

Lake Michigan College Board of Trustees  
Minutes of the Special Budget Hearing  
Napier Campus  
June 27, 2017

**CALL TO ORDER**

Ms. Debra Johnson called the Budget Hearing of the Lake Michigan College Board of Trustees to order at 6:00 p.m. The meeting opened with the Pledge of Allegiance.

**ROLL CALL**

Present: Ms. Judy Truesdell, Mr. Paul Bergan, Ms. Debra Johnson, Mr. Jeff Curry  
Absent: Ms. Mary Jo Tomasini, Dr. Michael Lindley, Mr. John Grover

**SETTING OF THE AGENDA**

The agenda stands as presented.

**NEW BUSINESS**

**BUDGET HEARING**


Ms. Kelli Hahn presented a proposed balanced budget for the 2018 fiscal year. She acknowledged that as the budget was prepared, assumptions and projections were made.

**ADJOURNMENT**

MOTION by Mr. Bergan, supported by Mr. Curry, to adjourn the special budget hearing of the Board of Trustees at 6:02 p.m.



Debra Johnson, Vice Chair



Judy Truesdell, Secretary

Board of Trustees  
Minutes of the Regular Meeting  
Napier Campus  
June 27, 2017

**CALL TO ORDER**

Ms. Johnson called the Regular Meeting of the Lake Michigan College Board of Trustees to order at 6:02 p.m.

**ROLL CALL**

Present: Ms. Truesdell, Mr. Curry, Mr. Bergan, Ms. Johnson

Absent: Ms. Tomasini, Dr. Lindley, Mr. Grover

**SETTING OF THE AGENDA**

**APPROVAL OF MINUTES**

The minutes of the May 23, 2017 Regular Board Meeting were accepted as presented with a motion by Ms. Truesdell, supported by Mr. Bergan.

**PETITIONS AND COMMUNICATIONS FROM THE FLOOR**

None

**DEPARTMENT REPORTS**

**Finance Report**

Ms. Hahn gave the financial report for month ending May 31, 2017.

**Regional Campuses and K-12 Partnerships**

Ms. Craig reported on the installation of a community outreach representative at each campus.

Mr. Bergan commented that this is a great move to ensure all members of the community can receive great service from the college.

**Student Services**

Mr. Schaffer gave an update on coaching positions that are all filled, with the final stretch hiring an assistant Athletic Director. He also reported on the hiring of a Banner Systems Analyst.

## **NEW BUSINESS**

### **POLICIES – NON STUDENT COMPLAINT AND TEACHING BY STAFF**

The following policies were presented to the Board for approval.

#### **NON-STUDENT COMPLAINT – GENERAL – POLICY**

Office of Origin: President's Office  
Date Adopted: 06-27-2017  
Date Reviewed:  
Last Date Modified:

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##### Policy Statement:

Lake Michigan College (the College) strives to resolve all complaints in a fair and expedient manner. This policy pertains to non-civil rights\* related complaints that involve issues that are general in nature and are not related to instruction or academic matters, such as complaints about non-teaching college staff, the parking lot, student services policies and procedures, snow removal, bathroom maintenance, facility issues, etc. Complaints that involve instruction or academic matters, such as evaluations of academic work (e.g., examinations, quizzes, papers, final course grades, etc.), and/or failure of a faculty member to follow College policies and/or procedures as they relate to instruction or academic matters, should refer to the Student Complaint – Academic Policy and Procedure.

A person who wants to file a complaint regarding general, non-academic College operations should report their concerns to a member of the President's Cabinet.

The following steps outline the requirements as well as the timeline for the General Complaint Process:

- A. Verbal or written complaint(s) should be referred to the appropriate member of the President's Cabinet who will consider the merits of the complaint and will take any and all action considered appropriate or necessary to resolve the concern(s) raised in the complaint. At this level, the complainant may request to remain anonymous. The response to the person filing the complaint will take place within 48 hours if a method (e.g., email address, phone number) is provided for response. If the complaint is resolved at this point, there is no record of the complaint maintained.
- B. If the complaint is not resolved to the satisfaction of the complainant, the next is to submit a request in writing to the College President requesting further resolution. (At this point, the complaint is then considered a "formal complaint".) The formal complaint must be submitted within 10 business days of the original complaint. The formal complaint must include the specific nature of the complaint, reasons for filing the complaint, all documentation supporting the complaint, and

specific remedy requested. The President will seek a resolution by using the following means:

- Contact the appropriate college employee who is responsible for the college operation against which the complaint has been lodged and arrange a meeting between the parties involved to discuss a possible resolution. The formal complaint will be forwarded to all appropriate parties involved prior to the meeting.

