

MINUTES FOR BOARD OF TRUSTESS – March 24, 2026 MEETING

04/24/2026 | 05:03 PM - 05:30 PM
Todd Center Board Room

CALL TO ORDER

Board Chair John Grover called the meeting of the Lake Michigan College Board of Trustees to order on March 24, 2026, at 5:03 pm.

PLEDGE OF ALLEGIANCE

Board Chair Grover opened the meeting with the Pledge of Allegiance.

ROLL CALL

Present: Ms. Debra Johnson, Ms. Vicki Burghdoff, Mr. John Grover, Ms. Mary Jo Tomasini and Mr. Mark Weber

SETTING OF AGENDA

Agenda stands as written.

MINUTES FROM PREVIOUS MEETING

The meeting minutes from the December 16, 2025, January 7, 2026 and February 24, 2026 Board meetings were approved as presented with a voice vote by all trustees present.

PETITIONS AND COMMUNICATIONS FROM THE FLOOR

None

PRESIDENT'S REPORT

Mr. Doug Schaffer provided a brief recap of the annual Student Benefit Auction, which proved to be a highly successful evening with more than \$100,000 raised. The event has truly become a signature occasion within the community.

Dr. Kubatzke shared that the Police Academy launched last week with 15 cadets and is scheduled to conclude in July. He also noted that, for the third consecutive semester, a faculty member has been granted a sabbatical, with **Dr. Jessica Beachy** set to take hers this fall.

He highlighted several campus events, including the student production of *Big Fish*, opening Thursday at the Jenkins Theatre, and encouraged everyone to attend. Additionally, the Welch Center recently hosted a well-attended Vertical Wine event.

NEW BUSINESS

Benton Harbor Todd Center Boiler Replacement

The Todd Center boiler system has reached end of life and begun to fail. The project includes replacement of the boiler system along with the associated pumps, piping, replace couplings, and the snowmelt boiler. Bids were received on March 3, 2026 from three companies and publicly opened via Zoom. Based on the review of bid proposals, the low bidder, IBID Mechanical Company (Benton Harbor, MI) is recommended for award. Total project cost with contractor work and contingency is \$403,164. Work is planned to occur May – August 2026.

Action: The College Administration recommends the Lake Michigan College Board of Trustees authorize a FY26 Benton Harbor Todd Center Boiler Replacement project for a total project amount of \$403,164 and a contract award of \$373,300 to IBID Mechanical Company.

Motion by Ms. Tomasini with support by Ms. Burghdoff to authorize a FY26 Benton Harbor Todd Center Boiler Replacement project for a total project amount of \$403,164 and a contract award of \$373,300 to IBID Mechanical Company.

Roll Call Vote - Chair Grover asked the board secretary for a roll call vote.

Yeas: Mr. Weber, Ms. Tomasini, Ms. Johnson, Mr. Grover, Ms. Burghdoff

Nays: None

Motion Approved

Estimated Source of Revenue

BACKGROUND

Act 331 of the Public Acts of 1966, as amended, Section 141 states:

“The Board of Trustees shall prepare annually on a day to be determined by the Board of such district but not after the third Monday of April each year, an estimate of the amount of taxes or appropriation deemed necessary for the ensuing fiscal year for the purpose of expenditures authorized by law as within the powers of the Board.”

Accordingly, it is necessary that the Lake Michigan College Board of Trustees take formal action to estimate the amount of taxes necessary for the ensuing fiscal year to cover estimated expenditures.

Estimated general fund expenditures for fiscal year 2027 are likely to generally approximate those of fiscal year 2026, which were budgeted to be \$44,900,000. Estimated property tax revenue for fiscal year 2027 is \$28,700,000, a significant portion of which will be used for capital improvements.

Action: To ensure adequate funding for the ensuing fiscal year, we recommend that the Board of Trustees levy the full voted millage rates of 2.2802, as might be modified by the provisions of Section 31 of the Constitution of the State of Michigan (e.g., the Headlee Amendment.)

It is hereby resolved by the Board of Trustees of Lake Michigan College that the College will levy the full voted millage rates of 2.2802, as might be modified by the provisions of Section 31 of the Constitution of the State of Michigan.

I do hereby certify the official resolution of the Board of Trustees of Lake Michigan College to levy for all purposes the amount recorded in the approved minutes of said district.

Secretary

Motion by Mr. Weber with support by Ms. Tomasini to levy the full voted millage rates of 2.2802, as might be modified by the provisions of Section 31 of the Constitution of the State of Michigan (e.g., the Headlee Amendment.)

Roll Call Vote - Chair Grover asked the board secretary for a roll call vote.

Yeas: Mr. Grover, Ms. Burghdoff, Mr. Weber, Ms. Tomasini, Ms. Johnson

Nays: None

Motion Approved

Presidential Contract

Action: The Board of Trustees of Lake Michigan College appoints Dr. Ken Flowers to serve as President of Lake Michigan College effective April 11, 2026 through June 30, 2029 at an annual base salary of \$222,000. Further, the Board authorizes the Chair of the Board of Trustees to execute an employment agreement consistent with these terms and any additional standard contractual provisions approved by legal counsel.

