

**Lake Superior State University  
Board of Trustees  
Minutes of Meeting  
Kenneth J. Shouldice Library  
Sault Ste. Marie, Michigan  
November 22, 2024**

The Board of Trustees of Lake Superior State University met in regular session beginning at 8:30 a.m. on Friday, November 22, 2024, in the Kenneth J. Shouldice Library, 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 22, 2024. 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**

Mr. Timothy Lukenda, Chair, called the meeting to order at 8:30 a.m. He asked Ms. Lauren Pierce, Secretary, to call the roll. The following members responded, "present":

Mr. Richard Barch  
Ms. Patricia Caruso  
Ms. Sheri Davie  
Mr. Jon P. DeRoo  
Ms. Whitney Gravelle  
Mr. Timothy L. Lukenda  
Ms. Cynthia Williams  
Dr. David Travis, President

Seven Trustees were recorded as present. Trustee Kevin Cooper arrived at 8:46 a.m. Present for the University were Dr. Michael Beazley, Dean of Student Affairs; Kate Bergel, Director of Human Resources, Safety and Risk; Herb Henderson, Faculty Association President; Tory Lindley, Director of Athletics; Dr. Kimberly Muller, Interim Provost and Vice President for Academic Affairs; Fred Pierce, Dean of Enrollment and Communications; Jackson Rund, Student Government President; Scott Smith, Vice President of Advancement; Morrie Walworth, Interim Vice President for Finance and Operations; and Anna Wilson, Education Support Professionals President.

**II. Approval of the Agenda for November 22, 2024**

Ms. Caruso moved for Board approval of the agenda for November 22, 2024, as presented, supported by Ms. Williams. The motion carried with unanimous voice vote.

**III. Approval of the Minutes for August 1, 2024**

Ms. Williams moved for Board approval of the minutes for August 1, 2024, as presented, supported by Ms. Davie. The motion carried with unanimous voice vote.

**IV. Addresses to the Board**

There were no addresses to the Board.

**V. Chair's Remarks**

Mr. Lukenda acknowledged Tory Lindley for his efforts and collaboration with Ferris State and a successful Superior Ice showdown in Traverse City, earlier in November.

**VI. President's Remarks**

Dr. Travis provided some highlights from the first seven months of his Presidency, which included having had dozens of get-togethers with university individuals and groups, providing university updates and talks around the campus and the community, and multiple meetings with community partners.

**VII. Faculty Association Report**

Faculty Association (FA) President, Herb Henderson informed the Board of recent actions taken by the FA, including discussions with the MEA to see about the possibility of reopening negotiations.

Trustee Cooper arrived at 8:46 a.m.

**VIII. Education Support Professionals Report**

No report presented.

**IX. Student Government Report**

Student Government (SG) President, Jackson Rund provided the Board with updates and recent events in SG, including sponsoring student bus travel to the Traverse City Superior Ice Showdown event in early November.

Mr. Rund announced his resignation as SG President effective at the end of the semester.

**X. Capital Outlay Update**

Dr. Muller presented to the Board for approval of the FY26 Capital Outlay Project request to the State of Michigan for the renovation and expansion of the Center for Applied Science and Engineering Technology (CASET). The state funding

would cover 75% of the total cost of the project. The university must commit to covering the remaining 25% through university resources and/or philanthropy. LSSU would like to seek \$30M in state funding support, requiring a \$10M match from LSSU. The CASET building has significant structural issues, outdated plumbing and electrical, and insufficient ADA access.

Trustees Gravelle and DeRoo expressed concern to pursue the project while the University is experiencing a structural deficit.

Dr. Cooper moved for Board approval of the FY26 Capital Outlay Project Request as presented, supported by Mr. Barch. The Chair requested a roll call vote. The results of the roll call vote were:

Mr. Richard Barch	“Yes”
Ms. Patricia Caruso	“Yes”
Dr. Kevin Cooper	“Yes”
Ms. Sheri Davie	“Yes”
Mr. Jon DeRoo	“No”
Ms. Whitney Gravelle	“No”
Ms. Cynthia Williams	“Yes”
Mr. Timothy Lukenda	“Yes”

The motion carried with six affirmative votes.

## **XI. Finance Report**

Joshua Sullivan, principal from the audit and assurance department of Rehmann, presented to the Board a draft of the LSSU financials, with the anticipation of the final audit to be presented to the Board at the next meeting. Mr. Sullivan stated a clean unmodified opinion on the financial statements.