If a satisfactory resolution is reached, the college employee responsible for the operation against to the formal complaint pertained will notify the President that the complaint has been resolved, and an appropriate entry will be recorded in the Lake Michigan College Non-Student Complaint Log.

- Should a resolution not be reached, the President will review the formal complaint and all supporting material and render a written decision regarding the formal complaint that will include the basis of the decision. A decision on the formal complaint will be rendered within five (5) business days and will be communicated in writing to the complainant.-with a copy to the college employee who is responsible for the college operation against which the formal complaint was lodged. An entry regarding resolution will be recorded in the Lake Michigan College Non-Student Complaint Log.
- In the event the President is unable to resolve the formal complaint; the formal complaint will be forwarded to the Lake Michigan College Board of Trustees (the Board) Chair for review and action. The Board Chair will review the formal complaint and all supporting material and render a written decision regarding the complaint that includes the basis of the decision. A decision to the formal complaint will be rendered within five (5) business days and will be communicated in writing to the complainant with a copy to the college employee who is responsible for the college operation against which the formal complaint was lodged. An entry regarding the resolution will be recorded in the Lake Michigan College Non-Student Complaint Log.

### **Non-Student Complaint Log**

The Non-Student Complaint Log (the Log) is available for review. Names of individuals involved in a complaint are not part of the Log. The Log will include the following information:

- a. description of the complaint
- b. date the complaint was received
- c. category of the complaint (grounds, facilities, etc.)
- d. steps taken to address the complaint
- e. disposition of the complaint
- f. any external actions initiated and related to a given complaint

The College will maintain the Log for a minimum of 10 years. The Log will be maintained by the Vice President, Student Services.

\*Civil Rights Issues: This policy does not apply to issues related to sexual harassment, civil rights, Title IX, and disability concerns. Complaints or concerns related to civil rights issues should be discussed with the Executive Director of Human Resources.

Sharing Disclosure: All complaints submitted in writing, signed, and addressed to or submitted to the College may be shared with agencies that accredit the College or its programs unless the individual expressly prohibits the College from doing so.

Responsibility: President

### **TEACHING BY STAFF - POLICY**

Office of Origin:	Human Resources
Date Adopted:	01-12-88
Last Date Modified & Approved:	02-04-15; 06-07-17
Date Reviewed:	

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1. All staff (non-faculty) teaching assignments regardless of time or circumstances, paid or non-paid, must follow the College's standard teaching process and be approved each semester by the individual's immediate supervisor, their Cabinet member, and the Vice President, Academic Services.
  2. Qualified staff (non-faculty) in good standing may be assigned to teach courses only after full-time faculty base load requirements and preferred overload assignments are satisfied, and after qualified, part-time faculty are considered. At no time should an established part-time faculty in good standing be replaced by a staff member.
  3. Qualified staff may volunteer to teach courses with no additional compensation.
  4. No more than one (1) course per semester or term may be taught as a part of the regular work assignment.
  5. Teaching during work, including the lunch hour will be considered part of the employee's normal workload and will result in no additional compensation.
  6. Qualified staff may teach a maximum of two sections/not to exceed six (6) contact hours per semester outside of their work, with the approval of their immediate supervisor, Cabinet member, and Vice President, Academic Services. Exceptions would be directed to Human Resources for consideration.
  7. If a full-time employee's teaching assignment interferes with job performance, the employee may be requested to end or modify such teaching assignment as a

condition of continued employment by the College.

Responsibility: Vice President, Administrative Services; Vice President, Academic Services

References: (i.e. laws/regulations)

**ACTION**

The administration recommended that the policies Complaint – Non-student, and Teaching by Staff be approved as presented.

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

ROLL CALL VOTE

Yeas: Ms. Truesdell, Ms. Johnson, Mr. Bergan, Mr. Curry

Nays: None

Absent: Ms. Tomasini, Dr. Lindley, Mr. Grover

**APPROVED**

**FISCAL YEAR 2018 OPERATING AND CAPITAL BUDGETS**

The fiscal year 2018 operating and capital budgets were presented at tonight's meeting.

