

Lake Michigan College Board of Trustees
Minutes of the Special Budget Hearing
Bertrand Crossing Campus
June 23, 2015

CALL TO ORDER

Chair Tomasini called the Budget Hearing of the Lake Michigan College Board of Trustees to order at 6:00 p.m. The meeting opened with the Pledge of Allegiance.

ROLL CALL

Present: Dr. Maysick, Dr. Lindley, Ms. Truesdell, Mr. Small, Ms. Tomasini, Mr. Bergan, Ms. Johnson
Absent: None

SETTING OF THE AGENDA

The agenda stands as presented

NEW BUSINESS

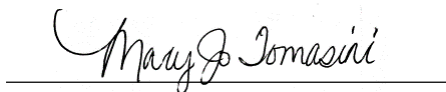
BUDGET HEARING

Ms. Kelli Hahn presented a proposed balanced budget for the 2016 fiscal year. She acknowledged that as the budget was prepared, assumptions and projections were made.

VOICE VOTE -- APPROVED

ADJOURNMENT

MOTION by Mr. Bergan, supported by Dr. Lindley, to adjourn the special budget hearing of the Board of Trustees at 6:03 p.m.



Mary Jo Tomasini
Board of Trustee Chair



Debra Johnson
Board of Trustee Secretary

Lake Michigan College Board of Trustees
Minutes of the Regular Meeting
Bertrand Crossing Campus
June 23, 2015

CALL TO ORDER

Chair Tomasini called the Regular Meeting of the Lake Michigan College Board of Trustees to order at 6:04 p.m.

ROLL CALL

Present: Dr. Maysick, Dr. Lindley, Ms. Truesdell, Mr. Small, Ms. Tomasini, Mr. Bergan,; Ms. Johnson

Absent: None

SETTING OF THE AGENDA

The agenda stands as presented

APPROVAL OF MINUTES

The minutes of the May 12, 2015 Regular Board Meeting were accepted as presented with a motion by Dr. Lindley with support from Mr. Small.

PETITIONS AND COMMUNICATIONS FROM THE FLOOR

None

PRESIDENT'S REPORT

Ms. Barbara Craig provided an update on the Bertrand Crossing campus. She gave a presentation on student success, discussed the Breaking Barriers grant, and explained how college staff is utilizing the Strengths Finder assessment. Ms. Craig introduced Ms. Jordan Rohl, a 2015 Niles New Tech student who will be attending Lake Michigan College Fall 2015. Dr. Harrison presented Ms. Rohl with a gift.

Ms. Leslie Kellogg and Mr. Chris Spradlin introduced new faculty and lecturers: Mr. John Stahl, Engineering Technology/Physics Instructor; Mr. Nathan Kramb, Welding Lecturer; Mr. Jay Keeler, Computer Information Systems/Applications Development Instructor; and Ms. Nicole Lanning, Medical Assisting Lecturer. Dr. Harrison presented each of them with a welcome gift.

Ms. Joan Smith, Lake Michigan College Capital Campaign Chair, and Ms. Mary Klemm gave an update on the Capital Campaign.

FINANCE REPORT

Ms. Hahn gave the finance report through May 31, 2015 stating anticipation toward a strong finish to the fiscal year. The FY '16 budget was presented and approved during the budget meeting which was held prior to the regular board meeting.

ACADEMIC SERVICES REPORT

Mr. Spradlin reported on the Higher Learning Commission Assessment Academy. The title of the project: Culture of Inquiry into Student Learning.

STUDENT SERVICES REPORT

Dr. Gabbard reported on the 65 students who along with approximately 20-25 parents attended an orientation which included advising, registration and preparing students for classes.

NEW BUSINESS

Hanson Technology Center Bid Package Three

Bid package one included the site clearing and soil remediation. Bid package two included structural steel and concrete footings and foundations. Due to lack of competitive bids for the structural steel portion of bid package two, that scope of work was not awarded and the work was shifted to bid package three. This third bid package includes the structural steel and all remaining scope of work to complete the Hanson Technology Center.

