

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, Mark Weber, Mary Jo Tomasini and Joan Smith

SETTING OF THE AGENDA

Board Chair John Grover stated that agenda stands as presented.

APPROVAL OF MINUTES

The minutes from the of the April 18, 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 began his report with an overview of commencement and thanked the board for attending. He also mentioned that the summer camps through the Fab Lab and the Visual and Performing Arts department are nearly at capacity and offer a wide variety of activities.

NEW BUSINESS

LMC Website Vendor - Williams Randall

Lake Michigan College has realized the need to a refresh of our website. LMC currently has a web presence that is outdated in appearance, structure, functionality, and in the presentation of content. The current site does not integrate well, or at all, with many of the information systems used by the college. The main navigation is difficult to operate, and finding the needed information requires too many clicks and/or scrolling. Additionally, a usability study completed in the summer of 2022 revealed additional pain points that need to be addressed.

In compliance with the College's purchasing policy, a Request for Proposal (RFP) for the website refresh was issued. Eight vendors responded. Eight people from varying departments of the college evaluated the proposals and chose four finalists. Each finalist gave a live presentation via Zoom. The team ultimately chose to go with Williams Randall.

The budget for this project has already been determined and the proposal from Williams Randall falls within the approved budget.

ACTION:

We request that the Lake Michigan College Board of Trustees authorize the College administration to bind a contract with Williams Randall for the refresh of the website.

MOTION by Ms. Tomasini with support by Mr. Dissette to authorize.

ROLL CALL VOTE

Chair Grover asked the board secretary for a roll call vote

Yeas: Ms. Johnson, Mr. Weber, Mr. Grover, Ms. Burghdoff, Ms. Smith, Ms. Tomasini, and Mr. Dissette

Nays: None

MOTION APPROVED

Custodial Contract

The College solicited proposals for custodial services at all three campuses in accordance with the College's Purchasing Policy. The request for proposals were placed in local newspapers including the Herald Palladium, Niles Daily Star, Kalamazoo Gazette and Grand Rapids Press. In addition, proposal invitations were sent to ten (10) local, regional, and national vendors who had contacted the College about its custodial needs. A pre-proposal meeting was conducted on March 15, 2023, at LMC; there were fourteen (14) companies represented.

Proposals were received from the following organizations: ABM (Troy, MI), Atalina (Columbus, OH), HES (Knoxville, TN), HHS (Dripping Springs, TX), Shoreline Building Services (Benton Harbor, MI), DM Burr Group (Flint, MI), UG2 (St. Louis, MO), BGM (Portage, MI), DetailXPerts (Detroit, MI), and GRBS (Grand Rapids, MI). Proposals were analyzed by Custodial Services Selection Committee including Sara VanderVeen (Facilities Management), Nathan Main (Purchasing and Risk Management), Chad Dee (Hanson Tech Center), Jeremy Burleson (Regional Campuses), Brad Byerly (Todd Center), Leah Coyle (Beckwith Hall), Mike Moyer (Welch Center), Regina Goins (Main Building), and Scott Burgess (Mendel Center). As a prime consideration the Committee reviewed the ability of the company to partner with the College in creating healthy, clean, safe, and welcoming environment for all students, staff and guests. Proposals were also evaluated on other factors including experience, references, professional credentials, and cost. HES Facilities Management (HES) was selected for recommendation to the Board of Trustees for a 60-month contract beginning July 1, 2023. HES provided the lowest qualified proposal, which reflects a 5.7% increase from the FY23 contract. They have an exceptional understanding of the College needs and long-time dedicated employees serving those needs.

HES

Year 1 - FY24	\$962,388.46
Year 2 - FY25	\$1,000,884.00
Year 3 - FY26	\$1,040,919.25
Year 4 - FY27	\$1,082,556.13
Year 5 - FY28	\$1,125,858.38

ACTION: It was recommended that the Board of Trustees accept the HES Facilities Management proposal for Custodial Services from July 1, 2023 through June 30, 2028, as presented.

MOTION by Ms. Smith with support by Ms. Johnson to accept the HES Facilities Management proposal.

ROLL CALL VOTE

Chair Grover asked the board secretary for a roll call vote

Yeas: Mr. Weber, Mr. Grover, Ms. Burghdoff, Ms. Smith, Ms. Tomasini, Mr. Dissette, and Ms. Johnson

Nays: None

MOTION APPROVED

~~Academic Calendar~~ ACADEMIC CALENDAR

Office of Origin:	Records and Registration
Responsibility:	Provost and Vice President of Academic Affairs; and Vice President, Student <u>Engagement and Support Affairs</u>
Original Date Adopted:	05-21-19
Dates Reviewed:	05-21-19
Last Date Board Approved:	05-21-19

The Academic Calendar is created and maintained by the Registrar, with oversight from the Academic Calendar Committee and formal approval as outlined below. Each year's calendar contains dates and deadlines relative to registration (add, drop, withdraw), term begin and end, second-admit and graduation applications, roster confirmation, and grading (mid-term and final); the academic year includes fall, spring, and summer.

The Academic Calendar for the next academic year is approved no later than December of the preceding year. The approval process is as follows:

1. The ~~Academic Calendar Committee~~ Registrar reviews and submits the final draft copy to ~~Cabinet~~ Instructional Coordinating Council (ICC). The Academic Calendar Committee is consulted as needed prior to submitting the draft.
2. ~~Cabinet~~ ICC reviews and suggests and edits or corrections; once approved by ICC, the draft is approved and forwards forwarded to ~~Instructional Coordination Council (ICC) or returns to Academic Calendar Committee for correction~~ Cabinet.
3. ~~Instructional Coordination Council (ICC)~~ Cabinet reviews and suggests edits or corrections, and or approves the draft, or returns to Academic Calendar Committee for correction.

Once approved by ~~ICC~~ Cabinet, the Academic Calendar is considered final and ready for publication.

References: Academic Calendar Procedure

ACCESSIBILITY FOR PERSONS WITH DISABILITIES

Office of Origin:	Facilities Management
Responsibility:	Executive Director, Facilities Management; Executive Director, Human Resources; Director , Student Well-Being & Accessibility-
Original Date Adopted:	10-6-89
Dates Reviewed:	8-14-08, 12-11-17, 4-6-18, 10-17-22, 11-10-22
Last Date Board Approved:	8-14-08, 7-18-18, 1-4-23

Lake Michigan College (LMC) is committed to ensuring that disabled persons (as defined by section 504 of the Rehabilitation Act of 1973) are neither excluded from nor denied access to participation in academics, employment, programs, services, or activities offered by LMC. LMC is also committed to providing equitable access to digital information and communications technology for all (as governed by the Digital Accessibility Policy.)

The Americans with Disabilities Act (ADA) as Amended (ADAAA) and Sections 504 and 508 of the Rehabilitation Act of 1973 along with the Michigan's Persons with Disabilities Civil Rights Act require that LMC provide accommodations to disabled persons unless doing so would create an undue hardship, compromise the health and safety of members of the campus community, or fundamentally alter the nature of LMC's services, programs, or activities.

References: [Americans with Disabilities Act \(ADA\)](#)
[Non-Discrimination Policy](#)
Digital Accessibility Policy (formerly Web Accessibility Policy)
[Section 504 of the Rehabilitation Act](#)
[Section 508 of the Rehabilitation Act](#)
[Michigan's Persons with Disabilities Civil Rights Act](#)

CONSENSUAL RELATIONSHIPS WITH STUDENTS

Office of Origin: ~~Academic Affairs,~~ Human Resources
Responsibility: ~~Vice President, Administrative Services~~ Executive Director of
Human Resources; ~~Provost and Vice President, Academic Affairs~~
Original Date Adopted: 11-22-08
Date Reviewed: 7-18-18, 4-5-23 (C)
Last Date ~~Modified & Board~~ Approved: 07-18-18 5-16-23

~~Consensual relationships between faculty and students are strongly discouraged. No faculty member should participate in a consensual relationship with a student about whom the faculty member makes academic or other decisions.~~

Romantic and/or sexual relationships (hereafter referred to as "consensual relationships") that occur in an educational or supervisory context present serious ethical concerns and can compromise Lake Michigan College's (the College) academic and working environment. Therefore, the College strongly discourages consensual relationships between employees and students.

