

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

Benton Harbor Campus

March 19, 2019

### **CALL TO ORDER**

Chair Johnson called the Regular Meeting of the Lake Michigan College Board of Trustees to order at 6:03 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**

Chair Johnson added item G; Board of Trustees 2019 Meeting Calendar Revision to the agenda, and moved item D; Student Engagement and Support Student Senate Presentation to the top of the President's report.

### **APPROVAL OF MINUTES**

Minutes of the February 5, 2019 Regular Board Meeting and March 7, 2019 Board of Trustees Workshop were approved as presented with a motion by Dr. Lindley supported by Ms. Smith.

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

Mr. William Herod introduced himself to the Board of Trustees. Mr. Herod is the President MEA-ESP of the College's Facilities Management Local Union.

### **PRESIDENT'S REPORT**

Ms. Barbara Craig introduced Andrea Zick and the 2018-2019 LMC Student Senate who each shared their involvement with Student Clubs at Lake Michigan College. The following students attended: Jenna Dolezan, Women in Business; Devin Gray, Skydiving Club; Luis Hernandez, Tabletop Gaming Club; Daniel Acker, Secretary; Nicholas Jewell, Art Club and Uriah Baker, Shades of Creation. Dr. Kubatzke thanked the students with a gift from the College.

Other members of the Student Senate include Marion Dixon, Women in Business; James Saad, Accounting and Finance Club; Nashalee Thomas, Movie Club and Young Producers; Shawn Johnson, Pokemon Club and Magic Club; Chyna Calson, Anime Club; Princess Williams, Korean Pop Culture Club; Kevin Jones, Senator; Caleb Lewis, Honors and PTK.

### **Enrollment and Community Partnerships**

Mr. Schaffer gave an update on the activities taking place at the regional campuses. He reported on the Chocolate, Wine and Jazz event that took place on March 16 at the South Haven campus. Mr. Schaffer also reported on the LaSalle Council of Boy Scouts of America whose event was

hosted at the Niles campus on March 7. Mr. Schaffer stated that the College is always looking for opportunities to host community events.

**Administrative Services**

Ms. Anne Erdman recognized Mr. Mike Breyen, the College’s WFF Facility Services Site Manager. Mr. Breyen was chosen as the Director of the Year by the WFF Custodial Firm at the National Conference.

**Academic Affairs**

Dr. Kellogg reported on the many events held at the campuses; the Performing Arts Department and Student Life presented a Black History Month Celebration, the Michigan School Band and Orchestra Association (MSBOA) held their District 6 Festival at the Mendel Center, the LMC Jazz band performed at the South Haven Campus, and over 1,500 Berrien County high school freshman toured the Hanson Technology Center and took part in Berrien RESA’s Career Pathway Day.

**Marketing**

Ms. Candice Elders and Ms. Jennifer Jacobs gave a presentation on the college’s new website.

**OLD BUSINESS**

**POLICY REVISIONS**

As part of ongoing efforts to review college polices 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**

- IT Governance
- Dress Code Policy

**IT GOVERNANCE**

Office of Origin:	Information Technologies
Date Adopted:	xx-xx-xxxx
Last Date Reviewed:	xx-xx-xxxx
Last Date Modified & Approved:	xx-xx-xxxx

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**Overview**

Lake Michigan College’s (the College) Information Technologies (IT) governance structure is

intended to ensure technology efforts are strategically aligned, supported by resources, and meeting the needs of stakeholders. The governance structure operates through committees and processes to collaboratively prioritize projects and initiatives so resources are deployed purposefully to support users and the College's strategic priorities.

The primary component of the IT governance structure is the Information Technology Steering Committee (ITSC), which consists of individuals from all areas of the college, including students. (See the *IT Governance – Project Proposal Recommendation & Prioritization Process* procedure for more information.) The members of the ITSC are expected to actively participate in understanding, evaluating, recommending, monitoring, and communicating out about the use of non-routine IT resources for projects.

The governance structure is to be reviewed annually to determine if changes to the structure and/or processes should be made to improve effectiveness.

### **Responsibilities**

Specifically, the IT governance structure is responsible for:

- Creating a timely, objective, and consistent framework for evaluation and prioritization of technology projects and initiatives.
- Identifying and assessing the impact of proposed projects on IT infrastructure, funding, and human resources to allow limitations to be accepted or addressed with supplemental resources.
- Providing transparency around project proposals, evaluation, resources, priorities, and progress for approved projects.

