



LAKE MICHIGAN
C O L L E G E

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

BOARD OF TRUSTEES

Materials for Regular Meeting
April 23, 2013

Submitted to Board of Trustees

by

Dr. Robert Harrison

**AGENDA
LAKE MICHIGAN COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
Napier Avenue Campus
April 23, 2013
6:00 p.m.**

- I) Call to Order
- II) The Pledge of Allegiance
- III) Roll Call
- IV) Setting of the Agenda
- V) Minutes of the March 26, 2013 Regular Board Meeting
- VI) Petitions and Communications from the Floor
- VII) President's Reports**
 - President's Update Dr. Harrison
 - Presentation: Title III..... Dr. Eagan
 - Financial Services Ms. Pankratz
 - Instructional Services ReportDr. Dempsey
 - Student Services Dr. Gabbard
- VIII) Old Business**
 - A. Mendel Center Roof Replacement Bids Ms. Erdman
- IX) New Business**
 - A. Energy Production Baccalaureate Resolution.....Dr. Dempsey
 - B. Professor Emeritus Appointment Dr. Harrison
 - C. Reimbursement Resolution Ms. Erdman
 - D. Setting Tentative Date for Budget Hearing Dr. Harrison
- X) Miscellaneous
- XI) Adjournment



**BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
Napier Avenue Campus
March 26, 2013**

I. CALL TO ORDER

Chair Maysick called the Regular Meeting of the Lake Michigan College Board of Trustees to order at 6:03 p.m. The meeting opened with the Pledge of Allegiance.

Chair Maysick added Item I to the agenda: Enterprise Resource Planning Maintenance and Support Contract Renewal.

II. ROLL CALL

Present: Truesdell, Dr. Maysick, Tomasini, Dr. Lindley, Williams and Small

Absent: Bergan

III. SETTING OF THE AGENDA

The agenda stands as presented.

IV. APPROVAL OF MINUTES

The minutes of the January 22, 2013 Regular Meeting stand as presented.

V. PETITIONS AND COMMUNICATIONS FROM THE FLOOR

None

VI. PRESIDENT'S UPDATE

Dr. Harrison reported on the success of the Winner's Circle Auction raising the highest amount in history of over \$340,000 for scholarships. He recognized the efforts of the community, Board, and Foundation member support.

Dr. Harrison also noted the Gold Medallion awarded to the College's Marketing Services team from the District 3 National Council for Marketing and Public Relations.

FINANCIAL SERVICES

Ms. Hahn presented the February 2013 financial report.

INSTRUCTIONAL SERVICES REPORT

Dr. Dempsey reported on the Rad-Tech Advisory Committee meetings which drew twenty-two attendees including student participation. She noted that all students passed the boards on their first sitting. She expressed how well the graduates are performing and the positive feedback received from local employers.

STUDENT SERVICES

Mr. Gabbard reported on the Honor Students Ceremony and the PTK Inductee event.

He shared the success of the Lake Michigan College girls' basketball team at the national tournament.

VII. OLD BUSINESS

Honorary Degree Policy

It was recommended to the Lake Michigan College Board of Trustees to adopt the Honorary Degree Policy as presented.

MOTION by Ms. Tomasini, supported by Ms. Truesdell, to accept the Honorary Degree Policy, as presented.

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

APPROVED

Bernard C. Radde Distinguished Service Award

The Bernard C. Radde Distinguished Service Award is named in honor of the late Dr. Bernard C. Radde, who served as a member of the Lake Michigan College Board of Trustees for 25 years. It is presented annually to an individual or individuals who have advanced the cause of Lake Michigan College and higher education.

The Board of Trustees announced that the recipient of the 2013 Bernard C. Radde Distinguished Service Award is Robert Schodorf.

Bertrand Crossing Renovation—Dental Upgrade

The College proposed renovating BC-104, currently the Fab Lab, into a new Dental Lab. The Fab Lab will be relocated. Progressive AE, Grand Rapids, Michigan has developed design documents including construction estimates for the proposed renovation. The College also proposed issuing a change order bulletin under the current construction contract with Shelton Construction Co., Benton Harbor, Michigan, to take advantage of current construction mobilization.

