

## **Board of Trustees Minutes of the Regular Meeting**

Niles Campus at Bertrand

May 21, 2019

### **CALL TO ORDER**

Chair Johnson called the Regular Meeting of the Lake Michigan College Board of Trustees to order at 5:32 p.m. Ms. Johnson opened the meeting with the Pledge of Allegiance.

### **ROLL CALL**

Present: Jeff Curry, John Grover, Debra Johnson, Mary Jo Tomasini, Michael Lindley

Absent: Paul Bergan, Joan Smith

### **SETTING OF THE AGENDA**

Ms. Johnson added item E – Approval to Submit MCACA Project Support Grant.

### **APPROVAL OF MINUTES**

Minutes of the April 23, 2019 Regular Board Meeting were approved as presented with a motion by Ms. Tomasini supported by Dr. Lindley.

### **Voice Vote**

**Approved**

### **PETITIONS AND COMMUNICATIONS FROM THE FLOOR**

None

### **PRESIDENT'S REPORTS**

#### **Administrative Services**

Ms. Erdman reported on the employee evaluation program and how it will help professional development opportunities for employees.

**Academic Affairs**

Dr. Kellogg introduced Mr. Nick Hooper, Director of the Niles campus. Mr. Hooper gave a PowerPoint presentation on the Niles campus team and the activities taking place on the campus. He introduced students who shared their LMC experience. Dr. Kubatzke presented the students with a welcome gift on behalf of the College.

**OLD BUSINESS**

**POLICY REVISIONS**

As part of ongoing efforts to review college policies in support of continuous quality improvement efforts, the following policy revisions have been presented to the Board of Trustees for review and/or approval.

**Policies – 2nd Read**

Academic Calendar .....	Ms. Craig
Active Military Duty Students .....	Ms. Craig
Student Conduct .....	Ms. Craig
Tuition Refund .....	Ms. Craig

**Deleted Policies**

Guest Students-Delete .....	Ms. Craig
Student Behavior-Delete.....	Ms. Craig
Undocumented Students-Delete .....	Ms. Craig
Academic Intervention-Delete .....	Dr. Kellogg

**ACTION:**

College Administration recommended that the Board of Trustees approve the policy revisions and deletions as presented.

Lake Michigan College Policy

Academic Calendar

Office of Origin: Records & Registration

Date Adopted:

Date Reviewed:

Last Date Modified & Approved:

Policy Statement:

The Academic Calendar is created and maintained by the Registrar, with oversight from the Academic Calendar Committee and formal approval as outlined below. Each year's calendar contains dates and deadlines relative to registration (add, drop, withdraw), term

begin and end, second-admit and graduation applications, roster confirmation, and grading (mid-term and final); the academic year includes fall, spring, and summer.

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

1. The Academic Calendar Committee reviews and submits the final draft copy to Cabinet.
2. Cabinet reviews and approves and forwards to Instructional Coordination Council (ICC) or returns to Academic Calendar Committee for correction.
3. Instructional Coordination Council (ICC) reviews and approves or returns to Academic Calendar Committee for correction.

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

Responsibility: Provost & Vice President of Academic Affairs & Vice President, Student Engagement and Support

References: Academic Calendar Procedure

Lake Michigan College Policy

Active Military Duty - Students

Office of Origin: Records and Registration

Date Adopted: 12-10-90

Date Reviewed:

Last Date Modified & Approved:

Policy Statement:

Military members (active duty, National Guard, and reservists) enrolled at Lake Michigan College who are unable to complete classes because of a change in military duties or status must submit orders which reflect the change in duty or status so the College can determine the following:

- If it is appropriate to finish coursework early, withdraw, or take an Incomplete,
- If a refund should be issued, or
- If credit to re-take classes should be granted and
- Whether any on-campus housing fees can be refunded.

Re-enrollment: per the Higher Education Opportunity Act of 2008 (HEOA) (Sec.484C), the College is required to readmit a student who withdrew or did not attend after admission in order to perform military service as described in orders.

This policy may be expanded to include law enforcement, Homeland Security, fire and emergency personnel in the event of orders from their employer to assist in military related situations. A copy of orders must be submitted to the College.

