

CALL TO ORDER

Board Chair John Grover called the Meeting of the Lake Michigan College Board of Trustees to order at 5:00 p.m. Board Chair Grover opened the meeting with the Pledge of Allegiance.

ROLL CALL

Present: John Grover, Vicki Burghdoff, Brian Dissette, Deborah Johnson

SETTING OF THE AGENDA

The agenda stands as presented

APPROVAL OF MINUTES

The minutes the of the January 4, 2023 Board meeting were approved as presented with a voice vote by all trustees present.

PETITIONS AND COMMUNICATIONS FROM THE FLOOR

None

PRESIDENT'S REPORT

Dr. Kubatzke introduced Dr. Tiffany Bohm and welcomed her and two political science 102 students that were attending the meeting as a requirement of the class to witness a public meeting.

NEW BUSINESS

Estimated Sources of Revenue - Fiscal Year 2024

BACKGROUND

Act 331 of the Public Acts of 1966, as amended, Section 141 states:

“The Board of Trustees shall prepare annually on a day to be determined by the Board of such district but not after the third Monday of April each year, an estimate of the amount of taxes or appropriation deemed necessary for the ensuing fiscal year for the purpose of expenditures authorized by law as within the powers of the Board.”

Accordingly, it is necessary that the Lake Michigan College Board of Trustees take formal action to estimate the amount of taxes necessary for the ensuing fiscal year to cover estimated expenditures.

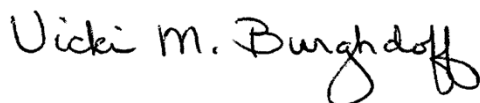
Estimated general fund expenditures for fiscal year 2024 are likely to generally approximate those of fiscal year 2023, which were budgeted to be \$39,300,000. Estimated property tax revenue for fiscal year 2024 is \$24,100,000, a significant portion of which will be used for capital improvements.

ACTION

To ensure adequate funding for the ensuing fiscal year, we recommend that the Board of Trustees levy the full voted millage rates of 2.3002, as might be modified by the provisions of Section 31 of the Constitution of the State of Michigan (e.g., the Headlee Amendment.)

It is hereby resolved by the Board of Trustees of Lake Michigan College that the College will levy the full voted millage rates of 2.3002, as might be modified by the provisions of Section 31 of the Constitution of the State of Michigan.

I do hereby certify the official resolution of the Board of Trustees of Lake Michigan College to levy for all purposes the amount recorded in the approved minutes of said district.



Secretary

MOTION by Ms. Burghdoff with support by Mr. Dissette to authorize the Administration to proceed to ensure adequate funding for the ensuing fiscal year, we recommend that the Board of Trustees levy the full voted millage rates of 2.3002, as might be modified by the provisions of Section 31 of the Constitution of the State of Michigan (e.g., the Headlee Amendment.)

the Certificate of Achievement in Bookkeeping Program and the Certificate of Achievement in Risk Management and Insurance Program as presented.

VOICE VOTE

Chair Grover asked all those in favor of the motion to indicate by saying aye and any opposed to the motion to indicate so verbally by stating nay.

NO OPPOSITION VOICED

MOTION APPROVED

FY23 Benton Harbor Pavement Maintenance & Repair

Pavement maintenance and repair at Benton Harbor campus includes limited asphalt removal and paving in problematic areas, crack sealing, sealcoating, and replacement of pavement markings already completed in late summer 2022 for a total cost of \$88,853. At the time the work was bid, a portion of the project included repairs to the two bridges around the Main Building as identified in the 2020 Benton Harbor Bridge Assessment. Unfortunately, no bids for that portion of the work were received and only the maintenance work proceeded.

The bridge work was repackaged and rebid. Abonmarche conducted the bidding process on behalf of the College. Bids were received on January 26, 2023 from one company and publicly opened via Zoom. Based on the review of the bid proposal, and the post-bid review with contractor, Rieth Riley (Benton Harbor, MI) is recommended for award.

In addition to project engineering fees, it is recommended to maintain a 5% contingency the project. Work is planned to be completed in the later part of June and coordinated with FY24 Benton Harbor Pavement Maintenance & Repair work.

ACTION:

The College Administration recommends the Lake Michigan College Board of Trustees authorize FY23 Benton Harbor Pavement Maintenance & Repair project for a total project amount of \$212,000 and a contract award amount of \$97,475 to Reith Riley for this project.

MOTION by Mr. Dissette with support by Ms. Burghdoff to authorize FY23 Benton Harbor Pavement Maintenance & Repair project for a total project amount of \$212,000 and a contract award amount of \$97,475 to Reith Riley for this project.

ROLL CALL VOTE

Chair Grover asked the board secretary for a roll call vote

Yeas: Ms. Johnson, Ms. Burghdoff, Mr. Dissette, Mr. Grover

Nays: None

MOTION APPROVED

FY24 Benton Harbor Pavement Maintenance & Repair

Pavement maintenance and repair at Benton Harbor campus includes limited asphalt removal and paving in problematic areas, crack sealing, sealcoating, and replacement of pavement markings in lot 1 and 2 as well as portions of the access drives. Alternate 1 includes the Mendel Center - Hanson Theatre drive resurfacing.

Abonmarche conducted the bidding process on behalf of the College. Bids were received on January 26, 2023 from two companies and publicly opened via Zoom. Based on the review of the bid proposal and the post-bid review with the contractor, the low bidder, Arnt Asphalt (Benton Harbor, MI) is recommended for award.

It is recommended to maintain a 5% contingency for the work. Work is planned to be completed after July 1, 2024 and will be coordinated with the FY23 Benton Harbor Pavement Maintenance & Repair that focuses on the bridge repair.

	Rieth Riley	Arnt Asphalt
Contract 1 Base Bid	\$193,247.50	\$161,467.50
Contract 1: Alternate 1	\$28,900.00	\$20,775.00
Total Base Bid	\$222,147.50	\$182,242.50

ACTION:

The College Administration recommends the Lake Michigan College Board of Trustees authorize FY24 Benton Harbor Pavement Maintenance & Repair project for a total project amount of \$191,400 and a contract award amount of \$182,242.50 to Arnt Asphalt for this project.

MOTION by Mr. Dissette with support by Ms. Johnson to authorize FY24 Benton Harbor Pavement Maintenance & Repair project for a total project amount of \$191,400 and a contract award amount of \$182,242.50 to Arnt Asphalt for this project.

ROLL CALL VOTE

Chair Grover asked the board secretary for a roll call vote

Yeas: Ms. Johnson, Ms. Burghdoff, Mr. Dissette, Mr. Grover

Nays: None

MOTION APPROVED

Academic Affairs New Program Proposals

New Esports Production Associate in Applied Science

The Esports industry is growing exponentially in our local community, nationally, and globally. Combining technical expertise, creativity, and business savvy, the Esports Production program prepares students for a career in this growing industry. Students will learn how to host Esports tournaments, generate and leverage content, stream and shoutcast matches, and keep players safe. This program will be offered at the Benton Harbor campus as well as online.

ACTION:

Academic Affairs Administration recommends that the Lake Michigan College Board of Trustees authorize the Administration to proceed in offering the Esports Production Associate in Applied Science.

New Esports Production Advanced Certificate

Esports is a booming industry with quickly growing local and national job opportunities. This certificate prepares students for entry level work in an Esports organization or team. Because Esports merges many industries, there is some level of choice within the certificate, depending on which skills the student is most interested in. The program will be offered at the Benton Harbor campus, South Haven campus, and online.

ACTION:

Academic Affairs Administration recommends that the Lake Michigan College Board of Trustees authorize the Administration to proceed in offering the Esports Production Advanced Certificate.

MOTION by Ms. Burghdoff with support by Mr. Dissette to authorize the Administration to proceed in offering the Certificate of Achievement in Esports Production Advanced Certificate.

ROLL CALL VOTE

Chair Grover asked the board secretary for a roll call vote

Yeas: Ms. Johnson, Ms. Burghdoff, Mr. Dissette, Mr. Grover

Nays: None

MOTION APPROVED

Plan Administer for Pension Plans

With the hiring of an Executive Director of Human Resources, the designation of Plan Administrator of the College's retirement plans needs to be changed.

ACTION:

College Administration recommends that the Board of Trustees appoint Denise Eberth, Executive Director of Human Resources, as the Plan Administrator for the College's retirement plans, effective immediately.

MOTION by Ms. Burghdoff with support by Mr. Dissette to appoint Denise Eberth, Executive Director of Human Resources, as the Plan Administrator for the College's retirement

VOICE VOTE

Chair Grover asked all those in favor of the motion to indicate by saying aye and any opposed to the motion to indicate so verbally by stating nay.

