

**Lake Superior State University
Board of Trustees
Minutes of Meeting
Walker Cisler Student and Conference Center
Sault Ste. Marie, Michigan
November 8, 2019**

The Board of Trustees of Lake Superior State University met in regular session beginning at 8:30 a.m. on Friday, November 8, 2019, in the West Superior Room, of the Walker Cisler Student and Conference Center, Lake Superior State University, 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 8, 2019. The proposed agenda had been sent 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 members in the audience.

I. Roll Call

Ms. Ann Parker, Chair, called the meeting to order at 8:30 a.m. She asked Ms. Lauren Pierce, Secretary, to call roll. The following members responded “present”:

Mr. Thomas C. Bailey
Mr. Richard Barch
Mr. Timothy Lukenda
Dr. Mark W. Mercer
Mr. Rodney M. Nelson
Ms. Ann Parker
Ms. Sandi Frost Steensma
Dr. Rodney S. Hanley, President and ex-officio

Seven Trustees were recorded as present with Trustee Randy Pingatore recorded as absent. Present for the University were Ms. Wendy Beach, Director of Human Resources, Safety and Risk; Dr. Michael Beazley, Dean of Student Affairs & Interim Dean of Admissions and Marketing; Mr. Thomas Coates, Foundation Director; Dr. Jason Garvon, Faculty Association President; Dr. Lynn Gillette, Provost and Vice President for Academic Affairs; and Mr. Maurice Walworth, Vice President for Finance and Operations.

II. Approval of the Agenda for November 8, 2019

Mr. Bailey moved for Board approval to amend the agenda for November 8, 2019 as follows:

Under XII. Student Affairs Committee, add Approval of Liquor License Application for Norris Center.

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

III. Approval of the Minutes for September 20, 2019

Mr. Lukenda moved for Board approval of the minutes for July 19, 2019 as presented; supported by Mr. Bailey. The motion carried with unanimous voice vote.

IV. Addresses to the Board

There were no addresses to the Board.

V. Chair's Remarks

Ms. Parker stated that LSSU is gaining momentum with various initiatives, including, new programs, student achievements, competitions, CFRE site progress, HLC preparedness, CFRE site progress, and faculty and administration working together for continued success around campus.

VI. President's Remarks

Dr. Hanley shared a variety of campus updates and informational items, including:

- Dr. Hanley shared condolences with the recent passing of LSSU student, Parker Dagenais.
- LSSU hosted the President's Circle Reception in September to recognize LSSU donors. Robert and Sally Wiles received the Donald and Catharine Finlayson Distinguished Citizen Award.
- LSSU held the annual Great Lake State Weekend in October. Festivities kicked off with annual Alumni Award Banquet. Four alums were recognized, including Sault Sainte Marie, MI Mayor, Tony Bosbous, Cory Anderson, Wendy James and David Saunders. In addition to several events on campus, LSSU and former alumni dedicated a statue in honor of Dr. Madan Saluja, recognizing his 50 years of service to LSSU.
- LSSU hosted Tibetan Monks from a monastery in Tibet over the last week of October, with events that included a mandala sand painting and various

lectures. Dr. Hanley thanked the Provost Office and Academic teams for arranging and hosting the Monks visit.

- Dr. Hanley and Dr. Gillette participated in the Lake Huron Fisheries Citizen Advisory Committee Meeting in Clare, MI. LSSU and ARL Manager, Roger Greil have a strong presence among the group.
- Dr. Hanley was asked to speak at the Sault Sainte Marie Chamber of Commerce Fall Economic Luncheon alongside MI House Speaker Lee Chatfield. Dr. Hanley recognized LSSU for ranking #3 among public Universities in Michigan in a recent national college ranking, with LSSU ranking high for social mobility.

VII. Report of the Finance Committee

Mr. Walworth presented to the Board, a review and a request for acceptance of the Auditor's Report to the Board and the FY19 Annual Financial Report. LSSU has contractual relationships with Andrews, Hooper, Pavlick PLC (AHP) to conduct auditing services. The auditors provide an annual report, oversee the audit in accordance with the Uniform Grant Guidance and Government auditing standards, along with guidance in submitting the report to the State of Michigan. AHP representative, Duane Reyhl provided a detailed report to the Board the day prior. The summary of his comments stated the audit was clean with no findings of any significance.

