

Board of Trustees
Minutes of the Regular Meeting
Napier Campus
August 22, 2017

CALL TO ORDER

Chair Lindley called the Regular Meeting of the Lake Michigan College Board of Trustees to order at 6:06 p.m. The meeting opened with the Pledge of Allegiance.

ROLL CALL

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

Absent: Ms. Mary Jo Tomasini

SETTING OF THE AGENDA

The agenda stands as presented.

APPROVAL OF MINUTES

Minutes of the June 27, 2017 Special Budget Hearing and Regular meeting were approved as presented.

PETITIONS AND COMMUNICATIONS FROM THE FLOOR

None

PRESIDENT'S REPORT

Dr. Kubatzke reported on the two College-wide Update sessions he held on August 15 which included a fall enrollment update, the Higher Learning Commission visit scheduled for 2018, a financial outlook of the college, the planned construction projects, and the goals and vision for the college.

DEPARTMENT REPORTS

Academic Services

Ms. Marla Clark reported on the preparations that are underway for the Health Sciences; for the fall semester nearly 200 students from several health science programs participated in an orientation program. The programs included were nursing, radiography, medical assisting, sonography, and MRI. The coordination and teamwork for these orientations involved many team members from the college and the community.

Also, on September 12th and 13th open auctions will be held in the Hanson Theatre at the Mendel Center for the upcoming fall production of "Airline Highway" that will be performed in November.

Administrative Services

Ms. Anne Erdman introduced Ms. Xiantria Nichols, Administrative Coordinator who will begin her employment with the college on August 23, 2017.

NEW BUSINESS

MICHIGAN NEW JOBS TRAINING PROGRAM

Lake Michigan Community College
County of Berrien, State of Michigan

**RESOLUTION AUTHORIZING PRELIMINARY ACTIONS
REGARDING MICHIGAN NEW JOBS TRAINING PROGRAM**

Minutes of a regular meeting of the Board of Trustees of the Lake Michigan Community College, County of Berrien, State of Michigan (the "College") held on the 22 day of August, 2017 at 6 o'clock p.m., prevailing Eastern Time.

PRESENT: Trustees Michael Lindley, Debra Johnson, Judy Truesdell, Jeff Curry, John Grover, Paul Bergen

ABSENT: Trustees Mary Jo Tomasini

The following preamble and resolution were offered by Trustee Grover and supported by Trustee Curry:

WHEREAS, the New Jobs Training Program, codified in Chapter 13 of the Community College Act of 1966, Act 331, Public Acts of Michigan, 1966, as amended, authorizes the College to enter into certain training agreements with employers engaged in business in this state; and

WHEREAS, the College desires to authorize Ken Flowers and Chad Dee (the "Authorized Officers") to accept Applications from employers, to enter into Preliminary Agreements with employers, and to conduct preliminary review and evaluation with respect to such applications.

NOW, THEREFORE BE IT RESOLVED THAT:

1. Authorization to Accept Applications. The Authorized Officers are hereby authorized to accept and receive Applications from employers desiring to pursue a New Jobs Training Agreement with the College pursuant to the New Jobs Training Program.
2. Authorization to Enter into Agreements of Intent. The Authorized Officers are hereby authorized to enter into Preliminary Agreements with employers on behalf of the College.
3. Preliminary Actions. The Authorized Officers are hereby authorized to conduct preliminary review, evaluation, and administrative processing of said Applications.

4. All resolutions and parts of resolutions insofar as they conflict with the provisions of this Resolution be and the same hereby are rescinded.

AYES: Trustees Michael Lindley, Debra Johnson, Judy Truesdell, Jeff Curry, John Grover, Paul Bergan

NAYS: Trustees None

ABSTAIN: Trustees None

RESOLUTION DECLARED ADOPTED.


Secretary, Board of Trustees Judy Truesdell

I hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Trustees of the Lake Michigan Community College, County of Berrien, State of Michigan at a regular meeting held on August 22, 2017, 200, and that said meeting was conducted and public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of said meeting were kept and will be or have been made available as required by said Act.


Secretary, Board of Trustees Judy Truesdell

ACTION:

Academic Administration recommended that the Lake Michigan College Board of Trustees authorize the Administration to proceed in authorizing preliminary actions regarding the Michigan New Jobs Training Program.

MOTION by Mr. Grover, with support by Mr. Curry to authorize the Administration to proceed in authorizing preliminary actions regarding the Michigan New Jobs Training Program.

