

Board of Trustees  
Minutes of the Special Budget Hearing  
Benton Harbor Campus – Todd Center  
June 25, 2019

**CALL TO ORDER**

Chair Johnson called the Special Budget Hearing 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: John Grover, Debra Johnson, Joan Smith, Mary Jo Tomasini, Michael Lindley  
Absent: Jeff Curry, Paul Bergan

**PETITIONS AND COMMUNICATIONS FROM THE FLOOR**

None

**NEW BUSINESS**

**BUDGET HEARING**

Ms. Kelli Hahn presented a proposed balanced budget for the 2020 fiscal year. She acknowledged that as the budget was prepared, assumptions and projections were made.

The FY 20 budget will be voted on at the regular meeting following the budget hearing.


**ADJOURNMENT**

MOTION by Dr. Lindley with support by Mr. Grover to adjourn the Special Budget Hearing Meeting of the Lake Michigan College Board of Trustees at 5:32 p.m.

**VOICE VOTE**



Debra Johnson, Board Chair  
Lake Michigan College Board of Trustees



Joan Smith, Board Secretary  
Lake Michigan College Board of Trustees

Board of Trustees  
Minutes of the Regular Meeting  
Benton Harbor Campus – Todd Center  
June 25, 2019

**CALL TO ORDER**

Chair Johnson called the Regular Meeting of the Lake Michigan College Board of Trustees to order at 5:32 p.m.

**ROLL CALL**

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

**SETTING OF THE AGENDA**

Chair Johnson removed agenda Item H – President’s Evaluation.

**APPROVAL OF MINUTES**

Minutes of the May 21, 2019 Regular Board Meeting were approved as presented with a motion by Ms. Smith supported by Ms. Tomasini.

**Approved by voice vote.**

**PETITIONS AND COMMUNICATIONS FROM THE FLOOR**

None

**PRESIDENT’S REPORTS**

Dr. Kubatzke reported that summer classes are going well. He reported on the full attendance at the Fab Lab Summer Camp workshops, and how great it is to see so many students in the Hanson Technology Center.

**Administrative Services**

Ms. Erdman announced the final full approval for occupancy of the Welch Center.

**Academic Affairs**

Dr. Kellogg reported on the 2018-2019 College Curriculum Design and Activities.

**OLD BUSINESS**

**POLICY REVISIONS**

As part of ongoing efforts to review college polices in support of continuous quality improvement efforts, the following policy revision was presented to the Board of Trustees for approval.

Lake Michigan College Policy

**MINORS ON CAMPUS**

Office of Origin:

Academic Affairs and Student Services

Date Adopted:

10-240-08

Date Reviewed: 10-24-08; 07-10-18  
Last Date Modified & Approved: 06-25-19

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Children and/or minors under the age of 14 who are not attending classes must be under adult supervision at all times. The College assumes no responsibility or liability for any loss or damage suffered by any child or minor under the age of 14 on campus in violation of this policy. The College reserves to itself the right to seek indemnity and contribution from any adult in violation of this policy.

Students are discouraged from bringing minor children in their charge to campus while they are attending to their studies. Students are not to bring children to class unless the child's attendance is required as part of the student's responsibilities in completing a course assignment or the student receives permission from the instructor.

Minors and guardians whose minors are taking part in College sponsored activities, such as summer camps and workshops, will observe the procedures and protocols required for participation in those programs.

Employees and students may enroll their children in Kidzone Preschool & Child Care Center, L.L.C. on the Benton Harbor or South Haven Campuses for child care needs. Kidzone is privately owned and operated and is not affiliated with Lake Michigan College.

#### Enrollment in College Courses

Early college students and other high school students are eligible to enroll in and attend classes, as long as they meet course prerequisites and other requirements, as stipulated by the Registration, Admissions, and Early College policies.

Students under the age of 14 who are interested in taking classes on an LMC campus must obtain written permission from the appropriate Academic Dean. The Dean will confer with relevant faculty and/or Department/Program Chair(s) and the Vice President of Student Engagement and Support prior to making decisions regarding the suitability of the college environment and the course(s) in which the minor is interested.

Responsibility: Provost and Vice President of Academic Affairs  
Vice President, Student Engagement and Support

References: Admissions Policy, Registration Policy, Early College Policy,  
FERPA Policy

#### **ACTION:**

College Administration recommended that the Board of Trustees approve the policy revision as presented.