Mr. Walworth presented to the Board for approval of the FY25 General Fund (GF) Budget, also referred to as Fund 1000. LSSU has reviewed the expected GF revenue and made several cuts from the expenditure budget requests in order to present this budget to the Board for approval. Revenue is expected to be down from FY24 by about \$900,000. Budgeted FY25 expenditures are the same as FY24. As a result, LSSU is requesting a \$683,795 deficit budget for the FY25 General Fund.

Mr. Lukenda requested that Mr. Walworth present the Auxiliary Fund (AF) budget before voting.

Mr. Walworth presented to the Board for approval of the FY25 Auxiliary Fund Budgets. Appendix F provides a summary of all the FY25 Auxiliary fund budget requests by unit. Auxiliaries began FY25 with a fund balance deficit of \$1,412,915; is requesting budgets that would result in a loss of \$2,098,972; and end FY25 with a fund balance deficit of \$3,511,888.

Mr. Barch moved for Board approval of the FY25 General Fund budget as presented in the agenda item and in Appendix E; supported by Dr. Cooper. The Chair requested a roll call vote. The results of the roll call vote were:

Mr. Richard Barch	“Yes”
Ms. Patricia Caruso	“Yes”
Dr. Kevin Cooper	“Yes”
Ms. Sheri Davie	“Yes”
Mr. Jon DeRoo	“Yes”
Ms. Whitney Gravelle	“No”
Ms. Cynthia Williams	“Yes”
Mr. Timothy Lukenda	“Yes”

The motion carried with seven affirmative votes.

Mr. Barch moved for Board approval of the FY25 Auxiliary Funds budget as presented in the agenda item and in Appendix F; supported by Dr. Cooper. The Chair requested a roll call vote. The results of the roll call vote were:

Mr. Richard Barch	“Yes”
Ms. Patricia Caruso	“Yes”
Dr. Kevin Cooper	“Yes”
Ms. Sheri Davie	“Yes”
Mr. Jon DeRoo	“Yes”
Ms. Whitney Gravelle	“No”
Ms. Cynthia Williams	“Yes”
Mr. Timothy Lukenda	“Yes”

The motion carried with seven affirmative votes.

Ms. Caruso moved for Board approval to appoint Dr. David Travis, Morrie Walworth, and Scott Smith, as signers for the LSSU Alumni Association Bank Account as presented; supported by Dr. Cooper. The motion carried with unanimous voice vote.

Name	Position	Query	Deposit	Checks	Add/Delete
Dr. David Travis	President	Yes	Yes		Yes
Morrie Walworth	V.P.	Yes	Yes		Yes
Scott Smith	V.P.	Yes	Yes	Yes	Yes

**XII. Academic Affairs Report**

Dr. Cooper moved for Board approval of the conferral of the appropriate degrees upon the list of candidates for summer 2024; supported by Ms. Caruso. The motion carried with unanimous voice vote.

Dr. Cooper moved for Board approval of the Accelerated Master of Science in Fisheries and Wildlife Management program to start fall semester 2025 upon HLC approval; supported by Ms. Caruso. The motion carried with unanimous voice vote.

Dr. Cooper moved for Board approval of the Associate of Applied Science in Animal Health program, supported by Ms. Caruso. The motion carried with unanimous voice vote.

Dr. Muller presented two sabbatical applications to the Board for review and approval. Due to the current budget situation, the President recommends denial of two semesters of sabbatical leave for Dr. Kevin Kapuscinski and two semesters for George Voutsadakis for the 2025-2026 academic year.

Ms. Williams moved for the Board to approve the sabbatical leave proposals as presented; supported by Mr. DeRoo.

Trustee Williams expressed understanding of the intent to deny sabbatical due to the University financial concerns, however, recommended following the language of the Faculty Associate contract.

The motion carried with unanimous voice vote.

Dr. Muller presented to the Board for approval of a new tuition rate for full-time employees of University Partners, to be added to LSSU's Structure of Rates, set at 2/3 the base tuition.

Ms. Williams moved for Board approval of the development of a university partner program and university partner employee discount rate to be detailed with the Board and approved by the Board prior to implementation; supported by Dr. Cooper.

Trustees DeRoo and Gravelle requested more information regarding the specific partnership criteria.

Mr. DeRoo motioned to table the motion of the development of a university partner program and university partner employee discount rate to be detailed with the Board and approved by the Board prior to implementation; supported by Ms. Gravelle. The motion was defeated by majority voice vote.

Ms. Williams' original motion carried with majority voice vote.

Dr. Muller provided some highlights and major initiatives from the area of Academic Affairs and Marketing.

Chris Oshelski, Executive Director of Charter Schools, provided the Board with dashboard information for Charter Schools.

