this project was $27,000 which was over the $20,000 threshold for the presidential approval without board approval. However, it was an emergency situation and a decision was made to have the work done.

Motion by Trustee Jacobson to approve the additional $7,000 for the crack sealing for the Mt. Pleasant Parking lot. Second by Trustee Petrongelli. A voice vote showed yes votes from Trustees Bay, Mussell, Kreckman, Metzger, Petrongelli, and Jacobson. Trustee Allen Abstained. Motion Carried.
Mid Michigan College Board of Trustees Regular Meeting

November 3, 2020 – page 3

Agenda Item VI-F: ADMINISTRATIVE RETIREMENT INCENTIVE

Associate Vice President of Human Resources Lori Fassett presented the Board with a request to approve the administrative retirement incentive for Kim Barnes per Board policy 407.08. President Hood fully supported this request.

Motion by Trustee Allen to approve the administrative retirement incentive for Kim Barnes per Board policy 407.08 as presented. Second by Trustee Kreckman. All Ayes; Motion Carried.

Agenda Item VI-G: FULL TIME STATUS FOR FACULTY MEMBERS

President Hood informed the Board that, pursuant to the College's Agreement with the Faculty Senate/MEA, faculty members Jess King, Ron Holmes, Adam Van Dyke and Jacob Hamric are being awarded full time status.

Agenda Item VII-A: CALENDAR OF EVENTS

December 1  Board of Trustees Meeting, Esther C. Conference Room- Harrison Campus

Agenda Item VII-B: OTHER BUSINESS

Motion by Trustee Allen to have an election of officers during the month of December. A discussion was brought up to better clarify the definitions of each officer position and the job duties during the month of December. Elections of officers have taken place every other January after an election of trustees takes place in November. Since there is an election taking place today (November 3, 2020) and there is a possibility that there may be a new trustee on the board, it was decided that the election of officers should stay in January. There was no second to the motion and no further action taken.

Meeting adjourned at 8:21 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
GENERAL FUND REVENUE:

- As of October 31, 2020, 2020-21 revised tuition and fee revenue budget was based on a 13.7 percent enrollment decrease from 2019-20 levels. Fall tuition and fees revenue represents 37% of the total 2020-21 revised budgeted tuition and fees revenue. The 2021 Winter term registration began on October 14 and accounts for the balance of the tuition and fees revenue to date.
- State appropriations revenue for 2020-21 decreased 0.3% from the original 2019-20 levels and was booked in October at $5,309,200. Additional state appropriations of $1,449,035 were allocated to Mid for the UAAL funding and also booked as receivable in October.
- 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 34% of the annual budget, with the exception of:
  - Information Technology expended only 27% due to software maintenance expenses not yet expended.

GENERAL FUND REVENUE OVER EXPENSES:

- The total increase in net assets as of October 31, 2020 is $8.6 million. This includes $1.6 million in tuition for the 2021 Winter term that begins on January 11, 2021. A portion of this excess will help fund the balance of the 2020 Fall term operations.

BALANCE SHEET:

- The cash balance decreased $1 million from September 30, 2020 due in part to the return of HEERF CARES Act funds not yet expended. The funds will be redrawn as they are disbursed to students.
- Student receivables increased $1.6 million due to registration for the Winter 2021 term that began October 14.
- The prepaid expense balance of $200,775 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 $7.3 million can be broken down as follows:
  - $763,000 due to the designated student activities fund
- $2.5 million due to the auxiliary services for sales
- $607,000 due from the scholarship and grant fund (TIP)
- $708,000 due from the federal restricted fund for student financial aid funds disbursed to the student accounts
- $500,000 due to students for CARES Act emergency funds
- $581,000 for institutional expenses for Coronavirus Relief Fund (CRF) (COVID-19 related)
- $212,000 due from the restricted grant fund
- $4.4 million due to building and site for current and future college needs
- $500,000 due to students for CARES Act emergency funds
- $581,000 for institutional expenses for Coronavirus Relief Fund (CRF) (COVID-19 related)
- $212,000 due from the restricted grant fund
- $4.4 million due to building and site for current and future college needs
- $15,000 due to the Foundation

