

Board of Trustees  
Minutes of the Regular Meeting  
Benton Harbor Campus  
August 27, 2019

**CALL TO ORDER**

Chair Johnson called the Regular Meeting of the Lake Michigan College Board of Trustees to order at 3:04 p.m. Ms. Johnson opened the meeting with the Pledge of Allegiance.

**ROLL CALL**

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

Absent: None

**SETTING OF THE AGENDA**

The agenda stands as presented.

**APPROVAL OF MINUTES**

Minutes of the June 25, 2019 Regular Board Meeting were approved as presented with a motion by Dr. Lindley supported by Ms. Tomasini.

**ROLL CALL VOTE**

**YEAS:** Mr. Bergan, Mr. Curry, Mr. Grover, Ms. Johnson, Dr. Lindley, Ms. Smith, Ms. Tomasini

**NAYS:** None

**ABSENT:** None

**APPROVED**

**PETITIONS AND COMMUNICATIONS FROM THE FLOOR**

**PRESIDENT'S REPORT**

Dr. Kubatzke introduced Mr. Nygil Likely, Dean of Student Affairs and presented him with a gift on behalf of the college.

**OLD BUSINESS – POLICY UPDATES**

As part of ongoing efforts to review college polices in support of continuous quality improvement efforts, it is recommended that the following policies be accepted as presented:

Board Authorization for Use of College Name and Logo-Delete  
College Brand Identity - New

**BOARD AUTHORIZATION FOR USE OF COLLEGE NAME & LOGO ~~DELETE~~ – Replace with College Brand Identity Policy**

Office of Origin: Board of Trustees  
Date Adopted: 04-18-95  
Last Date Modified & Approved:

**Policy Statement:**

The use of the Lake Michigan College name by outside organizations in any newspaper ads, radio, television, posters, heralds, flyers, brochures, public service announcements, videos, press releases and any other promotional materials may be used only to identify the location of an approved event or class. Additional use of the Lake Michigan College name and logo by outside organizations must be approved by the College President or designee.

**Responsibility:** Director, Marketing Services

**References:**

**COLLEGE BRAND IDENTITY ~~NEW~~**

Office of Origin: Board of Trustees  
Date Adopted: 04-18-95  
Date Reviewed: 08-15-2018  
Date Reviewed: 06-25-2019  
Last Date Modified & Approved: 08-27-2019

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The Lake Michigan College brand will be communicated in a coherent, consistent manner in alignment with LMC’s Brand Guide and according to federal trademark and copyright law.

Consistent and proper oversight of Lake Michigan College’s brand distinguishes our identity in the marketplace, strengthens our brand’s value, and our ability to protect it from unauthorized use.

This policy applies to the entire college system and governs the use of all materials and merchandise produced to communicate on behalf of the college. This includes graphic and non-graphic works, print, written and digital publications, multimedia, symbols, trademarks, logos, seals, wordmarks, copyrighted works, mascots, athletic and spirit marks, names and taglines.

College employees must include appropriate Lake Michigan College branding in the creation of communication materials. No individual or department may create its own unauthorized logo or sub-brand. No trademark, wordmark, campus signature or logo extension may be altered. Non-authorized images may not be used to represent Lake Michigan College or any of its divisions, departments, programs or offices without approval.

Any use of college trademarks on commercial merchandise is prohibited unless produced through an approved licensed vendor. The college name and branded visual assets shall not be used for any purpose by any external organization, group or activity without express approval of Lake Michigan College's Marketing Department.

A LMC Marketing Representative should be consulted in cases when it is unclear whether or not a proposed use is permissible.

**Responsibility:** Executive Director of Marketing and Communications

**References:** Lake Michigan College Brand Guide

**ACTION:**

It is recommended that the Lake Michigan College Board of Trustees approve revision of the policies as presented.

