

Lake Michigan College Board of Trustees
March 23, 2021 Meeting Minutes
Zoom link <https://LakeMichiganCollege.zoom.us/j/92124496320>
Meeting ID: 921 2449 6320

CALL TO ORDER

Chair Curry called the Meeting of the Lake Michigan College Board of Trustees to order at 5:03 p.m. Chair Curry opened the meeting with the Pledge of Allegiance.

ROLL CALL: Present: Jeff Curry, Reunion FL; John Grover, St. Joseph MI; Debra Johnson, St. Joseph, MI; Dr. Michael Lindley, Grand Beach, MI; Joan Smith, Sodus MI; Mary Jo Tomasini, Stevensville MI; Vicki Burghdoff, Coloma MI

Absent: None

SETTING OF THE AGENDA

The agenda stands as presented.

APPROVAL OF MINUTES

Minutes of the February 23, 2021 Board meeting were approved as presented with a Voice Vote.

PETITIONS AND COMMUNICATIONS FROM THE FLOOR

None

PRESIDENT'S REPORT

Academic Affairs

Dr. Leslie Kellogg introduced Dr. Susan Balmes, Biology instructor. Dr. Balmes gave a presentation on her sabbatical in Kabala, Sierra Leone.

OLD BUSINESS

None

NEW BUSINESS

COLLEGE-WIDE FACILITY CONDITION ASSESSMENT

Lake Michigan College will undertake a comprehensive condition assessment audit and plant capital renewal analysis. The purpose of this analysis is to ascertain (1) the present condition of the facilities, and (2) what future funding and management programs are required to maintain the functional operations of the physical plant.

The steering committee solicited proposals from seven firms to conduct a detailed condition assessment and perform a capital renewal analysis of its facilities. Data

developed from the assessment will be delivered in a relational database format for future use by the College's facilities and management personnel. This database will systematize maintenance and use facility condition and cost data to enable strategic capital reinvestment planning and the integration of physical assets.

Ultimately five proposals were received, and three firms were interviewed. Based on the review of the qualifications and services presented in the proposals, interviews and reference reviews, we recommend Progressive AE.

Work is scheduled to begin immediately and to be finalized in August 2021.

ACTION:

The College Administration recommended the Lake Michigan College Board of Trustees authorize contracting with Progressive AE for the College-Wide Facility Condition Assessment for a not to exceed amount of \$161,500.

APPROVED along with the College-wide Instructional Technology Upgrade below.

COLLEGE-WIDE INSTRUCTIONAL TECHNOLOGY UPGRADES

In order to support the enhanced virtual capabilities for instructional delivery during the COVID-19 pandemic, twenty classrooms have been selected for technology upgrades. Those rooms include natural science labs, health science labs and one additional general classroom at both South Haven Campus and Niles Campus. These technology upgrades will bring included classrooms up to the standard of classrooms included in the campus transformation project completed in the Spring of 2020.

In December 2020 the project was authorized under the Emergency Authority to Act for Health and Safety policy for a total of \$497,000. As a part of that overall project, the trade work bid package to provide necessary infrastructure for the new AV technology installation has been completed and competitively bid with contractors. Three bids were accepted and opened via Zoom on March 16, 2021. Progressive AE and LMC conducted post-bid interview. Based on the review of the bids and the outcome of the post-bid interview, Roggow Construction Company, LLC is recommended for contract award with alternates included.

ACTION:

The College Administration recommends the Lake Michigan College Board of Trustees authorize Roggow Construction Company, LLC for infrastructure work required by the College-Wide Instructional Technology Upgrades project for the contract amount of \$69,850.

MOTION by Mr. Grover with support by Ms. Smith to authorize contracting with Progressive AE for the College-Wide Facility Condition Assessment for a not to exceed amount of \$161,500, and to authorize Roggow Construction Company, LLC for infrastructure work required by the College-Wide Instructional Technology Upgrades project for the contract amount of \$69,850.

VOICE VOTE

Chair Curry asked all those in favor of the motion to indicate by saying aye and any opposed to the motion to indicate so verbally by stating nay.