- The $1.5 million in accrued payroll and other compensation includes expenses incurred but not paid as follows:
  - Accrued salary, wages and vacation of $297,000
  - FICA, Federal and State withholding of $64,000
  - MPSERS/ORP/UAAL payable of $608,000
  - Employee health and dental insurances payable of $200,000
  - Deferred faculty pay of $279,000
  - Unemployment and workers’ compensation insurances payable of $19,000
  - 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 53% of the revised annual budget.
- In-person auxiliary services, including both bookstores and the Harrison Laker Café closed March 11, 2020 due to restricted building access in response to the Corona Virus (COVID-19) Stay-at-Home order. On-campus operations have now resumed with limited hours and services.
- Total expenses, at 48% of the revised annual budget, represent operational costs for the months of July through October and corresponds with sales volume.
- The excess revenue over expense to date is $68,050, which will help fund bookstore operations for the balance of Fall term.
# MID MICHIGAN COLLEGE
## BALANCE SHEET
### October 31, 2020

<table>
<thead>
<tr>
<th>Assets</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Assets:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cash and cash equivalents</td>
<td>$13,647,489</td>
<td></td>
</tr>
<tr>
<td>Short-term investments</td>
<td>$639,313</td>
<td></td>
</tr>
<tr>
<td>Property taxes receivable</td>
<td></td>
<td>$-</td>
</tr>
<tr>
<td>State appropriations receivable</td>
<td>$6,856,594</td>
<td></td>
</tr>
<tr>
<td>Student receivables</td>
<td>$3,567,517</td>
<td></td>
</tr>
<tr>
<td>Other receivables</td>
<td>$57,871</td>
<td></td>
</tr>
<tr>
<td>Prepaid expenses and other assets</td>
<td>$200,775</td>
<td></td>
</tr>
<tr>
<td>Due from (due to) other funds</td>
<td>$(7,268,835)</td>
<td></td>
</tr>
<tr>
<td><strong>Total current assets</strong></td>
<td></td>
<td><strong>$17,700,723</strong></td>
</tr>
<tr>
<td>Long-term investments</td>
<td></td>
<td>$-</td>
</tr>
<tr>
<td><strong>Total assets</strong></td>
<td></td>
<td><strong>$17,700,723</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Liabilities and Net Assets</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Liabilities:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Accounts payable</td>
<td>$5,032</td>
<td></td>
</tr>
<tr>
<td>Accrued payroll and other compensation</td>
<td>$1,469,577</td>
<td></td>
</tr>
<tr>
<td><strong>Total liabilities</strong></td>
<td></td>
<td><strong>$1,474,609</strong></td>
</tr>
<tr>
<td><strong>Net assets:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reserved for:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Technology</td>
<td>$884,632</td>
<td></td>
</tr>
<tr>
<td>Program development</td>
<td>$398,311</td>
<td></td>
</tr>
<tr>
<td>Retirement incentives</td>
<td>$200,000</td>
<td></td>
</tr>
<tr>
<td>Self-funded healthcare reserve</td>
<td>$1,125,909</td>
<td></td>
</tr>
<tr>
<td>Unreserved</td>
<td>$5,015,598</td>
<td></td>
</tr>
<tr>
<td>Current year excess revenue over/(under) expenditures</td>
<td>$8,601,664</td>
<td></td>
</tr>
<tr>
<td><strong>Total net assets</strong></td>
<td></td>
<td><strong>$16,226,114</strong></td>
</tr>
</tbody>
</table>

| **Total liabilities and net assets** | | **$17,700,723** |
MID MICHIGAN COLLEGE
STATEMENT OF REVENUES, EXPENSES
For the four months ended October 31, 2020

