

**Board of Trustees
Minutes of the Regular Meeting
Benton Harbor Campus
April 17, 2018**

CALL TO ORDER

Chair Lindley called the Regular Meeting of the Lake Michigan College Board of Trustees to order at 5:59 p.m. The meeting opened with the Pledge of Allegiance.

ROLL CALL

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

SETTING OF THE AGENDA

The agenda stands as presented.

APPROVAL OF MINUTES

Minutes of the March 27, 2018 Regular Board Meeting were approved as presented with a motion by Mr. Curry, and support from Mr. Bergan.

PETITIONS AND COMMUNICATIONS FROM THE FLOOR

None

PRESIDENT'S REPORT

Dr. Kubatzke introduced Ms. Melissa Grau who introduced the Lady Red Hawks basketball coach, Mr. Patrick Daniel, and assistant coach Ms. Sarah Svoboda. Coach Daniel introduced the team and Dr. Kubatzke presented each athlete with a gift on behalf of the college.

Dr. Ken Flowers introduced Mr. Joe Zwiller and Ms. Kristi LaFrenz, Women's in Business Club. Ms. LaFrenz gave a Club presentation to the Board. Dr. Kubatzke presented each student and faculty member with a gift on behalf of the college.

DEPARTMENT REPORTS

Enrollment and Community Partnerships

Mr. Schaffer reported on the Middle College enrollment data and the onboarding process. Fall enrollment has just started; the new incoming cohort for Allegan is at 50 students.

Administrative Services

Ms. Erdman reported on Pace survey for college employees.

Academic Services

Dr. Kellogg introduced Mr. John Neuffer, Director of Guided Pathways, Title III. Dr. Kubatzke presented Mr. Neuffer with a gift on behalf of the college.

OLD BUSINESS

POLICY UPDATES

It was recommended that the Lake Michigan College Board of Trustees approve the following policy updates as presented.

Copies of the following policies were submitted and can be found in the March 27, 2018 Board of Trustees Minutes.

- A. Governance Systems
- B. Debt
- C. Board Conflict of Interest
- D. Transfer of College Credit
- E. Continuing Education Units
- F. Study Abroad
- G. ESL

MOTION by Mr. Bergan with support by Mr. Curry to approve the above policy updates as presented.

ROLL CALL VOTE

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

Nays: None

Absent: Ms. Tomasini

APPROVED

CONSTRUCTION BIDS - WINE AND VITICULTURE EDUCATION CENTER

Miller-Davis Company, LMC's contracted construction management firm, administered the bidding phase. Contract Documents were released on March 20, 2018. The advertisement was sent to a list of over 350 sub-contractors throughout Michigan and Northern Indiana who were prequalified through Miller-Davis Company. Direct calls were made by Miller-Davis to over 100 sub-contractors encouraging their consideration to bid the project. Contract Documents were provided to five plan rooms (Builder's Exchange of Kalamazoo, Grand Rapids, and Lansing; Construction Association of Michigan; and Reed Construction Data). Contract Documents were also made available for electronic viewing through a direct link to miller-davis.com.

A non-mandatory pre-bid meeting was conducted on March 27, 2018 at LMC; there were (20) attendees. Wine and Viticulture Education Center bids were received for the (14) categories listed below by Miller-Davis Company on April 10, 2018 at a public opening held at LMC. Miller-Davis Company conducted post-bid interviews with apparent low bidders April 11-13; Stantec and LMC

participated. Based on the review of the bids with LMC and the outcome of the post-bid interviews, Miller-Davis Company will include their recommended awards in the Guaranteed Maximum Price (GMP) Amendment to their AIA B133-2009 contract, dated May 1, 2017.