Mr. Lukenda moved for Board approval to accept the Auditor's Report to the Board and the Lake Superior State University, Annual Financial Report for fiscal years ended June 30, 2019 and 2018 as presented; supported by Ms. Frost Steensma.

Mr. Nelson and Ms. Parker commended the LSSU team for their work on the audit and recognized the compliments received by the auditor the day prior.

The Chair requested a roll call vote. The results of the roll call vote were:

Mr. Thomas C. Bailey	"Yes"
Mr. Richard Barch	"Yes"
Mr. Timothy Lukenda	"Yes"
Dr. Mark Mercer	"Yes"
Mr. Rodney M. Nelson	"Yes"
Ms. Ann Parker	"Yes"
Ms. Sandi Frost Steensma	"Yes"

The motion carried with seven affirmative votes.

Mr. Walworth shared appreciation for the Board's kind words and recognized the Business Office team, Financial Aid, IT staff and the Foundation for their work on the audit.

Mr. Walworth provided a review of the FY20 financials. In September, the Board approved the FY20 General Funds (GF) budget – for a deficit of \$1.4M with a plan to recapture \$650K by delayed hiring or unfilled positions, to result in an overall year-end deficit of \$840K. 40% of the budgeted GF revenue has been booked, slightly behind the expected value compared to previous years. However, this is to be expected without the recording of three major revenue enhancement activities which have not been recorded to date, including fundraising by Deans, spring recruitment initiatives and summer recruitment initiatives.

Expenditures to date are recorded at \$12.8M and 34% of the budget, slightly on the high side of expected values compared to the same time in previous years.

Mr. Walworth presented, and recommended the approval of, the FY20 Auxiliary Fund (AF) budget, stating that the AF focuses primarily on Student Affairs, Athletics and Other Auxiliaries. Student Affairs is comprised of Food Services, Health Services and Housing. For FY20 these units are proposing budgets with a net surplus of approximately \$136K. The Food Service budget is showing a surplus for this year. A review of past expenditures showed an unsustainable scholarship burden placed on Housing and Food Service, as well as non-reimbursed use of the Cisler Center by GF units. Mr. Walworth and Dr. Beazley have begun addressing these issues in the FY20 budget and will make additional adjustments in the future years by following FY18 budget parameters. When taken together, the total loss/gain for Student Affairs and Other Auxiliaries represents an insignificant increase for the total AF of approximately \$16K deficit.

The Athletic areas utilize a transfer of \$1.55M from the GF, a transfer of \$80K from the foundation and estimated revenue of \$680K from summer camps, fundraising, and ticket sales to build their base budgets. For FY20, Athletics is requesting a deficit budget of approximately \$144K which is comparable to last year.

Mr. Bailey moved for Board approval of the fiscal year 2020 Auxiliary Fund budget as presented; supported by Ms. Frost Steensma. The Chair requested a roll call vote. The results of the roll call vote were:

Mr. Thomas C. Bailey	“Yes”
Mr. Richard Barch	“Yes”
Mr. Timothy Lukenda	“Yes”
Dr. Mark Mercer	“Yes”

Mr. Rodney M. Nelson	“Yes”
Ms. Ann Parker	“Yes”
Ms. Sandi Frost Steensma	“Yes”

The motion carried with seven affirmative vote.

Mr. Walworth provided an update on the Johnson Controls Inc. (JCI) Performance Contract project. JCI reports 93% completion with the project to be on schedule to be completed by January 2020. Some main items currently underway include:

- Consolidation of all fire and safety systems across campus.
- Final sign-off for keyless entry systems.
- Installation of water and electric meters on all General Fund buildings.
- Finalization of the fire suppression system water pressure for the Townhouses.
- Final sign-offs by LSSU, final training for new systems, transfer of final documentation.