Additionally,

1. ~~employee or contracted worker may not solicit, initiate, or enter into a consensual relationship with a student subject to their supervision or their evaluation;~~
2. ~~a faculty, lecturer, or any class instructor may not solicit, initiate, or enter into a consensual relationship with any person known to the individual to be a student for whom the faculty, lecturer, or class instructor has, or should reasonably expect to have in the future, academic or other responsibility (instructional, evaluative, formal advising, or supervisory).~~

An ~~employee or contracted worker~~ entering into a consensual relationship with a student, as defined in this policy, must report the relationship to Human Resources as well as to their supervisor. A pre-existing consensual relationship must be reported in the same manner.

References:

CREDIT HOUR DEFINITION AND PROGRAM LENGTH

Office of Origin: _____ Academic Affairs

Responsibility: _____ Provost & VP of Academic Affairs, VP of Student Affairs

Original Date Adopted: _____ 9-25-12

Date Reviewed: _____ 1-15-18

Last Date Board Approved: _____ 5-30-18

Background

~~Per Federal regulations, this policy defines Lake Michigan College's (LMC or the College) credit hour and provides the rationale used to assign credit hours to courses. Further, this policy helps ensure academic rigor and satisfies both Federal and Higher Learning Commission (HLC) compliance requirements to institutionally define a credit hour, provide rationale for allocating credit hours by course and by degree level, and provide a reasonable approximation of the minimum amount of student work expected, based on the traditional Carnegie unit, in accordance with commonly accepted practices in higher education. require institutions to define a credit hour and provide a rationale for the methods used to assign credit hours to courses that is consistent with §600.2 and 600.24 of the Department of Education Federal Code under the Higher Education Act of 1965, as amended.~~

~~The Federal definition of a credit hour is:~~

~~An amount of work represented in intended student learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:~~

- ~~1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; Or~~
- ~~2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.~~

~~Further, this Federal code also requires regional accrediting agencies to monitor compliance by assuring through their review practices that:~~

- ~~1. Institutions have a formal policy in place that defines the credit hour and its application to all courses and programs provided by the institution;~~
- ~~2. The institution periodically reviews the application of its policy to assure that credit hour assignments are accurate and reliable; and~~
- ~~3. Any variances in the assignment of credit hours conform to commonly accepted practices in higher education.~~

As a basic unit of student Federal aid eligibility, credit hour allocations must accurately represent the level of instruction, academic rigor, and time requirements for a course taken at an institution. Credit hours

are frequently viewed as a proxy for the amount of student learning that has taken place and are also used to define the length of a program of study.

~~This policy is intended to help ensure academic rigor and satisfy both Federal and Higher Learning Commission compliance requirements to institutionally define a credit hour, provide a rationale for allocating credit hours by course and by degree level, and provide a reasonable approximation of the minimum amount of student work expected, based on the traditional Carnegie unit, in accordance with commonly accepted practices in higher education.~~

~~Lake Michigan~~**The College's Definition of a Credit Hour**

A credit hour is the unit of measurement used to indicate the amount of instructional and learning time required to achieve the student learning outcomes of a ~~college-level course~~credit-bearing course, regardless of modality. ~~The~~A credit hour ~~at LMC~~ is based on the number of weeks that are set by the institution for the term. An academic Fall and Spring term combined must be a minimum of 30 (thirty) ~~weeks~~weeks. ~~a 14-week instructional semester where 60 minutes of direct instruction is provided each week for each assigned credit hour for a minimum of 14 hours of instructor-led activities per credit hour. Contact hours per week are adjusted for semesters of varying length (e.g., accelerated and shorter summer sessions) to ensure that the minimum of 14 hours of instructional time per credit hour is met. For all programs that are less than an associate degree, courses within the program must be stackable.~~

Contact hours are assigned based on the number of hours per week the student receives instruction and are converted to credit hours based upon the chart below.

The same number of credit hours are earned in an accelerated class, but the contact hours per week are adjusted for parts of term of varying length (e.g., accelerated and shorter summer sessions) to ensure that the minimum of 14 hours of instructional time per credit hour is met.

Credit values are determined by faculty and approved by the College Curriculum Committee (CCC) to align with the documented direct instructional time needed to address all required student learning outcomes on the official Course Summary and ~~or syllabus approved by the CCC. In~~syllabus. In addition, students are expected to engage in a minimum of two hours of independent learning activities (e.g., reading, research, completing assignments, studying) for every credit hour of direct instruction provided.

These standards apply to all credit-bearing courses, wherever and however they are delivered. One (1) hour of credit is granted for each hour of direct instructional time in face-to-face, hybrid, and distance education courses, including asynchronous and synchronous delivery (1:1 contact hour to credit hour ratio). In an online environment, direct instructional time can constitute a variety of activities with a pedagogical purpose that is planned, facilitated, and documented by the faculty member. Simply logging in to a course site does not satisfy the teaching/learning requirement for online learning for either the student or the faculty member.

See Appendix A for more information about direct instructional time in an online teaching and learning environment.

Other methods of instructional delivery (e.g., clinicals, co-op, internships, lab, studio) are assigned credit hours based on a contact hour to credit hour ratio as follows:

Instructional Delivery Method	Contact Hour to Credit Hour Ratio
Lab or Studio	2:1
Clinical	3:1
Integrated Lecture/Lab or Studio	2:1 or 3:1 depending on the discipline and course level
Co-op, Internship	2:1 or 3:1 depending on discipline, does not include hours in the workplace

For example, two contact hours of lab instruction are equal to one credit hour and three contact hours of clinical instruction are equal to one credit hour. ~~Assigned credit values for courses are reviewed and approved by the College Curriculum Committee.~~

Program Length

Credit hours are also used to convey the length of a program of study. ~~At Lake Michigan College, baccalaureate programs require a minimum of 120 credits hours.~~ Associate degrees require a minimum of 60 credit hours ~~and certificates are any program which contains less than 60 credit hours.~~ ~~Certificate programs must be at least 16 credit hours to be eligible for submission for Federal financial aid approval under Gainful Employment regulations. Certificates can be comprised of less than 16 credits, but they must lead to a marketable skill and are not eligible for Federal financial aid.~~ ~~All academic programs and certificates must be approved by the College Curriculum Committee and the Board of Trustees.~~ ~~The College Curriculum Committee and the Board of Trustees must approve all academic degrees and certificates; some programs may also require HLC and Department of Education approval.~~

Responsibility: Provost and Vice President of Academic Affairs

References: <https://fsapartners.ed.gov/knowledge-center/library/electronic-announcements/2021-05-25/implementation-updated-clock-credit-conversion-regulations-ea-id-general-21-34>

[§600.2 and 600.24 of the Department of Education Federal Code under the Higher Education Act of 1965, as amended](#)

[Federal Compliance Policy Number FDCR.A.10.020](#)

<https://ifap.ed.gov/dpccletters/attachments/GEN1106.pdf>

Appendix A

Direct instructional time, also known as “in-class time” or “seat time,” is a ~~straight-forward calculation for face-to-face instructional time of the amount of time the faculty member is personally interacting with the students in the classroom, lab, studio, or clinical setting. ; it is the amount of time the faculty member is personally interacting with students within the classroom or on-campus lab setting.~~ ~~In a remote or online teaching and learning environment, it is not so straight forward when it comes to online and hybrid delivery modalities.~~ ~~In these cases,~~ direct instructional time can constitute a variety of activities with a pedagogical purpose that is planned, facilitated, and documented by the faculty member. The

table below provides an example of direct instructional activities and sample direct instructional times in a three (3) credit hour online class.

