



LAKE MICHIGAN[®]
C O L L E G E

BOARD OF TRUSTEES

Materials

for

October 22, 2013

Submitted to Board of Trustees

by

Dr. Robert Harrison

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AGENDA
LAKE MICHIGAN COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
South Haven Campus
October 22, 2013
6:00 p.m.

- II. Call to Order
- III. The Pledge of Allegiance
- IV. Roll Call
- V. Minutes of the August 27, 2013 Regular Board Meeting (No meeting in September)
- VI. Setting of the Agenda
- VII. Petitions and Communications from the Floor
- VIII. **President's Reports**
 - President's Update.....Dr. Robert Harrison
 - Presentations:*
 - FY '13 Financial and Grant Audit..... Ms. Kelli Hahn
 - South Haven Campus Update..... Ms. Janice Varney
 - Financial Services Report Ms. Hahn
 - Instructional Services Report..... Dr. Sarah Dempsey
 - Student Services ReportDr. Clint Gabbard
- IX. **New Business**
 - A) FY '13 Financial and Grant Audit..... Ms. Hahn
 - B) Staff Health Benefits Renewal.....Ms. Anne Erdman
 - C) Faculty Health Benefits Renewal..... Ms. Erdman
 - D) Public Act 152 Recommendation..... Ms. Erdman
 - E) FY '15 Capital Outlay Grant Proposal..... Ms. Erdman
 - F) Community College Local Strategic Value Resolution.....Dr. Harrison

- G) Foundation Board of Directors AppointmentDr. Harrison
- H) Institutional Data Management Policy.....Dr. Dempsey
- I) Student Activity Enhancements..... Ms. Erdman

X. **Miscellaneous**

XI. **Adjournment**

**LAKE MICHIGAN COLLEGE
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
Napier Avenue Campus
August 27, 2013**

I. CALL TO ORDER

Chair Maysick called the Regular Meeting of the Lake Michigan College Board of Trustees to order at 6:04 p.m. The meeting opened with the Pledge of Allegiance.

II. ROLL CALL

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

Absent: None

III. SETTING OF THE AGENDA

Chair Maysick amended the agenda adding Item E, Covert Generating Plant, and Item F, President's Salary.

IV. APPROVAL OF MINUTES

The minutes of the June 25, 2013 Regular Board Meeting were amended as follows: Item C Weapons Free Policy. Motion by Mr. Bergan, supported by Ms. Truesdell.

The minutes of the June 25, 2013 Special Budget Hearing Meeting stand as presented.

V. PETITIONS AND COMMUNICATIONS FROM THE FLOOR

None

VI. PRESIDENT'S REPORT

Dr. Harrison welcomed new members of Lake Michigan College faculty and staff – Mr. Chris Spradlin, Ms. Maryann McCarthy, Dr. Jessica Beachy and Dr. John Beck.

Dr. Harrison reported on the golf outing and the college's United Way fundraiser, Float the Moat.

He also recognized and complimented Anne Erdman and Lee Van Ginhoven for their diligent work on the construction projects around campus and keeping it all underway.

FINANCIAL SERVICES REPORT

Ms. Hahn reported that there is no financial report this month due to the fiscal year end and because the College is in the middle of an audit.

INSTRUCTIONAL SERVICES REPORT

Dr. Dempsey reported that faculty is preparing for the start of a new fall semester.

STUDENT SERVICES REPORT

Dr. Gabbard presented the Board of Trustees with signed soccer balls, and noted the great turnout and team spirit at Saturday's (August 24) soccer game. He expressed the team's appreciation for Facilities' great work and support in getting the field ready.

Dr. Gabbard also reported on the results of the new two-credit college summer readiness class, which featured thirty students from the Benton Harbor Promise Zone program. Twenty-nine of the thirty students completed the LMC program, and attendance was about 86 percent, versus 80 percent for the college overall. About 62 percent are returning to LMC this fall, versus 35 percent for the 2011 Promise Zone group.

