

**Board of Trustees  
Minutes of the Regular Meeting  
Benton Harbor Campus  
December 7, 2017**

**CALL TO ORDER**

Chair Lindley called the Regular Meeting of the Lake Michigan College Board of Trustees to order at 6:02. p.m. The meeting opened with the Pledge of Allegiance.

**ROLL CALL**

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

Absent: None

**SETTING OF THE AGENDA**

The agenda stands as presented.

**APPROVAL OF MINUTES**

Minutes of the October 24, 2017 Regular meeting were approved as presented with a motion by Ms. Tomasini and support by Mr. Bergan.

**PETITIONS AND COMMUNICATIONS FROM THE FLOOR**

None

**2016-2017 Financial Statement and Grant Activity Audits**

Ms. Kelli Hahn along with Ms. Lisa VanDeWeert, auditor, Rehmann presented the 2016-2017 financial statement and grant activity audits. Ms. VanDeWeert reported on a successful year ended June 30, 2017 with an unmodified opinion, and the grant audit procedures had no findings. There were no material internal control weakness or audit adjustments, and the federal aid audit had an unmodified clean opinion.

**ACTION**

It was recommended that the receipt of the audited 2016-2017 Annual Financial Report and the Schedule of Expenditures of Federal Awards be accepted by the Lake Michigan College Board of Trustees.

**MOTION** by Mr. Curry, with support by Mr. Bergan to accept receipt of the audited 2016-2017 Annual Financial Report and the Schedule of Expenditures of Federal Awards.

**ROLL CALL VOTE**

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

Nays: None

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**APPROVED**

**Memorandum of Understanding between Lake Michigan College and the LMC Foundation**

A Memorandum of Understanding (MOU) between Lake Michigan College and the Lake Michigan College Foundation has been prepared. The purpose of the MOU is to define the roles and responsibilities of the College and the LMC Foundation and their respective boards. The Lake Michigan College Foundation board of directors adopted the MOU on November 15, 2017.

**ACTION:**

It was recommended that the Lake Michigan College Board of Trustees adopt the following Memorandum of Understanding, as presented.

Mr. Jim Marohn stated that the MOU clearly delineates the roles and responsibilities between the College and the LMC Foundation. It also meets the IRS and Higher Learning Commission requirements, and outlines the relationship that has been functioning for many years.

**MOTION** by Mr. Bergan, with support by Mr. Curry to adopt the following Memorandum of Understanding, as presented.

**Discussion:**

Mr. Bergan stated the Foundation plays an important part of the success of our students and the college.

**ROLL CALL VOTE**

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

Nays: None

**APPROVED**

**PRESIDENT'S REPORT**

Dr. Kubatzke reported on the Holiday Collage that was held at the Mendel Center on December 5. Those who attended were treated to an assortment of vocal and instrumental music while enjoying specially prepared desserts, coffee and hot cocoa. Dr. Kubatzke also announced that the final fall semester performance Jazz and Rock Concert would be held tonight, December 7 in the Hanson Theater. Students will perform the music of Count Basie, Glenn Miller, Gordon Goodwin, Bette Midler, Prince, Rhianna, and much more.

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**DEPARTMENT REPORTS**

**Enrollment and Community Partnerships**

On behalf of Mr. Schaffer, Dr. Kubatzke reported on enrollment. He explained how the delayed payment option works positively for students. When the payment deadline was approaching, students were contacted to find out if they needed help with their payment. We wanted to send the message to our students that we care.

**Academic Services**

Dr. Kellogg reported on the Advising and Health Science department conducting health science sessions to reach out to potential and current health care students. Currently 61 students have attended.

**Administrative Services**

Ms. Erdman reported on the state awarded building competition. The Hanson Technology Center won the 2017 Building Award along with the architects Progressive AE, Lake Michigan College, and Contractor Beckering Construction. Through innovative design, flexible space, and vibrant colors, the technology center is changing the way people think about technical education.

Ms. Truesdell stated how fabulous the photography of the building is and what an honor it is to receive the award.

**NEW BUSINESS**

**New Early College Policy**

The proposed new Early College Policy documents the pathways to Early College credit offered by the College and adherence to the critical elements established by the Higher Learning Commission to assure quality of dual credit courses and programs. The policy was approved by the Instructional Coordinating Council on October 10, 2017.

