

**Lake Superior State University  
Board of Trustees  
Minutes of Meeting  
Walker Cisler and Student Conference Center  
Sault Ste. Marie, Michigan  
November 9, 2018**

The Board of Trustees of Lake Superior State University met in regular session beginning at 8:30 a.m. on Friday, November 9, 2018, in the Lake Erie, Michigan and Ontario rooms, of the Walker Cisler and Student Conference Center, Sault Ste. Marie, Michigan. The meeting was pursuant to Section 1.01. of the Bylaws of said Board with notice to the Board pursuant to Section 1.04., and public notice pursuant to Section 1.05. of the Bylaws.

The section numbers and headings of these minutes correspond to the agenda. A copy of the proposed agenda was distributed to each Trustee at the public session of November 9, 2018. The proposed agenda had been distributed pursuant to Section 1.04. of the Bylaws. Copies of all such material are contained as appendices to these minutes.

At the call to order, there were several individuals in the audience and one member of the press.

**I. Approval of New Secretary to the Board of Trustees' Office**

Mr. Rodney M. Nelson, Chair, called the meeting to order at 8:30 a.m. He asked Dr. Rodney Hanley, President, to introduce Ms. Lauren Pierce, Executive Assistant to the President's office. He recommended to the Board, that Ms. Pierce would also serve as the new Secretary to the Board of Trustees' Office with the recent retirement of former Secretary, Ms. Kaye M. Batho.

Mr. Pingatore moved for Board approval of Ms. Pierce as the new Secretary to the Board of Trustees' Office; supported by Mr. Bailey. The motion carried with unanimous voice vote.

**II. Roll Call**

Mr. Rodney M. Nelson, Chair, asked Ms. Lauren Pierce, Secretary, to call the roll. The following members responded "present":

Mr. Thomas C. Bailey  
Mr. Rodney M. Nelson  
Ms. Ann Parker  
Mr. Randy Pingatore  
Ms. Sandi Frost Steensma  
Dr. Rodney S. Hanley, President and Ex-officio

Five Trustees were recorded as present with Trustees Richard Barch, Timothy Lukenda and Mark Mercer as absent. Dr. Mercer connected via teleconference shortly after roll call. Present for the University were Mr. Steve Atkinson, President of the Education Support Personnel; Mr. Dakota Baker, Student Government President; Ms. Wendy Beach, Director of Human Resources, Safety and Risk; Dr. Lynn Gillette, Provost and Vice President for Academic Affairs; Mr. John Kawauchi, Vice President for Enrollment, Marketing and IT; Dr. David Paitson, Athletic Director; Dr. Chris Smith, Faculty Association President; Mr. Maurice Walworth, Vice President for Finance and Operations; and Dr. Shelley Wooley, Interim Dean of Student Life.

**III. Approval of the Agenda for November 9, 2018**

Ms. Parker moved for Board approval to amend the agenda for November 9, 2018 as follows:

- Under IX. Human Resources Committee delete item 2.
- Remove XIII. Development Committee Report.

The motion was supported by Mr. Bailey. The motion carried with unanimous voice vote.

Dr. Mercer joined via phone at 8:38 a.m.

**IV. Approval of the Minutes for September 21, 2018**

Ms. Frost Steensma moved for Board approval of the minutes from September 21, 2018 as presented; supported by Mr. Bailey. The motion carried with unanimous voice vote.

**V. Addresses to the Board**

There were no addresses.

**VI. Chair's Remarks**

Mr. Nelson thanked all for coming to the meeting. He gave a special thanks to Dr. Hanley and his wife Sara for hosting a reception in their home the night before. Mr. Nelson enjoyed the evening and conversing with Alum Edward Smith.

Mr. Nelson welcomed new Board of Trustee Member Timothy Lukenda, who was not able to attend today's meeting, but will be joining in January 2019.

Mr. Nelson recognized the retirement of Board of Trustees' Secretary, Ms. Kaye Batho, with her 29 years of service at Lake State and wishes her well.

