

**Lake Superior State University
Board of Trustees
Minutes of Meeting
Kenneth J. Shouldice Library
Sault Ste. Marie, Michigan
May 16, 2025**

The Board of Trustees of Lake Superior State University met in regular session beginning at 8:30 a.m. on Friday, May 16, 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 May 16, 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 Trustee Williams to Chair the meeting in person as he was joining via Zoom. Trustee Williams asked Ms. Lauren Pierce, Secretary, to call the roll. The following members responded, "present":

Mr. Richard Barch
Ms. Patricia Caruso
Dr. Kevin Cooper
Ms. Sheri Davie
Mr. Jon DeRoo
Mr. Timothy Lukenda
Ms. Cynthia Williams
Dr. David Travis, President

Seven Trustees were recorded as present, with Trustee Timothy Lukenda joining via Zoom, and Trustee Whitney Gravelle recorded as absent. Present for the University were Dr. Philip Espinosa, Associate Vice President of Human Resources & Chief Human Resources Officer; Herb Henderson, Faculty Association President; Christina Messer, Education Support Professionals Vice President; Dr. Kimberly Muller, Provost and Vice President for Academic Affairs; Scott Smith, Vice President of Advancement, Legislative, & Alumni Affairs; 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 Agenda for May 16, 2025

Ms. Williams moved for Board approval to amend the agenda for May 16, 2025, adding a proposed bylaw amendment under XV. Other Business, supported by Ms. Caruso. The motion carried with unanimous voice vote.

III. Approval of the Minutes for February 21, 2025

Ms. Caruso moved for Board approval of the minutes for February 21, 2025, as presented, supported by Mr. Barch. 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.

Ms. Williams acknowledged those who planned and participated in Commencement and related activities and praised those who supported students on their path to completing their degrees.

VI. President's Remarks

Dr. Travis reflected on his almost one-year term at LSSU. Dr. Travis continues to meet and welcome those who come to his office during open office hours. The past year has been greatly spent on the budget. Dr. Travis stated that an AP package will be announced soon, giving AP employees more benefit options and provide a campus cost savings. Plans are also being made to give students more choices in housing and food options, with the intent to reduce their costs. Goals for next year include the development of a new Strategic Plan and to bring a greater awareness to LSSU.

VII. Faculty Association Report

Faculty Association (FA) President Herb Henderson stated that the FA held annual elections with the following results: Herb Henderson, President; Jason Garvon, Vice President; Martha Hutchins, Secretary; Chris Smith, Treasurer. Mr. Henderson stated that faculty remain active during the summer months and continue to support students.

VIII. Education Support Professionals Report

Ms. Christina Messer, Education Support Professionals (ESP), Vice President, stated that ESP remain committed to LSSU, collaborate with administration, and support students outside of regular job duties.

IX. Student Government Report

No representative attended to provide a report.

X. Finance Report

Mr. Walworth provided the Board with updates on the FY25 financial position, relative to the approved budget, for the major operational funds. The General Fund currently appears to be performing better than budgeted, although there has been significant over-spending in Scholarships (\$1M). It is possible that it could end the year with a near-balanced annual position. Housing is also performing a little better than budgeted. It is expected to end slightly better than budgeted. Cisler Operations and Athletics budgets are expected to lose between \$1.3M and \$1.5M in FY25 and are on track to do so. Institutional cash is sitting at \$13.3M at the end of March, the lowest amount since the current CFO has been tracking it (9 years). Operational fund balances suggest there are sufficient funds for FY25.

Mr. Walworth presented to the Board for approval to write off \$65K as uncollectable. \$71K was budgeted for FY25.

Ms. Caruso moved for Board approval to write off \$65, 239.39 as uncollectable as presented; supported by Ms. Davie. The motion carried with unanimous voice vote.

Mr. Walworth presented to the Board for approval to implement a new \$50/semester fee to all residential, on campus students to support HCC operations. The HCC currently loses about \$250,000 annually and LSSU is the only institution in Michigan that does not assess a fee for these types of services.

Mr. Barch moved for Board approval of a new Health Services Fee of \$50/semester for resident, on-campus students; supported by Ms. Davie. 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. Cynthia Williams	"Yes"
Mr. Timothy Lukenda	"Yes"

The motion carried with seven affirmative votes.

