

**Board of Trustees
Minutes of the Regular Meeting
Benton Harbor Campus
January 23, 2018**

CALL TO ORDER

Chair Lindley called the Regular Meeting of the Lake Michigan College Board of Trustees to order at 6:02 p.m. The meeting opened with the Pledge of Allegiance.

ROLL CALL

Present: Judy Truesdell, Dr. Michael Lindley, Jeff Curry, John Grover, Mary Jo Tomasini, Debra Johnson

Absent: Paul Bergan

SETTING OF THE AGENDA

The agenda stands as presented.

APPROVAL OF MINUTES

Minutes of the December 7, 2017 Regular meeting were approved as presented with a motion by Mr. Curry, supported by Ms. Truesdell.

PETITIONS AND COMMUNICATIONS FROM THE FLOOR

None

PRESIDENT'S REPORT

Dr. Kubatzke reported that even with the challenging weather at the beginning of the semester, the students are back and the spring semester is off to a good start.

He also reported on his meeting with the superintendent of Benton Harbor Area Schools. They toured the college and talked about the partnership, and enhancing opportunities for the students of Benton Harbor Area Schools.

DEPARTMENT REPORTS

Enrollment and Community Partnerships

Mr. Schaffer gave an enrollment update and reported that early college course registration continues on into March. He also stated that the College is currently working on a student outreach for early summer.

Student Engagement and Support

Ms. Craig reported on the men's and women's basketball team successes. She also shared how the college is tightening up the registration process to ensure that students who are experiencing life difficulties do not get left behind.

Academic Services

Dr. Kellogg reported that the College received a \$180,000 Michigan Talent Investment Agency grant which will be used for apprenticeship programs, construction, and manufacturing training.

Dr. Kellogg also gave an update on graduates of the Wine and Enology program.

Administrative Services

Ms. Erdman reported on the 23rd Martin Luther King Jr. celebration that was held at the college on January 15 with over 500 community members attending. There were many student activities throughout the week such as a Privilege Walk, Race Relations Council Forum, and assembling dried bean soup packets for food pantries.

Ms. Erdman also reported on the construction projects that are on schedule throughout the college.

BUSINESS

Policy Updates

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

- A. Audit, Finance and Investment Committee Charter
- B. Gifts and Gratuities
- C. Account Reconciliation
- D. Segregation of Duties
- E. Barter Transactions
- F. Request for Space-Special Events – Delete

MOTION by Ms. Truesdell, with support by Mr. Curry to approve the policy updates as presented.

ROLL CALL VOTE

Yeas: Mr. Grover, Ms. Truesdell, Dr. Lindley, Mr. Curry,
Ms. Johnson, Ms. Tomasini, Ms. Johnson

Nays: None

Absent: Mr. Bergan

APPROVED

NEW BUSINESS

Estimated Sources of Revenue - Fiscal Year 2019

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.”

Accordingly, it is necessary that the Lake Michigan College Board of Trustees take formal action to estimate the amount of taxes necessary for the ensuing fiscal year to cover estimated expenditures.

Estimated general fund expenditures for fiscal year 2019 are likely to generally approximate those of fiscal year 2018, which were budgeted to be \$33,400,000. Currently estimated property tax revenue for fiscal year 2018 is \$20,700,000, a significant portion of which will be used for capital improvements.

ACTION

To ensure adequate funding for the ensuing fiscal year, we recommend that the Board of Trustees levy the full voted millage rates of 2.3002, as might be modified by the provisions of Section 31 of the Constitution of the State of Michigan (e.g., the Headlee Amendment.)

It is hereby resolved by the Board of Trustees of Lake Michigan College that the College will levy the full voted millage rates of 2.3002, 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.



Board of Trustees Secretary – January 23, 2018

MOTION by Mr. Grover, with support by Ms. Tomasini to levy the full voted millage rates of 2.3002, as might be modified by the provisions of Section 31 of the Constitution of the State of Michigan.

ROLL CALL VOTE

Yeas:	Mr. Grover, Ms. Truesdell, Dr. Lindley, Mr. Curry, Ms. Johnson, Ms. Tomasini, Ms. Johnson
Nays:	None
Absent:	Mr. Bergan

APPROVED

Telecommunication Services Contract

The College is at the end of its three-year agreement for telecommunications services with AT&T for internet, phone, and related services.

In compliance with the College's Purchasing Policy, a Request for Proposal (RFP) was issued November 6, 2017 to solicit bids for telecommunication services using. Proposals were received from five companies, which were then reviewed and ranked relative to pre-determined criteria including cost, capacity, and other factors. Three of the vendors were unable to provide all elements of the required services and were accordingly removed from consideration.

The two remaining vendors and proposal amount for annual cost plus any installation charges are as follows, priced out at proposed rates applied to historical average usage:

AT&T	\$ 50,814
Telnet	\$ 74,783

ACTION:

It was recommended that the Lake Michigan College Board of Trustees authorize College administration to bind a three-year contract with the low bidder, AT&T, for the usage rates included in AT&T's proposal.

MOTION by Ms. Truesdell, with support by Mr. Curry to authorize College administration to bind a three-year contract with the low bidder, AT&T, for the usage rates included in AT&T's proposal.

ROLL CALL VOTE

Yeas: Mr. Grover, Ms. Truesdell, Dr. Lindley, Mr. Curry,
Ms. Johnson, Ms. Tomasini, Ms. Johnson

Nays: None

Absent: Mr. Bergan

APPROVED

Application - Special 2-Day Liquor License – Winner's Circle Auction

It is requested that the Lake Michigan College Board of Trustees approve the submission to the State of Michigan Department of Licensing and Regulatory Affairs by Conference and Event Services of a two-day liquor license for March 2 and March 3, 2018 for the Winner's Circle Benefit Auction at the College's Mendel Center.

ACTION:

We recommend that the Lake Michigan College Board of Trustees approve the submission of a special two-day liquor license as outlined above.

MOTION by Ms. Tomasini, with support by Mr. Grover to approve the submission of a special two-day liquor license as outlined above.

ROLL CALL VOTE

Yeas: Mr. Grover, Ms. Truesdell, Dr. Lindley, Mr. Curry,
Ms. Johnson, Ms. Tomasini, Ms. Johnson

Nays: None

Absent: Mr. Bergan

APPROVED

ADJOURNMENT

MOTION by Ms. Tomasini with support from Mr. Grover to adjourn the Regular Meeting of the Lake Michigan College Board of Trustees at 6:27 p.m.



Michael Lindley, Chair



Judy Truesdell, Secretary