Instructional Activity	Description	Average hours per occurrence	Number of occurrences	Total hours
Case Study	Faculty-directed activity requiring in-depth application, synthesis, evaluation related to student learning outcomes for the course. Includes faculty feedback and assessment.	1	2	2
Chat room	Faculty-directed synchronous activity documented in the syllabus.	0.5	14	7
Meetings	Phone meetings, in-person or online meetings between faculty member and student that must be planned and documented in the syllabus.	0.5	14	7
Discussion board	Faculty-directed threaded discussions that relate to student learning outcomes for the course. Thoughtful analysis of course material and readings, as well as reflective and insightful comments of the posts of others.	1	10	10
Group project	Faculty-directed activity that targets specific student	1	2	2

	learning outcomes; Students work together and prepare project with faculty guidance.			
Hands-on simulated, active learning	Faculty-directed activity	0.5	8	4
Lecture (online, synchronous/asynchronous)	Audio or video lecture presentation by faculty that is related to student learning outcomes for the course.	1	8	8
Multimedia	Faculty-directed use of video, podcasts, music etc., including written text	1	1	1
Orientation to syllabus , course guide, responsibilities, expectations, and/or policies	Faculty-directed overview of the course syllabus, etc. at the beginning of the semester	0.5	1	0.5
Orientation to technology	Orientation to various technologies, including LMS that is used for the course	0.5	1	0.5
Presentation	Faculty-directed viewing of film or filmed speaker event related to student learning outcomes for the course.	1	1	1
Self or peer assessment of work	Planned, facilitated, and monitored by faculty with a pedagogical purpose	1	1	1
Student project	Faculty directed activity that targets specific student	1	1	1

learning outcomes;
Student works
independently and
completes project
with faculty
guidance.

Total Direct Instructional Time:

45

DECORATIONS AND DISPLAYS **NEW POLICY - REPLACING PROCEDURE**

Office of Origin:	Facilities Management / Human Resources
Responsibility:	Executive Director, Facilities Management; Executive Director, Human Resources
Original Date Adopted:	x-x-xx
Dates Reviewed:	4-5-23 (C)
Date Approved by Board:	x-x-xx

Decorations and displays must reflect Lake Michigan College's (the College) commitment to diversity and its values and must conform to federal and state laws that govern public institutions. In all cases, decorations and displays must be respectful and sensitive to employees, students, and the public.

Personal Space

Individuals may have personal, lifestyle, or cultural symbols in their immediate workspace provided they do not interfere with the normal course of business, are only displayed for personal reference, and do not impose a particular religion, culture, or lifestyle over another.

Individuals are encouraged to be thoughtful in their decor, to avoid feelings of discomfort or marginalization by students, staff, or visiting public.

Common Spaces / Departments / Office Areas

Common Spaces (defined below), departments, and office areas may have seasonal (fall, winter, spring, summer) displays with supervisory approval (or building coordinators for approval in the case of Common Spaces.) Without the approval discussed in the following paragraph, a display may not reference, either directly or indirectly, any religious connection.

The College wishes to be mindful that many holidays are faith-based or honor cultural beliefs, and, as such, may be an opportunity for the College community to express a spirit of diversity and inclusion. Accordingly, with the approval of the Dean of Diversity, Equity and Inclusion (DEI) or designee, a department/office may have a display that supports educational opportunities for diversity and equity during the holiday seasons and/or that reflects a culture of inclusion and belonging at the College.

Common Spaces are defined as the following areas:

- Beckwith Hall: Lobbies
- Hanson Tech Center: Collaboration area
- Main Building: Student Services, Welcome Lobby
- Mendel Center: Lobbies
- Niles Campus: Central Corridor
- South Haven Campus: Student Commons
- Todd Center: Lobbies
- Welch Center: Tasting Room

Outdoor

Only the College itself may install outdoor displays, and only those that are seasonal and that do not reference, either directly or indirectly, any religious connection.

Requirements - General

The requirements below are based on the Bureau of Fire Services requirements for the installation and use of decorations in places of public assemblage and/or best practice for building safety.

1. The use of candles is prohibited.
2. Only non-combustible materials or combustible materials that have been treated to be flame-resistant may be used for decorations.
3. Decorations may not be permanently affixed to surfaces; for allowable attachment methods, consult with Facilities Management, as needed.
4. Decorations cannot be placed in an exit pathway where they obstruct or hinder use of an exit and may not protrude into an exit pathway more than 4".
5. Displays in Common Spaces may only be installed with the approval of the building coordinator and may only be left up to a maximum of 30 days.
6. Decorations may not be hung from the ceiling unless they are a part of approved set up or theatrical set in approved portions of the Mendel Center.
7. Electric decorative string lights must bear the Underwriter's Laboratories seal of approval and can only be on when under the constant supervision of an employee.

Requirements - Trees, Plants, and Wreaths

1. No live trees (container or cut trees) or wreaths are permitted indoors.
2. Artificial trees must be fire retardant treated.
3. Decor, including artificial trees or plants should generally not exceed 8 feet high. Exceptions must be approved by Facilities Management.
4. Metallic trees (e.g., aluminum alloy) may be used if no electric lights or wiring are placed on or in contact with any part of the tree.
5. Artificial winter holiday trees must be dismantled and stored before 6pm on the last open day before the winter break begins.
6. Live plants are allowed in private work areas. Placement of live plants elsewhere must be approved by Facilities Management.

References: [Michigan Department of Labor and Economic Growth Bureau of Fire Services Fire Marshal Bulletin - 6 Decorations, Including Christmas Trees](#)

PASSWORDS

Office of Origin:	Information Technologies
Responsibility:	Manager, IT Operations <u>Chief Information Officer</u>
<u>Original</u> Date Adopted:	08-25-09
Dates Reviewed:	07-01-14, 06-28-18
Last Date <u>Board</u> Approved:	12-10-19

Lake Michigan College ("LMC" or the "College") has established standards for password management to mitigate the risk of unauthorized users accessing institutional data and Information Technology ("IT") assets. Password protocols are a critical component of technology security.

Any individual (e.g., student, employee, contractor) (collectively, "Users") who has a College technology asset and/or any form of access to technology systems that reside at any College facility and/or that are attached to any College network or cloud-based system that hosts College data are required to adhere to this policy.

To prevent unauthorized access to College data and IT assets, Users are responsible for proactively taking measures to:

- Safeguard access to IT assets, data and systems
- Manage and protect passwords.

Requirements:

All Users must:

- Have a password that is a minimum of 16 characters long. Spaces count as characters.
- Change their password immediately upon notification that their account has been determined to be at risk.
- Not duplicate any of the ir 10 last passwords.
- Not include passwords in email ~~messages~~ or any other forms of electronic communication.
- Not share their password with others.
- Not store where publicly accessible (such as a password manager on a shared computer).
- Not reuse ~~your~~ LMC password for sites outside of the College.
- Not use their first name, last name, LMC ID, or birthdate in their password.

[The College utilizes a multi-factor authentication service to help prevent identity theft and malicious cyber activity on the College network.](#)

As a security measure, User accounts will temporarily lock for 15 minutes after 5 unsuccessful login attempts within a 15-minute period.

Best practices, though not required, include using a *passphrase* or a combination of random words instead of a *password* (e.g., Iwenttotritonhighschool or coffeefloorchair) and not recycling a password with each change by adding an extra character on the end or increasing a number incrementally.

References: Acceptable Use Policy ~~policy~~
Authority to Bind ~~policy~~

POLICIES-2nd READ

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

1. Academic Calendar
2. Accessibility for Persons with Disabilities
3. Consensual Relationships with Students
4. Credit Hour Definition and Program Length
5. Decorations and Displays
6. Passwords

ACTION:

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

MOTION by Ms. Burghdoff with support by Mr. Dissette to approve the policy revisions as present.

ROLL CALL VOTE

Chair Grover asked the board secretary for a roll call vote

Yeas: Ms. Smith, Ms. Tomasini, Mr. Dissette, Ms. Johnson, Mr. Weber, Mr. Grover, and Ms. Burghdoff

Nays: None

MOTION APPROVED

ACADEMIC PROGRESS ~~AND INTERVENTION~~

Office of Origin: _____ Academic Affairs & Student Affairs

Responsibility: _____ Provost and Vice President of Academic Affairs; Vice President of Student Affairs

Original Date Adopted: _____ ~~02-05-2019~~

Dates Reviewed: _____ ~~09-18-2018, 08-09-2021, 2-1-231~~

Last Date Board Approved: _____ ~~02-05-2019~~

Lake Michigan College (~~LMC or~~ the College) is committed to supporting students in meeting their educational goals. Academic progress is reviewed at the end of each term to ensure the student is meeting grade point average (GPA) and credit completion requirements, appropriately progressing toward program completion, and benefiting from continued enrollment.

Students not making acceptable academic progress are subject to the intervention processes outlined below, which were designed to help students evaluate their individual situations and return to good academic standing.

