



**LAKE MICHIGAN<sup>®</sup>**  
**C O L L E G E**

**BOARD OF TRUSTEES**

**Materials for Regular Meeting  
M-TEC<sup>SM</sup> Campus**

**November 26, 2013**

*Submitted to Board of Trustees*

*by*

*Dr. Robert Harrison*

**AGENDA**  
**LAKE MICHIGAN COLLEGE**  
**BOARD OF TRUSTEES REGULAR MEETING**  
**M-TEC<sup>SM</sup>**  
**November 26, 2013**  
**6:00 p.m.**

- I. Call to Order
- II. Roll Call
- III. Setting of the Agenda
- IV. Minutes of the October 22, 2013 Regular Board Meeting
- V. Petitions and Communications from the Floor
- VI. President's Reports**
  - A. President's Update..... Dr. Robert Harrison  
Presentation: M-TEC<sup>SM</sup> Update .....  
.....Ms. Leslie Kellogg, Ms. Debbie Gillespie, and Ms. LaToya Williams
  - B. Financial Services Report ..... Dr. Harrison
  - C. Instructional Services Report..... Dr. Sarah Dempsey
  - D. Student Services Report ..... Dr. Clint Gabbard
- VII. New Business**
  - A. Mendel Center Dimming System Replacement Project ..... Ms. Anne Erdman
  - B. Mendel Center Fire Alarm Replacement Project ..... Ms. Erdman
  - C. Distance Learning Policy .....Dr. Dempsey
- VIII. Miscellaneous
- IX. Adjournment

**LAKE MICHIGAN COLLEGE  
BOARD OF TRUSTEES  
MINUTES OF THE REGULAR MEETING  
South Haven Campus  
October 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 6:04 p.m. The meeting opened with the Pledge of Allegiance.

**II. ROLL CALL**

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

Absent: Mr. Small

**III. SETTING OF THE AGENDA**

Chair Maysick amended the agenda adding Item J, College Mission Statement.

**IV. APPROVAL OF MINUTES**

The minutes of the August 27, 2013 Regular Board Meeting were approved as presented.

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

None

**VI. PRESIDENT'S REPORT**

Ms. Varney gave an update on the South Haven campus and shared a video highlighting the South Haven Public School system and their partnership with Lake Michigan College.

Dr. Harrison presented a thank you gift to guests, Dr. Bob Herrera, Superintendent of South Haven Schools, and Project Director, Jeremy Burleson.

**FINANCIAL SERVICES REPORT**

Ms. Hahn provided the Financial Services report as of September 30, 2013.

**INSTRUCTIONAL SERVICES REPORT**

Dr. Dempsey reported on the forward moving progress of the baccalaureate degree and the \$1.2 million TAACCCT (Trade Adjustment Assistance Community College and Career Training) grant program.

**STUDENT SERVICES REPORT**

Dr. Harrison reported on the men and women's soccer team and their overall successful inaugural season. He also gave an update on the work with the Benton Harbor Promise Zone students and the progress of the student housing.

VI. **NEW BUSINESS**

**FY'13 Financial and Grant Audit**

Ms. Lisa VanDeWeert presented the 2012-2013 Financial Audit, prepared by Rehmann Robson.

The Audit firm reported an unmodified opinion, which is a clean audit, and stated that Lake Michigan College has maintained fiscal responsibility.

**ACTION**

It was recommended that the receipt of the Financial Audit Report be acknowledged by the Lake Michigan College Board of Trustees.

MOTION by Mr. Bergan, supported by Ms. Truesdell, to acknowledge receipt of the Financial Audit Report as presented.

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

Neas:

Absent:      Mr. Small

**APPROVED**

**Staff Health Benefits Renewal**

The 2014 staff health benefits renewal for College staff was administered by Ballard Benefit Works, Inc. The following are recommended for implementation January 1, 2014:

- Medical Plan – BCBSM Self Funded (Full-time Staff) – Simply Blue Plan and Current Coverage
- Dental – BCBSM Self Funded (Full-time Staff) – Current Plan and Current Coverage
- Vision – Guardian Self Funded (Full-time Staff) – Current Plan and Current Coverage
- Life & LTD Vendor – CIGNA (Full-time Staff) – Current Plan and Current Coverage
- Voluntary Benefits – CIGNA (Full-time Staff) – Current Plan Options include Employee Life/AD&D, Spouse Life, and Child Life
- Flex Spending Accounts – Basic (Full-time Staff) – Current Plan
- Worksite Benefits – UNUM (All Regular Employees) – Current Plan Options include Critical Illness, Accident and Whole Life

**ACTION:**

It was recommended that the Lake Michigan College Board of Trustees approve the 2014 Staff Health Benefits Renewal Proposal, as presented.