Progressive Architects and Engineers, Grand Rapids, Michigan has prepared design drawings and bid specifications for the overall design of the building. Progressive AE will be administering project bids.

Bid documents have been made available at the area plan houses and bidding has been advertised in the local papers including the Herald Palladium, Grand Rapids Press, Niles Daily Star and the Kalamazoo Gazette.

Bid Package three was released for bid on June 11, 2015, and a mandatory pre-bid meeting was held on June 17, 2015. Bids are due on July 1, 2015.

ACTION

The College Administration recommended that the Lake Michigan College Board of Trustees authorize the Administration to accept the lowest qualified bid for Hanson Technology Center Bid Package Three.

MOTION by Dr. Lindley, with support by Mr. Bergan to authorize the Administration to accept the lowest qualified bid for Hanson Technology Center Bid Package Three.

ROLL CALL VOTE

Yeas: Dr. Maysick, Ms. Truesdell, Mr. Bergan, Ms. Johnson, Ms. Tomasini, Mr. Small, Dr. Lindley

Neas: None

Absent: None

APPROVED

Hanson Technology Center Construction Administration

In January 2015 the Lake Michigan College Board of Trustees authorized the College Administration to design and administer construction bids for the Hanson Technology Center to be located on the Napier Avenue Campus.

With the release of Bid Packages One through Three all construction bids have been released and/or awarded. Construction activities will be starting in July 2015 and the College's Architect of Record, Progressive Architects & Engineers, Grand Rapids, Michigan will be administering construction.

ACTION

It is recommended that the Lake Michigan College Board of Trustees authorize the College Administration to release Progressive Architects & Engineers, Grand Rapids, Michigan to perform Construction Administration for the Hanson Technology Center for the sum of \$143,250.

MOTION by Ms. Truesdell, with support by Dr. Maysick to authorize the College Administration to release Progressive Architects & Engineers, Grand Rapids, Michigan to perform Construction Administration for the Hanson Technology Center for the sum of \$143,250.

Comments

Dr. Lindley asked about the difference between a general contractor vs. construction management. Ms. Erdman stated that the construction management will come in weekly to assess the project, and negotiate any change orders.

ROLL CALL VOTE

Yeas:	Dr. Maysick, Ms. Truesdell, Mr. Bergan, Ms. Johnson, Ms. Tomasini, Mr. Small, Dr. Lindley
Neas:	None
Absent:	None

APPROVED

Mainstage Floor Refurbishing Bid

The Mainstage actor's floor was last replaced approximately 10 years ago. It is now past its serviceable life and presents a safety risk to stage hands and actors alike. The entire Mainstage was reviewed and an additional safety risk was identified of the electrical boxes

at the front of the stage projecting above the floor as a result of years of sanding and refinishing the floor. This project will replace both the actor's floor and the front stage area floor to alleviate both safety issues. In addition the orchestra pit and stage ramps will be refinished to give the entire stage a consistent high quality look.

Progressive Architects and Engineers, Grand Rapids, Michigan has prepared design drawings and bid specifications for the project. Progressive AE will be administering project bids.

Bid documents will be made available at the area plan houses and bidding will be advertised in the local papers including the Herald Palladium, Grand Rapids Press, Niles Daily Star and the Kalamazoo Gazette.

Bids will be released the week of June 29, 2015, with a mandatory pre-bid meeting the week of July 6, 2015. Bids will be due July 14, 2015. Our construction window begins August 10, 2015, and must be complete prior to the beginning of the Fall 2015 Season.

ACTION

The College Administration recommended that the Lake Michigan College Board of Trustees authorize the Administration to accept the lowest qualified bid for the Mainstage Floor Refurbishing project.

MOTION by Dr. Maysick, with support by Ms. Truesdell to authorize the Administration to accept the lowest qualified bid for the Mainstage Floor Refurbishing project.