NO OPPOSITION VOICED

MOTION APPROVED

CODE OF CONDUCT

Office of Origin:	Human Resources
Responsibility:	Executive Director, Human Resources
Original Date Adopted:	x-x-xx
Date Reviewed:	x-x-xx
Last Date Approved:	x-x-xx

This Code of Conduct establishes expectations for work conduct by those acting on behalf of Lake Michigan College (the "College"), including all employees, contracted employees, volunteers, and representatives acting as agents of the College. Employees under a collective bargaining agreement, vendors, and contractors may be subject to additional terms according to their contract.

This is not an attempt to define specifically what one should and should not do, but to communicate expectations of proper work conduct and what conduct the College values.

It is an expectation that this Code of Conduct serves as the basis on which employees make decisions related to the best interests of themselves, their co-workers, and the College. Those acting on behalf of the College have a general duty to conduct themselves in a manner that will

maintain and strengthen student, co-worker, and public respect, trust, and confidence in the integrity of the College and take no actions incompatible with their obligations to the College.

This policy requires that all employees to follow the Code of Conduct in dealing with the other employees, students, guests, vendors, contractors, and while conducting College business, regardless of work location.

Questions or concerns about interpretation of this Code of Conduct should be discussed the Human Resources Department (“HR”).

The Code of Conduct

- A. Behavior must uphold the College’ [GUIDING PRINCIPLES](#).
- B. Duties are to be performed with common sense, skill, and good judgment and in a reliable, trustworthy, and ethical manner while treating others with respect, civility, and decency.
- C. College policies and local, State, and Federal laws must be adhered to. It is every employee’s responsibility to be familiar with College policies and to comply.

Examples of Unacceptable Conduct

The following are examples of conduct that is generally considered unacceptable. This list is not all-inclusive as, obviously, not every type of misconduct can be listed. There are additional types of conduct serious enough to warrant immediate corrective discipline up to and including termination of employment.

- Violating a College policy (whether stated herein or not)
- Violating a published College procedure, rule, or standard
- Violating a Guiding Principle
- Violating a criminal law on College premises
- Violating a law that results in negative publicity for the College or that could reasonably be construed to indicate that the employee no longer has the credibility to successfully perform the job duties of their position
- Conduct, behavior, or a misdemeanor or felony conviction that could be reasonably construed to indicate that continued employment would constitute a threat or hazard to others, the College, its property, or its reputation
- Dishonest, unprofessional, or otherwise inappropriate behavior
- Failure to perform reasonable duties as assigned
- Falsely stating or misrepresenting affiliation with a person or entity
- Falsification of any claim of inappropriate conduct
- Illegal activity while conducting College business, regardless of location
- Impersonation of a person or entity, including a College employee
- Insubordination, refusal, or repeated failure to follow lawful instructions of a supervisor
- Intentional falsification of College documentation (e.g., employment application, payroll or time reporting records, check requests, expense reports, student or employee files or related paperwork, contracts, etc.)

- Interfering with the performance of another employee
- Negligence, carelessness, or recklessness that results in financial loss to the College, including contributing to injury of a person or damage to property
- Performing work of a personal nature during working time
- Physical violence, fighting, or verbal or physical intimidation or harassment of another while at a College location or while conducting College business, regardless of location
- Providing unauthorized information to outside parties
- Purporting to represent the College without explicit authorization
- Release of confidential College information or personal information of a student, volunteer, applicant, or employee
- Reporting to work in an unsafe condition, including being under the influence of alcohol or illegal drugs
- Representation of personal opinions as those of the College
- Rudeness to another while at a College location or while conducting College business, regardless of location
- Theft or fraud (attempted or actual) or complicity in theft or fraud (attempted or actual)
- Unauthorized copying or accessing of information
- Vandalism (attempted or actual) or unauthorized removal or destruction of property from College premises (attempted or actual)
- Willful or careless destruction of or damage to College property or to property of another while at a College location or while conducting College business, regardless of location

Seeking Guidance

Those acting on behalf of the College must seek appropriate guidance when faced with ethical dilemmas. For information related to ethical dilemmas, contact HR.

Reporting a Suspected Violation

If an employee witnesses any violation of this policy, it is their responsibility to report the incident to their supervisor and HR.

Protection from Retaliation

Anyone who reports a suspected policy violation in good faith will be protected from retaliation.

“Retaliation” is defined as when an adverse action is taken against an employee for participating in a protected activity.

An “adverse action” is defined as an action taken to try to keep someone from opposing an alleged College policy violation, or from participating in a proceeding related to an alleged policy violation. Examples of adverse actions include employment actions such as termination, refusal to hire, or and denial of promotion; other actions affecting employment such as threats,

unjustified negative evaluations, unjustified negative references, or increased surveillance; and any other action such as an assault or unfounded civil or criminal charges that are likely to deter reasonable people from pursuing their rights. Adverse actions do NOT include petty slights and annoyances, such as a negative comment in an otherwise positive or neutral evaluation, “snubbing” a colleague, or negative comments that are justified by an employee’s poor work performance or history.

For purposes of this policy, “protected activity” means opposing or reporting alleged violations of College policies, participating in proceedings related to claimed policy violations, or requesting accommodations permitted under College policies. Protected activity includes opposition to a practice believed to be in violation of College policies, such as informing a manager or supervisor that a College policy is being violating. Such opposition is protected from retaliation as long as it is based on a reasonable, good-faith belief that the complained of practice violates College policies and the manner of the opposition is reasonable.

To protect against retaliation, the College will intervene early in sensitive areas where retaliation may be a particular concern, promptly investigate claims of alleged retaliation, train managers and employees in expectations for not engaging in retaliation, and pursue discipline as needed if retaliation is confirmed.

Violations of the Code of Conduct

If an employee violates a provision of this Code of Conduct, disciplinary action may be taken, up to and including termination, in the College's sole discretion. The College, in its sole discretion, reserves the right to determine when an employee’s behavior is unacceptable and when and what type of disciplinary action is necessary under a given circumstance, subject to policy and collective bargaining agreements. Similarly, employees may be subject to discipline for poor performance and violation of other policies and procedures. The type of disciplinary action that may be imposed may vary depending on the facts and circumstances surrounding each case. The College may skip or repeat certain disciplinary steps depending on the circumstances of each situation. Violation of any College policy or procedure may lead to disciplinary action, up to and including termination of employment. This policy in no way creates a contract of employment, alters the at-will relationship, or otherwise obligates the College to follow any particular disciplinary procedure.

References:

- College’s [GUIDING PRINCIPLES](#)
- College policies: [POLICIES](#) page of the College website and the [Employee Handbook](#) {policy link needed}

EMPLOYEE COMPLIANCE WITH REQUIREMENTS OF EXTERNAL ORGANIZATIONS – EMPLOYEES & STUDENTS

Office of Origin: Human Resources
Responsibility: Executive Director, Human Resources
Date Adopted: 1-24-06
Dates Reviewed: 7-17-18, 4-28-21(C), ~~X-X-XX~~
Last Date Approved by Board: ~~3-28-18~~~~X-X-XX~~

Lake Michigan College (the College) employees and students will must comply with ~~the~~ requirements of external agencies if those requirements are necessary to in fulfilling ~~their~~ regulatory responsibilities employment duties and/or student program of study requisites, as appropriate.

Requirements imposed by external agencies may include criminal background checks, fingerprint screenings, drug screenings, and/or unannounced or random drug testing. Examples include:

- (a) Hospitals and other health-care organizations require criminal background checks before granting clinical privileges.- Clinical privileges are required for ~~College~~ faculty to teach or supervise students in a clinical environment.
- (b) School systems require criminal background checks before participating in classroom activities or working with school children.

References: Michigan Public Act 303 of 2002
Michigan Public Acts 27, 28 and 29 of 2006

SOCIAL MEDIA

Office of Origin:	Human Resources
Responsibility:	Executive Director, Human Resources
Original Date Adopted:	x-x-xx
Dates Reviewed:	x-x-xx
Last Date Board Approved:	x-x-xx

Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or chat room, whether or not associated or affiliated with Lake Michigan College (the "College"), as well as any other form of electronic communication.

Carefully read this policy and the policies in the References section herein, and ensure your postings are consistent with these policies.