MOTION by Mr. Bergan, supported by Ms. Tomasini, to approve the 2014 Staff Health Benefits Renewal Proposal, as presented.

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

Neas:

Absent:    Mr. Small

**APPROVED**

**2014 Full-time Faculty Health Benefits Renewal**

The Lake Michigan College Education Association MEA/NEA and the College Administration worked in partnership to design a mutually attractive health benefit plan for full-time faculty. The Education Association and College Administration worked with Ballard Benefit Works, Inc. The following is recommended for implementation January 1, 2014:

- Medical Plan – MESSA ABC Plan 1 (Full-funded HSA)

**ACTION**

We recommend that the Lake Michigan College Board of Trustees approve the 2014 Health Benefits Proposal for College Full-time Faculty, as presented.

MOTION by Ms. Truesdell, supported by Dr. Lindley, to accept the 2014 Health Benefits Proposal for College Full-time Faculty, as presented.

**DISCUSSION**

Mr. Bergan applauded the faculty for their amicable discussions and willingness to work together.

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

Neas:       None

Absent:    Mr. Small

**APPROVED**

**Public Act 152**

PA 152 limits the public employer's expenditures for employee medical benefit plans. The Act was signed into law on September 27, 2011, and took immediate effect. Full-time faculty members are exempt until the end of their current contract on June 30, 2014.

**ACTION:**

It was recommended that the Lake Michigan College Board of Trustees approve the "80/20" method for staff for compliance with Public Act 152, as presented.

MOTION by Dr. Lindley, supported by Mr. Bergan, to accept the "80/20" method for staff for compliance with Public Act 152, as presented.

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

**APPROVED**

**FY '15 Capital Outlay Grant Proposal**

Title: State of Michigan Capital Outlay Grant Request	\$16,626,818
---	--------------

Source: State of Michigan  
 Officer: Anne E. Erdman  
 Date: Fiscal Year 2015

Match: Grant is a 50/50 match between the College and State of Michigan.

Summary: If approved the grant will support the following projects:

- HVAC Upgrade (Boilers, Chiller, Air Handling Units) ----- \$4,253,536
- Classroom Improvements, Including Ceiling and Lighting --- 2,448,485
- Full-time and Adjunct Faculty Service Center----- 356,333
- Academic Classroom Renewal----- 290,016
- Learning Resource Center Renovation ----- 2,022,520
- Lecture Hall Wing Renovation/Career Center ----- 5,357,956
- Renovate Remaining Napier Academic Restrooms ----- 1,897,972

**ACTION:**

It was recommended that the Lake Michigan College Board of Trustees approve the submission of the FY' 15 Capital Outlay Grant Request, as proposed.

MOTION by Ms. Tomasini, supported by Dr. Lindley, to accept the submission of the FY' 15 Capital Outlay Grant Request, as proposed.

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

Neas: None

Absent: Mr. Small

## **APPROVED**

### **Community College Local Strategic Value Resolution**

Michigan Public Act 60 of 2013, signed by Governor Snyder on June 13, 2012, originates from an omnibus public education bill passed by the Michigan Legislature that includes an appropriation for Lake Michigan College. Among the components of the appropriations for all Michigan community colleges is performance funding based on "local strategic value," which is defined in terms of three categories:

- Economic Development and Business or Industry Partnerships
- Educational Partnerships
- Community Services

Each category includes five standards of local strategic value, called "best practices." The law requires the Lake Michigan College Board of Trustees to pass a resolution certifying that the College meets at least four out of five of the best practices under each of the three categories.

### **ACTION**

It was recommended that the Lake Michigan College Board of Trustees approve the following resolution, as presented, which provides specifics as to how Lake Michigan College meets the best practice measures within each category.

### **RESOLUTION**

The Lake Michigan College Board of Trustees certifies that the College does meet the best practice standards required for state appropriations under Michigan Public Act 60 of 2013.

Resolution presented to the Lake Michigan College Board of Trustees at their October 22, 2013 Board meeting and adopted unanimously.

MOTION by Mr. Bergan, supported by Dr. Lindley, to approve the following resolution, as presented, which provides specifics as to how Lake Michigan College meets the best practice measures within each category.

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

Neas: None

Absent: Mr. Small

**APPROVED**

**Foundation Board of Director Appointment**

At the August 21, 2013 meeting of the Lake Michigan Foundation Board of Directors, Mike Knytych was appointed to the Foundation Board of Directors for three-year terms beginning July 1, 2013 and ending June 30, 2016.

**ACTION**

It was recommended that the Lake Michigan College Board of Trustees confirm the appointment as noted above.

