

Board of Trustees  
Minutes of the Regular Meeting  
Todd Business Education and Technology Center  
September 25, 2018

**CALL TO ORDER**

Chair Lindley called the Regular Meeting of the Lake Michigan College Board of Trustees to order at 5:30 p.m. The meeting opened with the Pledge of Allegiance.

**ROLL CALL**

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

**SETTING OF THE AGENDA**

The agenda stands as presented.

**APPROVAL OF MINUTES**

Minutes of the August 26, 2018 Regular Board Meeting and August 31, 2018 Special meeting were approved as presented with a motion by Mr. Bergan, supported by Ms. Johnson.

**PETITIONS AND COMMUNICATIONS FROM THE FLOOR**

None

**PRESIDENT'S REPORT**

**Enrollment and Community Partnerships**

Mr. Schaffer introduced Mr. Nicholas Hooper, Director of the Niles campus.  
Mr. Schaffer gave an enrollment update.

**Student Engagement and Support**

Ms. Craig gave a Student Life update and activities around campus.

**Administrative Services**

Ms. Erdman gave a construction update on the activities on all three floors of the B wing.

**Academic Affairs**

Dr. Kellogg introduced new faculty: Terra Rasmussen Lenox (Communication/Humanities), Kristi LaFrenz (Marketing/Business Communications), Kyle Kelly (CIS), Kelsey Castle (Curriculum Designer), Lia McCoskey (English), Kaelyn Goss (Library Generalist), Julie Newmiller (Testing Coordinator), Marcia Griggs (IR), Kristopher Zook (Music/Director), and Rob Lunn (Music/Lecturer)

**Summer Camps Presentation**

Mr. Paul Mow, LMC Theatre & Choral Coordinator gave an update on the 2018 Lake Effect Summer Musical Theatre Camp, an intensive summer musical theatre camp for high school students. There were 27 campers from over six different states including North Carolina, Texas, Illinois, Indiana and Florida. Eighteen of the students participants live on campus at Beckwith Hall, while students came from a variety of regional high schools including St. Joseph, Lakeshore, Benton Harbor,

Grand Rapids, Penn and Clay (South Bend), Loy Norrix (Kalamazoo), Buchanan, Dowagiac, Berrien Springs, and Lapeer high schools.

Mr. Mow introduced theater student, Tiara Smith who shared her student experience with Lake Michigan College and the Musical Theater Camp.

Mr. Chad Dee, Director of the Hanson Technology Center gave an update on the Hanson Technology Center Fab Lab Summer Camp. The College held a weeklong summer camp where adults and kids learned how to use various machines in the Fab Lab, including the ShopBot, lasers, and mini-lathes. Activities included wood turning, wood working, laser engraving and cutting, CNC Cut outs and drawing, 3D printing, vinyl sticker creation and polymer clay.

He also introduced Holly Harbin and her daughter, Gloria Harbin (a 5th grader at Brookview Montessori School) who participated in the woodworking camp. They shared their positive experiences and the projects they completed during the camp.

## **OLD BUSINESS**

### **POLICY UPDATES – 2ND READ**

As part of ongoing efforts to review college policies in support of continuous quality improvement efforts, the following policy revisions have been presented to the Board of Trustees for review and/or approval.

### **ACTION:**

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

- A. Accessibility for Persons with Disabilities
- B. Benefits – Administrative, Professional/Technical Staff, And Classified Employees, Part-Time
- C. Conflict Of Interest – Employee
- D. Faculty Salary Equity Placement Method
- E. Human Resources – Classified Staff
- F. Non-Discrimination
- G. Restroom/Locker Room Accessibility
- H. Smoking and Nicotine Policy
- I. Tuition Waiver – Faculty and Staff
- J. Tuition Waiver - Part- Time Faculty
- K. E-Mail – Employees

- L. Identity Theft Prevention
- M. Passwords – Employees
- N. Adequate Enrollment for Courses Not Included In the “Guaranteed To Go” Promise - delete
- O. Course Repeat
- P. Naming Of Facilities, Programs, and Support Funds
- Q. Student Consumer Protection – Recruiting, Admissions, And Financial Aid

**MOTION** by Mr. Bergan with support by Ms. Johnson to approve revision of the policies as presented.

ROLL CALL VOTE

Yeas:	Dr. Lindley, Mr. Grover, Mr. Bergan, Ms. Smith, Ms. Johnson
Nays:	None
Absent:	Mr. Curry, Ms. Tomasini