Students receiving certain forms of financial aid, participating in intercollegiate athletics, and/or enrolled in programs with specific academic criteria will be required to meet the standards of academic progress for those programs, in addition to the requirements outlined in this policy.

Academic status for each term the student enrolls in is posted to the transcript of record for the student.

Good Academic Standing

Students making satisfactory academic progress and maintaining a cumulative ~~College~~ GPA of 2.00 or higher after the completion of at least 12 credit hours are considered in Good Academic Standing with the College.

Academic Probation Notice

Students whose cumulative ~~College~~ GPA falls below 2.00 are placed on academicAcademic Probationnotice and are restricted to no more than 12 credit hours at the next registration. ~~The student is notified in writing that they have been placed on Academic Probation and are then subject to the following:-~~

- ~~• A registration hold is placed on the student's account.~~
- ~~• The student must meet with an academic advisor to develop an Academic Improvement Plan, which may include services and tools such as tutoring, mentoring, additional advising~~

appointments, and/or progress reports. Students may be referred to additional offices for further discussion.

- Late registration is prohibited.
- Registration is restricted to no more than nine credit hours for the next enrolled term.
 - The student may be prohibited from enrolling in online classes.
 - A grade of "C" (2.00) or higher must be earned in each class for the next enrolled term.

Academic WarningAlert

Students who have been placed on Academic Probation notice and whose term GPA falls below 2.00 during the probation notice period are placed on Academic Warning alert and are restricted to no more than 10 credit hours at the next term of registration. The student is notified in writing that they have been placed on Academic Warning and are subject to the following: Students on academic alert should meet with their advisor to identify and implement appropriate interventions.

- A registration hold is placed on the student's account.
- The student must meet with an academic advisor to review/update their Academic Improvement Plan, which may include services and tools such as tutoring, additional advising appointments, and/or progress reports. Students may be referred to additional offices for further discussion.
- Late registration is prohibited
- The student must attend and successfully complete a College Life Studies (CLS) course (if not previously completed) recommended by the advisor.
- The student is permitted to register for no more than six credit hours for the next enrolled term.
- The student may be prohibited from enrolling in online classes.
- A grade of "C" (2.00) or higher must be earned in each class for the next enrolled term, including the assigned CLS course.

Academic DismissalRecovery

Students who have been placed on Academic Warning alert and whose term GPA falls below 2.00 during the Academic Warning academic alert period are placed on Academic Dismissal recovery and have two success options:

1. The student may register for classes if they meet with their academic advisor to identify and implement success practices and agree to work with a success mentor. -Registration is restricted to no more than seven credit hours during academic recovery.
2. The student may decide to take the semester off. -The student should meet with their advisor to complete an exit interview and develop a plan to help the student remain engaged with the College during the semester off and to help the student with re-entry when the student is ready.

~~_for one full term. The student is notified in writing that they have been placed on Academic Dismissal for the specified term. The student is subject to the following once the term of dismissal is completed and the student wishes to enroll again:~~

- ~~• A registration hold is placed on the student's account.~~
- ~~• The student must meet with an academic advisor to review/update their Academic Improvement Plan, which may include services and tools such as tutoring, additional advising appointments, and/or progress reports. Students may be referred to additional offices for further discussion.~~
- ~~• Late registration is prohibited~~
- ~~• The student must attend and successfully complete a College Life Studies (CLS) course (if not previously completed) recommended by the advisor.~~
- ~~• The student is permitted to register for no more than six credit hours for the next enrolled term.~~
 - ~~• The student may be prohibited from enrolling in online classes.~~
 - ~~• A grade of "C" (2.00) or higher must be earned in each class for the next enrolled term.~~

Academic Suspension

Students who register for classes during their academic recovery semester are subject to suspension for the next semester if their academic recovery semester GPA falls below 2.0.

Continued failure to make satisfactory academic progress may put the student at risk of dismissal from the College. ~~from the College.~~

*Exceptions to the credit hour limit may be made for students who have external requirements for enrollment minimums, such as students with an F1 visa, VA students, Middle College program students, or athletes. Any other exceptions are reviewed on a case by case basis by the Registrar and Director of Advising.

References: Financial Aid Satisfactory Academic Progress Policy

Formerly Titled: Academic Progress and Intervention

~~FINANCIAL AID RETURN AND TITLE IV FUNDS AND REFUND (Policy)~~

Office of Origin: _____ Financial Aid
Responsibility: _____ Executive Director, Advising & Financial Aid
Original Date Adopted: _____
Dates Reviewed: _____ 10-30-2018, 2-16-23
Last Date Modified & Board Approved: _____ 02-05-19

~~The federal government mandates that students who withdraw from all classes may only keep aid earned up to the time of withdrawal. Title IV funds disbursed in excess of the earned amount must be returned to the federal government by the college and/or the student. A student could owe these funds to the college, the federal government, or both.~~

~~The Financial Aid Return of Title IV Funds and Refund Policy applies once the semester begins to all students withdrawing or taking a leave of absence for any reason, including disciplinary action. If a student withdraws or takes a leave of absence before the first day of classes for a semester, all charges and financial aid for that semester are canceled. If a student withdraws or takes a leave of absence on or after the last day to add/drop a course for a semester, aid will be recalculated in accordance with this policy. If after these recalculations a balance is owed to the student, a refund check will be issued after the student withdraws from all classes in a semester. Any balance due the College after application of this refund policy is still the responsibility of the student.~~

~~Lake Michigan College's refund policy assumes that:~~

- ~~• a student and/or parent PLUS borrower will not receive a refund/return of funds in an amount greater than the student and/or parent PLUS borrower or fund has paid; and~~
- ~~• refunds/return of funds are first paid according to federal policies on the return of Title IV funds, then to other aid programs, then to the student and/or parent PLUS borrower.~~

~~If a student with federal aid withdraws from the College during a semester the Financial Aid Office is required to complete a special calculation called a Federal Return of Title IV Funds calculation to determine how much federal aid was earned during that semester based on the length of time the student spent enrolled.~~

~~Please note that the College's calculation to determine the amount of tuition, room and board charges for which the student is responsible is separate from the federal calculation of how much federal aid the student can retain to pay those charges.~~

~~Lake Michigan College (LMC) determines the Return of Title IV calculation based on one of the following dates:~~

- ~~• **Official Withdrawal Date**
The date the College determined that a student has withdrawn. In other words, when LMC becomes aware that a student has withdrawn. This date triggers the timeframe for when LMC is required to complete the Return of Title IV calculation and notify the~~

~~student of the result of the calculation. This date determines the amount of aid a student has earned and can potentially keep. The official withdrawal date is:~~

- ~~o The student began the official withdrawal process, or the date the student provided official notice of her/his intent to withdraw, whichever is later, or~~
- ~~o The date LMC began the paperwork for a health leave, or~~
- ~~o The date LMC became aware the student had ceased attendance.~~

- **Unofficial Withdrawal Date**

~~If the College determined that the student did not begin the official withdrawal process or otherwise notifies the college of the intent to withdraw due to illness, accident, grievous personal loss, or other circumstances beyond the student's control, the withdrawal date is the date the college determines that the student ceased attendance because of the aforementioned applicable event. The unofficial withdrawal date is:~~

- ~~o The date LMC began the paperwork for a health leave, or~~
- ~~o If the student earned all E grades, either-~~
 - ~~▪ The last day of attendance at an academic related event if available, or~~
 - ~~▪ The mid-point of the semester~~

~~The amount of Title IV assistance a student has earned is calculated by first determining the percentage of assistance the student has earned and can potentially keep, and then by applying that percentage to the total amount of Title IV assistance that was disbursed, or could have been disbursed, to the student.~~

~~The percentage of Title IV assistance that has been earned is equal to:-~~

- ~~• The percentage of the semester* which the student completed as of the withdrawal date, if the withdrawal date occurred before the 60th percent of the semester~~
- ~~• 100% if the withdrawal date occurred after the 60th percent of the semester~~

~~*The percentage of the semester is determined by dividing the total number of calendar days in the semester into the number of calendar days the student completed as of the withdrawal date. The total number of calendar days includes all days within the semester, except scheduled breaks of at least five consecutive days, or days in which the student was on an approved leave of absence.~~

~~Disbursement of Aid After Withdrawal~~

~~If the Return of Title IV calculations shows that LMC can pay additional federal aid funds to the student we will send notice of this additional aid option to the student and/or parent in the case of a Federal Parent PLUS Loan, within 30 days of when the College determined the student withdrew. The notice will include information that:~~

- ~~• Requests confirmation of any post-withdrawal disbursement of grant and/or loan funds for which the student may be eligible.~~
- ~~• Explains that the student and/or parent PLUS loan borrower, who does not confirm that a post-withdrawal disbursement of loan funds may be credited to the student's account may not receive any of those loan funds.~~
- ~~• Advises the student and/or parent PLUS borrower that no post-withdrawal disbursement will be made if the student and/or parent PLUS borrower does not respond within 14 days of the date the College sent the notification.~~

- If the student and/or parent PLUS borrower, responds within 14 days that they do wish to receive all or a portion of a post-withdrawal disbursement the College will disburse the funds within 120 days of when we determined the student withdrew.
- If the student and/or parent PLUS borrower does not respond to the notice from the College, no portion of the loan funds may be credited to the student's account or disbursed directly to the student and/or parent PLUS borrower.