Basic Principles

- Employees are solely responsible for what they post online while at work and away from work.
- Any employee use of social media may result in disciplinary action up to and including termination if the employee's use is related to their employment or does not touch a topic that is of concern to the public.
- Any conduct that adversely affects an employee's job performance or the performance of co-workers, otherwise adversely affects students, visitors, vendors or those that work on behalf of the College or the College's legitimate business interests, or disrupts College operations may result in disciplinary action up to and including termination.
- Inappropriate postings, including but not limited to postings that violate a policy or otherwise include discriminatory remarks, harassment, threats of violence, admit or threaten unlawful conduct, or similar inappropriate and unprotected speech will not be tolerated and may result in disciplinary action up to and including termination.
- This policy is not intended to, and will not be applied in any manner to, interfere with or otherwise restrict employees' legal rights in any way, including discussing terms and conditions of employment, engaging in union activity, or engaging in other activity protected by law.

Be Respectful

Employees are expected to always be fair and courteous to others when acting in their role as employees. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that you are more likely to resolve work-related complaints by speaking

directly with a co-worker or by using Collaborative Decision Making principles than by posting complaints on a social media site.

Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as malicious, obscene, threatening, or intimidating, that disparage co-workers, students, visitors, vendors or those that work on behalf of the College, or that might constitute harassment or bullying. Examples of such conduct might include posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or College policy.

Be Honest and Accurate

Make sure you are honest and accurate when posting information or news as an employee or that a person could reasonably interpret as being made in that role. If you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the College, co-workers, students, visitors, vendors, or people working on behalf of the College or competitors.

Post only appropriate and respectful content

- Maintain confidentiality of College "trade secrets" and private or confidential information. Trade secrets may include information regarding development of systems, processes, products, know-how, and technology.
- Do not post internal reports, policies, procedures, or other internal business-related confidential communications.
- Do not create a link from your blog, website, or other social networking site to a College website without identifying yourself as a College employee.
- If the College is a subject of the content you are creating, be clear and open about the fact that you are an employee and make it clear that your views do not represent those of the College, co-workers, students, visitors, vendors, or people working on behalf of the College.
- If you do publish a blog or post online related to the work you do or subjects associated with the College, make it clear that you are not speaking on behalf of the College. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the College."

Using social media at work

Refrain from using social media while on work time or on equipment provided by the College, unless it is work-related, authorized by your manager, and consistent with the [Acceptable Use of Technology](#) policy. Do not use College email addresses to register on social networks, blogs, or other online tools utilized for personal use.

Retaliation is prohibited

The College prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

References: [Acceptable Use of Technology](#) policy
 [Non-Discrimination](#) policy
 [Publicity Statements to the Media](#) policy
 [Title IX Sexual Harassment](#) policy

Last legal review: 3/24/22

DOCUMENTATION – STUDENT

Office of Origin: Student Affairs
Responsibility: Registrar
Original Date Adopted:
Dates Reviewed:
Last Date Board Approved:

Lake Michigan College (LMC or the College) may require a student to submit documentation as part of the enrollment process, to clear a discrepancy on the account, or as part of other processes related to student recordkeeping.

Documentation submitted for any purpose is subject to review and approval as noted:

<u>Document</u>	<u>Delivery Method</u>	<u>Approver</u>
Test scores (CLEP, SAT, ACT, AP, etc.)	Must be sent to LMC from originator	Registrar
Transcripts – college	Must be sent to LMC from originator	Registrar
Transcripts – high school	Must be sent to LMC from originator	Registrar
Social Security card (copy)	May be provided by student	Registrar
Driver’s license, state ID, passport, or other photo ID (copy)	May be provided by student	Registrar
Documents related to I-20 application, other than transcripts	May be provided by student	International Student Spec.
Proof of address	May be provided by student	Registrar
Birth certificate (copy)	May be provided by student	Registrar
Tax information	May be provided by student	Director of Financial Aid
Proof of residency (tuition)	May be provided by student	Registrar
Documents related to appeals	May be provided by student	Registrar or Director of Financial Aid
Documents related to military benefits or policies	May be provided by student	Veteran Student Spec.

Signatures
(faculty, staff, or student)

May be electronic or physical;
may be provided student or required
to be provided by signor

Registrar or
Director of
Financial Aid

The above is not to be considered a comprehensive list. Any documentation that is requested may be reviewed to determine whether it is acceptable for the process, authentic, and considered official.

Types of documents that fulfill a requirement are outlined in the policies related to specific processes (i.e., Residency Policy, International (F-1) Students Policy, etc.).

References:

Formerly Titled:

POSTHUMOUS DEGREES

Office of Origin: Records & Registration
Responsibility: Registrar
Original Date Adopted:
Dates Reviewed:
Last Date Board Approved:

Lake Michigan College (LMC or the College) recognizes the significance of loss to the College, family, and friends of a student or former student of LMC. The award of a posthumous degree may be an appropriate recognition of a student's academic achievement when the student's progress would have likely fulfilled the requirements of a degree or certificate except for the occurrence of death.

An employee or a student's family member may recommend a deceased student for a posthumous degree. The recommendation, along with an obituary, death certificate, or other documentation of the student's passing, should be submitted to the Registrar.

The Registrar will submit recommendations, documentation, and a review of the student's academic progress to the Cabinet for approval. If approved, the award will be processed and the diploma sent to the family. If denied, a letter of explanation will be sent to the recommender.

For approved posthumous degree awards:

- The award will be noted in the student information system in one of the following ways:
 - If the student has met all the requirements for the program, a regular degree award will be processed, coded AW for the current term. A note will be added to indicate the degree was awarded posthumously.
 - If the student has not met all the requirements for the program, a posthumous degree award will be processed, coded PH for the current term.
- The student's name and posthumous degree will be included in the commencement program.
- The student's name will not be released with other graduate names to the newspaper.
- The student's family member(s) may elect to participate in the commencement ceremony as a representative of the student.

References:

Formerly Titled:

[POLICIES-2nd READ](#)

The above new policies were presented to the Board of Trustees as a first read for review and/or approval.

1. Code of Conduct
2. Compliance with Requirements of External Organizations
3. Social Media

4. Documentation
5. Posthumous Degree

ACTION:

College Administration recommended that the Board of Trustees approve the policies as presented.

MOTION by Ms. Johnson with support by Ms. Burghdoff to approve the policy revisions as presented.

VOICE VOTE

Chair Grover asked all those in favor of the motion to indicate by saying aye and any opposed to the motion to indicate so verbally by stating nay.

NO OPPOSITION VOICED

MOTION APPROVED

[POLICIES-1st READ for Review](#)

NEW POLICY - Assistance Animals for Campus Housing - Students

Office of Origin: Student Affairs
Responsibility: Executive Director, Campus Life & Athletics,
Vice President of Student Affairs
Date Adopted:
Dates Reviewed:
Last Date Board Approved:

This policy governs the use of assistance animals in Lake Michigan College (LMC or the College) campus housing by persons with disabilities, as, for some persons with disabilities, an assistance animal may be necessary to afford them equal housing opportunity. A separate policy governs assistance animals on other College property.

An assistance animal is defined as an animal that does work, perform tasks, provides assistance, and/or provides emotional support for a person with a physical or mental impairment that substantially limits at least one major life activity or bodily function.

The College is committed to providing reasonable accommodations to persons with disabilities and fulfilling obligations under state and federal laws. In addition, the health and safety of students, employees, and assistance animals are important concerns; therefore, each request

for such an accommodation will be carefully evaluated on a case-by-case basis. Requests for an accommodation of an assistance animal while residing in campus housing must be supported by sufficient documentation for proper consideration.

The College will not allow an assistance animal that:

- poses a threat to the health and/or safety of others that cannot be reduced or eliminated by another reasonable accommodation;
- would cause substantial physical damage to the property of others that cannot be reduced or eliminated by another reasonable accommodation;
- poses an undue financial or administrative burden to the College; or
- would fundamentally alter the nature of campus housing operations.

In all cases, the owner of the assistance animal is responsible for the assistance animal's behavior. The removal of any assistance animal and any necessary cleaning, repairs, and/or pest control will be the expense of the owner of the assistance animal.

Assistance animals cannot be brought into the College's housing until a meeting with Student Well-Being and Accessibility (SWBA) and Campus Life (CL) has taken place and the approval process is completed.

Documentation related to the use of an assistance animal may be required to determine compliance under the protections of federal and/or state laws. Assistance animals are considered part of a therapeutic intervention; therefore, documentation should include a diagnosis of the disability and its nexus to the intervention.

