

**Board of Trustees  
Minutes of the Regular Meeting  
Benton Harbor Campus  
March 27, 2018**

**CALL TO ORDER**

Vice Chair Johnson 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: Jeff Curry, Paul Bergan, John Grover, Mary Jo Tomasini, Debra Johnson  
By Phone: Dr. Michael Lindley  
Absent: Judy Truesdell

**SETTING OF THE AGENDA**

The agenda stands as presented.

**APPROVAL OF MINUTES**

Minutes of the January 23, 2018 Regular Board Meeting, March 1, 2018 Board Workshop, and March 12, 2018 Special Board Meeting were approved as presented.

**PETITIONS AND COMMUNICATIONS FROM THE FLOOR**

None

**PRESIDENT'S REPORT**

Dr. Kubatzke reported on the Lady Red Hawks' outstanding season. Dr. Kubatzke and Mr. Doug Schaffer continue to meet with the area superintendents to discuss the shared partnership between Lake Michigan College and area schools.

He also shared information on upcoming skills gaps, which was presented at the Michigan Community College Association Board of Director's Meeting (MCCA) in March. The presentation outlined three sectors of high skill jobs requiring degrees.

**DEPARTMENT REPORTS**

**Enrollment and Community Partnerships**

Mr. Schaffer reported on the Middle and Early College Academy. He stated that the College's partnership with Allegan will graduate 35 fifth year students. These students will graduate with their high school diploma and college degree at the same time. Mr. Schaffer expects the services to expand to additional regions in Cass and Van Buren Townships.

**Student Engagement and Support**

Ms. Barbara Craig reported on how the Student Services Department is counting what should count. She also reported on the Women in Business Etiquette dinner and the TRiO Grant submissions.

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**Administrative Services**

Ms. Anne Erdman reported on the compensation study for the College's full and part-time employees. The Study will be released on March 28 to nine Michigan Community Colleges as well as colleges across the Midwest.

She also reported on the master plan which will look at all of the Benton Harbor campus buildings, and determine how to connect the campus to walk from one building to another without having to cross the grass. The parking lots and roadways are also being evaluated to determine which areas need repair.

**Academic Services**

Dr. Kellogg introduced Kathleen Szymanski who gave the Board an update on the Health Sciences and their newly purchased equipment.

**Old Business – Policy Updates**

**ACTION**

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

Policies Relating to the Board of Trustees – Delete  
Board Governance

**MOTION** by Dr. Lindley with support by Mr. Curry to approve the following policy updates as presented.

ROLL CALL VOTE

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

Nays: None

Absent: Ms. Truesdell

**APPROVED**

**ACTION**

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

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Resume Service and Job Postings – Delete  
Fee and Residency Community and Business Services Program – Delete

**MOTION** by Mr. Bergan with support by Mr. Curry to approve the following policy updates as presented.

ROLL CALL VOTE

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

**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 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. Jeff Curry announced that Mike and Lisa Welch have been chosen for the 2017 Bernard C. Radde Award.

**DVP-PRAXIS LTD PROFESSIONAL SERVICES AGREEMENT**

Funding is included in our Title III grant for professional services provided by DVP-PRAXIS LTD to provide third-party evaluation services to assess implementation progress and student outcomes for the Title III, Part F grant – *Strengthening Guided Pathways to Student Success*. Third-party evaluation services are required under grant guidelines. DVP-PRAXIS evaluation services include the following deliverables:

- Year One Formative Feedback – September 30, 2019
- Interim Evaluation Report – September 30, 2020
- Year Three Formative Feedback Report – September 30, 2021
- Final Evaluation Report – September 30, 2022

Payment for services provided by DVP-PRAXIS will not exceed \$280,000, inclusive of all fees, travel and direct costs.

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**ACTION**

College Administration recommended that the Lake Michigan College Board of Trustees authorize the Provost and Vice President of Academic Affairs to enter into a contract with DVP-PRAXIS LTD on behalf of the College for the delivery of third-party evaluations services to assess implementation progress and student outcomes for the Title III, Part F grant. DVP-PRAXIS professional services will be funded entirely with Title III grant funds.