Mr. Oshelski presented to the Board, an action item to approve Board member appointments or reappointments to public school academies.

Dr. Cooper moved for Board approval of the appointments or reappointments of the presented nominees to their respective Board of Directors for the terms listed; supported by Mr. Barch.

**Ascend Academy:**

John Hirsch nominated for an appointment with a term expiring on June 30, 2027.

**Bay City Academy:**

Lynne Vlk nominated for an appointment with a term expiring on June 30, 2026.

**Concord Academy Petoskey:**

Ryan Cottrell nominated for an appointment with a term expiring on June 30, 2028.

**Grand Traverse Academy:**

Joshua Jacobson nominated for an appointment with a term expiring on June 30, 2027.

**iCademy:**

Elizabeth Mullens nominated for an appointment with a term expiring on June 30, 2027.

**Macomb Montessori Academy:**

John Marks III nominated for an appointment with a term expiring on June 30, 2026.

The motion carried with unanimous voice vote.

**XIII. Student Affairs Report**

Dr. Beazley provided the Board an overview of retention for first to second year students between fall 2023 to fall 2024. The most recent retention rate for the cohort that began in fall 2023 and returned to LSSU in Fall 2024 is 79%. This retention rate marks a 10% year-over-year improvement and represents the highest retention rate at LSSU in at least the last 10 years.

Dr. Beazley provided the Board with a general update of Student Affairs operations and programs, including the Laker Success and Campus Life. Through programming consistency, increased marketing, and greater awareness of Laker Success, monthly visitors increased from an average of 130 to 268, a 106% improvement.

**XIV. Enrollment Management Report**

Mr. Pierce provided the Board with an update on the progress associated with enrollment services and highlighted the results of new student enrollment for fall 2024. Mr. Pierce provided an update on the progress of recruiting enhancements for the fall 2025 campaign and pre-college activities. Fall 2025 recruitment activity has been slow. In September, many Michigan publics reported being as much as 25% behind. The pace accelerated in October, however many are still reporting lagging data. For the fall 2025 campaign, the enrollment services team has participated in 78 College fairs in every part of the state, visited 19 Michigan

community colleges visited 55 high schools led 167 Campus Tours with 402 guests, hosted 14 school groups (not including charter schools) with 273 students, and hosted an Open House with 29 attendees and 31 guests.

Mr. Pierce provided the Board with an update on the progress in the area of Financial Aid. No major changes were made to the FAFSA for this upcoming year. During the first round of testing, the US Department of Education “did not uncover any critical bugs”. Currently, there is not a timeline announced for when institutions will receive ISIRs (data from FAFSA used for awarding purposes) after December 1. The goal will be to begin processing as soon as the data begins to arrive and the updates in Banner are complete. As of August 2024, 49% of the high school class of 2024 submitted the FAFSA – a 9.9% decrease from the same time last year, according to the National College Attainment FAFSA Tracker.

**XV. Human Resources Report**

Ms. Bergel presented to the Board quarterly Title IX information and reports made to the Title IX office from July 20, 2024, through October 31, 2024. Since the last Board report, the Title IX Office has received eleven (11) reports of alleged prohibited conduct. Nine (9) reports received were closed with no formal complaint entered and the Title IX Office informed reporting parties of on and off campus resources. Two (2) cases are open currently and are under assessment or investigation. Two (2) of the reports indicated LSSU employees as the Respondent. Neither of these cases included formal complaints.

Ms. Bergel provided the Board with an update from the Offices of Human Resources, Safety and Risk, Public Safety, and Title IX.

**XVI. Athletics Report**

Mr. Lindley provided the Board with an update on conference players of the week and other notable award recipients since September 1, 2024. Mr. Lindley shared data on current social media impressions from August 1, 2024 to November 1, 2024.

Mr. Lindley provided information on the submission of the Equity in Disclosure Act (EADA) Report, submitted to the Office of Postsecondary Education, and provided a brief overview of the Academic Progress Rate (APR) Report.

Mr. Lindley presented participation and revenue data from university visits through the Summer Sports Camps program.

Mr. Lindley provided an update on the Athletic Department’s fund and friend raising through the annual Lake State Classic Gold Outing.

Mr. Lindley provided an overview of new LSSU Student-athletes. LSSU has 222 total student athletes competing in 14 NCAA and 2 ACHA programs. Student athletes represent roughly 17% of the overall student head count.

Mr. Lindley provided an overview of the usage rates of the Norris Center, including the Student Activity Center and Aquatics Center.

