



LAKE MICHIGAN[®]
C O L L E G E

BOARD OF TRUSTEES

Materials for Regular Meeting

March 25, 2014

Submitted to Board of Trustees

by

Dr. Robert Harrison

TABLE OF CONTENTS

	Page
Agenda	3
Minutes of the January 21, 2014, Regular Board Meeting.....	4-10
President’s Report	
A. President’s Update.....	11-12
1. Institutional Advancement and Planning.....	13-18
2. Administrative Services.....	19-20
3. Human Resources.....	21-22
4. South Haven Campus and Community Education.....	23-26
5. Bertrand Crossing Campus.....	27-28
B. Instructional Services Report	
1. Career and Technical Education.....	29-30
2. Arts and Sciences.....	31
C. Student Services.....	32-37
D. Financial Services.....	38-54
Old Business	
A. Fiscal Year 2014 Budget, as Amended.....	56
New Business	
A. FY ’15 Tuition.....	58
B. Radde Committee Recommendation.....	60
C. Academic Facilities Design Services.....	62
D. FY ’14 Student Activity Enhancements Bid.....	64
E. Revised and New Instructional Programs.....	66
F. Enology and Viticulture Program Resolution.....	68-69
G. Credit for Prior Learning Policy.....	71-73
H. Board of Trustees Meeting Calendar Revision.....	75-76

AGENDA
LAKE MICHIGAN COLLEGE
BOARD OF TRUSTEES REGULAR MEETING
Mendel Center Upton Hall F-103
Napier Avenue Campus
March 25, 2014
6:00 p.m.

- I. Call to Order
- II. Roll Call
- III. Setting of the Agenda
- IV. Minutes of the January 21, 2014 Regular Board Meeting
- V. Petitions and Communications from the Floor
- VI. **President's Reports**
 - A. President's Update..... Dr. Robert Harrison
 - 1. Presentation-Lake Michigan College Men's and Women's Basketball Team Recognition Dr. Clint Gabbard/Dr. Harrison
 - B. Financial Services Report Ms. Kelli Hahn
 - C. Instructional Services Report..... Dr. Sarah Dempsey
 - D. Student Services Report Dr. Gabbard
- VII. **Old Business**
 - A. Fiscal Year 2014 Budget, as Amended Ms. Hahn
- VIII. **New Business**
 - A. FY '15 Tuition Ms. Hahn
 - B. Radde Committee Recommendation..... Dr. David Maysick
 - C. Academic Facilities Design Services..... Ms. Anne Erdman
 - D. FY '14 Student Activity Enhancements Bid Ms. Erdman
 - E. Revised and New Instructional Programs..... Dr. Dempsey
 - F. Enology and Viticulture Program Resolution..... Dr. Dempsey
 - G. Credit for Prior Learning Policy..... Dr. Dempsey
 - H. Board of Trustees Meeting Calendar Revision Dr. Harrison
- IX. **Miscellaneous**
- X. **Adjournment**

**LAKE MICHIGAN COLLEGE
BOARD OF TRUSTEES
MINUTES OF THE REGULAR MEETING
NAPIER CAMPUS
January 21, 2014
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 6:05 p.m. The meeting opened with the Pledge of Allegiance.

II. ROLL CALL

Present: Dr. Maysick, Ms. Truesdell, Mr. Small, Dr. Lindley, Ms. Williams

Absent: Mr. Bergan, Ms. Tomasini

III. SETTING OF THE AGENDA

Chair Maysick amended the agenda adding under new business item F: Tax Abatement, and item G: New Buffalo DDA.

IV. APPROVAL OF MINUTES

The minutes of the November 26, 2013 Regular Board Meeting were approved as presented.

V. PETITIONS AND COMMUNICATIONS FROM THE FLOOR

None

VI. PRESIDENT'S REPORT

Dr. Harrison gave an update on the spring 2014 semester reporting that it is consistent with budget projections.

He also reported on the Business Professionals of America (BPA) event held at the Napier Campus on January 10. Approximately 400 regional high school students from ten area schools competed in 55 different business events.

FINANCIAL SERVICES REPORT

Ms. Hahn provided the Financial Services report as of December 31, 2013.