**MOTION** by Mr. Bergan with support by Dr. Lindley to approve the policy revisions as presented.

**ROLL CALL VOTE**

**YEAS:** Mr. Bergan, Mr. Curry, Mr. Grover, Ms. Johnson, Dr. Lindley, Ms. Smith

**NAYS:** None

**ABSTAIN:** Ms. Tomasini

**ABSENT:** None

**APPROVED**

**BOARD OF TRUSTEES 2020 MEETING CALENDAR**

The Lake Michigan College Board of Trustees set their 2020 calendar at today's meeting.

**BOARD OF TRUSTEES  
2020 MEETING CALENDAR**

All regular meetings begin at 5:30 p.m. and will be held in the Board Room at the Todd Center unless noted otherwise.

Board workshop begin at 3:00 p.m.

January 28, 2020

February 25, 2020 Workshop Only: 9 a.m. – 12 p.m.

March 24, 2020

April 28, 2020

May 19, 2020 (*Niles Campus*)

June 23, 2020

*No Meeting in July*

August 25, 2020

September 22, 2020

October 27, 2020 (*South Haven*)

No Meeting in November

December 8, 2020

**MOTION** by Mr. Curry with support by Ms. Smith to approve the 2020 Board of Trustees Meeting Calendar as presented.

**ROLL CALL VOTE**

**YEAS:** Mr. Bergan, Mr. Curry, Mr. Grover, Ms. Johnson, Dr. Lindley, Ms. Smith, Ms. Tomasini

**NAYS:** None

**ABSENT:** None

**APPROVED**

**PRESIDENT'S EVALUATION**

Board Chair Debra Johnson presented President Trevor Kubatzke's evaluation at today's meeting. Chair Johnson stated that Dr. Kubatzke who began his tenure April 2017 has already accomplished great things in a relatively brief time. He has connected with the community, college, students and the state.

Mr. Bergan stated that Dr. Kubatzke has done an outstanding job and has the full support of the Lake Michigan College Board of Trustees to extend his contract for an additional three-year term.

**MOTION** by Dr. Lindley with support by Mr. Grover to extend Dr. Trevor Kubatzke's contract for an additional three-year term.

**ROLL CALL VOTE**

**YEAS:** Mr. Bergan, Mr. Curry, Mr. Grover, Ms. Johnson, Dr. Lindley, Ms. Smith, Ms. Tomasini

**NAYS:** None

**ABSENT:** None

## **APPROVED**

### **HANSON THEATRE REMODEL BID**

On July 29, 2019, the following bid packages were issued by Progressive AE directly to more than twenty contractors and eight plan rooms in the West Michigan and Southwest Lower Michigan market. Contract documents were also made available for electronic viewing through a direct link to progressiveae.com.

- Bid Package #1 Interior Finishes – includes new flooring and paint, as well as an alternate for new stage curtains and one for new acoustical sound panels.
- Bid Package #2 Electrical – includes revisions including house and theatrical lighting, lighting dimming panel, a 200 amp show power panel, new digital sound board, and code required electrical upgrades.
- Bid Package #3 Theatre Seating – includes removal and replacement of all theatre seating.
- Bid Package #4 Rigging – includes replacement of the theatrical lighting grid above the thrust stage and reinstallation of the existing rigging system to correct safety issues.

A non-mandatory pre-bid meeting was held in the Hanson Theatre on July 30, 2019. Hanson Theatre Remodel Bids were received by Lake Michigan College on August 8, 2019 at a public bid opening.

Post bid telephone interviews were conducted with the low bidder in each category to confirm their qualifications and comprehensive bid category coverage. There was only one electrical bid, which was found to be non-competitive. Work will be rebid in November 2019, for Spring 2020 execution, pending bid approval.

The following are the recommendations for award of contracts. All recommendations are the lowest, complete and qualified bids and within a project budget of \$497,056 including a 6% contingency.