References: [US Department of Housing & Urban Development Assistance Animals Fair Housing Act](#)

Formerly Titled:

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS

Office of Origin:	Financial Aid
Responsibility:	Director, Financial Aid
Date Adopted:	12-04-18
Dates Reviewed:	9-9-2018, 04-07-22
Last Date Board Approved:	12-04-18

~~Lake Michigan College has the following Satisfactory Academic Progress (SAP) Policy for students who receive financial aid. These standards require that a student make progress toward an Associate Degree/ Bachelor's degree/ Certificate Program during all periods of enrollment, including periods when a student did not receive financial aid. Lake Michigan College will be~~

consistent in applying the SAP policies to all students, including full & part time, independent and dependent students.

Minimum Financial Aid Satisfactory Academic Progress Standards:

- Maintain required cumulative 2.0 Grade Point Average (GPA) or higher (a qualitative measure) for all coursework completed at Lake Michigan College.
- Successfully complete at least 67% of the cumulative attempted credit hours and
- Make satisfactory academic progress toward a program of study within 150% of the average published program length.

Satisfactory Academic Progress (SAP) is evaluated at the end of each period of payment. All financial aid recipients are required to meet SAP standards toward completion of certificate or degree requirements in order to be eligible for Title IV, state and institutional need-based financial aid programs. If a student who is receiving financial aid does not meet the SAP as set forth in this policy, they will be ineligible for financial aid in future terms and may appeal.

Financial Aid Eligibility Statuses

- Eligible – Student is meeting the minimum academic standards or has no academic history. Fully eligible for financial aid.
- Warning – Student did not meet minimum standards for cumulative GPA and/or 67% completion rate in the previous evaluation period. Student is still eligible for financial aid, but must reach all minimum standards by the end of the next evaluation period to maintain eligibility.
- Ineligible – Student has failed to meet minimum standards for cumulative GPA and/or 67% completion rate SAP at the end of the evaluation period. Student is ineligible for financial aid.
- Timeframe – Student has attempted at least 150 credit hours toward an Associate Degree/ Bachelor's degree/ Certificate Program. If a student exceeds these credit hour limits, they are not making progress toward a degree within the 150% federal requirement. Student is ineligible for financial aid.

When is Academic Progress Evaluated? A student's satisfactory academic progress will be evaluated at the end of each semester (Fall, Spring, and Summer). Students will not be eligible for federal funding during this time if in an ineligible SAP status.

Successful completion of a class is defined as earning a grade of A, B, C, D, or Pass and will be used to determine cumulative GPA, Completion Rate, and Timeframe.

New Financial Aid Students with prior academic history: Lake Michigan College students with prior academic history will be evaluated at the time they apply for financial aid. They will receive one of three financial aid statuses.

- Eligible – Student is meeting the minimum academic. Fully eligible for financial aid.

- **Warning** – Student is below minimum standards in their previous academic history. Student is still eligible for financial aid, but must reach the minimum standards at the end of the next evaluation period to maintain eligibility.
- **Timeframe** – Student has attempted at least 150 credit hours toward an Associate Degree/ Bachelor's degree/ Certificate Program. If a student exceeds these credit hour limits, they are not making progress toward a degree within the 150% federal requirement. Student is ineligible for financial aid.

Transfer Students and Transfer credit hours: Students transferring to Lake Michigan College are required to have all prior college transcripts evaluated for transfer credits. All credit hours accepted by Lake Michigan College will be used to determine 67% completion rate and maximum timeframe of 150%.

Non-Passing Grades: Unsuccessful grades of E, F, W, WD, IP or I will be used in determining completion rate and timeframe. The letter grade of E or F is used toward the completion rate and cumulative GPA.

Repeat Courses: Students repeating courses, for the first time only can receive aid for that repeated course. All repeat courses will be used in determining completion rate and timeframe. Actual letter grades are included in the cumulative GPA.

Audited Credit Hours: Courses taken on an audit basis are not counted when determining the completion percentage or for purposes of determining cumulative GPA.

Remedial Credit Hours: Up to 30 credit hours of remedial course work are financial aid eligible; therefore they are included in the attempted hour count and are completed with a passing grade of A, B, C, or D.

How to Re-establish Eligibility?

A student must bring their GPA and completion rate up to the minimum standards of the required cumulative GPA and 67% completion rate. A student will be ineligible for financial aid and cannot be reimbursed during the time period that they are not meeting SAP.

Mitigating Circumstances: If a student has experienced mitigating circumstances (illness, family illness, change of major) during the most recent evaluation period, they may submit an appeal to reinstate financial aid eligibility. The student must explain, in the appeal, what has changed that will now allow them to meet the SAP requirements. The student must also submit supporting documentation with the appeal. If the request is granted, the student will be placed on one of two financial aid eligibility statuses:

Probation – The student is expected to improve to minimum standards by the end of the next evaluation period. The student is eligible for financial aid, but must meet minimum standards by the next evaluation period. A student cannot be on probation for two consecutive semesters.

Academic Improvement Plan – The student cannot be expected to improve to minimum standards by the next evaluation period. The student and Lake Michigan College have agreed to an academic improvement plan to allow the student to meet minimum standards within a fixed number of evaluation periods. The student is fully eligible for financial aid as long as they are following the academic improvement plan. If at any time the student stops following the academic improvement plan and they are not meeting minimum standards, they will become ineligible for financial aid. If a student meets minimum standards at any time while on an academic improvement plan, their financial aid eligibility status will be updated to eligible.

If the appeal is not granted, the student will remain ineligible for financial aid until they meet all minimum standards.

Timeframe Mitigating Circumstances: If a student has not completed their program of study within the 150% timeframe and there are mitigating circumstances (illness, job related, family illness, change of major), they may submit an appeal to reinstate financial aid eligibility. If this application is granted, the student will be placed on the following Academic Eligibility Status:

Timeframe Academic Improvement Plan – The student and Lake Michigan College have agreed to an academic improvement plan. The student is fully eligible for financial aid, as long as they are strictly following the academic improvement plan. If at any time the student stops following the academic improvement plan, they will become permanently ineligible for financial aid.

If the appeal is not granted, the student will be ineligible for financial aid. All students are limited to one Timeframe Academic Improvement Plan.

STUDENTS WILL BE NOTIFIED BY THEIR LMC EMAIL OF THEIR SAP STATUS, AT THE END OF EACH SEMESTER

Decisions of the SAP Appeals Committee are final and will not be overturned

References: Academic Progress, Course Repeat Policy, SAP Procedure

The U.S. Department of Education requires all colleges and universities to have a Satisfactory Academic Progress policy. Students must make satisfactory academic progress (SAP) toward the completion of a certificate or degree to be eligible for federal student financial aid (Pell, SEOG, loans, college work study). To fulfill the Department of Education's requirement, a school's SAP policy must meet two separate standards. It must measure how successful a student is at completing their courses and how quickly a student is completing their degree or program. Student SAP status is reviewed for financial aid eligibility at the end of each semester.

Minimum Course and Credit Requirements

- Maintain required cumulative Grade Point Average (GPA) of 2.0 or higher for all coursework completed at Lake Michigan College (LMC or the College).
- Successfully complete at least 67% of the cumulative attempted credit hours (inclusive of any transfer hours applicable to the degree, whether financial aid was received for those credits or not) and
- Make satisfactory academic progress toward a program of study within 150% of the published program length.

All financial aid recipients are required to meet SAP standards toward completion of certificate or degree requirements to be eligible for Title IV federal financial aid (Pell, SEOG, work study, loans), some state aid, and some institutional financial aid programs. Students who do not meet these requirements will be ineligible for financial aid in future terms. Students who lose eligibility may file an appeal to regain eligibility, if approved. See Extenuating Circumstances below.

Financial Aid Eligibility Statuses

- Eligible – Student is meeting the minimum academic standards or has no academic history. Students with this status are fully eligible for financial aid.
- Warning – Student did not meet minimum standards for cumulative GPA and or 67% completion rate in the previous evaluation period. Students with this status are still eligible for financial aid for one additional term but must reach all minimum standards by the end of the next evaluation period to maintain eligibility.
- Suspended – Student has failed to meet minimum standards for cumulative GPA, Maximum Timeframe and/or 67% completion rate SAP at the end of the evaluation period. Student is ineligible for financial aid.
- Maximum Timeframe – Students must complete their program of study within 150% of the published program length (i.e., the student enrolled in a 60-credit hour program has reached 90 credits or greater to complete their degree. The student enrolled in a 30-credit hour program has reached 45 credit hours or greater to complete their degree). Students who exceed these credit hour limits are not making progress toward a degree within the 150% federal requirement and are ineligible for financial aid.