**XVII. Advancement Report**

Mr. Smith presented to the Board a dashboard on year-to-date fundraising compared to the last five years.

Mr. Smith provided an update on major gift activity. This included an anonymous gift of \$57K that was received in support of the Philip A. Hart Memorial Scholarship Endowment, which provides scholarship awards to LSSU students based on academic achievement and demonstrated interest in public service, as reflected through leadership roles and volunteer activities in their school and community. John and Mary Campbell made a gift of \$48K to establish a named endowment, which will benefit incoming freshmen who are entering the LSSU School of Engineering.

Mr. Smith provided the Board with a post-event summary from Great Lake State Weekend and an update on the recent Annual Fundraising and LSSU Alumni Relations activities.

**XVIII. Other Business**

None

**XIX. Adjournment**

Dr. Cooper moved for adjournment at 12:20 p.m.; supported by Mr. Barch. The motion carried with unanimous voice vote.

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Timothy L. Lukenda  
Chair

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David Travis  
President

Minutes prepared by Ms. Lauren Pierce, Secretary.

## Appendix E

### Proposed FY25 General Fund Budget & FY25 YTD Actual Transactions

<b>FY25 General Fund Proposed Budget &amp; Actual</b>			
	<b>Proposed FY25 Budget</b>	<b>Actual FY25</b>	
<b>Revenue</b>			
Tuition and Fees	19,384,430	17,781,830	91.7%
State Appropriations	15,482,500	2,629,800	17.0%
Gifts-Other	191,000	71,435	37.4%
Interest Income	120,000	-	0.0%
Department Activity	649,500	575,467	88.6%
Norris Center Revenue	147,600	36,273	24.6%
Arts Center Revenue	30,000	12,307	41.0%
Other Income	68,500	15,753	23.0%
Indirect Cost Recovery	157,000	34,991	22.3%
<b>Total Revenue</b>	<b>36,230,530</b>	<b>21,157,856</b>	58.4%
<b>Expenditures</b>			
Permanent Salaries	13,052,987	4,713,377	36.1%
Adjunct/Overload	767,450	148,289	19.3%
Summer/Winter Salaries	299,050	76,283	25.5%
Special Assignments	211,658	96,081	45.4%
Student Wages	588,922	215,299	36.6%
Overtime/Temp	207,572	108,105	52.1%
Fringe Benefits	5,592,286	2,351,788	42.1%
Scholarships	3,952,226	2,550,659	64.5%
University Waivers	1,270,585	627,700	49.4%
Debt Service	1,811,754	-	0.0%
Transfers	1,922,294	120,750	6.3%
Utilities	1,895,443	899,924	47.5%
Supplies & Services	5,342,099	2,345,958	43.9%
<b>Total Expenditures</b>	<b>36,914,325</b>	<b>14,254,212</b>	38.6%
<b>Net Income/(Loss)</b>			
	<b>(683,795)</b>	<b>6,903,644</b>	

## Appendix F

### Proposed FY25 Auxiliary Fund Budgets by Unit

#### Housing Funds:

Unit	Revenue	Expenditures	Transfers	Net	
Housing Administration	6,150	(1,320,523)	(792,978)	(2,107,351)	
Washer-Dryer		(5,000)	18,491	13,491	
425 W. Easterday House		(3,398)	(3,400)	(6,798)	
Brady Hall	698,700	(299,562)	(109,274)	289,864	
Osborn Hall	675,800	(334,450)	(106,375)	234,975	
Student Village	1,027,100	(246,056)	(153,330)	627,714	
Townhouses	530,200	(134,029)	(82,607)	313,564	
Ontario Hall		(1,400)		(1,400)	
Huron Hall	61,000	(32,346)	(9,797)	18,857	
Laker Hall	68,450	(18,480)	(10,956)	39,014	
Chippewa House	67,150	(29,570)	(10,725)	26,855	
Erie Hall	61,650	(33,604)	(9,855)	18,191	
Hillside House		(500)		(500)	
Ryan House		(13,645)		(13,645)	
Easterday House	48,700	(15,229)	(7,826)	25,645	
Moloney Hall	234,600	(95,212)	(37,680)	101,708	
Neveu Hall	228,500	(82,104)	(34,782)	111,614	
					<b>Profit/Loss</b>
					<b>(308,201.63)</b>