**Responsibility:** Manager, IT Services

**References:** *IT Governance – Project Proposal Recommendation & Prioritization Process* procedure; Banner Core Team Charter; Academic Committee Listing

**Date of Other Approvals:** Institutional Coordinating Council (ICC) – 2/19/19; Cabinet – 2/27/19

## **DRESS CODE**

Office of Origin:

Human Resources

Date Adopted: 10-04-96

Last Date Modified & Approved: 1-7-19, 3-19-19

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Lake Michigan College strives to be an institution where employees enjoy their work environment while delivering excellent services to our students and communities. Our goal is to create an environment that is comfortable and encourages open communication across all levels and divisions within the institution. We recognize the importance of having an environment where employees dress appropriately for conducting business in their departments during working hours and when representing the College. Appropriate dress and personal hygiene are important in promoting a positive image for our constituents - both internally and externally.

These guidelines are an effort to establish broad parameters for appropriate professional attire, with the understanding that most departments and offices have at least some uniqueness in terms of operating needs. All employees are required to present a professional image to students, other employees, and the general public by dressing for the work day. Employees are expected to wear clean and neat attire appropriate to the type of job they perform, and employee identification badges must be worn.

Employees are expected to consider each day's activities when determining what to wear. When hosting meetings with visitors to the campus, employees should adhere to a business casual or better standard. Business casual may include apparel such as polo and button-down shirts, sweaters, pants, and business casual LMC logo wear. Jeans must be neat, clean and free of holes and/or fraying and should not be part of daily casual dress. Regardless of the apparel, it is essential to avoid wearing anything that is excessively worn, frayed, wrinkled.

If a supervisor believes an employee is dressed inappropriately, the supervisor will meet with the employee and discuss his/her concerns. Supervisors may request that a representative from Human Resources attend the meeting.

These guidelines are not intended to preclude any department policies requiring employees to wear a uniform, lab coat, gloves, specific shoes, protective wear or other items needed to comply with internal procedures or safety and external regulatory requirements.

**Responsibility:** President

### **ACTION:**

It was recommended that the Lake Michigan College Board of Trustees approve the policies as presented.

**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**

**FISCAL YEAR 2018-19 TUITION & FEE SCHEDULE**

The fiscal year 2019-20 tuition and fee schedule has been presented for consideration at tonight's meeting.

**Tuition & Fees - FY20**

**Tuition**

In District .....	\$105.50
Out of District .....	\$170.50
International .....	\$254.00
Baccalaureate .....	\$290.00
Middle College .....	\$156.75
Direct Credit - In District .....	\$52.50 <sup>A</sup>
Direct Credit - Out of District .....	\$74.00 <sup>A</sup>

**Fees**

Academic.....	\$15.75
Facility.....	\$15.75
Technology.....	\$15.75
Student Activity.....	\$1.00 <sup>A</sup>
Student Senate Campus Fund.....	\$3.00 <sup>B</sup>
Direct Credit Technology .....	\$3.00 <sup>C</sup>

**Total Tuition + Fees**

In District .....	\$156.75
Out of District.....	\$221.75

International.....	\$305.25
Baccalaureate.....	\$341.25
Middle College.....	\$156.75
Direct Credit - In District .....	\$53.50
Direct Credit - Out of District .....	\$75.00

<sup>A</sup> Calculated at ~1/3 traditional rate

<sup>B</sup> Restricted use

<sup>C</sup> Per course registration

**ACTION:**

It was recommended that the Lake Michigan College Board of Trustees approve the fiscal year 2019-20 tuition and fee schedule as presented.

**MOTION** by Mr. Grover with support by Ms. Tomasini to approve the fiscal year 2019-20 tuition and fee schedule 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**

**NILES DOWNTOWN DEVELOPMENT AUTHORITY DISTRICT A**

The City of Niles created the Downtown District for the Downtown Development Authority of the City of Niles ("DDA"), and recently a 2019 Amended Plan of the DDA.

After a Downtown Development Authority (DDA) is established, the DDA may "capture" all or a portion of ad valorem taxes assessed against property by the municipality and other taxing authorities associated with the increase in the assessed or taxable value of properties in the district realized since the district's creation.

The other taxing authorities levying taxes on property within the DDA district may vote to exempt their taxes from capture by the DDA.

