

MINUTES FOR BOARD OF TRUSTESS – April 21, 2026 MEETING

04/21/2026 | 05:00 PM - 05:42 PM

Todd Center Board Room

CALL TO ORDER

Board Vice Chair Vicki Burghdoff called the meeting of the Lake Michigan College Board of Trustees to order on April 21, 2026, at 5:00 pm.

PLEDGE OF ALLEGIANCE

Board Vice Chair Burghdoff opened the meeting with the Pledge of Allegiance.

ROLL CALL

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

SETTING OF AGENDA

Agenda stands as written.

MINUTES FROM PREVIOUS MEETING

The meeting minutes from the March 24, 2026 Board meeting was approved as presented with a voice vote by all trustees present

PETITIONS AND COMMUNICATIONS FROM THE FLOOR

None

PRESIDENT'S REPORT

Three students—Emma, Tyler, and Johnny—attended the Model Illinois Government conference and shared a presentation reflecting on their experience, each noting it was both valuable and rewarding.

Representatives from the Michigan Health Improvement through Community Colleges (MHICC) initiative also provided an overview of our 15-month partnership and its impact.

NEW BUSINESS

Capital Request - Computer Replacement RFP

Lake Michigan College (LMC) currently maintains approximately 175 classroom and lab computers, along with 225 monitors, that have reached end-of-life (EOL) status due to age. These devices are over five years old and are no longer supported under manufacturer warranty. In addition, many of the existing monitors utilize outdated components, such as VGA connectors, which require adapters to function with newer equipment.

Following a comprehensive review of current device usage, the Information Technology department issued a Request for Proposal (RFP) to replace these devices in order to ensure reliable performance and maintain effective classroom and lab operations.

In compliance with the College's Purchasing Policy, the RFP for classroom and lab laptops, desktops, and monitors resulted in responses from the following vendors: Insight Option1, People Drive Technology, Insight Option 2, SEHI Option 2 Alt Bid, SEHI Option 1 Base Bid, BH Photo.

The proposals received were reviewed and graded relative to pre-determined criteria including specs, experience, capability, approach, fees, and references, as applicable.

While Insight submitted the lowest initial bid, their proposed Lenovo solution would require additional time and resources to develop new imaging configurations and manage ongoing security updates. These factors would increase internal support costs.

People Drive Technology, Inc. submitted a competitive proposal for Dell-branded devices that are fully compatible with the College's existing infrastructure, minimizing implementation time and ongoing maintenance requirements.

Action: We recommend that the Lake Michigan College Board of Trustees authorize College administration to enter into a contract with People Drive Technology, Inc. in an amount not to exceed \$200,398.40, based on their RFP response.

Motion by Ms. Tomasini with support by Mr. Weber to authorize College administration to enter into a contract with People Drive Technology, Inc. in an amount not to exceed \$200,398.40, based on their RFP response.

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

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

Nays: None

Motion Approved

Enterprise Resource Planning (ERP) Maintenance and Support Renewal- Ellucian Banner

The College has the opportunity to renew its Enterprise Resource Planning (ERP) system maintenance and licensing agreement with Ellucian for an additional five-year term, effective April 1, 2026 through March 31, 2031.

Ellucian Banner remains the College's core student information system (SIS), supporting critical operations across student services, finance, financial aid, human resources, and academic administration. This renewal ensures continued access to essential software support, system updates, regulatory compliance enhancements, and vendor-supported integrations that are vital to daily institutional operations.

The proposed agreement includes comprehensive maintenance and support services for Banner and related systems, as well as continued access to key cloud-based solutions such as Ellucian Experience, DegreeWorks, and Intelligent Learning Platform (ILP) integration with Canvas, and on-demand training resources. These tools enhance system usability, improve data accessibility, and strengthen integration between academic and administrative technologies.

The total five-year term cost of \$1,198,398 reflects standard annual increases, with software support services and associated cloud subscriptions is billed annually. This structured pricing model provides predictability for long-term budgeting while ensuring the College remains current with evolving technology and compliance requirements.