Students are also suspended from financial aid when it becomes mathematically impossible for them to complete their program of study within the 150% required timeframe.

New Financial Aid Students with Prior Academic History

LMC students with academic history prior to receiving financial aid (dual enrollment, early middle college, direct credit) will be evaluated at the time they apply for financial aid and will receive the appropriate status based on their academic record.

Transfer Students and Transfer Credit Hours

Students transferring to LMC are required to have all prior college transcripts evaluated for transfer credits. All transfer courses that apply to the student's degree will be used to determine the student's completion rate and maximum timeframe.

Grades

The following grades are included in the calculation of the GPA:

A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, E, and I

Completion Rate

The following grades are considered attempted and successfully completed when calculating the completion rate and maximum timeframe:

A+, A, A-, B+, B, B-, C+, C, C-, D+, D, and D-

The following grades are considered attempted and not successfully completed when calculating the completion rate and maximum timeframe:

E, W, and I

Incomplete Grades

Incomplete grades are considered unsuccessful attempts. Incompletes are counted in the GPA calculation and in completion rate calculations. After a final grade is issued, SAP is reevaluated either at the end of the next term or at the request of the student in writing to the financial aid office.

LMC SAP policy allows the exclusion of classes from the SAP maximum timeframe calculation for one change of program (major or program of study). If a student changes their program of study, the courses from the old program that also apply to the new program will be included in SAP evaluation. Elective courses that apply to the new degree would also be considered in the new calculation.

Subsequent Degrees

A student working on a subsequent degree is not required to file a formal SAP appeal. However, to receive financial aid for a second credential, the student must notify the financial aid office.

Stackables: In situations where the credentials are "stackable" this exception would not apply. A stackable credential would be a situation in which the first credential is contained within the second. An example would be a certificate that a student earns as they work on their associate degree.

To be considered a subsequent degree, the institution must be willing to issue a new diploma for that degree. Some programs have multiple concentrations or tracks a student can pursue. In those cases, the student receives one diploma regardless of the number of concentrations or tracks that are completed. Changing or pursuing a new concentration within the same credential would not result in a new maximum timeframe calculation.

Re-establishing Eligibility

A student must increase their GPA to a minimum of 2.0 and their completion rate to minimum of 67%.

Extenuating Circumstances

If a student has been suspended from receiving financial aid, the student can submit an appeal. The student must show extenuating circumstances for the appeal to be considered. Extenuating circumstances include but are not limited to student illness, family illness, change of work schedule, or death of immediate family member.

Examples of situations that are not considered extenuating circumstances include but are not limited to change of program or major, poor academic performance, taking courses outside of the degree requirements, failure to attend class, poor time management, or withdrawing from class.

To file an appeal related to extenuating circumstances, the student must:

- Complete the LMC SAP appeal form;
- Meet with an academic advisor to complete the academic plan section on the appeal form;
- Attach a letter explaining the extenuating circumstances which led to the current academic standing;
- Attach supporting documentation. Appeals that lack supporting documentation may be denied. Supporting documentation might include but is not limited to: a copy of an obituary, doctor's note, or a letter from an employer.

If an appeal is approved, the student will be placed on SAP appeal approved status. To continue eligibility, the student must:

- Follow all conditions of their academic plan;
- Not withdraw from any courses;
- Earn a "C" (2.0) or better in all courses;
- Not receive an incomplete in any courses. ~~will be considered non-passing grades and will result in loss of Federal Financial Aid eligibility.~~

Failure of the student to adhere to any of these requirements will result in termination of financial aid.

Students will be notified of the decision regarding their SAP appeal via their online student account. Students should review their account on a regular basis.

Decisions of the SAP Appeals Committee are final and will not be overturned.

References:

Formerly Titled:

HAZARD COMMUNICATION PROGRAM

Office of Origin: Administrative Services Facilities Management
Responsibility: Executive Director, Facilities
Original Date Adopted: 02-24-87
Dates Reviewed: 06-26-2018, 07-09-18, 10-31-22
Last Date Approved: 07-09-18

To comply with the Occupational Safety and Health Administration (OSHA) Hazard Communication Standard (HCS), 29 CFR 1910.1200 and Michigan's Right To Know Law, a written Hazard Communication Plan has been established for Lake Michigan College (the "College"). Under these standards, the College provides access to safety data sheets (SDS) and training. Employees are expected to be aware of the hazardous chemicals they may encounter in the normal course of employment or in the event of an emergency. Employees must be familiar with the procedure established in the College's Hazard Communication Plan to respond appropriately to these hazards. Individuals engaged in laboratory use of hazardous chemicals in a lab should also refer to the College's Chemical Hygiene Plan.

~~Lake Michigan College is committed to pursuing the active enforcement of the Right-to-Know Law by following the College's written Hazard Communication Procedure. Pursuant to its obligations under the Federal and State statutes, and in conformity with other legal and moral obligations, the College will implement this program through the Office of Administrative Services in conjunction with employee training through the Offices of Human Resources and Facilities Management.~~

~~Inquiries by College students, faculty, staff members, and persons providing services to or for the College, in reference to adherence to this policy may be directed or referred to the Office of Administrative Services. A copy of relevant laws, regulations and policy may be found in the Office of Administrative Services.~~

References: Occupational Safety and Health Administration (OSHA) Hazard Communication Standard (HCS), 29 CFR 1910.1200 and Michigan's Right To Know Law, College's Hazard Communications Plan, College's Chemical Hygiene Plan

~~Michigan Occupational Safety and Health Act (Act 154 of 1974), Michigan Public Health Code (Act 368 of 1978)~~

[Department Reports](#)

ACADEMIC EXCELLENCE

On November 18, Applied Music students presented a student recital in the Hanson Theatre in front of an audience of friends, family and faculty. These showcase performances are the culmination of work done in individual music lessons and weekly colloquium. Recitals were facilitated by *Dr. Robert Lunn*, full-time Music instructor and Chair of Visual and Performing Arts, and *Rebecca Derbas-Selvidge*, Music lecturer. *Alexandra Lee*, part-time Music instructor, and *Ms. Derbas-Selvidge* served as collaborative pianists for the students.



Andy Lunn

On November 30, the Visual and Performing Arts Department presented a concert of instrumental music. Three student ensembles participated in this concert: Rock/Pop Ensemble under the direction of *Don Savoie*, part-time Music instructor, Jazz Band under the direction of *Dr. Robert Lunn*, Music instructor and Chair of the Visual and Performing Arts Department, and the Chamber Ensemble under the direction of *Abigail Koo*, part-time Music instructor. The eclectic program included pieces by Miles Davis, The Red-Hot Chili Peppers, and Ludwig van Beethoven.



Jazz Ensemble



Rock/Pop Ensemble

January 16 through February 20, South Haven Admissions Specialist, *Laura Henderson-Whiteford* visited and lead presentations in Bangor, Belding, Covert, Hopkins, South Haven, and Covert High Schools. During that same timeframe, Niles Admissions Specialist, *Anna Bockheim* participated in visits and presentations in Berrien Springs, Brandywine, Niles, and River Valley High Schools.

On January 31, the Lake Michigan College Recording Arts Club presented an evening of new music. This hour-long concert featured LMC students performing original music in the Hanson Theatre. The event was facilitated by *Dr. Robert Lunn*, Music Instructor and Chair of the Visual and Performing Arts Department.



Members of the Recording Arts Club

The Nursing program is excited to announce that 100% of the twenty-nine students who graduated in May 2022 passed the NCLEX Registered Nurse licensure exam on their first attempt. This puts the program's total overall pass rate at 96.77%. Michigan's NCLEX-RN first attempt pass rate is 78.97%, while the national overall NCLEX-RN pass rate is 79.91%.

STUDENT SUCCESS

November 17-20, students performed the Visual and Performing Arts Department's fall production, Anne Carson's *Antigonick*. *Dr. Patrick King*, full-time Theatre instructor, directed a cast of 15, 14 of whom were enrolled LMC students, in a contemporary adaptation of a classic Greek tragedy. In addition to performing in the play, students received a workshop in stage makeup from Krista D'Agostino, a makeup artist with the Chicago Lyric Opera.



Connor Farr and Jakob Prillwitz on steps; Sabra Shelton, Max Babcock, Ne'sha Heard-Bettison, Einra Leie Baker, and Kyle McAndrew in the shadows



Kyle McAndrew, Sabra Shelton, Ne'sha Heard-Bettison, Max Babcock, Emma Stoppenbach, and Shay Beeson

January 16 through February 20, South Haven Admissions Specialist, *Laura Henderson-Whiteford* and Niles Admissions Specialists, *Anna Bockheim* participated in FAFSA Night presentations at Berrien Springs, Buchanan, Decatur, Bloomingdale, and South Haven High Schools.

