

**Lake Superior State University
Board of Trustees
Minutes of Meeting
Kenneth J. Shouldice Library
Sault Ste. Marie, Michigan
February 21, 2025**

The Board of Trustees of Lake Superior State University met in regular session beginning at 8:30 a.m. on Friday, February 21, 2025 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 February 21, 2025. 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":

Ms. Patricia Caruso
Dr. Kevin Cooper
Mr. Jon P. DeRoo
Ms. Whitney Gravelle
Mr. Timothy L. Lukenda
Ms. Cynthia Williams
Dr. David Travis, President

Seven Trustees were recorded as present with Trustee Richard Barch joining after roll call via Zoom at 8:40 a.m., and Trustee Sheri Davie recorded as absent. Present for the University were Herb Henderson, Faculty Association President; Tory Lindley, Director of Athletics; Christina Messer, Education Support Professionals Vice President; Dr. Kimberly Muller, Provost and Vice President for Academic Affairs; Scott Smith, Vice President of Advancement; Morrie Walworth, Vice President for Finance and Operations; and Dr. Jamie Zamjahn, Interim Vice President of Enrollment Management and Student Success. There was no Student Government representative in attendance.

II. Approval of the Minutes for November 22, 2024

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

III. Approval of the Agenda for February 21, 2025

Ms. Williams moved for Board approval of the agenda for February 21, 2025, as presented, supported by Dr. Cooper. 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 those who have participated in various campus discussions regarding the campus budget and changes.

VI. President's Remarks

Dr. Travis provided a summary of the upcoming reports and updates that were going to be presented. Dr. Travis provided an update on the timeline, process, and plans for the budget, with a goal of presenting the final budget to the Board for approval at the May meeting.

Dr. Travis mentioned a potential Administrative Professionals (AP) pay plan with the goal to increase pay to help offset the increase in the cost of benefits. Additional plans and ideas include a new housing plan, health services fee, and more dining options through Sodexo.

Dr. Travis welcomed Dr. Jamie Zamjahn, Interim Vice President of Enrollment Management and Student Success, and new Webmaster, Casey Gates.

VII. Faculty Association Report

Faculty Association (FA) President Herb Henderson stated that he was meeting regularly with the President and recently met with the President and CFO to discuss the LSSU financials. The MEA is currently reviewing the financial information that was recently provided to them.

VIII. Education Support Professionals Report

Ms. Messer did not have a report to share. Ms. Messer acknowledged the upcoming negotiations for the ESP group.

IX. Student Government Report

No representative attended to provide a report.

X. Academic Affairs Report

Ms. Caruso moved for Board approval of the conferral of the appropriate degrees upon the list of candidates for fall 2024 and winter 2024/2025 as certified by the

Registrar as having completed their graduation requirements; supported by Ms. Williams. The motion carried with unanimous voice vote.

Dr. Cooper moved for Board approval of tenure and/or promotion for the following faculty members: Dr. Kevin Kapusinski, promotion to Professor; Dr. Edoardo Sarda, promotion to Associate Professor and Tenure; and Dr. Fred Williams, promotion to Associate Professor and Tenure; supported by Mr. Barch. The motion carried with unanimous voice vote.

Mr. Barch moved for Board approval of the presented course and program fee changes for the 2025-2026 academic year, 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"
Mr. Jon DeRoo	"Yes"
Ms. Whitney Gravelle	"Yes"
Ms. Cynthia Williams	"Yes"
Mr. Timothy Lukenda	"Yes"

The motion carried with seven affirmative votes.

Dr. Muller provided the Board with highlights and major initiatives from the area of Academic Affairs.

XI. Finance Report

Mr. Walworth presented to the Board an update on the FY25 financial position, relative to the approved budget, for the major operational funds. The General Fund is expected to lose \$684,000 in FY25 and it appears to be on track to do so. The Housing, Cisler Operations, and Athletics budgets are expected to lose \$1.9M in FY25 and are on track to do so. Institution cash is sitting at \$16.5M at the end of January. Operational fund balances suggest there are sufficient funds for FY25.

LSSU has begun planning for FY26. The planning currently assumes stable enrollment, a 3% tuition increase, and a 2% increase from the State. To achieve balanced budgets for FY26, it has become necessary to identify about \$5M in new revenue or expenditure reductions.

Mr. Walworth presented for Board approval of several easements requested for DTE and the City of Sault Ste. Marie. DTE is requesting two easements to improve natural gas distribution to LSSU and the City. The City is requesting three easements to improve the Easterday/Meridian intersection. This is a highly utilized crossing for LSSU students. The City would be installing new signals and lighting, at no cost to LSSU.