**ACTION**

It was recommended that the fiscal year 2018 operating and capital budgets be approved as presented by the Lake Michigan College Board of Trustees.  
Bergan curry

**MOTION** by Mr. Bergan, with support by Ms. Truesdell to approve the fiscal year 2018 operating and capital budgets as presented.

ROLL CALL VOTE

Yeas: Ms. Johnson, Ms. Truesdell, Mr. Curry, Mr. Bergan

Neas: None

Absent: Mr. Grover, Ms. Tomasini, Dr. Lindley

**APPROVED**

**MENDEL CENTER HIGH DEFINITION VIDEO PROJECT**

The current analog video equipment used throughout the College's Mendel Center was purchased in various stages over the past 20+ years. While this equipment has served the College well, due to the age of the equipment and difficulty in obtaining repair parts and services, replacement is necessary. In addition, high definition (HD) video systems have become the standard in conference centers, classrooms, etc. over the past 10 years due to the vast improvement in quality that comes with the significantly higher resolution. Finally, the College often must rent HD equipment in order to meet Mendel Center client expectations current.

The nearly 100,000 faculty, staff, students, community members, and visitors who use the Mendel Center annually will benefit from the enhanced video and audio presentation quality this new equipment will provide.

Accordingly, in compliance with the College's Purchasing Policy, a Request for Proposal for installation of HD equipment throughout the Mendel Center was issued in May 2017. Three companies participated in the mandatory site visit and walk-through, as follows: TPC Technologies, Inc., TEL Systems, and Bluewater Technologies.

A proposal was received from one company – TPC Technologies, Inc. – in the amount of \$427,133. In addition, a proposal for project alternates was submitted for College consideration.

This bid was evaluated and found to meet all pre-determined evaluation criteria (e.g., experience, capability, approach, references); in addition, the bid amount was below the preliminary capital budget allocation.

**ACTION:**

It was recommended that the Lake Michigan College Board of Trustees authorize College administration to bind a contract with the low bidder, TPC Technologies, Inc., in the amount of \$433,809, which includes \$427,133 from the bidder's base proposal and \$6,676 in desired alternates.

**MOTION** by Mr. Curry with support by Mr. Bergan to authorize College administration to bind a contract with the low bidder, TPC Technologies, Inc., in the amount of \$433,809, which includes \$427,133 from the bidder's base proposal and \$6,676 in desired alternates.

ROLL CALL VOTE

Yeas: Ms. Johnson, Ms. Truesdell, Mr. Curry,

Mr. Bergan

Neas: None

Absent: Mr. Grover, Ms. Tomasini, Dr. Lindley

**APPROVED**

**CAPITAL REQUEST – END OF LIFE COMPUTER REPLACEMENT**

The College currently manages over 2,100 computing devices. The deployment of these devices is generally as follows:

- Lab – 1,478 (69%)
- Classroom – 98 (5%)
- Administrative – 518 (24%)
- Digital Signage & Other – 39 (2%)

A five-year cycle is often the recommended best practice for lifecycle computer replacement to minimize unnecessary cost, operational inefficiencies, and service disruptions. The average age of the devices in the labs and classrooms are 4.9 and 6.4 years, respectively. While this equipment has served the College well, due to the age of the equipment, difficulty in obtaining software updates and manufacturer support, replacement of this equipment is necessary.

Accordingly, and in compliance with the College’s Purchasing Policy, a Request for Bid (RFB) for was issued in May 2017 for 563 devices for lab and classroom use. One bid was received in response, as follows:

Dell Inc.	\$448,000
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This bid was evaluated and found to meet all specifications of the RFB; in addition, the bid amount was below the preliminary capital budget allocation.

**ACTION:**

It was recommended that the Lake Michigan College Board of Trustees authorize College administration to bind a contract with the low bidder, Dell Inc., in the amount of \$448,000.

**MOTION** by Mr. Curry, with support by Mr. Bergan to authorize College administration to bind a contract with the low bidder, Dell Inc., in the amount of \$448,000.