ROLL CALL VOTE

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

Neas: None

Absent: Ms. Tomasini

APPROVED

AUTHORITY TO BIND COLLEGE TO EXTERNAL AGREEMENTS

| | |
|--------------------------------|--------------------|
| Office of Origin: | Board of Trustees |
| Date Adopted: | 10-26-10 |
| Date Reviewed: | 08-24-15; 08-11-17 |
| Last Date Modified & Approved: | 10-27-15 |

I. Policy Statement

Delegation of authority represents the legal power to act in the name of Lake Michigan College (the College) to bind the College to an obligation. Signing an agreement is the most common way delegated authority is exercised.

This policy delineates who has the authority to obligate the College to an external organization. This policy does not apply to those approvals required for processes internal to the College (e.g., time sheets, journal entries, purchase requisitions.)

The College is not bound by and does not recognize as binding any obligation made by an unauthorized person.

Any College employee who fails to comply with this policy will be subject to disciplinary action ranging from reprimand to discharge. The nature and severity of the disciplinary action will be consistent with established College disciplinary procedures.

Authorized Signatures

The President, acting on behalf of and through the authority of the Board of Trustees, is vested with general authority to execute documents and contracts on behalf of the College.

The President has also delegated signature authority to members of the College's executive management team (Cabinet) to bind the College for matters within their respective areas of responsibility as outlined in *Appendix I – Delegation of Authority for Transactions within Area of Responsibility with External Organizations*.

In addition, others College employees have been given authority to bind the College in specific instances as outlined in *Appendix II – Limited Delegation of Signature Authority for Transactions within Area of Responsibility with External Organizations*.

Delegations in the appendices following are tied to the position and not to a specific individual – i.e., a person acting on an interim basis assumes the same authority to bind as if he or she held the position on a regular basis.

Delegation of Signature Authority Modification

Requests to modify the delegation of signature authority are to be directed to the President. The President may also make non-substantive changes to this policy to reflect changes to or elimination of titles or positions.

Required Procedure

Normal consultations, administrative reviews, and approvals are expected to occur prior to binding signature including, where appropriate, review by the President, appropriate vice president, and/or College legal counsel.

Conflicts

A person with delegated signing authority may not obligate the College to an agreement in which he or she has or could have a personal interest that would prevent objective analysis, such as one where he or she would personally benefit. Agreements in this category must be authorized by the person with authority at the next highest level organizationally.

Internal Controls

Proper segregation of duties must be maintained at all times so that no single employee is authorized to both approve a commitment of funds and to authorize the payment process. Therefore, **a person with delegated signing authority may not authorize the commitment of funds beyond those budgeted.**

Responsibility: President

Appendix I: Delegation of Authority within Area of Responsibility with External Organizations

Up to \$25,000

- Dean, Arts & Sciences
- Dean, Career and Workforce Education
- Dean, Health Sciences

Up to \$100,000 and \$100,000+ with Board of Trustees Approval

- Vice President, Administrative Services
- Chief Financial Officer
- Executive Director, Lake Michigan College Foundation
- Provost and Vice President, Academic Affairs
- Vice President, Student Engagement and Support
- Vice President, Enrollment and Community Partnership
- President

Appendix II: Limited Delegation of Authority for Transactions within Area of Responsibility with External Organizations

Chief Financial Officer

- Mendel Center artist/speaker/performer related contracts with the co-signature of the Executive Director, Mendel Center Operations. Notice of signed artist/speaker/performer related contracts over \$100,000 will be made to the Board of Trustees Chair and the President within one business day of binding.

Chief Information Officer

- Telecommunications contracts up to \$9,999
- IT service contracts up to \$9,999
- Technology purchases up to \$9,999

Director, Conference and Event Services (CES)

- Food, beverage, and CES supply contracts up to \$9,999
- CES sponsorship and trade agreements up to \$2,499

Director, Hanson Technology Center

- Workforce Training & Development (WTD) and Hanson Center Technology related contracts and purchases up to \$9,999

Executive Director, Facilities Management

- Facilities contracts up to \$9,999
- Facilities related purchases up to \$9,999

Executive Director, Human Resources

- Recruitment related purchases up to \$9,999
- Human Resources service contracts up to \$9,999

Executive Director, Marketing & Communications

- Marketing contracts up to \$9,999
- Marketing related purchases up to \$9,999

Executive Director, Mendel Center Operations

- Mendel Center related purchases up to \$9,999
- Mendel Center sponsorship and trade agreements up to \$9,999
- Mendel Center artist/speaker/performer related contracts with the co-signature of the Chief Financial Officer. Notice of signed artist/speaker/performer related contracts over \$100,000 will be made to the Board of Trustees Chair and the President within one business day of binding.

