

Board of Trustees
Minutes of the Regular Meeting
Napier Campus
March 28, 2017

CALL TO ORDER

Chair Lindley called the Regular Meeting of the Lake Michigan College Board of Trustees to order at 6:02 p.m. The meeting opened with the Pledge of Allegiance.

ROLL CALL

Present: Ms. Truesdell, Ms. Tomasini, Dr. Lindley, Mr. Curry, Mr. Grover, Mr. Bergan, Ms. Johnson
Absent: None

SETTING OF THE AGENDA

The agenda stands as presented

APPROVAL OF MINUTES

Minutes of the January 18-20, 2017 Special Interview Meetings, January 24, 2017 Regular Board Meeting, and February 10, 2017 Regular Board Meeting were accepted as presented with a motion by Mr. Bergan, support from Ms. Johnson.

PETITIONS AND COMMUNICATIONS FROM THE FLOOR

None

PRESIDENT'S REPORT

Dr. Harrison reported on the strong United Way campaign.

DEPARTMENT REPORTS

Finance Report

Dr. Harrison gave the finance report for month ending February 28, 2017.

Regional Campuses and K-12 Partnerships

Ms. Craig reported on the busy activities at both campuses. The Bertrand campus is involved in the community. The South Haven campus is once again serving as a venue for the Speaker Series. Spring enrollment for dual credit is underway (Spring semester courses, as well as second trimester and third trimester dual credit courses), and enrollment will continue in stages throughout the next few months.

Early College Academy at Bertrand Crossing held interviews in early March for their new cohort starting in Fall.

Student Services

Mr. Schaffer commended the Financial Aid department on their work to ensure federal compliance, along with receiving Financial Aid credentialing.

Academic Services

Dr. Flowers introduced Business Professionals of America (BPA) Regional Director Chris Leach, and students Chad Barton and Nola Wallace who gave a presentation on their experience with the program.

Dr. Kellogg shared the academic spring performance schedule and encouraged everyone to attend.

Foundation

Ms. Klemm gave an update on the Foundation.

New Business

The following policies were presented to the Board for approval.

ACTION:

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

Policies – Finance

- Board Member Expense Reimbursement Policy
- Financial Reserves Policy

MOTION by Mr. Bergan with support by Mr. Curry to approve the Finance policies as presented.

ROLL CALL VOTE

Yeas: Mr. Grover, Ms. Truesdell, Ms. Tomasini, Dr. Lindley, Mr. Curry, Ms. Johnson, Mr. Bergan

Neas: None

Absent:

Policies – Academics

- External Agencies – Compliance with Requirements Policy
- Assurance of Academic Quality Policy
- Class Schedule Day and/or Time Revisions Policy
- Credential Completion and Graduation Policy
- Textbook Adoption Policy
- Student Learning Outcomes Assessment Policy
- Learning Resource Center Use Policy

English as a Second Language Policy
Electronic Devices in the Classroom Policy
Distance Education Policy
Student per Semester Credit Hour Limit Policy
Course Content Policy
Credit for Experiential Learning
Continuing Education Units

MOTION by Ms. Tomasini, with support by Mr. Grover to approve the Academics policies as presented.

ROLL CALL VOTE

Yeas: Mr. Grover, Ms. Truesdell, Ms. Tomasini, Dr. Lindley, Mr. Curry, Ms. Johnson, Mr. Bergan
Neas: None
Absent:

Policies – Board/President

Education Related Business Activities Policy
Reporting Relationships Policy
Traffic Policy

MOTION by Ms. Truesdell with support from Mr. Curry to approve the Board/President policies as presented.