VI. **NEW BUSINESS**

HEALTHCARE EDUCATION INSTITUTE

The proposed Healthcare Education Institute (HEI) will bring together both short-term training and credit education programs in high-skill, high-demand, high-wage occupations in the healthcare industry that meet the needs of the regional and national economies. The HEI will offer a new, innovative approach to education and training that offers program options that lead to credentials of value and articulate non-credit programs with credit programs in a ladder approach. This approach will provide educational and life-changing opportunities to students who may otherwise not have the economic stability and confidence to pursue higher education beyond a short-term training program.

ACTION

It was recommended that the resolution to establish the Healthcare Education Institute (HEI) be approved by the Lake Michigan College Board of Trustees as presented.

MOTION by Dr. Lindley, supported by Mr. Small, to approve the establishment of the Lake Michigan College Healthcare Education Institute.

ROLL CALL VOTE: Yeas: Dr. Maysick, Ms. Williams, Dr. Lindley, Mr. Bergan, Ms. Truesdell and Mr. Small, Ms. Tomasini

Neas: None

Absent:

APPROVED

**Lake Michigan College
Healthcare Education Institute Resolution**

Whereas, Lake Michigan College wishes to provide a range of programming that meets the healthcare needs of the region; and

Whereas, the College is committed to advancing opportunities for short-term training that provide entry into the workforce for those who, for economic and personal reasons, choose not to engage in longer-term degree or certificate programs at this point in their lives; and


Whereas, building stackable credentials in the healthcare field, through both credit and non-credit educational activities can allow students to continue their education seamlessly as they gain experience and advance in their careers; and

Whereas, enrollment patterns, labor market, and college survey data indicate an increasing demand for the Associate Degree Nursing graduate over the Licensed Practical Nursing graduate;

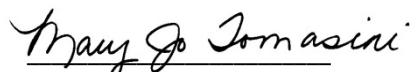
Therefore be it resolved, that the Board of Trustees approves the establishment of a Healthcare Education Institute (HEI) which will bring together both short-term training and credit education programs in healthcare occupations that meet the needs of the regional and national economies. The HEI will offer an innovative approach to education that articulates non-credit and credit programs in a ladder approach and results in credentials of increasing value to the student and to employers. This approach will provide educational and life-changing opportunities to students who may not otherwise have the economic stability and confidence to pursue higher education beyond a short-term training program. In the context of the establishment of the HEI, the College will also de-activate its Licensed Practical Nursing program in favor of increasing the capacity of its Associate Degree Nursing program, which reflects both long-term student enrollment patterns and industry hiring trends.

Adopted this day, August 27, 2013

Lake Michigan College Board of Trustees



David Maysick, Chair



Mary Jo Tomasini - Secretary

Optional Retirement Program (ORP) Plan Amendment

With Lake Michigan College Board of Trustee approval, all eligible new hires electing the optional retirement plan ("ORP"), including new full-time faculty, will receive a College contribution of 10% to the ORP.

In addition, the College will make an additional employer matching contribution to the ORP of up to two (2) percent of an employee's contribution.

If an employee makes at least a 2% contribution to the ORP, total pension contributions made by the College to the ORP would be 12% (10% College base contribution + 2% College match contribution.)

ACTION:

It was recommended that the Lake Michigan College Board of Trustees approve the ORP plan amendment as presented for all new hires of all ORP eligible employment classifications, effective October 1, 2011.

MOTION by Ms. Truesdell, supported by Dr. Lindley, to approve the plan amendment for all new hires of all ORP eligible employment classifications, effective October 1, 2011 as presented.