INSTRUCTIONAL SERVICES REPORT

Dr. Dempsey applauded college employee Debbie Gillespie for receiving the Lake Michigan College Diversity Award, January 2014 on behalf of the Benton Harbor Soup Kitchen.

Dr. Dempsey also reported on the first LMC student receiving an associate of arts degree in the reverse transfer agreement with Grand Valley State University.

STUDENT SERVICES REPORT

Dr. Gabbard reported on the opening of the newly refurbished Veterans Center welcoming the 151 veterans enrolled at the Lake Michigan College campus.

He also informed the Board about the community open house of the model residence hall room scheduled for February 15, 2014.

Dr. Gabbard gave an update on the Benton Harbor Promise Zone students' fall semester success, reporting on how every level of measuring success showed that each student improved from the previous semester.

He also commented on the continued work every week with the Benton Harbor Boys and Girls Club on what it takes to be a successful college student.

Comments

Ms. Truesdell remarked how the Hawks Nest was a great place for the BPA registration allowing many the opportunity to see the space for the first time.

VII. **NEW BUSINESS**

FISCAL YEAR 2015 TUITION AND FEES – BACCALAUREATE ENERGY PROGRAM

The fiscal year 2015 tuition and fee schedule for the Baccalaureate Energy Program will be presented for Board consideration at tonight's meeting.

ACTION

It was recommended that the Lake Michigan College Board of Trustees approve the Baccalaureate Energy Program tuition and fee schedule, as presented.

MOTION by Ms. Truesdell, supported by Mr. Small, to approve the recommended Baccalaureate Energy Program tuition and fee schedule, as presented.

ROLL CALL VOTE

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

Neas: None

Absent: Mr. Bergan, Ms. Tomasini

APPROVED

RESOLUTION FOR ESTIMATED SOURCES OF REVENUE FOR 2014-15

Background

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 of Trustees take formal action to estimate the “the amount of taxes or appropriation necessary” for the ensuing fiscal year.

The College has estimated fiscal year 2015 revenue as summarized below.

	Fiscal Year 2014	Fiscal Year 2015
	<u>Budgeted</u>	<u>Estimated</u>
Tuition & Fees	\$ 12,196,000	\$ 12,806,000
Non-Credit Tuition & Fees	\$ 261,000	\$ 287,000
Grants & Contracts	\$ 152,000	\$ 169,000
Other Operating Revenue	\$ 1,342,000	\$ 1,342,000
Appropriations	\$ 5,158,000	\$ 5,158,000
Property Taxes	\$ 14,960,000	\$ 15,259,000
Gifts & Donations	\$ 48,000	\$ 50,000
Interest Income	\$ 30,000	\$ 30,000
Other Non-Operating Revenue	\$ 233,000	\$ 233,000
Total	\$ 34,380,000	\$ 35,334,000

This estimate is based on the following:

- Enrollment is preliminarily estimated to increase by 5% for fiscal year 2015. At this time the Board of Trustees has not considered any tuition or fee adjustments; all such adjustments are at the sole discretion of the Board of Trustees and will be considered as part of the annual budget process.
- Non-credit tuition and fee revenue is anticipated to increase 10% as a result of revised program offerings.
- Appropriations are expected to remain flat.
- Property tax revenues are expected to increase 2% due to an increase in underlying property values.
- Revenue associated with grants and contracts is expected to increase by 11% due to indirect recovery from a recently-awarded TAACCCT grant.
- All other revenues are expected to remain relatively consistent with fiscal year 2014.

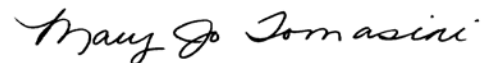
Therefore, it is expected that the Board indicate its intention of levying the full voted 2.00 of the current voter millage, subject to such modification as might be imposed by the provision of Section 31 of the Constitution of the State of Michigan (Headlee Amendment.)

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 2014-2015 fiscal year. The presented action item is required to meet a statutory obligation.

To ensure adequate local funds for fiscal year 2014-2015, we recommend that 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 the State of Michigan (Headlee Amendment), for an estimated yield of \$15.3 million.

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 the 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.



I Jo Tomasini
Board of Trustees Secretary

ACTION

To ensure adequate local funds for fiscal year 2014-2015, it was recommended that 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 the State of Michigan (Headlee Amendment), for an estimated yield of \$15.3 million.