ROLL CALL VOTE

Yeas: Mr. Grover, Ms. Truesdell, Ms. Tomasini, Dr. Lindley, Mr. Curry, Ms. Johnson, Mr. Bergan
Neas: None
Absent:

ROLL CALL VOTE

Yeas: Ms. Truesdell, Ms. Tomasini, Dr. Lindley, Mr. Curry, Mr. Grover, Ms. Johnson, Mr. Bergan

Nays: None

Absent: None

APPROVED

Approval to Submit Grant Proposal

Proposal Title: Replace the Assistive Listening System in the Mendel Center

Amount Requested: \$5,000

Source: Heart of Cook Foundation

Project Dates, if Awarded: Fiscal Year 2018

Summary:

Lake Michigan College needs to update the assistive listening system (ALS) inside The Mendel Center Mainstage to make the theatre more accessible to people with hearing disabilities. If awarded, the Heart of Cook grant will help fund the purchase and installation of a new ALS to replace the now outdated system originally installed when the theatre opened in 1992.

ACTION:

It was recommended that the Lake Michigan College Board of Trustees approve the submission of the Heart of Cook Grant.

MOTION by Mr. Bergan with support from Ms. Tomasini to approve the submission of the Heart of Cook Grant as presented.

ROLL CALL VOTE

Yeas: Ms. Truesdell, Ms. Tomasini, Dr. Lindley, Mr. Curry, Mr. Grover, Ms. Johnson, Mr. Bergan

Nays: None

Absent: None

APPROVED

Board Designated Fund for MPSERS Payment

BACKGROUND

As provided for in the Financial Reserves Policy, the Board of Trustees has the ability to designate an amount of unrestricted assets for a defined use or purpose. A Designated Fund includes a condition placed by the Board of Trustees on how an amount of money is to be used. A Designated Fund is intended to be funded by cash or cash equivalents.

Prior to establishing a Designated Fund, the following components must be addressed:

- Purpose
- Calculation of Target Amount
- Intended Use
- Authority & Responsibility
- Monitoring & Reporting
- Replenishing

Purpose

Beginning with the College's fiscal year 2014, the State of Michigan provided supplemental appropriations to school districts and community colleges to help pay for growing cost of retirement obligations associated with the Michigan Public School Employee Retirement System (MPSERS). Funding was provided to allow the contribution rate for certain MPSERS payments to remain at 21% instead of up to 33%. These payments, known as the "MPSERS UAAL Rate Stabilization Payment" (UAAL), are authorized annually by the State of Michigan and there is no guarantee or expectation that they will continue in perpetuity.

The purpose of the proposed Designated Fund is to maintain an adequate level of unrestricted assets to provide for up to one year of funding in the event that the State of Michigan ceases or decreases the UAAL payments.

Calculation of Target Amount

The minimum amount to be designated as the "MPSERS Designated Fund" will be established at each fiscal year end for the following fiscal year based on the amount of UAAL funds actually received or accrued in the fiscal year that ended. The amount of the MPSERS Designated Fund may be adjusted at any time by the Board of Trustees.

Intended Use

In the event of elimination or a decrease in UAAL funding by the State, the MPSERS Designated Fund is intended to replace up to one year of UAAL funding to prevent financial constraints that could threaten the desired level of College operations. The MPSERS Designated Fund is not intended to provide more than one year of stop-gap funding.

Authority & Responsibility

Authority for the use of the MPSERS Designated Fund is delegated to the President and/or Chief Financial Officer in consultation with the Treasurer / Chair of the Finance Committee, who will

confirm that the use is consistent with the purpose of the MPSERS Designated Fund as described in this document.

The President is responsible for ensuring that the MPSERS Designated Fund is maintained as calculated or as adjusted by the Board of Trustees as well as for ensuring that it is used only as described in this document.

Monitoring and Reporting

The Chief Financial Officer will review the established balance of the MPSERS Designated Fund with the Finance Committee at its first meeting of the fiscal year as well as any factors that might be considered for adjustment to the calculated amount.

The MPSERS Designated Fund will exist as the designated fund set aside by action of the Board of Directors and, as such, will be reported in the financial statements as "Board Designated Reserve".

Any use of the MPSERS Designated Fund will be reported to the Board of Directors at its next scheduled meeting, accompanied by that analysis that led to the determination to use the funds and plans for restoring the MPSERS Designated Fund to the Target Amount, if applicable.