NO OPPOSITION VOICED

MOTION APPROVED

NEW CERTIFICATE OF ACHIEVEMENT – BOOKKEEPING

The Certificate of Achievement in Bookkeeping prepares students for an entry-level bookkeeping position. Students learn to compute, record, and verify financial data, and develop and maintain financial records. This certificate is stepping stone for students who wish to pursue national certification through the American Institute of Professional Bookkeepers (AIPB). Students may also transition into the Associate of Applied Science in Accounting program, as 17 of the 21 certificate credits can be applied to the accounting associate degree.

Certificate of Achievement - Business - Bookkeeping

(Program code **BKKG**)

Course Sequence

<i>Bookkeeping</i>			Sem Hr
1	SEM HR	BUSA 130 PROFESSIONALISM IN THE WORKPLACE	1
3	SEM HR	BUSA 103 INTRO. TO BUSINESS	3
4	SEM HR	BUSA 201 PRINCIPLES OF ACCOUNTING I	4
3	SEM HR	BUSA 212 ACCTG APPLICATIONS ON COMPUTER	3
3	SEM HR	BUSA 223 PAYROLL ACCOUNTING	3
4	SEM HR	BUSA 226 BOOKKEEPING SKILLS	4
3	SEM HR	CIS 108 OFFICE INFORMATION SYSTEMS	3
21	SEM HR		21

ACTION:

Academic Administration recommended that the Lake Michigan College Board of Trustees authorize the Administration to proceed in offering the Certificate of Achievement in Bookkeeping Program.

APPROVED with new Certificate of Achievement – Risk Management and Insurance below.

NEW CERTIFICATE OF ACHIEVEMENT – RISK MANAGEMENT AND INSURANCE

The Certificate of Achievement in Risk Management and Insurance provides individuals with the fundamentals of the insurance industry, principles of property and liability insurance, health, life, personal, and commercial insurance, and risk management. Students will also learn effective techniques for planning and organizing personal and business insurance strategies and developing the strong critical thinking, leadership, and communication skills necessary for being successful in the insurance and risk management industries.

Certificate of Achievement - Risk Management & Insurance
(Program code RMI)

Course Sequence

RMI Program electives (Select 6 Sem Hrs)			Sem Hr
3	SEM HR	INS 100R INSURANCE INDUSTRY PROFESSION	3
3	SEM HR	INS 200R PRINCIPLES OF PROPERTY AND LIABILITY INSURANCE	3
3	SEM HR	INS 205R PERSONAL INSURANCE	3
3	SEM HR	INS 210R COMMERCIAL INSURANCE	3
3	SEM HR	INS 220R CLAIM HANDLING PRINCIPLES AND PRACTICES*	3
1	SEM HR	BUSA 130 PROFESSIONALISM IN THE WORKPLA	1
16	SEM HR		16

Notes: * Pending CCC approval

ACTION:

Academic Administration recommended that the Lake Michigan College Board of Trustees authorize the Administration to proceed in offering the Certificate of Achievement in Risk Management and Insurance Program as presented.

MOTION by Dr. Lindley with support by Ms. Tomasini to authorize the Administration to proceed in offering the Certificate of Achievement in Bookkeeping Program and the Certificate of Achievement in Risk Management and Insurance Program as presented.

VOICE VOTE

Chair Curry asked all those in favor of the motion to indicate by saying aye and any opposed to the motion to indicate so verbally by stating nay.

NO OPPOSITION VOICED

MOTION APPROVED

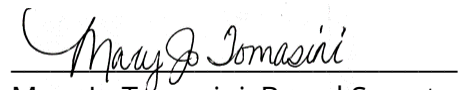
BERNARD C. RADDE DISTINGUISHED SERVICE AWARD

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.

Board Chair Curry announced Mr. Paul Bergan as the recipient of the 2020 Bernard C. Radde Award.

ADJOURNMENT

MOTION by Dr. Lindley to adjourn the meeting of the Lake Michigan College Board of Trustees at 5:49 p.m.



Mary Jo Tomasini, Board Secretary

Draft until approved at the next scheduled meeting