

Board of Trustees
Minutes of the Regular Meeting
Napier Campus
April 28, 2015

I. **CALL TO ORDER**

Chair Tomasini called the Regular Meeting of the Lake Michigan College Board of Trustees to order at 6:01 p.m. The meeting opened with the Pledge of Allegiance.

II. **ROLL CALL**

Present: Dr. Maysick, Dr. Lindley, Ms. Truesdell, Mr. Small, Ms. Tomasini, Mr. Bergan

Absent: Ms. Johnson

III. **SETTING OF THE AGENDA**

Stands as presented

IV. **APPROVAL OF MINUTES**

The minutes of the March 24, 2015 Regular Board Meeting were accepted as presented.

V. **PETITIONS AND COMMUNICATIONS FROM THE FLOOR**

None

PRESIDENT'S REPORT

Mr. John Owens, Music Director accompanied by music students *Charlie Esparza and David Lowe*, presented a lively interactive mini-music lesson titled, Surf Music Jam: Musical Form and Social Implications. Dr. Harrison presented them each with an appreciation gift.

Dr. Harrison reported on the 2015 All-American Academic Team's visit to Lansing, the 2015 Phi Theta Kappa Induction ceremony, and the upcoming commencement scheduled for May 3.

FINANCE REPORT

Ms. Hahn provided the Financial Services report as of March 31, 2015.

ACADEMIC SERVICES REPORT

Dr. Gabbard reported on the 463 students who are earning 480 degrees and certificates – the 3rd highest year. Of those, 250 students will be participating in this year's commencement.

Dr. Gabbard also stated that this summer there will be 150 guest students from other four-year universities taking classes at LMC.

STUDENT SERVICES REPORT

Ms. Kellogg reported on the Students of Lake Michigan College's Hospitality and Culinary programs who hosted Rendezvous in Rio, a Brazilian murder mystery dinner and silent auction on April 24. The event was held at the Mendel Center with 355 tickets sold.

NEW BUSINESS

Issuance of a Manufacturers & Wholesale License Resolution

The following resolution is presented for approval by the Lake Michigan College Board of Trustees in support of obtaining a Michigan Liquor License for the Enology and Viticulture Program.

ACTION:

It was recommended that the Lake Michigan College Board of Trustees approve the following resolution, as presented:

Be it Resolved, that the Lake Michigan College Board of Trustees consents to the issuance of a Manufacturers & Wholesale License to Lake Michigan Vintners, LLC.

MOTION by Mr. Bergan with support by Dr. Lindley to approve the resolution, as presented:

ROLL CALL VOTE

Yeas:	Dr. Maysick, Ms. Truesdell, Mr. Bergan, Ms. Tomasini, Dr. Lindley
Neas:	None
Abstain:	Mr. Small
Absent:	Ms. Johnson

APPROVED

Technology Center – Site Preparation Bid

In preparing the design of the Technology Center, geotechnical studies including soil borings were performed to ensure the sub-strata would provide an appropriate foundation for the building. The soil borings indicated a sub-surface layer of organic material which must be removed. In addition surface soil samples indicate some level of surface soil contamination from the use of pesticides during the years the site was an orchard.

Wightman & Associates, Inc., Benton Harbor, Michigan developed a plan for treating the surface contamination. Abonmarche Group, Benton Harbor, Michigan independently reviewed and confirmed the treatment plan.

Progressive Architecture and Engineering, Grand Rapids, Michigan prepared design drawings and specifications for site preparation to clear the site and prepare the foundation soils to support the new facility.

In addition, this bid addresses relocation of some utilities and related road replacement.

Progressive AE completed the bid documents for the Site Preparation work and has administered project bids. Bid documents were made available at the area plan houses and bidding was

advertised in the local papers including the Herald Palladium, Grand Rapids Press, and the Kalamazoo Gazette.

The following are the results of the bid process:

Kalin Construction Company, Inc. Sodus, Michigan	\$608,058.73
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ACTION:

The College Administration recommended that the Lake Michigan College Board of Trustees accept the bid of Kalin Construction Company, Inc., Sodus, Michigan in the amount of \$608,058.73.