Return of Title IV funds

If LMC determines that we need to return some portion of federal aid funds, federal funds will be returned in the following order:

- Federal Unsubsidized Direct Loans
- Federal Subsidized Direct Loans
- Federal Direct PLUS (Parent) Loan
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)

Other Funding

Financial aid funds from states or other external agencies are returned following the requirements of the agency awarding the funds.

-

Responsibility: Director, Financial Aid

References: Tuition Refund Policy

Overview

If a student receiving federal financial aid withdraws from ~~the~~ Lake Michigan College (LMC or the College) or ceases attending, the Financial Aid Office is required to complete a Return of Title IV (R2T4) Funds calculation to determine how much aid was earned during that semester based on the length of time the student was actively enrolled. This federally required Return of Title IV Funds Policy applies to all students withdrew or stopped attending prior to the 60% period of the term for any reason.

Please note that the College's refund calculation to determine the amount of tuition, room and board charges for which the student is responsible is separate from the federal Return to Title IV calculation described in this policy.

When does a Return to TIV Calculation Apply

The College is required to perform an ~~Return to TIV~~R2T4 Calculation under the following circumstances:

- A student withdraws from all ~~of their~~ courses
- A student receives a combination of E, I, and/or W grades for all courses.
 - Federal regulations require all incomplete (I grades) to be considered a withdrawal after 45 days from the end of the term
- A student receives a failing grade due to ceasing attendance in the course

If a student withdraws or takes a leave of absence on or after the last day to add/drop a course for a semester, aid will be recalculated in accordance with this policy.

If a student does not begin the term or withdraws or takes a leave of absence before the first day of classes for a semester, all charges and financial aid for that semester are canceled. A student could owe these funds to the college, the federal government, or both.

Determining the Withdrawal Date

The College determines the Return of Title IV calculation based on the date the College determines a student has withdrawn. This date will fall under one of the following categories:

1. Official Withdrawal Date

The official withdrawal date is:

- The date the student began the official withdrawal process, or the date the student provided official notice of ~~her/his~~their intent to withdraw, whichever is later, or
- The date the College began the paperwork for a leave of absence, or
- The date the College became aware ~~that~~ the student has ceased attendance due to incapacitation as a result of illness, accident, or other extenuating circumstances beyond their control.

If the College determined that the student did not begin the official withdrawal process and did not otherwise notify the College of the intent to withdraw, or the student ceased attendance, the College will determine an unofficial withdrawal date.

2. Unofficial Withdrawal Date

The unofficial withdrawal date is:

- The last day of attendance at an academic related event, or if unavailable,
- The mid-point of the semester

Use of Withdrawal Date

The percentage of Title IV assistance that has been earned is equal to:

- The percentage of the semester* which the student completed as of the withdrawal date, if the withdrawal date occurred before the 60~~th~~ percent ~~mark~~ of the semester
- 100% if the withdrawal date occurred after the 60~~th~~ percent ~~mark~~ of the semester

If the student's withdrawal date occurred prior to the 60% percent ~~mark~~* of the semester, the calculation will determine:

1. the percentage of federal aid the student has earned, **and**
2. the percentage of federal aid the student did not earn that must be returned, **and**
3. the party responsible for returning the funds (Lake Michigan College and/or the student).

*With the exception of courses that are in modules, the percentage of the semester is determined by dividing the total number of calendar days in the semester into the number of calendar days the student completed as determine by the withdrawal date. The total number of calendar days excludes scheduled breaks of at least five consecutive days, or days in which the student was on an approved leave of absence.

Order of Fund Return

If the College determines ~~that we~~the need to return some portion of federal aid funds, federal funds will be returned in the following order:

- Federal Unsubsidized Direct Loans

- Federal Subsidized Direct Loans
- Federal Direct PLUS (Parent) Loan
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (FSEOG)

Disbursement of Aid After Withdrawal

If the Return of Title IV calculations shows that the College can pay additional federal aid funds to the student due to the student having aid offered that was not disbursed at the time of withdrawal, we will send notice of this additional aid option to the student and/or parent in the case of a Federal Parent PLUS Loan, within 30 days of when the College determined the student withdrew.

References: _____-Tuition Refund Policy

Formerly Titled:

GOVERNANCE SYSTEMS

Office of Origin: Board of Trustees
Responsibility: President
Original Date Adopted: 04-17-18
Dates Reviewed: 04-17-18, [x-x-23](#)
Last Date ~~Modified Board~~ & Approved: 04-17-18, [x-x-23](#)

Introduction

The governance systems of Lake Michigan College (the College) are intended to involve all segments of the College in decisions related to their roles and responsibilities in achieving the mission of the College. This is in acknowledgement of the shared commitment among the Board of Trustees (the Board), the faculty, and the staff to the educational and institutional excellence of the College.

Roles and Responsibilities of the Board in Governance

[See the Board Governance policy.](#)

~~The Michigan State Constitution of 1963 provides the basis for community colleges throughout Michigan, whereby community colleges are to be supervised and controlled by locally elected boards. The Community College Act of 1966 outlines the powers and duties of boards of trustees, which are summarized as follows:~~

- ~~1. Function as the legislative and policy making body of the college.~~
- ~~2. Select, appoint, and employ a suitable person as President of the college.~~
- ~~3. Establish policies, by-laws, rules, and regulations for its own governance and for control and governance of the college.~~
- ~~4. Review and pass on the recommendations of the President regarding personnel policies, chief administrative appointments, budgets, curricula, capital expenditures, and other matters of policy affecting the general welfare of the college.~~
- ~~5. Protect and promote the college's public relations in order to inform the citizens of the district of the college's programs.~~
- ~~6. Encourage adequate financial support of the college through local and state actions.~~
- ~~7. Provide counsel and advice to the President regarding the administration of the college.~~
- ~~8. Require of the President such periodic reports as the Board deems necessary to keep it properly advised on the administration of the college.~~
- ~~9. Protect the faculty from unreasonable pressures from the community and accept the moral obligation to provide such leadership and such service as will engender trust and confidence in education.~~
- ~~10. Reserve to itself all of its legal responsibilities for the operation of the college.~~

Roles and Responsibilities of the President in Governance

The President is the College's chief planning officer, chief executive officer, and chief operating officer ~~of the College~~. The President possesses the authority to:

1. Administer the policies adopted by the Board, using such discretion as is necessary to implement such.
2. Recommend adoption, modification, or repeal of policies to the Board.
3. ~~Make recommendations pertaining to College personnel to the Board.~~

Roles and Responsibilities of the ~~Administration~~ President's Cabinet in Governance

~~The administration has the obligation and authority to develop and modify procedures that implement Board policies. The administration has the further responsibility to consult appropriately with the faculty and staff on issues pertinent to the effective operation of the College in a manner responsive to faculty and staff advisement and initiatives.~~

The Cabinet serves as the executive leadership body of the College. It is the role of each Cabinet member to provide advice on matters related to the member's areas of expertise. In addition to their advisory duties, Cabinet members lead their respective divisions/departments, create and/or execute policies that guide each unit, develop and/or modify procedures that implement policies, manage programs under their oversight authority, and report back to the Cabinet on relevant issues within those areas. The Cabinet, along with and at the direction of the President, provides day-to-day executive leadership within the College and serves in various capacities within the College's communities.