ACTION:

It was recommended that the Lake Michigan College Board of Trustees authorize the College Administration to negotiate a price for creation of a new Dental Lab at the Bertrand Crossing Campus via a change order to the current construction contract with Shelton Construction Co., Benton Harbor, Michigan.

MOTION by Dr. Lindley, supported by Ms. Truesdell, to authorize the College Administration to negotiate a price for creation of a new Dental Lab at Bertrand Crossing as presented.

Roll Call Vote: Yeas: Maysick, Lindley, Tomasini, Truesdell, Williams and Small

Neas: None

Absent: Bergan

APPROVED

VIII. **NEW BUSINESS**

Student Housing

The College proposed to construct an approximately 200 bed student residence hall on its Napier Avenue Campus for opening Fall Semester 2014. To move forward, the College wishes to enter into a development agreement with Student Suites of Independence, Missouri.

ACTION:

It was recommended that the Lake Michigan College Board of Trustees authorize the College Administration to enter into a development agreement for student housing with Student Suites of Independence, Missouri, as presented

MOTION by Dr. Lindley, supported by Ms. Truesdell, to authorize the College Administration to enter into a development agreement with Student Suites of Independence, Missouri, as presented.

ROLL CALL VOTE: Yeas: Maysick, Lindley, Tomasini, Truesdell, Williams

Neas: Small

Absent: Bergan

APPROVED

Student Gathering Space

College space assessments have consistently identified a shortage in student gathering space on the Napier Avenue Campus. Recent student surveys show the lack of student gathering space as their number one funding priority. Progressive AE, Grand Rapids, Michigan has created a design with student input to remodel the amphitheater into a centralized student gathering space. The design features student centered activity spaces on the first floor and plaza level connected by a stair. The Amphitheater/Hall of Pride area has long been the student hub of the College. This proposal updates the original design concept to current day standards. In addition, it addresses facility repair issues identified in the College's five-year facility plan, and adds grill and fryer food production to Munchy's Cafe. Construction is proposed for summer 2013.

ACTION:

It was recommended that the Lake Michigan College Board of Trustees authorize the College Administration to proceed with design and construction of a new Student Gathering Space on the Napier Avenue Campus at a not-to-exceed project budget of \$1,517,525.

MOTION by Mr. Small, supported by Dr. Lindley, to authorize the College Administration to proceed with design and construction as presented not to exceed the project budget of \$1,517,525.

ROLL CALL VOTE: Yeas: Maysick, Lindley, Tomasini, Truesdell, Williams, Small

 Neas: None

 Absent: Bergan

APPROVED

General Obligation Note

Under the terms of Section 126 of Act 331, the Board of Trustees of a community college is authorized to borrow money and issue its notes to secure funds for erecting student centers by borrowing money and issuing bonds or other obligations under the terms and provisions as it considers best. The board shall obligate itself for the repayment of the bonds or other obligations, together with interest, solely out of the income and revenues from the facilities, from allocations and pledges of fees and charges required to be paid by students enrolling in the college, or any combination of these.

ACTION:

It was recommended that the Lake Michigan College Board of Trustees approve this resolution to establish a general obligation note of the College not to exceed \$1,600,000 for the purpose of designing and constructing a new Student Gathering Space on the Napier Avenue campus. The interest rate and payment schedule of the general obligation note shall be determined by the Vice President of Finance, but in any event will not exceed 2.5% and 60 months.

MOTION by Ms. Truesdell, supported by Ms. Tomasini, to approve the resolution to establish a general obligation note of the College not to exceed \$1,600,000 as presented.

ROLL CALL VOTE: Yeas: Maysick, Lindley, Tomasini, Truesdell, Williams, Small

 Neas: None

 Absent: Bergan

APPROVED

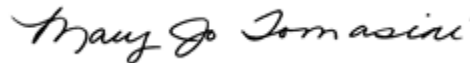
I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of Lake Michigan College, State of Michigan at a Regular Meeting on Tuesday, March 26, 2013, and that public notice of said meeting was given pursuant to and in full compliance with Act No. 267, Public Acts of Michigan, 1976, and that minutes of the meeting were kept and will be or have been made available as required by said Act 267.

