



**LAKE MICHIGAN**  
**C O L L E G E**

*Changing Minds... Changing Lives... Transforming the Region.*

## **BOARD OF TRUSTEES**

### **Materials for Regular Meeting**

**March 26, 2013**

*Submitted to Board of Trustees*

*by*

*Dr. Robert Harrison*

## TABLE OF CONTENTS

	Page
<b>Agenda</b> .....	2-3
Minutes of the January 22, 2013 Regular Board Meeting .....	4-13
<b>President's Report</b>	
A. President's Update .....	14-16
1. Institutional Advancement and Planning.....	17-21
2. Administrative Services.....	22-24
3. Human Resources .....	25-27
4. South Haven Campus and Community Education.....	28-30
5. Bertrand Crossing Campus.....	31-32
B. Instructional Services Report	
1. Career and Technical Education.....	33-35
2. Arts and Sciences .....	36
C. Student Services.....	37-44
D. Financial Services.....	45-59
<b>Old Business</b>	
A. Honorary Degree Policy.....	61-62
B. Radde Committee Recommendation.....	63
C. Bertrand Crossing Renovation—Dental Upgrade.....	64
<b>New Business</b>	
A. Student Housing.....	66
B. Student Gathering Space.....	67
C. General Obligation Note .....	68-78
D. FY '14 Tuition and Fees.....	79
E. Re-roofing, C-Wing Brick Overhang Repair and Penthouse Siding Replacement Bids.....	80
F. Mendel Center Roof Replacement and Napier Academic Building D-Wing Restroom Renovation.....	81
G. New Instructional Programs.....	82
H. Frederick S. Upton Foundation Grant Application.....	83-91

**AGENDA**  
**LAKE MICHIGAN COLLEGE**  
**BOARD OF TRUSTEES REGULAR MEETING**  
**Napier Avenue Campus**  
**March 26, 2013**  
**6:00 p.m.**

- I) Call to Order
- II) Roll Call
- III) Setting of the Agenda
- IV) Minutes of the January 22, 2013 Regular Board Meeting
- V) Petitions and Communications from the Floor

**VI) President's Reports**

- President's Update ..... Dr. Harrison
- Financial Services ..... Ms. Hahn
- Instructional Services Report ..... Dr. Dempsey
- Student Services ..... Dr. Gabbard

**VII) Old Business**

- A) Honorary Degree Policy ..... Dr. Harrison
- B) Radde Committee Recommendation ..... Ms. Williams
- C) Bertrand Crossing Renovation—Dental Upgrade ..... Ms. Craig

**VIII) New Business**

- A) Student Housing ..... Dr. Harrison
- B) Student Gathering Space ..... Dr. Gabbard
- C) General Obligation Note ..... Ms. Hahn
- D) FY '14 Tuition and Fees ..... Ms. Hahn
- E) Re-Roofing, C-Wing Brick Overhang Repair and Penthouse Siding Replacement Bids .....  
..... Ms. Erdman

- F) Mendel Center Roof Replacement and Napier Academic Building D-Wing Restroom  
Renovation .....Ms. Erdman
- G) New Instructional Programs.....Dr. Dempsey
- H) Frederick S. Upton Foundation Grant Application.....Dr. Gabbard

IX) Miscellaneous

X) Adjournment

**MINUTES  
LAKE MICHIGAN COLLEGE  
BOARD OF TRUSTEES REGULAR MEETING  
Napier Avenue Campus  
January 22, 2013  
6:00 p.m.**

**I) CALL TO ORDER**

Chair Maysick called the Regular Meeting of the Lake Michigan College Board of Trustees to order at 6:10 p.m. The meeting opened with the Pledge of Allegiance.

**II) ROLL CALL**

Present: Dr. Maysick, Ms. Truesdell, Ms. Tomasini, Dr. Lindley, Ms. Williams, and Mr. Small  
Absent: Mr. Bergan

**III) SETTING OF THE AGENDA**

Chair Maysick added two new business items, Student Housing Project and Honorary Degree Policy.

**IV) APPROVAL OF MINUTES**

Minutes of the November 27, 2012 Regular Board Meeting stand as presented.

Minutes of the January 7, 2013 Special Election of Officers Board Meeting stand as presented.

**V) PETITIONS AND COMMUNICATIONS FROM THE FLOOR**

None

**VI) PRESIDENT'S UPDATE**

Dr. Harrison reported on the Business Professionals of America (BPA) Region 10 competition that was held at the Napier Campus on January 8. Approximately 530 students from fourteen regional high schools competed to advance to the BPA state competition.

Lake Michigan College and Western Michigan University (WMU) have signed a Reverse Transfer Associate Degree Initiative Agreement that allows students to use credits earned at WMU toward the awarding of an associate degree at Lake Michigan College.