The following are the recommendations of Miller-Davis Company for award of contracts. All recommendations are **the lowest, complete and qualified bids and within the overall project budget of \$7,500,000.**

1. Concrete – Earley & Associates, Kalamazoo MI
2. Masonry – Bracy Jahr, Quincy MI
3. Structural Steel and Metals – Division 5, Kalamazoo MI
4. General Trades – Hall Builders, Paw Paw MI
5. Roofing – AGM, Kalamazoo MI
6. Aluminum Entrances, Glass and Glazing – Midwest Glass and Mirror, Stevensville MI
7. Gypsum Assemblies and Ceilings – Scheppers Brothers, Grand Rapids MI
8. Carpet, Ceramic & Resilient Flooring – Central Tile, Kalamazoo MI
9. Painting – H&H Painting, Kalamazoo MI
10. Fire Protection – Mainline, Otsego MI
11. Mechanical – DA Dodd, Benton Harbor MI
12. Mechanical Controls – GVA, Grandville MI
13. Electrical – Mead & White, Bridgeman MI
14. Site Work – Hollerbach Excavating, Stevensville MI

During this time, both local plan review and State Bureau of Fire Services review are occurring and the team expects to receive review comments yet this month. Construction is expected to begin in early-May.

ACTION:

The College Administration recommended the Lake Michigan College Board of Trustees authorize Miller-Davis Company to award contracts for the construction of the Wine and Viticulture Education Center, as presented.

MOTION by Mr. Grover with support from Mr. Bergan to authorize Miller-Davis Company to award contracts for the construction of the Wine and Viticulture Education Center, as presented.

ROLL CALL VOTE

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

Nays: None

Absent: Ms. Tomasini

APPROVED

APPLICATION – SPECIAL 1-DAY LIQUOR LICENSE – WINE & VITICULTURE EDUCATION CENTER GROUNDBREAKING

It was requested that the Lake Michigan College Board of Trustees approve the submission to the State of Michigan Department of Licensing and Regulatory Affairs by Lake Michigan College of a one-day liquor license for May 18, 2018 for the Wine & Viticulture Education Center groundbreaking.

MOTION by Ms. Truesdell with support by Mr. Curry to approve the submission of a special one-day liquor license as outlined above.

ROLL CALL VOTE

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

Nays: None

Absent: Ms. Tomasini

APPROVED

**RESOLUTION OF THE BOARD OF TRUSTEE OF
LAKE MICHIGAN COLLEGE TO EXEMPT THE COLLEGE'S TAXES
FROM CAPTURE BY CITY OF NEW BUFFALO'S
AMENDED DOWNTOWN DEVELOPMENT AUTHORITY**

WHEREAS, the Downtown Development Authority Act (DDA Act), 1975 PA 197, M.C.L. § 125.1651 *et seq*, provides for the establishment of a Downtown Development Authority (DDA) by cities, villages and townships, and, *inter alia*, authorizes the levy and collection of taxes and the use of tax increment financing to finance DDA activities.

WHEREAS, after a DDA is established, the DDA may "capture" all or a portion of *ad valorem* taxes assessed against property by the municipality and other taxing authority (including certain specific taxes) associated with the increase in the assessed or taxable value of properties in the district, realized since the district's creation. M.C.L. § 125.1651a.

WHEREAS, Section 3 of the DDA Act provides an opportunity for other taxing authorities levying taxes on property within the proposed district to exempt their taxes from capture by the DDA:

Not more than 60 days after a public hearing held after February 15, 1994, the governing body of a taxing jurisdiction levying ad valorem property taxes that would otherwise be subject to capture may exempt its taxes from capture by adopting a resolution to that effect and filing a copy with the clerk of the municipality proposing to create the authority. The resolution takes effect when filed with that clerk and remains effective until a copy of a resolution rescinding that resolution is filed with the clerk. M.C.L. § 125.1653(3).

WHEREAS, Section 5 of the DDA Act provides the boundaries of the DDA may be altered or amend:

The governing body of the municipality may alter or amend the boundaries of the downtown district to include or exclude lands from the downtown district pursuant to the same requirements for adopting the ordinance creating the authority.

WHEREAS, the City of New Buffalo, County of Berrien, State of Michigan, held a public hearing on November 19, 2013, adopting Ordinance 209, thereby creating the New Buffalo Downtown Development Authority and designating the boundaries of the downtown district. M.C.L. § 125.1653(2).

WHEREAS, the City of New Buffalo, County for Berrien, State of Michigan, plans to hold a hearing on March 20, 2018, for the purpose of the adoption of an ordinance to designate and amend boundaries of the New Buffalo Downtown Development Authority District that would add properties to the Downtown Development Authority District. M.C.L. § 125.1653(5).