Replenishing

Should additional funding be required in the MPSERS Designated Fund based upon the measures outlined in the Calculation of Target Amount, the additional amount will be funded with cash reserves.

ACTION

To ensure adequate funding in the event of the elimination of or decrease in UAAL payments from the State of Michigan, College Administration recommended that the Board of Trustees designed an amount of unrestricted assets as presented, to be known as the MPSERS Designated Fund.

MOTION by Ms. Truesdell, with support by Mr. Curry to approve an amount of unrestricted assets as presented, to be known as the MPSERS Designated Fund.

ROLL CALL VOTE

Yeas: Ms. Truesdell, Ms. Tomasini, Dr. Lindley, Mr. Curry, Mr. Grover, Ms. Johnson, Mr. Bergan

Nays: None

Absent: None

APPROVED

Fiscal Year 2017-18 Tuition & Fee Schedule

The fiscal year 2017-18 tuition and fee schedule has been presented for consideration at tonight's meeting.

ACTION

It is recommended that the Lake Michigan College Board of Trustees approve the fiscal year 2017-18 tuition and fee schedule as presented.

Tuition & Fees -- FY18

Tuition:	
In District	\$ 102.00
Out of District	\$ 157.50
International	\$ 230.50
Baccalaureate	\$ 290.00
Middle College	\$ 148.00
Direct Credit - In District ^A	\$ 49.50
Direct Credit - Out of District ^A	\$ 68.00
Fees:	
Academic	\$ 14.00
Facility	\$ 14.00
Technology	\$ 14.00
Student Activity ^B	\$ 1.00
Student Senate Campus Fund ^B	\$ 3.00
Direct Credit Technology ^C	\$ 3.00
TOTAL Tuition + Fees:	
In District	\$ 148.00
Out of District	\$ 203.50
International	\$ 276.50
Baccalaureate	\$ 336.00
Middle College	\$ 148.00
Direct Credit - In District	\$ 50.50
Direct Credit - Out of District	\$ 69.00

^A - calculated historically at ~1/3 traditional rates

^B - restricted use ^C - per course registration

approved by the Board 03.28.2017

^D - equivalent to in-district tuition

MOTION by Ms. Truesdell with support by Mr. Curry to approve the fiscal year 2017-18 tuition and fee schedule as presented.

ROLL CALL VOTE

Yeas: Mr. Grover, Ms. Truesdell, Ms. Tomasini, Dr. Lindley, Mr. Curry, Ms. Johnson, Mr. Bergan

Neas: None

Absent:

APPROVED

Title III Grant Submission

ACTION:

It is recommended that the Lake Michigan College Board of Trustees approve the submission of the Title III Grant.

MOTION by Mr. Bergan with support by Mr. Curry to approve the submission of the Title III Grant.

ROLL CALL VOTE

Yeas: Mr. Grover, Ms. Truesdell, Ms. Tomasini, Dr. Lindley, Mr. Curry, Ms. Johnson, Mr. Bergan

Neas: None

Absent: None

Comments

The Board expressed their appreciation to Dr. Robert Harrison for stepping in and continuing college business as usual. They commented on how the staff rallied around each other, and credited Dr. Harrison for pulling together staff and cabinet, and helping us over the rocky roads. They thanked him for his services and wished him good luck in his retirement.

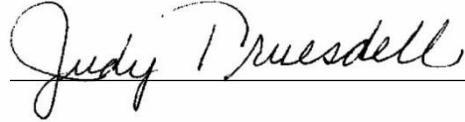
Mr. Curry shared how incredibly uplifting it is to read through the department reports. He is excited about all the good news focused on the honor students, students moving on to their 4-year college, and the wine tasting room in Baroda.

ADJOURNMENT

MOTION by Mr. Bergan with support from Mr. Curry to adjourn the Regular Meeting of the Lake Michigan College Board of Trustees at 6:35 p.m.



Michael Lindley, Chair



Judy Truesdell, Secretary