Mr. Walworth presented to the Board for approval of the proposed FY25 Structure of Rates. The proposed FY26 Structure of Rates (Appendix A), includes a 4.1% increase to the world-wide, one-rate tuition; a summer and winter tuition rate equal to 2/3 the fall/spring rate; a graduate tuition rate equal to 130% of the base tuition rate; no change to the undergraduate military tuition; a new graduate military rate of \$399/credit-hour; no change to the VESi & Continuing Education tuition rates; no changes to the procedures used to set the high-school tuition rates; and an audit tuition rate equal to one-half the base tuition rate - all rounded to the nearest dollar.

Dr. Cooper moved for Board approval that the basic tuition rate for FY26 be increased to \$629 per credit hour. However, if the State sets a tuition & fee cap lower than 4.07% (or \$607), whichever is more, the Board approves LSSU's adjustment of the new fees to a level that meets the cap requirements. Additionally, if the State sets a tuition & fee cap lower than 3.5% (or \$607), whichever is more, LSSU would bring a new Tuition & Fee proposal to the Board for approval; supported by Mr. Barch. 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. Cynthia Williams	"Yes"
Mr. Timothy Lukenda	"Yes"

The motion carried with seven affirmative votes.

Ms. Caruso moved for Board approval of the FY26 Structure of Rates (Appendix A), which includes a 4.1% increase to the world-wide, one-rate tuition; a summer and winter tuition rate equal to 2/3 the fall/spring rate; a graduate tuition rate equal to 130% of the base tuition rate; no change to the undergraduate military tuition; a new graduate military tuition rate of \$399/credit-hour; no change to the VESi & Continuing Education tuition rates; no changes to the procedures used to set the high-school tuition rates; and an audit tuition rate equal to one-half the base tuition rate - all rounded to the nearest dollar; supported by Dr. Cooper. 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. Cynthia Williams	"Yes"
Mr. Timothy Lukenda	"Yes"

The motion carried with seven affirmative votes.

Mr. Walworth presented to the Board for approval of a proposed planned service agreement with Johnson Controls. The current JCI Planned Service Agreement (PSA) expired April 30th, and a two-month extension agreement was executed. The proposed three-year agreement provides LSSU with a customized service strategy designed around the needs of our facility. JCI's approach features a combination of scheduled, predictive, and preventative maintenance services that focus on our goals. The proposed PSA is really an extension of an existing agreement, which has been extended several times. This plan removes fire/safety systems to a different contract and increases JCI support for LSSU in a few areas where support is needed. If approved, the annual cost in FY26 would be about \$350,000; paid quarterly. The cost in FY25 was \$390,000. The agreement allows LSSU to redefine scope and associated costs for the life of the agreement.

Mr. Barch moved for Board approval of the JCI Planned Service Agreement, continuing services from FY26-FY28 as discussed and presented. In addition, the Board authorizes the President and/or CFO to execute any and all documents related to this Agenda Item; supported by Ms. Davie. The motion carried with unanimous voice vote.

Mr. Walworth presented to the Board for approval of a proposed easement to Cloverland Electric. This easement adds to an already existing easement for utility and road improvements on 4th Avenue (an LSSU owned road). 4th Avenue is the only road to the I-500 track. The city has a grant to improve the site and was previously granted an easement by the Board of Trustees for work to occur this summer. Cloverland Electric is working with Cloverland on the project and also is requesting an easement which is consistent with, and parallel to the city's easement. The project will greatly improve the utilities and access to LSSU property along the road.

Dr. Cooper moved for Board approval of the easement as presented and for the Board to authorize the CFO, Morrie Walworth, to execute any and all documents necessary to carry out all actions described within this Agenda item as presented; supported by Ms. Davie. The motion carried with unanimous voice vote.

Mr. Walworth provided an update on FY26 budget planning. There is still a good amount of work yet to be completed. Much of it involves quantifying the impact of proposed new revenues and the proposed expenditure reductions. The GF is currently showing a surplus of \$700,000 with a goal of \$1.5M. Auxiliary units are currently showing a deficit of \$1.8M with a goal of a deficit of \$1.1M. Work will continue. There are approximately \$500K in known adjustments to be applied. This would suggest roughly \$1M short of the overall goal. LSSU plans to present the operating budget proposals for approval at the next Board meeting.

XI. Academic Affairs Report

Dr. Muller presented to the Board for approval of a change in course fee for Spring 2026 for *EVNR 389*. This change is due to a curriculum revision that removed a substantive course activity.