Responsibility: Vice President, Student Engagement and Support

References: Active Military Duty – Students Procedure  
Higher Education Opportunity Act of 2008  
Housing Agreement

DELETE – NOW INCLUDED IN REGISTRATION POLICY  
GUEST STUDENTS

Office of Origin: Student Services

Date Adopted:

Date Reviewed: 04-24-07

Last Date Modified & Approved: 01-27-09

Policy Statement:

Students who attend a college or university other than Lake Michigan College may enroll in Lake Michigan College course work as guest students. Those wishing to enroll as guests at Lake Michigan College must submit the MACRAO approved Michigan Uniform Undergraduate Guest Application at registration. Guest students are afforded all the rights and responsibilities of matriculated Lake Michigan College students except they are not eligible for financial aid. Guest students may enroll in course work for which all stated pre-requisites have been met.

DELETE THIS POLICY AND COMBINE INTO  
STUDENT Conduct, Discipline, and Due Process Policy

STUDENT BEHAVIOR

Office of Origin: Student Services

Date Adopted:

Date Reviewed: 02-04-09

Last Date Modified & Approved: 05-25-10

Policy Statement:

Lake Michigan College is committed to creating and maintaining a supportive environment that is most conducive to providing education to develop student potential. Students at Lake Michigan College are therefore expected to maintain behavior appropriate to a college environment.

Any conduct, including but not limited to, physical harm or abuse, verbal abuse, threats, intimidation including use of social media, harassment, or coercion, or any behavior that threatens or endangers the health, safety, or well-being of any person is prohibited. Any student who violates these behavioral expectations will be subject to disciplinary action, which may range from expulsion from a class up to removal or permanent exclusion from the College. (See Student Discipline and Due Process for procedures related to formal disciplinary action.)

Responsibility: Executive Dean, Student Services

References: College Handbook

#### STUDENT CONDUCT, DISCIPLINE, AND DUE PROCESS

Office of Origin: Student Engagement and Support Services

Date Adopted: 01-28-86

Date Reviewed:

Last Date Modified & Approved: 02-04-09

The College expects students to maintain reasonable standards of conduct and behavior. When students do not conduct themselves as responsible members of the college community, the College may institute appropriate disciplinary action as laid out explicitly in the Student Code of Conduct, which is published on the College's website and in the Student Handbook. Examples of disciplinary actions which may be imposed upon a student who is in violation of the Student Code of Conduct include:

- College Property Restriction – restriction from certain College facilities or property; either physical or virtual, for a specified period of time.
- Formal Warning – a written reprimand that expresses disapproval of the student's actions and warns against any potential violations of College policy in the future.
- Probation – a period during which the student must demonstrate compliance with Student Code of Conduct. Probation may be imposed for a period not to exceed one academic year and may include suspension of other privileges during the probation period.
- Suspension – separation from the College for a specified period of time; e.g., one semester, two semesters, etc. A suspended student may re-enroll or resume attendance in accordance with guidelines outlined in the Student Code of Conduct.
- Expulsion – a permanent removal from the College. This means the student may no longer participate in any College activity or be on campus for any purpose.

Due Process is the guarantee of student civil rights under the Constitution of the United States and the laws and regulations of the State of Michigan and Lake Michigan College.

Due Process is that process which prevents rights from being taken away from an individual without notice and an opportunity to respond to allegations.

Due process requires that the Vice President Student Engagement and Support, or her/his designee shall meet with the student as soon as possible after the alleged violation of the Student Code of Conduct and at such meeting the Vice President Student Engagement and Support, or her/his designee, shall provide the student with (1) notice of the alleged violation(s) of the Student Code of Conduct, (2) the facts upon which the alleged violation(s) is/are made, and (3) an opportunity to discuss the alleged violation(s) and respond. Within five (5) school days of the meeting, the Vice President Student Engagement and Support, or her/his designee, will provide the student with notice of the decision and information regarding the appeal process, if applicable.

Responsibility: Vice President, Student Engagement and Support

References: Student Code of Conduct, Student Handbook, Athlete Code of Conduct, Beckwith Hall Code of Conduct

The Board of Trustees recognizes the need to both maintain student discipline and allow students the right to due process when discipline is in fact implemented. The Board of Trustees, therefore, authorizes the administration to establish procedures for implementing the policy for student discipline and due process, which follows is laid out explicitly in the Student Code of Conduct posted in the Student Handbook and on the College Website. Further codes of conduct and sanctions apply to resident students and athletes, according to their handbook.

- I. The following are examples of some of the types of discipline which may be imposed upon students:
  - a. Expulsion a permanent exclusion or removal from the College. Students who are expelled have no right to automatically re enroll in the College and may resume attendance only upon the express consent of the trustees, or upon such terms as the trustees, or upon such terms as the trustees determine at the time of expulsion, or at the conclusion of a term affixed by the trustees at the time of expulsion. Expulsion will result in a withdrawal being given for all uncompleted course or academic work.
  - b. Suspension a temporary exclusion from the College for a definite period of time; e.g., days, weeks, semesters, etc. A suspended student may re enroll or resume attendance at the end of the term of suspension without prior approval of the trustees. In the event a student is suspended for ten (10) days or less, the student may make up any tests given during the

period of suspension, but the student's grades will be determined in accordance with established departmental policies and course syllabi.