RESOLUTION OF THE BOARD OF TRUSTEE OF  
LAKE MICHIGAN COLLEGE TO EXEMPT THE COLLEGE'S TAXES  
FROM CAPTURE BY CITY OF NILES DOWNTOWN DEVELOPMENT AUTHORITY

WHEREAS, the City of Niles, County of Berrien, State of Michigan, adopted City Ordinance 251 in 1978, which was revised in 1988 and 1998, creating a Downtown Development Authority ("Original Amended Plan"), pursuant to Act 1997, Public Acts of Michigan 1975, as amended, ("Act 197"); and

WHEREAS, at the request of the City of Niles, the Board of Trustees of Lake Michigan College previously clarified that it is, and was, Lake Michigan College's intention to exempt all of its taxes from capture from the "Original Amended Plan."

WHEREAS, the City of Niles, County of Berrien, Michigan (the "City"), proposes to amend the "Original Amended Plan" ("2019 Plan Amendment") pursuant to Act 197, Public Acts of Michigan 1975, as amended, ("Act 197"); and

WHEREAS, such revenues may be captured from the tax base portion resulting from growth within the "2019 Plan Amendment" of the DDA's designated area; and

WHEREAS, any taxing unit affected by said "2019 Plan Amendment" of the DDA has the right to exempt itself from the capture of its respective taxes pursuant to Section 3 of Act 197;

NOW, THEREFORE BE IT RESOLVED THAT: Lake Michigan College confirms that it exempts and prohibits capture of all its respective taxes for use by the "Original Amended Plan" and the "2019 Plan Amendment" of the DDA, and directs that a certified copy of this Resolution go to the clerk of the City of Niles in conformity with the requirements of Section 3 of Act 197.

All resolutions and parts of resolutions insofar as they conflict with the provision of this resolution are hereby rescinded.

**ACTION:**

In accordance with Lake Michigan College's established Tax Sharing Policy, it is recommended that the Lake Michigan College Board of Trustees confirm its exemption of the taxes of Lake Michigan College from capture by the City of Niles for the DDA.

**MOTION** by Mr. Bergan with support by Ms. Tomasini to confirm its exemption of the taxes of Lake Michigan College from capture by the City of Niles for the DDA.

ROLL CALL VOTE

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

Abstain: Debra Johnson

Nays: None

Absent: Jeff Curry

**APPROVED**

**APPOINTMENTS OF THE 2019 MCCA BOARD OF DIRECTORS**

The Michigan Community College Association (MCCA) Bylaw, Article VII, Sec. 1 and 2 requires each member college to certify to the Secretary of the Association prior to July 15 each year its representatives to the MCCA Board of Directors. The representatives must be the chief administrative officer of the College and one member of the College's governing board. Each College Board is also required to designate an alternate governing board member. Due to 2019 being an election year, the updated Lake Michigan College Board of Trustees representatives was announced by Chair Johnson at tonight's meeting.



**CERTIFICATION OF APPOINTMENT  
2018-2019 MCCA BOARD OF DIRECTORS  
MICHIGAN COMMUNITY COLLEGE ASSOCIATION**

**CERTIFICATION FORM**


At a Regular meeting of the Board of Trustees or Board of  
(Special/Regular)  
Education of Lake Michigan College held on March 19, 2019  
(College) (Date)  
the following were designated as the chief administrative officer and governing board  
representatives of Lake Michigan College to the Board of Directors of  
(College)  
the Michigan Community College Association for the year beginning July 1, 2018 and  
ending June 30, 2019.

**MCCA BOARD OF DIRECTORS REPRESENTATIVES**

President/Chancellor Director Dr. Trevor A. Kubatzke  
(Name)

Trustee Director Ms. Debra Johnson Chair  
(Name) (Board Title)

Alternate Trustee Director Dr. Michael Lindley Trustee  
(Name) (Board Title)

Submitted by:   
(Signature of Authorized Agent) Dr. Trevor A. Kubatzke  
3/19/19  
(Date)

**BERNARD C. RADDE DISTINGUISHED SERVICE AWARD**

The Bernard C. Radde Distinguished Service Award is named in honor of the late Dr. Bernard C. Radde, who served as a member of the Lake Michigan College Board of Trustees for twenty-five years. It is presented annually to an individual or individuals who have advanced the cause of Lake Michigan College and higher education. Tonight Board Chair Johnson announced the recipients of the 2019 Bernard C. Radde Award are Ms. Judy Truesdell and Mr. Danny Sledge.

**NEW SPANISH CERTIFICATE**

This new certificate will allow us to provide our students with a valuable credential that will be useful in academic and professional careers. It will also serve as a valuable recruiting tool as it is not commonly offered in our region.

**ACTION:**

Academic Affairs Administration recommended that the Lake Michigan College Board of Trustees authorize the Administration to proceed in offering the Spanish Certificate.