Manager, Purchasing

- Purchase orders up to \$9,999
- Purchases up to \$9,999

Vice President, Administrative Services

- May execute Facilities' contracts exceeding \$100,000 if the related capital project was previously approved by the Board of Trustees and the contract to be executed relates to goods or services included in that approved capital project.

ACTION:

College administration recommended that the Lake Michigan College Board of Trustees approve The Authority to Bind College to External Agreements policy as presented.

MOTION by Mr. Grover, with support by Mr. Curry to authorize the Administration to approve The Authority to Bind College to External Agreements policy as presented.

ROLL CALL VOTE

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

Neas: None

Absent: Ms. Tomasini

APPROVED

RECORD RETENTION POLICY

| | |
|--------------------------------|-------------------|
| Office of Origin: | Board of Trustees |
| Date Adopted: | 08-22-17 |
| Date Reviewed: | 08-22-17 |
| Last Date Modified & Approved: | 08-22-17 |

Federal and state statutes require Lake Michigan College (the College) to maintain certain types of records for a specified period of time. Failure to retain those records for those minimum periods could subject the College to penalties and fines, inhibit potential evidence in a lawsuit, or seriously disadvantage the College in litigation.

The College expects employees to fully comply with the published records retention schedule, with one exception to any stated destruction schedule, which is as follows:

The College may inform employees that various records are relevant to litigation or a claim resolution proceeding, or potential litigation or a potential claim resolution proceeding. In that event, those records must be preserved and must not be destroyed, mutilated, or changed until the College determines the records are no longer needed to be preserved in their present state. The exception, which is called a "litigation hold", supersedes any previously or subsequently established destruction schedule for those records. If an employee believes that this exception may apply, or have any questions regarding the possible applicability of the exception, he/she should contact Human Resources.

Failure to comply with the Records Retention Policy and its related procedure may result in disciplinary action, up to and including termination.

Responsibility:

References: State of Michigan Records Management Services Records Retention and Disposal Schedule for Michigan Public Schools Approved December 7, 2010

ACTION:

College administration recommended that the Lake Michigan College Board of Trustees approve the Record Retention policy as presented.

MOTION by Mr. Grover, with support by Ms. Truesdell to approve the Record Retention policy as presented.

ROLL CALL VOTE

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

Neas: None

Absent: Ms. Tomasini

APPROVED

MAJOR CAPITAL

Office of Origin: Board of Trustees

Date Adopted: 12-06-16

Date Reviewed: 08-11-17

Last Date Modified & Approved:

Policy Statement:

Major Capital is broadly defined as a capital asset or capital project (i.e., capitalized costs of construction, acquisition, and/or renovation) that meets Lake Michigan College (the College) capitalization threshold but that is not included in a routine capital budget.

Major Capital projects require substantial College resources, both in terms of financial resources and human resources. To ensure the wise use of scarce resources, adequate planning and ongoing budget monitoring must occur. Towards that end, the following are required for all Major Capital projects:

1. Major Capital project activities will comply with the College's Purchasing Policy as well as the Capital Asset Procedure.
2. Project scope will be determined in collaboration with all major stakeholders (e.g., purpose, space required, estimated budget, sources of funding, location) and presented to the College's Board of Trustees (the Board) for review prior to incurring any significant design costs.
3. An independent professional estimator or similar professional ~~will~~ may be engaged to provide budget and square footage estimates, along with recommended bid timing.
4. Prior to seeking construction bids, project scope and budget will be reviewed with the Board of Trustees. Recommendations of scope changes identified through the design process will be highlighted.
5. Bid alternates may be included in the bid specifications to provide flexibility should the College be concerned with the risk of escalating costs or budgetary constraints.
6. The Professional Services portion of the Major Capital contract may include a construction administrator who will advocate for the College's behalf on all construction issues.
7. Major Capital projects requiring substantial equipment or systems testing will include commissioning costs in the approved budget.
8. A six percent (6%) contingency will be included in all new construction Major Capital project budgets, and an eight percent (8%) contingency will be included in all renovation Major Capital project budgets.
9. A summary of the construction bids received will be presented to the Board along with a recommendation for approval (including any bid alternates recommended for inclusion or budget adjustments) as required by the Authority to Bind policy. To take advantage of a favorable bidding climate, a special Board meeting may be needed.
10. Regular reporting of the status of Major Capital projects will be provided to the Board of Trustees.