Dr. Cooper moved for Board approval to change the course fee for *EVNR 389* from \$1,000 to \$100, effective Spring 2026; supported by Ms. Caruso. 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. Cynthia Williams	"Yes"
Mr. Timothy Lukenda	"Yes"

The motion carried with seven affirmative votes.

Dr. Muller presented to the Board for approval of the Associate of Science in Criminal Justice Cybersecurity degree program to begin fall 2025. The degree combines the required knowledge and practical skills of the fields of Criminal Justice and Computer Science. The degree prepares students for a future career as a cybersecurity professional.

Ms. Caruso moved for Board approval of the Associate of Science in Criminal Justice Cybersecurity; supported by Dr. Cooper. The motion carried with unanimous voice vote.

Dr. Muller presented to the Board for approval of the Associate of Science in Mathematics. With a strong emphasis on calculus, mathematical reasoning, and logic, the AS degree in Mathematics ensures students are well prepared to advance their studies in mathematics, engineering, computer science or other STEM disciplines.

Dr. Cooper moved for Board approval of the Associate of Science in Mathematics; supported by Ms. Davie. The motion carried with unanimous voice vote.

Dr. Muller presented to the Board for approval of the Certificate in Indigenous Literatures and Cultures. The Certificate in Indigenous Literatures and Cultures provides students the opportunity to examine and advance understanding of contemporary and past Indigenous experiences and to recognize and develop an awareness of the diversity of Indigenous perspectives.

Dr. Cooper moved for Board approval of the Certificate in Indigenous Literatures and Cultures; supported by Ms. Davie. The motion carried with unanimous voice vote.

Dr. Muller provided the Board with highlights and major initiatives from the area of Academic Affairs. a) Academic Affairs Updates are now sent out monthly. b) LSSU has had two HLC site visits this spring. The first was to the STEP-UP program and the second was to the Petoskey and Escanaba Regional Centers. c) LSSU has received two grants in this reporting period. The first will support a Nursing Summer Camp for low-income students. The second will provide internship training support through CFRE for the United States Coast Guard Cadets in collaboration with the USCG Great Lakes Center of Expertise.

Mr. Chris Oshelski, Director of Charter Schools, presented to the Board for approval to add a second site for Advanced Technology Academy. The addition would allow district accommodation for enrollment expansion.

Mr. Barch moved for Board approval of the additional site located at 4800 Oakman Blvd, Dearborn, MI for Advanced Technology Academy; supported by Ms. Caruso. The motion carried with unanimous voice vote.

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 Ms. Davie.

Advanced Technology Academy:

Steven Borich nominated for a reappointment with a term expiring on June 30, 2028.

Kevin Ford nominated for a reappointment with a term expiring on June 30, 2028.

American International Academy:

Freda King nominated for a reappointment with a term expiring on June 30, 2028.

Ascend Academy:

Lance Crull nominated for a reappointment with a term expiring on June 30, 2028.

Bay City Academy:

Jennifer Grandmaison nominated for a reappointment with a term expiring on June 30, 2028.

Charlton Heston Academy:

Allen Sharrow nominated for a reappointment with a term expiring on June 30, 2028.

Jason Sarsfield nominated for an appointment with a term expiring on June 30, 2028.

Detour Arts and Technology Academy:

Paula Bosley nominated for a reappointment with a term expiring on June 30, 2028.

Any Quick nominated for a reappointment with a term expiring on June 30, 2028.

Detroit Service Learning Academy:

Orlando Woods nominated for a reappointment with a term expiring on June 30, 2028.

Douglas Bartell nominated for a reappointment with a term expiring on June 30, 2028.

Grand Traverse Academy:

Brittan DeYoung nominated for a reappointment with a term expiring on June 30, 2028.

Innocademy Allegan Campus:

Emily Kimber nominated for a reappointment with a term expiring on June 30, 2028.

Jody Vogelzang nominated for a reappointment with a term expiring on June 30, 2028.

Innocademy:

Jessica Parker nominated for a reappointment with a term expiring on June 30, 2028.

Macomb Montessori Academy:

Emmett Jones nominated for a reappointment with a term expiring on June 30, 2028.

Momentum Academy:

Robert Terwilliger nominated for a reappointment with a term expiring on June 30, 2028.

Regent Park Scholars Academy:

Barbara Bates nominated for a reappointment with a term expiring on June 30, 2028.