Mr. Lukenda asked what the length of time was for tracking the progress towards guaranteed energy savings. Mr. Walworth confirmed the tracking would take place over the course of 30 years.

Mr. Walworth provided an update on activities related to the CFRE Capital Outlay Project. Mr. Walworth outlined the various projects and collaborations within the CFRE project, to include, the Construction Project, Brownfield Grant, Brownfield Loan, and Salmon Run Way. Since the last Board meeting, Brownfield Work Plan (WP) #2 was approved and site work began. It was determined that the underground infrastructure was significant and that additional Brownfield support for demolition would be needed. WP2a has been submitted to EGLE for review and approval of additional \$130K for site demolition. DTMB approved the Bid package #2. This package contained the build of the construction documents. Several areas of the package only received one bidder. Those packages have been reissued after determining why only one bid was received. The project continues to move forward, however, delays have pushed the project back approximately 4 months and the winter months will result in additional delays. WP #3 will dewater the site, where 10.5M gallons of water will be removed and treated appropriately due to contaminants. WP #4 is schedule to be submitted later this year, which will help fund the foundation.

The road to CFRE was initially scheduled by the city engineer to be a responsibility of LSSU. The city engineer recently determined that the determination was made in error. This has impacted the schedule, bidding process, and cost of the project.

Mr. Walworth shared appreciation for the various regulatory agencies that have allowed for multiple levels of the project to overlap.

Mr. Bailey commended Mr. Walworth and team for working well with the various agencies.

Mr. Walworth provided an update on activities related to the P3 Campus Housing Project. The LSSU Campus Housing Corporation (CHC) Board of Directors approved moving forward with a subset of the PreDevelopment Agreement (PDA) which had previously been approved by the LSSU Board of Trustees. RBC has been leading the effort regarding the USDA application. As part of the application requirements, a financial feasibility consultant, Eide Bailly was approved by the CHC Board. The USDA application continues to be the primary focus of the P3 team (LSSU and consultants). The CHC Board will meet next week to review the recommendation for approval of a contract for a Phase 1 environmental study.

VIII. Report of Academic Affairs Committee

Dr. Gillette shared appreciation for Chair Parker's campus momentum acknowledgement and recognized the faculty for contributing to the momentum.

Dr. Gillette provided informational items to the Board including an update on the Higher Learning Commission (HLC). Preparations for the four year comprehensive evaluation is on track with anticipation of an HLC campus visit in the fall of 2020 or spring of 2021. Dr. Gillette recognized several faculty members from the HLC Leadership Team:

- Team Co-chairs: Dr. Gail Essmaker (Vice-Provost of Accreditation and Assessment), Dr. Kimberly Muller (Dean, College of Innovation and Solutions)
- Criteria 1: Mission – Ms. Sarah Ouimette (Assistant Professor, School of Kinesiology & Behavioral Sciences)
- Criteria 2: Ethical/Responsible Conduct – Dr. Martha Hutchens (Associate Professor & Chair, School of Science and Medicine)
- Criteria 3: Teaching & Learning: Quality Resources and Support – Dr. Cathy White (Assistant Professor & Chair, School of Education), Dr. Andrew Jones (Associate Professor, School of Engineering & Technology)
- Criteria 4: Teaching & Learning: Evaluation & Improvement – Dr. Gail Essmaker (Vice-Provost of Accreditation and Assessment), Dr. Kathy Berchem (Associate Professor & Chair, School of Nursing)
- Criteria 5: Resources, Planning and Institutional Effectiveness – Dr. Joseph Susi, III (Professor, School of Kinesiology & Behavioral Sciences)

Dr. Gillette recognized Dr. Kathy Berchem's knowledge and experience in making assessment of student learning outcomes more systematic and meaningful, with the intent to follow the Nursing program's culture as a guideline for assessment.

The HLC Leadership Team meets on a regular basis and works collaboratively to ensure consistency of the information and facts to be presented to the HLC in the final assurance report.

Dr. Gillette provided the Board with informational items related to the exploration of adding new vocational and trade programs. This would be an effort to increase the social mobility of EUP residents, provide needed occupational programs, and create a model for other universities and states to follow.

