

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, 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 May 16, 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 sharing news that the Lake Michigan College Athletic Department has been named the 2022-2023 Michigan Community College Athletic Association (MCCAA) Academic School of the year for the second year in a row!

NEW BUSINESS

BUSINESS INSURANCE EVALUATION

In Spring 2023, the College solicited bids for business insurance (e.g., general liability, property, vehicle) in accordance with the [Purchasing policy](#), as done every 5 years since 2013.

Bid advertisements 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 a list of local, regional, and national vendors who contacted us about our insurance needs.

Bids were received from the following organizations: MASB-SEG, MCCRMA, and Middle Cities Risk Management Trust/Gallagher. Based upon scoring that included both cost, retained loss, risk exposure, and other criteria, MASB-SEG was selected for a 12-month contract recommendation to the Board of Trustees beginning July 1, 2023.

MASB-SEG (\$391,954) provided the most comprehensive coverage with lowest deductibles, and deemed the best match for College needs, sophistication, and risk tolerance.

Middle Cities Risk Management Trust/Gallagher (\$314,971) was reasonably quoted; however, their general liability's \$11,000,000 limit per occurrence/ \$33M pool aggregate was not deemed adequate coverage for the pool size of approximately 27 schools.

MCCRMA's (\$234,758) lower premium was offset by significant retained loss and high deductibles, making actual annual cost unpredictable. In addition, there were coverage gaps compared with other insurers (e.g., violent acts/crisis management).

ACTION

We recommend that the Board of Trustees accept the bid of MASB-SEG in the amount of approximately \$392,000 for the 12 months ending June 30, 2024.

We further recommend that the Chief Financial Officer be authorized to contract for business insurance for a period of 5 years at their discretion, based upon their assessment of price and relative value of any quotes or renewals received, through contract year ending June 30, 2028. Business insurance for the contract year ending June 30, 2029, will again be selected through a formal *Request for Proposal* bid solicitation process.

MOTION by Mr. Dissette with support by Mr. Weber to accept the bid and CFO authorization.

ROLL CALL VOTE

Chair Grover asked the board secretary for a roll call vote

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

Nays: None

MOTION APPROVED

FISCAL YEAR 2024 OPERATING AND CAPITAL BUDGETS

The fiscal year 2024 operating and capital budgets represent operational revenue and expense forecasts for the upcoming fiscal year as well as the capital spending and debt payment plans for the same period.

ACTION:

College administration recommends that the Board of Trustees approve the fiscal year 2024 operating, capital, and debt payment budgets as presented.

MOTION by Mr. Dissette with support by Ms. Burghdoff to approve the fiscal year 2024 operating capital, and debt payment budgets.

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, and Mr. Dissette

Nays: None

MOTION APPROVED

FY24 MACC GRANT APPLICATION



Grant Planning & Pre-Approval Request

This form must be approved prior to submission of a grant application. Applications may not be submitted without Cabinet approval.

Is this a federal grant? (How do you know? Ask funding agency if there is a CFDA number.)	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
CFDA Number or Not Applicable:		
Fiscal Agent:	<input checked="" type="checkbox"/> Lake Michigan College <input type="checkbox"/> Other:	
Funding Source:	Michigan Arts and Culture Council Community Partners	
Project Director:	George Kendall	
Dates:	Submission Deadline:	6/1/2023
	Project Start Date:	10/1/2023
	Project End Date:	4/30/2023
Anticipated Budget:	Funding agency:	\$30,000
	Cash match:	\$30,000
	In-kind match:	\$
	Leveraged resources:	\$
Total:		\$60,000.00
Brief Project Description:	This Project Support Grant will support live public performances and any livestreaming performances held between October 1, 2023 and April 30, 2024. The live and streamed performances will be part of the 33rd annual Mainstage Performance series. The Mendel Center is committed to continuously adapting to the changing safety and comfort needs of its audience members, providing opportunities for artistic engagement in a variety of accessible formats.	
Does the proposed project:	Please answer the following questions. If YES, attach an explanation.	
	Require the college to hire new staff?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Require release time for existing staff?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Require modification/addition to curriculum?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Involve purchases of equipment (>\$5,000)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Involve support by IT and/or IR staff?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Require new or renovated space?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Require continuation of staff after project end?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Involve the use of human subjects in research?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Require support from Marketing?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Require support from Facilities?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Include an allowable indirect cost rate?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, ___%	



Grant Planning & Pre-Approval Request

Comments & Notes:

Approvals:

Obtain signatures in order.

Submit to your Cabinet Representative for presentation to Cabinet.

Proposals cannot be submitted without Cabinet approval.

Kendall
Signature of Project Director

5/30/23
Date

Signature of Executive Director, Marketing (if necessary)

Date

Signature of Executive Director, Facilities Management (if necessary)

Date

Signature of Project Director's Supervisor

Date

[Signature]
Signature of Project Director's Vice President

5/30/23
Date

[Signature]
Signature of Chief Financial Officer

5/30/23
Date

CABINET APPROVAL	
Date Taken to Cabinet:	
Cabinet Decision:	<input type="checkbox"/> Yes <input type="checkbox"/> No
Comments:	

Submit Cabinet determination to the Foundation Office.



FY24 MACC Grant Application

Your organization profile is complete. Click the icon make any updates.

Your user profile is complete. Click the icon to make any updates.

Grant Number: 24PS8880

Type of Application: FY24 Project Support

Organization Details

Organization Name: LAKE MICHIGAN COLLEGE

Other Common Name:

IRS Tax ID: 38-1738980

UEI Sam.gov: CT89PKK5Q4G5

Organization Status: 02 Organization - Nonprofit

Institution: 26 College/University

Discipline: 14 Multi-disciplinary

Physical Address: 2755 E. NAPIER AVE.

City: BENTON HARBOR

State: MI

Zip Code: 49022

Phone: (269) 927-8700

Website: lakemichigancollege.edu



FY24 MACC Grant Application

ADA Information

Americans with Disabilities Act (ADA) Information

Facilities and PROGRAMS accessible to persons with disabilities: Yes

ADA evaluation of your organization's facilities and programs been conducted: Yes

Date Completed: 10/26/2021

Staff and volunteers are trained in the organization's accessibility policies: Yes

Name of 504/ADA Coordinator: Doug Schaffer

Contact Details

Project Director: George Kendall

Title: Associate Dean, Visual & Performing Arts

Address: 2755 E. NAPIER AVE.

Address 2:

City BENTON HARBOR

State MI

Zip: 49022

Phone (269) 927-8125

Email gkendall@lakemichigancollege.edu



FY24 MACC Grant Application

Project Details

Department: Mendel Center Operations

Request Amount

Enter the grant amount requested for your project. Remember all grant requests require a 1:1 cash match. This means if you are requesting a grant for \$6,000, you will match that grant with \$6,000 in cash. Minimum request amount is \$5,000 and maximum request amount is \$30,000.

\$30,000

Project Description

Enter a description about the project. This description should describe what the organization plans to DO with the grant.

This Project Support Grant will support live public performances and any livestreaming performances held between October 1, 2023 and June 30, 2024. The performances will be part of the 32nd annual Mainstage Performance series. The series is designed to make quality performing arts opportunities locally accessible in southwestern Michigan. The Mendel Center is committed to continuously adapting to the changing safety and comfort needs of its audience members, providing opportunities for artistic engagement in a variety of accessible formats.

Project's Primary Discipline

Theater

Type of Activity

Concert/performance/reading

Project Primary Counties. Select county or counties.

Berrien, Cass, Van Buren



FY24 MACC Grant Application

Expenses

Employee Expenses

Type	MACC Grant Funds	Organization Funds	In-Kind Support (if allowable by program)	Total Employee Expenses
Prorated Admin Staff	\$0	\$26,000	\$0	\$26,000
	\$0	\$26,000	\$0	\$26,000

Non Employee Expenses

Expense	MACC Grant Funds	Organization Funds	In-Kind Support (if allowable by program)	Total Non-Employee Costs
Vegas McGraw	\$3,000	\$12,000	\$0	\$15,000
Step Afrika!	\$3,000	\$25,000	\$0	\$28,000
Baltimore Consort	\$3,000	\$10,500	\$0	\$13,500
Jarabe Mexicano	\$3,000	\$8,500	\$0	\$11,500
Christmas in Killarney	\$6,000	\$22,500	\$0	\$28,500
Moipei Trio	\$6,000	\$20,000	\$0	\$26,000
Simply Queen	\$6,000	\$10,000	\$0	\$16,000
Technical Services	\$0	\$21,000	\$0	\$21,000
Marketing Services: Laura Kraklau	\$0	\$15,350	\$0	\$15,350
	\$30,000	\$144,850	\$0	\$174,850

Additional Project Expenses

Expense	MACC Grant Funds	Organization Funds	In-Kind Support (if allowable by program)	Total Additional Project Expenses
Equipment Rental	\$0	\$18,550	\$0	\$18,550
Promotion & Marketing	\$0	\$41,040	\$18,000	\$59,040
	\$0	\$59,590	\$18,000	\$77,590

