

Board of Trustees
Minutes of the Regular Meeting
Bertrand Crossing Campus
May 24, 2016

CALL TO ORDER

Dr. Michael Lindley 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.

ROLL CALL

Present: Dr. David Maysick, Ms. Judy Truesdell, Mr. Stephen Small, Dr. Michael Lindley, Mr. Paul Bergan

Absent: Ms. Debra Johnson, Ms. Mary Jo Tomasini

SETTING OF THE AGENDA

The agenda stands as presented.

APPROVAL OF MINUTES

The minutes of the April 26, 2016 Regular Board Meeting were accepted as presented with a motion by Ms. Truesdell, supported by Mr. Small.

The minutes of the May 5, 2016 Special Board Meeting were accepted as presented with a motion by Dr. Maysick, supported by Ms. Truesdell.

PETITIONS AND COMMUNICATIONS FROM THE FLOOR

None

FINANCE REPORT

Ms. Kelli Hahn provided the Financial Services report as of April 30, 2016.

PRESIDENT'S REPORT

Dr. Robert Harrison reported on the start of summer enrollment.

Regional and Community Engagement

Dr. Harrison introduced Ms. Barbara Craig who gave an update on the Bertrand Crossing Campus, highlighting the Early College Academy program which allow students to take college-level classes at no cost while still in high school. Ms. Craig stated that 63 students have earned 319 credits since 2013 using the LMC at Brandywine manufacturing training program.

Several students shared their Early College Academy experience with the Board.

Comments:

Mr. Bergan commented on the amount of money families have saved due to participation in Early College. He stated it is an important part of our message of Lake Michigan College. Mr. Bergan also thanked the students for sharing their experiences and welcomed them as part of Lake Michigan College Alumni.

DEPARTMENT REPORTS

Academic Services Career and Workforce Education

Ms. Leslie Kellogg reported on the second semester of the first Wine and Viticulture Technology program. She gave a progress update on the twelve students who in the first cohort learned about fall harvest, sensory analysis, chemical analysis, quality control, and establishing a vineyard.

Academic Services Arts and Sciences

Mr. Chris Spradlin reported on the launch of the Open Education Resource pilot this fall. Students will be able to get free assemble textbook materials for two sections of a psychology class.

Students and Enrollment Management

Mr. Doug Schaffer presented two videos highlighting students on the day of Lake Michigan College's 2016 Commencement.

Mr. Schaffer also gave an enrollment update.

NEW BUSINESS

Napier Academic Temporary Teaching Kitchen – Equipment and Renovations

The Napier Academic Temporary Teaching Kitchen is designed to support the culinary program that will ultimately be housed in the Wine & Culinary Education Center when that facility is completed. All of the equipment proposed herein will be relocated to the Wine & Culinary Education Center at that time.

The Wine & Culinary Education Center architect, ALDS Architecture & Design, subcontracted the design of the culinary kitchen to JRA Food Service Consultants, LLC, Grand Rapids, MI. Lake Michigan College has contracted with JRA for the layout of the Temporary Teaching Kitchen equipment.

The Napier Academic Temporary Teaching Kitchen is designed to support the culinary program that will ultimately be housed in the Wine & Culinary Education Center when that facility is completed. The Temporary Kitchen will be located on the 3rd Floor of L-Wing. The original renovation estimate was \$62,500.

Changes since the original presentation to the Board include:

- The addition of a dishwasher and support area,
- The addition of a student changing room,
- The requirement for an air-lock on the drainage, and
- A requirement for providing additional make-up air to the kitchen.

These changes require an increase to the budget of \$22,705.

ACTION:

The College Administration recommended the Lake Michigan College Board of Trustees authorize the Administration to proceed with the low bid for the specified kitchen equipment at a cost not to exceed \$233,500. In addition, the College Administration recommended the Lake Michigan College Board of Trustees increase the budget for the Napier Academic Temporary Teaching Kitchen renovations by \$22,705 for a project cost not to exceed \$85,205.