<table>
<thead>
<tr>
<th></th>
<th>Current Fiscal Year</th>
<th>Prior Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OPERATING REVENUES:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tuition and fees</td>
<td>$9,093,533</td>
<td>$10,884,342</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$13,764</td>
<td>$31,795</td>
</tr>
<tr>
<td><strong>Total operating revenues</strong></td>
<td>$9,107,298</td>
<td>$10,916,138</td>
</tr>
<tr>
<td><strong>EXPENSES:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction</td>
<td>$3,074,690</td>
<td>$2,982,820</td>
</tr>
<tr>
<td>Information technology</td>
<td>$395,149</td>
<td>$642,387</td>
</tr>
<tr>
<td>Public service</td>
<td>$206,540</td>
<td>$250,170</td>
</tr>
<tr>
<td>Instructional support</td>
<td>$589,909</td>
<td>$679,885</td>
</tr>
<tr>
<td>Student services</td>
<td>$987,652</td>
<td>$910,684</td>
</tr>
<tr>
<td>Institutional administration</td>
<td>$1,272,633</td>
<td>$1,431,991</td>
</tr>
<tr>
<td>Operation and maintenance of plant</td>
<td>$746,682</td>
<td>$732,512</td>
</tr>
<tr>
<td><strong>Total operating expenses</strong></td>
<td>$7,273,256</td>
<td>$7,630,449</td>
</tr>
<tr>
<td><strong>Operating income/(loss)</strong></td>
<td>$1,834,042</td>
<td>$3,285,688</td>
</tr>
<tr>
<td><strong>NON-OPERATING REVENUES:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State appropriations</td>
<td>$6,804,665</td>
<td>$5,352,235</td>
</tr>
<tr>
<td>Property tax levy</td>
<td>$(0)</td>
<td>$550</td>
</tr>
<tr>
<td>Investment income</td>
<td>$9,450</td>
<td>$89,402</td>
</tr>
<tr>
<td>Unrealized gain (loss) on investments</td>
<td>$(367)</td>
<td>$3,759</td>
</tr>
<tr>
<td>Gifts</td>
<td>$(0)</td>
<td>$(0)</td>
</tr>
<tr>
<td>Miscellaneous</td>
<td>$30,317</td>
<td>$31,318</td>
</tr>
<tr>
<td><strong>Total Non-operating revenues</strong></td>
<td>$6,844,066</td>
<td>$5,477,264</td>
</tr>
<tr>
<td><strong>Revenues over/(under) expenses</strong></td>
<td>$8,678,108</td>
<td>$8,762,953</td>
</tr>
<tr>
<td><strong>Inter Funds Transfers</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Planned Savings (Building &amp; Site)</td>
<td>$(0)</td>
<td>$(0)</td>
</tr>
<tr>
<td>Bond Debt Service (Building &amp; Site)</td>
<td>$72,801</td>
<td>$(0)</td>
</tr>
<tr>
<td>Restricted Grant Match</td>
<td>$3,643</td>
<td>$(0)</td>
</tr>
<tr>
<td><strong>Total Transfer to Building &amp; Site</strong></td>
<td>$76,444</td>
<td>$(0)</td>
</tr>
<tr>
<td><strong>Net increase (decrease) in Net Assets</strong></td>
<td>$8,601,664</td>
<td>$8,762,953</td>
</tr>
</tbody>
</table>
## MID MICHIGAN COLLEGE
### STATEMENT OF REVENUES, EXPENSES
For the four months ended October 31, 2020