WHEREAS, the Board of Trustees of Lake Michigan College, which is the governing body of a taxing jurisdiction levying ad valorem property taxes, has voted, in accordance with Lake Michigan College Tax Sharing Policy, to exempt the taxes of Lake Michigan College from capture by any Downtown Development Authority established and/or amended by the City of New Buffalo.

NOW, THEREFORE, BE IT RESOLVED THAT, Lake Michigan College, in accordance with Section 3 of the DDA Act, M.C.L. § 125.1653(3), elects that its taxes shall be exempt and shall not be subject to captured by the Downtown Development Authority, in the event that the City of New Buffalo, at or after the March 20, 2018 Public Hearing, elects to proceed and adopt by majority vote of the members of its governing body, an ordinance to designate and amend the boundaries of the New Buffalo Downtown Development Authority District. No further action of the Board of Trustees of Lake Michigan College is necessary for this Resolution to take effect. A copy of this Resolution shall be provided to the Clerk of the City of New Buffalo no later than 30 days after City of New Buffalo votes to adopt an ordinance to designate and amend the boundaries of the New Buffalo Downtown Development Authority District.

LAKE MICHIGAN COLLEGE

By:  Dated: 4/17/2018
Dr. Michael Lindley, Chair
Lake Michigan College Board of Trustee

By:  Dated: 4/17/2018
Ms. Judy Truesdell, Secretary
Lake Michigan College Board of Trustee

NEW BUFFALO DOWNTOWN DEVELOPMENT AUTHORITY EXPANSION

The City of New Buffalo held a public hearing on March 20, 2018 to vote on the expansion of the New Buffalo Downtown Development Authority (DDA.)

After a DDA is established or amended, the DDA may "capture" all or a portion of ad valorem taxes assessed against property by the municipality and other taxing authorities associated with the increase in the assessed or taxable value of properties in the district realized since the district's creation.

The other taxing authorities levying taxes on property within the DDA district may vote to exempt their taxes from capture by the DDA.

ACTION:

It was recommended that the Lake Michigan College Board of Trustees exempt the taxes of Lake Michigan College from capture by the New Buffalo DDA in accordance with the College's *Tax Sharing* policy.

MOTION by Mr. Curry with support from Ms. Truesdell to exempt the taxes of Lake Michigan College from capture by the New Buffalo DDA in accordance with the College's *Tax Sharing* policy.

ROLL CALL VOTE

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

Nays: None

Absent: Ms. Tomasini

APPROVED

**Lake Michigan College
NEW PROGRAM PROPOSAL**

I. PROGRAM INFORMATION

- A. Program Title & CIP Code:
Business- Computer Information Systems (COIS) Certificate
CIP code 11.0199 – Computer & Information Sciences
- B. Program Sequence
See attached COIS Certificate PROGRAM COURSE SEQUENCE
- C. Program Purpose
The addition of a CIS track in the Business program will provide students increased understanding and capability in: introductory computer systems applications in business, databases, web development, and project management. Based on advisory committee feedback, these skillsets are necessary valuable additions to Business students who are interested in working with CIS technologies.
- D. Program Description
The proposed sequence of six courses will allow students to increase their understanding basic in CIS Technologies areas. Classes include:
- CIS 100 Foundations of Information Technology
 - CIS 111 Database Systems
 - CIS 118 Web Dev. & Design Foundations
 - CIS 295 Project Management
 - CIS 158 Geospatial Technologies
 - or CIS 255 Structured Query Language
 - or CIS 240 Systems Analysis and Design
 - BUSA 130 Professionalism in the Workplace
- E. General Education
There are no General Education areas met by this certificate program.
- F. Learning Outcomes
- Upon successful completion of the certificate program the student should be able to:
- Demonstrate the ability to use computers and related equipment to manage and access information, which includes an introductory understanding of; Basic Database systems, Web Development, and Geospatial Technologies.
- Demonstrate soft skills and basic project management abilities that are expected of them in the workplace.

II. EVIDENCE OF NEED

Queries run against the O*NET occupational crosswalk, as well as targeted searches using EMSI, indicate a very high demand ("bright outlook"). This field is "expected to grow rapidly in the next several years, will have large numbers of job openings, or are new and emerging occupations."

Because of its interdisciplinary nature, this certificate program would be useful to students in several disciplines, especially Business.

Since we can offer this program in a "virtual" format, traditional students as well as working professionals can conveniently get training, at a fraction of the cost charged by other institutions with similar programs.