#### Cisler Operation Funds:

Unit	Revenue	Expenditures	Transfers	Net	
Food Services	1,970,790	(2,218,199)		(247,409)	
Laker Cafe		(162)		(162)	
Snack Bar-Galley	523,400	(420,519)		102,881	
Library Grab n' Go		(39)		(39)	
Snack Shack-Norris	154,000	(105,176)		48,824	
Catering & Bar Operations	427,500	(423,408)		4,092	
Walker Cisler Center	34,250	(297,049)		(262,799)	
WCC Guest Rooms	15,000	(2,000)		13,000	
ID Cards	300			300	
Campus Shop	41,795	(47,225)		(5,430)	
					<b>Profit/Loss</b>
					<b>(346,741.69)</b>

### Athletic Operational Funds

Unit	Revenue	Expenditures	Transfers	Net	
Athletic Administration	287,400	(551,426)	240,000	(24,027)	
Sports Information		(169,137)	100,000	(69,137)	
Athletic Trainer		(206,345)	100,000	(106,345)	
Mens Hockey	160,000	(1,087,888)	250,460	(677,428)	
Mens Basketball	15,000	(346,047)	200,000	(131,047)	
Mens Tennis		(47,116)	52,000	4,884	
Mens Golf		(48,004)	40,000	(8,004)	
Mens Jr. Varsity Basketball		(13,890)	10,000	(3,890)	
Mens Swimming		(46,321)	30,000	(16,321)	
Womens Volleyball	5,800	(175,964)	103,000	(67,164)	
Womens Basketball	7,000	(322,824)	209,692	(106,132)	
Womens Tennis		(47,081)	52,000	4,919	
Womens Golf		(47,704)	40,000	(7,704)	
Womens Jr. Varsity Basketball			10,000	10,000	
Womens Swimming		(46,321)	30,000	(16,321)	
Cross Country		(61,857)	56,840	(5,017)	
Track-Field		(119,896)	85,000	(34,896)	
					<b>Profit/Loss</b>
					<b>(1,253,630.18)</b>

### Athletic Activity Funds

Unit	Revenue	Expenditures	Transfers	Net	
Athletic Administration Activities	67,553	(38,053)		29,500	
Mens Hockey Activities	116,000	(104,191)	(11,809)	(0)	
Mens Basketball Activities	91,787	(90,311)		1,476	
Mens Tennis Activities	2,000		(2,000)	0	
Womens Volleyball Activities	4,850	(1,850)	(3,000)	0	
Womens Basketball Activities	14,155	(3,613)	(9,692)	850	
Womens Tennis Activities	2,000		(2,000)	0	
Cross Country Activities	7,140	(300)	(6,840)	0	
Track-Field Activities	35,000		(35,000)	0	
Mens Hockey Camps	80,000	(37,319)		42,681	
Mens Basketball Camps	15,000	(7,869)		7,131	
Womens Volleyball Camp	35,000	(15,866)		19,134	
Womens Basketball Camps	15,000	(3,330)		11,670	
					<b>Profit/Loss</b>
					<b>112,441.89</b>

### Club Sport Funds

Unit	Revenue	Expenditures	Transfers	Net	
Club Sports-M Hockey	78,250	(152,847)	59,597	(15,000)	
Club Sports-W Hockey	75,000	(126,830)	49,830	(2,000)	
Club Sports - Pep Band Activities		(507)		(507)	
					<b>Profit/Loss</b>
					<b>(17,507.02)</b>

### Other Auxiliary Funds

Unit	Revenue	Expenditures	Transfers	Net	
Residential Life	1,000	(63,925)	64,537	1,612	
Superior Sports	316,000	(333,782)		(17,782)	
Internet Communication Services		(401,165)	334,743	(66,422)	
Copiers	61,000	(39,000)	(50,000)	(28,000)	
Parking	119,000	(34,348)	(100,000)	(15,348)	
Receiving-Fleet-Stores - Vehicles	95,000	(93,110)		1,890	
Receiving-Fleet- Stores - Central Stores	10,000	(9,830)		170	
Health Care Center	261,201	(439,855)	30,000	(148,653)	
Student Health Services	126,000	(116,196)	(30,000)	(20,196)	
Arizona Building	247,248	(172,248)	(75,000)	(0)	
Student Life Office		(18,887)	18,491	(396)	
Student Activity Media Fee	180,000		(180,000)	0	<b>Profit/Loss</b>
Center for Social Justice and Activism		(10,700)	18,491	7,791	<b>(285,333.82)</b>

### Total Auxiliary Fund Summary

Unit	Revenue	Expenditures	Transfers	Net	Profit/Loss
All Auxiliaries	9,405,419	(11,832,638)	328,246	(2,098,972)	(2,098,972)
			Beginning Balance	(1,412,915)	
			Ending Balance	(3,511,888)	