ROLL CALL VOTE

Yeas:	Dr. Maysick, Ms. Truesdell, Mr. Bergan, Ms. Johnson, Ms. Tomasini, Mr. Small, Dr. Lindley
Neas:	None
Absent:	None

APPROVED

Certification of Appointments 2015-2016 MCCA Board of Directors

The Michigan Community College Association (MCCA) Bylaw, Article VII, Sec. 1 and 2 requires each member college to certify to the Secretary of the Association prior to July 15 each year its representatives to the MCCA Board of Directors. The representatives must be the chief administrative officer of the College and one member of the College's

governing board. Each College Board is also required to designate an alternate governing board member.

Chair Tomasini announced the appointment of the Lake Michigan College Board of Trustees representatives Ms. Tomasini and Dr. Lindley to the Michigan Community College Association Board of Directors for 2015-2016.

Foundation Board of Director Appointments

At the May 20, 2015 meeting of the Lake Michigan College Foundation Board of Directors, the following were appointed to the Foundation Board of Directors for three-year terms, beginning July 1, 2015 and ending June 30, 2018.

- Randy Bettich, Sr. Vice President, Investments – Stifel Nicolaus
- John Brinker, COO, Michigan Pizza Hut
- Matt Clay, Director of Pokagon Health Services, Pokagon Band of Potawatomi
- Scott Dienes, Attorney, DeFrancesco, Dienes & Smith
- Jim Ross, Plant Engineering Director, DC Cook Nuclear Plant
- Brad Sackett, CPA & Audit Partner, Plante Moran

The Foundation Board reappointed the following persons to three-year terms, beginning July 1, 2015, and ending June 30, 2018:

- Craig Erikson
- Steven Hadaway
- John Janick
- Ken Kozminski
- Jim Krzyzewski
- Jim Marohn

At the same meeting, the Foundation Board re-elected Jeff Curry of United Federal Credit Union, as president of the Foundation Board, and Jim Marohn of Doubleday Office Systems as vice president for an additional one year term. All appointments are effective July 1, 2015

ACTION

It was recommended that the Lake Michigan College Board of Trustees confirm the appointments and election of Foundation Board members as noted above.

MOTION by Mr. Small, with support by Dr. Lindley to accept the appointments and election of the Foundation Board of Directors as presented.

ROLL CALL VOTE

Yeas: Dr. Maysick, Ms. Truesdell, Mr. Bergan, Ms. Johnson, Ms. Tomasini, Mr. Small, Dr. Lindley

Neas: None

Absent: None

APPROVED

FOIA Policy and Guidelines

The Michigan legislature adopted significant changes to FOIA. One of the requirements is the development of a policy, the posting of the policy and the delivery of information to the public regarding the Policy and FOIA rights.

ACTION

The College Administration recommended that the Lake Michigan College Board of Trustees approve the FOIA Policy and Guidelines, as presented.

MOTION by Mr. Small, with support by Dr. Lindley to approve the FOIA Policy and Guidelines, as presented.

Comments: Ms. Tomasini expressed gratitude to the College Administration for their work in putting the FOIA Policy together.

ROLL CALL VOTE

Yeas: Dr. Maysick, Ms. Truesdell, Mr. Bergan, Ms. Johnson, Ms. Tomasini, Mr. Small, Dr. Lindley

Neas: None

Absent: None

APPROVED

Academic Program Proposals

Two new programs are presented to the Lake Michigan College Board of Trustees for approval.

Business – Supply Chain Certificate
Business – Supervisory Skills Certificates

Each of these new programs has been developed by Lake Michigan College faculty, approved by the respective departments and division curriculum committees, and then approved unanimously by the College Curriculum Committee.

ACTION

It was recommended that the Lake Michigan College Board of Trustees approve the Supply Chain Certificate and Supervisory Skills Certificate program as presented.

MOTION by Mr. Small, with support by Ms. Truesdell to approve the Supply Chain Certificate and Supervisory Skills Certificate program as presented.

Comments: Ms. Truesdell commented that the new business courses looked very interesting.

ROLL CALL VOTE

Yeas:	Dr. Maysick, Ms. Truesdell, Mr. Bergan, Ms. Johnson, Ms. Tomasini, Mr. Small, Dr. Lindley
Neas:	None
Absent:	None

APPROVED

Board of Trustees 2015 Meeting Calendar Revision

A modification to the 2015 Board of Trustees Meeting Calendar is proposed in order to add a July meeting.