**MOTION** by Mr. Bergan supported by Ms. Tomasini to authorize the Provost and Vice President of Academic Affairs to enter into a contract with DVP-PRAXIS LTD on behalf of the College for the delivery of third-party evaluations services to assess implementation progress and student outcomes for the Title III, Part F grant. DVP-PRAXIS professional services will be funded entirely with Title III grant funds.

ROLL CALL VOTE

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

**APPROVED**

**AUDIT SERVICES CONTRACT**

The College is at the end of its agreement for auditing services with Rehmann Robson.

In compliance with the College's Purchasing Policy, a Request for Proposal (RFP) was issued for services related to the audit of annual financial statements of College and the Foundation, audit of Federal awards, Federal and State tax returns, and, as needed, internal controls or compliance projects. Proposals were received from three professional services firms, which were then reviewed and ranked relative to pre-determined criteria including:

- Perceived experience and reputation in the field of higher education in general and with community colleges and Michigan community colleges in particular
- Knowledge of the College and the Foundation
- Cost
- Other factors demonstrated to be in the best interests of the College.

The firms and first year proposal amounts are as follows:

Plante Moran of Portage, MI	\$57,500
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Rehmann Robson of Grand Rapids, MI	\$57,560
Baker Tilly of Minneapolis, MN	\$73,750

**ACTION:**

It was recommended that the Lake Michigan College Board of Trustees authorize College administration to bind a three-year contract with the highest-scored firm, Plante Moran, for the fees included in Plante Moran’s proposal.

**MOTION** by Mr. Curry with support by Mr. Bergan to authorize College administration to bind a three-year contract with the highest-scored firm, Plante Moran, for the fees included in Plante Moran’s proposal.

ROLL CALL VOTE

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

**APPROVED**

**FISCAL YEAR 2018-19 TUITION & FEE SCHEDULE**

The fiscal year 2018-19 tuition and fee schedule has been presented for consideration at tonight’s meeting.

**Tuition & Fees -- FY19**

<b>Tuition:</b>	
In District	\$104.00
Out of District	\$165.50
International	\$242.00
Baccalaureate	\$290.00
Middle College	\$150.00
Direct Credit - In District <sup>A</sup>	\$ 50.00
Direct Credit - Out of District <sup>A</sup>	\$ 70.50
<b>Fees:</b>	

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Academic	\$ 14.00
Facility	\$ 14.00
Technology	\$ 14.00
Student Activity	\$ 1.00
Student Senate Campus Fund	\$ 3.00
Direct Credit Technology	\$ 3.00
<b>TOTAL Tuition + Fees:</b>	
In District	\$150.00
Out of District	\$211.50
International	\$288.00
Baccalaureate	\$336.00
Middle College	\$150.00
Direct Credit - In District	\$ 51.00
Direct Credit - Out of District	\$ 71.50

**ACTION:**

It was recommended that the Lake Michigan College Board of Trustees approve the fiscal year 2018-19 tuition and fee schedule as presented.

**MOTION** by Ms. Tomasini with support by Mr. Curry to approve the fiscal year 2018-19 tuition and fee schedule as presented.

ROLL CALL VOTE

Yeas: Mr. Grover, Dr. Lindley, Mr. Curry, Mr. Bergan,  
Ms. Tomasini

Nays: Ms. Johnson

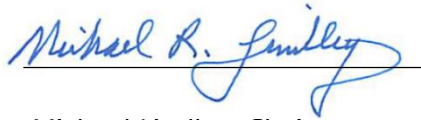
Absent: Ms. Truesdell

**APPROVED**

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**ADJOURNMENT**

MOTION by Mr. Bergan with support from Ms. Tomasini to adjourn the Regular Meeting of the Lake Michigan College Board of Trustees at 6:31 p.m.



Michael Lindley, Chair



Debra Johnson, Vice Chair