

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

Benton Harbor Campus

February 5, 2019

### **CALL TO ORDER**

Chair Johnson called the Regular Meeting of the Lake Michigan College Board of Trustees to order at 6:01 p.m. Ms. Johnson opened the meeting with the Pledge of Allegiance.

### **ROLL CALL**

Present: John Grover, Dr. Michael Lindley, Joan Smith, Mary Jo Tomasini, Paul Bergan, Debra Johnson

Absent: Jeff Curry

### **SETTING OF THE AGENDA**

The agenda stands as presented.

### **APPROVAL OF MINUTES**

Minutes of the December 4, 2018 Regular Board Meeting and January 7, 2019 Special Board Meeting were approved as presented with a motion by Mr. Bergan supported by Mr. Grover.

### **VOICE VOTE**

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

None

## **PRESIDENT'S REPORT**

### **Enrollment and Community Partnerships**

Mr. Schaffer reported on the upward trends for enrollment, an increase in the number of high school graduates, and stronger persistence in retention data. He noted that more high school students are choosing Lake Michigan College.

### **Student Engagement**

Ms. Craig gave an update on student co-curricular assessment and the work with onboarding new students.

### **Administrative Services**

Ms. Erdman recognized the Facilities Team and their work with snow removal and getting the campus up and running to get students, staff and faculty back on campus.

She also reported there were over 500 attendees for the Martin Luther King Jr. breakfast that was held at the College on January 21, 2019.

### **Academic Affairs**

Dr. Kellogg reported on the 2019 Todd Center/Culinary Student Engagement Activities, i.e. Connect, Inspire, Belong and Serve, and Recognize.

### **Mendel Center Operations**

Ms. Hahn introduced Ms. Grace Kelmer, Director of the Mainstage who gave the trustees an update on the Arts Factor Program. The program is funded by add on contribution to ticket orders, which distributes tickets to people who are financially unable to see a production. LMC has collected \$3,500 so far this year for the program, which is funded by donations that typically average \$25 or less. Ms. Kelmer stated that the program works with four local partners – including Benton Area Harbor Schools, Lori’s Place, The Whitcomb, and WIRX – and one national partner, Vet Tix, to identify local recipients. LMC has already given out 47 tickets, with a face value of about \$1,000.

## **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.

### **Second Read**

1. Financial Aid Return of Title IV Funds and Refund
2. Academic Progress and Intervention
3. Academic Recognition
4. Protection of Human Subjects in Research
5. Special Programs-delete

## FINANCIAL AID RETURN OF TITLE IV FUNDS AND REFUND

Office of Origin: Financial Aid  
Date Adopted:  
Date Reviewed: 10-30-2018  
Last Date Modified & Approved: 1-22-19

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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 60<sup>th</sup> 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

## **ACADEMIC PROGRESS AND INTERVENTION**

Office of Origin: Academic Affairs & Student Services  
Date Adopted:  
Date Reviewed: 9-18-2018  
Last Date Modified & Approved: 1-22-19

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Lake Michigan College (the College) is committed to supporting students in meeting 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 is posted to the transcript of record for the student.

### **Good Academic Standing**

Students making satisfactory academic progress and maintain 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**

Students whose cumulative College GPA falls below 2.00 are placed on *Academic Probation*. The student is notified in writing that he/she has been placed on *Academic Probation* and is 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 Warning:**

Students who have been placed on *Academic Probation* and whose term GPA falls below 2.00 during the probation period are placed on *Academic Warning*. The student is notified in writing that he/she has been placed on *Academic Warning* and is subject to the following:

- 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 Dismissal**

Students who have been placed on *Academic Warning* and whose term GPA falls below 2.00 during the *Academic Warning* period are placed on *Academic Dismissal* for one full term. The student is notified in writing that he/she has 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 her/his 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.

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

**Responsibility:** Vice President of Student Engagement and Support; Provost and Vice President of Academic Affairs

**References:** Financial Aid Satisfactory Academic Progress Policy

## ACADEMIC RECOGNITION

Office of Origin: Academic Affairs  
Date Adopted:  
Last Date Reviewed: 12-06-2017, 9-18-2018  
Last Date Modified & Approved: 1-22-19

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At Lake Michigan College (the College) academic recognition lists are published at the completion of each semester: President's List, Dean's List, and Part-Time Dean's List.