- Bid Package #1 Interior Finishes – Roggow Construction Co., St. Joseph, MI \$229,400
- Bid Package #2 Electrical – Rejected
- Bid Package #3 Theatre Seating – Irwin Seating Company, Grand Rapids, MI \$51,982
- Bid Package #4 Rigging – Tobins Lake Sales, Inc., Ann Arbor, MI \$48,000
- Allowance for Disconnect/Reconnect on the Seating and Lighting Grid \$6,000
- Allowance for Digital Sound Board \$10,000
- Owner, Design and Contingency Costs \$151,674

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

### **ACTION:**

The College Administration recommended that the Lake Michigan College Board of Trustees authorize Lake Michigan College to award contracts for the remodel of the Mendel Center Hanson Theatre, as presented, and approve the project budget of \$497,056.

**MOTION** by Mr. Bergan with support by Ms. Tomasini to authorize Lake Michigan College to award contracts for the remodel of the Mendel Center Hanson Theatre, as presented, and approve the project budget of \$497,056.

**ROLL CALL VOTE**

**YEAS:** Mr. Bergan, Mr. Curry, Mr. Grover, Ms. Johnson, Dr. Lindley, Ms. Smith, Ms. Tomasini

**NAYS:** None

**ABSENT:** None

**APPROVED**

**NEW BUSINESS – POLICY UPDATES**

As part of ongoing efforts to review college polices in support of continuous quality improvement efforts, it is recommended that the Residency Policy revision be approved as presented.

**RESIDENCY**

Office of Origin: ~~Student Engagement & Support~~ Registrar's Office or  
~~Records & Registration Department?~~  
Date Adopted: 07-01-1991  
Date Reviewed: ~~09-18-2018~~  
Last Date Modified & Approved: 04-28-2015, 12-04-18

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A student's initial residency for tuition purposes is determined from information provided on the Application for Admission. Such status, as defined below, may be reconsidered upon presentation of written proof that the student's residency has changed. The College has the right to verify a student's residency at any time.

**A. International**

A student who is attending on an F-1 visa classified as an International student.

**B. In-District**

A student who is not attending on an F-1 visa and is:

- A resident within the Lake Michigan College district (Berrien County, [including the Niles zip code 49120], the South Haven Public School District or Covert Township in Van Buren County).
- Any individual eligible for educational assistance under either Chapter 30 (Montgomery GI Bill – Active Duty Program), [Chapter 31 \(Vocational Rehabilitation\)](#), Chapter 33 (Post-9/11 GI Bill®), [Chapter 35 \(Survivors' and Dependents' Educational Assistance Program\)](#), of ~~title~~ [Title 38](#), United States Code, [or Chapter 1606 of Title 10 U.S.C \(Montgomery GI Bill – Selected Reserve\)](#), and/or the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C § 3311(b)(9)) while attending Lake Michigan College (regardless of his/her formal state of residence).
- A resident of on-campus housing.

### **C. Out-of-District**

A student who does not qualify as an In-District student, as defined above and is not attending on an F-1 Visa is classified as an Out-of-District student.

### **D. Early College Students**

A student participating in Early College courses is defined as a resident as described above. However, during enrollment in an Early College course-tuition for that course is based upon the residency of the location of the high school instead of the student's residency.

### **E. Change of Status**

A student who is classified as an Out-of-District or International student is eligible for review of residency status if proof of residency, as outlined below and in Section F of this policy, is submitted prior to the first day of the semester in which the student is registered or intends to register. Any status updates requested after the semester begins will be reviewed for subsequent semesters. It is the student's responsibility prior to registration to inform the Registrar's Office of any change in residence or status that would affect his/her classification.

### **F. Documentation**

The College reserves the right to require documentation acceptable to the College in all cases of residency determination and verification including, but not limited to, the following criteria: student's current residency address and one or more of the following documents confirming that address as the legal home of residence:

- Valid State Driver's License in student's name
- Valid State ID Card in student's name
- Valid motor vehicle registration in student's name (car insurance and car title are not acceptable)
- Voter Registration Card
- Military ID Card
- Tribal Card with Address
- Lease, Mortgage, or Rental Agreement
- Property Tax Statement (must be place of residence or property)
- Utility Bill
- Homeowner's or Renter's Insurance Policy
- Notarized statement verifying residency signed by parent(s) if student still in high school, accompanied by parent's proof of residency or by current high school record (e.g., high school transcript or current report card in student's name and address).