**Spanish Certification**  
**New Program**

**Program Information**

Department: Rhetoric, Communication, and Foreign Languages  
Program Title: Spanish Certification  
Program CIP Code: 160101  
Program Purpose: Spanish is easily the second most popular language spoken in the United States, and specifically, in our region. Knowledge of foreign language, especially one such as this, will prove invaluable to a professional entering the work force or to a transfer student moving on to a four year school.  
In addition to being a standalone certificate, it will also supplement any other major the student pursues, as it will increase perspective, understanding, and knowledge of the world's diverse populations.  
We are now capable of offering a Spanish Language Certificate, as we have the instructors and syllabi that will allow us to schedule the following four classes in regular intervals: Elementary Spanish I, Elementary Spanish II, Intermediate Spanish I, and Intermediate Spanish II.  
This certificate will allow us to provide our students with a valuable credential that will be useful in the academic and professional careers. It will also serve as a valuable recruiting tool as it is not commonly offered in our region.

Program Description: We are now capable of offering a Spanish Language Certificate, as we have the instructors and syllabi that will allow us to schedule the following four classes in regular intervals: Elementary Spanish I, Elementary Spanish II, Intermediate Spanish I, and Intermediate Spanish II.  
This certificate will allow us to provide our students with a valuable credential that will be useful in the academic and professional careers. It will also serve as a valuable recruiting tool as it is not commonly offered in our region.

Learning Outcomes:

**Institutional Outcomes**

- Communication Competence: Demonstrate the ability to express ideas both orally and in writing. Demonstrate the ability to understand written, visual, and spoken communications; and convey purpose, meaning and main ideas effectively to individuals and groups.
- Culture and Society: Demonstrate an awareness of factors and systems that shape human behaviors across time and their implications for people's lives and the earth's sustainability.
- Arts and Humanities: Demonstrate an awareness of the breadth, diversity, and creativity of the human experience as expressed through the arts and humanities.
- Critical Thinking: Demonstrate the ability to make decisions on the basis of evidence and logical argument.

### **Discipline Level Outcomes**

- The student will be able to demonstrate the ability to use a language other than English in both written and spoken forms with at least 75% proficiency.
- The student will be able to recognize and express the differences between mainstream American cultures and cultures relating to their language of study.
- The student will be able to articulate the importance of understanding the factors that contribute to the development of diverse cultures.

### **Course Outcomes**

- Students will be able to demonstrate an understanding of phrases and high frequency vocabulary related to areas of immediate personal relevance (e.g. basic personal and family information, shopping, local area, employment) according to the course level.
- Students will be able to identify the main points of simple descriptions, narrations, messages, and announcements according to the course level.
- Students will be able to successfully read aloud texts that consist mainly of high frequency everyday language; this may include the description of events, feelings, wishes in personal communications, poems and shorter literary prose according to the course level.

- Students will be able to communicate in routine situations requiring a simple and direct exchange of information on familiar topics and activities. This may include short social exchanges, describing family or friends, living conditions, educational background, present and past experiences as well as future plans according to the course level.
- Students will be able to write notes, messages and letters describing surroundings and daily routines according to the course level.
- Students will be able to narrate simple stories and personal experiences using the present, past and future tenses, and begin to formulate basic predictions and hypotheses according to the course level.
- Students will be able to identify examples or recognize differences in characteristics of events, places of importance, home, target cultures according to the course level.

Evidence of Need:

Refer to Labor market study.

**MOTION** by Mr. Bergan with support by Dr. Lindley to authorize the Administration to proceed in offering the Spanish Certificate.

ROLL CALL VOTE

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

Nays: None

Absent: Jeff Curry

**APPROVED**

## **NEW ELECTRICAL DISTRIBUTION ASSOCIATE IN APPLIED SCIENCE DEGREE**

The Electrical Distribution Program will allow students to receive Credit for Experiential Learning (CEL) credits and to complete General Education Requirements in order to earn an Associate in Applied Science Degree.

### **ACTION:**

Academic Affairs Administration recommended that the Lake Michigan College Board of Trustees authorize the Administration to proceed in offering the Electrical Distribution Associate in Applied Science Degree.

### **Electrical Distribution** **New Program**

#### **Program Information**

Department: Advanced Manufacturing and Energy  
Program Title: Electrical Distribution  
Program CIP Code: 46.0303  
Program Purpose: The purpose of the program is to provide individuals/apprentices with the following established skills (curriculum approved by company): installation, operate, maintain and repair local, long-distance, and rural electric power cables and communication lines; erect and construct pole and tower lines; and install underground lines and cables an avenue to apply those skills/hours towards an associate's degree.  
Approved students will receive a 40 hour block of credit.