Banner by Ellucian remains a leading ERP solution in higher education, and the College does not anticipate transitioning away from this platform in the foreseeable future. Renewal of this agreement ensures continuity of operations, minimizes risk, and enables the College to take advantage of ongoing enhancements in cloud capabilities and user experience. In addition, the College is actively preparing for a full Ellucian cloud migration at the conclusion of this five-year term, positioning the institution for greater scalability, resilience, and innovation in its enterprise systems.

Action: We recommend the Board of Trustees approve the renewal of the Ellucian Banner maintenance and licensing agreement for the period of April 1, 2026 through March 31, 2031.

Motion by Mr. Weber with support by Ms. Johnson to approve the renewal of the Ellucian Banner maintenance and licensing agreement for the period of April 1, 2026 through March 31, 2031.

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

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

Nays: None

Motion Approved

Benton Harbor C-Wing 2nd Floor Bathrooms

The C-Wing, 2nd Floor currently lacks a fully accessible restroom. To address this need, the recommended solution is to reconfigure adjacent classroom space and construct two new single-user restrooms that will be fully accessible and better serve campus needs.

The project was issued for bid on February 23, 2026, with responses received from three companies on March 24, 2026, and publicly opened via Zoom. Following a review of the bids for responsiveness, completeness of scope coverage, and compliance with requirements, Pearson Construction Company's proposal demonstrated the strongest overall alignment with project requirements, schedule, and institutional needs.

The total project cost, including contractor work and contingency, is \$287,496. Construction is planned for May–August 2026.

Action: The College Administration recommends the Lake Michigan College Board of Trustees authorize the FY26 Benton Harbor C-Wing 2nd Floor Bathroom Project for a total project amount of \$287,496 and approve a contract award to Pearson Construction Company in the amount of \$266,200.

Motion by Ms. Johnson with support by Ms. Tomasini to authorize the FY26 Benton Harbor C-Wing 2nd Floor Bathroom Project for a total project amount of \$287,496 and approve a contract award to Pearson Construction Company in the amount of \$266,200.

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

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

Nays: None

Motion Approved

Security Services Agreement

The current security services agreement with Securitas expires June 30, 2026. A Request for Proposals (RFP) was issued on February 16, 2026.

Responses were received from four vendors. Following an initial review by the Emergency Management team, interviews were conducted with each vendor. Using a consistent evaluation methodology, proposals were scored on quality, service approach, experience, references, credentials, and cost. Based on the combined evaluation results, DK Security was identified as offering the best overall value to the College.

Action: The College Administration recommends that the Lake Michigan College Board of Trustees authorize entering into a Security Services Base Contract not to exceed \$270,000 per year for up to 24/7 coverage, with DK Security, serving both the Benton Harbor and South Haven campuses.

Motion by Ms. Tomasini with support by MMr. Weber to authorize entering into a Security Services Base Contract not to exceed \$270,000 per year for up to 24/7 coverage, with DK Security, serving both the Benton Harbor and South Haven campuses.

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

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

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:

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

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

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

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

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

Nays: None

Motion Approved

POLICIES FIRST READ – FOR REVIEW

Vice Chair Burghdoff 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.

- Board of Trustee Code of Conduct
- Employee Over/Under Payment

DEPARTMENT REPORTS

Academic Affairs Department Report

Student Affairs Department Report

Dr. LaToya Mason, Interim Provost

- The Radiologic Technology program achieved a 100% pass rate on board exams, reflecting the strength of our students and faculty.
- At the recent Reduce, Reuse, Recycle Day event, we served 757 vehicles—one of our highest turnouts in recent years.
- Beckwith Hall has reached full occupancy for the fall semester, and a waitlist is now in place.
- Looking ahead, the Cardiac Sonography program is set to launch this fall. Our Physical Therapist Assistant (PTA) program hosted a well-attended information session last week, highlighting strong interest from prospective students. In addition, a new police academy cohort is scheduled to begin in mid-August.

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

Adjournment

Motion by Ms. Johnson to adjourn the Regular Meeting of the Lake Michigan College Board of Trustees at 5:42 pm.



Mark Weber
Lake Michigan College Board Secretary