MOTION by Mr. Small, supported by Dr. Lindley, to 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 the State of Michigan (Headlee Amendment), for an estimated yield of \$15.3 million.

ROLL CALL VOTE

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

Neas: None

Absent: Mr. Bergan, Ms. Tomasini

APPROVED

DRAFT TOBACCO FREE CAMPUS POLICY

Lake Michigan College is committed to providing a safe and healthy work and learning environment for all students, employees, and visitors. The College Administration is recommending that smoking and the use of tobacco be prohibited on all its campuses effective June 1, 2014.

ACTION

It was recommended that the Lake Michigan College Board of Trustees approve the Tobacco Free Campus Policy, as presented.

MOTION by Dr. Lindley, supported by Ms. Truesdell to approve the Tobacco Free Campus Policy, as presented.

ROLL CALL VOTE

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

Neas: None

Absent: Mr. Bergan, Ms. Tomasini

APPROVED

PROVISIONS FOR DUE PROCESS POLICY REVISION

The due process provisions set forth in this policy apply only to circumstances involving the suspension or termination of an administrative or professional/technical classified employee before the natural expiration of their employment contract. All employment complaints are subject to the grievance procedure.

ACTION

It was recommended that the Lake Michigan College Board of Trustees approve the Provisions for Due Process Policy revision, as presented.

MOTION by Ms. Truesdell, supported by Ms. Williams to approve the Provisions for Due Process Policy revision, as presented.

ROLL CALL VOTE

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

Neas: None

Absent: Mr. Bergan, Ms. Tomasini

APPROVED

BERNARD C. RADDE DISTINGUISHED SERVICE AWARD COMMITTEE

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 twenty-five years. It is presented annually to an individual or individuals who have advanced the cause of Lake Michigan College and higher education. Tonight, Mr. Small and Dr. Maysick were appointed to serve on the Committee to select the 2014 Bernard C. Radde Award recipient.

TAX SHARING POLICY

The tax sharing policy is intended to establish guidelines for the participation of Lake Michigan College (the College) in existing and future property tax capture, exemption, and/or abatement agreements, districts, and/or programs with other local units of government (individually and collectively, tax exemption arrangements) .

This policy applies to all requests for tax exemption arrangements whereby state statute permits the College to exempt itself from the tax exemption arrangement.

ACTION

It was recommended that the Lake Michigan College Board of Trustees approve the tax sharing policy as presented.

MOTION by Dr. Lindley, supported by Ms. Williams, to approve the Tax Sharing policy as presented.

ROLL CALL VOTE

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

Neas: None

Absent: Mr. Bergan, Ms. Tomasini

APPROVED

NEW BUFFALO DOWNTOWN DEVELOPMENT AUTHORITY

After a Downtown Development Authority (DDA) is established, the DDA may "capture" all or a portion of ad valorem taxes assessed against property by the municipality and other taxing authorities associated with the increase in the assessed or taxable value of properties in the district realized since the district's creation.

The other taxing authorities levying taxes on property within the DDA district may vote to exempt their taxes from capture by the DDA.

ACTION

It was recommended that the Lake Michigan College Board of Trustees exempt the taxes of Lake Michigan College from capture by the New Buffalo DDA.

MOTION by Ms. Truesdell, supported by Dr. Lindley, to exempt the taxes of Lake Michigan College from capture by the New Buffalo DDA.

ROLL CALL VOTE

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

Neas: None


Absent: Mr. Bergan, Ms. Tomasini

APPROVED

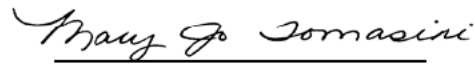
VIII. **MISCELLANEOUS**

IX. **ADJOURNMENT**

MOTION by Dr. Maysick, supported by Mr. Small, to adjourn the Regular Meeting of the Lake Michigan College Board of Trustees at 6:24 p.m.



David Maysick
Board of Trustee Chair



Mary Jo Tomasini
Board of Trustee Secretary

A. PRESIDENT'S REPORT

Lake Michigan College Men and Women's Basketball Team

Tonight, Dr. Harrison will give special recognition to the men and women's basketball teams, coaches and staff. The women are NJCAA District G champions, winning the 12 West regional championship to go to the NJCAA National Tournament in Overland Park, KS. The men are NJCAA District 9 champions winning the 12 West regional championship to go to the NJCAA National Tournament in Danville, IL.