Other Expenses

Expense	MACC Grant Funds	Organization Funds	In-Kind Support (if allowable by program)	Total Other Expenses
Artist Catering and Hospitality	\$0	\$3,250	\$0	\$3,250



FY24 MACC Grant Application

Artist Lodging	\$0	\$32,675	\$0	\$32,675
Artist Transport	\$0	\$3,700	\$0	\$3,700
Credit Card Fees	\$0	\$8,848	\$0	\$8,848
Service Charge	\$0	\$7,410	\$0	\$7,410
	\$0	\$55,883	\$0	\$55,883

Expenses Totals

	MACC Grant Funds	Organization Funds	In-Kind Support (if allowable by program)	Total
Employee Expenses	\$0	\$26,000	\$0	\$26,000
Non Employee Costs	\$30,000	\$144,850	\$0	\$174,850
Additional Project Expenses	\$0	\$59,590	\$18,000	\$77,590
Other Expenses	\$0	\$55,883	\$0	\$55,883
Total Expenses	\$30,000	\$286,323	\$18,000	\$334,323



FY24 MACC Grant Application

Revenue

Revenue - Earned

Revenue Earned	Amount
Ticket sales/Admissions	\$217,875
Tuition	\$0
Contracted Services	\$0
Total Revenue Earned	\$217,875

Revenue - Unearned (Corporate, Foundation, Private Support)

Corporation Name	Amount
Local Sponsors	\$22,500
Gast Young People's Performance Endowment	\$8,500
Premiere Partners	\$35,000
Facility Fees	\$9,550
Private Donations	\$7,500
	\$83,050
Foundation Name	Amount
Private Support	Amount
Private Donations	\$0
Unearned Corporate, Foundation, Private Support	Amount
Total	\$83,050

Revenue - Unearned (Government Support - Federal, State, Local)

Federal - Government Support	Amount
State - Government Support (do not include MACC grant)	Amount
Local - Government Support	Amount
Government Support	Amount
Total	\$0

Revenue - Other Unearned Revenue (not listed above)

Other Unearned Revenue (not listed above)	Amount
Other Unearned Revenue (not listed above)	Amount



FY24 MACC Grant Application

Total \$0

Revenue Totals

	Amount
In-Kind Revenue (added from expenses)	\$18,000
MACC Grant Request	\$30,000
Total Cash Match	\$300,925
Total Cash Revenue	\$330,925
Total Project Revenue	\$348,925



FY24 MACC Grant Application

Narrative/Attachments

NARRATIVE

ARTISTIC/CULTURAL MERIT

Project description and purpose

Lake Michigan College's Mendel Center is requesting a \$30,000 Project Support grant that, if awarded, will be applied to the 33rd annual Mendel Center Mainstage Season. The Mainstage season is a collection of national touring performances spanning a variety of genres including music, dance, comedy, family programming, education, and theatrical performance.

The College's Mendel Center Mainstage season is presented to promote understanding, diversity, and greater empathy for the human experience through the arts in southwest Michigan. It is intended to enhance the quality of life for those who live in and visit the region while creating cultural and social opportunities that close the gap for underserved audiences who otherwise would not have access to these opportunities to learn and believe in their own creativity. With the next nearest resources for professional-level touring productions nearly an hour or more away, the Mainstage season is a window to the world for thousands of Southwest Michigan residents each season.

The grant specifically supports seven of ten performances presented by Lake Michigan College's Mendel Center between October 2023 and April 2024. Events requesting support are indicated with an asterisk in the list below.

Planned Performances, Artists, and Speakers

*[Vegas McGraw](#) - Saturday, Oct. 7, 2023, 7:30 p.m.

Vegas McGraw accurately recreates the music and mystique of country music icon Tim McGraw. The evening showcases mega-hits from the '90s along with the hits of today.

[William Shatner and Star Trek II: The Wrath of Khan](#) - Saturday, Oct. 14, 2023, 7 p.m.

Following a screening of the classic film "Star Trek II: The Wrath of Khan," William Shatner takes to the stage to share fascinating and humorous behind-the-scenes stories from his storied career, including answering audience questions.

*[Step Afrika!](#) - Sunday, Nov. 12, 2023, 4 p.m.

Step Afrika! blends percussive dance styles practiced by historically African American fraternities and sororities, traditional West and Southern African dances, and an array of contemporary dance and art forms. An on-location master class for Benton Harbor students following the public performance.

*[The Baltimore Consort](#): Wassail, Wassail! Music for the Yuletide Season - Friday, Dec. 1, 2023, 7:30 p.m.

With its festive cornucopia of instruments – lute, cittern, viols, crumhorns, recorders, rebec, and percussion – the Baltimore Consort offers old carols and dance tunes from the British Isles, Germany, France, Spain, and the New World. An on-location master class for St. Joseph High School students is planned in addition to the public performance.

*[Christmas in Killarney: An Irish Christmas Celebration](#) - Friday, Dec. 8, 2023, 7:30 p.m.
The Irish village of Killarney comes alive in the 1920s with world-class Irish dancing, classic Christmas favorites, and a heartwarming story about love, family, and tradition during Christmas in Killarney: An Irish Christmas Celebration.

[An Evening with Laila Ali](#) - Thursday, Jan. 18, 2024, 7 p.m.

"An Evening with Laila Ali" is a moderated conversation and audience Q&A with the author, boxing champion, and beauty and lifestyle brand CEO. She will discuss everything from the cultural impact of her beloved father, boxing great Muhammad Ali, to her career in sports, best-selling books, and journey as an entrepreneur.

[Valentine Dinner Cabaret with MOIPEI](#) - Wednesday, Feb. 14, 2024, 6 p.m.

*[An Evening with MOIPEI](#) - Thursday, Feb. 15, 2024, 7 p.m.

This Valentine's event begins with a gourmet dinner followed by the vocal trio MOIPEI. Mary, Maggy, and Marta MOIPEI are triplets from Nairobi, Kenya, who perform an eclectic mix of their own acclaimed vocal arrangements of selections from the great American songbook, Broadway, gospel, and beyond. Night two of MOIPEI in the Mendel Center Hanson Theatre will feature highlights from the previous evening plus many new selections.

*[Simply Queen](#) - Friday, Feb. 24, 2024, 7:30 p.m.

Simply Queen faithfully recreates the grand scope of Queen's live shows. From "Killer Queen" and "We Are the Champions" to "Another One Bites the Dust" and "Bohemian Rhapsody," the playlist includes hits and choice album cuts from the Queen catalog.

[The Red Hot Chilli Pipers](#) – Sunday, March 17, 2024, 7 p.m.

Bagpipes with attitude. Drums with a Scottish accent. The Red Hot Chilli Pipers are a 9-piece blazing rock band that has rocked the world during sold-out tours with traditional pipe tunes like "Amazing Grace" (Chilli-style, of course), and rock anthems including "We Will Rock You," "Smoke on the Water" and "Thunderstruck."

*[Jarabe Mexicano](#) - Friday, April 19, 2024, 8 p.m.

Jarabe Mexicano captures the nostalgic spirit of their border roots with their brand of "Bordeño-Soul" which honors the musical tastes and cultural influences of its members. The performance is an eclectic mix of genres ranging from Mexican Folk, Rock & Roll, and Norteño/Tex-Mex to Latin Rock, Trio Romántico, and popular Cumbia.

COMMUNITY IMPACT

Audience engagement and feedback

Lake Michigan College's Mendel Center encourages deeper audience engagement beyond the spectator experience. This can include pre-show workshops, post show Q & A, study guides, and artist meet-and-greet events. These experiences provide audience member the chance to interact not only with the performers, but also with their fellow community members.

To obtain audience feedback, the College's Mendel Center staff uses post-show surveys to measure event quality, perceived ticket value, venue comfort, and customer service. Staff of all

levels are visible in the lobby after shows to gather audience reactions immediately, including addressing any concerns. The Mendel Center staff also monitors social media interactions, which often provide unfiltered feedback and programming requests. Mendel Center leadership uses feedback to constantly improve operations and as guidance for program selection. The seven events highlighted in this Project Support grant were selected based on positive audience reactions to similar past events.

Artist engagement and feedback

Lake Michigan College's Mendel Center staff work with performers to meet their needs while ensuring their comfort and safety while at the venue. Performer feedback is used to continually improve backstage processes, especially with hospitality services, backstage areas, sound and lighting, and the professionalism of the crew. Feedback from managers or agents is also used in the continuous improvement process.