## **VII. President's Remarks**

Dr. Hanley reported a fantastic Great Lake State Weekend (GLSW) with several moving parts that came together nicely. Friday evening, Dr. Hanley attended the Alumni Awards Banquet where three alumni were recognized, including; Dr. Edward Smith, Outstanding Alumnus Award; Dr. Julie Vincent, Ken Shouldice Achievement Award; and Ms. Erin Strang, Paul Ripley Alumnus Award. Beating the University of Michigan at Friday's hockey game was certainly a highlight. Dr. Hanley started Saturday with an Alumni Association Board meeting followed by a meet and greet with guests interested in a tour of Considine Hall. Midday, Dr. Hanley attended the Athletic Hall of Fame Inductions, followed with the Women's Walk fundraiser for women's athletics. Saturday evening closed with a tailgate party on campus and game two against the University of Michigan hockey team.

Dr. Hanley was a guest speaker at the recent Chamber of Commerce Fall Economic Luncheon. He shared multiple projects and fundraising opportunities with the attendees and received great feedback from the community.

Dr. Hanley shared his recent opportunity to welcome and visit with Governor Snyder, Governor-elect Gretchen Whitmer, and Lt. Governor-elect Garlin Gilchrist II. Dr. Hanley was able to express Lake State's position and opportunity towards growth and development, including the upcoming expansion of the Sault Locks.

Dr. Hanley shared the tone of excitement on campus, reflecting several projects and updates. Some of which include: Several certificate programs that Dr. Gillette will be proposing in E-Marketing, Geographical Information Systems and International Business; making progress on the housing master plan, and CFRE Capital Outlay project; implementing a new employee evaluation system, developing a new planning/budgeting process, and tracking ahead on application numbers, FAFSA applications and admits.

Dr. Hanley commended the University for coming together as a team and making tremendous progress to prepare for the upcoming HLC site visit and continued improvement on assessment. He also congratulated Ms. Kaye Batho for her 29 years of service at Lake State and her recent retirement and welcomed Ms. Lauren Pierce as the new Executive Assistant to the President and Secretary to the Board of Trustees.

## **VIII. Finance Committee**

Mr. Walworth informed the Board of FY19 General and Auxiliary fund updates. An automated process for delivery of monthly General Funds (GF) budget reports was tested in mid-September and successfully launched in October, to Budget Managers. As of October 23, 2018, the fall revenue collected in the General Fund is similar to last year. The Auxiliary fund shows a 5% increase in fall revenue compared to last year. There are no General Fund revenue or expenditure trends that appear to be of concern at this time.

Mr. Walworth provided an update on activities related to the CFRE Capital Outlay Project. The contracts with SmithGroupJJR (SGJJR) and Spence Brothers are complete. SGJJR and LSSU has had several meetings to further develop the site plan and finalize the building footprint on the property. The project is still on target to complete the Phase 400 work by mid-January.

Mr. Walworth provided an update on the P3 (Housing Development) project. RFPs were issued for Legal Counsel, a Financial Advisor, and a Development Partner. Four proposals for Legal Counsel have been selected for interviews. Five proposals for the Financial Partner have been received and pending review. All potential Development Partners have been met in person and online with a selection scheduled for mid-December.

Ms. Frost Steensma moved for Board approval of the fiscal year 2019 Auxiliary fund budget as presented (Appendix C); supported by Mr. Pingatore. The Chair requested a roll call vote. The results of the roll call vote were:

Mr. Thomas C. Bailey	“Yes”
Dr. Mark Mercer	Abstain
Mr. Rodney M. Nelson	“Yes”
Ms. Ann Parker	“Yes”
Mr. Randy Pingatore	“Yes”
Ms. Sandi Frost Steensma	“Yes”

The motion carried with five affirmative votes.

Ms. Frost Steensma moved for Board approval of the fiscal year 2018 Annual Financial Report which includes an update from auditing services with Duane M. Reyhl, CPA and partner to Andrews, Hooper, Pavlik PLC (AHP). The financial audit was presented in Appendix D, with the University showing a stable financial position. The motion was supported by Mr. Bailey. The Chair requested a roll call vote. The results of the roll call were:

Mr. Thomas C. Bailey	“Yes”
Dr. Mark Mercer	“Yes”
Mr. Rodney M. Nelson	“Yes”
Ms. Ann Parker	“Yes”
Mr. Randy Pingatore	“Yes”
Ms. Sandi Frost Steensma	“Yes”

The motion carried with six affirmative votes.

Mr. Pingatore and Ms. Parker commended Mr. Walworth and his team in Business Operations for all of their efforts in assisting Mr. Duane M. Reyhl with his audit.