Lake Michigan College Winner's Circle Auction

On March 1, the Lake Michigan College Foundation hosted the 24th Annual Winner's Circle Benefit Auction. The theme for this year was *British Invasion*. During the evening, approximately 550 guests bid on more than 400 items. John Campbell served as the Auctioneer of the evening for the 24th consecutive year.

Though final numbers for the event are still being collected, it is expected that approximately \$300,000 has been raised for student scholarships and the Veteran's Assistance Fund. With this year's total, the Winner's Circle has now raised more than \$3.8 million in funds. Since the scholarship fund's inception, more than 2,500 awards have been made to Lake Michigan College students.

Included in the total for this year is \$169,608 in gifts that were made to student scholarship funds as part of the scholarship gift campaign prior to Auction night. As a result of the campaign more than 120 donors made contributions. With their support two new scholarships were established, funds were added to 17 existing endowed scholarships and funding was renewed for 25 non-endowed scholarships.

For the Auction, in addition to item sales, 17 sponsors and 27 item patrons made gifts totaling more than \$72,500. Additionally, 19 businesses provided special consideration for a range of services and items. Notably, thanks to the Cook Nuclear Plant and Indiana Michigan Power's \$10,000 challenge gift, more than \$29,000 was raised for the Veteran's Education Assistance Fund.

The Winner's Circle paid special tribute to Jim and Nancy Krzyzewski with the Winner's Circle Lifetime Achievement Award in recognition of their years of support, service, and contributions to Lake Michigan College and the community-at-large. In honor of Jim and Nancy, the Winner's Circle 24 event contributed \$10,000 to create the Jim and Nancy Krzyzewski Honorary Endowed Scholarship. Earnings from the fund will provide future generations of LMC students with scholarships that will help them achieve their dream.

The College extends special appreciation to this year's Executive Committee and others who put forth extraordinary effort:

- Chairs: Randy and Monika Reimers
- Advanced Gifts Chairs: I Jo Tomasini and Scott McFarland
- Ticket Chair: Dayna Kozminski
- Raffle Chairs: Gloria Ender, Jeff and Diane Curry
- Procurement Chairs: Chris and Carrie Adams, Bob and Stephanie Burch
- Members At-Large: Gary Easterling, Bob and Janine Harrison, Jim and Amy Marohn, Brian

Maynard, Greg and Marian O’Niel, Jeff and Shelley Upton, and Mike and Lisa Welch.

As always, college employees, in concert with hundreds of community and college volunteers, worked hard to ensure the success of this year’s event. People assisted in selling event and raffle tickets; procuring, moving and setting up items; securing advanced gifts; and more. In total, approximately 200 people volunteered their support.

Winner’s Circle Leadership Staff: A special thank you goes to staff members who coordinated planning and implementation for all the details of the event: *Mary Klemm, Bob Harrison, Greg Koroch, Rebecca Steffen, Jannette Yergeau, Christopher Moffat, Charmaine Kibler, Brian Roush* and *Tonya Martindale*.

Special appreciation also goes to the following college people and departments:

- *Todd Blake* and the Upton Telecommunications staff for video development and support.
- **John Hunerjager** and **Karol Wells** in Central Duplicating for the production of the catalog, signs and all the support materials needed for the event.
- *Brian Roush* and AudioBahn for the creation and coordination of decorations, sound and lights
- *Tonya Martindale* and the Conference and Event Services staff for decorations, all food and beverage preparation, presentation, and service.
- Information Technologies’ *Randy Melton, Roger Shupert, Stan Kapica, Sr. and the IT staff* for setting up booth monitors and the charging stations.
- *Jodie Littlefield* for volunteer recruitment and coordination
- Marketing Services staff members *Laura Kraklau, Mike Johnson, Eric Halder, Carolyn Mason* and *Jennifer Jacobs* for the design and production of banners, production of videos, web support, live auction set-up and more.
- *Andy Cowan* and the LMC Soccer Club for providing parking attendants and auction night support
- *Larry Wheaton, Eric Martin* and the facilities staff for their assistance in item storage, pick up, and delivery. As well as support throughout the preparation through to the conclusion of the event.