**APPROVED**

**NEW BUSINESS**

**A. MENDEL CENTER ENERGY UPGRADES AND GRAND UPTON HALL MODERNIZATION RFP**

Architectural and Engineering proposals were received from seven companies on September 5, 2018, including AECOM (Grand Rapids), E3M Solutions (Wyoming), ESG (Newburgh, IN), GMB (Holland), FTC&H (Grand Rapids), Occupant Care (Grand Rapids), and Progressive AE (Grand Rapids). In addition to the basic services included to execute the Grand Upton Hall Modernization (new operable walls, lighting and ceiling), the scope of work includes an initial building energy assessment to assist LMC prioritize end-of-life replacements and energy savings opportunities within the defined total project budget, \$3,265,659, as included in the Lake Michigan College Major Capital Project and Source Funding Plan.

We anticipate design work to be completed early 2019 to allow for favorable construction bid timing. In order to complete the major changes to mechanical systems serving the entire building and the work required to replace the movable partitions, ceiling and lighting in the Grand Upton Hall, Mendel Center Operations will limit events and programming in Grand Upton Hall between late May 2019 and mid-September 2019.

RFP Review Committee included **Anne Erdman, Nathan Main, Charles Masters, Mike Nadolski, Autumn Pelkey,** and **Sara VanderVeen.** The Committee reviewed the written proposals and based on RFP criteria selected three semifinalists for in-person interviews. Firms were instructed to bring team members who would be assigned to the project.

Firms interviewed included AECOM, FTC&H and Progressive AE. The RFP Review Committee unanimously selected AECOM and Progressive AE as finalists for reference checks and financial proposal review. Progressive AE was unanimously recommended to **Dr. Kubatzke** for a final interview and selection.

**ACTION:**

Based on the review of the proposals, the outcome of the post-proposal interview, and reference checks, the College Administration recommends Progressive AE of Grand Rapids MI to the Lake Michigan College Board of Trustees for professional services for Mendel Center Energy Upgrades and Grand Upton Hall renovation, as presented.

**MOTION** by Mr. Bergan with support by Mr. Grover to authorize Progressive AE of Grand Rapids MI for professional services for Mendel Center Energy Upgrades and Grand Upton Hall renovation, as presented.

ROLL CALL VOTE

Yeas:	Dr. Lindley, Mr. Grover, Mr. Bergan, Ms. Smith, Ms. Johnson
Nays:	None
Absent:	Mr. Curry, Ms. Tomasini

**APPROVED**

**B. STAIR REMOVAL AND MISCELLANEOUS DOOR REPLACEMENT BID**

Miller-Davis Company administered the bid process for the Stair Removal and Miscellaneous Door Replacement project at the Benton Harbor Campus. The project consists of the removal of the spiral stair at the southwest corner of B-Wing and the rework of interior door entrances to meet exiting requirements, as well as the replacement of stage doors at the Mainstage and Hanson Theatres, and storefront entries and hollow metal services doors at the Mendel Center. Contract documents were released on September 11, 2018. Bids were received and evaluated on September 24, 2018. Miller-Davis and the College Administration conducted post-bid interviews with the apparent low bidders.

The following are the recommendations of Miller-Davis Company for award of contracts:

1. General Trades – Hall Builders, Paw Paw MI
2. Aluminum Entrances, Glass and Glazing – Midwest Glass & Mirror, Stevensville MI
3. Painting – H&H, Kalamazoo MI
4. Electrical – Feyen Zylstra, Grand Rapids, MI

**ACTION:**

Based on the review of the bids and the outcome of the post-bid interview, the College Administration recommends the Lake Michigan College Board of Trustees contract with Miller-Davis Company for a Guaranteed Maximum Price of \$149,172 for the stair removal and miscellaneous door replacement bid.

**MOTION** by Mr. Grover with support by Ms. Smith to authorize contracting Miller-Davis Company for a guaranteed maximum price of \$149,172 for the stair removal and miscellaneous door replacement bid.

ROLL CALL VOTE

Yeas: Dr. Lindley, Mr. Grover, Mr. Bergan, Ms. Smith,  
Ms. Johnson

Nays: None

Absent: Mr. Curry, Ms. Tomasini

**APPROVED**

**ADJOURNMENT**

MOTION by Mr. Bergan with support from Mr. Grover to adjourn the Regular Meeting of the Lake Michigan College Board of Trustees at 6:04 p.m.



Michael Lindley, Board Chair  
Lake Michigan College Board of Trustees



John Grover, Board Secretary  
Lake Michigan College Board of Trustees