Roles and Responsibilities of ~~the~~ Faculty and Lecturers in Governance

See the Labor Agreement between Lake Michigan College & the Lake Michigan College Education Association MEA\NEA (the "faculty contract").

~~Faculty have the obligation to participate actively in College governance through involvement with College committees, taskforces, and councils.~~

Roles and Responsibilities of ~~the~~ Exempt and Non-Exempt Employees Professional-Technical and Classified Staff in Governance

~~The Professional-Technical and Classified Staff~~ Exempt and non-exempt employees have the obligation to participate actively in College governance through involvement with College committees, taskforces, and councils.

Roles and Responsibilities of Facilities Employees in Governance

See the Labor Agreement between Lake Michigan College Facilities & the Lake Michigan College Education Association MEA\NEA

Institutional Committees have been created based on the College's strategic plan and align with the mission of Lake Michigan College. Committee members (which includes administrators, faculty, and staff) have an obligation utilizing collaborative decision making (CDM) to advise, recommend, initiate, document, and/or revise institutional practices and procedures as it pertains to the committee charge and areas of expertise.

Governance Communication

At a minimum, the following governance communication processes will occur:

1. ~~At least once a semester, t~~The President will meet with the Cabinet and Faculty Communication Committee (CFCC) to discuss matters of concern to either or both parties in accordance with the faculty contract.
2. At least once per year, the President will meet with the Classified Staff non-exempt employees to discuss matters of concern to either or both of the parties.
3. At least once per year, the President will meet with the Administrators and Professional Technical Staff exempt employees to discuss matters of concern to either or both of the parties.
4. ~~Whenever a standing or ad hoc committee containing faculty representation forward written recommendations to the appropriate administrator, said administrator will respond, in writing, to that committee as to the disposition of the recommendation as well as reason for the disposition within 45 days.~~
5. ~~Whenever College policies or procedures affecting faculty contractual conditions are adopted or modified, such adoptions or modifications will not take effect until after consultation with the faculty has taken place and the adopted or modified policies or procedure has been published on the College's website (for policies) or intranet (for procedures) and disseminated among the faculty via the College's Chronicle e-newsletter.~~
5. ~~Whenever College policies or procedures affecting administrators, professional-technical staff, or classified staff are adopted or modified, such adoptions or modifications will not take effect until after the adopted or modified policies or procedure has been published on the College's website (for policies) or intranet (for procedures) and disseminated via the College's Chronicle e-newsletter.~~
6. See the Policy and Procedure Approval and Distribution procedure for required steps related to policy adoption.

References: ~~Human Resources—Administrators & Professional Technical Staff Overview policy;~~
~~Human Resources - Classified Staff Overview policy;~~

Employee Handbook

Labor Agreement between Lake Michigan College and the Lake Michigan College Education Association MEA\NEA;

See the Labor Agreement between Lake Michigan College Facilities & the Lake Michigan College Education Association MEA\NEA

Board Governance policy

Department Reports

ACADEMIC AFFAIRS

Dr. Ken Flowers, Provost and Vice President of Academic Affairs

Dr. Flowers updated the Board on the following Academic Affairs items:

- The Wave Awards event was scheduled for Wednesday, May 24th. The event is for visual and performing arts programs in the K-12 system.
- The search process for the Dean of Career and Workforce Education was wrapping up and a new Dean should be announce in the near future.

ACADEMIC EXCELLENCE

On April 3 through May 1 South Haven Admissions Specialist, **Laura Henderson-Whiteford** visited and lead presentations in Allegan, Hartford, Bangor, Covert, Hopkins, Saugatuck, South Haven, and Covert High Schools.

On April 3 through May 1 Niles Admissions Specialist, **Anna Bockheim** participated in visits and presentations in Berrien Springs, Brandywine, Countryside Academy, Niles, and River Valley High Schools.

On April 6, the Principles of Customer Service (BUSA 115) class took place in the FAB lab, a co-curricular learning experience. In the classroom students are learning how organizations use technology to reach and communicate with their customers. **Chad Dee**, Director of Hanson Technology Center, presented to students about the FAB lab operation, technology, and equipment. Through this presentation, students learned how the FAB Lab connects with its customers, creates experiences for them, and fosters a customer service culture.

Under the guidance of **Neil Boreczky**, FAB Lab Technician, students used the technology and equipment to create their pens. Students were assigned to respond to a series of questions analyzing and reflecting on using technology to create a service culture and connection with customers. **JT Neuffer** is the part-time faculty for the BUSA 115 class.



On April 24, **Robbie VanWynen**, RN, a 2017 Nursing program graduate, returned to campus to share his experiences as a Transplant Coordinator with Gift of Life with **Kathleen Szymanski's** Level 4 Critical Care/Emergency Nursing students. Robbie shared with the students the importance of being an advocate for organ donation no matter where they worked as a nurse, and how his education at Lake Michigan

College prepared him for his current role. We are always excited for program graduates to share the many opportunities students will have once they graduate!

Robbie is pictured below with his former instructors, current Nursing faculty **Mary Jo Risetter**, **Kathleen Szymanski**, and **Denise Gardner**, Director of Nursing.



Tutoring Services is pleased to announce that they have been awarded levels 1, 2 and 3 certifications as a certified tutor training program by the internationally recognized College Reading and Learning Association (CRLA).

For more than 30 years CRLA has been a leader in learning assistance, reading, and academic support programs with almost 1,300 members and over 2,000 certified training programs worldwide.

Tutoring Services has worked hard to develop a tutor training program that meets CRLA's rigorous standards and has successfully completed the International Tutor Training Program Certification (ITTPC) peer review process. Achieving certification means that Tutoring Services has met CRLA's high standards for tutor selection, training, direct service, and evaluation as an integral part of their overall tutoring program. This CRLA re-certification grants Lake Michigan College Tutoring Services authority to certify our tutors who complete our training program.

STUDENT SUCCESS

On March 30, the Niles Campus hosted a FAFSA night for student to come onto campus and receive help with completing their FAFSA.

On April 5 and 21 the South Haven Campus offered campus tours.

On Wednesday, April 12, the LMC Jazz Band and Rock/Pop ensembles delighted the audience on the Mainstage in the Mendel Center. The audience was treated to music ranging from the Swing Era in the 1930s all the way up through rock music from the early 2000s. The Jazz Band is under the direction of **Dr. Robert Lunn**, Visual & Performing Arts Chair and full-time Music faculty. The Rock/Pop ensemble is under the direction of **Don Savoie**, part-time Music faculty.



On April 13 the South Haven Campus hosted a graduation fair for students to come and pick up their caps and gowns.

On April 14 and 21, the Music Department presented student recitals in the Hanson Theatre. The recital was organized by **Becky Selvidge**, Music Lecturer, and **Dr. Robert Lunn** VPA Chair and full-time Music faculty. The piano accompaniment was provided by **Alexandra Lee**, part time Music faculty.



Student vocalist, *Brandy Gifford* and accompanist and part-time faculty, **Alexandra Lee**.

On Friday, April 21, the Visual and Performing Arts department presented a chamber ensemble concert in the Hanson Theatre. Music was presented by an instrumental group directed by **Dr. Abigail Koo**, part time Music faculty; a vocal group directed by **Becky Selvidge**, Music Lecturer, and a dance ensemble directed by **Nancy Mattner**, part-time Dance faculty.



Jaebie Camacho, a dual-credit student from the Niles campus, was recently recognized as being one of 175 students selected to the [2023 ALL IN Student Voting Honor Roll](#) representing Lake Michigan College.

Jaebie also served as our student fellow and recipient of a paid fellowship from the Campus Vote Project for the 2022-2023 academic year. It is noteworthy Lake Michigan College is the only community college in Michigan to have a student recognized for their commitment to civic engagement through campus efforts.

Diagnostic Medical Sonography Program Director, **Beth Zak**, and Clinical Coordinator, **Pamela Coyer-James**, are excited to welcome their newest student cohort. Program admission is very competitive due to the small cohort size and high number of applicants annually. Eighteen students were admitted out of 38 eligible applicants. The new cohort met for program orientation on April 18 and will start the program with the ten-week summer term on May 30. This cohort is expected to graduate December 2024.

On April 18 and 19, the South Haven Campus hosted a macaroni and hot dog event for all students to participate in.