President's and Dean's List students must have been enrolled full-time and completed a minimum of 12 semester hours of 100-level or above courses in the semester. The President's List includes those students who have earned a semester grade point average (GPA) of 4.0 for the semester courses. Dean's List students are those who have earned a semester GPA of 3.50 or higher for the semester courses.

Part-Time Dean's List students includes those students who have accumulated 12 or more semester credit hours of 100-level or above courses at the College. Part-Time Dean's List students must have been enrolled part-time completing between 6 to 11 semester hours of 100-level or above courses during the semester and have earned a semester GPA of 3.50 higher for the semester courses.

Grades for transitional studies courses (099 or below) and grades of W, S, U, IP, or TR (courses transferred into the College) are not computed in the GPA and therefore not included in the calculations for academic recognition.

**Responsibility:** Provost and Vice President of Academic Affairs

**References:**



## **PROTECTION OF HUMAN SUBJECTS IN RESEARCH**

Office of Origin: Institutional Research  
Date Adopted: 11-22-2011  
Date Reviewed: 09-18-2018  
Last Date Modified & Approved: 1-22-19

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It is the policy of Lake Michigan College (the College) to comply with all applicable federal regulations regarding the use of human subjects in research projects; respect the rights, well-being and personal privacy of individuals; assure a favorable climate for the conduct of academic-oriented inquiry; and protect the interests of Lake Michigan College. It is also the policy of the College to utilize an Institutional Review Board for the review of research best practices.

**Responsibility:** Director, Institutional Research

**References:** Title 45 CFR 690: Federal Policy for the Protection of Human Subjects 45 CFR 46: Federal Regulations, basic federal regulations governing human subject research March 18, 2016.

21 CFR 56: Title 21 Federal Regulations, basic federal regulations governing institutional review boards (IRBs)

Emphasis to be placed on the Institutional Review Board (IRB): A Community College Planning Guide. American Psychological Association, Committee of Psychology Teachers at Community Colleges, 2009.

**SPECIAL PROGRAMS**

**Recommend for Deletion; No Longer Operate Michigan Works Grant Program**

Office of Origin: Human Resources  
Date Adopted: 10-23-90  
Date Reviewed: 01-21-08, 10-26-18  
Last Date Modified & Approved: 03-25-08

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**Policy Statement:**

~~Lake Michigan College will administer the employment of full and part-time employees in programs funded by Michigan Works! agencies utilizing the Procedures Related to Special Programs.~~

~~Employees funded by the grants or contracts from Michigan Works! are deemed to be at will employees and either they or the College may terminate the employment relationship with or without cause or notice. Appointment is for an indefinite term.~~

~~Lake Michigan College is an equal opportunity institution, affording enrollment, employment and services without distinction on the basis of age, color, height, weight, creed, disability, marital status, sexual orientation, national origin, political affiliation, race, religion, or sex. Minorities and disabled persons are encouraged to attend Lake Michigan College.~~

~~**Responsibility:** Executive Dean, Bertrand Crossing Campus and Workforce Services~~

~~**References:** Michigan Works! Service Provider Staff Policies~~

**MOTION** by Mr. Bergan with support by Dr. Lindley to approve the policy revisions as presented.

ROLL CALL VOTE

Yeas: Paul Bergan, John Grover, Debra Johnson, Michael Lindley, Joan Smith, Mary Jo Tomasini

Nays: None

Absent: Jeff Curry

**APPROVED**

## **NEW BUSINESS**

### **ESTIMATED SOURCES OF REVENUE - FISCAL YEAR 2020**

#### **BACKGROUND**

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

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

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

Estimated general fund expenditures for fiscal year 2020 are likely to generally approximate those of fiscal year 2019, which were budgeted to be \$33,300,000. Currently estimated property tax revenue for fiscal year 2019 is \$21,100,000, a significant portion of which will be used for capital improvements.