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

APPROVED

GENERAL LIABILITY INSURANCE

Business Insurance Evaluation

The College solicited bids for business insurance (e.g., general liability, property, vehicle) in accordance with the College's Purchasing Policy, which states:

- Professional services agreements and other typical professional services will be solicited through *Request for Proposal* or *Request for Qualifications* method rather than competitive bid. Such solicitations will be considered on the ability to perform the work and on experience as well as of the price and time frame for completion.
- Procurement of professional services of \$100,000 and over . . . require Board authorization. Documentation of the selection criteria and scoring must be submitted to Purchasing.

Bid advertisements were placed in our local newspapers including the Herald Palladium, Kalamazoo Gazette and Grand Rapids Press. Notice was also posted in "Bid/Proposal

Opportunities" section of the Purchasing link on the College's website. In addition, proposal invitations were sent to a list of local, regional, and national vendors that had been compiled as vendors contacted us about our insurance needs.

Bids were received from the following organizations: MASB-SEG, Flaugh Insurance Agency, and MCCRMA. Based upon the scoring that included both cost, retained loss, risk exposure, and other criteria, MASB-SEG was selected for recommendation to the Board of Trustees for a 10-month contract beginning September 1, 2013.

Selection of MASB-SEG will result in an annualized savings of between \$16,000 to \$69,000 compared to the other proposals.

ACTION

It was recommended that the Board of Trustees accept the bid of MASB-SEG in the amount of approximately \$150,000 for the 10 months ending July 30, 2014.

It was further recommended that the Vice President of Finance be authorized to contract for business insurance for a period of five (5) years at his/her sole discretion based upon his/her assessment of price and relative value of quotes received, through contract year ending July 31, 2018. Business insurance for the contract year ending July 31, 2019 will again be selected through a formal *Request for Proposal* bid solicitation process.

MOTION by Dr. Lindley, supported by Mr. Bergan, to accept the bid of MASB-SEG in the amount of approximately \$150,000 for the 10 months ending July 30, 2014, and to authorize Vice President of Finance to contract for business insurance for a period of five years at his/her sole discretion based upon his/her assessment of price and relative value of quotes received, through contract year ending July 31, 2018.

ROLL CALL VOTE: Yeas: Dr. Maysick, Ms. Williams, Dr. Lindley, Mr. Bergan, Ms. Truesdell and Mr. Small, Ms. Tomasini

 Neas: None

 Absent:

APPROVED

BOARD OF TRUSTEES 2014 MEETING CALENDAR

The Lake Michigan College Board of Trustees set their calendar for the 2014 year as follows:

**BOARD OF TRUSTEES
2014 MEETING CALENDAR**

All meetings begin at 6:00 p.m. and will be held in the Executive Board Room at the Mendel Center unless noted otherwise

January 21, 2014	No Meeting in July
No Meeting in February	August 26, 2014
March 25, 2014	September 23, 2014 (<i>South Haven</i>)
April 22, 2014	October 21, 2014
May 20, 2014 (<i>Bertrand Crossing</i>)	November 25, 2014 (<i>M-TECSM</i>)
June 24, 2014	No Meeting in December

ACTION:

It was recommended that the Lake Michigan College Board of Trustees approve the 2014 Board of Trustees meeting calendar as presented.

MOTION by Mr. Bergan, supported by Ms. Truesdell, to accept the 2014 Board of Trustees meeting schedule as presented.

ROLL CALL VOTE:

Yeas:	Dr. Maysick, Ms. Williams, Dr. Lindley, Mr. Bergan, Ms. Truesdell and Mr. Small, Ms. Tomasini
Neas:	None
Absent:	

APPROVED

NEW COVERT GENERATING COMPANY

It has been advised that the Lake Michigan College Board of Trustees accept draft language, in principle, of a proposed agreement that addresses the tax dispute between New Covert Generating Company and the Covert Township taxing units, and authorize administration to work with the other taxing units and legal counsel to ensure the final agreement addresses funding concerns for Covert Public Schools while ensuring that College assets are appropriately protected once a final court ruling is made on the issue.

