

Minutes
Lake Michigan College
Board of Trustees Regular Meeting
Todd Center, Benton Harbor Campus
December 10, 2019

CALL TO ORDER

Chair Johnson called the Regular Meeting of the Lake Michigan College Board of Trustees to order at 5:30 p.m.

ROLL CALL

Present: Jeff Curry, John Grover, Joan Smith, Debra Johnson

Absent: Mary Jo Tomasini, Paul Bergan, Dr. Michael Lindley

PLEDGE OF ALLEGIANCE

Ms. Johnson opened the meeting with the Pledge of Allegiance.

PRESENTATION

Mr. Kristopher Zook, Choir Director and the Concert Choir performed musical selections, *Lullay, My Liking, Cool Yule, It's Beginning to Look Like Christmas*, and *Mary's Boychild*. Concert Choir members performing were Shay Beeson, Don-Nee German, Isabella leClaire, Shannon Mitchell, Pandora O'Neal, Cori Wright, Penny Jones Brandt, Dyann Chenault, Marteshia Sims, Betsy Trescher, Tristin Jeffrey, Harvey Johnson, Jr., Richard Johnson, Tristan Wright, Harvey Johnson, Sr., David Ott, Aaron Rennhack, Eric Theile, Gabriel Wright, and Ken Yates.

SETTING OF THE AGENDA

Change in the agenda: move new business item A) Fiscal Year 2019 Financial Statement and Grant Activity Audits directly following the President's Reports.

APPROVAL OF MINUTES

Minutes of the October 15, 2019 Special Board meeting and the October 22, 2019 Regular Board meeting were approved as presented with a motion by Mr. Grover supported by Mr. Curry.

ROLL CALL VOTE

PRESENT: Mr. Curry, Mr. Grover, Ms. Johnson, Ms. Smith

ABSENT: Ms. Tomasini, Mr. Bergan, Dr. Lindley

APPROVED

PETITIONS AND COMMUNICATIONS FROM THE FLOOR

None

PRESIDENT'S REPORT

Dr. Kubatzke recognized and honored Ms. Mary Klemm for her 37 years with the Lake Michigan College. Ms. Klemm is retiring as the Foundation's Executive Director which she has led since 2015. She has worked on and attended 31 golf outings, 29 actions, numerous ground breaking openings, and fundraising campaigns. Dr. Kubatzke stated that Mary is a dedicated college employee, friend and champion of this institution. We all appreciate her service to the college, community and student scholarships. Ms. Klemm responded that she is honored and privileged to have worked with Lake Michigan college, and that the college will always be home to her.

Student Affairs – Mr. Nygil Likely

Mr. Likely reported that the college is moving along tracking enrollment around 1% ahead of spring, and the Student Affairs department is working hard to close the gaps. Staff is also preparing for the upcoming holiday break with a lot of student activities over the last several weeks.

Administrative Services – Ms. Anne Erdman

Ms. Erdman reported that the Culture and Talent Success department continues to work on employee engagement under new leadership, Ms. Pam McVay and Ms. Jen O'Flynn. In a manner of two weeks they put together the first annual college bakeoff. There were twenty-four submissions in five different categories and around 100 people attended the event.

NEW BUSINESS

Fiscal Year 2019 Financial Statement and Grant Activity Audits

The audited Fiscal Year 2019 Annual Financial Report and the Schedule of Expenditures of Federal Awards were presented for review to the Board of Trustees.

ACTION

It was recommended that the audited fiscal year 2019 Annual Financial Report and the Schedule of Expenditures of Federal Awards be accepted by the Board of Trustees.

MOTION by Mr. Curry with support by Ms. Smith to accept the audited fiscal year 2019 Annual Financial Report and the Schedule of Expenditures of Federal Awards as presented.

ROLL CALL VOTE

PRESENT: Mr. Curry, Mr. Grover, Ms. Johnson, Ms. Smith

ABSENT: Ms. Tomasini, Mr. Bergan, Dr. Lindley

APPROVED

OLD BUSINESS

POLICY REVISION

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

ACTION:

College Administration recommended that the Board of Trustees approve the Password policy revision as presented.

Lake Michigan College Policy

PASSWORDS

Office of Origin: Information Technologies

Date Adopted: 08-25-09

Date Reviewed: 07-01-14, 06-28-18

Last Date Approved: 09-25-18, 12-10-19

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

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

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

- safeguard access to IT assets, data and systems
- manage and protect passwords.

Requirements:

All Users must:

- Have a password that is a minimum of 16 characters long. Note that a space counts as a character.

- ~~Change the password at least every 3 years (1,095 days) from last change date. Note that if the User's LMC email is identified in a security breach, the password must be changed within 24 hours of discovery.~~
- Change a password immediately upon notification that an account has been determined to be hacked or at risk of compromise.
- Not duplicate any of the 10 last passwords.
- Not include passwords in email messages or other forms of electronic communication.
- Not share a password with others or post where easily accessible (such as a password manager on a shared computer).
- Not reuse the LMC password for sites outside of the College

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

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

Responsibility: Manager, IT Operations

References: Acceptable Use Policy

MOTION by Mr. Grover with support by Mr. Curry to approve the Password policy as presented.

ROLL CALL VOTE

PRESENT: Mr. Curry, Mr. Grover, Ms. Johnson, Ms. Smith

ABSENT: Ms. Tomasini, Mr. Bergan, Dr. Lindley

APPROVED

ADJOURNMENT

MOTION by Mr. Bergan with support from Mr. Curry to adjourn the Regular Meeting of the Lake Michigan College Board of Trustees at 6:01 p.m.



Debra Johnson, Board Chair
Lake Michigan College Board of Trustees



Joan Smith, Board Secretary
Lake Michigan College Board of Trustees