Responsibility: Vice President, Administrative Services; CFO; Executive Director, Facilities Management

References: Purchasing Policy; State of Michigan Capital Outlay Manual; Capital Asset Procedure

ACTION:

College administration recommended that the Lake Michigan College Board of Trustees approve the Major Capital policy as presented.

MOTION by Ms. Truesdell, with support by Mr. Curry to approve the Major Capital policy as presented.

LAKE MICHIGAN COLLEGE – MAJOR CAPITAL PROJECTS: DESIGN AND CONSTRUCTION

Lake Michigan College proposes to administer two major capital projects: 1) a renovation of the Napier Campus Center and 2) construction of a new Wine, Culinary and Hospitality Education Center. These two projects are proposed to operate concurrently using the same project delivery method.

Napier Academic Building Renovation

| | |
|---|--------------|
| Total project budget (not-to-exceed) | \$32,000,000 |
| Professional services included within the \$32 million include: | |
| Stantec Architecture Inc. professional services fee..... | \$2,122,200 |
| Miller-Davis Co. professional services fee..... | \$1,352,340 |

Wine, Culinary and Hospitality Education Center

| | |
|---|--------------|
| Total project budget (not-to-exceed) | \$12,000,000 |
| Professional services included within the \$12 million include: | |
| Stantec Architecture Inc. professional services fee..... | \$772,900 |
| Miller-Davis Co. professional services fee | \$578,150 |

ACTION:

It was recommended that the Lake Michigan College Board of Trustees approve the project budgets outlined above. Additionally, we recommend that the Lake Michigan College Board of Trustees authorize the College Administration to establish professional services contracts, as outlined above, with Stantec Architecture Inc., Berkley, MI and Miller-Davis Company, Kalamazoo, awarded in accordance with the College’s purchasing policy and State of Michigan capital project requirements.

MOTION by Mr. Grover, with support by Mr. Curry to approve the project budgets outlined above. Additionally, the Lake Michigan College Board of Trustees authorizes the College Administration to establish professional services contracts, as outlined above, with Stantec Architecture Inc., Berkley, MI and Miller-Davis Company, Kalamazoo, awarded in accordance with the College’s purchasing policy and State of Michigan capital project requirements.

ROLL CALL VOTE

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

Neas: None

Absent: Ms. Tomasini

APPROVED

COMMUNITY COLLEGE LOCAL STRATEGIC VALUE RESOLUTION

Section 230 of Michigan Public Act 108 of 2017, the education omnibus appropriations act for fiscal year 2018, includes qualifications that must be met in order to receive the portion of each college's performance funding appropriation earmarked for local strategic value. To qualify for full funding, the statute lists 15 separate best practices for community colleges to achieve. Institutions must satisfy four of five best practices in each of three different categories:

- Economic Development and Business or Industry Partnerships
- Educational Partnerships
- Community Services

The law requires the Lake Michigan College Board of Trustees to pass a resolution certifying that the College meets at least four out of five of the best practices under each of the three categories.

ACTION

It was recommended that the Lake Michigan College Board of Trustees approve the following resolution, as presented, which provides specifics as to how Lake Michigan College meets the best practice measures within each category.

MOTION by Mr. Bergan, with support by Mr. Curry to approve the following resolution, as presented which provides specifics as to how Lake Michigan College meets the best practice measures within each category.

ROLL CALL VOTE

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

Neas: None

Absent: Ms. Tomasini

RESOLUTION

The Lake Michigan College Board of Trustees certifies that the College does meet the best practice standards required for state appropriations under Section 230 of Michigan Public Act 108 of 2017. Resolution presented to the Lake Michigan College Board of Trustees at their August 22, 2017 Board meeting and adopted unanimously.



Michael Lindley, Chair



Judy Truesdell, Secretary

APPROVED

STEPHEN E. UPTON LOVE YOUR COMMUNITY GRANT APPLICATION

| | |
|------------------------------|---------------------|
| Contact Person: | Dr. Kenneth Flowers |
| Grant Request: | \$49,296 |
| Total Program Budget: | \$64,796 |

Project Description

LMC will work with local K-12 partners, Berrien RESA, and Michigan Rehabilitation Services (MRS) to recruit a cohort of 15 to 20 students to start the project during the 2017-18 school years. Cohort 2 in the 2018-19 school year will look to add an additional 15-20 students, so the program overall will have a total of 30-40 students. The partnership will review the success of the program prior to implementing a third cohort.