### **G. Dependents**

A student may use his or her parent or legal guardian's residency for tuition purposes if he or she was claimed as a dependent on the parent/guardian's Federal Income Tax return for the last

calendar year. Documentation of the following is required to do so: parent/guardian's current Property Tax Bill– **and** - Copy of parents'/legal guardian's Federal Income Tax return for the last calendar year showing the student claimed as a dependent.

#### **H. Senior Citizen**

Senior Citizens sixty (60) years of age and over who meet In-District criteria will qualify for tuition-free enrollment in any College credit course subject to the following provisions:

- The student must be at least 60 years of age prior to the first day of the semester in which the student is registered.
- Registration fees and special fees (if any) for courses selected must be paid by the student. All regular registration procedures must be followed.

#### **I. Discretion to Adjunct**

Discretion in adjusting individual cases within the spirit and intent of these regulations is vested with the Board of Trustees or their designee.

**Responsibility:** Dean of Student Affairs

**References:** [Department of Veterans Affairs:  
https://www.benefits.va.gov/gibill/post911-residentraterequirements.asp](https://www.benefits.va.gov/gibill/post911-residentraterequirements.asp)  
[Public Law 115-251](#)

International (F1) Students Policy

#### **ACTION:**

It is recommended that the Lake Michigan College Board of Trustees accept revision of the Residency policy as presented.

**MOTION** by Mr. Bergan with support by Ms. Tomasini to accept revision of the Residency Policy as presented.

#### **DISCUSSION**

Dr. Lindley suggested adding language that addresses student homelessness.

#### **ROLL CALL VOTE**

**YEAS:** Mr. Bergan, Mr. Curry, Mr. Grover, Ms. Johnson, Dr. Lindley, Ms. Smith, Ms. Tomasini

**NAYS:** None

**ABSENT:** None

#### **APPROVED**



***Policy moved to a 2nd Read – September 2019***  
**LMC SHARED SERVICES WITH CONTRACTED SERVICES-NEW**

Office of Origin: Administrative Services  
Date Adopted:  
Date Reviewed:  
Last Date Modified & Approved:

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Lake Michigan College utilizes contractors to provide some of its support services. The College's expectation is that services will be seamless with no ability for the customer to differentiate between the quality provided by in-house versus contracted services.

The College shares with members of its contracted partners some of the same services afforded its own employees in return for meeting or exceeding this expectation.

**Eligible Firms:** Barnes and Noble Bookstores, Kidzone, Securitas, TPC, WFF, Independent Contractors\*

**Requirements:** Participants must be regularly assigned to LMC and full- or part-time employees of the contractor.

**Shared LMC Services:**

1. LMC Tuition Waiver (contracted employee only) - 3 credit hours tuition waiver only per Fall and Spring Semesters. College will request match from each business.
2. Free Professional Development Events
3. Attendance at Collegewide Engagement Events
4. Free Teaching and Learning Center (TLC) Training Opportunities
5. \$7 Ticket Discount to most shows on the Mendel Center Mainstage. This discount may not be available for some performances listed as "Special Engagements." Contractor should check with the box office if interested in attending one of these special engagements.
6. Whirlpool VIPLink Discount
7. Photo ID – LMC Contracted Services
8. Bookstore Discount of 10% off general merchandise excluding food and textbooks
9. Kidzone Discount of 5% off all services including drop in and longer care

\*Note: Participation with approval of applicable Cabinet member.

**Responsibility:** Administrative Services

**References:**

**ADJOURNMENT**

MOTION by Dr. Lindley to adjourn the Regular Meeting of the Lake Michigan College Board of Trustees at 3:13 p.m.



Debra Johnson, Board Chair  
Lake Michigan College Board of Trustees



Joan Smith, Board Secretary  
Lake Michigan College Board of Trustees

