

Board of Trustees
Minutes of the Regular Meeting
Benton Harbor Campus
April 23, 2019

CALL TO ORDER

Chair Johnson called the Regular Meeting of the Lake Michigan College Board of Trustees to order at 5.30 p.m. Ms. Johnson opened the meeting with the Pledge of Allegiance.

ROLL CALL

Present: Paul Bergan, Jeff Curry, John Grover, Debra Johnson, Joan Smith, Mary Jo Tomasini,
Absent: Michael Lindley

SETTING OF THE AGENDA

Dr. Kubatzke moved New Business-Lady Red Hawks Basketball Team Presentation to first item under the President's Report, and added a student presentation.

APPROVAL OF MINUTES

Minutes of the March 19, 2019 Regular board meeting were approved as presented with a motion by Mr. Bergan, supported by Ms. Smith.

PETITIONS AND COMMUNICATIONS FROM THE FLOOR

None

PRESIDENT'S REPORT

Ms. Barbara Craig introduced Coach Patrick Daniel and Lake Michigan College Red Hawks women's basketball team members Lonisha Johnson, Josie Galiger, Delaney Basker, Elasia Craig, Breanna Alexander, Morgan Hughes, Taylor Cegelis, LaChelle Knox, Rylie Hess, Aymia Flowers, and Monae Palmer. Coach Daniel also introduced Assistant Coach Sarah Svoboda. The Team had a season record of 28-7, with a 1st place conference record 16-2.

The Team presented the Board of Trustees a signed team picture. Dr. Kubatzke and Ms. Craig presented each team member and coach with a gift from the college.

Dr. Kubatzke introduced students Emily Morris and Chokwe Pitchford who attended Legislative Day along with staff and trustees. The students shared their experience meeting legislators and spending time at the Capitol. Dr. Kubatzke and Ms. Johnson presented students with a gift on behalf of the college.

Enrollment and Community Partnerships

Mr. Schaffer reported on fall and spring enrollment numbers. Head count for fall is up carrying over into spring enrollment which is also up at this time. Guest student registrations are up for summer, and also first time in any college is up at this time. Mr. Schaffer added that the strong enrollment of recent high school graduations as well as the College's health sciences, manufacturing technology and apprenticeship programs were factors in the increase.

Student Engagement

Ms. Craig commented on student engagement across the College, and the many events and positive interactions between student, staff, and faculty.

Administrative Services

Ms. Erdman reported on the College's 10th anniversary of the annual Reduce, Reuse, Recycle event in partnership with the Berrien County Parks Department. Forty-six students stood in the rain and volunteered for this great opportunity to serve the community.

Academic Affairs

Dr. Kellogg shared information on Dr. Susan Balmes, full time Biology faculty who was granted sabbatical leave for one semester in the spring of 2020 to travel to Sierra Leone to design, implement, and train instructors for undergraduate biology and microbiology courses at Koinadugo College. This partnership will provide LMC students with opportunities to travel to rural Sierra Leone for a variety of internships in business, building trades, health careers, and natural sciences. Dr. Balmes will present on her experiences and insights upon her return from sabbatical.

NEW BUSINESS

PLAN ADMINISTER FOR PENSION PLANS

With the realignment of human resources duties within the College's Finance and Administrative Services divisions, the designation of Plan Administrator of the College's retirement plans needs to be changed.

ACTION:

College Administration recommended that the Board of Trustees appoint Kelli Hahn, Chief Financial Officer, as the Plan Administrator for the College's retirement plans, effective immediately.

MOTION by Mr. Bergan with support by Mr. Curry to authorize the Administration to appoint Kelli Hahn, Chief Financial Officer, as the Plan Administrator for the College's retirement plans, effective immediately.

VOICE VOTE

APPROVED

MENDEL CENTER INFRASTRUCTURE IMPROVEMENT BID

Bids for the Mendel Center Energy Upgrades and Grand Upton Hall (GUH) Modernization project were received on April 11, 2019. The energy upgrade portion of the project includes boiler and chiller plant upgrades for systems installed in 1979, LED lighting upgrades, updates to controls and cooling coils to assist with dehumidification, and ventilation improvements.

An energy audit conducted by Catalyst Partners identifies a total of \$115,369 in potential annual energy cost savings for the facility with a total estimated payback within 11.6 years. These savings represent a potential 41% reduction in annual energy costs and a 35% reduction of electricity consumption and 38% reduction in gas use.

The Grand Upton Hall (GUH) portion of the project includes replacement of the existing movable partitions to address a safety concern. Painting and new wall coverings are also earmarked as part of the project.

The first phase of construction including the Grand Upton Hall portion of the project, the boiler plant replacement, lighting upgrades, and other mechanical work is planned for this summer. The remainder of the work including the chiller replacement is scheduled during the winter months when cooling is not required.