LSSU Government Relations Officer, Steven Betz stated that the LSSU Community College Division would require amending PA 331, the Community College Act of 1966. The community college district would be comprised of Chippewa, Mackinac, and Luce counties and would need local funding options and state appropriations.

Mr. Lukenda and Mr. Bailey commended the administration's initiative in exploring this opportunity for LSSU and the community.

Dr. Gillette provided an update to the Board on the September 20, Board approval for an Additional Location in St. Helen. The HLC Change Panel Review is currently in process. In January 2020 or later, the HLC Change Panel Review recommendations will be sent to the HLC Institutional Actions Council for final action. LSSU is currently working with Charlton Heston Academy on completing the contractual agreement.

Dr. Gillette stated that the LSSU Administration and LSSU Faculty Association (FA) negotiating teams reached an agreement in September. The proposed new contract is currently with the FA. If the FA approves the new contract, the LSSU President will request a special Board meeting with an action item recommending approval of the contract.

Dr. Gillette provided various academic affairs updates across campus including:

- The School of Science and Medicine and the Lukenda School of Business hosted the Executive Director of the Michigan Marijuana Regulatory Agency, Andrew Brisbo, for a seminar on the current state of marijuana regulation and future directions. While on campus, he toured the Cannabis Center of Excellence and met with faculty and students.

- Plans continue for a revised placement process for students who enter LSSU needing developmental mathematics. Sixty-five percent of our fall
- 2019 class needed developmental math. As part of the new process, an August boot camp is being planned in cooperation with Campus Life that will focus on mathematics and a growth mindset. Erica Newland in
- Sponsored Programs is working on a grant proposal to help fund such a program.
- Dr. Ashley Moerke was invited to be the keynote speaker for the MDNR's Forestry Division annual meeting in February and the plenary speaker for the New York Chapter of American Fisheries Society annual meeting in February.

Dr. Gillette gave special acknowledgments to Dr. Thomas Meacham for his role and efforts in hosting the recent campus visit from Tibetan Monks.

Chair Parker asked if there were any updates on the possibility of the ROTC returning to campus. Mr. Betz stated that the application was in process for completion with the intent to be submitted within the next few weeks.

Faculty Association President, Dr. Jason Garvon confirmed that the FA did indeed have the proposed contract for review and gave a special thanks to Dr. Chris Smith and Marcia Jenkins-Ball for their efforts in preparing the documents. The FA is scheduled to vote on the agreement on November 20, 2019. Dr. Garvon stated that the FA is looking forward to addressing other culture related issues in the near future.

Mr. Chris Oshelski, Charter School Executive Director, informed the Board of informational items, including preliminary pupil audits that reflect an estimated 9,450 students enrolled in the 21 academies. This is an increase over the last few years with several students from Northern Michigan. The Charter School state budget has not yet been approved for FY 20, however, the school's current budget is designed to operate accordingly without additional funding. A potential approved increase in funding would be a welcomed assistance. Mr. Oshelski shared a recent approval of the Assurance Review from the Michigan Council of Authorizers. Mr. Oshelski provided a summary of the Academic Performance Report, stating that the overall portfolio is approaching the growth goal. Eighteen of the twenty-one academies are meeting the state requirements. Many 18-month goal and 24-month goal meetings have been arranged for December 2019 and June 2020.

Mr. Bailey moved for Board approval of the recommendation to appoint Melba Jean Fields as a member of the Board of Directors of Regent Park Scholars

Academy for an appointment with a term expiring on June 30, 2022; supported by Mr. Lukenda. The motion carried with unanimous voice vote.

IX. Enrollment Report

Dr. Beazley informed the Board of Admissions and Marketing updates, including an ongoing search for a permanent Dean of Admissions and Marketing. One candidate visited campus early in the week with another scheduled for the following week.

Dr. Beazley provided an Admissions updates, stating the current recruitment efforts for fall 2020 are resulting in upward year-over-year trends in total applicants by 3%. Fall 2020 to Fall 2019 year-over-year acceptance rates are up 26%.