- c. Administrative withdrawal--removal or dropping from a class or course a student who is dropped or removed from a particular course or class may continue to attend other classes but may not resume attendance in the class from which he or she has been removed for the remainder of the semester in which removal occurs. In the event a student is removed from a class, he or she will be given either a withdrawal or a failure in accordance with established College policies.
  - d. Reduction of grade a student's grade may be reduced for violation of academic rules established by each department of the College, or by rules established by each instructor in accordance with the instructor's course syllabus.
  - e. Probation probation may be imposed not to exceed one academic year and may include suspension of certain other privileges during the probationary period. Probation for conduct concerns is not the same as academic probation, referenced in the Academic Progress and Intervention policy.
  - f. Censure or Reprimand a student who is censured or reprimanded may continue to enjoy all privileges and rights as a student of the College, but is subject to further and more severe discipline in the event of further violations of College rules or policies.
- II. A student who is expelled or suspended will not be permitted access to College property and may not participate in any College activities during the period of suspension or expulsion.
  - III. A student who is expelled, suspended or removed from a class or course will not be entitled to a refund, either in whole or in part, of any tuition.

Responsibility: Executive Dean, Student Services Vice President, Student Engagement and Support

References: Academic Progress and Intervention policy; Athletic Student Handbook; Beckwith Student Handbook; LMC Student Handbook and Student Code of Conduct

## TUITION AND REFUND

Office of Origin: Registrar

Date Adopted:

Date Reviewed:

Last Date Modified & Approved: 10-24-08

### Policy Statement:

Lake Michigan College will refund 100% of a student's tuition and fees if the:

1. College cancels a class or
2. Student drops the class before the deadline published in the semester class schedule ("Last day to drop with 100% refund").

The College will not refund tuition and fees for classes dropped after the deadline. Students with special situations must file a formal tuition appeal, the forms for which are available in the Records and Registration Office.

Responsibility: Executive Dean, Student Services Vice President, Student Engagement and Support

### References:

Lake Michigan College Policy

DELETE – UNNECESSARY WITH UPDATE OF RESIDENCY POLICY

## UNDOCUMENTED STUDENTS ADMISSIONS

Office of Origin: Student Services

Date Adopted: 06-24-14

Date Reviewed:

Last Date Modified & Approved:

### Policy Statement:

#### International Student

A student who is (1) not a United States citizen or (2) a student who has been admitted to the United States on a temporary, non-resident status, is classified as an International student. International students should be prepared to document status or property ownership at the time of registration.



An International student may qualify for classification according to the definitions of residency stated above if (1) the student holds a valid Alien Registration Receipt Card (Permanent Resident Card), political asylum status or (2) a student owns, or a documented dependent student whose parents or legal guardians own, property within the United States, or (3) the student is a longstanding area resident who graduated from a United States high school or received a GED and can document residence for the period of at least one year immediately prior to the first day of the semester.

Responsibility: Vice President, Student Services

References:

ACADEMIC INTERVENTION DELETE

INCLUDED IN THE Academic Progress and Intervention policy APPROVED BY THE BOARD FEBRUARY 2019.

Office of Origin: Academic & Student Services

Date Adopted:

Last Date Modified & Approved:

Policy Statement:

Academic Intervention is a practice used by Lake Michigan College to assist students with successfully maintaining required Academic Standards of Progress. Several intervention strategies are proactively employed by the College, including Supplemental Instruction, Freshman Seminar, and a tutoring program. You should talk with your counselor/advisor to access these services.

If your cumulative GPA does fall below the level required to maintain satisfactory academic standing, you will be subject to more aggressive intervention strategies, including being placed on Academic Probation or Academic Dismissal from the College for one or more semesters.

Students placed on academic intervention for any semester will be required to see a designated intervention advisor before the end of the drop-add period of that semester. Authorization from that advisor will be required to register for or remain in classes for which the students have already registered.

Academic Probation

Students placed on Academic Probation for any semester will be required to see a designated advisor prior to registering. Prior to the first meeting with a student who has been notified they have been placed on Academic Probation, the designated advisor and

the appropriate program/discipline teaching faculty will meet and develop a written plan of help for the student. This plan will be discussed with the student during their meeting with the designated advisor.