**AUXILIARY FUND**

<table>
<thead>
<tr>
<th></th>
<th>Current Fiscal Year</th>
<th>Prior Fiscal Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Amount</td>
<td>% of Budget</td>
</tr>
<tr>
<td><strong>REVENUE:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bookstore</td>
<td>$509,294</td>
<td>54%</td>
</tr>
<tr>
<td>Espresso Bar*</td>
<td>$7,760</td>
<td>18%</td>
</tr>
<tr>
<td><strong>Total Revenue</strong></td>
<td>$517,055</td>
<td>53%</td>
</tr>
<tr>
<td><strong>EXPENSES:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bookstore</td>
<td>$397,689</td>
<td>50%</td>
</tr>
<tr>
<td>Espresso Bar*</td>
<td>$7,720</td>
<td>22%</td>
</tr>
<tr>
<td>Auxiliary Services</td>
<td>$43,596</td>
<td>37%</td>
</tr>
<tr>
<td><strong>Total Expenses</strong></td>
<td>$449,005</td>
<td>48%</td>
</tr>
<tr>
<td><strong>EXCESS REVENUE OVER EXPENSES</strong></td>
<td>$68,050</td>
<td>13%</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, and reopened with limited hours at the beginning of Fall term.
Mid Michigan College
Contributions
October 2020

YTD Contributions

<table>
<thead>
<tr>
<th>Monthly Contributions</th>
<th>Curr YR</th>
<th>Prior YR</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$ 57,253</td>
<td>$ 5,476</td>
</tr>
</tbody>
</table>

| YTD Contributions     | $ 84,932 | $ 68,982 |

YTD Top Contribution Totals in 2021:
- Rich Smith Memorial Student Emergency Fund: $43,500
- General Fund (Unrestricted): $10,215
- Harris Allied Health Scholarship: $7,500
- Kathleen Kehoe Memorial Scholarship: $7,000
- Lakers Academic Fund: $6,074
- Lakers Athletic and other Athletic Funds: $4,381
- Lakers Leadership Fund: $2,849
- Other Funds: $3,413
- YTD Total: $84,932
TO: Board of Trustees

FROM: Lori Fassett, Associate VP of Human Resources

SUBJECT: Staffing Update, December 1, 2020 Board Meeting

DATE: November 16, 2020

FULL-TIME NEW HIRES:
Jillian Moomaw – Director of SSS/TRiO Grant

Jillian was formerly our International Program Coordinator working with our international students. She holds a BA in Business and Organizational Communication from the University of Akron and a MA in Higher Education from Geneva College. Jillian brings back to the MID team her enthusiasm for assisting students in all capacities. Welcome back to the MID team Jillian

NEW PART-TIME AND STUDENT EMPLOYEES:

Abbey Quick – Work Study Library Effective: 10/14/2020

McKenzie Werda – Work Study Bookstore Effective: 10/06/2020

Alex Faber – Student Worker – Tutor Effective: 10/28/2020

Desiree Grezesak – SI Leader Effective: 10/28/2020

Assumpta Osiri – Student Worker – Tutor Effective: 10/28/2020

Amaya Ware – Work Study Off Campus (Beaverton Activity Center) Effective: 10/26/2020

Kali Wilkerson – SI Leader Effective: 10/22/2020

Lisa Foster – Adjunct Instructor Health Education (EDUSTaff) Effective: 11/03/2020

Gabriel Wilde – IT Technical Intern (EDUSTaff) Effective: 10/29/2020

INTERNAL TRANSFERS:

N/A
SEPARATIONS:

Monica Rosen – Online Learning Intern (EduStaff) Effective: 10/23/2020
Erin Ellison – Mid Mentor Effective: 10/16/2020
Zeke Holley – IT Technical Intern Effective: 11/06/2020

VACANCIES:

Adjunct Biology – MOISD Big Rapids (part-time) Posted
Adjunct Nursing – General (part-time) Filled
Adjunct Welding – Clinton County RESA/Ovid-Elsie (part-time) Posted
Assistant Coach – Softball (part-time) Posted
Certified Nursing Aid (CNA) Instructor – Bad Axe (part-time) Filled
Custodian – HA & MP (part-time) Posted
Director of TRiO SSS Grant (full-time) Filled
Direct Support Professional Instructor (part-time) Posted
HRA Lab Technician (part-time) Posted
Head Coach – Softball (part-time) Posted
Phlebotomy Instructor (part-time) Posted
TRiO SSS Coordinator (full-time) Posted
Welding Lectureship – Clinton County RESA Ovid-Elsie HS (part-time) Posted
Unfinished Business

Item V-A: Acceptance of Foundation Gifts & Pledges/Approval of Naming Opportunities

Presenter: Tom Olver  
Board Consideration: Information/Action

Associate Vice President of the Mid Foundation Tom Olver will be presenting the Board with new pledges and naming opportunities.