ROLL CALL VOTE

Yeas: Ms. Johnson, Ms. Truesdell, Mr. Curry,  
Mr. Bergan



Neas: None

Absent: Mr. Grover, Ms. Tomasini, Dr. Lindley

**APPROVED**

**APPROVAL TO SUBMIT MCACA PROJECT SUPPORT GRANT**

Title: MCACA Project Support Grant of \$20,000 for Cabaret Public Performance

Source: Michigan Council for Arts and Cultural Affairs

Officer: Mike Nadolski, Mendel Center Executive Director

Dates: October 1, 2017 – May 3, 2018

Match: \$20,000

Summary: This Project Support Grant will support a public performance of the nationally touring Broadway musical production of Cabaret on The Mendel Center Mainstage on May 3, 2018. The performance will be part of the 26<sup>th</sup> annual Mainstage performing arts series. The series is designed to make quality performing arts opportunities locally accessible in southwestern Michigan. The cash match will be covered by earned revenue from the performance and does not require additional fundraising efforts.

**ACTION:**

It was recommended that the Lake Michigan College Board of Trustees authorize the College to submit an application for the MCACA Project Support Grant.

**MOTION** by Mr. Curry, with support by Mr. Bergan to authorize the College to submit an application for the MCACA Project Support Grant.

ROLL CALL VOTE

Yeas: Ms. Johnson, Ms. Truesdell, Mr. Curry,  
Mr. Bergan

Neas: None

Absent: Mr. Grover, Ms. Tomasini, Dr. Lindley

**APPROVED**

**CERTIFICATION OF APPOINTMENTS 2017-2018 MCCA BOARD OF DIRECTORS**

The Michigan Community College Association (MCCA) Bylaw, Article VII, Sec. 1 and 2 requires each member college to certify to the Secretary of the Association prior to July 15 each year its representatives to the MCCA Board of Directors. The representatives must be the chief administrative officer of the College and one member of the College's governing board. Each College Board is also required to designate an alternate governing board member.

Vice Chair Johnson announced the appointment of Dr. Michael Lindley and Ms. Debra Johnson as Lake Michigan College Board of Trustees representatives to the Michigan Community College Association Board of Directors for 2017-2018.

**MOTION** by Ms. Truesdell, with support by Mr. Curry to appoint Dr. Michael Lindley and Ms. Debra Johnson as Lake Michigan College Board of Trustees representatives to the Michigan Community College Association Board of Directors for 2017-2018.

ROLL CALL VOTE

Yeas: Ms. Johnson, Ms. Truesdell, Mr. Curry,  
Mr. Bergan

Neas: None

Absent: Mr. Grover, Ms. Tomasini, Dr. Lindley

**APPROVED**

**CERTIFICATION OF APPOINTMENT  
2017-2018 MCCA BOARD OF DIRECTORS  
MICHIGAN COMMUNITY COLLEGE ASSOCIATION**

**CERTIFICATION FORM**

At a Regular meeting of the Board of Trustees or Board of  
(Special/Regular)  
Education of Lake Michigan college held on June 27, 2017  
(College) (Date)  
the following were designated as the chief administrative officer and governing board  
representatives of Lake Michigan college to the Board of Directors of  
(College)  
the Michigan Community College Association for the year beginning July 1, 2017 and  
ending June 30, 2018.

**MCCA BOARD OF DIRECTORS REPRESENTATIVES**

President/Chancellor Director Dr. Trevor A. Kubatzke  
(Name)

Trustee Director Dr. Michael Lindley Chairperson  
(Name) (Board Title)

Alternate Trustee Director Debra Johnson Vice Chairperson  
(Name) (Board Title)

Submitted by: \_\_\_\_\_  
(Signature of Authorized Agent)

6/27/2017  
\_\_\_\_\_  
(Date)

**Return this completed form by July 15, 2017 to:**

MCCA – 222 North Chestnut, Lansing, MI 48933-1000, fax to: (517) 372-0905 or  
e-mail to [michelle@mcca.org](mailto:michelle@mcca.org). Thank you.

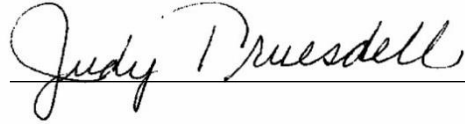
**ADJOURNMENT**

MOTION by Mr. Bergan with support from Mr. Curry to adjourn the Regular Meeting of the Lake Michigan College Board of Trustees at 6:14 p.m.



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Debra Johnson, Vice Chair



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Judy Truesdell, Secretary