Reaching Audiences and Increasing Accessibility

Providing diverse programming is central to Lake Michigan College's Mendel Center mission, with a goal of presenting balanced seasons in which anyone can find something of interest. Different shows are targeted to specific audiences, but as a whole, the season has broad appeal. The full 2023-24 lineup of 12 events is posted now on the Mendel Center website. It includes family programming (Step Afrika!, Christmas in Killarney,), shows of special interest to Gen X and seniors (Jonathan Daly, Vegas McGraw, William Shatner, Baltimore Consort, Simply Queen) and cultural diversity among the performers and speakers (Step Afrika!, Christmas in Killarney, Red Hot Chili Pipers, Jarabe Mexicano). Nonverbal programming such as Step Afrika! is enjoyed equally by patrons who do not speak English; Jarabe Mexicano performs music with lyrics in Spanish as well as English.

To increase accessibility, Lake Michigan College's Mendel Center:

1. Offsets a portion of show expenses with sponsorships and grants to reduce ticket prices,
2. Uses tiered pricing to offer entry-level tickets prices for all shows,
3. To encourage younger audience members, has a pricing scheme called "**35 for \$35**" which allows patrons 35 years and younger to purchase the best available tickets for \$35 the day of the performance, both on-line and at the box office.
4. Established Arts Factor, a fund that subsidizes ticket costs for youth, veteran, and senior groups, connecting the Benton Harbor community to Mendel Center programming; and
5. Is ADA compliant, offering handicap parking, ground-level entry, ramped access, elevators, wheelchair-accessible seating and restrooms, a hearing assist system, ASL interpretation (upon request), and sensory kits for those on the autism spectrum.

IMPLEMENTATION & MANAGEMENT

The table below includes the parameters of activities including timetable.

Start Date	Duration	Activity
10/1/23	Through each event	- Ticket sales in progress - Promotion via online channels and limited print materials
2 months prior to each event	2 months	- Contact schools and organizations regarding Arts Factor subsidized ticket opportunities

		- Increase show-specific marketing; send press release, begin paid social media, direct mail to 3000+ households, emails to 9000+ contacts, TV, radio, and print placements begin
1 month prior to each event	1 month	- Confirm tech requirements, crew, staff, and volunteer plans - Confirm artist catering, hotels, and transportation
1 day prior to each event	1 day	- Clean and prepare Mainstage and backstage areas - Technical team load-in - Email to all ticketholders detailing arrival instructions and any other helpful information specific to the show
Day of event	1 day	- Artist load-in, sound & light check - Front of house (lobby) prep and volunteer briefing - Masterclasses, workshops, and meet & greets - Main performance/event - Tear down and artist load-out - Send patron survey immediately following event
Day after event	3 weeks	- Post-show recap at weekly staff meeting - Check in with tour manager, artist, and/or agent to debrief on the artist's experience - Review patron survey results - Finalize show invoices and financial analysis - Complete show sales & marketing analysis
June 1	1 month	- Complete season-wide financial analysis - Complete season-wide sales & marketing analysis - Review aggregate patron survey results

Qualifications of Those Executing the Project

The associate dean (executive director role) of the College's Mendel Center has more than 40 years of business and performing arts management experience. The operations manager has 30 years of audio engineering, education, and operations experience. The technical director has 20 years of experience producing live productions. The marketing representative has 27 years of marketing experience. The assistant operations manager has 10 years of experience supporting event management and operations logistics. The ticketing and audience development representative has 10 years of performing arts management experience. The Mainstage season has the support of over 100 volunteers. Mendel Center volunteers are a dedicated and well-trained group, mostly made up of area retirees who bring a lifetime of problem-solving experience to their roles as ambassadors for the venue.

Lake Michigan College's Mendel Center will evaluate project success in the following ways:

1. Artists, staff, volunteers, and audience members are safe and comfortable at all events
2. Final attendance at each live event exceeding estimated goals
3. Lake Michigan College Visual and Performing Arts department student and faculty participation
4. Overall satisfaction score average of 4+ (out of 5) on patron surveys
5. Achieving revenue goals while keeping expenses at or below budget

6. Community partnerships expanded or initiated
7. Artist interaction with Berrien County youth via in-school workshops and performances

KEY STAFF/CULTURAL WORKERS/ARTISTS BIOS

Lake Michigan College's Mendel Center staff is a team of experienced professionals who, as a result of their education, life experiences, and backgrounds, bring diverse viewpoints and expertise to each production presented.

George Kendall – Associate Dean of Visual and Performing Arts

George joined the College's Mendel Center in 2022 and is in the executive director role, overseeing performance programming, project and program management, and event delivery. He is a Detroit native with extensive experience in arts administration and performance as both a practicing musician, actor, and scholar. His arts administration background includes founding and operating a summer theatre arts school, sales and education program management at the suburban Boston Merrimack Repertory Theatre, and performance management at the Boston University School of Music. George studied at Mary Baldwin University and the American Shakespeare Center, where he received his M.F.A. in Shakespeare and Performance, focusing on stage directing. He also has an M.A. in Shakespeare Studies from the University of Birmingham Shakespeare Institute (United Kingdom) and a B.G.S. from the University of Michigan.

Scott Burgess – Operations Manager

Scott joined the College's Mendel Center in 2022 and oversees daily operations and fiscal management. He joins Lake Michigan College from the University of Colorado Denver, where he served as Manager of Recording Labs and as a faculty member in the Department of Music and Entertainment Industry Studies. Scott is the Chief Audio Engineer of the Aspen Music Festival & School and previously worked at Central Michigan University as Manager of Audio Production and Music Technology for the School of Music. He studied at the Cleveland Institute of Music, where he received a bachelor's degree in bassoon performance and audio recording. Burgess is pursuing a master's degree in public history at CU Denver. He is a graduate of the Interlochen Arts Academy and has deep family connections to Southwest Michigan.

Stephanie Steele – Assistant Operations Manager

Stephanie assists with the College's Mendel Center operations, having started in 2014 following years of conference and event center work during which she planned, produced, and hosted hundreds of programs and events. She holds a bachelor's degree in business administration from Capella University and recently completed her MBA at Western Governors University. Stephanie has lived in the Great Southwest Michigan area for over 35 years. At the Mendel Center, Stephanie enjoys interacting with the community that Lake Michigan College serves.

Matt "Dolphy" Clark – Technical Director

Dolphy began his work at the College's Mendel Center in 2013 as a production assistant, working his way up the ranks to his current role as technical director. A technical theatre veteran from his middle school days in SW Michigan, Dolphy brings years of passion and expertise to his position controlling all backstage aspects of any production. An expert in all areas, Dolphy particularly excels in lighting design work.

Laura Kraklau – Marketing & Communications

Laura has over 26 years of marketing management experience, including 15 years developing and implementing the College's Mendel Center marketing efforts, two years of Mainstage

programming, and experience assisting performing artists with promotional efforts. She holds a Bachelor of Arts degree in Marketing from Michigan State University. Her areas of expertise include direct marketing, marketing analysis, social media marketing, and integrated marketing strategies. She has won over 50 regional and national marketing awards for her work on print publications, radio campaigns, and website development.

ARTIST BIOS

Adam D. Tucker “Vegas McGraw”

After getting his start in his home state of West Virginia, Adam D. Tucker moved to Nashville where he recorded his first album. His tribute to country music legend Tim McGraw has been seen in 46 states, Australia, Mexico, Canada, the Virgin Islands, and has opened for over 40 national acts including Taylor Swift, Reba McEntire, Luke Bryan, and Blake Shelton.

William Shatner

William Shatner has cultivated a 50+ year career as an award-winning actor, director, producer, writer, and recording artist. In 1966, he originated the role of “Captain James T. Kirk” in the TV series “Star Trek,” and reprised the role in seven “Star Trek” films. He played the title role in the TV series “T.J. Hooker” and won Emmys and a Golden Globe for his portrayal of eccentric lawyer “Denny Crane” on “The Practice” and “Boston Legal.” He also has recorded a country album, authored nearly 30 best-selling books, and starred on Broadway.

Step Afrika! C. Brian Williams – Founder

C. Brian Williams is a graduate of Howard University where he learned to step as a member of Alpha Phi Alpha Fraternity, Inc. – Beta Chapter. While living in Southern Africa, he researched the percussive dance tradition of stepping and founded Step Afrika! in 1994. Williams has performed, lectured, and taught in Europe, Central and South America, Africa, Asia, the Middle East, the Caribbean, and throughout the U.S. His dance company embarks on an annual 50-city tour of the U.S. and performs globally as Washington, DC’s only Cultural Ambassador. Step Afrika! also has performed at the White House for President Barack Obama.

The Baltimore Consort

Founded in 1980 to perform the instrumental music of Shakespeare’s time, the Baltimore Consort has explored early English, Scottish, and French popular music, focusing on the relationship between folk art, song, and dance. Recordings on the Dorian label have earned them recognition as Top Classical-Crossover Artist of the Year (Billboard.) Besides touring in the U.S. and abroad, they perform on such syndicated radio broadcasts as “St. Paul Sunday,” “Performance Today,” “Harmonia,” and the CBC’s “OnStage.”