Prospective students with incomplete applications (i.e., those missing information or without attached transcripts) receive outreach from recruitment staff through email, text, and phone follow up. Spring 2020 count for FTIC are up 2% and readmit counts are up 22%.

The count for new, first-time student FAFSAs for fall 2020 is up 16% over fall 2019. Overall, we are up 36% in total FAFSAs from last year at this time. Prospective students who have submitted a FAFSA but not yet applied for admission, receive outreach from recruitment staff.

Dr. Beazley gave special thanks to Nicole Parker and the IT staff for their skills and efforts in the recent launch of the Ellucian Recruit CRM (customer relationship management) platform in early October. The CRM is a tool that will help automate the admissions process and provide the ability to customize messaging and tailor search and outreach efforts by recruitment staff.

Dr. Beazley acknowledged Stephanie Roose who recently joined the Admissions staff from Marketing and will be responsible for building relationships with local schools in the Upper Peninsula and work on reopening the international recruitment effort in Canada.

Dr. Beazley shared appreciation to Interim Director of Marketing, Sharmay Wood. An active search for the permanent Director of Marketing is underway. Dr. Beazley acknowledged Interim Director of Financial Aid, Katelynn Coon and the Financial Aid office for their work towards new scholarship opportunities.

Various news outlets have reached out to LSSU for interviews, with the most recent from Politico, for an interview next week with Dr. Hanley and Dr. Johnson, regarding the Cannabis programs. Several prospective students have inquired on the programs after each press release.

X. Report of Human Resources Committee

Ms. Beach provided informational items to the Board, including a summary of the Title IX dashboard. To date, eight cases have been reported, one less than this time last year. The Title IX 274.d Annual Report for 2018-2019 was distributed to senate and house appropriation subcommittees on higher education, the senate and house fiscal agencies, the state budget director and the attorney general on October 31, 2019.

The Title IX Annual Report will be shared among the Board, President, staff, and students of Lake Superior State University. This annual distribution contains information on reports received, outcomes of reports, sanctions for violations, policy update information and training conducted by the Title IX Office. A summary of the report for 2018-2019 include 36 reports of behavior to the Title

IX Office. Of the 36 reports, 27 reports fell under the purview of Title IX. Of the 27 reporting parties, 24 were current LSSU students and 3 were LSSU staff members. Of the 27 responding parties, 15 were current LSSU students, 7 were LSSU staff members, and 5 were not members of the LSSU campus community. 27 Title IX reports were received in 2017-2018. The Title IX office staff completed multiple certification programs and conducted multiple trainings for the members of the campus community.

LSSU was awarded a \$24K Campus Sexual Assault Grant by the Michigan Department of Health and Human Services. The University applied for the grant in partnership with the Diane Pepler Resource Center, North Central Michigan College, and Bay College. The collaboration included a two-day retreat for members of all three institutions. During this retreat, multiple topics were discussed including new legislation, policy revisions, programming, and Safe Party Planning. LSSU developed a comprehensive LSSU Safe Party program and curriculum and distributed it to both partnering colleges during the Title IX Retreat, with 152 students in attendance.

Chair Parker asked if the former State of Michigan First Lady Sue Snyder's efforts with Health and Human Services have continued. Ms. Beach confirmed that the former First Lady's efforts are continuing with plans for conferences in the 2020 year.

Mr. Bailey moved for Board approval to appoint Dr. Mark Mercer as the Lake Superior State University Title IX representative for the Board of Trustees; supported by Mr. Nelson. The motion carried with unanimous voice vote.

XI. Report of Development Committee

Mr. Coates provided the Board with information items including a summary of the major gift dashboard from July 2019 to October 2019. Major gifts are defined as gifts in excess of \$10K. These gifts are subdivided into corporate, individuals, foundations and trust/estate categories. Lake Hockey and Basketball received individual gifts and two major gifts were received in support of CFRE and the Lex Cheneaux Culinary School.

During this period, a total of \$536K from approximately 900 individual gifts have been received.