**MOTION** by Dr. Lindley with support by Ms. Smith to approve the Minors on Campus policy revisions as presented.

**ROLL CALL:**

Yeas: John Grover, Debra Johnson, Joan Smith, Mary Jo Tomasini, Michael Lindley

Nays: None

Absent: Paul Bergan, Jeff Curry

**APPROVED**

**FISCAL YEAR 2020 OPERATING AND CAPITAL BUDGETS**

The fiscal year 2020 operating and capital budgets will be presented at tonight's meeting.

**ACTION**

It was recommended that the fiscal year 2020 operating and capital budgets be approved as presented by the Lake Michigan College Board of Trustees.

**MOTION** by Dr. Lindley with support by Ms. Tomasini to approve the fiscal year 2020 operating and capital budgets as presented.

**ROLL CALL:**

Yeas: John Grover, Debra Johnson, Joan Smith, Mary Jo Tomasini, Michael Lindley

Nays: None

Absent: Paul Bergan, Jeff Curry

**APPROVED**

## **BENTON HARBOR CAMPUS MAIN ENTRY AND HARDSCAPE IMPROVEMENTS AND PAVEMENT REPAIRS BID**

Bids for the Benton Harbor Campus Main Entry and Hardscape Improvements and Pavement Repairs Bid were received on June 10, 2019. The two (2) primary components of this project are:

1. Main Entry Restructure and Mendel Pavement Repairs:
  - a. Main Entry Restructure includes removal of all brick pavers, benches, bollards and a portion of the sub-slab to allow access to seal and repair the retaining walls. The retaining walls will be backfilled, additional drains installed, and new concrete entry walks and handrails provided.
  - b. Mendel Pavement Repairs includes Grand Upton Hall entrance sidewalk pavement repairs and installation of Hanson Theatre entry ADA curb ramp.
2. Pavement Repairs and Sealing: This includes patching, crack filling, sealcoating and pavement marking along Harrison Boulevard; patching high priority locations of South Mendel and Student Lots. Crack filling, sealcoating and pavement markings in the Student Lot.

Work is planned for Summer 2019.

Miller-Davis Company administered the bidding phase. Contract Documents were released on May 23, 2019. The advertisement was sent to a list of over 112 sub-contractors throughout Michigan and Northern Indiana who were prequalified through Miller-Davis Company. Direct calls were made by Miller-Davis to over 100 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 May 29, 2019 at LMC; there were three (3) attendees. Main Entry and Campus Hardscape Improvements and Pavement bids were received for the categories listed below by Miller-Davis Company on June 10, 2019 at a public bid opening held at LMC. Miller-Davis Company conducted post-bid interviews with apparent low bidders June 10; LMC participated. Based on the review of the bids with LMC and the outcome of the post-bid interviews, along with approval of bids by the Lake Michigan College Board of Trustees, Miller-Davis Company will include their recommended awards for the Main Entry Restructure and Mendel Pavement Repairs in a Guaranteed Maximum Price (GMP) Amendment to their AIA B133-2009 contract.

### **A. Main Entry Restructure and Mendel Pavement Repairs**

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 \$414,969.

1. Miscellaneous Metals – Division 5 Metal Works, Kalamazoo MI
2. Concrete and Construction Management – Miller-Davis Company, Kalamazoo MI
3. Site Work – Cripps Fontaine Excavating, Inc., Kalamazoo MI

### **B. Pavement Repairs and Sealing**

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 \$80,199.

1. Asphalt - Arnt Asphalt Maintenance, Benton Harbor MI
2. Construction Management – Abonmarche, Benton Harbor MI

Construction is expected to begin in early-July.

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

**ACTION:**

The College Administration recommended the Lake Michigan College Board of Trustees authorize Miller-Davis Company to award contracts for the construction of the Benton Harbor Main Entry Restructure and Mendel Pavement Repairs and the College Administration to award contracts for the Pavement Repairs and Sealing Upgrade, as presented, and approve the total project budget of \$495,168.

**MOTION** by Mr. Grover with support by Ms. Tomasini to authorize Miller-Davis Company to award contracts for the construction of the Benton Harbor Main Entry Restructure and Mendel Pavement Repairs and the College Administration to award contracts for the Pavement Repairs and Sealing Upgrade, as presented, and approve the total project budget of \$495,168.