Christmas in Killarney – Scott Doherty & Chris Smith, Co-Creators

The 2009 World Champion of Irish Dance Scott Doherty has toured the world with Michael Flatley’s Lord of the Dance and Riverdance. Irish musician Chris Smith is a lifelong musician, designer, and performer. He holds a B.A. in Technical Theatre from Christopher Newport University. Their first collaboration came to life in 2014 with “Rockin’ Road to Dublin.” Now they combine their talents in “Christmas in Killarney.” Among the creative team are Broadway director Jeff Whiting and Emmy Award-winning set designer Jason Ardizzone-West.

Laila Ali

Laila Ali is a world-class athlete, fitness and wellness advocate, TV host, home chef, and founder of the Laila Ali Lifestyle Brand. The daughter of the late beloved global icon, Muhammad Ali, Laila is a four-time undefeated boxing world champion who is heralded as the most successful female in the history of women's boxing. Beyond the ring, she has authored two best-selling books, hosted several syndicated television shows, and has appeared on Food Network's "Chopped," and cooking segments of "Rachel Ray," "Dr. Oz," and "The Chew."

MOIPEI

Composed of Kenyan-born triplets Mary, Maggy, and Marta, MOIPEI dazzles audiences with an eclectic mix of their own acclaimed vocal arrangements of Broadway, pop and jazz hits, sacred pieces, and Kenyan folk songs. They have performed at the Kennedy Center in Washington D.C., presented a program for the President of Kenya in the Rainbow Room at Rockefeller Center, and made their New York City debuts at Lincoln Center and the renowned Birdland Theatre.

Simply Queen

The band is fronted by Freddie Mercury impersonator extraordinaire Rick Rock (vocal/piano/guitar), CC Lambrick (guitar/keyboards/vocal), Mitch Taylor (bass/vocal), and Phil Charrette (drums/vocals). Based in Windsor, Ontario, Canada, these veteran musicians bring decades of live performance experience to the stage and have performed in festivals, theatres, and arenas across North America and beyond.

The Red Hot Chilli Pipers

Formed in 2002, The Red Hot Chilli Pipers are a global phenomenon, taking their signature "Bagrock" sound to the masses. They have sold out tours in more than a dozen countries including the UK, U.S., and Australia. Many of the band's musicians hold world champion titles, four members hold music degrees from the Royal Scottish Academy of Music and Drama, and all the pipers and drummers have played at the top level in bagpiping. They have twice been recognized as the Best Live Act in Scotland.

Jarabe Mexicano

Lauded as cultural ambassadors by the Mexican Consulate in the United States, Jarabe Mexicano has shared the stage with Louie Pérez of Los Lobos and opened for internationally renowned acts Gaby Moreno and La Santa Cecilia. The quintet, with its eclectic border spirit, stands out with performances by lead vocalist Gustavo Alcoser, José Martín Márquez on requinto, Kevin Lomes on vihuela, Chris Behrens with his guitarrón, and musical director Danny Brito on percussion. The band is working on its third album.

ACTION:

College administration recommends that the Board of Trustees approve the FY24 MACC grant application as presented.

MOTION by Mr. Dissette with support by Ms. Burghdoff to approve the FY24 MACC grant application.

ROLL CALL VOTE

Chair Grover asked the board secretary for a roll call vote

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

Nays: None

MOTION APPROVED

OCTOBER 2023 BOARD MEETING

The 2023 fall LMC Day is scheduled for October 17 which conflicts with the regularly scheduled Board of Trustees meeting.

ACTION:

College administration recommends that the Board of Trustees approve rescheduling the October board meeting to Tuesday, October 24, 2023.

MOTION by Mr. Weber with support by Mr. Smith to approve rescheduling the October board meeting to Tuesday, October 24, 2023.

ROLL CALL VOTE

Chair Grover asked the board secretary for a roll call vote

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

Nays: None

MOTION APPROVED

RESA MOU

REAL ESTATE PURCHASE AGREEMENT

This Real Estate Purchase Agreement is made as of _____, 2023, between **Lake Michigan College**, a Michigan community college of 2755 East Napier Avenue, Benton Harbor, MI 49022, (the "Seller"), and **Berrien Regional Educational Service Agency**, a Michigan _____ of 711 St. Joseph Avenue, Berrien Springs, MI 49103 (the "Buyer").

RECITALS

The Seller wishes to sell, and the Buyer wishes to purchase, the parcel of real estate and improvements commonly known as 1905 Foundation Drive, Parcel 11-05-0105-0008-12-1, as more particularly described in the attached **Exhibit 1** (the "Property"), subject to the terms and conditions of this Agreement.

TERMS AND CONDITIONS

In exchange for the consideration in and referred to by this Agreement, the parties agree as follows:

1. Conveyance. The Seller agrees to convey the Property to Buyer by covenant deed (the "Deed"), substantially in the form attached as **Exhibit 2**, for the sum of \$1.00. The Deed shall include the restrictive covenants and conditions as further described in Section 9 below.
2. Title Insurance. Buyer shall be solely responsible for obtaining any title insurance or other assurance of title Buyer wishes to acquire.
3. Environmental Issues. Prior to the closing, Buyer may, at Buyer's expense, perform any inspections, environmental site assessments and investigations of the Property that it deems appropriate. Notwithstanding anything to the contrary contained in this Agreement, except in the case of the negligence or willful misconduct of the Seller or its officers, commissions, employees, contractors or agents to the fullest extent permitted under applicable law, Buyer waives any and all claims, demands, suits and causes of action against the Seller and its officers, employees, contractors and agents, and releases them for any loss, cost, damage, liability or expense Buyer suffers or incurs due to any entry onto the Property pursuant to this Agreement. This waiver shall survive the closing or cancellation and/or termination of this Agreement.
4. Closing. The closing will take place on or before July 1, 2023, provided the Buyer is satisfied, in Buyer's discretion, that the Property is suitable for the Buyer's intended purposes. The closing will occur at the Seller's office at a time during regular business hours mutually agreed upon by the Seller and Buyer, or at another location as mutually agreed upon by the parties.
5. Brokers. Each party represents and warrants that there are no brokers', finders', or similar fees in connection with this transaction.
6. Closing Costs. Buyer shall be responsible for the payment of applicable transfer taxes, costs for recording the Deed, and any other applicable closing costs.
7. Assignment. Neither party may assign any of that party's rights, duties or obligations under this Agreement without the prior written consent of the other party.
8. Condition of Property. Buyer acknowledges and agrees that it is purchasing the Property in its "as is," "where is," "with all faults" condition without any warranties and representations by the Seller as to merchantability, suitability, habitability or fitness for any particular use. The Seller makes no representations or warranties of any kind whatsoever with respect to the condition of the Property and the Seller shall not be a warrantor or guarantor of any studies, tests, assessments, documentation or any information conducted or prepared by or gathered by any person concerning the Property. Buyer acknowledges and agrees that it has the right to inspect the Property and is relying solely on its own inspections, examinations, tests, assessments, reports, studies and financial analysis of the Property in its determination of the condition of the Property. Buyer releases the Seller and its officers, commissioners, employees and agents from all claims and liability concerning the physical condition of the Property, which release shall survive the closing or cancellation and/or termination of this Agreement.

9. Conditions of Transfer. Seller has agreed to transfer the Property and Buyer shall accept the Property subject to the following:

- a. The Deed shall have a restriction providing that in the event the Buyer attempts to sell the Property, or the Property is taken pursuant a tax foreclosure by the City or County, the Property shall revert back to the Seller.
- b. The Buyer and Seller shall enter into a ten (10) year rent free Lease for a portion of the building on the Property for Seller's exclusive use, the dental lab space and dedicated office space, and nonexclusive rights to space within the Property be made available as programmatic needs dictate, as to be agreed prior to the closing.
- c. The sale shall not include the personal property located on the Property and an inventory of IT items will be identified by Seller prior to the closing.

10. Miscellaneous.

- a. This is the entire agreement between the parties regarding its subject matter. It may not be modified or amended except in writing executed by both parties. The captions are for reference only and shall not affect the interpretation of this Agreement. More than one copy of this Agreement may be signed, but all constitute but one agreement.
- b. Any notices shall be made in writing to the address as first written above or to such other addresses as indicated by notice and shall be made by personal delivery or by United States certified mail, with return receipt requested and postage prepaid.
- c. This Agreement shall be binding upon the parties and their successors, and permitted assigns.

The parties have signed this Agreement as of the date first stated above.

Lake Michigan College

Berrien Regional Education Service Agency

By: _____
Trevor A. Kubatzke, President

By: _____

By: _____
_____, Chair, Board of Trustees

By: _____

Date signed: _____

Date signed: _____

Exhibit 1
Property Description
[To be provided]

Exhibit 2
Form of Deed
[Form of Deed Attached]

The foregoing instrument was acknowledged before me this ____ day of _____2023, by Trevor A. Kubatzke and _____, respectively the President and Chair, Board of Trustees of Lake Michigan College, on behalf of said college.

