

Minutes
Lake Michigan College
Board of Trustees Regular Meeting
South Haven Campus
October 22, 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.

PLEDGE OF ALLEGIANCE

Ms. Johnson opened the meeting with the Pledge of Allegiance.

ROLL CALL

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

Absent: None

SETTING OF THE AGENDA

The agenda stands as presented.

APPROVAL OF MINUTES

Minutes of the September 24, 2019 Regular Board Meeting were approved as presented with a motion by Mr. Bergan supported by Mr. Curry.

ROLL CALL VOTE

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

NAYS: None

PETITIONS AND COMMUNICATIONS FROM THE FLOOR

None

PRESIDENT'S REPORT

Dr. Kubatzke called Ms. Kelli Hahn forward to introduce Ms. Denise Eberth, Executive Director, Human Resources. Ms. Eberth is responsible for developing and executing Human Resource Strategy in support of the overall goals and strategic direction of the college, ensuring HR policies, procedures, talent acquisition, talent management, succession planning, training and development, benefits, compensation and supervising HR staff. Dr. Kubatzke welcomed Ms. Eberth with a gift from the college.

President Kubatzke reported on the College's October LMC Day and the great turnout of employees to participate in a day of professional development. The theme of the day was Meeting Our Students Where They Are. Our keynote speaker, Dr. Asif Wilson,

Associate Dean of Instruction, Harold Washington College, Chicago gave a presentation on understanding who are students are, how they come into our organization and the capital they bring to the College. We had five breakout sessions employees could attend during the afternoon.

Academic Affairs – Dr. Leslie Kellogg

Dr. Kellogg introduced Mr. Jeremy Burlison, Director of the South Haven campus. Mr. Burlison thanked everyone for coming out to the board meeting. He reported on two of the College's strong programs; lobotomy and CNA and the influx of high school students from Fennville. Mr. Burlison introduced his staff Ms. Keri McGarr, Lead Generalist and Ms. Mary Farrell, Academic Advisor.

Mr. Dene Hadden from the South Haven Rotary Club presented a check for \$5,500 to Lake Michigan College for the Rotary of South Haven Scholarship.

To date the South Haven Rotary Club has raised and donated over \$125,000 for the scholarship as well as \$8,000 for an emergency scholarship fund that is utilized by students who need immediate assistance in order to stay enrolled in their courses.

Student Affairs – Mr. Nygil Likely

Mr. Likely reported on the Student Affairs department activities and their current recruitment results and focus on how to expand our recruiting territory. The department is working on a strategic management plan.

Administrative Services – Ms. Anne Erdman

Ms. Erdman reported on the construction progress at the Niles campus. She also shared information on the new Culture and Talent Success Department and their seven areas of focus: employee engagement, professional development, diversity and inclusion, legal, regulation compliance, employee recognition, employee performance review system and holistic health.

Old Business

None

New Business

2020 Board of Trustees Meeting Calendar

A modification to the 2020 Board of Trustees Meeting Calendar is proposed. The requested change is to move the January 28, 2020 meeting to February 25, 2020.

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-canceled

February 25, 2020 - Workshop 2:00 – 5:00 TC-1306

February 25, 2020 – Regular meeting

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 Mr. Bergan to modify 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

APPROVED

Main Building – Fitness Remodel

Space in D-Wing will be remodeled to create a Fitness area for students and employees. Working closely with the engineers responsible for the new air handler design in D-Wing, the College will be able to rework ceilings and ductwork in D-109 and D-116 to provide the necessary air exchanges for a fitness space. Work will require a new exhaust through the roof, new ceilings to reduce the overall volume of space, and subsequently new lighting, minor electrical work to support fitness equipment, and upgraded entry doors and hardware. Work is scheduled to be completed in mid-February 2020.

The following are the recommendations for award of contracts. All recommendations are within a project budget of \$200,000 including an 8% contingency.

Miller Davis:

- Construction Management, General Conditions, Bonds & Insurance – \$36,594 Miller-Davis Company, Kalamazoo MI
- General Trades – \$36,348 Gibson-Lewis, South Bend IN
- Roofing – \$900 Midland Engineering, South Bend IN
- Painting – \$1,500 Allowance
- Mechanical – \$36,814 R.W. LaPine, Kalamazoo MI

- Mechanical Controls – \$1,830 Grand Valley Automation, Grandville MI
- Test & Balance – \$1,500 Allowance
- Electrical – \$38,620 Feyen Zylstra, Grand Rapids MI
- Total: \$154,106

LMC Facilities:

- Owner Costs & Contingency - \$36,352
- Flooring – \$9,542 Hansen Technologies Fitness Solutions, Fort Wayne IN
- Total: \$45,894

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 College Administration to contract to Miller-Davis Company to complete the Main Building Fitness Remodel for a guaranteed maximum cost of \$154,106 and authorizes a total project cost not-to- exceed of \$200,000.