MOTION by Mr. Bergan with support by Mr. Small to authorize the Administration to proceed with the low bid for the specified kitchen equipment at a cost not to exceed \$233,500, and to increase the budget for the Napier Academic Temporary Teaching Kitchen renovations by \$22,705 for a project cost not to exceed \$85,205.

ROLL CALL VOTE

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

Neas: None

Absent: Ms. Johnson, Ms. Tomasini

APPROVED

Mendel Center Technical Services Agreement

The College is at the end of its 5 year agreement with their current Mendel Center technical services vendor for provision of Mendel Center technical services. Technical services include audio, video and lighting support for productions and events; computer and video projections; event setup support – including tables, chairs, and pipe and drape, etc.

Accordingly, Requests for Proposal (RFP) were issued April 12, 2016 to solicit proposals for Mendel Center Operations technical services. The RFP was made available through 5/2/16 at noon EST and bidding was advertised in the local papers including the Herald Palladium, Niles Daily Star, Grand Rapids Press, and the Kalamazoo Gazette.

The following are the results of the bid process (in annual expense calculations based on current FY 2017 projected business volume):

- TPC Technologies, Inc. - Niles, Michigan - \$220,800
- AudioBahn Productions, LLC. - Mishawaka, Indiana - \$229,984
- DPM Events - Buchanan, Michigan - \$281,101

ACTION:

Administration recommended that the Lake Michigan College Board of Trustees accept the bid of TPC Technologies, Inc. in the amount of \$220,800 annually for a period of 3 years for the provisions of Mendel Center technical services – with an option to extend the agreement for an additional two years in one year increments.

MOTION by Mr. Bergan, with support by Mr. Small to accept the bid of TPC Technologies, Inc. in the amount of \$220,800 annually for a period of 3 years for the provisions of Mendel Center technical services – with an option to extend the agreement for an additional two years in one year increments.

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

Neas: None

Absent: Ms. Johnson, Ms. Tomasini

APPROVED

Board of Trustees 2016 Meeting Calendar Revision

A modification in the 2016 Board of Trustees Meeting Calendar is proposed in order to plan the opening of the Hanson Technology Center on the same date. The requested change is to move the August 23, 2016 meeting to August 30, 2016.

ACTION:

It was recommended that the Lake Michigan College Board of Trustees adopt the revised Board of Trustees 2016 Meeting Calendar, as presented.



BOARD OF TRUSTEES
2016 MEETING CALENDAR

All regular meetings begin at 6:00 p.m. and will be held in the Executive Board Room at the Mendel Center unless noted otherwise

Board workshops begin at 3:00 p.m.

January 26, 2016

February Board Workshop Only – Date/Time TBD

March 22, 2016

April 26, 2016

May 24, 2016 (*Bertrand Crossing*)

June 28, 2016

No Meeting in July

~~August 23, 2016~~ **August 30, 2016**

September 27, 2016 (*South Haven*)

October 25, 2016

No Meeting in November

December 6, 2016

MOTION by Mr. Bergan, with support by Dr. Maysick to adopt the revised Board of Trustees 2016 Meeting Calendar, as presented.

ROLL CALL VOTE

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

Neas: None

Absent: Ms. Johnson, Ms. Tomasini

APPROVED

MISCELLANEOUS

Dr. Lindley announced that the Board's next steps for hiring a new president is to look at Mr. Rob Spohr. The trustees will do additional vetting over the next several weeks, repeat some of the processes from 2015, and add new ones in. Dr. Lindley also stated that the Board will use the next several weeks to determine if Mr. Spohr is a good fit, or if the College needs to launch a second nationwide search.

ADJOURNMENT

MOTION by Mr. Bergan with support from Dr. Maysick to adjourn the Regular Meeting of the Lake Michigan College Board of Trustees at 6:53 p.m.



Dr. Michael Lindley, Vice Chair



Judy Truesdell, Board Treasurer