**ROLL CALL:**

Yeas: John Grover, Debra Johnson, Joan Smith, Mary Jo Tomasini, Michael Lindley

Nays: None

Absent: Paul Bergan, Jeff Curry

**APPROVED**

**MENDEL CENTER MAINSTAGE THEATRE FIRE SUPPRESSION AND RIGGING PROJECT**

The Mendel Center Mainstage Theatre Fire Suppression and Rigging Project includes two (2) primary components:

1. Fire Suppression and Fire Alarm: This includes replacement of the original building drencher system with a new deluge system with pre-action to help eliminate the possibility of accidental release of water. This was the highest priority identified in the 2017 SAPSIS Rigging, Inc. inspection report. New fire alarm connections to the fire suppression system per current code are also included.

2. Rigging Repairs: This includes a variety of rigging repairs and device replacements also identified in the 2017 SAPSIS Rigging, Inc. inspection report.

Work is planned for August 2019.

Wightman & Associates administered the bidding phase. Contract Documents were released on May 21, 2019. Due to the very specialized nature of this work, ten Rigging Manufacturing-Contractors were identified by Wightman & Associates and their Theatre Design Consultant, Bill Connor Associates, to be pre-qualified for this project. Additionally, 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 Wightman-Assoc.com.

A non-mandatory pre-bid meeting was conducted on May 22, 2019 at LMC. There were no attendees; however, several contractors scheduled visits at later dates. Mendel Center Mainstage Theatre Fire Suppression and Rigging Project bids were received for the categories listed below by Wightman & Associates on June 6, 2019 at a public bid opening held at LMC. Wightman & Associates conducted post-bid interviews with qualified apparent low bidders on June 10; LMC participated. The following are the recommendations for award of contracts. All recommendations are the lowest, complete and qualified bids.

- C. Fire Suppression & Fire Alarm – Brigade Fire Protection, Belmont MI - \$35,150
- D. Stage Rigging – Beck Studios, Inc., Milford OH – \$65,706
- E. Owner's Costs (A/E, Owner Rep, Theatre and Engineering Consultants, Contingency) - \$99,858

**ACTION:**

The College Administration recommended the Lake Michigan College Board of Trustees approve the award contracts to Brigade Fire Protection and Beck Studios, Inc., as presented, and approve the total project budget of \$200,714.

**MOTION** by Ms. Tomasini with support by Ms. Smith to approve the award contracts to Brigade Fire Protection and Beck Studios, Inc., as presented, and approve the total project budget of \$200,714.

**ROLL CALL:**

- Yeas: John Grover, Debra Johnson, Joan Smith, Mary Jo Tomasini, Michael Lindley
- Nays: None
- Absent: Paul Bergan, Jeff Curry

**APPROVED**

**LAKE MICHIGAN COLLEGE AND LMC FACILITIES WORKERS UNION MEA/NEA PROPOSED AGREEMENT**

This contract represents facilities hourly employees.

**ACTION**

It was recommended that the Lake Michigan College Board of Trustees approve the proposed contract between Lake Michigan College and the Lake Michigan College Facilities Workers Union MEA/NEA for the period beginning July 1, 2019 through June 30, 2024, as presented.

**MOTION** by Dr. Lindley with support by Mr. Grover to approve the proposed contract between Lake Michigan College and the Lake Michigan College Facilities Workers Union MEA/NEA for the period beginning July 1, 2019 through June 30, 2024, as presented.

**COMMENTS**

Dr. Lindley congratulated all who worked on the Union MEA/NEA agreement.

**ROLL CALL:**

Yeas: John Grover, Debra Johnson, Joan Smith, Mary Jo Tomasini, Michael Lindley

Nays: None

Absent: Paul Bergan, Jeff Curry

**APPROVED**

**NEW MISSION STATEMENT**

Lake Michigan College's new mission statement will set the institution's foundation for the future and what the College will strive to achieve for our students, our community, and our region.

**ACTION:**

The Strategic Planning Committee recommends that the Lake Michigan College Board of Trustees authorize the Administration to proceed in updating Lake Michigan College's Mission Statement



to "Together we empower people and communities to thrive through education, innovation, and experiences."