Students on Academic Probation will be required to:

1. Meet with the same designated advisor at least three times during that semester.
2. Limit their enrollment as described in the student's plan of help. A Study Skills class is strongly recommended.
3. Obtain a grade of "C" or better for each class in which they are enrolled.

Students who fail to meet these requirements will be subject to Academic Dismissal.

#### Academic Dismissal

If a student who has been placed on Academic Probation does not meet the three requirements listed on the previous page, they will be prohibited from enrolling in classes at LMC for one semester. This semester of non-enrollment must be the following Fall or Winter semester. At the time they return to LMC, they will automatically reenter the Academic Probation program and be expected to accomplish all requirements as stated in items 1 through 3 above.

Academic intervention advisors will:

1. Meet with the student at least three times during the semester in which they have been placed on Academic Probation.
2. Provide the student information about sources of help and assist them in accessing sources that are deemed most beneficial.
3. Provide students information on withdrawing from classes and other information and/or material appropriate for enabling them to pursue their educational goals more successfully.

#### Appeal Process

Students who have been notified of their academic dismissal from Lake Michigan College may appeal in writing to the Dean of Student Services following the college's Due Process procedure on page 121.

Responsibility: Executive Dean, Student Services

References:

#### **Approval to Submit MCACA Project Support Grant**

Title: Project Support Grant of \$16,332 for Winter Delights Festival

Source: Michigan Council for Arts and Cultural Affairs

Officer: Grace Kelmer, Mainstage Director

Dates: October 1, 2019 – March 31, 2020

Match: \$16,332

**Summary:** This Project Support Grant will support the Winter Delights Festival, featuring three headline performances on the Mainstage, local and student performers in Grand Upton Hall, and local art, wine, beer, and food vendors throughout The Mendel Center. The festival will take place February 29, 2020 as part of the 28<sup>th</sup> annual Mainstage performing arts series. The series is designed to make quality performing arts opportunities locally accessible in southwestern Michigan. The cash match will be covered by earned revenue from the event and does not require additional fundraising efforts.

**ACTION:**

It was recommended that the Lake Michigan College Board of Trustees authorize the College to submit an application for the MCACA Project Support Grant.

**Artistic/Cultural Merit**

The Mendel Center at Lake Michigan College is requesting a \$10,000 Project Support grant to help present a public performance of the national touring production of *Jersey Boys* on May 16, 2019, as part of The Mendel Center Mainstage 2018-19 performing arts season.

The Mendel Center strives to present a touring Broadway production each season to make high-quality, professional-level musical theatre accessible to southwest Michigan audiences. The next nearest productions are 50 to 100 miles away, a distance that limits accessibility for patrons unable to travel due to health, financial, transportation, or schedule constraints. The Mendel Center hopes this presentation of *Jersey Boys* (artist website with video on home page – [www.jerseyboysinfo.com/tour/](http://www.jerseyboysinfo.com/tour/)) will continue to broaden exposure of musical theatre throughout southwest Michigan and create new fans of this art form.

*Jersey Boys* has been selected because:

- 1) It is a highly acclaimed, award-winning Broadway story that examines an important era in American music history through a true story.
- 2) It is one of the top nationally touring Broadway productions in the U.S. at this time. It is produced by Dodgers Properties, one of the top producers of on- and off-Broadway shows in the country. Theatrical production company NETworks is also involved with this tour. The Mendel Center has presented NETworks productions in the past and has found them to be of the highest quality cast, crew, costumes, sets, and special effects.

The current tour, which closes June 24 in Modesto, California, is doing multi-date runs in major markets throughout the U.S. The 2018-19 tour will also play major markets, including Detroit, with a cast of seasoned Broadway professionals. To be able to bring this performance to southwest Michigan is a big win for our region.

*Jersey Boys* is one of the most frequently requested performances by Mendel Center patrons. The high-energy show appeals to traditional Broadway audiences (women 35-54) but also to seniors (men and women 60+) because of the musical score that relies on Rock and Roll Hall of Fame music from the 1960s. This performance will be an opportunity for individuals in southwest Michigan and surrounding areas to socially connect with others through the arts.