I further certify that Notice of this meeting was posted pursuant to the requirements of Section 308, Act 34, Public Acts of Michigan, 2001, as amended, not less than 18 hours prior to the meeting, in the form attached hereto as Exhibit A.

I further certify that the following Members were present at said meeting: Maysick, Lindley, Tomasini, Truesdell, Small, Williams and that the following Members were absent: Bergan.

I further certify that Member Truesdell moved for adoption of said resolution and that Member Tomasini supported said motion.

I further certify that the following Members voted for adoption of said resolution: Maysick, Lindley, Tomasini, Truesdell, Small, Williams and that the following Members voted against adoption of said resolution: none.



Secretary, Board of Trustees
Lake Michigan College

Tuition Increase

Lake Michigan College recommends the following tuition and fee schedule effective Fall semester 2013.

Tuition:

Tuition - In District	\$ 87.00
Tuition - In State	\$ 134.50
Tuition - Out of State	\$ 179.50
Tuition - International	\$ 197.00

Fees:

General Academic Fee	\$ 14.00
Facilities Fee	\$ 13.00
Technology Fee	\$ 13.00
Student Activity Fee*	\$ 1.00
Student Senate Campus Fund* - Napier Only	\$ 3.00
Student Senate Campus Fund* - All Others	\$ 1.00

Direct Credit Tuition:

In District	\$ 39.00
In State	\$ 53.00

* restricted use

ACTION

FY '14 Tuition and Fees

It was recommended that the Board of Trustees approve the tuition increase, as presented.

MOTION by Ms. Tomasini, supported by Ms. Truesdell, to approve the recommended tuition increase, as presented.

ROLL CALL VOTE: Yeas: Maysick, Tomasini, Truesdell, Williams, Lindley

 Neas: Small

 Absent: Bergan

APPROVED

E/L-Wing Roof Replacement, Penthouse Siding and Brick Repair

Lake Michigan College proposed to continue the roof replacement of the Napier Academic Building concluding with the E and L-Wing roofs. In addition to the roofing it was proposed to replace the siding on the five rooftop penthouses. Additionally, a routine annual capital project for the remediation of brick cladding damage on the north face of C-Wing was proposed to be bundled with this project to achieve economies of scale.

The bid was advertised in the Herald Palladium, Kalamazoo Gazette and South Bend Tribune. In addition bid documents were available in the Builders and Traders Exchange, Kalamazoo, Michigan; Builders Exchange of Grand Rapids, Grand Rapids, Michigan; Construction News Service of Michigan Inc., Wyoming, Michigan; and MHC/ReproMAX, Grand Rapids, Michigan.

Construction bids were received from the following firms:

<u>Supplier</u>	<u>Base Bid & Alternates</u>
Pearson Construction Company, Inc. Benton Harbor, MI	\$707,065
Fiskars, Incorporated St. Joseph, MI	\$679,618

A contingency of \$67,962 is budgeted, along with \$52,150 for design and construction supervision services, bringing the total project cost to \$799,730.

ACTION:

It was recommended that the Lake Michigan College Board of Trustees accept the low bid of Fiskars, Incorporated, St. Joseph, Michigan in the amount of \$679,618, authorizing a total project cost of \$799,730.

MOTION by Ms. Truesdell supported by Ms. Tomasini, to accept the low bid of Fiskars, Incorporated, St. Joseph, Michigan in the amount of \$679,618, authorizing a total project cost of \$799,730 as presented.

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

APPROVED

Mendel Center Roof Replacement and Napier Academic Building D-Wing Restroom Renovation

The College proposed replacement of the Mendel Center roof and renovation of the Napier Academic Building D-Wing restrooms.

The Mendel Center roof is exhibiting increasing failures. Numerous roofing repairs have been made and the failures continue. This over 20-year-old roof needs to be replaced at the earliest opportunity given the College's investment in sound and lighting equipment and the potential for damage to the Mainstage wooden stage.

The D-Wing restrooms are frequently the first contact students and guests have with our Napier Academic facility. While fully functional, the restrooms are original construction

dating to approximately 1970 and do not lend the first impression desired to make on students and guests coming to the College. It is therefore important that these restrooms be renovated to the new standard exemplified by the new C-Wing, Third Floor restrooms.