**MOTION** by Ms. Smith with support by Mr. Grover to authorize the Administration to proceed in updating Lake Michigan College's Mission Statement to "Together we empower people and communities to thrive through education, innovation, and experiences."

**ROLL CALL:**

Yeas: John Grover, Debra Johnson, Joan Smith, Mary Jo Tomasini, Michael Lindley

Nays: None

Absent: Paul Bergan, Jeff Curry

**APPROVED**

**FOUNDATION BOARD OF DIRECTORS APPOINTMENTS**

At the May 15, 2019, meeting of the Lake Michigan College Foundation Board of Directors, the following individual was appointed to the Foundation Board of Directors for a three-year term, beginning July 1, 2019, and ending June 30, 2022:

- Tim Tate, Director of Manufacturing, Edgewater Automation

The Foundation Board reappointed the following individuals to three-year terms, beginning July 1, 2019, and ending June 30, 2022:

- Bob Burch
- Alfred Butzbaugh
- Mike Carlson
- Gloria Ender
- Scott Geik
- Patsy Hartzell
- Scott McFarland
- Deborah O'Connor
- Tim Passaro
- Randy Reimers
- David Schaffer
- Amy White

Rick Blake and Mike Knytych have chosen to step down at this time.

At the same meeting, the Foundation Board re-elected David Schaffer of Kruggel Lawton CPAs, president and Gloria Ender of Freedom Finishing, vice president for one-year terms, beginning July 1, 2019, and ending June 30, 2020.

**ACTION**

It was recommended that the Lake Michigan College Board of Trustees confirm the appointments and re-election of Foundation Board members as noted above.

**MOTION** by Dr. Lindley with support by Mr. Grover to confirm the appointments and re-election of Foundation Board members as presented.

**ROLL CALL:**

Yeas: John Grover, Debra Johnson, Joan Smith, Mary Jo Tomasini, Michael Lindley

Nays: None

Absent: Paul Bergan, Jeff Curry

**APPROVED**

**CERTIFICATION OF APPOINTMENTS 2019-2020 MCCA BOARD OF DIRECTORS**

The Michigan Community College Association (MCCA) Bylaw, Article VII, Sec. 1 and 2 requires each member college to certify to the Secretary of the Association prior to July 15 each year its representatives to the MCCA Board of Directors. The representatives must be the chief administrative officer of the College and one member of the College's governing board. Each College Board is also required to designate an alternate governing board member.

Chair Johnson announced the appointment of the Lake Michigan College Board of Trustees representatives to the Michigan Community College Association Board of Directors for 2019-2020.

**CERTIFICATION OF APPOINTMENT  
2019-2020 MCCA BOARD OF DIRECTORS  
MICHIGAN COMMUNITY COLLEGE ASSOCIATION**

**CERTIFICATION FORM**

At a Regular meeting of the Board of Trustees or Board of Education of Lake Michigan College held on June 25, 2019 the following were designated as the chief administrative officer and governing board representatives of Lake Michigan College to the Board of Directors of the Michigan Community College Association for the year beginning July 1, 2019 and ending June 30, 2020.

MCCA BOARD OF DIRECTORS REPRESENTATIVES

President/Chancellor Director	<u>Dr. Trevor A. Kubatzke</u>
Trustee Director	<u>Debra Johnson, Board Chair</u>
Alternate Trustee Director	<u>Dr. Michael Lindley, Trustee</u>

Submitted by: Dr. Trevor A. Kubatzke, President  
(Signature of Authorized Agent)

June 26, 2019  
(Date)

**ANNOUNCEMENTS**

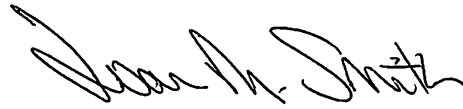
Ms. Johnson announced a schedule change for the August 27, 2019 Board meeting.  
Regular meeting of the Board of Trustees: 3:30-4:00 pm at the Wine Center in room A-111  
Wine Center ribbon cutting and open house following Board meeting

**ADJOURNMENT**

MOTION by Ms. Tomasini with support by Mr. Grover to adjourn the Regular Meeting of the Lake Michigan College Board of Trustees at 5:49 p.m.



Debra Johnson, Board Chair  
Lake Michigan College Board of Trustees



Joan Smith, Board Secretary  
Lake Michigan College Board of Trustees