_____, Notary Public
County of _____, State of Michigan
My Commission Expires: _____
Acting in _____ County, Michigan

Prepared by:

Christopher G. Schultz
Cummings, McClorey, Davis & Acho, P.L.C
17436 College Parkway Livonia, MI 48152

After recording, return to:

Berrien RESA
711 St Joseph Avenue
Berrien Springs, MI 49103

ACTION:

College administration recommends that the Board of Trustees approve the RESA MOU as presented.

MOTION by Mr. Dissette with support by Ms. Smith to approve the RESA MOU.

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, and Mr. Dissette

Nays: None

MOTION APPROVED

SRO AGREEMENT

SCHOOL RESOURCE OFFICER AGREEMENT

This Agreement made this ____ day of _____ 2023, between the County of Berrien ("County") on behalf of the Sheriff ("Sheriff") and the Lake Michigan College ("College")

WHEREAS, the College desires to enter into an Agreement with the County for a School Resource Officer from the Berrien County Sheriff's Office to be assigned to Lake Michigan College.

NOW, THEREFORE, in consideration of the promises, covenants and conditions hereinafter contained, IT IS HEREBY AGREED by and between the parties hereto as follows:

1. The College, consistent with applicable law, shall pay to the County the actual cost, including salary, overtime costs, additional or specialized training of the deputy assigned as a resource officer, in connection with the School Resource Officer from the Berrien County Sheriff's Office on the property and facilities of Lake Michigan College, and subject to the terms and conditions hereinafter set forth. The School District will pay 100% of these actual costs based on the School Resource Officer being assigned to the College for the entire calendar year. The Sheriff will provide the College with the cost of this School Resource Officer by November 1st of each year. A 5% Administrative fee will be included to cover the clerical and secretarial services, command and administrative support services including, but not limited to, communications systems, follow-up investigations, records and a marked police vehicle assigned to the School Resource Officer which will be minimally equipped with lights and cage, and the cost of its operation including gasoline, maintenance, and insurance, and other indirect and associated costs in support of the above.
2. Commencing on the ____ day of _____ 2023, and continuing indefinitely unless terminated as outlined in Paragraph 8, the College and County agree to provide the equivalent of one (1) full-time Sheriff Deputy with appropriate experience and training to serve as a School Resource Officer in and around Lake Michigan College.
3. For the performance of the foregoing described services, the College agrees to pay the amount set forth in Paragraph 1, payable monthly based upon billing statements prepared by the County and furnished to the College.
4. Any deputy assigned to provide police protection in or around the College, pursuant to the terms of this Agreement, shall concentrate his or her efforts in or around the College and shall not be utilized by the Sheriff's Office outside of said area, except in cases of general public emergencies, riots, civil disturbances or priority dispatches; or general inter-municipal cooperation in a search and apprehension in a general inter-municipal cooperative law enforcement effort. The Resource Officer will work on developing relationships with students, professors, administrators, parents and other local community members.
5. The Resource Officer assigned to work at the College will enforce applicable State laws. Any deputy assigned to provide police protection pursuant to this Agreement shall not be utilized by the County and/or the College for functions or duties other than those related to the police protection described in the agreement.

6. The Resource Officer shall be directly accountable to the Sheriff in connection with the performance of law enforcement duties of this agreement. The College shall be involved in the selection process of the deputy who is selected to serve as the School Resource Officer; however the Sheriff shall make the final determination as to who serves as the School Resource Officer.
7. The College agrees to indemnify and hold harmless the County if sued for actions or inactions of the Sheriff and/or the deputy assigned pursuant to this agreement that occur during the performance of duties related to this agreement.
8. This agreement can be terminated by the College or County for any reason, with a 90-day notice, in writing, to the other party. No costs or termination fees will be associated or incurred due to the termination of this contract and no party will be required to pay restitution for any losses claimed for the termination of the contract so long as the 90-day notice requirement is met.
9. Neither party may assign this Agreement or its rights, duties or obligations under this agreement without the other party's prior written consent.
10. Miscellaneous
 - a. Any notice or other communication required or desired to be given under this Agreement shall be deemed effectively given when personally delivered or mailed to the addresses of the signatories listed below.
 - b. This is the entire agreement between the parties regarding its subject matter. This Agreement may not be modified or amended except in writing signed by the parties. It shall not be affected by any course of dealing. The captions are for reference only and shall not affect its interpretation. The recitals are an integral part of the Agreement.
 - c. The parties represent, warrant and agree that they have had the opportunity to receive that they have had the opportunity to received independent legal advice from their attorneys with respect to the advisability of entering into this Agreement and are signing this Agreement after having been fully advised as to its effect. This Agreement shall be construed as if mutually drafted.
 - d. This Agreement shall be governed by the laws of the state of Michigan. To the extent permitted by law, the jurisdiction and venue for any action brought pursuant to, arising from, or enforce any provision of this Agreement shall be solely in the state courts in Berrien County, Michigan.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and date first above written.

Lake Michigan College

ATTEST:

Dated: _____

Dated: _____

COUNTY OF BERRIEN

ATTEST:

Dated: _____

Dated: _____

R. McKinley Elliott, Chair-Board of Commissioners
County of Berrien County
701 Main Street, St Joseph MI 49085

Sharon Tyler, County Clerk
County of Berrien

Lake Michigan College Resource Officer Proposal		
Description	Cost	
1		
2		
3		
4	Salary & Wages - Full Time	\$ 63,712
5	Salary & Wages - Overtime	\$ 6,500
6	Salary & Wages - OT - Holiday	\$ 4,500
7	Salary & Wages - Comp Time	\$ 3,500
8	Benefits - Social Security	\$ 4,849
9	Benefits - Medicare	\$ 1,134
10	Benefits - Health Insurance	\$ 19,954
11	Benefits - Dental / Vision Reimbursement	\$ 1,200
12	Benefits - Life Insurance	\$ 112
13	Benefits - Pension	\$ 25,732
14	Benefits - Unemployment Insurance	\$ 55
15	Benefits - Worker's Comp	\$ 391
16	Uniform Supplies & Accessories	\$ 450
17	Ammunition Supplies	\$ 325
18	Fuel Fleet - Vehicles	\$ 2,300
19	Laundry/Dry Cleaning Allowance	\$ 300
20	Communications - Tele/Cell	\$ 900
21	Travel - Employees	\$ 650
22	Empl Training & Improv	\$ 870
23	Capital Computer Equipment Networks	\$ 1,450
24	Maint & Repair - Software	\$ 350
25	Sub Total:	\$ 139,234
26	Admin Fee - 5%	\$ 6,429
27	TOTAL	\$ 145,663

ACTION:

College administration recommends that the Board of Trustees approve the SRO agreement as presented.

MOTION by Ms. Burghdoff with support by Ms. Tomasini to authorize.

ROLL CALL VOTE

Chair Grover asked the board secretary for a roll call vote

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

Nays: None

Abstention: Mr. Dissette

MOTION APPROVED

POLICIES To Delete

GUIDED EDUCATIONAL PATHWAY PLANNING (GEPP) COURSE REQUIREMENT

Office of Origin:	Academic Affairs
Responsibility:	Provost & Vice President of Academic Affairs
Date Adopted:	
Dates Reviewed:	10-08-2019, 12-10-2019
Last Date Board Approved:	2-25-2020

The Guided Educational Pathway Planning (GEPP) 100 course is a required, non-credit course designed to provide students with an introduction to their Educational Pathway, a cluster of majors aligned with similar career interests and pathways. Students will explore characteristics necessary for success in their education, careers, and life. Students will articulate long- and short-term career and life goals in order to identify an aligned educational pathway to meet those goals. Students will research current trends within their chosen career field and develop a personalized academic plan to achieve their goals with support from an Academic and/or Faculty Advisor.

All incoming students are required to enroll in the GEPP 100 course unless the student meets one or more of the following exemptions:

1. Students in specific, employer-sponsored programs
2. Early College students
3. Guest and/or Personal Interest students
4. Academic Advisor recommendation. This exemption is used in rare cases when a transfer in students enters with a well-established pathway, demonstrated that they- have researched career options, have a clear career goal(s) in mind, understand the nature of the field they have chosen to pursue, AND understand the educational pathway to reaching their career goal(s).

Any student can enroll in GEPP 100 regardless of their exemption status.

The GEPP 100 course supports Guided Pathways reforms, which include mapping pathways to student end goals, helping students choose and enter a program pathway, keeping students on path, and ensuring students are learning.

References:

ACTION:

College administration recommends that the Board of Trustees delete the GEEP Course Requirement policy as it is no longer applicable and/or necessary.

MOTION by Mr. Dissette with support by Ms. Smith to delete the policy.