MOTION by Dr. Maysick with support from Ms. Truesdell to accept the bid of Kalin Construction Company, Inc., Sodus, Michigan in the amount of \$608,058.73.

ROLL CALL VOTE

Yeas:	Dr. Maysick, Ms. Truesdell, Mr. Bergan, Ms. Tomasini, Dr. Lindley, Mr. Small
Neas:	None
Absent:	Ms. Johnson

APPROVED

Pavement Repair Bid

Over the past two winters our College parking lots and concrete flatwork have experienced a great deal of damage from the freeze/thaw cycles and heaving caused by deep freezing. While we have made substantive efforts to repair portions of this damage, a concerted effort is required to prevent further degradation of these physical assets. Towards that end we conducted an internal survey of the asphalt and concrete conditions and then engaged Abonmarche, Benton Harbor, Michigan to both confirm our findings and to collect this information into a cohesive project for public bidding. This will enable us to take advantage of economies of scale to accomplish the largest amount of repairs possible.

The predominate portion of the work exists on the Napier Avenue Campus with a minor portion at the South Haven Campus. The Bertrand Crossing Campus is in good condition.

Abonmarche, Benton Harbor, Michigan has prepared design drawings and bid specifications for repair and replacement of asphalt paving and concrete flatwork identified as damaged in our site survey.

Bid documents were made available at the area plan houses and bidding was advertised in the local papers including the Herald Palladium, Grand Rapids Press, Niles Daily Star and the Kalamazoo Gazette.

Final bids are due at 10 a.m., Friday, May 8, 2015.

ACTION:

The College Administration recommended that the Lake Michigan College Board of Trustees authorize the Administration to accept the lowest qualified bid in a not-to-exceed amount of \$147,400.

MOTION by Mr. Small with support by Mr. Bergan to recommended that the Lake Michigan College Board of Trustees authorize the Administration to accept the lowest qualified bid in a not-to-exceed amount of \$147,400.

ROLL CALL VOTE

Yeas: Dr. Maysick, Ms. Truesdell, Mr. Bergan, Ms. Tomasini, Dr. Lindley, Mr. Small

Neas: None

Absent: Ms. Johnson

APPROVED

Date for the Budget Hearing

In order to meet the requirements of Act 2 of the Public Acts of 1986, as amended, "Truth-In-Taxation," a public hearing to receive testimony and discuss the operating budget for the 2015-16 fiscal year is necessary. The hearing is to be immediately followed by the regular meeting of the Board of Trustees.

ACTION

It was recommended that the public hearing on the proposed 2015-2016 Lake Michigan College operating budget be tentatively set for 6:00 p.m. on Tuesday, June 23, 2015, at the Lake Michigan College Mendel Center on Napier Avenue, Benton Harbor.

MOTION by Mr. Small supported by Ms. Truesdell to approve the date of Tuesday June 23, 2015 at 6:00 p.m. for the public hearing on the proposed 2015-2016 Lake Michigan College operating budget.

ROLL CALL VOTE

Yeas: Dr. Maysick, Ms. Truesdell, Mr. Bergan, Ms. Tomasini, Dr. Lindley, Mr. Small

Neas: None

Absent: Ms. Johnson

APPROVED

Segregation of Duties Policy

ACTION

It was recommended that the Board of Trustees approve the Segregation of Duties Policy as presented.

SEGREGATION OF DUTIES

Office of Origin: Finance
Date Adopted:
Date Reviewed:
Last Date Modified

Purpose

Separation of duties is an internal control concept that requires different people to complete different parts of a task to reduce the risk of both erroneous and inappropriate actions that could result in loss.

This document pertains to all managers and supervisors that interact with financial systems at Lake Michigan College.

Policy

Supervisors must consider the principle of segregation of duties when designing and defining job duties and authorizing user accounts in Banner.

They must adhere to existing or design and implement new processes and control procedures that, to the extent feasible, segregate duties among employees and that include effective oversight of activities and transactions.

Maintaining segregation of duties is especially challenging for areas with small numbers of employees. When critical functions cannot be separated, more reliance must be placed on administrative oversight and other compensating controls. For instance, a detailed supervisory review of activities involving finances, inventory, and other assets is required as a compensating control activity.