### **Community Impact**

The Mendel Center enjoys community support for its annual Mainstage season. Support specifically for *Jersey Boys* includes:

- 1) Cash sponsorship (\$7,500) – Whirlpool Corporation and 1<sup>st</sup> Source Bank are cash sponsors of this performance.
- 2) Trade advertising to promote *Jersey Boys* (up to \$4,700) - Outlets include WNDU Channel 16 (TV), The Herald Palladium (print), MailMax (print), 98.3 The Coast (radio), SuperHits 103.7 (radio), and News/Talk 94.9 WSJM (radio).
- 3) Volunteers (120 hours) – 25 individuals from a team of 110 Mendel Center volunteers will donate more than 120 hours preparing playbills for distribution, ushering, backstage monitoring, greeting patrons, running concession sales, and providing staff support for this performance.
- 4) Arts Factor funding (\$1,000) - The Mendel Center has established the Arts Factor fund. Financial support from patrons offsets the cost of tickets for young people, LMC students, and other groups underserved by the arts. The Mendel Center plans to use \$1,000 from this fund to support show attendance by 24 senior citizen who live at area assisted living centers or who are served by area senior centers.
- 5) Lake Michigan College Performing Arts Department (Participation) – The Mendel Center will work with theatre faculty members to use *Jersey Boys* as a teaching and learning tool for LMC performing arts students, as well as for students from other area schools and local theatre groups. A study guide provided by the production will be used to help students gain insight into the play's historical, literary, cultural, and musical contexts. If possible, The Mendel Center will arrange a pre-show discussion between a few of the cast members and the students.

*Jersey Boys* is expected to have wide appeal in southwest Michigan with projected paid attendance of 1,000 patrons. The Mendel Center executive director consulted with local performing arts leaders and the venue's advisory council about bringing the show to the area; all supported it. The high-profile, award-winning status of the show will appeal to traditional Broadway enthusiasts (women 35-54). The 1960's popular music theme of the production will appeal to seniors (men and women 60+) and, in the process, attract new audiences to musical theatre and raise the profile of the art form among a wider audience. Ticket prices range from \$40 (with discounts) to \$95. Discounts for older adults, veterans, students, and LMC employees will help make the show accessible for a wide range of individuals.

*Jersey Boys* will contribute to a vibrant and successful community in several ways.

- 1) It will be an arts-based opportunity for social connections among local residents.

- 2) It will be another avenue to increase cultural literacy, bring awareness to the arts, and nurture a passion for musical theater among residents of southwest Michigan.
- 3) It will contribute to the local economy. One-third of Mendel Center attendees come from Indiana, Illinois, and surrounding Michigan counties. Based on median per person event-related audience spending estimates in the Arts & Economic Prosperity Calculator from Americans for the Arts, *Jersey Boys* will generate \$19,000 in spending by audience members excluding the cost of admission, adding to the region's \$750 million tourism industry.
- 4) By being part of the larger Mendel Center season, *Jersey Boys* will add to the quality of life for residents by providing enriching recreational activities that assist businesses in retaining and attracting a qualified workforce.

### Implementation & Management

The 2-hour and 35-minute public performance of *Jersey Boys* will take place at The Mendel Center Mainstage for one performance on May 16, 2019, at 7 pm.

### Implementation activities & timeline - All actives occur at The Mendel Center

Date	Duration	Activities
October 2017	Through May 16	<ul style="list-style-type: none"> <li>• Ticket sales in process; soft promotion in process through listing on <a href="http://www.TheMendelCenter.com">www.TheMendelCenter.com</a>, and online channels; lobby banner and lobby monitor advertising in process</li> </ul>
Mid February	One month	<ul style="list-style-type: none"> <li>• Begin tech advance &amp; plan for load-in/load-out staffing</li> <li>• Provide theatre faculty with study guide and identify students who will be attending the show</li> <li>• Work with senior centers and assisted living centers to identify seniors to attend the performance through Arts Factor funding</li> </ul>
Late-February	Through May 16	<ul style="list-style-type: none"> <li>• Increase soft promotion of show by including it in Upcoming Event mentions in email marketing and print advertising</li> </ul>
Mid-March	One month	<ul style="list-style-type: none"> <li>• Confirm volunteer workers scheduled for show</li> <li>• Confirm non-technical show advance requirements including catering, runners, lodging, transportation, and backstage needs</li> </ul>
4th week of March	Two months	<ul style="list-style-type: none"> <li>• Increase marketing activities</li> <li>• Send press release to local media; begin social media</li> <li>• Send targeted direct mail piece to 2,000 patron households</li> <li>• Send first patron email (8,500+ contacts)</li> </ul>
Week of Apr 8	6 weeks	<ul style="list-style-type: none"> <li>• Begin radio, TV, and print schedule; increase marketing activity during the 2-3 weeks before the show</li> </ul>
Week of April 22	2 weeks	<ul style="list-style-type: none"> <li>• Confirm crew labor, volunteers, and staff working day of show</li> <li>• Place final catering order for cast and crew per rider</li> <li>• Arrange press interviews for advance feature stories</li> </ul>