BOARD OF TRUSTEES
2015 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 pre-meeting workshop begins at 3:00 p.m.

January 27, 2015

February 24, 2015 workshop only

March 24, 2015

April 28, 2015

May 12, 2015 – Napier

June 23, 2015 – *(Bertrand Crossing)*

July 13, 2015 - Napier

August 25, 2015 – Napier

September 22, 2015 – *(South Haven)*

October 27, 2015

No Meeting in November

December 8, 2015 – M-TEC

The Lake Michigan College Board of Trustees revised the 2015 Meeting Calendar to include a Regular Board Meeting on July 13, 2015 at 8:30 a.m. to be held at the Napier Campus in the Administrative Conference Room A-314.

Frederick S. Upton Foundation Grant Application

Lake Michigan College is proposing grant funding for support of the renovation of Grand Upton Hall, a key component of the *Campaign for Tomorrow*. The request is for \$500,000. The grant requires no College match.

Grand Upton Hall is the largest event venue in our region and has been serving the community since 1978. Each year, more than 50,000 people attend business meetings, trade shows, training sessions or weddings at Grand Upton Hall. These visitors are not just from southwest Michigan, but from outside our community as well, adding to the tourism industry of southwest Michigan.

In order to be competitive in today's market and to engage and connect with the region, the College is proposing to move forward with the modernization of the Mendel Center's Grand Upton Hall. The Lake Michigan College Campaign for Tomorrow is a College and community investment that strengthens the College's ability to cultivate and retain the region's intellectual capital, and further the economic, social, and cultural evolution of southwest Michigan.

Proposed Renovation of Grand Upton Hall

The planned renovations to Grand Upton Hall will include improving guest services and amenities, upgrading of technology to reflect state-of-the-art audio/visual standards, meet event and trade show standards and provide a top quality meeting venue to attract and engage the community. These upgrades will accommodate the collaborative nature of the 21st century meeting environment.

The character and function of a structure often influences a visitor's first impression. Key design and technological elements being sought are to:

- Improve lobby space by balancing aesthetics through lighting, color, texture and sound to create a unique space that provides a more memorable experience for visitors.
- Create ambient lighting in Upton Hall by using large translucent fixtures arranged in a random layout providing visual continuity between rooms.
- Replace moveable room partitions with sound absorbing panels.
- Redesign all subdivided rooms to bring consistency in design and feel with other Grand Upton Hall spaces.
- Replace curtains and side projectors with advanced technology to create unique, best-in-class visual solutions to enhance visitor experience, including video walls, wayfinding and digital signage.

Total Cost of Project: \$1.3 million

Total Request: \$500,000 - The grant requires no College match

ACTION

It was recommended that the Lake Michigan College Board of Trustees approve the Lake Michigan College Frederick S. Upton Foundation Grant application in support of the renovation of Grand Upton Hall, as presented.

MOTION by Mr. Bergan, with support by Dr. Lindley to approve the Lake Michigan College Frederick S. Upton Foundation Grant application in support of the renovation of Grand Upton Hall, as presented.

ROLL CALL VOTE

Yeas: Dr. Maysick, Ms. Truesdell, Mr. Bergan, Ms. Johnson, Ms. Tomasini, Mr. Small, Dr. Lindley

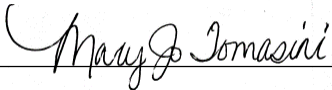
Neas: None

Absent: None

APPROVED

ADJOURNMENT

MOTION by Mr. Bergan, supported by Mr. Small, to adjourn the Regular Meeting of the Lake Michigan College Board of Trustees at 6:43 p.m.

A handwritten signature in cursive script, reading "Mary Jo Tomasini", written in dark ink over a horizontal line.

Mary Jo Tomasini
Board of Trustee Chair

A handwritten signature in cursive script, reading "Debra L Johnson", written in dark ink over a horizontal line.

Debra Johnson
Board of Trustee Secretary