ACTION:

It was recommended that the Lake Michigan College Board of Trustees accept draft language, in principle, of a proposed agreement to resolve a tax valuation controversy involving the New Covert Generating Company and taxing units in Covert Township.

MOTION by Mr. Small, supported by Mr. Bergan, to accept draft language, in principle, a proposed agreement to resolve a tax valuation controversy involving New Covert Generating Company and taxing units in Covert Township.

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

DISCUSSION:

Mr. Small noted that this is a delicate issue, and that as taxpayers we use monies that we earn to willingly support Lake Michigan College and other institutions of higher education. We want to be in solidarity with other taxing units.

APPROVED

PRESIDENT’S SALARY

The Board of Trustees proposed a 2.5 percent increase to President Harrison’s salary. Board Chair Dr. David Maysick commented that President Harrison’s leadership has brought in a new era for the College, citing examples such as the new student housing project and competitive soccer team.

MOTION by Mr. Bergan, supported by Dr. Lindley, to approve a 2.5 percent increase to the president’s salary.

ROLL CALL VOTE: Yeas: Dr. Maysick, Ms. Williams, Dr. Lindley, Mr. Bergan, Ms. Truesdell and Mr. Small, Ms. Tomasini

Neas: None

Absent:

DISCUSSION

Mr. Small commented that it has been a pleasure to know and work with Dr. Harrison. Ms. Tomasini exclaimed that President Harrison is doing an outstanding job.

President Harrison expressed his appreciation, and commented that he has enjoyed working the Board of Trustees.

VII. **MISCELLANEOUS**

MCCA (MICHIGAN COMMUNITY COLLEGE ASSOCIATION)

Ms. Truesdell commented on the MCCA (Michigan Community College Association) and the conscious raising of where education is going, and how we will get there. She stated that going forward, it will never be the same as we know it today; college degrees will come from a combination of colleges coming together.

VIII. **ADJOURNMENT**

MOTION by Mr. Bergan, supported by Mr. Small, to adjourn the Regular Meeting of the Lake Michigan College Board of Trustees at 6:25 p.m.

A. PRESIDENT'S REPORT

FY '13 Financial Audit

Kelli Hahn, Vice President, Finance and representatives of the Rehmann Robson Group will present an overview of the FY '13 Financial and Grant Audit at tonight's meeting.

South Haven Campus Update

Tonight's South Haven update will be provided by Executive Dean, *Janice Varney* along with South Haven School Superintendent Mr. Bob Herrera and Project Director of the Early College Career Academy, Mr. Jeremy Burleson.

LMC United Way of Southwest Michigan Campaign

Lake Michigan College's 2013 United Way campaign was a success thanks to all those who made a pledge, pumped gas, ate a baked ziti lunch, enjoyed a Dairy Queen Dilly bar, received a pie in the face, and participated in the Float the Moat canoe race. The contributions received from all fundraising events were \$1,700. The college surpassed its goal of \$12,000 by raising \$18,200. One hundred and two faculty and staff members (42% of our employee base) contributed, with at least thirteen of those being new donors.

On October 10, the United Way committee (*Deb Montcalm, Jodie Littlefield, Kris Behr, Rebecca Steffen, Jacquie Johnson, Krista Elkins, Mary Lou Elson, Pam McVay, and Rita Whise*) hosted a celebration for college faculty and staff. A heartfelt thanks to all who pledged, volunteered, or donated.

Meet the President

In October, *Dr. Bob Harrison* met with students at M-TEC, South Haven and Bertrand Crossing Campuses to update them on the college activities, and to respond to their questions and concerns. The students thoughtfully discussed various topics with the president such as the impact of the budget crisis on PELL grants and student loans, the need for expanded career services, expansion of the Hospitality Program, and the addition of golf as a student sport.

Dates of campus visits:

M-TEC – October 2

Bertrand Crossing – October 7

South Haven – October 8

Napier—scheduled for November 4 (day) and November 6 (evening)