Dr. Cooper moved for Board approval of the easements to DTE as presented, and that the Board approve and authorize the President and/or the CFO to sign any and all documents regarding this easement; supported by Ms. Caruso. The motion carried with unanimous voice vote.

Dr. Cooper moved for Board approval of the easements to the city of Sault Sainte Marie as presented and authorize the President and/or CFO to sign any and all documents regarding these easements; supported by Mr. Barch. The motion carried with unanimous voice vote.

Ms. Caruso moved for Board approval of the creation of a new fund at Central Savings Bank called "Laker Hockey Legacy Fund" with authorized signers, David Travis, Morrie Walworth, and Yah-Sheba Jenkins as presented; supported by Dr. Cooper. The motion carried with unanimous voice vote.

Name	Position	Query	Execute Transactions	Add/Delete User
Dr. David Travis	President	X		X
Morrie Walworth	CFO		X	X
Yah-Sheba Jenkins	Controller		X	X

Dr. Cooper moved for Board approval to appoint authorized signers, David Travis, Morrie Walworth, and Yah Sheba Jenkins, for all Central Savings Bank, Huntington Bank, GovMic, Schwab, Nicolet Bank, BMO of Canada, and 4Front Credit Union accounts, as presented, removing all other names; supported by Ms. Caruso. The motion carried with unanimous voice vote.

Name	Position	Query	Execute Transactions	Add/Delete User
Dr. David Travis	President	X		X
Morrie Walworth	CFO		X	X
Yah-Sheba Jenkins	Controller		X	X

Dr. Cooper moved for Board approval to grant access to the Huntington Bank Safe Deposit Box #644 to Morrie Walworth, Yah-Sheba Jenkins, Katie Kelsey, and Lauren Pierce, removing all other names; supported by Mr. Barch. The motion carried with unanimous voice vote.

Dr. Cooper moved for Board approval to authorize the President and/or CFO to sign, on the Board's behalf, all documents necessary to carry out the actions approved herein provided signed meeting minutes are presented to the banking institution; supported by Ms. Williams. The motion carried with unanimous voice vote.

XII. Enrollment Management & Student Success Report

Dr. Zamjahn provided the Board with updates as it pertained to the fall recruitment progress, spring enrollment, and pre-college profiles and activities.

As of December 2024, nine of the fifteen public institutions reported to the Michigan Association of State Universities (MASU) lagging application activity

with particularly significant shortfalls across Northern Michigan. As of December, Lake Superior State was tracking at 9.9% behind 2024. LSSU is running 7.4% behind in total applications and 11.9% behind in total admits, while 9% behind in FTIAC applications and 13.4% behind in FTIAC admits.

First Time in Any College (FTIAC) applications are lagging 9.0% and FTIAC admits 13.4%. Several yield initiatives are being developed to maximize converting admitted students.

New college-based Academic Showcases have been added to the recruitment arsenal. Pre-college activity continues to remain robust, with increased student visitation and engagement both with the Eastern Upper Peninsula Intermediate School District and Charter School partners.

Dr. Zamjahn provided the Board with updates as it pertained to Financial Aid and personnel changes within Enrollment Management and Student Success.

Dr. Zamjahn presented to the Board, an action item to approve the Housing and Food base rates for FY26.

Dr. Cooper moved for Board approval of the Housing & Food Base Rate at \$11,781 comprised of the Housing Base at \$5,603.50 (0% change) and the Food Base rate at \$6,177.50, up to a 5.5% year over year increase for fiscal year 2026; 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"
Mr. Jon DeRoo	"Yes"
Ms. Whitney Gravelle	"Yes"
Ms. Cynthia Williams	"Yes"
Mr. Timothy Lukenda	"Yes"

The motion carried with seven affirmative votes.

XIII. Human Resources Report

Mr. Walworth provided the Board with the Title IX quarterly report from November 1, 2024 through February 10, 2025. Since the last Board report, the Title IX office received four reports of alleged prohibited conduct. Two reports received were closed with no formal complaint entered and the Title IX Office informed reporting parties of on and off campus resources, one case is open currently and is under assessment or investigation, two of the reports indicated an LSSU employee as the Respondent. In one case, a formal complaint has not been entered at this time and the case is under assessment. The respondent is not a current employee of LSSU, but was serving as an employee at the time of the report. In the second case, the report does not violate Title IX and no complaint was entered, the case is now closed.