On January 25 and 26, the South Haven Campus hosted a Soup and Crackers Event for students.

The South Haven Campus hosted the Hope College Upward Bound students for a tour and lunch on February 3.



On February 14 and February 15, the South Haven Campus hosted a Valentine's Day treat station for the students.



COMMUNITY IMPACT

There is exciting news from Kabala, Sierra Leone. The National Council for Technical, Vocational, and other Academic Awards review team, the accrediting body in Sierra Leone, had their site visit at the Koinadugu College main campus, and the Koinadugu College Red Cross campus. The results are in. They were impressed with the infrastructure and how well-written the accreditation application was and have recommended accreditation. The NCTVA accredits certificate and diploma (equivalent to a two-year degree) programs. Koinadugu College will have a soft launch with a few of their certificate programs this April and a full opening in the Fall. Working with Koinadugu College's partners, Strides for Africa, Feeding Mouths Filling Minds, Project 1808, Inc., and Lake Michigan College, we have been able to develop infrastructure and curriculum that is both decolonial and experiential for transformational change and creating thriving communities. Dr. Alhaji N'jai (founder of Project 1808 and Koinadugu College) and the rest of the team are grateful to all the individuals, donors, non-profits, the community of Kabala, and partners (including the Memorandum of Understanding with LMC) that made this possible. For the first time ever, Kabala and the greater Koinadugu district will have a college.

On December 7, the Visual and Performing Arts Department came together to present a holiday concert in Grand Upton Hall. There were performances by the College Choirs, Jazz Band, Chamber Ensemble, as well

as dramatic readings by Theater students. The collage concert was facilitated by *Dr. Robert Lunn*, Music Instructor and Chair of the Visual and Performing Arts Department, *Rebecca Derbas-Selvidge*, Music Lecturer, *Abigail Koo*, part-time Music Instructor, *Dr. Pat King*, full-time Theater Instructor, and *Meg Rodgers*, part-time Music Instructor.



Einra Leie Baker, LMC student



Concert Choir

On December 11, the Southshore Concert Band presented a concert of holiday classics on the Mendel Mainstage titled, "In The Holiday Spirit." They played holiday classics like *Sleigh Ride*, *O Holy Night*, and *Rockin' Around the Christmas Tree*. The band is under the direction of *Dale Reuss*, part-time Music instructor.



Southshore Concert Band

On January 14, the Music Department joined forces with choral groups from Andrews University to present an afternoon of music in honor of Martin Luther King Jr. A choir made up of LMC alumni and community members were directed by *Kris Zook*, Dean of Arts and Sciences.



Tuija Ojala, Harold Millner, Stephanie Pollard, Sam Garrison, Shay Beeson, *Kris Zook*, Abigail Berry, Tristan Wright

On January 16, Lake Michigan College celebrated MLK Day with a breakfast. The LMC choir, along with a local children's choir, sang two songs at this event. The choir was under the direction of *Rebecca Derbas-Selvidge*, Music lecturer.



Concert Choir

On January 20, full-time English faculty *Lia McCoskey* moderated a webinar and led a Q & A session for Fernwood Botanical Garden's *Virtual Lecture Series* with bestselling author, *Andrea Wulf*. The webinar focused on Wulf's most recent book, *Magnificent Rebels: The First Romantics and the Invention of the Self*. The book has won numerous awards, including the *New Yorker's* Best Books of 2022, the *New York Times* 100 Notable Books of 2022, and *The Times* Book of the Year for 2022.

On January 25, the South Haven Campus hosted a Health and Hope community event to educate the community on healthy habits.

On Friday, February 3, Nursing faculty member *Megan Hinkelman* attended the New Buffalo High School Career Fair. She held six information sessions and presented Nursing career information to nearly 100 middle and high school students.

On February 9, the Niles Campus hosted a Niles Chamber of Commerce After Hours Event. Community members and members of the Niles Chamber of Commerce were given a tour of the building and participated in some virtual reality fun with the help of full-time *English faculty member Nick Brittin*.



Additionally, on February 9, the Niles Campus hosted the Lake Michigan College Advising Department Retreat. The group met for almost the entire day and discussed improvement strategies.

On February 11, full-time Biology faculty *Dr. Jessica Beachy* and full-time Chemistry faculty *Leah Parkinson*, participated in an event at Fernwood Botanical Garden celebrating the UN International Day of Women and Girls in Science. The event was held from 1:00-4:00 p.m. in their new education building. *Dr. Beachy* and *Ms. Parkinson* set up an interactive display with specimens, microscopes, and information on careers in science. They also created a nature walk bingo game and gave out small LMC-branded prizes for those who completed the activity. Fernwood provided hot chocolate, craft tables, and a story time with books focused on women scientists. The event was well attended by both children and adults who had an enjoyable afternoon talking about science and the great opportunities available at Lake Michigan College. *Dr. Beachy* and *Ms. Parkinson* hope to work with Michelle McCoskey, the Fernwood education director, on additional partnerships in the future.



Dr. Jessica Beachy



Leah Parkinson and Dr. Beachy with interested students



Dr. Beachy with interested students

The South Haven Campus hosted an advisory committee on February 15 to discuss what we should start doing, what we should stop doing, and what we should continue to do.



RIPPLES MAKE WAVES

2020-2023

ACADEMIC EXCELLENCE	STUDENT SUCCESS	COMMUNITY IMPACT
<p>GOAL Our students are well-prepared to excel academically and professionally</p> <p>STRATEGIC THEME</p> <ul style="list-style-type: none"> • Quality Programs/Curriculum • Student Learning • Culture/Environment for/of Learning <p>MEASURES</p> <ul style="list-style-type: none"> • Meeting employer needs • Successful institutional transfer • Instructional effectiveness 	<p>GOAL Our students explore, define, and reach their goals</p> <p>STRATEGIC THEME</p> <ul style="list-style-type: none"> • Access • Inclusion • Retention • Student Support <p>MEASURES</p> <ul style="list-style-type: none"> • Persistence and retention • Goal completion rate and duration 	<p>GOAL Our educational and cultural experiences improve socioeconomic mobility, strengthen the economy, and enrich lives</p> <p>STRATEGIC THEME</p> <ul style="list-style-type: none"> • Outreach • Communication • Workforce/Talent Development • Regional Community Enrichment <p>MEASURES</p> <ul style="list-style-type: none"> • Economic impact • Financial savings for students and families • Professionals in high demand fields

Student Affairs-Mr. Nygil Likely, Vice President of Student Affairs

Student Success

Athletics

Women's Basketball continues to compete for a spot in the National Junior College Athletic Association (NJCAA) Great Lakes District Championships starting on March 7, 2023. They are currently fifth in the Michigan Community College Athletic Association (MCCAA) Western Conference.

Men's Basketball continues to compete for a spot in the National Junior College Athletic Association (NJCAA) Great Lakes District Championships starting on March 8, 2023. They are currently tied for fourth in the Michigan Community College Athletic Association (MCCAA) Western Conference.

In Baseball the men are traveling to Tennessee for their first spring trip for a three-game series February 17-18. Then back on the road to Florida to compete in the Russ Mat Invitational March 6-10.

In Softball the women head to Florida to participate in the Spring Games from March 5-10.

Campus Life

Student life is in full swing hosting many events to honor Black History month. We are showing movies every Tuesday night with great titles like "One Night in Miami", "King Richard" and "Glory Road" and offering free popcorn. The "Dear Martin" book club is occurring every Thursday giving us a chance to discuss the hard topic of racism in our society. The Random Acts of Kindness event will offer students the

opportunity to share a kind word with a friend, staff, or co-worker while enjoying pizza and Jazz provided by our very own music students.

Housing

Resident Assistants are finding creative and engaging programs to connect with students and to keep them active in Beckwith Hall. Their latest programs included giving success-based resources to students, outlets to self-care methods, access to food stamps, and community involvement through game nights and weekly coffee gatherings. Monthly professional development is up & running by the Residence Life Coordinator, to add to the holistic growth of these students. To further dismantle Beckwith's food insecurity, there is a bi-weekly restock of the Food Pantry by the RA Staff, with added in products towards personal care and household care. Room safety and cleaning inspections are becoming more successful, and more in-depth intentional conversations are being held with residents regarding their wellbeing. Front Desk Assistants have built strong rapport with residents while continuously overseeing the entryway safety of the residence hall.