Date	Duration	Activities
October 2017	Through May 16	<ul style="list-style-type: none"> <li>• Ticket sales in process; soft promotion in process through listing on <a href="http://www.TheMendelCenter.com">www.TheMendelCenter.com</a>, and online channels; lobby banner and lobby monitor advertising in process</li> </ul>
May 14	1 day	<ul style="list-style-type: none"> <li>• Clear, clean, and prepare stage and backstage areas</li> <li>• Stuff playbills</li> </ul>
May 16	1 day	<ul style="list-style-type: none"> <li>• Load-in, stage set-up, light &amp; sound check – begin at 6 am</li> <li>• Front of house preparation – begin at 2 pm</li> <li>• Volunteer briefing – 6 pm</li> <li>• Open theater doors – 6:30 pm</li> <li>• Curtain – 7 pm</li> <li>• Tear down and load-out – immediately following show</li> </ul>
Week of May 20	3 weeks	<ul style="list-style-type: none"> <li>• Post-show recap at weekly production meeting</li> <li>• Finalize show invoices and financials by June 15</li> <li>• Sales and marketing analysis</li> </ul>

## Marketing

The marketing budget includes \$9,000 of cash and \$4,700 of in-kind advertising. Marketing targeted toward Mendel Center patrons, musical theater audiences, Baby Boomers, Gen Xers, and college performing arts students will begin late February, and continue until the day of show. Detail is provided above. The marketing plan includes:

- Mass media – TV, radio, and print
- Direct mail and targeted online advertising
- Show listing and online ticket sales at [www.TheMendelCenter.com/jesery-boys](http://www.TheMendelCenter.com/jesery-boys)
- Email communications with 8,500+ Mendel Center patrons and with area employers
- Facebook ([www.facebook.com/mendelcenter](http://www.facebook.com/mendelcenter)), Twitter ([www.twitter.com/LMCMendel](http://www.twitter.com/LMCMendel)), and Instagram ([www.instagram.com/themendelcenter](http://www.instagram.com/themendelcenter))
- Lobby monitor and other event cross-promotion throughout The Mendel Center
- Grassroots collaboration with arts organizations, LMC faculty, staff, and students
- Press release to local media and arrange interviews for advance feature stories

## Evaluation

The Mendel Center will evaluate the success of *Jersey Boys* in several ways:

- 1) Final attendance compared to the goal of 1,000 patrons
- 2) Level of LMC Performing Arts Department student and faculty participation achieved
- 3) Attendee satisfaction score of 4 or greater (out of 5) on post show survey
- 4) Quality of show score of 4 or greater (out of 5) on attendee post show survey
- 5) Achieving revenue goals as well as bringing expenses in at or below budget

## Accessibility

Included in the planning process for all events, including *Jersey Boys*, is ongoing review of the accessibility of the venue and programmatic information. The college and The Mendel Center are ADA compliant and offer handicap parking, ground-level entry, ramped access, elevators, and wheelchair-accessible seating and restrooms, and a new hearing assist system. The staff also makes special accommodations, when possible, to ensure comfort and enjoyment for all patrons. If allowed by the *Jersey Boys* production staff, early seating with volunteer assistance for those patrons with disabilities will be offered. The Mendel Center will be used to keep patrons informed about any changes regarding the performance through its website, social media channels, and email system.

### **Project management & implementation team**

The Mendel Center staff brings extensive arts management experience to implementing the presentation of *Jersey Boys*. The executive director has more than 30 years of business management and performing arts experience. The Mainstage director holds an MBA in Arts Administration and brings 8 years of experience to her position. The operations manager has been with The Mendel Center for 5 years. The technical director has 18 years of experience with live productions. The marketing representative has 22 years of marketing experience. Please see the bios in Attachment 3 for the detailed background of each team member.

The Mendel Center volunteers are a dedicated and well-trained group of individuals. Most are retirees who bring a lifetime of problem solving experience to their roles as ambassadors for the venue. At the beginning of each season, volunteers receive safety and customer service training so they can perform their roles with professionalism and competency.

The Mendel Center has a process for successful show implementation. This template will be applied to *Jersey Boys*. It includes trigger dates for show advances, marketing, box office activities, reporting, and wrap-up. Weekly production meetings and open communication between staff members ensure that project milestones are met, potential problems are identified and addressed early, and that all team members are working collaboratively.

**MOTION** by Mr. Grover with support by Mr. Curry to approve the policy revisions and deletions as presented, including the additional action item: Approval to Submit MCACA Project Support Grant.