Mr. Walworth provided the Board with updates from the Office of Human Resources, Safety and Risk, Public Safety, and Title IX.

XIV. Athletics Report

Mr. Lindley provided the Board with an update on conference players of the week and other notable award recipients since early February 2025. Mr. Lindley shared data on current social media impressions from November 1, 2024 to February 1, 2025.

Mr. Lindley provided an overview of the Academic Success Rate (ASR) Report that includes data from the 2023-24 academic year, compare to the previous four years.

Mr. Lindley provided an annual overview of the financial value of the corporate partnerships between area partners and the athletics department for 2024-25, compared to the previous three years.

Mr. Lindley presented to the Board a business plan for review to add ACHA Division 2 Women's Ice Hockey as a new coach-led club sport team, under the supervision and execution of the athletics department.

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

XV. 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, including an anonymous gift of a \$125K 2024 year-end gift to support the newly established Laker Hockey Legacy Fund supporting men's LSSU D1 hockey. Multiple major gifts of cash, IRA distributions, stock, and memorial gifts in support of scholarship, the Barch CFRE, and engineering.

Annual giving has consistently increased across almost all fronts over recent years. Lake State Classic net revenue increased since 2018, and sold out the last 2 years. Revenue for Laker Club has increased the past four years. Phone-a-thon increased in amount raised & number of gifts four of the last five years. New initiatives are growing. Board of Trustees Great Lake State Weekend, team meal sponsorship, campus community fund, and a matching gift for "906 Day" more than tripled revenue.

Mr. Smith presented updates related to legislative affairs, including 2025 priorities: Budget: promising initial budgets from the Governor released; Capital Outlay: no capital outlay identified to date; Tuition: to be determine; ITEMS funding: no ITEMS funding identified to date; Indian tuition waiver: expecting full funding; MPSERS (pension fund): funded and will drop off priority list.

XVI. Other Business

Mr. Lukenda announced Trustees Barch Davie, and DeRoo as members of the Nominating Committee, and to report board officer nominations at the next regular Board meeting.

Mr. Lukenda presented to the Board the topic of the LSSU Foundation. In the context of the budgetary challenges the University is facing, LSSU is looking for opportunities to be more efficient. The topic has been raised as to whether at this point in time, it may be worth considering having the fundraising and oversight activities taken in-house at the university. The university has an office of advancement that currently coordinates fundraising, and it is the office of advancement that provides the management and administrative services to the foundation. Mr. Lukenda raised the question if whether the university can be more cost-effective and efficient and not having a separate time, effort and money related to having a separate foundation at this time.

Mr. Lukenda asked to open the topic for discussion.

Mr. Lukenda provided some history on the Foundation and shared appreciation for those involved in the Foundation.

Trustees Cooper, Williams, and Caruso echoed Mr. Lukenda and stated that LSSU has resources philanthropy and enrollment, a new and different direction would be best, especially under the challenging financial situation.

Trustee Gravelle acknowledged her short time on the Board, but gathered in conversations that there seem to be conflicting directives to manage funds and fundraising between the university and foundation. Trustee Gravelle expressed understanding for LSSU to move forward.

Mr. Lukenda asked for a motion to approve the following:

Whereas the LSSU Foundation exists for the sole purpose of promoting, receiving, managing and disbursing private donations and contributions for the benefit of the University;

And whereas the University provides the staff and administrative functions for the LSSU Foundation through the Office of Advancement;

And whereas the University seeks to find efficiencies in its operations and the saving of time, money and duplication of effort in its fundraising activities;

And to authorize LSSU to take the steps necessary and appropriate to terminate its agreement with the LSSU Foundation and to transition all of the services of the Foundation into the University to be managed by the same University staff with the oversight of the President and the Board of trustees.

A member of the audience interrupted the meeting and questioned the Board meeting agenda. For the sake of clarity, the Board decided to amend the agenda.

Ms. Williams moved for Board approval to amend section XVI. Other Business 2. Foundation, clarifying that agenda item will be an action item; supported by Dr. Cooper. The motion carried with unanimous voice vote.

Dr. Cooper moved for Board approval of the motion presented by Mr. Lukenda; supported by Ms. Williams. The motion carried with majority voice vote. Trustee Gravelle abstained.

XVII. Adjournment

Mr. DeRoo moved for adjournment at 10:08 a.m.; supported by Dr. Cooper. The motion carried with unanimous voice vote.

Timothy L. Lukenda
Chair

David Travis
President

Minutes prepared by Ms. Lauren Pierce, Secretary.