ROLL CALL VOTE

Chair Grover asked the board secretary for a roll call vote

Yeas: Ms. Smith, Ms. Tomasini, Mr. Dissette, 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~~, 2-1-234

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 Aacademic Warningalert 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 Aacademic Warning-alert and whose term GPA falls below 2.00 during the Academic Warningacademic alert period are placed on Aacademic 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:

- 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
- The date LMC began the paperwork for a health leave, or
- 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:

- The date LMC began the paperwork for a health leave, or
- 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 t~~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 60th percent **mark** of the semester
- 100% if the withdrawal date occurred after the 60th 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

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 Progress
2. Financial Aid Return and Title IV Fund and Refund
3. Governance System

ACTION:

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

MOTION by Mr. Dissette with support by Ms. Smith 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, Mr. Weber, Mr. Grover, and Ms. Burghdoff

Nays: None

MOTION APPROVED

POLICIES-1st READ for Review

COLLEGE BRAND IDENTITY

Office of Origin:	Office of Origin: Board of Trustees <u>Marketing and Communications Department</u>
Responsibility:	Executive Director, Marketing and Communications
Original Date Adopted:	04-18-95
Dates Reviewed:	06-25-2019
Last Date Board Approved:	08-27-2019

The Lake Michigan College brand will be communicated in a coherent, consistent manner in alignment with LMC's Brand Guide and according to federal trademark and copyright law.

Consistent and proper oversight of Lake Michigan College's brand distinguishes our identity in the marketplace and strengthens our brand's value, as well as our ability to protect it from unauthorized use.

This policy applies to the entire college system and governs the use of all materials and merchandise produced to communicate on behalf of the college. This includes graphic and non-graphic works, print, written and digital publications, multimedia, symbols, trademarks, logos, seals, wordmarks, copyrighted works, mascots, athletic and spirit marks, names and taglines.

College employees must include appropriate Lake Michigan College branding in the creation of communication materials. No individual or department may create its own unauthorized logo or sub-brand. No trademark, wordmark, campus signature or logo extension may be altered. Non-authorized images may not be used to represent Lake Michigan College or any of its divisions, departments, programs or offices without approval.

Any use of college trademarks on commercial merchandise is prohibited unless produced through an approved licensed vendor. The college name and branded visual assets shall not be used for any purpose by any external organization, group or activity without express approval of Lake Michigan College's Marketing and communications Department.

A LMC Marketing rRepresentative should be consulted in cases when it is unclear whether or not a proposed use is permissible.

References: Lake Michigan College Brand Guide

FINANCIAL RESERVES

Office of Origin: Finance
Responsibility: Chief Financial Officer
Original Date Adopted: 03-28-17
Dates Reviewed: 03-28-17, 02-04-20, 5-17-23 (C)
Last Date Board Approved: 02-04-20 TBD

Lake Michigan College (the College) recognizes the importance of maintaining financial reserves ~~for the College~~ to ensure availability of funds ~~in the event of to cover significant~~ unforeseen expenditures and ~~unexpected~~ negative changes in funding.- Reserves may also provide a funding source for ~~College strategic~~ initiatives.

The need for adequate reserves is reinforced by the standards of the Higher Learning Commission (HLC), which requires that an accredited institution be able to meet its financial obligations.

This policy is intended to guide creation, maintenance, and use of ~~College~~ reserves.

Calculating Cash Reserves - Calculation

Cash Reserves represent cash funds set aside to promote long-term financial stability by providing resources to meet critical, unforeseen, non-discretionary needs. **Cash Reserves** are ~~set to be~~ at amount equivalent to 120 days of average daily expenses.

Average daily expenses are calculated based on the preceding fiscal year's estimated general fund cash expenses, adjusted to remove significant, non-recurring expenses.- Examples of exclusions include significant expenses related to sale of property, settlement of a lawsuit, or effects of a strike.

For example, if the audited financial statements ~~of the College~~ as of June 30 show total general fund expenses of \$35 million, depreciation expense of \$5 million, and loss on sale of a land parcel of \$1,000,000, the Cash Reserve would be set as follows for the subsequent fiscal year:

	\$ 35,000,000	total general fund expenses
-	5,000,000	depreciation expense (non-cash)
-	1,000,000	significant, non-recurring expense (loss on sale of parcel)
=	29,000,000	net recurring annual expense
÷	365	days
=	79,450	average daily expense
x	120	days cash to maintain

= \$ 9,534,000 Cash Reserve

The Cash Reserves will be calculated by the Chief Financial Officer (CFO) at each fiscal year end and the calculated amount will serve as the reserve level for the subsequent year. -Cash Reserves will be reported on the balance sheet separately from all other cash and investment balances.

Use of Cash Reserves - Use

Cash Reserves are available to fund such items only when Strategic Reserves (described below) are fully exhausted.

Any uUse or appropriation-encumbrance of the Cash Reserves requires approval by the Board of Trustees (Board), and must meet one of the following criteria:

- a. Funding for significant, non-discretionary expenses that cannot be funded in the current fiscal year through the operating or capital budget, despite assessing the potential for budget amendments;
- b. Funding to avoid substantially raising rates or reducing service levels due to temporary; –
- b. Ssignificant unanticipated shortfall in revenue; or,
- c. Funding for emergencies or opportunities, as determined by the Board.

If use of Cash Reserves causes the balance to fall below the minimum described below, the shortfall should must be addressed in accordance with “Falling below the Cash Reserve Threshold” below.

Internally Allocated Reserves Allocations

Internally Allocated Reserves Allocations are defined as funding funds that will be needed through end of the current fiscal year for the following:

- Routine Capital in accordance with Capital Assets policy – Approval, Safeguarding, & Accounting procedure,
- Major Capital in accordance with Capital Assets policy – Approval, Safeguarding, & Accounting” procedure and Major Capital policy, and
- principal payments on existing or anticipated debt.

Use of Internally Allocated Funds Allocations is approved by the Board through approval of capital budgets or debit issuance, and accordingly does not require additional approval to expend.

Board Designated Funds

The Board can designate cash for a defined purpose, known as a “board designated fund.” -A Board Designated Fund is restricted by a condition placed by the Board on how the funds are to be used. -All Board Designated Funds are to be fully funded by cash or cash equivalents.

Before establishing a Board Designated Fund, the following must be documented:

- Purpose
- Calculation of Target Amount
- Intended Use
- Authority over Use
- Monitoring & Reporting
- Replenishing

A Board Designated Fund is established at the discretion of the Board and requires Board action. -Use of a Board Designated Fund is at the discretion of the Board.

Falling Below the Cash Reserve Threshold

The availability of cash for Cash Reserves equals the total of cash, cash equivalents, and short term investments less Board Designated Funds and Internally ~~Allocated Reserves~~ Allocations (collectively, Cash Holdings.)

The sufficiency of Cash Holdings compared to Cash Reserves will be assessed monthly. -If Cash Holdings fall below the Cash Reserves threshold, the President will present a financial plan indicating how Cash Reserves will be restored to the Board at its next meeting. -Such a plan could, for example, include:

- reducing ~~routine~~ capital spending,
- increasing rates ~~or fees~~,
- creating new or expanding existing income generating programs or services,
- eliminating unprofitable programs, services, or activities,
- restricting expenditures,
- imposing more stringent cost-cutting measures,
- reducing headcount, or
- stopping initiatives that have not yet started.

Strategic Reserves

Strategic Reserves, if available, are Cash Holdings in excess of Cash Reserves.

Due to the cyclical nature of cash collections, the low point in Cash Holdings has historically been in August. -Accordingly, the Strategic Reserves calculation is done as of August 31 of each year by the CFO.

Strategic Reserves may be maintained as-is in Cash Holdings, set aside into Board Designated Fund(s), expended within the current year for strategic initiatives, or used for emergency needs consistent with the requirements of the Cash Reserves.

Strategic Reserves are not intended to be used to address structural financial deficiencies (e.g., ongoing capital or operating budget shortfalls, emergencies resulting from lack of planning.)

Any use or designation of Strategic Reserves is at the discretion of the Board and must be approved by the Board.

If expended for non-emergency needs, Strategic Reserves are intended to allow the College to take advantage of opportunities and pursue initiatives that are, at least initially, non-recurring in nature. -In addition, use of Strategic Reserves must not financially obligate the College for more than one year unless the initiative is self-sustaining or has other funding beyond that period.

Examples of appropriate use Strategic Reserves include:

- cost of programs or services in a first year of operations that are ultimately planned to be self-supporting (e.g., startup expenses that happen before revenue is collected);
- significant, strategic, non-recurring capital or operational investments (e.g., equipment purchases, special repairs or maintenance of equipment or facilities, targeted consulting projects, short-term special project employment, etc.);
- major capital expenditures for which use of Strategic Reserves was planned;
- pre-payment of existing debt to reduce future interest costs; and,
- other uses as determined by the Board at its discretion.

Responsibilities

With the assistance of the CFO and Cabinet, it is the responsibility of the President to manage Cash Reserves.