MOTION by Ms. Truesdell, supported by Dr. Lindley, to confirm the Foundation Board of Director appointment as noted above.

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

Neas: None

Absent: Mr. Small

**APPROVED**

**Institutional Data Management Policy**

Lake Michigan College recognizes the need to establish standards for the management of data to prevent unauthorized user access that compromises information security.

**ACTION**

It was recommended that the Lake Michigan College Board of Trustees adopt the Institutional Data Management policy as presented.

MOTION by Mr. Bergan, supported by Ms. Tomasini, to adopt the Institutional Data Management policy as presented.

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



Neas: None

Absent: Mr. Small

## **APPROVED**

### **Proposed FY '14 Student Activity Enhancements**

The College Administration, working in conjunction with the Student Senate, has developed a plan to provide infrastructure support for increased student life opportunities on the Napier Avenue campus grounds, in the SW corner of the campus and on the Hawk's Nest plaza.

#### **ACTION:**

It was recommended that the Lake Michigan College Board of Trustees approve the redirection of College capital funds up to \$638,000 to provide student activity enhancements, as presented.

MOTION by Ms. Truesdell, supported by Dr. Lindley, to approve the redirection of College capital funds up to \$638,000 to provide student activity enhancements, as presented.

#### **DISCUSSION**

Ms. Truesdell commented on how the student activity center will be a wonderful encouragement for students to spend time outdoors.

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

Neas:            None

Absent:        Mr. Small

### **College Mission Statement**

In preparation for the site visit by HLC (Higher Learning Commission), one suggested change (*in red*) is being proposed.

#### **Mission Statement**

The philosophy of Lake Michigan College, an institution of higher education, is founded on the belief that education is for all who wish to develop their potential. It is fundamental that a community college assist in meeting the educational, career, cultural, wellness and recreational needs of the community it serves *through its courses (credit*

*and non-credit), certificates, degrees, and state-authorized baccalaureate programs.* This involves a five-fold obligation:

- to provide for the educational aspirations, needs and learning expectations of the individual and the community;
- to provide for the occupational needs and desires of the learner and the community;
- to provide for the cultural interests and the wellness and recreational needs of the individual, and thus contribute to the development of effective citizens;
- to provide an assurance of quality in programs and in people;
- to develop an international perspective that prepares students, and develop employees and community members for a world economy and global citizenship

### **Values**

How Lake Michigan College accomplishes its mission is as important as the mission itself. Fundamental to success for the College are certain basic values:

#### *Excellence*

Every College program and service must be of the highest quality.

#### *Student-Centered/Customer-Focused*

Lake Michigan College must know and understand its students and community.

#### *Responsive*

Programs and services must respond to the needs of students and the community, with constant review, analysis, research and action.

#### *Diversity*

The College should strive to create a diverse community that represents all segments of society, including women, ethnic -minorities and people with disabilities, in its student body, faculty and staff.

#### *Caring*

The campus atmosphere should promote caring for one another as colleagues, including recognition of faculty and staff for exceptional performance, open and honest communication, shared planning, participative management, encouragement of responsible and creative risk-taking, and provisions for professional development. This atmosphere must extend to students and the community.

### **ACTION**

It was recommended that the Lake Michigan College Board of Trustees adopt the revised College Mission Statement as presented.

MOTION by Mr. Bergan, supported by Ms. Truesdell, to adopt the revised College Mission Statement as presented.

ROLL CALL VOTE:

Yeas: Dr. Maysick, Ms. Williams, Dr. Lindley, Mr. Bergan, Ms. Truesdell and Ms. Tomasini

Neas: None

Absent: Mr. Small

**APPROVED**

VII. **MISCELLANEOUS**

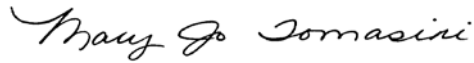
VIII. **ADJOURNMENT**

MOTION by Ms. Tomasini, supported by Mr. Bergan, to adjourn the Regular Meeting of the Lake Michigan College Board of Trustees at 6:48 p.m.



---

David Maysick  
Board Chair



---

Mary Jo Tomasini  
Board Secretary

**A. PRESIDENT'S REPORT**

**M-TEC<sup>SM</sup> and Healthcare Education Institute Update**

Dean, Career Education and Workforce Development, *Ms. Leslie Kellogg*, Director, Workforce Training, *Ms. Debbie Gillespie*, and Director, Healthcare Education Institute, *Ms. LaToya Williams* will provide the Lake Michigan College Board of Trustees with an update of M-TEC<sup>SM</sup>, the Healthcare Education Institute, and the Pathways to Credentials Grant at tonight's meeting.