Program Description: Students who hold ALL of the following credentials (or comparable credentials) will be eligible for a block of 40 Credit for Experiential Learning (CEL) credits towards an Associate of Applied Science in Electrical Distribution:

- American Electric Power (AEP) D-100
- American Electric Power (AEP) D-200
- American Electric Power (AEP) D-300
- American Electric Power (AEP) C-100
- American Electric Power (AEP) C-200
- American Electric Power (AEP) C-300
- American Electric Power (AEP) C-400
- American Electric Power (AEP) B-100
- American Electric Power (AEP) B-200
- Commercial Driver's License (CDL)-Class A License

#### Student Learning Outcomes:

Upon successful completion of the Electrical Distribution program, the graduate is expected to:

- Practice the electrical and telecommunications skills of the profession in a conscientious, responsible, and accountable manner while recognizing the need to continue to expand their technical knowledge and skills.
- Safely climb poles and operate line bucket trucks and pole setting equipment when performing overhead line construction.
- Use safety, teamwork, critical thinking, and analytical skills to solve problems encountered in a residential, commercial, and/or industrial field situation.

Evidence of Need

Local employers forecast a short-term and long-term need for workers who are interested in, and prepared to enter, the Electrical Distribution (Lineworker) field.

For First-Line Supervisors of Construction Trades and Extraction Workers there is a 10.42% projected growth through 2023.

For Electrical Power-Line Installers and Repairers there is a 32.92% projected growth through 2023.

American Electric Power (AEP) met with college officials to discuss associate degree programming options for apprentices completing their apprenticeship. Individuals looking to gain higher level positions must complete an electrical focused associate degree. Designed to meet those needs, this program will be guided by an advisory committee to assure that LMC is responsive to employer needs in an effective and efficient manner.

Job prospects: \$35/hour- employers looking for workers now.  
Would like to partner with aep

# Associate in Applied Science - Electrical Distribution

(Program code )

## Current Course Sequence

### 1.) General Education Requirements

Credits	Semester	Course Title	Sem Hr
3	SEM HR	ENGL 101	3
3	SEM HR	ENGL 102 or 103 or COMM 101	3
3	SEM HR	Mathematics	3
3	SEM HR	Natural Sciences	3
3	SEM HR	POSC 101 or 102 or HIST 201 or 202	3
3	SEM HR	Humanities/Fine Arts	3
			<b>18</b>

### 2.) Major Requirements

Credits	Semester	Course Title	Sem Hr
42	SEM HR	General Electives	42
			42
Minimum SEM HRS required: 60			60

**Notes:** It is recommended that students will be eligible for a block of 42 semester hours of technical credit towards an Associate of Applied Science in Electrical Distribution, that currently hold/s ALL of the following credentials:

- **American Electric Power (AEP) D-100**
- **American Electric Power (AEP) D-200**
- **American Electric Power (AEP) D-300**
- **American Electric Power (AEP) C-100**
- **American Electric Power (AEP) C-200**
- **American Electric Power (AEP) C-300**
- **American Electric Power (AEP) C-400**
- **American Electric Power (AEP) B-100**
- **American Electric Power (AEP) B-200**
- **Commercial Driver's License (CDL)-Class A Licensure**

**MOTION** by Dr. Lindley support by Ms. Smith to authorize the Administration to proceed in offering the Electrical Distribution Associate in Applied Science Degree.

ROLL CALL VOTE

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

Nays: None

Absent: Jeff Curry

**APPROVED**

**BOARD OF TRUSTEES 2019 MEETING CALENDAR REVISION**

A modification in the 2019 Board of Trustees Meeting Calendar to move the regular meeting time to 5:30 was presented by the Board at tonight's meeting.

**ACTION:**

It was recommended that the Lake Michigan College Board of Trustees adopt the revised 2019 Meeting Calendar, moving the regular meeting time to 5:30 p.m.

**MOTION** by Dr. Lindley support by Mr. Bergan to adopt the revised 2019 Meeting Calendar, moving the regular meeting time to 5:30 p.m.

ROLL CALL VOTE

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

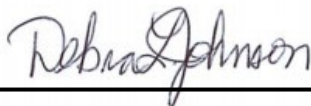
Nays: None

Absent: Jeff Curry

**APPROVED**

**ADJOURNMENT**

MOTION by Mr. Bergan to adjourn the Regular Meeting of the Lake Michigan College Board of Trustees at 6:35 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