### **ROLL CALL**

Yeas: Jeff Curry, John Grover, Debra Johnson, Mary Jo Tomasini, Michael Lindley

Nays: None

Absent: Paul Bergan, Joan Smith

## APPROVED

### REQUEST FOR PROPOSAL (RFP) FOR UNARMED SECURITY SERVICES

The College solicited proposals for unarmed security services in accordance with the College's Purchasing Policy, which states:

- *Professional services agreements and other typical professional services will be solicited through Request for Proposal or Request for Qualifications method rather than competitive bid. Such solicitations will be considered on the ability to perform the work and on experience as well as of the price and time frame for completion.*
- *Procurement of professional services of \$100,000 and over . . . require Board authorization.*

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 eight (8) local, regional, and national vendors who had contacted the College about its security needs.

A mandatory pre-proposal meeting was conducted on March 25, 2019, at LMC; there were two (2) attendees. Proposals were received from the following organizations: Allied Universal (Grand Rapids) and Securitas Security Services (Kalamazoo).

Proposals were analyzed, interviews conducted and references checked by a cross-functional Security Services Selection Committee including **Anne Erdman** (Administrative Services), **Grace Kelmer** (Mendel Center Operations), **Nathan Main** (Purchasing and Risk Management), **Pam McVay** (Student Services), **Steve Silcox** (Public Safety), and **Sara VanderVeen** (Facilities Management). Based upon a review that included ability to partner with the College in creating a safe and secure environment for students, staff and guests, service, quality, references, professional credentials, cost and other criteria, Securitas Security Services was selected for recommendation to the Board of Trustees for a 60-month contract beginning July 1, 2019.

Selection of Securitas Security Services will result in an annualized projected savings of \$5,825 compared to the other proposal received. Cost comparison was reviewed using current security services base load.

### **ACTION:**

It was recommended that the Board of Trustees accept the low request for proposal of Securitas Security Services for security services from July 1, 2019 through June 30, 2024, as presented.



**MOTION** by Dr. Lindley with support by Mr. Curry to accept the low request for proposal of Securitas Security Services for security services from July 1, 2019 through June 30, 2024, as presented.

ROLL CALL

Yeas: Jeff Curry, John Grover, Debra Johnson, Mary Jo Tomasini, Michael Lindley

Nays: None

Absent: Paul Bergan, Joan Smith

**APPROVED**

**RESOLUTION APPROVING A CONSTRUCTION AND COMPLETION ASSURANCE AGREEMENT**

Lake Michigan College (LMC) is the recipient of a State of Michigan Capital Outlay Grant for \$8,477,100. The College will enter into an agreement with the State Building Authority and the State of Michigan to share in the cost of the renovation of the Benton Harbor Campus Main Building (referred to in the following agreement as the *Napier Academic Building Renovation and Upgrade*). As part of this agreement, the College will transfer title of the facility to the State of Michigan until the State has paid for financing of the project, at which time the facility title will revert back to LMC.

The College has entered into such agreements on all previous State of Michigan Capital Outlay Grant projects. The only projects the State currently has title to at LMC are the South Haven Campus (referred to in the State's agreement as the *Van Buren Center*) and the Todd Center (referred to in the State's agreement as the *Southwest Center*).

The Van Buren Center was bonded in 2003 and has a lease end date of 10/31/2038. The Southwest Center is technically a Western Michigan University (WMU) project and the lease remains with WMU. But, LMC has a sublease with them as Western is no longer inhabiting the facility. The Southwest Center was bonded in 2002 and has a lease end date of 11/30/2037, when title will revert to LMC.

**ACTION:**

The College Administration recommended that the Lake Michigan College Board of Trustees adopt the Resolution of the Board of Trustees of Lake Michigan College Approving a Construction and Completion Assurance Agreement, A Conveyance of Property, A Lease and An Easement Agreement, If Necessary, for the Lake Michigan College Napier Academic Building Renovation and Upgrade, as presented.

**MOTION** by Mr. Grover with support by Ms. Tomasini to adopt the Resolution of the Board of Trustees of Lake Michigan College Approving A Construction and Completion Assurance Agreement, A Conveyance of Property, A Lease and An Easement Agreement, If Necessary, for the Lake Michigan College Napier Academic Building Renovation and Upgrade, as presented.