Recommendation:
It is recommended that the Board approve the naming opportunity and accept the monetary gifts as presented.
Unfinished Business

Item V-B: Winter Enrollment Report

Presenter: Matt Miller  
Board Consideration: Information

Vice President of Student Services Matt Miller will present the Board with the latest enrollment report for the Winter semester.

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.
New Business

Item VI-B: MRI Simulator

Presenter: Barb Wieszciecinski  
Board Consideration: Information/Action

Dean of Health Sciences/Director of Nursing (Mt. Pleasant) Barb Wieszciecinski will present the Board with a request to purchase MRI simulator software in the amount of $33,250.

Recommendation:
It is recommended that the Board approved the MRI simulator software request as presented.
### Description

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
<th>Amount total</th>
</tr>
</thead>
<tbody>
<tr>
<td>MRI simulator, annual license* (2020/09/01-2021/08/31)</td>
<td>35</td>
<td>33 250 $</td>
</tr>
<tr>
<td>MRI simulator, perpetual license** first year (2020/09/01-2021/08/30)</td>
<td>0</td>
<td>0 $</td>
</tr>
</tbody>
</table>

*Annual licenses are renewed yearly at the same price rate

**Perpetual licenses can be renewed at 10% of first year price rate, after the first year for that specific license

---

**Subject to reverse charge**

*User agreement applies*

One (1) license per user (headcount) needed. Licenses can be transferred to a new user once every year

<table>
<thead>
<tr>
<th>Total:</th>
<th>33 250 $</th>
</tr>
</thead>
<tbody>
<tr>
<td>VAT 0%:</td>
<td>0 $</td>
</tr>
<tr>
<td>To pay:</td>
<td>33 250 $</td>
</tr>
</tbody>
</table>

---

**Invoice**

- **Invoice id.:** 100079
- **Invoice date:** 2020/10/01
- **Due date:** 2020/10/15

---

**Corsmed AB**
Kronobergsgatan 5
11238 Stockholm
Sweden

- **Org:** 559093-1779
- **VAT number:** SE559093177901
- **E-mail:** info@corsmed.com
- **Web:** www.corsmed.com
- **Phone:** +4670717838

**Bankgiro:** 139-2828
Use Invoice id. as payment reference

---

**International payments**

- **IBAN:** SE84 8000 0831 3952 4259 5626
- **BIC/SWIFT:** SWEDSESS / SWEDSESSXXX
Use Invoice id. as payment reference

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**To pay:** 33 250 $
New Business

Item VI-C: Board Policy 304.10

Presenter: Lori Fassett

Board Consideration: Information

Associate Vice President of Human Resources Lori Fassett will present the second reading of Board Policy 304.10 regarding Personally Identifiable Information.

Recommendation:
It is recommended that the Board approve Board Policy 304.10 as presented.
Board Policy 304.10

Personally Identifiable Information Policy

The College seeks to protect the personally identifiable information (PII) of Mid employees, third-party contracted assigned employees, and students. The electronic restrictions and safeguards outlined in this policy provide guidance for students, employees, and contractors that have access to PII retained by the College to ensure compliance with state and federal regulations.