The program seeks to provide high quality mentoring and adaptive programming for a cohort group of Berrien County students that have limited career/job potential as a result of intellectual, emotional, and other developmental issues. Students will be connected with a coach, mentor, and/or community/career advisor during the three years of training sessions and will be linked together throughout the process. The program measureable outcomes are as follows

- Successful identification of participant goals and capabilities.
- Successful completion of skills training.
- Job Placement.
- Job Retention. (6 mos after program)

Berrien RESA and K-12 partners will recruit & select students to decide eligibility based on each participant's needs and align the student with the appropriate career program. During the summer following the participants sophomore year, they will participate in Summer Study I, an intensive, one week, program led by Lake Michigan College, Gateway and Michigan Rehabilitation Services (MRS). Participants will spend the week living on campus at LMC's Beckwith Hall engaging in many activities that include; hands on workplace opportunities,

academic assessment, ability assessment, barrier & job knowledge, work readiness, interest, and values. These activities will be focused entirely on the preferences, interests, needs and strengths of the individual student. Classes will be taught by faculty, community educators, and staff. (Participants will receive stipends to attend, clock in and out to prepare them for entry level employment setting.)

To maintain focus, selected participants will participate in a Career Minded Project during their junior year. Project guidelines are flexible. Participants will work with their coach, mentor, and/or community/career advisor to determine a project linked to the student's career choice and to help monitor progress and provide support as participants develop their projects. The project will be career oriented and help participants better identify with their area of interest helping to lead them to the next step of career preparation after high school. The project may consist of written assessments, fieldwork, volunteer work, and a final presentation. Participants will present their projects at the summer session following junior year to staff, peers, parents and their coach, mentor, and/or community/career advisor.

During the summer following the participant's junior year, they will participate in Summer Study II, a one week, program led by LMC. The curriculum and schedule of the Summer Study II session, will be similar to that of Summer Study I as they will again stay onsite at Beckwith Hall. The key difference will be that the senior students in their second year of participation will be mentors to the incoming juniors. This is expected to provide each student with a leadership opportunity.

During the summer after senior year, participants will participate in short term training sessions for two weeks at Lake Michigan College developing additional job related skills aligned with their career choice. Training will include; Academic and Career Exploration and Career Preparation. These activities involve mini-workshops, labs, and demonstrations on interesting and innovative topics such as science, engineering, and other areas. Career preparation activities include job readiness experiences such as résumé writing, interview strategies, mock interviews, and work-based learning.

Presentations and workshops introduce and encourage exploration of challenging careers and courses of study. They also provide opportunities to discover what types of accommodations participants might need in specific fields. The college will work with local employers to provide work experiences such as internships, externships, and/job shadowing. During the time of this employment, participants will continue their relationship with their coach, mentor, and/or community/career advisor. The goal is to have each participant obtain full time employment.

ACTION:

Academic Administration recommended that the Lake Michigan College Board of Trustees authorize the Administration to proceed in applying for the Love Your Community Grant in the amount of \$49,296.00.

COMMENTS:

Mr. Curry commented on how this is exciting and another way the college provides something so critical to the community.

MOTION by Ms. Truesdell, with support by Mr. Bergan to authorize the Administration to proceed in applying for the Love Your Community Grant in the amount of \$49,296.00.

ROLL CALL VOTE

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

Neas: None

Absent: Ms. Tomasini

APPROVED

BOARD OF TRUSTEES 2018 MEETING CALENDAR

The Lake Michigan College Board of Trustees set their 2018 meeting calendar at tonight's meeting.

**BOARD OF TRUSTEES
2018 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 23, 2018

February Board Workshop Only – February 13, 2018

March 27, 2018

April 17, 2018

May 22, 2018 (*Bertrand Crossing*)

June 26, 2018

No Meeting in July

August 28, 2018

September 25, 2018 (*South Haven*)

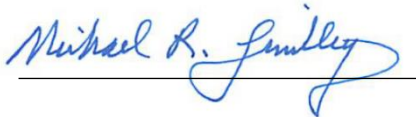
October 23, 2018

No Meeting in November

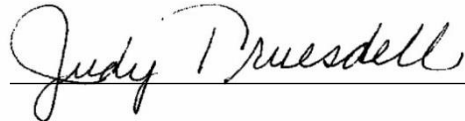
December 4, 2018

ADJOURNMENT

MOTION by Mr. Curry with support from to adjourn the Regular Meeting of the Lake Michigan College Board of Trustees at 6:26 p.m.



Michael Lindley, Chair



Judy Truesdell, Secretary