#### **ACTION**

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

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

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

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Joan Smith, Board Secretary - January 22, 2019

**MOTION** by Ms. Tomasini with support by Mr. Bergan to levy the full voted millage rates of 2.3002, as might be modified by the provisions of Section 31 of the Constitution of the State of Michigan (e.g., the Headlee Amendment.)

ROLL CALL VOTE

Yeas: Paul Bergan, John Grover, Debra Johnson, Michael Lindley, Joan Smith, Mary Jo Tomasini

Nays: None

Absent: Jeff Curry

**APPROVED**

**CAPITAL REQUEST – LAPTOP REPLACEMENT**

The College currently has 165 laptops that are over 5 years old and, as of December 2019, the manufacturer will no longer support the devices due to their age. These laptops are considered end of life, and the difficulty in obtaining software updates and manufacturer support makes replacement necessary. The new laptops will also support student success by providing a faster computing experience, a current operating system, and up-to-date security systems.

Of the 165 laptops, 70 are for student labs and the remainder are for staff. The old devices will be repurposed as loaner laptops for students.

In compliance with the College’s Purchasing Policy, a Request for Proposal (RFP) for laptop replacement was issued. Proposals were received from two companies, which were reviewed and ranked relative to pre-determined criteria including specs, experience, capability, approach, fee, and references.

The RFP was sent to the following companies, and their responses are below:

CDW-G	Did Not Bid
Dell	\$ 131,175
PCM-G	Did not Bid
Y&S Technologies	\$ 127,875

Although the Y&S Technologies bid was lower than the Dell bid, the brand bid by Y&S (Lenovo) does not meet the College’s specifications for use.

**ACTION:**

We recommend that the Lake Michigan College Board of Trustees authorize College administration to bind a contract with the Dell for an amount not to exceed \$131,175.

**MOTION** by Mr. Grover with support by Dr. Lindley to authorize College administration to bind a contract with the Dell for an amount not to exceed \$131,175.

ROLL CALL VOTE

Yeas: Paul Bergan, John Grover, Debra Johnson, Michael Lindley, Joan Smith, Mary Jo Tomasini

Nays: None

Absent: Jeff Curry

**APPROVED**

**EXTERIOR CAMPUS IMPROVEMENTS**

Lake Michigan College has budgeted \$1,000,000 of capital funding to address exterior campus improvements. Proposed projects have been identified with wide, cross functional employee input. Abonmarche and Miller-Davis provided facility solutions, along with budget estimations. Projects are presented in the order of current priority, with the understanding that the project expenditures will not exceed \$1,000,000. Work on these projects is anticipated to occur between January 2019 and August 2020.

Project bidding has not yet been completed for all of the proposed projects. As the projects are bid, College Administration will update the Board of Trustees on the individual project bid results as well as the status of the projects comprising the Exterior Campus Improvements as a whole.

**ACTION:**

The College Administration recommends that the Lake Michigan College Board of Trustees authorize exterior campus improvements for a not-to-exceed budget of \$1,000,000, as presented.

**MOTION** by Mr. Began with support by Ms. Tomasini to authorize exterior campus improvements for a not-to-exceed budget of \$1,000,000, as presented.

ROLL CALL VOTE

Yeas: Paul Bergan, John Grover, Debra Johnson, Michael Lindley, Joan Smith, Mary Jo Tomasini

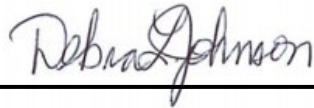
Nays: None

Absent: Jeff Curry

**APPROVED**

**ADJOURNMENT**

MOTION by Mr. Bergan to adjourn the Regular Meeting of the Lake Michigan College Board of Trustees at 6:26 p.m.

Handwritten signature of Debra Johnson in cursive script, positioned above a solid horizontal line.

Debra Johnson, Board Chair  
Lake Michigan College Board of Trustees

Handwritten signature of Joan Smith in cursive script, positioned above a solid horizontal line.

Joan Smith, Board Secretary  
Lake Michigan College Board of Trustees