Definitions

**Personally Identifiable Information (PII):** is any information pertaining to an individual that can be used to distinguish or trace a person’s identity. Some information that is considered PII is available in public sources such as telephone books, public websites, college listings, etc. This type of information is considered to be **Public PII** and includes, but is not limited to:

- First and Last Name
- Address
- Work Telephone Number
- Work Email Address
- Home Telephone Number
- General Education credentials
- Photos and Video

In contrast, **Protected PII** is defined as any one or more of types of information including, but not limited to:

- Social Security Number
- Username and Password to Mid Account
- Passport Number
- Mothers Maiden Name
- Driver’s License or State ID #
- Health Insurance ID #
- Credit Card Number
- Banking Information
- Criminal, Medical, and Financial Records
- Educational Transcripts
- Photos and Video including any of the above items
**College Information System:** A collection of computing resources that are accessible through privileged accesses such as a login or key. Usually a software package designed to store employee data (i.e. Colleague, ICIMS, etc.)

Requirements

**General**

All electronic files that contain Protected PII will reside within a protected MID information system location. All physical files that contain Protected PII will reside within a locked file cabinet or room when not being actively viewed or modified. Protected PII is not to be downloaded to personal devices (such as laptops, mobile phones, tablets, or removable media) or any system not protected by the college. PII will also not be sent through any form of insecure electronic communication (e.g., email or instant messaging systems). Significant security risks emerge when PII is transferred from a secure location to a less secure location or is disposed of improperly. When disposing of PII, the physical or electronic file should be shredded or securely deleted. For help with electronic secure deletion, contact the Information Technology (IT) team at helpdesk@midmich.edu.

**Exceptions**

If there is an operational or business need to store protected PII outside of a College information system please contact the IT department for assistance in securing the information.

**Incident Reporting**

The IT department (electronic documents) or Human Resources (physical documents) must be notified of a real or suspected disclosure of Protected PII data immediately upon discovery (E.g. misplacing a paper report, loss of a laptop, mobile device, or removable media containing PII, accidental email of PII, possible virus, or malware infection on a computer containing PII).

**Audits**

Periodic audits of the College owned equipment and physical locations may be performed by the IT team to ensure that protected PII is stored in approved information systems or locations. The purpose of the audit is to ensure compliance with this policy and to provide information necessary to continuously improve business practices.
New Business

Item VI-D: Printer/Copier Service Renewal

Presenter: Kirk Lehr

Board Consideration: Information

Director of Information Technology Kirk Lehr will present the Board with information regarding a request for proposal pertaining to printing and copying services.

Recommendation:
None, informational.
Printer/copier service renewal

The college implemented a copier/printer management program almost 10 years ago. The intent was to implement and structure a replacement cycle for college copiers/printers, strategically place the equipment for best utilization of devices, and streamline the management of the devices. At that time we had over 162 devices, we currently have 119 devices. Our service over the last ten years has been great and we have had very few issues with the current vendor.

As we approach the end of the current contract (January 2021) we decided it would be prudent to evaluate the current program and to see what competing vendors have to offer in this area. A request for proposal (RFP) was drafted and a few of the goals we are hoping to accomplish through this process are as follows:

- Lower overall cost of copying and printing,
- Evaluate current quantity of devices with hopes of reducing the number needed,
- Update devices that are end of life,
- Ensure the college is maximizing the quality of services, and
- Consider the cost benefit of purchasing devices compared to renewing the lease.

The RFP was sent out November 9th and initial responses are due by December 4th. After thorough review and consideration of proposals received, a recommendation will be presented to the board at the January 5, 2021 meeting.
New Business

Item VI-E: CRF Technology Purchase

Presenter: Lillian Frick

Board Consideration: Information/Action

Vice President of Finance and Facilities Lillian Frick will present the Board with information regarding approval to purchase additional laptops, monitors and other IT supplies to assist students with remote instructional delivery and employees to work more efficiently from remote locations; up to $75,000 utilizing Coronavirus Relief Fund (CRF) grant money. The college will follow the low bid guidelines in the Board purchasing policy.

Recommendation:

It is recommended that the Board approve the request as presented.
## Board Comments

### Item VII-A: Calendar of Events

**Presenter: Board Chair Jacobson**

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<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>
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</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.

- Mid Michigan College would like to thank Board Chair Doug Jacobson for his 24 years of service to the college’s Board of Trustees.

Recommendation:
None, informational.