**IX. Human Resources Committee**

ESP President, Steve Atkinson shared a count of 85 current members who are one year into a three-year contract. No issues to report. There was some questionable language in the contract that was successfully changed after working with Human Resource Director, Ms. Wendy Beach, whom he continues to work with on a weekly basis. Mr. Atkinson expressed his appreciation for the support towards ESP and avoiding escalated issues.

Ms. Beach presented to the Board a new employee performance evaluation program for AP and ESP staff members. This program will ensure that supervisors and direct reports have a shared understanding about expectations and requirements. It was also noted that the new program would benefit HLC requirements in regards to staff development.

Mr. Bailey addressed the Board and the public with full support and encouragement of the new evaluation program.

**IX. Academic Affairs Committee**

Dr. Gillette presented the following three certificate programs for Board review and approval:

Mr. Bailey moved for Board approval for a certificate program in Geographic Information Systems; supported by Ms. Parker. The motion carried with unanimous voice vote.

Mr. Bailey moved for Board approval for a certificate program in E-Marketing; supported by Ms. Frost Steensma. The motion carried with unanimous voice vote.

Mr. Bailey moved for Board approval for a certificate program in International Business; supported by Ms. Frost Steensma. The motion carried with unanimous voice vote.

Mr. Bailey moved for Board approval of Lake Superior State University Alumnus, Todd D. Zakrajsek, Ph.D. for conferral of an honorary Doctor of Humane Letters degree, supported by Mr. Pingatore. The motion carried with a unanimous voice vote.

Dr. Gillette addressed concerns from the 2016 HLC assessment, focusing on Student Learning Outcomes and Program Reviews. He commended faculty for their hard work and efforts to analyze, develop and produce these assessments for the Focused Report, due on January 25, 2019. Dr. Gillette recognized Dr. David Myton for his contributions towards the HLC assessment, along with Deans, Dr. Kimberly Muller, Dr. Donna Fiebelkorn and Dr. Ron Hutchins.

Dr. Smith, Faculty Association President, appreciated Dr. Gillette's faculty recognition in preparing for the HLC report. The Faculty Association is currently active in contract

negotiations with the University. Dr. Smith thanked Dr. Gillette and Human Resource Director, Ms. Wendy Beach for working through issues. He recognized Dr. Gillette's ability to reach the heart of the matter and identify ways to stop and avoid issues.

Dr. Smith shared recent updates and events from various faculty members. Dr. Ralf Wilhelms reported that the Chippewa County Economic Development Corporation just hired 2 marketing students for paid internships and are looking to make this an annual practice. Dr. Smith also shared that Sara Ouimette and Dr. Joe Susi accompanied a group of LSSU Athletic Training and Kinesiology students who championed in the state quiz bowl at the Michigan Athletic Trainers' Society Annual Student Symposium. Dr. Stephen Kolomyjec, in the School of Science and Medicine received a donated Precelleys 24 Tissue homogenizer from a LSSU Alumnus. Dr. Aaron Westrick was a special guest speaker in Orlando, FL and participated in classes in Use-of Force, Civil Rights and educating Generation Z. Lastly, Dr. Sally Childs is taking nine LSSU students from the Rec Club to work with 80 Bay City Academy students in grades 4 through 6.

Mr. Chris Oshelski, Charter School Director, informed the Board of informational items, including preliminary pupil audits that reflect 9,350 students enrolled in 21 academies. This is an increase over the last few years. Several additional sites are scheduled to open, including a K-12 building in Oak Park along with a new Momentum Sports Academy, slated to open in 2021.

Mr. Bailey commended Academic Support Specialist, Ms. Julie Hopper and School Support Specialist, Ms. Brooke Maciag for their thorough and energetic Charter Schools Academic Performance Report.

Mr. Bailey moved for Board approval of the recommendation to appoint and reappoint the following individuals to their respective Charter School Board of Directors for the terms listed:

Donna Grams, to Concord Academy for an appointment with a term expiring on June 30, 2021;

Bruce Anderson, to Grand Traverse Academy for an appointment with a term expiring on June 30, 2021; and

Saundra Crowell, to Momentum Academy for reappointment with a term expiring on June 30, 2021.

The motion was supported by Mr. Pingatore. The motion carried with unanimous voice vote.