Annual Operating Budget and Operating Reserve

In an effort to ensure that the College ~~is able to meet operating measures to can~~ generate ~~appropriate enough~~ cash ~~and to~~ maintain ~~its capital assets and~~ cash reserves ~~levels~~, the College will only present to the Board for adoption an annual general fund operating budget that is at least break-even ~~or better~~, including "funded" depreciation and amortization. The amount of funded depreciation will be at least the amount of planned Routine Capital, Major Capital, and debt payments for the upcoming year offset by capital millage collections and designated Strategic Reserves from the prior year, as available.

To provide sufficient opportunity to address routine contingencies (e.g., price increases, unanticipated or inadvertently unbudgeted costs, ~~less material~~ revenue shortfalls, unanticipated opportunities), the College will include in its operating budget approximately one-percent of prior fiscal year general fund expenditures as a reserve. -These funds will be held in a designated, restricted use organization unit.

Transfers from the reserve require approval by the CFO and will be reported to the President on a periodic basis.

References: ~~Capital Assets—Approval, Safeguarding, & Accounting procedure~~
~~Major~~ Capital Assets 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:

- 28 students are enrolled in the Red Hawks Rise program which began in mid-June. The program is designed to assist with building foundations in math and reading, expose students to different aspects of the college and set the students up for success in the fall.
- The new Dean of Career and Workforce Education will begin on July 10 and the new PTA Faculty will begin at the college by the end of July.
- The ADN - BSN with Siena Heights University letter of intent was submitted.
- Faculty member, Nick Brittin, was featured on ABC 57 regarding ChatGPT.

ACADEMIC EXCELLENCE

On April 20, Niles Admissions Specialist, **Anna Bockheim**, participated in Niles High School College and Career Fair.

On May 26, *South Haven Admissions Specialist*, **Laura Henderson-Whiteford**, participated in South Haven High Schools College and Career Fair at South Haven High School.

A new book, *The Beats and the Academy: A Renegotiation* (Clemson University Press, 2023), written by **Erik Mortenson**, full-time English faculty, has just been published. Co-edited with Tony Trigilio of Columbia College Chicago, this collection of essays examines the relationship between the Beat generation writers and higher education, focusing on their pedagogical methodologies and the current state of academia.

STUDENT SUCCESS

Thank you to **Dr. Trevor Kubatzke, Dr. Ken Flowers, Dean LaToya Mason**, and the Board of Trustee members that attended the Nursing pinning ceremony on May 7 after commencement. The Nursing pinning ceremony celebrated the students' success of graduating and entering the nursing profession. We appreciate your continued support of our Nursing graduates and our Nursing program. In the last academic year, we had a total of 56 Nursing graduates!

The December 2022 and May 2023 graduating classes are pictured below:



December 2022 Graduates



May 2023 Graduates

On April 19, 28 and May 24, the Niles Campus offered campus tours.

On April 21 and May 9, the South Haven Campus offered campus tours.

This month South Haven Admissions Specialist, **Laura Henderson-Whiteford**, and South Haven Advisor, **Julia DeGroot**, participated in on site class registration at Fennville, South Haven, and Covert High Schools.

This month South Haven Admissions Specialist, **Laura Henderson-Whiteford**, participated in award ceremonies for Gobles, Covert, Lawrence, Otsego, Brandywine, and South Haven High Schools.

This month Niles Admissions Specialist, **Anna Bockheim**, participated in award ceremonies for Brandywine, New Buffalo, Niles River Valley, Buchannan High Schools as well as Niles Adult Education.

COMMUNITY IMPACT

On May 4, the South Haven Campus hosted the South Haven Speaker Series featuring Dr. Ann Lin who spoke on the topic should the US fear China's rise?

On May 18, the South Haven Campus hosted the South Haven Speaker Series featuring Dr. Joel Toppen who spoke about the challenges to Democracy and the Growth of Autocracy in the World.

This month the South Haven Campus hosted the South Haven Region Business Hub Growth Series, the AAUW Board Meeting and the SH Visitors Bureau Annual Business Meeting.

On May 23, the Niles campus hosted the YMCA of Greater Michiana's board meeting.

On Wednesday, May 24, the Visual and Performing Arts Department presented the second annual WAVE Awards on the Mendel Mainstage. Dean of Arts and Sciences, **Kris Zook**, directed the award show. Nine local high schools participated in this event. The musical pit was made up of **Don Savoie**, part-time instructor, **Andrew Lunn**, current LMC student, Sam Lunn, Holland High School student and Jill Garcia, piano. The event included a red carpet for the students and was overall a tremendous success!



St. Joseph High School performing at the WAVE Awards

This year the WAVE Awards has grown to include students and art educators from Berrien, Van Buren, and Cass Counties in Michigan, and St. Joseph County in Indiana. Twelve adjudicators evaluated the participating schools, and about 550 students participated in the musicals that were reviewed.

All nominees received an LMC Red Hawk Scholarship good for a three-credit course taken within the next four academic years and written feedback from a panel of arts professionals. The lead actor recipients also received \$1,000 WAVE Award Scholarships to participate in LMC Visual & Performing Arts coursework.



Dowagiac High School performing at the WAVE Awards

Loosely designed after Broadway's famed Tony Awards, the WAVE Awards recognizes, encourages, and promotes high school theater. Individuals and productions from participating schools were nominated in fourteen acting and technical categories. Two of those categories, Outstanding Featured "Special Cast Member" in a Musical and the Esprit d'corps Award, were new for this year.

The event began with red carpet arrivals, followed by the awards ceremony, which included several musical production numbers.

Presenters included President **Dr. Trevor Kubatzke**, United Way of Southwest Michigan's Marketing Communications Director Jennifer Tomshack and LMC Alumnus and Campaign Relationship Coordinator, Dawn Howley, DC Cook Nuclear Power Plant Manager of Engineering Projects Michael Carlson, Children's Music Workshop Executive Director Adrienne Glisson, Dansation and Samiras Photography Owner Ajah Fisher, Quinlan & Fabish Store Manager and Co-Founder of the Southshore Concert Band, Mr. Michael Hoge, Music Faculty, Director of Choirs, and President of the District 6 Michigan State Vocal Music Association, **Rebecca Derbas-Selvidge**, Foundation and Career Services and Alumni Relations, **Barbara Craig**, the namesake of the Hanson Theatre and Hanson Technology Center, philanthropist, and long-time friend and donor, Carolyn Hanson, long-time friend, donor, Alumnus, patron of the arts at LMC, and active member of the arts community in southwest Michigan, Carol Sizer, Corewell Health's Diversity, Equity and Inclusion Partner Otilio Campos, LMC Theatre Instructor and professional actor **Dr. Patrick King**, current LMC Musical Theatre major and the inaugural winner of the WAVE Award for Best Actor, **Sierra Loughrin**, former Representative in the Michigan State House of Representatives and Executive Director, Community & Governmental Relations, **Alton Pscholka**, and the current Berrien County 3rd District Commissioner and LMC Alum, Chokwe Pitchford.

Participating High Schools and the musicals they performed are Bridgman High School - Shrek: The Musical, Jr., Cassopolis, Ross Beatty High School - My Fair Lady, Dowagiac High School - The Sponge Bob

Musical, Hartford High School - Shrek: The Musical, New Buffalo High School - Into the Woods, Jr., Paw Paw High School – Footloose, Penn High School – Cinderella, St. Joseph High School - Mamma Mia!, and Lakeshore High School - Legally Blonde.



ACADEMIC EXCELLENCE	STUDENT SUCCESS	COMMUNITY IMPACT
GOAL Our students are well-prepared to excel academically and professionally	GOAL Our students explore, define, and reach their goals	GOAL Our educational and cultural experiences improve socioeconomic mobility, strengthen the economy, and enrich lives
STRATEGIC THEME <ul style="list-style-type: none">Quality Programs/CurriculumStudent LearningCulture/Environment for/of Learning	STRATEGIC THEME <ul style="list-style-type: none">AccessInclusionRetentionStudent Support	STRATEGIC THEME <ul style="list-style-type: none">OutreachCommunicationWorkforce/Talent DevelopmentRegional Community Enrichment
MEASURES <ul style="list-style-type: none">Meeting employer needsSuccessful institutional transferInstructional effectiveness	MEASURES <ul style="list-style-type: none">Persistence and retentionGoal completion rate and duration	MEASURES <ul style="list-style-type: none">Economic impactFinancial savings for students and familiesProfessionals in high demand fields

STUDENT AFFAIRS

Mr. Nygil Likely, Vice President of Student Affairs

Mr. Likely provided a short update on Student Affairs:

1. New Student Orientations continue throughout the summer and are going well.
2. As Dr. Kubatzke mentioned the Athletic Department was named Academic School of the Year for the second year in a row.
3. The division is preparing for fall semester and addressing any emerging needs as they arise.
4. The Whirlpool and Corewell Health summer interns are settled in Beckwith Hall and doing well.