**ACTION:**

It was recommended that the Lake Michigan College Board of Trustees approve the Early College Policy as presented.

**MOTION** by Mr. Curry, with support by Ms. Tomasini to approve the Early College Policy as presented.

ROLL CALL VOTE

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

Nays: None

**APPROVED**

**Drug Free Campus Policy**

**ACTION:**

It was recommended that, in accordance with the Drug Free Schools and Communities Act Amendment of 1989, the Lake Michigan College Board of Trustees approve the following policy changes to the Drug Free Campus – Code of Conduct policy as presented.

**MOTION** by Mr. Bergan, with support by Ms. Tomasini to approve the following policy changes to the Drug Free Campus – Code of Conduct policy as presented.

ROLL CALL VOTE

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

Nays: None

**APPROVED**

**National Center for Inquiry & Improvement Professional Services Agreement**

Funding is included in our Title III grant for professional services provided by the National Center for Inquiry & Improvement (NCII) to engage in deep-dive work on implementing guided pathways, all with the goal of helping more students attain their academic and life goals. NCII conducts intensive on-site work with leadership, faculty, and staff over a period of two years. Services and support throughout the two years include six site visits as well as ongoing support between the visits. NCII helps colleges build on their existing efforts and make institutional change at scale so all students have a genuine opportunity to succeed. Participating colleges also form a learning community that helps member colleges reshape their institutions to improve their completion rates. The total cost of professional services provided by NCII is \$140,000.

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**ACTION**

College Administration recommended that the Lake Michigan College Board of Trustees authorize the Provost and Vice President of Academic Affairs to enter into a contract with the National Center for Inquiry & Improvement on behalf of the College for the delivery of professional services to support our Guided Pathways Work. NCII professional services will be funded entirely with Title III grant funds.

**MOTION** by Mr. Grover, with support by Mr. Bergan to authorize the Provost and Vice President of Academic Affairs to enter into a contract with the National Center for Inquiry & Improvement on behalf of the College for the delivery of professional services to support our Guided Pathways Work. NCII professional services will be funded entirely with Title III grant funds.

ROLL CALL VOTE

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

Nays: None

**APPROVED**

**Settlement Proposal**

Dr. Lindley moved that the Board go into closed session pursuant to 15.268 of the Open Meetings Act Section 8e, to discuss trial or settlement strategy in a pending lawsuit.

ROLL CALL VOTE

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

Nays: None

**LAKE MICHIGAN COLLEGE  
BOARD OF TRUSTEES  
MINUTES OF THE SPECIAL CLOSED MEETING  
December 7, 2017  
Lake Michigan College  
Executive Board Room**

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**CALL TO ORDER/ROLL CALL**

Chair Lindley called the Special Closed Meeting of the Lake Michigan College Board of Trustees to order at 6:29 p.m.

Present: Mr. Bergan, Ms. Truesdell, Ms. Johnson, Mr. Grover, Dr. Lindley, Ms. Tomasini, Mr. Curry  
Absent: None

Chair Lindley indicated the purpose of the closed session was to discuss trial or settlement strategy in a pending lawsuit. In addition to the trustees, present at the meeting were Dr. Trevor Kubatzke, Ms. Rebecca Steffen, and Ms. Candice Elders.

**ADJOURNMENT**

MOTION was made by Ms. Tomasini, supported by Ms. Truesdell to adjourn the Special Closed Meeting of the Board of Trustees and move back into open session at 6:42 p.m.

**VOICE VOTE – APPROVED**

**Continuation of the Board of Trustees  
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**Settlement Proposal**

Representatives of Lake Michigan College and Dr. Spielvogel have met and drafted a settlement agreement. Due to the inclusion of a confidentiality clause, the College is unable to provide any details regarding the settlement.

**ACTION:**

It was recommended that the Lake Michigan College Board of Trustees approve the settlement agreement between the College and Dr. Jennifer Spielvogel, as proposed.

**MOTION** by Mr. Bergan, with support by Ms. Truesdell to approve the settlement agreement between the College and Dr. Jennifer Spielvogel, as proposed.

**ROLL CALL VOTE**

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

Nays: Mr. Curry, Ms. Johnson, Ms. Tomasini

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**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 6:48 p.m.



Michael Lindley, Chair



Judy Truesdell, Secretary