Dr. Harrison welcomed new Board member Stephen Small. Mr. Small was elected during the November 2012 general election to fill a vacancy left by outgoing Board member Pat Moody.

Dr. Harrison reported on the college wide meeting held on January 21. Topics covered included the status of the college, student housing, and the Bertrand Crossing

renovation. In addition to the 50-75 in attendance, the meeting was streamed for viewing on the intranet for those who could not attend.

### **INSTRUCTIONAL SERVICES REPORT**

Dr. Dempsey explained how the Win Win project with collaboration through a grant project is helping the college identify students who may have enough credit, or are just within reach to graduate. To date, fifty degrees have been awarded to students who had enough credits.

Dr. Maysick questioned whether or not there was a requirement as to how many credits can come back. Dr. Dempsey and Dr. Gabbard reported they are currently working with fifteen credits but may request a change to help students finish.

Dr. Dempsey reported on the Career Tech Division putting time into self-studies (Sonography, nursing, and rad tech) and expecting a full accreditation for nursing. The dental program is looking into program accreditation with about one year out from submitting the self-study. The early college program has an opportunity to do a national accreditation making Lake Michigan College the only college in the state.

Dr. Dempsey noted there are now 147 instructors trained on Canvas; the new management system.

### **STUDENT SERVICES**

Dr. Gabbard reported on the positive process of spring enrollment. Ms. Truesdell recognized the herculean effort of having students placed in their classes. Ms. Tomasini questioned the policy of guaranteed classes to go. Dr. Dempsey noted that in fall 2012, the decision to no longer guarantee a class was based on an analysis of the schedule and enrollment numbers.

Dr. Gabbard gave a report on the status of soccer recruitment.

### **FINANCIAL SERVICES**

Ms. Hahn provided the Financial Services report as of December 31, 2012.

### **VII) OLD BUSINESS**

None





# LAKE MICHIGAN C O L L E G E

## 2013 Board of Trustees Meeting Calendar

**January 22, 2013**

March 26, 2013

*April 23, 2013*

*May 28, 2013 (BC)*

**June 25, 2013**

August 27, 2013

**September 24, 2013 (SH)**

October 22, 2013

**November 26, 2013 (M-TEC)**

**There is no Board Meeting scheduled in February, July and December 2013.**



**ACTION**

**Student Records Retention and Disposal Policy**

It was recommended that the Lake Michigan College Board of Trustees adopt the Student Records Retention and Disposal Policy, as presented.

MOTION by Dr. Lindley, supported by Ms. Tomasini, to accept the Student Records Retention and Disposal Policy, as presented.

ROLL CALL VOTE:	Yeas	Maysick, Tomasini, Lindley, Williams, Truesdell, and Small
	Neas:	None
	Absent:	Bergan

APPROVED

**ACTION**

**Bernard C. Radde Committee Appointment**

Chair Maysick appointed Trustees Williams, Small, and Bergan to serve on the committee for selecting the 2013 Bernard C. Radde Award. The Committee will report back to the Board with their recommendation at the March Board Meeting.

**ACTION**

**Resolution for Estimated Sources of Revenue for 2013-2014**

It was recommended that in order to insure adequate local funds for fiscal year 2013-2014, the Board of Trustees levy the full 2.00 of current all-purpose millage as voted and as might be modified by the provisions of Section 31 of the Constitution of State of Michigan (Headlee Amendment), for an estimated yield of \$14.4 million.

MOTION by Ms. Truesdell, supported by Ms. Tomasini, to accept the full 2.00 of current all-purpose millage as voted and as might be modified by the provisions of Section 31 of the Constitution of State of Michigan (Headlee Amendment), for an estimated yield of \$14.4 million.

ROLL CALL VOTE:	Yeas	Maysick, Tomasini, Lindley, Williams, Truesdell, and Small
	Neas:	None
	Absent:	Bergan

APPROVED

**ACT 331 OF THE PUBLIC ACTS OF 1966, AS AMENDED, SECTION 141 STATES:**

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

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

The College has estimated fiscal year 2014 revenue, as summarized below.