III. IMPACT ON EXISTING PROGRAMS AND/OR COURSES

Due to Supply Chain Management track being canceled because of lack of demand, the addition of CIS track will provide additional program completion opportunities that are more prevalent in the workplace.

IV. TRANSFERABILITY/ARTICULATION

The college presently has no agreements in place with this program.

V. RESOURCES

- A. Available Equipment
Computer labs, CIS software, and wide-format printers are all available to support instruction.
- B. Additional Required Equipment
Software licensing costs are supported by course fees.
- C. Facilities
Current CIS labs will be utilized.
- D. Additional Faculty Required
None
- E. Projected Student Enrollment
Initial cohort of 12 students expected, with future growth dependent upon marketing, particularly to non-traditional students looking to get a boost in their current careers.
- F. Costs and/or Special Funding Requirements (other than above)
None

VI. APPROVAL

- A. Approved by Department Chair

Date 04/07/17

Signature Joe Zwiller

B. Reviewed by Divisional Dean

Date 04/13/17

Signature



C. Approved by College Curriculum Committee

Date 04/21/17

Signature



D. Approved by VP, Academic Services

Date 05/09/17

Signature



E. Approved by President

Date 4/17/2018

Signature



F. Approved by Lake Michigan College Board of

Date 4/17/2018

Signature



** CCC support person to notify Marketing, HLC Liaison, Coordinator of Institutional Research (State of MI Program Inventory), and Business Manager of Career & Workforce Education (Perkins grant reporting) of approval.

**Certificate
Computer
(COIS)**

Information

Systems

General Education Requirements

DISC.	NO	COURSE NAME	Sem Hr
			0

Major Requirements

			Sem Hr
3	SEM HR	CIS 100	3
3	SEM HR	CIS 111	3
3	SEM HR	CIS 118	3
3	SEM HR	CIS 295	3
3	SEM HR	CIS 158 or CIS 255 or CIS 240	3
1	SEM HR	BUSA 130	1
			16

Program Electives

			Sem Hr
			0

ACTION:

It was recommended that the Lake Michigan College Board of Trustees approve the CIS Certificate Program as presented.

MOTION by Mr. Bergan with support by Mr. Curry to approve the CIS Certificate as presented.

ROLL CALL VOTE

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

Nays: None

Absent: Ms. Tomasini

APPROVED

COMPUTED TOMOGRAPHY (CT) CERTIFICATE

ACTION

It was recommended that the Lake Michigan College Board of Trustees approve the CT Certificate as presented.

MOTION by Ms. Truesdell with support by Mr. Curry to approve the CIS Certificate as presented.

ROLL CALL VOTE

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

Nays: None

Absent: Ms. Tomasini

APPROVED

DELETED POLICIES

CASH HANDLING-DELETE

Office of Origin:	Financial Services
Date Adopted:	10-23-07
Date Reviewed:	01-15-12
Last Date Modified & Approved:	01-15-12, 04-17-18

Policy Statement:

"Cash handling" includes *all monies* received by any Lake Michigan College (the College) employee on behalf of the College, whether coin, currency, check, money order, traveler's check, or credit card payment.

All employees that have cash handling responsibilities are expected to annually review their actual cash handling procedures to assure compliance with College policy.

The cash handling procedures below are not subject to modification or waiver. All questions or interpretation issues must be discussed with Financial Services. Furthermore, Financial Services should be contacted whenever any special or unusual situations or questions arise in the collection, receipt, recording, or remittance of cash.

Accepting / Maintaining Cash

1. All monies collected must be recorded in Banner immediately or must be recorded on pre-numbered receipt forms and entered into Banner as soon as possible. Contact Financial Services if new or additional cash receipt systems are needed or going to be used.
2. Checks, including traveler checks and money orders, must be restrictively endorsed on receipt.
3. Banner ID number, as applicable, must be written on checks in the memo area.
4. Checks must be made payable to Lake Michigan College.
5. Checks may be accepted only in the amount of the sale.
6. Post-dated and two-party checks are not accepted, with exception of scholarship checks payable to both the College and the student.
7. Checks must be drawn on a U.S. bank in U.S. dollars. Contact Financial Services if receiving international payments.
8. All funds must be kept in a lockable metal box, out of public view, and should be available for inspection at any time by an authorized representative of Financial Services.
9. When not in use, funds must be stored in a locked safe or other secured area. If stored in a desk, the desk must be locked, and the key must be secured in another location. A second person must know the location of the key in the event of unexpected absences.