Mr. Coates provided a CFRE Campaign Update, stating that the January 2016 fundraising feasibility study concluded a \$3M “aggressive campaign goal”. To cover the project scope expansion and capital outlay match, the total campaign goal of \$4.2M was established in July 2018. Due to road development, un-reimbursable expenditures and additional project planning, the current total additional funds needed to close the gap are \$830K. The Foundation continues to identify potential donors.

XII. Report of Student Affairs Committee

Chair Parker referenced the absence of Student Government President, Katie Smith due to Ms. Smith attending a meeting in Grand Rapids as the recently appointed committee member of the Collegiate Student Advisory Task Force by Secretary of State Jocelyn Benson.

Dr. Beazley shared Student Government (SG) updates on behalf of Katie Smith. He shared her appreciation for the President’s invitation for SG to attend the Board of Trustee reception and gratitude for the relationship between the Student Government and Administration. The SG finalized a ski package deal with Searchmont which will include free lift tickets for the 2019 season. Recently, SG attended the One UP conference and Northern Michigan University. The SG plans to attend the United Student Government Conference at Saginaw Valley University in the upcoming weekend. SG Vice President, Patricia Guild is working towards and initiative with the LSSU Counseling Center, making services more accessible for students. The SG passed a resolution to purchase and install seasonal affective disorder lights across campus in residence halls, study areas and academic buildings. The SG finished elections last week with the result of a full Board.

Dr. Beazley provided informational items and accomplishments in Student Affairs. Dr. Beazley thanked Dr. Gillette for his work with Deans and faculty members in support of Laker Success, increased retention, and raising levels of student engagement.

Dr. Beazley provided a Student Housing update, stating that newly admitted students are receiving housing applications in their admission packets earlier than in years prior. The Housing Dept. will work with Admissions and Marketing to deliver more targeted, well designed messages to students and parents, along with a campaign to keep current students in an on-campus housing. Available vacant spaces in Residence Halls are available to faculty, staff, and students who reside in a great distance from campus for varying lengths (nightly, weekly, or monthly). Housing representative Joe Stusynski will be working on marketing this service to the campus community.

Dr. Beazley acknowledged Sodexo representative, Danny Carson for his “great” dining services collaboration with LSSU.

Laker Success and IPASS continue to develop avenues to support students and recently implemented and “Early Alert” form that is designed for faculty and/or staff to enter a concern so that the Laker Success team can follow up and put a plan into action.

The month of November recognizes the Native American Heritage. Dr. Beazley acknowledged Stephanie Sabatine for coordinating the various campus activities.

Dr. Beazley stated that Intramural Sports have shown to be successful with over 300 students participating.

The draft schedule for the 2020 orientation is near finalized and under review. Dr. Beazley acknowledged the collaboration among the campus to put together the orientation schedule.

On behalf of Athletics Director Dr. David Paitson, Chair Parker provided various updates including, the upcoming February Hockey game in Canada with the efforts to bring Alumni together and engage hockey fans across the St. Mary’s river, all while promoting the various programs that LSSU has to offer.

Mr. Bailey moved for Board approval of the Liquor License for the remaining hockey season in the Norris Center, pursuant to State laws required by Board action; supported by Ms. Frost Steensma. The motion carried with unanimous voice vote.

XIII. Other Business

Mr. Nelson stated this was his last meeting due to future travels and his term would be ending in January 2020. Mr. Nelson thanked the University, faculty and students. Mr. Nelson stated that it has been a privilege and pleasure to work on this Board and with each of the Trustees. Mr. Nelson stated that the University is in great hands and wished everyone all the best.

Mr. Bailey and Ms. Parker thanked Mr. Nelson. Mr. Bailey acknowledged Mr. Nelson for his leadership and steady hand. Mr. Bailey agreed with the momentum that Ms. Parker referenced and commended Ms. Parker for her role as Chair.

XIV. Adjournment

Ms. Frost Steensma moved for adjournment at 10:05 a.m.; supported by Mr. Lukenda. The motion carried with unanimous voice vote.

Ann Parker
Chair

Rodney S. Hanley
President

Minutes prepared by Ms. Lauren Pierce Secretary.
A draft of these minutes was completed on November 22, 2019.