Responsibility: Vice President, Finance

References:

MOTION by Mr. Bergan supported by Dr. Lindley to approve the Segregation of Duties Policy as presented.

ROLL CALL VOTE

Yeas: Dr. Maysick, Ms. Truesdell, Mr. Bergan, Ms. Tomasini, Dr. Lindley, Mr. Small

Neas: None

Absent: Ms. Johnson

APPROVED

Residency Policy

ACTION:

It was recommended that the Board of Trustees approve the Residency Policy as presented.

Residency

Office of Origin: Academic Standards Committee

Date Adopted: 07-01-91

Date Reviewed: 04-09-15

Last Date Modified & Approved:

Policy Statement:

A student's residency for tuition purposes is determined from information provided on the Application for Admission or at the initial semester of registration for course(s). 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.

A. In-District Student

A citizen or eligible non-citizen of the United States who is:

- A student whose legal home of residence is within the Lake Michigan College district.

- A student who owns , or is a documented dependent student whose parents or legal guardians own, real taxable property in the Lake Michigan College district of Berrien County, (including the Niles zip code 49120), the South Haven Public School District or Covert Township in Van Buren County.
- ~~A student who is a veteran, or a dependent of a member of the U.S. Armed Forces, and who qualifies for Veterans' Education Benefits. In-District status is determined prior to the first day of the semester in which the student is registered.~~
- Any individual using educational assistance under either Chapter 30 (Montgomery GI Bill – Active Duty Program), Chapter 33 (Post-0/11 GI Bill), of title 38, United States Code, 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).

B. Out-of-District Student

A citizen or eligible non-citizen of the United States who is:

A student who does not qualify as an In-District student as defined above is classified as an Out-of-District student.

C. International Student

A student who is:

- Not a United States Citizen.
- A student who has been admitted to the United States on a temporary, non-resident status is classified as an International student. International students must document status or property ownership prior to the first day of the semester in which the student is registered. An International student may qualify for classification according to the definitions of residency above if:
 1. The student holds a valid Alien Registration Receipt Card (Permanent Resident Card) or political asylum status.
 2. A student owns, or a documented dependent student whose parents or legal guardians own, property within the United States.
 3. The student is a longstanding area resident who graduated from a high school in the United States and can document residence for the period of at least one year immediately prior to the first day of the semester.

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 held at a high school, 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, is submitted prior to the first day of the semester in which the student is registered. Any status updates requested after the semester begins will be reviewed for subsequent semesters.

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:

State Driver's License

State ID Card

Voter Registration Card

Military ID Card

Tribal Card with Address

Lease, Mortgage, or Rental Agreement

Property Tax Statement

Utility Bill

Homeowner's or Renter's Insurance Policy

Dependents

If your parents /legal guardian are property owners and you are claimed as a dependent on their Federal Income Tax return for the last calendar year, the following documents are required:

Current Property Tax Bill – **and** - Copy of parents'/legal guardian's Federal Income Tax return for the last calendar year showing they claimed you.

G. 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 credited course subject to the following provisions:

- Registration fees and special fees (if any) for courses selected must be paid by the individual enrolled.
- All regular registration procedures will be followed.

H. Discretion to Adjust

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

Responsibility: Vice President, Student Services

References:

MOTION by Mr. Small with support by Mr. Bergan to approve the Segregation of Duties Policy as presented.

ROLL CALL VOTE

Yeas: Dr. Maysick, Ms. Truesdell, Mr. Bergan, Ms. Tomasini, Dr. Lindley, Mr. Small

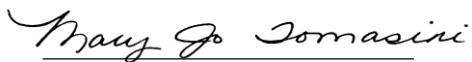
Neas: None

Absent: Ms. Johnson

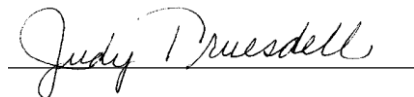
APPROVED

ADJOURNMENT

MOTION by Mr. Bergan supported by Dr. Lindley, to adjourn the Regular Meeting of the Lake Michigan College Board of Trustees at 6:26 p.m.



Mary Jo Tomasini
Board of Trustee Chair



Judy Truesdell
Board of Trustee Treasurer