ROLL CALL

Yeas: Jeff Curry, John Grover, Debra Johnson, Mary Jo Tomasini, Michael Lindley

Nays: None

Absent: Paul Bergan, Joan Smith

**APPROVED**

**WEB ACCESSIBILITY POLICY**

LMC is committed to ensuring equal access for people with disabilities. As employees, current and prospective students, and existing and potential customers, they are important to the College's success and should not be excluded. This policy applies to all web content developed by or for LMC and should be referenced within any contract of services or statements of work for web content, websites, services, or applications.

**WEB ACCESSIBILITY**

Office of Origin: Marketing Services

Date Adopted:

Date Reviewed:

Last Date Modified & Approved:

Lake Michigan College (LMC) is committed to providing web content that is accessible to the widest possible audience regardless of ability. Accessibility of the web is of critical importance to people with disabilities including people with auditory, cognitive, physical, neurological, and visual disabilities, and is likewise important to those with accessibility needs due to aging.

LMC is committed to ensuring equal access for people with disabilities. As employees, current and prospective students, and existing and potential customers, they are important to the College's success and should not be excluded.

**Requirements**

LMC complies with Web Accessibility Standards set forth by WCAG 2.0 Technologies Accessibility Standards. In addition, any College acquisition or use of online content

provided or developed by third parties (e.g., vendors, video-sharing websites such as YouTube, or other open sources) that the College chooses to make available on its website will provide equal opportunity to the educational benefits and opportunities afforded by the technology and equal treatment in the use of such technology.

### **Procurement**

This policy applies to all web content developed by or for LMC and should be referenced within any contract of services or statements of work for web content, websites, services, or applications. Any contract must include provision for an independent statement of conformance stating that the work meets the required standard.

### **Annual Training**

Accessibility training will be provided and required of all faculty, staff, and other authorized representatives prior to being given access to manage any online content through the Content Management System (CMS), Learning Management System (LMS), or through remote access to a web server.

This training will help content administrators produce accessible content, and assess and correct content that may be inaccessible. All content administrators will be required to attend Accessibility Training on an annual basis as long as they manage online content. The training will be facilitated, in whole or in part, by the Web Accessibility Coordinator.

### **Accessibility Audit**

An annual accessibility audit will be conducted under the direction of the Web Accessibility Coordinator during which information provided by the College through its online content is measured against the technical standard(s) adopted in the Web Accessibility Policy. All problems identified through the audit will be documented, evaluated, and, if necessary, remediated within a reasonable period of time.

Methods of evaluation can include, but are not limited to, automatic scanning, a manual checklist, and user testing, as defined below.

- **Automatic Scanning:** The use of automatic scanning tools is recommended as a quick way to determine a rough level of accessibility; however, these tools cannot be relied upon as the only means of assessment.
- **Manual Checklist:** A manual checklist can be a simple and quick guide to identify the most common accessibility issues, or extensive document which leads a development team through a thorough review.
- **User Testing:** User testing can identify accessibility challenges that may render a site or web-based service difficult for people with disabilities to use. Assistive technology should be used as part of user testing.

### **Contact Information**

Any concerns with the accessibility of online content should be directed to the Digital

Communications Specialist, Room MC-120, 2755 E. Napier Avenue, Benton Harbor, MI 49022, (269) 925-6241, jjacobs@lakemichigancollege.edu, or their designee.

**Responsibility:** Digital Communications Specialist

**References:** Rehabilitation Act of 1973 (Section 504), 29 U.S.C.794, and its implementing regulation at 34 C.F.R. Part 104; Americans with Disabilities Act of 1990 (Title II), 42 U.S.C. 12131 *et seq.*, and its implementing regulation at 28 C.F.R. Part 35; WCAG 2.0 Technologies Accessibility Standards

**ACTION**

The Administrations requested that the Board of Trustees approve the Web Accessibility policy as presented.

**MOTION** by Mr. Curry with support by Mr. Grover to approve the Web Accessibility policy as presented.

ROLL CALL:

Yeas: Jeff Curry, John Grover, Debra Johnson, Mary Jo Tomasini, Michael Lindley

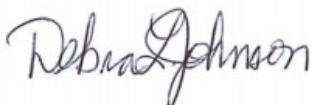
Nays: None

Absent: Paul Bergan, Joan Smith

**APPROVED**

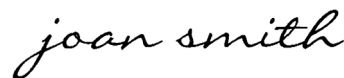
**ADJOURNMENT**

MOTION by Mr. Grover with support by Mr. Curry to adjourn the Regular Meeting of the Lake Michigan College Board of Trustees at 5:54 p.m.



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Debra Johnson, Board Chair  
Lake Michigan College Board of Trustees



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Joan Smith, Board Secretary Lake Michigan  
College Board of Trustees