Miller-Davis Company administered the bidding phase. Contract Documents were released on March 26, 2019. The advertisement was sent to a list of over 254 sub-contractors throughout Michigan and Northern Indiana who were prequalified through Miller-Davis Company. Direct calls were made by Miller-Davis to over 150 sub-contractors encouraging their consideration to bid the project. Contract Documents were provided to five plan rooms (Builder's Exchange of Kalamazoo, Grand Rapids, and Lansing; Construction Association of Michigan; and Reed Construction Data). Contract Documents were also made available for electronic viewing through a direct link to miller-davis.com.

A non-mandatory pre-bid meeting was conducted on March 28, 2019 at LMC; there were sixteen (16) attendees. Mendel Center Energy Upgrades and GUH Modernization bids were received for the categories listed below by Miller-Davis Company on April 11, 2019 at a public bid opening held at LMC. Miller-Davis Company conducted post-bid interviews with apparent low bidders April 12-16; Progressive AE and LMC participated. Based on the review of the bids with LMC and the outcome of the post-bid interviews, Miller-Davis Company will include their recommended awards in a Guaranteed Maximum Price (GMP) Amendment to their AIA B133-2009 contract.

A. Mendel Energy Upgrades

The following are the recommendations for award of contracts. All recommendations are the lowest, complete and qualified bids and within the overall project budget of \$2,320,000.

1. General Trades – Gibson Lewis, South Bend IN
2. Fire Protection – Franklin Holwerda, Wyoming MI
3. Mechanical – R. W. LaPine, Kalamazoo MI
4. Mechanical Controls – GVA, Grandville MI
5. Electrical – Mead & White, Bridgman MI
6. Site Work – Cripps Fountaine, Kalamazoo MI
7. Construction Management – Miller-Davis Company, Kalamazoo MI

B. Grand Upton Hall Modernization

The following are the recommendations for award of contracts. All recommendations are the lowest, complete and qualified bids and within the overall project budget of \$945,659, plus \$117,000 of routine capital.

1. General Trades, Drywall and Painting – Gibson Lewis, South Bend IN
2. Mechanical – R. W. LaPine, Kalamazoo MI
3. Mechanical Controls – GVA, Grandville MI
4. Electrical – Mead & White, Bridgman MI
5. Construction Management – Miller-Davis Company, Kalamazoo MI

Both local plan review and State Bureau of Fire Services review are occurring and the team expects to receive review comments in May. Construction is expected to begin in early-May.

All change order authorizations will be reviewed by Administration prior to expense.

ACTION:

The College Administration recommends the Lake Michigan College Board of Trustees authorize Miller-Davis Company to award contracts for the construction of the Mendel Center Energy Upgrades and GUH Modernization, as presented, and approve the total project budget of \$3,265,659, plus \$117,000 of routine capital.

VOICE VOTE

APPROVED

HONORARY DEGREE RECOMMENDATION

Honorary degrees shall be conferred by the Lake Michigan College Board of Trustees at commencement. These degrees shall be awarded by the College President, the Chair of the Board of Trustees, or a Trustee designated by the Board. Honorary degrees may be awarded in absentia and/or posthumously, but only upon recommendation of the President to the Board of Trustees in cases of extraordinary circumstances.

ACTION:

Tonight the Lake Michigan College Board of Trustees will announce recipient(s) of an honorary degree to be conferred at this year’s Commencement, May 5, 2019.

MOTION by Mr. Bergan with support by Mr. Curry to confer an Honorary Degree to Mary Jo Tomasini and Judy Truesdell.

ROLL CALL VOTE FOR JUDY TRUESDELL

Yeas: Paul Bergan, Jeff Curry, John Grover, Debra Johnson, Joan Smith, Mary Jo Tomasini

Nays: None

Absent: Michael Lindley

APPROVED

ROLL CALL VOTE FOR MARY JO TOMASINI

Yeas: Paul Bergan, Jeff Curry, John Grover, Debra Johnson, Joan Smith

Nays: None

Abstain: Mary Jo Tomasini

Absent: Michael Lindley

APPROVED

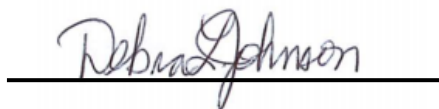
COMMENTS:

Ms. Tomasini expressed her gratitude in being selected for an honorary degree. She is very happy to accept.

Mr. Bergan gave kudos to the staff for the informative Chronicle, the College's weekly newsletter that is sent to all LMC employees and retirees.

ADJOURNMENT

MOTION by Mr. Bergan to adjourn the Regular Meeting of the Lake Michigan College Board of Trustees at 6:02 p.m.



Debra Johnson, Board Chair
Lake Michigan College Board of Trustees



Joan Smith, Board Secretary
Lake Michigan College Board of Trustees