Lamar Phillips nominated for a reappointment with a term expiring on June 30, 2028.

Ridge Park Charter Academy:

Derrick Owens nominated for a reappointment with a term expiring on June 30, 2028.

Sherryl Reed nominated for a reappointment with a term expiring on June 30, 2028.

Latesa Thomas nominated for a reappointment with a term expiring on June 30, 2028.

Tipton Academy:

Alisia O'Driscoll nominated for a reappointment with a term expiring on June 30, 2028.

WAY Academy of Detroit:

Patricia Moesner nominated for a reappointment with a term expiring on June 30, 2028.

Michael Murray nominated for a reappointment with a term expiring on June 30, 2028.

WAY Academy of Flint:

Stephen Murphy nominated for a reappointment with a term expiring on June 30, 2028.

The motion carried with unanimous voice vote.

XII. Enrollment Management & Student Success Report

Dr. Zamjahn provided the Board with organizational updates for Enrollment Management & Student Success (EMSS). The EMSS division has finalized a revised organizational chart focused on improved student support and clearer functional alignment. The Associate Dean of Students' role was removed as part of a transition away from a traditional dean of students' model. A new Coordinator of Student Conduct and Restorative Practices will lead educational conduct processes and oversee the transformation of the Behavior Consultation Team into a proactive CARE Team. The Executive Director of Admissions & Marketing position is posted, and admissions counselors are transitioning to regional recruiters living in key markets to improve outreach.

Dr. Zamjahn provided the Board with updates in Admissions, Marketing, and Financial Aid. As of May 5, total applications are up to 2,625, and admits total 2,081. Compared to last year, applications are down 21.15% and admits are down 19.11%. However, in the past two months, applications have increased by 23.4% and admits by 23.2%. FTIAC admits are currently pacing 22.47% ahead of fall 2024. Yield strategies include personalized handwritten notes from faculty and student ambassadors, targeted email outreach to parents, and multiple multi-modal communication plans in the CRM. LSSU also hosted a newly formatted open house, 52 individual tours, and six group visits. The team responded quickly to Northland College's closure, sending staff and Dean Ashley Moerke to a transfer fair in Wisconsin.

The Financial Aid team began packaging in February. Returning student scholarship applications have closed. A targeted outreach plan for incoming students includes a \$500 incentive for those who register and complete orientation by June 17. A significant overhaul of the Board of Trustees Scholarships is underway to shift \$300,000 from state funding to memorial/endowed sources, including the SMART and Lukenda scholarships.

In Student Affairs, fall 2025 housing applications total: 435. New housing and dining rates reflect 3–5% increases. Major summer renovation projects are scheduled across residence halls, townhouses, apartments, and the Cisler Center. Dining plans now include more flexible with Hello Fresh® cooking or premade meal options. The KCP 4S program has supported 302 of 458 (66%) eligible students this year and hosted the First-Generation Graduation Brunch, honoring 13 students (up from 2 last year).

Dr. Zamjahn provided an update to Counseling Services and the Healthcare Center. Counseling Services has served 61 students and is hiring a Counseling Manager/Clinician. WillU virtual therapy will not be renewed; new support models are being reviewed. The Healthcare Center will implement the Board approved \$50 health care fee for residential students. Staffing has been reduced by 1.5 FT. Billing practices are being adjusted to improve cost recovery. A full fiscal and risk review is planned for 2025-26 to determine long-term viability.

XIII. Human Resources Report

Dr. Espinosa provided the Board with key updates for Title IX compliance, campus safety and risk management, and human resources operations.

The Title IX Quarterly Report fulfills a State of Michigan requirement and documents three new reports of alleged prohibited conduct from February 11, 2024, through April 23, 2025. One case was closed with no formal complaint, and two remain under review or investigation. None involve an LSSU employee as a respondent.

Recent federal changes to the Clery Act under the Stop Campus Hazing Act require institutions to include hazing incidents in annual security reports, maintain public hazing policy violation records, and provide mandatory hazing prevention education. LSSU is preparing to meet these requirements, including implementation of mandatory training through Vector Solutions starting fall 2025. The Fall Annual Safety Report will include these mandatory updates.

The Safety and Risk updates highlight progress on annual insurance renewals, successful coordination with local law enforcement and emergency first responders for this year's annual Commencement with no reported incidents. Additionally, a review of campus parking policies aimed at improving pass management and vendor access is in process.