	<b>Fiscal Year 2013</b>	<b>Fiscal Year 2014</b>
	<b><u>Budgeted</u></b>	<b><u>Estimated</u></b>
Tuition & Fees	\$ 11,456,000	\$ 11,456,000
Non-Credit Tuition & Fees	\$ 227,000	\$ 238,000
Grants & Contracts	\$ 230,000	\$ 230,000
Other Operating Revenue	\$ 1,853,000	\$ 1,853,000
Appropriations	\$ 5,112,000	\$ 5,061,000
Property Taxes	\$ 14,405,000	\$ 14,405,000
Gifts & Donations	\$ 54,000	\$ 54,000
Interest Income	\$ 12,000	\$ 12,000
Other Non-Operating Revenue	\$ 236,000	\$ 236,000
<b>Total</b>	<b>\$ 33,585,000</b>	<b>\$ 33,545,000</b>

This estimate is based on the following:

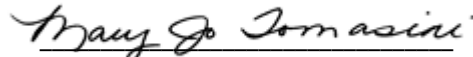
- Enrollment is estimated to remain essentially flat for fiscal year 2014. In addition, the Board at this time has not considered a tuition or fee adjustment. All such adjustments are at the sole discretion of the Board of Trustees, and will be considered as part of the annual forthcoming budget process.
- Non-credit tuition and fee revenue is anticipated to increase 1% as a result of revised program offerings.
- Appropriations are expected to decrease based on recent economic indicators and the assumed elimination of a retirement plan reimbursement by the State.
- Property taxes, as subject to the Head lee Amendment, are expected to remain principally flat for Berrien, Van Buren, and Allegan counties as a result of associated property values.
- All other revenues are expected to remain relatively consistent with fiscal year 2013. Therefore, it is expected that the Board indicate its intention of levying the full voted 2.00 of the current voter millage, subject to such modification as might be imposed by the provision of Section 31 of the Constitution of the State of Michigan (Headlee Amendment.)

In summary, it is not required or intended that the Board of Trustees adopt at this time a budget or approve the final sources of revenue for 2013-2014 fiscal year. The presented action item is required to meet a statutory obligation.

**RESOLUTION**

It is hereby resolved by the Board of Trustees of Lake Michigan College that the College will levy the full 2.00 of current all-purpose millage as voted and as might be modified by the provisions of Section 31 of the Constitution of State of Michigan.

I do hereby certify the official resolution of the Board of Trustees of Lake Michigan College to levy for all purposes the amount recorded in the approved minutes of said district.

  
Secretary

**ACTION**

**Lake Michigan College Board Appointments to LMC Foundation Board**

Chair Maysick appointed Trustees Tomasini, Truesdell, and Lindley as representatives to serve on the Lake Michigan College Foundation Board for 2013-2014.

**ACTION**

**Bertrand Crossing Construction Bid**

It was recommended that the Board of Trustees accept the low bid of Shelton Construction Co., Benton Harbor, MI in the amount of \$904,800, authorizing a total project cost of \$1,546,561.

MOTION by Ms. Truesdell, supported by Dr. Lindley, to accept low bid of Shelton Construction Co., Benton Harbor, MI in the amount of \$904,800, authorizing a total project cost of \$1,546,561.

ROLL CALL VOTE:	Yeas	Maysick, Tomasini, Lindley, Williams, Truesdell, and Small
	Neas:	None
	Absent:	Bergan

APPROVED

**ACTION**

**Student Housing Project**

It was recommended that the Lake Michigan College Board of Trustees authorize the College Administration to proceed with the student housing project by forming a

public/private partnership non-profit corporation to own and operate the housing and negotiate the lease for the land where the housing will be located in accordance with the requirements of the IRS Revenue Ruling 63/20.

MOTION by Dr. Lindley, supported by Ms. Tomasini, to proceed with the student housing project by forming a public/private partnership non-profit corporation to own and operate the housing and negotiate the lease for the land where the housing will be located in accordance with the requirements of the IRS Revenue Ruling 63/20.

ROLL CALL VOTE:	Yeas	Maysick, Tomasini, Lindley, Williams, Truesdell, and Small
	Neas:	None
	Absent:	Bergan

APPROVED

### **Honorary Degree Policy—First Reading**

#### **DRAFT Honorary Degree Policy**

It is the policy of Lake Michigan College to award honorary degrees to deserving candidates recommended by the President of the College and approved by the Board of Trustees.

Honorary degrees that may be awarded are:

- Associate in Arts,
- Associate in Science, or
- Associate in Applied Science.

Purpose:

To honor outstanding service to the College and to the community at large and/or to recognize individuals who have made significant personal or professional contributions in their field and who demonstrate high standards of personal integrity and civic responsibility.

Awarding of Honorary Degrees

Honorary degrees shall be conferred by the Board of Trustees at commencement. These degrees shall be awarded by the College President, the Chair of the Board of Trustees, or a Trustee designated by the Board. Honorary degrees may be awarded in absentia or posthumously, but only upon recommendation of the President to the Board of Trustees in cases of extraordinary circumstances.

**IX) MISCELLANEOUS**

**X) ADJOURNMENT**

MOTION by Mr. Small, supported by Ms. Williams, to adjourn the Regular Meeting of the Lake Michigan College Board of Trustees at 6:33 p.m.

VOICE VOTE

APPROVED

/rls