On April 19 and 28, the Niles Campus offered campus tours.

On April 19, the South Haven Campus hosted a FASFA night for student to come onto campus and receive help with completing their FAFSA.

On April 21, the Literacy and Numeracy Across the Curriculum (LNAC) Working Group held their second annual Student Symposium at the Benton Harbor campus. Titled "Idea-Con," the event provided over a dozen students the opportunity to present their work in an academic setting. Over 50 people attended this day-long event and discussion was lively. The LNAC Working Group plans on holding the event again next year.



Biology 112 students presenting their research posters to symposium attendees



Student *Danny Mannel* is presenting their research poster on Biomimicry to faculty

The Nursing program is proud to name *Emily Martindale* as the recipient of the Spring 2023 Spirit of Nursing award. *Emily* was nominated by classmates and chosen from among the nominees by the faculty to receive this award. One peer shared that *Emily* “is so kind to everyone and always willing to help others”. Another individual noted her dedication to nursing, and her high work ethic.” Congratulations *Emily*!



Emily Martindale the recipient of the Spring 2023 Spirit of Nursing Award

One year ago, **Jay Keeler** replaced the final exam for CIS 167 Python Programming with an industry-based competency exam the Python Institute Certified Entry-Level Programmer assessment (PCEP). The course was developed with robust content with dual objectives: cover conceptual learning outcomes so the course would articulate to university partners, but also prepare students for an assessment of workplace competencies that would allow students to quickly get a job in IT. This Spring 100% of students (9/9) successfully passed the PCEP exam

COMMUNITY IMPACT

At the March 15, meeting of the Sarett Nature Center Board of Directors, Biology faculty **Dr. Jessica Beachy** was elected Board President. She has served on the board since September 2014 and has had the privilege of being mentored by LMC Professor Emeritus **Bob Schodorf**, the previous Board President. **Dr. Beachy** looks forward to continuing to facilitate beneficial partnerships between LMC and Sarett.

On March 28, the Niles Campus hosted the YMCA Board Meeting.

On March 29, the Niles Campus hosted the Buchanan Career and Technical Education meeting.

On April 20, the South Haven Campus hosted the South Haven Scotts Club Workshop, where new types of programming were developed for their year-round activities.

An anonymous graduate of the Sonography program provided a generous donation to the program; this donation will create an endowment to fund scholarships which will cover the cost of the national board exam fees for students graduating from the program. The Sonography program is deeply honored to have received this generous gift – it will help program graduates more quickly complete their boards through the nationally recognized American Registry of Diagnostic Medical Sonographers (ARDMS) and enter the workforce as prepared and ARDMS credentialed sonographers.

Two Certified Nurse Aide (CNA) classes are running this May. The first class begins May 2 and will be held at the Allegan Tech Center and is full with 12 students. The second class will be held at the South Haven Campus and starts on May 9 with a total of five students. Many of the enrolled students are currently employed in healthcare and seeking to continue their education, while some are stepping into healthcare for the first time. Local employers, including Allegan County Medical Care Community and South Haven Nursing & Rehabilitation, are sponsoring some of their employees so they may complete the class and earn their CNA credential through the State. After seeing a decline in CNA interest during the COVID-19 pandemic, we are excited for both the returning popularity of this program and the opportunity to support the local healthcare community.

Representatives from the following organizations recently held informational sessions on campus for Nursing students: Corewell Health South, Michigan Works!, Siena Heights University, and Bronson Healthcare. These sessions highlighted opportunities for financial support, employment, and continuing education for Nursing students that complete the program.

On Monday, May 1, Dr. Alhaji N'jai, founder of Project 1808, Inc. and Koinadugu College (KC), met with academic leadership, visited faculty, staff, and Project 1808 Club students, and toured the Benton Harbor Campus. Dr. N'jai is in the U.S. from Sierra Leone, Africa to meet with partnering institutions Lake Michigan College, University of Wisconsin, Madison, and California University of Science and Medicine. We were fortunate to be included in his tight schedule. During this visit many connections were made and future plans for partnering with KC were discussed. This includes development of a Global Studies course that will include students from both LMC and KC, investigating other courses for including students from both colleges, faculty and student exchanges, expanding our student research symposium to include KC students, a HEAL 101 course showcasing the variety of disciplines within Health Sciences, and more. A trip to KC, in Kabala, Sierra Leone for KC's Science and Leadership Festival is planned for January 2024 that will include faculty **Dr. Susan Balmes**, full-time Biology faculty; **Nick Brittin**, full-time English faculty and Communication & World Languages Chair; **Dr. Amy Scrima** full-time Psychology faculty

and Social Sciences, Humanities, and Education Department Chair; *and Myrna McNitt*, part-time Sociology faculty. In addition, it is hoped that students and individuals from the non-profits, Strides for Africa and Feeding Mouths Filling Minds, will be able to join in this trip. We're looking forward to working with KC and engaging our students in this rich experience.



Dr. Alhaji N'jai

 **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

Mr. Likely provided a short update on Student Affairs:

- The Student Affairs division is gearing up for new student orientation. Orientation sessions will be offered throughout the summer and the division is excited to have our new students on campus.
- Whirlpool interns will be moving into Beckwith Hall on Sunday, May 21. The interns will live at Beckwith Hall during the summer as they participate in the college/university internship program sponsored by Whirlpool.

ACADEMIC EXCELLENCE

Career Services and Alumni Affairs



Career Services and Alumni assisted business students May 1 to shake out their nerves with mock interviews in ***Kristi Lafrenz*** business class, and used the occasion to award Megan Hendrix, Honor Credit Union COO with her Lake Michigan College Alumni Achievement Award.

Athletics

In baseball men are currently sitting at 3-18 in the conference with a 5-24 overall record.

In softball the women are sitting at 11-15 in the conference with a 18-20 overall record. They are currently in 4th place in the Michigan Community College Athletic Association (MCCAA) Western Conference and will be fighting for a spot in the Region XII Tournament.

Campus Life

The month of April Campus Life was busy hosting many events to honor of Diversity Month. Student life hosted their first Open Mic Night. Vocalists, Musicians, Poets, and dancers showed up at the Hanson Theatre to highlight their skills. It was a great night and the students really seemed to enjoy themselves. SAGA and Campus Life co-sponsored a Key Chain event to show our support of the Lesbian, Gay, Bisexual, Transgender, and Queer (LGBTQ+) community. Students and staff were able to create key chains to honor the day of silence event and promote their alliance with this community. On April 11, we worked with Berrien County to host our Reduce, Reuse, Recycle Day. We accepted household chemicals, electronic waste, foam/polystyrene, personal documents for shredding and used bicycles to help do our part. We had over 50 volunteers organized to help with this fantastic community event and had over 600 cars drop off items to be recycled. Campus Life and SAGA hosted a LGBTQ+ Day of Silence event. Guest Speaker Gerich Nasstorm came from the Out Center and did a presentation about what we can do to push back against the silencing of the LGBTQ+ youth and the erasure of their experiences. A small reception followed where the community socialized and spoke up in defense of the LGBTQ+ youth.

Housing

Resident Assistants are prepping for building closure for students and entry for interns from across our

communities' industries, including Whirlpool and Corewell Health South.

STUDENT SUCCESS

Career Services and Alumni Affairs

The Alumni Association were busy "branding" the class of 2023 at graduation, making sure each graduate gets an alumni T shirt. Here are alumni board members from last year, **Mary Jo Tomasini**, Cathy Yates, and Dawn Howley.



Student Support Services

Student Support Services had a record 29 students graduate this year, with the majority accepted and transferring to a 4-year institution.