#### **X. Enrollment Committee**

Mr. Kawauchi informed the Board of enrollment and marketing updates, including an increased programmatic marketing approach and yield improvement, through increasing

and optimizing targeted reach towards building the brand. As well as, knowing the market, using data analytics, along with marketing capabilities in order to build customization and scalability in enrollment, marketing and recruitment efforts. to achieve the high level marketing strategy and vision.

Mr. Kawauchi stated that last year's application numbers have been reviewed and adjusted to provide a more meaningful basis to establish Fall 2019 goals and track progress. As of the beginning of November, we have 46.9% of our applications goal of 2,992 for fall 2019, versus 44.2% of total applications for adjusted Fall 2018 measures. This is 12.5% higher than this time last year. Admitted applicants for adjusted Fall 2018 applicants have also increased compared to last year by 4.9%. FAFSA submissions for applicants are currently at 420 YTD versus 350 YTD at the same time last year.

#### **XI. Student Affairs Committee**

Mr. Baker shared with the Board that the Student Government has established a full Board of their own. The Seamore Food Pantry will be moved due to a decrease in use. There is optimism that the new pantry location will be easier to operate and maintain. The Student Government would like to host a social on campus in January and invite the Board to attend. A recent "trial bar" was tested with LSSU students, with the hopes to bring a bar on campus. There were no issues reported and students seemed to have a great time. Dr. Wooley also reported that students enjoyed themselves at the bar event. Ms. Parker expressed concern for student safety in traveling from the bar. A Student Government collaboration is scheduled for today with LSSU representatives traveling to Central Michigan University for a conference. The annual Student Government conference is scheduled for February at Michigan Tech.

Dr. Wooley reported student retention is up 8% from last year. One retention initiative is the Laker Success Program, which includes the support of an overall coordinator and Academic Success coaches who meet with students in an intentional way. Another initiative is the IPASS Program, which supports commuters of all undergraduate levels. The IPASS office was recently relocated into the Student Engagement and Organization Center, which has helped encourage commuting students to become acquainted with opportunities to engage on campus. Dr. Wooley announced that LSSU was recently awarded a \$10,000 grant from the Native American Heritage Fund, which will serve to elevate the presence of Native American cultural artifacts on campus.

Dr. Paitson gave introductions to new athletic personnel; Danielle Filipek, Assistant Track and Field Coach; Barbra Marsh, Administrative Assistant; Hunter Perry, Marketing Coordinator; Ricco Righetti, Compliance Coordinator; David Schmidlin, Head Women's Volleyball Coach and Luke Ogren, Head Men's and Women's Tennis Coach. Recent highlights within Athletics include two pilot programs. The first is an Alumni Mentoring Program through the women's basketball team. Three freshman athletes will be paired with Laker women's basketball alumni who serve as mentors to the student-athletes throughout the duration of their intercollegiate careers. The second, a Faculty Mentoring

Program through men's and women's tennis teams. If successful, these programs will carry through to other sports. Several community events are taking place, including, United Way – hosting a food donation at Norris; Diane Peppler Resource Center, promoting the Stand Up campaign and Chamber of Commerce Leadership Program, in which Dr. Paitson is a member of this year's leadership cohort. Recently Dr. Paitson and Ms. Perry have been visiting local businesses within the community, building relationships and seeking sponsorship opportunities. Hockey ticket sales have been up with the first sell out in more than a decade during the November 3<sup>rd</sup> game against the University of Michigan.

**XII. Development Committee**

Removed from Agenda.

**XIII. Other Business**

Mr. Pingatore moved for Board approval of the recommendation to present an official resolution to Dick Posthumus, recognizing his consistent support and advocacy of Lake State. The motion was supported by Mr. Bailey and carried with unanimous voice vote.

Mr. Bailey congratulated Dr. Ashley Moerke on her recent appointment to the Governor's Environmental Science Advisory Board.

Mr. Pingatore mentioned the early planning and development of a statue for Dr. Saluja, to be placed in front of Considine Hall, recognizing his dedication to the LSSU community and students.

Mr. Smith commended MEA representative Diana Kelly for her assistance in negotiations.

**XIV. Adjournment**

Mr. Bailey moved for adjournment at 9:57 a.m.; supported by Ms. Frost Steensma. The motion carried with unanimous voice vote.

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Rodney M. Nelson, Chair

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Rodney S. Hanley, President



Minutes prepared by Ms. Lauren Pierce, Secretary. A draft of these minutes was completed at 3:00 p.m. on November 16, 2018.