Motion by Ms. Tomasini with support by Ms. Burghdoff to accept the appointment of Dr. Ken Flowers to serve as President of Lake Michigan College effective April 11, 2026 through June 30, 2029 at an annual base salary of \$222,000. Further, the Board authorizes the Chair of the Board of Trustees to execute an employment agreement consistent with these terms and any additional standard contractual provisions approved by legal counsel.

Roll Call Vote - Chair Grover asked the board secretary for a roll call vote.

Yeas: Ms. Johnson, Mr. Grover, Ms. Burghdoff, Mr. Weber, Ms. Tomasini,

Nays: None

Motion Approved

President Emeritus

Action: The Board of Trustees of Lake Michigan College hereby appoints Dr. Trevor A. Kubatzke as President Emeritus of Lake Michigan College, effective April 11, 2026, in recognition of his distinguished service and leadership to the institution.

Motion by Mr. Weber with support by Ms. Tomasini to appoint Dr. Trevor A. Kubatzke as President Emeritus of Lake Michigan College, effective April 11, 2026, in recognition of his distinguished service and leadership to the institution.

Roll Call Vote - Chair Grover asked the board secretary for a roll call vote.

Yeas: Mr. Grover, Ms. Burghdoff, Mr. Weber, Ms. Tomasini, Ms. Johnson,

Nays: None

Motion Approved

Target X Retention Contract Renewal

TargetX Retention plays a vital role in supporting student success and persistence by providing a centralized, customizable CRM that helps us manage ongoing student engagement and outreach. With tools for early alerts, success plans, automated communications, and progress tracking, TargetX enables our advising and student support teams to identify at-risk students, coordinate interventions, and promote timely support. It supports a more personalized, data-driven approach to retention, which is essential for improving student outcomes and overall completion rates.

Renewing TargetX retention will result in a cost of \$122,500.00 over a five-year period, as outlined below. The cost will be billed annually at \$32,500 for the first year to co-term with the recruitment suite, and \$30,000.00 per year thereafter.

TargetX Retention has been in place since 2021 and integrates with Banner to efficiently manage student retention.

Action: We recommend that the Lake Michigan College Board of Trustees authorize College administration to bind a contract with Liasion in an amount not to exceed

\$122,500.00 between March 2026 through May 2030 for the renewal of the TargetX Retention contract.

Motion by Ms. Burghdoff with support by Mr. Weber to authorize College administration to bind a contract with Liasion in an amount not to exceed \$122,500.00 between March 2026 through May 2030 for the renewal of the TargetX Retention contract.

Roll Call Vote - Chair Grover asked the board secretary for a roll call vote.

Yeas: Ms. Burghdoff, Mr. Weber, Ms. Tomasini, Ms. Johnson, Mr. Grover

Nays: None

Motion Approved

POLICIES SECOND READ - APPROVAL

The following policies were presented to the Board of Trustees as a second read for review and/or approval:

- IT Governance
- Fundraising by Employees
- Resignation
- Tuition Waiver - Staff, Faculty, & Adjunct Faculty

Action: College Administration recommended that the Board of Trustees approve the policy as presented.

Motion by Ms. Johnson with support by Ms. Tomasini to approve the policy as presented.

Roll Call Vote - Chair Grover asked the board secretary for a roll call vote.

Yeas: Ms. Tomasini, Ms. Johnson, Mr. Grover, Ms. Burghdoff, Mr. Weber

Nays: None

Motion Approved

POLICIES FIRST READ – FOR REVIEW

Chair Grover asked the Board to review the policies outlined in the agenda (and listed below) and be ready for discussion and/or approval at the next Board of Trustees meeting.

- Academic Honesty
- Emeritus Appointment of Non-Faculty
- Expense Reimbursement
- Military Leave of Absence
- Smoking and Nicotine
- Social Media Moderation

DEPARTMENT REPORTS

Academic Affairs Department Report

Student Affairs Department Report

Dr. Ken Flowers, Executive Vice President

- Softball and baseball are now in season, and the teams have been able to take full advantage of the new fields, which are in outstanding condition. In fact, the quality of the facilities has already drawn outside attention—the college was recently contacted by another institution requesting to use our fields because theirs are currently unplayable.
- **Melissa Emery, Sabrina Hinrichs, and Leah Coyle** represented the college at a conference in Kansas City, where they delivered a presentation on our Clery Week initiatives and activities. They did an exceptional job showcasing the college's efforts.
- The recent HLC conference in Chicago was well represented by Lake Michigan College, with 13 employees in attendance.

- **Dr. LaToya Mason** was formally introduced to the Board as Interim Executive Vice President.

*Please reference the Board agenda to review the full department report.

ADJOURNMENT

Motion by Mr. Burghdoff to adjourn the Regular Meeting of the Lake Michigan College Board of Trustees at 5:30 pm.



Mark Weber
Lake Michigan College Board Secretary