XIV. Advancement Report

Mr. Smith presented, to the Board, a dashboard on year-to-date fundraising compared to the last five years. Fundraising through May 5, 2025 is at \$2,596,129, with approximately two months left. Major gifts include gifts of cash, IRA distributions, stock, and memorial gifts. Major gifts also include documented pledges and estate gifts, including an anonymous \$1.5M calendar-year pledge for Laker DI Men's hockey, a \$100,000 estate gift from Steve Davies, and other gifts over \$10,000 since the last report.

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", have more than tripled revenue.

In legislative affairs, 2025 priorities include: 1) Budget: promising initial budgets from the Governor released. 2) Capital Outlay: no capital outlay identified to date but meetings are pending. 3) Tuition: Too be determined 4) ITEMS: no ITEMS funding identified to date. 5) Indian tuition waiver: expect full funding. 6) MPSERS (pension fund): funded and will drop off priority list. President Travis recently gave testimony to the Appropriations House subcommittee on higher education and visited with a number of elected officials.

XV. Other Business

Ms. Williams stated that there was no report from the Nominating Committee at this time.

Dr. Cooper moved for Board approval to amend Section 3.01 of the LSSU Board of Trustees Bylaws, to change the election of Board officers from the first regular meeting of the calendar year, to the first regular meeting of the fiscal year; supported by Mr. Lukenda. 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. Cynthia Williams	"Yes"
Mr. Timothy Lukenda	"Yes"

The motion carried with seven affirmative votes.

XVI. Adjournment

Ms. Caruso moved for adjournment at 10:27 a.m.; supported by Mr. Barch. The motion carried with unanimous voice vote.

Timothy L. Lukenda
Chair

David Travis
President

Minutes prepared by Ms. Lauren Pierce, Secretary.

Proposed FY26 Structure of Rates

Worldwide One-Rate Tuition: FY26 (fall and spring semesters)	\$ 629.00 per credit up to 12 credits \$ 7,548.00 flat rate for 12-16 credits Over 16 credits = \$ 7,548.00 + \$ 629.00 for each credit over 16
Worldwide One-Rate Tuition: FY26 (winter and summer semesters)	\$ 419.00 per credit up to 12 credits \$ 5,028.00 flat rate for 12-16 credits Over 16 credits = \$ 5,028.00 + \$ 419.00 for each credit over 16
High-School Student Rates:	\$ 65.00 per credit hour for Concurrent Enrollment (CE) \$ 685.71 per course for Dual Enrollment (DE) ¹ \$ 4,083.40 per semester (fall and spring) for Early Middle College (EMC) ²
Military Tuition ³	\$ 250.00 per credit for all undergraduate enrolled credits (or current Tuition Assistance (TA) rate, whichever is greater). \$ 399.00 per credit hour for all graduate courses.
Graduate Tuition Rate ⁴	\$ 818.00 per credit hour for all graduate courses.
VESi & Continuing Education ⁵	\$ 275.00 per credit hour.
Audit Tuition Rates	The standard rate is \$ 315.00 per credit hour, however, Senior Citizens (age 60 or older) are free.

The above rate structure represents only tuition charges unless otherwise noted. All current approved course fees, program fees, online/virtual course fee, and activity fees would still apply. For a current description of these fees, visit <http://www.lssu.edu/costs/>.

¹This is an approximate cost. This annually updated amount is the maximum amount that the State will reimburse the High School per student per course. It is the result of a formula that the State has available here: <https://www.michigan.gov/mde/services/flexible-learning/dual-enroll>. Allocations to High-Schools may vary from school to school.

²This is an approximate cost. This annually updated amount is calculated by taking 85% of the State Aid Foundation and dividing it over 2 semesters. State Aid Allocations to High-Schools may vary from school to school.

³The Military Rate is per the current agreements with the U.S. Coast Guard and Army National Guard. This rate is coded by the Registrar each semester once a student has the appropriate paperwork on file. Students must self-certify each semester to maintain eligibility for this rate. This rate is not valid for students electing to use Chapter 33 education benefits.

⁴Graduate tuition will be charged for all courses designated as graduate level. Graduate courses do not count as credits for any of the plateau levels, and are charged separately from undergraduate credits.

⁵Graduate or continuing education courses provided through the VESi program are listed as EDUC920.