Fall 2022 Graduates

Miranda Shindeldecker

Loghan Baushke

Jordane Baushke

Catherine Brooks

Ryan Fernando

Anne Doyle

Kade Erwin

Nayla Alvarez-Gomez

transferring to Andrews University

transferring to Andrews University

transferring College for Creative Studies

Spring 2023 Graduates

Chris Garrison

Quincy Sulton

Darlene Mattson

Ametrius Fleming

transferring Western Michigan

transferring Western Michigan

transferring Western Michigan

<i>Aalyah Watson</i>	transferring Warner University
<i>Kalyah Watson</i>	transferring Warner University
<i>Faviola Mata</i>	transferring Grand Valley State University
<i>Jadon Williams</i>	transferring Trinity Christian
<i>Alyssa Beeson</i>	transferring Roosevelt University
<i>Jessica Garcia Gomez</i>	transferring Western University
<i>Kevin Magana</i>	transferring Ivy Tech
<i>Matthew Grimm</i>	Undecided
<i>Jocorian Freeman</i>	transferring Grace Christian
<i>Chelsey Sobraliski Cole</i>	
<i>Kimberly Steele</i>	transferring Western Michigan
<i>Daniela Calderon Andrade</i>	transferring Western Michigan
<i>Alondra Gallardo</i>	transferring Andrews University

Summer 2023

<i>Kayla Cramatie</i>	transferring Central Michigan
<i>Dayja Randolph</i>	
<i>Charles Jennings</i>	
<i>Brandon Owen</i>	

COMMUNITY IMPACT

Educational Opportunity Center

April 14 a budding new partnership began with The Berrien County Veteran Services Office after a productive meet and greet with the Director, Maureen Adams. This brings new opportunities to collaborate with The Berrien County Veteran Services Office and reach more of our local veterans. This meet and greet was a direct result of attendance at and networking through the Southwest Michigan Veteran Engagement Team meeting in February.

April 19 the Annual Performance Report for 2021-2022 was submitted with a timely signature submission on April 21. To date, the Educational Opportunity Center (EOC) has brought in and served over 50% of our funded to serve number for 2022-2023.

Joanna Higgins, Educational Coordinator for the Educational Opportunity Center (EOC) has expanded local partnership and outreach opportunities in our service areas by creating new partnerships with Cassopolis Adult/Alternative Education program, and Life Plan in Niles and Benton Harbor, while starting partnership conversations with West Haven House of Hope.

Career Services and Alumni Affairs



Members of the Iota Iota Chapter of Alpha Kappa Alpha planted a hawthorn, a dogwood, and a pine tree on campus on April 22 in recognition of Earth Day and in honor of their sorority sisters who are LMC Alumnae, including Lake Michigan College Alumni Board Member **Cathy Yates**, and other college supporters LaVerne Wilhite, Chonda Rimpson, Jo Sarah Vaughn, Barbara Watson, Ruby Patterson, Lisa Parker, and former Trustee **Dr. Renee Williams**. At a suitable time, the trees will be located to a special alumni recognition spot on campus.

Employment Report:

Positions Posted or in the Hiring Process:

- Administrative Assistant, Educational Opportunity Center (Grant-funded)
- Box office Coordinator (Part-time)
- Dean, Career & Workforce Education
- Director, Dental Assisting
- Facilities Operations Manager
- *Faculty, Mechatronics*
- *HR Business Partner – Faculty/Benefits*
- *Manager, Testing & Tutoring Services*
- *Phlebotomy Technician Lab Support Specialist (Part-time)*

New Hires:

- No new hires

Separation:

- Allison Witucki – Distance Education Manager
- Alysia Gould – Coordinator, Learning Assistance & Testing
- JT Neuffer – Director of Grants Development
- Stephanie Corkhill-Smith – Payroll Assistant

FINANCE REPORT

Lake Michigan College Income Statement (Operating & Auxiliary Funds ONLY) March 31, 2023

	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 Revenue, Net	\$ 8,482,000	\$ 11,285,000	75%	\$ 9,716,000	\$ 10,819,000	90%
Property Tax Revenue, Net	17,475,000	18,930,000	92%	17,257,000	18,422,000	94%
State Appropriations - Base	3,268,000	6,267,000	52%	3,370,000	5,992,000	56%
State Appropriations - MPSERS	1,255,000	1,255,000	100%	545,000	977,000	56%
Interest Income	303,000	16,000	1894%	10,000	16,000	63%
Other Revenue	311,000	428,000	73%	312,000	488,000	64%
Auxiliary Operations, Net	368,000	311,000	118%	140,000	145,000	97%
Funding from Foundation	991,000	219,000	453%	54,000	-	-
TOTAL REVENUE	\$ 32,453,000	\$ 38,711,000	84%	\$ 31,404,000	\$ 36,859,000	85%
Expenses						
Labor Costs	\$ 20,951,000	\$ 27,538,000	76%	\$ 17,191,000	\$ 21,915,000	78%
Services	1,486,000	2,813,000	53%	1,106,000	1,727,000	64%
Building Costs	2,604,000	3,433,000	76%	2,554,000	3,497,000	73%
Licensing, Training/Travel, & Other	1,769,000	2,269,000	78%	1,233,000	1,732,000	71%
Supplies	591,000	859,000	69%	550,000	757,000	73%
Interest Expense	336,000	392,000	86%	349,000	464,000	75%
Depreciation	3,539,000	1,252,000	283%	3,416,000	4,805,000	71%
TOTAL EXPENSES	\$ 31,276,000	\$ 38,556,000	81%	\$ 26,399,000	\$ 34,897,000	76%
OPERATING INCOME (LOSS)	\$ 1,177,000	\$ 155,000		\$ 5,005,000	\$ 1,962,000	
Transfers	-	-		27,000	2,623,000	
TOTAL NET INCOME (LOSS)	\$ 1,177,000	\$ 155,000		\$ 5,032,000	\$ 4,585,000	

* - Board approved budget as adjusted for revisions

For Informational Purposes:

Property Taxes for Capital Millage	\$ 4,769,000	\$ 4,905,000	97%	\$ 4,503,000	\$ 4,715,000	96%
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Lake Michigan College
Balance Sheet (General & Restricted Funds)
March 31, 2023

WORKING DRAFT

	3/31/23	3/31/22	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 *	15,887,000	15,347,000	540,000	4%
Investments	13,342,000	13,255,000	87,000	1%
Accounts Receivable, Net	2,336,000	798,000	1,538,000	193%
Prepaid Expenses	600,000	698,000	(98,000)	-14%
Fixed Assets, Net of Depreciation	88,879,000	90,175,000	(1,296,000)	-1%
Pension Assets	3,696,000	5,480,000	(1,784,000)	-33%
Total Assets	\$ 141,080,000	\$ 139,828,000	\$ 1,252,000	1%
Payables	\$ 5,255,000	\$ 3,998,000	\$ 1,257,000	31%
Deferred Revenues	417,000	464,000	(47,000)	-10%
Debt	31,728,000	35,014,000	(3,286,000)	-9%
Pension Liability, Net	24,312,000	28,131,000	(3,819,000)	-14%
Total Liabilities	61,712,000	67,607,000	(5,895,000)	-9%
Net Assets	79,368,000	72,221,000	7,147,000	10%
Total Liabilities + Net Assets	\$ 141,080,000	\$ 139,828,000	\$ 1,252,000	1%

* includes capital millage proceeds

Lake Michigan College

Statement of Cash Flows (General & Restricted Funds)

WORKING DRAFT

3/31/23

Operating Activities:

Cash Received from Property Taxes - Operational	\$ 17,475,000
Cash Received from Tuition	12,808,000
Cash Received from Appropriations	4,522,000
Cash Received from Other Operations	171,000
Cash Received from Grant Admin Fees	69,000
Cash Received from Foundation, Grants & Fundraising	1,062,000
Cash Received from Interest	303,000
Cash Received from (Paid for) Auxiliary Operations	214,000
Cash Paid to / on behalf of Employees	(19,713,000)
Cash Paid to Vendors	(6,699,000)
Cash Paid (Received) from Restricted Funds	-
Cash From Operations	\$ 10,212,000

Investing Activities:

Cash Received from Property Taxes - Capital Millage	4,331,000
Cash Paid for Capital Assets	(2,604,000)
Cash Borrowed (Used) for Capital Assets	\$ 1,727,000

Financing Activities:

Paid on Debt - Principal	(369,000)
Paid on Debt - Interest	(330,000)
Cash Used for Debt	\$ (699,000)

Net Increase (Decrease) in Cash

\$ 11,240,000

Beginning Cash (at June 30, 2020)

\$ 34,328,000

Ending Cash (at March 31, 2023)

\$ 45,568,000

ADJOURNMENT MOTION by Mr. Dissette with support by Ms. Johnson to adjourn the Regular Meeting of the Lake Michigan College Board of Trustees at 5:15 p.m.

Vicki M. Burghdoff

Vicki Burghdoff

Lake Michigan College Board Chair