For \$86,051, it was proposed to engage Progressive AE, Grand Rapids, Michigan to design, develop bid documents and conduct bidding for the replacement of the Mendel Center roof and the renovation of the D-Wing restrooms.

Following receipt of bids, Board approval will be sought prior to entering into contract for the roof replacement and/or restroom renovation, proposed for Summer/Fall 2013.

ACTION:

It was recommended that the Lake Michigan College Board of Trustees authorize the expenditure of \$86,051 for AE services from design through bidding for the replacement of the Mendel Center roof and renovation of the Napier Academic D-Wing restrooms.

MOTION by Dr. Lindley, supported by Ms. Tomasini, to authorize the expenditure of \$86,051 for AE services for replacement of the Mendel Center roof and D-Wing Napier Campus restrooms, as presented

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

APPROVED

New Instructional Programs

Two new programs (certificate and degree) were presented to the Lake Michigan College Board of Trustees for approval.

Truck Driver Training Certificate
Hospitality Management – Associates in Applied Science—Culinary Management

Each of these new programs has been carefully developed by Lake Michigan College faculty, approved by the respective Departments and Division Curriculum Committees, and then approved unanimously by the College Curriculum Committee. The College Curriculum Committee recommends the two new programs for approval by the Lake Michigan College Board of Trustees.

ACTION

It was recommended that the Lake Michigan College Board of Trustees approve the offering of the programs: Certificate for Truck Driver Training and Hospitality Management – Associates in Applied Science—Culinary Management, as presented.

MOTION by Ms. Tomasini, supported by Dr. Lindley, to approve the offering of the Certificate for Truck Driver Training and Hospitality Management – Associates in Applied Science—Culinary Management programs, as presented.

ROLL CALL VOTE: Yeas: Maysick, Lindley, Tomasini, Truesdell, Williams, Small

 Neas: None

 Absent: Bergan

APPROVED

Frederick S. Upton Foundation Grant Application

The College is requesting funds from the Frederick S. Upton Foundation for \$49,977 to continue the “Start to Finish” program. This program will target 80 students attending Lake Michigan College who are low-income, under-prepared for college-level coursework, and express a need and desire to develop the skills necessary to complete a degree and/or certificate program that leads to employment.

ACTION:

It was recommended that the Lake Michigan College Board of Trustees approve the Lake Michigan College Frederick S. Upton Foundation Grant application, as presented.

MOTION by Mr. Small, supported by Ms. Truesdell, to approve the Lake Michigan College Frederick S. Upton Foundation Grant application, as presented.

ROLL CALL VOTE: Yeas: Maysick, Lindley, Tomasini, Truesdell, Williams, Small

 Neas: None

 Absent: Bergan

APPROVED

Enterprise Resource Planning Maintenance and Support Contract Renewal

The College is at the end of its ten-year agreement with Ellucian (previously known as Sunguard) for support and maintenance of the College’s enterprise resource planning (ERP, known as Banner) and package and related products. The ERP system includes the Ellucian general ledger, student records, financial aid, and other financial and operational systems.

The College has utilized Ellucian/Banner exclusively since implementation of the system College-wide in 1999. As a result, and due to the fact that Ellucian is a proprietary system, no competitive bid process was undertaken. Negotiations, however, were completed in March that resulted in an additional ten-year agreement being proposed at a discount of 6% over the annual fee cost structure.

Extension of this agreement for ten years through March 2023 will obligate the College to a total cost of \$1,285,645, with a total savings over annual renewal of \$519,434.

ACTION

It was recommended that the Board of Trustees approve the renewal of the ten-year agreement with Ellucian for support and maintenance of Ellucian ERP and related products.

MOTION by Ms. Truesdell, supported by Ms. Tomasini, to approve the renewal of the ten-year agreement with Ellucian for support and maintenance of Ellucian ERP and related products.

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

IX. MISCELLANEOUS

X. ADJOURNMENT

MOTION by Dr. Maysick, supported by Mr. Small, to adjourn the Regular Meeting of the Lake Michigan College Board of Trustees at 6:46 p.m.

VOICE VOTE

APPROVED

/rls