STUDENT SUCCESS

Athletics

Baseball players received accolades for the 2023 baseball season, including:

Tanner Simpson (Freshman, Coatesville, IN) – Michigan Community College Athletic Association (MCCAA)

Second Team All-Western Conference, Michigan Community College Athletic Association (MCCAA)

Western Conference All Freshman Team

Nate Necas (Freshman, Three Oaks, MI) – Michigan Community College Athletic Association (MCCAA)

Honorable Mention Western Conference

Stephen Weinert (Freshman, Ludington, MI) - Michigan Community College Athletic Association (MCCAA)

Honorable Mention Western Conference

Softball players received several accolades this season, including:

Angela Schmidt (Sophomore, Canton, MI) – National Junior College Athletic Association (NJCAA) Division II Region XII All Region Team, All Michigan Community College Athletic Association (MCCAA) Team, Michigan Community College Athletic Association (MCCAA) First Team All-Western Conference

Karly Manning (Freshman, Hartford, MI) - National Junior College Athletic Association (NJCAA) Division II Region XII All Region Team, All Michigan Community College Athletic Association (MCCAA) Team, MCCAA First Team All-Western Conference

Shelby Grau (Sophomore, Stevensville, MI) – Michigan Community College Athletic Association (MCCAA) Second Team All-Western Conference

Hailey Robinson (Freshman, St. Joseph, MI) – Michigan Community College Athletic Association (MCCAA) Honorable Mention All-Western Conference

Jersie Dawson (Freshman, Edwardsburg, MI) - Michigan Community College Athletic Association (MCCAA) Honorable Mention All-Western Conference

COMMUNITY IMPACT

Admissions

Attending awards nights and honors presentations prior to high school graduations across the Southwest Michigan region brought the demographic shifts into focus for Admissions this spring. Smaller graduating classes at already small high schools meant recruiting qualified seniors is even more important.

In the face of less interest in traditional college educational paths the College's staff has changed tactics from previous years. Admissions visits to high schools increased this spring and more on-site registrations were held (accepting and registering students in their home high schools with their teachers and Guidance staff present). On top of ten Free Application for Federal Student Aid (FAFSA) events aimed at financial aid awareness and direct support, Admissions staff went to 16 different high schools, working with over 130 students registering 70 percent of them the day of the on-site visit.

These efforts have also included attending non-school events like local fairs, festivals, and parades across Berrien County, dropping off materials at area libraries, and connecting with community-based organizations. New materials supporting these efforts were produced in English and Spanish.

This spring the College Admissions also held far more campus tours and reached out to more schools to visit every Lake Michigan College campus. This raised the College's profile with the traditional high school population which increased awareness and applications to the College.

Campus Life

We are currently planning the 2023-24 years events for all students at all campuses.

Housing

Whirlpool and Corewell Health interns have all moved in for the summer. We are preparing for the 2023-24 academic school year move in.

As of June 5, 2023

Employment Report:

Positions Posted or in the Hiring Process:

- Box office Coordinator (Part-time)
- Director, Dental Assisting
- Distance Education Learning Designer
- HR Business Partner - Faculty/Benefits
- Maintenance Technician
- Phlebotomy Technician Lab Support Specialist (Part-time)

New Hires:

- Administrative Assistant, Educational Opportunity Center (Grant-funded) – Kyleigh Lewis (starting 6/26)
- Dean, Career & Workforce Education – Dr. David Krueger (starting 7/10)

Position Changes:

- Facilities Operations Manager – John Hoskins
- Manager, Testing & Tutoring Services – Jennifer Jacobs

Separations:

- Christina Saldana-Cubides – Career Coordinator Specialist (Kinexus)
- Debora Smeelink – Educational Opportunity Center Coordinator
- Dennis Medlin – Maintenance Technician
- Nicole Mason – Academic Programs Coordinator, Upward Bound

FINANCE REPORT

Lake Michigan College Income Statement (Operating & Auxiliary Funds ONLY) May 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	\$ 9,357,000	\$ 11,285,000	83%	\$ 10,839,000	\$ 10,819,000	100%
Property Tax Revenue, Net	17,927,000	18,930,000	95%	17,533,000	18,422,000	95%
State Appropriations - Base	4,357,000	6,267,000	70%	4,419,000	5,992,000	74%
State Appropriations - MPSERS	1,473,000	1,473,000	100%	730,000	977,000	75%
Interest Income	445,000	16,000	2781%	13,000	16,000	81%
Other Revenue	445,000	428,000	104%	394,000	488,000	81%
Auxiliary Operations, Net	182,000	214,000	85%	72,000	145,000	50%
Funding from Foundation	991,000	219,000	453%	54,000	-	-
TOTAL REVENUE	\$ 35,177,000	\$ 38,832,000	91%	\$ 34,054,000	\$ 36,859,000	92%
Expenses						
Labor Costs	\$ 23,981,000	\$ 27,668,000	87%	\$ 21,331,000	\$ 21,915,000	97%
Services	1,994,000	2,811,000	71%	1,568,000	1,727,000	91%
Building Costs	3,108,000	3,433,000	91%	3,134,000	3,497,000	90%
Licensing, Training/Travel, & Other	2,034,000	2,246,000	91%	1,547,000	1,732,000	89%
Supplies	719,000	859,000	84%	696,000	757,000	92%
Interest Expense	410,000	392,000	105%	426,000	464,000	92%
TOTAL EXPENSES	\$ 32,246,000	\$ 37,409,000	86%	\$ 28,702,000	\$ 30,092,000	95%
OPERATING INCOME (LOSS)	\$ 2,931,000	\$ 1,423,000		\$ 5,352,000	\$ 6,767,000	
Depreciation	4,309,000	1,252,000		4,162,000	4,805,000	
Transfers	-	-		27,000	2,623,000	
TOTAL NET INCOME (LOSS)	\$ (1,378,000)	\$ 171,000		\$ 1,217,000	\$ 4,585,000	

* - Board approved budget as adjusted for revisions

For Informational Purposes:

Property Taxes for Capital Millage	\$ 4,783,000	\$ 4,905,000	98%	\$ 4,576,000	\$ 4,715,000	97%
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Lake Michigan College
Balance Sheet (General & Restricted Funds)
May 31, 2023

	5/31/23	5/31/22	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 - AEP Litigation Reserve	745,000	-	745,000	-
Reserve - LMC Promise Designated Fund	625,000	-	625,000	-
Cash & Investments - Designated - Reserves	\$ 17,085,000	\$ 14,075,000	\$ 3,010,000	21%
Cash Undesignated *	9,426,000	8,409,000	1,017,000	12%
Investments	13,583,000	13,255,000	328,000	2%
Accounts Receivable, Net	2,186,000	1,660,000	526,000	32%
Prepaid Expenses & Other Assets	434,000	513,000	(79,000)	-15%
Fixed Assets, Net of Depreciation	88,469,000	89,964,000	(1,495,000)	-2%
Total Assets	\$ 131,183,000	\$ 127,876,000	\$ 3,307,000	3%
Payables	\$ 4,838,000	\$ 4,391,000	\$ 447,000	10%
Deferred Revenues	404,000	461,000	(57,000)	-12%
Debt	28,677,000	32,017,000	(3,340,000)	-10%
Pension Liability, Net	20,616,000	22,650,000	(2,034,000)	-9%
Total Liabilities	54,535,000	59,519,000	(4,984,000)	-8%
Net Assets	76,648,000	68,357,000	8,291,000	12%
Total Liabilities + Net Assets	\$ 131,183,000	\$ 127,876,000	\$ 3,307,000	3%

* includes capital millage proceeds

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

5/31/23

Operating Activities:

Cash Received from Property Taxes - Operational	\$ 17,927,000
Cash Received from Tuition	13,855,000
Cash Received from Appropriations	5,830,000
Cash Received from Foundation, Grants & Fundraising	1,079,000
Cash Received from Other Operations	279,000
Cash Received from Grant Admin Fees	79,000
Cash Received from Interest	445,000
Cash Received from (Paid for) Auxiliary Operations	(6,000)
Cash Paid to / on behalf of Employees	(23,692,000)
Cash Paid to Vendors	(7,405,000)
Cash Paid (Received) from Restricted Funds	-
Cash From Operations	\$ 8,391,000

Investing Activities:

Cash Received from Property Taxes - Capital Millage	4,164,000
Cash Paid for Capital Assets	(2,964,000)
Cash on Hand (Used) for Capital Assets	\$ 1,200,000

Financing Activities:

Paid on Debt - Principal	(3,335,000)
Paid on Debt - Interest	(490,000)
Cash Paid on Debt	\$ (3,825,000)

Net Increase (Decrease) in Cash **\$ 5,766,000**

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

Ending Cash (at May 31, 2023) **\$ 40,094,000**

ADJOURNMENT MOTION by Mr. Dissette with support by Ms. Johnson to adjourn the Regular Meeting of the Lake Michigan College Board of Trustees at 5:20 p.m.

Vicki M. Burghdoff

Vicki Burghdoff
Lake Michigan College Board Chair