Student Support Services

Student Support Services had 18 students make the Dean's list Fall 2022:

Charles Adinolfi
Nayla Alvarez-Gomez
Raven Althouse
Jordane Baushke
Laghan Baushke
Alyssa Beeson
Donna Cohen
Kade Erwin
Chris Garrison
Luz Perez
Miranda Shindeldecker
Kimberly Steele
Grace Teuling
Rosa Teuling
Toney Walker Jr.
Aalyah Watson
Kalyah Watson
Madison Whitlow

As of February 20, 2023, Student Support Services has filled 185 of our 200 participant slots.

Community Impact:

Admissions

The Admissions and Recruiting Department began the year with a new director, ***Eric Wignall***. Using data from previous years, the staff has planned on-campus visits, open houses, on-site information visits, and other activities across Southwest Michigan and Northern Indiana. Looking carefully at the goals set out for the College, Admissions is focused on telling our story and explaining our valuable programs and academic offerings to the many different audiences we serve.

Since the beginning of the year, the College Admissions staff have planned and attended on-site recruiting events at 64 regional high schools, extending the list of events from what began in 2022. Admissions staff have contacted hundreds of summer and fall applicants and started to build a set of communication plans for potential students using current lists of high school students taking Early

College classes or who have expressed interest in the College. These plans will use TargetX, the College's in-house CRM to send, track, and measure communications across email, texting, and every part of lead development.

The College Admissions staff are using the technology to also create new lists of potential students and partners for communication. This January saw a new communication campaign aimed at employers in the local Chamber of Commerce to explain the non-traditional training and certificate pathways for employees to develop workplace skills. We created a contact list of every Michigan winery for promoting the Welch Center for Wine and Viticulture and business programs the College offers. But the largest undertaking so far was expanding the list of high school counselors at regional high schools to over 2,800 counselors across all of Michigan and parts of Northern Indiana. This larger contact list will help spread news and information across a much wider geographic area at no cost.

Admissions is working with the Marketing Department to review, edit, and refocus marketing materials used during college nights, on-site visits, and in targeted mailings. The eight primary printed pieces and common viewbook are under review with a plan to pare down the size and weight of materials so they can be mailed or hand distributed more efficiently. Content is being updated to reflect new programs and that content will be repurposed into online and social media campaigns to reinforce the College messaging.

Expanding to non-traditional markets to grow enrollment to the College degree and certificate programs, is a focused effort to reach regional employers to expand the number and types of apprenticeship agreements. The College certification programs have been designed to meet professional training requirements in over a dozen industry-specific applications, but more options are available and this flexible, high value, option is not well known to many Southwest Michigan businesses. (The follow-on effect is also a part of this strategy. Even if a corporate leader or group of employees do not need the College's certificate programs, we will be reminding them of our degree and transfer options for children and family members.)

Traditional degree path enrollment efforts that began over a year ago are being revised and enhanced to reach as many qualified potential students as possible. The chart below shows a current snapshot of applications vs application totals from previous years at this same time. This is an apples-to-apples comparison that shows while we are currently ahead of the previous two years for numbers of applications, we are still lagging the five-year average.

<i>Fall application comparison</i>	<small>OBJ</small>	<small>OBJ</small>	<small>OBJ</small>	<small>OBJ</small>	<small>OBJ</small>	<small>OBJ</small>	<small>OBJ</small>
Applications at 22 Feb	Fall 2018	Fall 2019	Fall 2020	Fall 2021	Fall 2022	5 Yr Avg	Fall 2023
ALL SCHOOL TOTAL	1244	957	835	597	652	857	663
Other - Out of Michigan	51	43	28	15	19	31.2	40
Berrien Springs High School	51	62	46	40	30	45.8	37
Watervliet High School	45	33	30	47	49	40.8	36
Hartford High School	20	62	32	26	19	31.8	36
Lakeshore High School	35	42	45	25	26	34.6	35
South Haven - LC Mohr HS	28	23	25	8	30	22.8	34
St. Joseph High School	58	47	39	28	38	42	32
Niles High School	36	34	23	38	41	34.4	28
Countryside Academy (Charter)	20	9	18	4	3	10.8	21
Coloma High School	38	53	60	42	21	42.8	18
Fennville High School	56	41	34	19	18	33.6	16
Brandywine High School	41	31	38	16	10	27.2	15
Bridgman High School	33	19	16	14	19	20.2	15

Other Michigan High Schools	52	27	12	4	10	21	13
Buchanan High School	50	17	9	6	13	19	12
Bangor High School	13	20	6	6	11	11.2	12
All Other Indiana High Schools	12	11	7	5	2	7.4	11
Cassopolis Ross-Beatty	9	7	2	3	1	4.4	10
Bloomington High School	9	14	11	9	8	10.2	8
New Buffalo High School	11	18	12	9	10	12	7
Dowagiac Union High School	29	6	14	8	9	13.2	7
Michigan Lutheran High School	3	6	4	14	5	6.4	6
Decatur High School	8	11	1	1	2	4.6	6
Paw Paw High School	14	17	15	6	1	10.6	6
Edwardsburg High School	8	2	8	10	10	7.6	6
Benton Harbor High School	58	11	25	7	7	21.6	5
Eau Claire High School	34	6	12	8	9	13.8	5
Gobles High School	2	1	2	3	2	2	5
Lawrence High School	11	5	5	5	4	6	5
Allegan High School	13	6	17	2	7	9	5
Covert High School	4	10	15	4	7	8	4
Washington HS (South Bend)	5	1	4	0	1	2.2	4
Andrews Academy High School	1	2	1	3	5	2.4	3
River Valley High School	20	11	4	2	7	8.8	3
Lawton High School	8	4	4	2	1	3.8	3
Otsego High School	6	5	0	2	0	2.6	3
Penn High School (Mishawaka)	1	2	0	1	0	0.8	3
West Ottawa High School	3	4	5	7	0	3.8	3
Non-U.S. High School	4	1	2	2	5	2.8	3
Plainwell High School	2	3	1	1	5	2.4	2
Elkhart Memorial High School	5	2	1	0	0	1.6	2
Hamilton High School	1	2	2	3	0	1.6	2
Hudsonville Public High School	2	6	4	0	2	2.8	2
Zeeland West High School	6	2	4	0	2	2.8	2
Home School	3	8	3	3	4	4.2	2
Bangor Career Academy	0	1	0	0	0	0.2	1
Mattawan High School	5	3	1	4	0	2.6	1
Hopkins High School	3	4	5	3	5	4	1
Martin High School	1	1	0	0	0	0.4	1
Wayland High School	5	1	4	0	4	2.8	1
Adams High School (South Bend)	1	5	1	2	0	1.8	1
Goshen High School	1	0	0	0	0	0.2	1
Mishawaka High School	1	3	0	2	1	1.4	1
New Prairie HS (New Carlisle)	3	3	7	0	1	2.8	1
Grand Haven High School	0	3	0	0	1	0.8	1
Holland High School	8	4	3	6	3	4.8	1
Zeeland East High School	3	3	2	1	0	1.8	1

Fall vs fall enrollment, an evolving enrollment plan has been set with a two percent enrollment growth target. This be a reversal of the previous loss in both headcount and credit hour enrollment. If current

efforts can be combined with expanded marketing to our core Berrien County area, we should reach if not exceed this goal.

TOTAL HEAD COUNT 2022 VS 21	FALL 2022	FALL 2021	DIFFERENCE HC	% CHANGE HC
FIRST-TIME IN ANY COLLEGE	431	594	-163	-27%
TRANSFER	161	337	-176	-52%
CONTINUING	1,116	1,179	-63	-5%
RE-ENTERING	104	243	-139	-57%
GUEST STUDENT	37	36	1	3%
PERSONAL INTEREST	31	27	4	15%
MIDDLE COLLEGE	296	296	0	0%
DUAL ENROLLMENT-HIGH SCHOOL	769	602	167	28%
SUMMARY	2,945	3,314	-369	-11%
TOTAL CREDIT HOURS 2022 VS 21	Fall 2022	Fall 2021	Difference CH	% Change CH
FIRST-TIME IN ANY COLLEGE	4,804	6,286	-1,482	-24%
TRANSFER	1,499	2,967	-1,468	-49%
CONTINUING	9,851	10,106	-255	-3%
RE-ENTERING	809	1,850	-1,041	-56%
GUEST STUDENT	185	176	9	5%
PERSONAL INTEREST	128	115	13	11%
MIDDLE COLLEGE	3,034	2,909	125	4%
DUAL ENROLLMENT-HIGH SCHOOL	3,589	2,850	739	26%
TOTALS	23,899	27,259	-3,360	-12%

Educational Opportunity Center

New to this year, the Educational Opportunity Center submitted an Interim Performance Report. As reported, at 404 participants to date, the Educational Opportunity Center brought in and served just over one third of our overall target goal of participants for the current grant year. On Thursday, February 2 the Educational Opportunity Center attended the Southwest Michigan Veterans Community Action Team (SWMVCAT) meeting and connected with several area agencies to help support the veteran population. The Educational Opportunity Center has also created new budding partnerships with five programs/agencies: including Michigan Youth Opportunities Initiative at the Department of Health and Human Services, The Salvation Army Men's Shelter, and the Michigan Veterans Affairs Agency (Berrien and Allegan counties).