MOTION by Mr. Bergan with support by Mr. Grover to authorize College Administration to contract to Miller-Davis Company to complete the Main Building Fitness Remodel for a guaranteed maximum cost of \$154,106 and authorizes a total project cost not-to-exceed of \$200,000.

ROLL CALL VOTE

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

NAYS: None

APPROVED

FY '21 State of Michigan Submission – Five-Year Capital Outlay Plan

Annually, the State of Michigan requires all community colleges update their capital outlay plans and post on their respective college websites. Complying with this request allows community colleges to request and receive capital outlay grant funding.

Lake Michigan College recently received a State of Michigan capital outlay grant for renovation of the College's Benton Harbor Campus Main Building.

ACTION:

We recommend that the Lake Michigan College Board of Trustees approve the submission of the FY' 21 Five-Year Capital Outlay Plan, as proposed.

MOTION by Ms. Smith with support by Mr. Bergan to approve the submission of the FY' 21 Five-Year Capital Outlay Plan, as proposed.

ROLL CALL VOTE

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

NAYS: None

APPROVED

Health Insurances Benefits Renewal

The Plan Year for the College's health insurances covers a 12-month period from January 1 to December 31. Open Enrollment, the period when employees can enroll in the health insurance plans, is held annually in November. Accordingly, the Board of Trustees are requested each October to approve the health and related insurances for the upcoming calendar year.

The College solicited bids for health insurances with the assistance of Arthur J. Gallagher & Co., including medical, dental, vision, life and long term disability plans.

As a result of the bids received, the proposed plans are as follows:

- Dental – Blue Cross Blue Shield of Michigan (self-funded)
- Disability, Long-Term – Cigna (note that short-term disability is self-administered and self-funded)
- Life – Cigna
- Medical and Prescription Drug – Priority Health (self-funded)
- Vision – Guardian / VSP (self-funded)

Voluntary benefits available to College employees include:

- Accidental death & dismemberment insurance
- Voluntary life, and spouse and child life insurance
- Flexible spending account
- Critical illness, whole life and accident insurance
- Legal Shield legal plan and identity theft protection coverage

ACTION:

We recommend that the Lake Michigan College Board of Trustees approve the 2020 health and related insurances presented above.

MOTION by Dr. Lindley with support by Mr. Curry to approve the 2020 health and related insurances presented above.

ROLL CALL VOTE

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

NAYS: None

APPROVED

Public Act 152 Recommendation

In 2011 the Michigan Legislature passed Public Act 152 (PA152), which limits the amount that a public employer may contribute to annual employee healthcare costs. PA152 includes options for compliance.

ACTION:

We recommend that the Lake Michigan College Board of Trustees adopt the following resolution selecting the "80% / 20%" option as this option is the least costly to employees.

MOTION by Mr. Bergan with support by Ms. Smith to adopt the following resolution selecting the "80% / 20%" option as this option is the least costly to employees.

ROLL CALL VOTE

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

NAYS: None

APPROVED

Community College Local Strategic Value Resolution

Section 230 of Michigan Public Act 249 of 2016, the education omnibus appropriations act for fiscal year 2020, includes qualifications that must be met in order to receive the portion of each college's performance funding appropriation earmarked for local strategic value. To qualify for full funding, the statute lists 15 separate best practices for community colleges to achieve. Institutions must satisfy four of five best practices in each of three different categories:

- Economic Development and Business or Industry Partnerships
- Educational Partnerships
- Community Services

The law requires the Lake Michigan College Board of Trustees to pass a resolution certifying that the College meets at least four out of five of the best practices under each of the three categories.

ACTION

It was recommended that the Lake Michigan College Board of Trustees approve the following resolution, as presented, which provides specifics as to how Lake Michigan College meets the best practice measures within each category.

MOTION by Mr. Curry with support by Mr. Bergan to approve the following resolution, as presented, which provides specifics as to how Lake Michigan College meets the best practice measures within each category.

ROLL CALL VOTE

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

NAYS: None

APPROVED

ADJOURNMENT

MOTION by Mr. Bergan with support from Mr. Curry to adjourn the Regular Meeting of the Lake Michigan College Board of Trustees at 5:45 p.m.



Debra Johnson, Board Chair
Lake Michigan College Board of Trustees



Joan Smith, Board Secretary
Lake Michigan College Board of Trustees