10. Access to safes and other secured cash storage areas is to be restricted to a small number of essential employees.
11. Whenever there is turnover in personnel who had access to a safe, the combination to the safe must be changed within 2 days.

Cash Deposits

12. All monies collected are expected to be deposited with the College Cashier within 24 hours of receipt or more frequently as activity warrants unless other arrangements are documented and approved in writing by the Vice President of Financial Services.
13. Monies are to be delivered to the Cashier in locked banker bags. Deposits are not to be sent through inter-office or postal mail.
14. All deposits are to be counted jointly by the Cashier and person making the deposit. Both individuals must sign the deposit form.
15. If the deposit total differs from the supporting documentation, the Cashier supervisor should be notified immediately.
16. All deposit overages and shortages are to be posted to general ledger account code #7576.
17. A record of overages and shortages is to be maintained for each cashier. This record is expected to be reviewed monthly by the Cashier supervisor.
18. Cashiers are expected to perform, and supervisors review, a reconciliation of receipt forms each month to ensure that all are accounted for.

Segregation of Duties

19. The duties of
 - opening the mail
 - processing cash receipts received by mail
 - collecting cash
 - preparing receipts
 - bank or cash account reconciliationmust be separated among individuals. One person may not be responsible for two or more activities.
20. To the extent that proper segregation of duties is not practical due to staffing resources, Financial Services must be contacted. Financial Services will work with the department to develop appropriate compensating controls that will be documented in writing and approved by the Vice President of Financial Services.
21. Cash handlers must take at least 5 consecutive business days of vacation annually, during which time another individual will perform cash handling duties. Any significant change in dollar volume during these times must be reported to Financial Services immediately.
22. All financial activities with financial institutions must be approved by the Vice President of Financial Services. No bank accounts may be opened outside of Financial Services.

Petty Cash / Change Funds

23. Cash is not to be withheld from a deposit for the purpose of adding to or creating a change or petty cash fund. Change funds may only be obtained, increased, or decreased by approval of the Director of Financial Services.
24. Use of change funds or un-deposited receipts for petty cash purchases, or for loans, advances, or check cashing is strictly prohibited.
25. Change funds are not to be commingled with any other monies.
26. Financial Services must be notified immediately when a change in cash custodian occurs.
27. All petty cash funds are to be reconciled monthly. Such reconciliations are to be reviewed by the Director of Financial Services on a quarterly basis.

Responsibility: Vice President, Financial Services

FURNITURE MOVING – SPECIAL EVENTS-DELETE

Office of Origin:	Conference & Events Services
Date Adopted:	03-09-87
Last Date Modified & Approved:	08-15-88, 04-17-18

Policy Statement:

All furnishings must be moved by a member of the Facilities Management Staff, temporary staff, setup on-call staff, or students hired for this specific purpose.

Responsibility: Executive Director, Mendel Center Operations

References:

ACTION

It was recommended that the Board of Trustees approve the deletion of the Cash Handling policy and Furniture Moving policy as presented.

MOTION by Ms. Truesdell with support by Mr. Grover to approve deletion of the Cash Handling policy and Furniture Moving policy as presented.

ROLL CALL VOTE

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

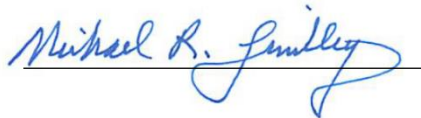
Nays: None

Absent: Ms. Tomasini

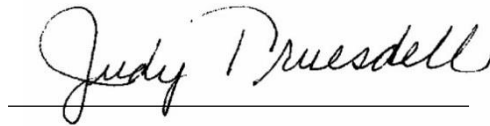
APPROVED

ADJOURNMENT

MOTION by Mr. Bergan with support from Mr. Curry to adjourn the Regular Meeting of the Lake Michigan College Board of Trustees at 6:47 p.m.



Michael Lindley, Chair
Lake Michigan College Board of Trustees



Judy Truesdell, Secretary
Lake Michigan College Board of Trustees