Upward Bound

In January Upward Bound Scholars resumed weekly tutoring sessions on Tuesday and/or Thursday. January 14 Upward Bound Scholars attended Saturday College Prep and focused on the legacy of Dr. Martin Luther King Jr. They also learned about the impact of stereotypes and prejudice and other DEI principles. January 17 none Upward Bound Scholars celebrated completing their Cybersecurity course with Stryker Corporation. Three students passed the certification exam!

February 4 Upward Bound Scholars attended Saturday College Prep. The scholars participated in a film and technology workshop which highlighted black history month with Filmmaker Al Smith. The event took place in Hanson Theatre. February 13 Upward Bound Staff submitted the Interim Performance Report (IPR) to the Department of Education. The IPR monitors substantial progress for the 2022-2023

Performance period. February 24-26, 14 Upward Bound Scholars and two Upward Bound staff traveled to Kalamazoo, MI to participate in the annual Michigan College Access Program Personnel (MICAPP) Student Leadership Summit with other TRIO scholars from across the state of Michigan.

Employment Report:

Positions Posted or in the Hiring Process:

- Academic Programs Coordinator, Upward Bound
- Cashier/Accounts Receivable Assistant (Part-time)
- Faculty, Emergency Medical Technology/Paramedic (EMT)
- HR Business Partner – Faculty/Benefits
- Instructional Technology Specialist (Part-time)
- Lecturer, Mechatronics
- Manager, Testing & Tutoring Services
- Phlebotomy Technician Lab Support Specialist (Part-time)

New Hires:

- Career Development Coordinator (Part-time) – Kathi Szabo
- Specialist, Financial Aid – Kinyata Jones (starting February 20)
- Specialist, Financial Aid – Kimberly Sparkmon (starting February 20)

Lake Michigan College
Income Statement (Operating & Auxiliary Funds ONLY)
December 31, 2022

	FY_2023			FY_2022		
	Actual Year-to-Date	Budget - Entire Year	YTD % of budget*	Actual Year-to-Date	Actual - Entire Year	YTD % of budget*
Revenues						
Tuition & Training	\$ 4,484,000	\$ 11,285,000	40%	\$ 5,156,000	\$ 10,819,000	48%
Revenue, Net	14,482,000	18,930,000	77%	14,563,000	18,422,000	79%
Property Tax	1,634,000	6,267,000	26%	1,797,000	5,992,000	30%
Revenue, Net	336,000	426,000	79%	278,000	977,000	28%
State Appropriations	86,000	16,000	538%	12,000	16,000	75%
- Base State	206,000	428,000	48%	169,000	488,000	35%
Appropriations - MPERS	180,000	311,000	58%	24,000	145,000	17%
Inte	150,000	219,000	68%	-	-	-
rest						
	\$ 21,558,000	\$ 37,882,000	57%	\$ 21,999,000	\$ 36,859,000	60%
Inco						
me	\$ 11,863,000	\$ 26,726,000	44%	\$ 10,714,000	\$ 21,915,000	49%
Oth	1,047,000	2,814,000	37%	590,000	1,727,000	34%
er	1,738,000	3,433,000	51%	1,696,000	3,497,000	48%
Rev	1,227,000	2,302,000	53%	828,000	1,732,000	48%
enu	399,000	859,000	46%	335,000	757,000	44%
e	225,000	392,000	57%	234,000	464,000	50%
Auxiliary	2,359,000	1,252,000	188%	2,279,000	4,805,000	47%
Operations, Net	\$ 18,858,000	\$ 37,778,000	50%	\$ 16,676,000	\$ 34,897,000	48%
Funding from	\$ 2,700,000	\$ 104,000		\$ 5,323,000	\$ 1,962,000	
Foundation	-	-		27,000	2,623,000	
	\$ 2,700,000	\$ 104,000		\$ 5,350,000	\$ 4,585,000	

TOTAL REVENUE

Expenses

Lab
or
Cos
ts

Serv
ices
Buil
din
g
Cos
ts
Licensing, Training/Travel, &
Other Supplies
Interest Expense
Depreciation

TOTAL EXPENSES

OPERATING INCOME (LOSS)

Transfers

TOTAL NET INCOME (LOSS)

* - Board approved budget as adjusted for revisions

For Informational Purposes:

Property Taxes for Capital Millage	\$	3,972,000	\$	4,905,000	81%	\$	3,781,000	\$	4,715,000	80%
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Lake Michigan College
Balance Sheet (General & Restricted Funds)
December 31, 2022

	12/31/22	12/31/21	Change	
Reserve - 120 Days Cash on Hand	10,920,000	10,680,000	240,000	2%
Reserve - Debt Service	3,818,000	2,613,000	1,205,000	46%
Reserve - MPSERS Board Designated	977,000	782,000	195,000	25%
Reserve - LMC Promise Designated Fund	625,000	-	625,000	-
Cash & Investments - Designated - Reserves	\$ 16,340,000	\$ 14,075,000	\$ 2,265,000	16%
Cash Undesignated *	16,280,000	14,557,000	1,723,000	12%
Investments	13,312,000	13,258,000	54,000	0%
Accounts Receivable, Net	2,299,000	317,000	1,982,000	625%
Prepaid Expenses	703,000	692,000	11,000	2%
Fixed Assets, Net of Depreciation	88,930,000	90,970,000	(2,040,000)	-2%
Pension Assets	3,696,000	5,480,000	(1,784,000)	-33%
Total Assets	\$ 141,560,000	\$ 139,349,000	\$ 2,211,000	2%
Payables	\$ 4,325,000	\$ 3,454,000	\$ 871,000	25%
Deferred Revenues	985,000	673,000	312,000	46%
Debt	31,704,000	34,976,000	(3,272,000)	-9%
Pension Liability, Net	24,312,000	28,131,000	(3,819,000)	-14%
Total Liabilities	61,326,000	67,234,000	(5,908,000)	-9%
Net Assets	80,234,000	72,115,000	8,119,000	11%
Total Liabilities + Net Assets	\$ 141,560,000	\$ 139,349,000	\$ 2,211,000	2%

* includes capital millage proceeds

Lake Michigan College
Statement of Cash Flows (General & Restricted Funds)

12/31/22

Operating Activities:

Cash Received from Property Taxes - Operational	\$ 14,482,000
Cash Received from Tuition	9,394,000
Cash Received from Appropriations	1,970,000
Cash Received from Other Operations	125,000
Cash Received from Grant Admin Fees	44,000
Cash Received from Foundation, Grants & Fundraising	188,000
Cash Received from Interest	86,000
Cash Received from (Paid for) Auxiliary Operations	48,000
Cash Paid to / on behalf of Employees	(11,771,000)
Cash Paid to Vendors	(4,547,000)
Cash Paid (Received) from Restricted Funds	-
Cash From Operations	<u>\$ 10,019,000</u>

Investing Activities:

Cash Received from Property Taxes - Capital Millage	3,674,000
Cash Paid for Capital Assets	(1,476,000)
Cash Borrowed (Used) for Capital Assets	<u>\$ 2,198,000</u>

Financing Activities:

Paid on Debt - Principal	(383,000)
Paid on Debt - Interest	(230,000)
Cash Used for Debt	<u>\$ (613,000)</u>

Net Increase (Decrease) in Cash **\$ 11,604,000**

Beginning Cash (at June 30, 2020) \$ 34,328,000

Ending Cash (at December 31, 2022) **\$ 45,932,000**

ADJOURNMENT MOTION by Mr. Grover to adjourn the Regular Meeting of the Lake Michigan College Board of Trustees at 5:13 p.m.

Vicki M. Burghdoff
 Vicki Burghdoff
 Lake Michigan College Board Chair