

Lake Michigan College Board of Trustees

August 24, 2021 Board Meeting Minutes

Virtual option: <https://LakeMichiganCollege.zoom.us/j/91979882290>

## **CALL TO ORDER**

Chair Curry called the Meeting of the Lake Michigan College Board of Trustees to order at 5:04 p.m. Chair Curry opened the meeting with the Pledge of Allegiance.

## **ROLL CALL**

Present: Jeff Curry, John Grover, Debra Johnson, Dr. Michael Lindley, Joan Smith, Vicki Burghdoff

Absent: Mary Jo Tomasini

## **SETTING OF THE AGENDA**

The agenda stands as presented.

## **APPROVAL OF MINUTES**

Minutes of the June 22, 2021 Board meeting were approved as presented.

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

None

## **PRESIDENT'S REPORT**

### **Student Affairs**

Mr. Nygil Likely, Vice President of Student Affairs introduced Mr. Nick Hooper, Director of Campus Life who reported on campus life activities and introduced the following staff and resident assistants.

#### **Staff**

- Leah Coyle – Graduate Residence Director
- Emma Toomey – Residence Hall Operations Graduate Assistant
- Lydia Trout – Student Life Graduate Assistant

#### **Resident Assistants**

- Alison Bishop
- Brady Bushong
- Moira Cooper
- Faith Gray
- Charlie Kern
- Abigail Tuinstra

### **Academic Affairs**

Dr. Leslie Kellogg, Provost and Vice President of Academic Affairs introduced Mr. JT Neuffer the Director of Guided Pathways who gave an update on the Title III grant.

Mr. Neuffer reported on Title III Grant activity which includes financial advising, embedded tutoring, tutoring, academic alerts, academic/nonacademic advising: professional advising, faculty advising, student success advising, and mental health advising

Mr. Neuffer stated that preliminary data indicate a positive relationship between a specific grant-related service and student academic outcomes. Engagement in grant-related services is highest among first time students (78%) and first time transitions (92%) students compared to 68% among all students.

## **OLD BUSINESS**

### **POLICIES-2ND READ**

The following new policies were presented to the Board of Trustees as a second read for review and approval.

#### **Second Read**

1. Flexible Scheduling and Remote Work Options
2. Work Hours and Scheduled Hours

#### **ACTION:**

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

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

## **VOICE VOTE**

## **APPROVED**

### **FLEXIBLE SCHEDULING AND REMOTE WORK OPTIONS**

Office of Origin: Human Resources  
Responsibility: Executive Director, Human Resources  
Original Date Adopted:  
Dates Reviewed:  
Last Date Board Approved:

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In the interest of employee work/life balance, non-traditional work schedule requests (flexible scheduling and remote work options) may be considered.

Approved flexible schedules and remote work options:

- Are subject to a 90-day trial period to assess their impact and effectiveness.
- Will be reviewed at least annually to evaluate ongoing effectiveness after successful completion of the trial period.
- Require that exempt employees must depart from a flexible schedule to perform their jobs duties, as needed.
- Acknowledge that non-exempt employees may be asked to work overtime regardless of a flexible schedule.
- Require that all employees depart from a remote work arrangement to perform duties on campus, as necessary.
- May be suspended or cancelled at any time by the College.
- Require written approval from the department supervisor if an employee wishes to change or cancel the flexible schedule or remote work arrangement.

#### Flexible Scheduling Options

The department supervisor is responsible for determining which, if any, of the flexible scheduling options below are appropriate for the department. This may include considering individual flexible schedule requests, or, alternatively, requiring an entire department or shift to adopt a flexible scheduling arrangement. To determine if a flexible scheduling request or requirement is appropriate, the department supervisor will assess the impact on work production, quality, and absenteeism, as well the best interest of the department, College, and employee(s).

Individual flexible scheduling arrangements are not appropriate for all employees or positions, and are not a guaranteed employee benefit. The nature of the work and responsibilities must be conducive to a flexible schedule without causing significant disruption to performance, department operations, delivery of services, or workload increase for co-workers. In addition, for an individual flexible schedule to be considered, the employee must normally have been employed for a minimum of 6 months and have a satisfactory attendance record, meet all performance expectations in their current role, and consistently demonstrate the ability to complete tasks and assignments on a timely basis.

Subject to supervisor approval, the following flexible scheduling options may be available:

- Flextime provides up to 2 hours of flexibility in an employee's set scheduled starting and ending times for their 8-hour workdays. For instance, an employee might prefer to begin work earlier (i.e., 7:00 am) and leave earlier (i.e., 3:30 pm), while another employee may prefer to start later and work later.
- Compressed Workweek Option 1 allows an employee to work 10 hours per workday, reducing the workweek to 4 days a week.

- Compressed Workweek Option 2 allows an employee to work 9-hour workdays Monday through Thursday and 4 hours each Friday.

Although approved flexible scheduling arrangements may change an employee's workdays and/or hours, the employee must still work their regularly scheduled total number of hours per week. Vacation time may not be used to reduce or alter a regular work schedule on an ongoing basis as it is intended to provide restorative time away from work or the opportunity to occasionally address personal matters.

#### Remote Work (Telecommuting) Options

In general, the College's success relies upon personal interaction and relationship-building between employees and students, colleagues, and community members. Many duties, processes, and circumstances require performance of work duties on-site. However, certain positions' roles and duties may be accomplished by an employee working remotely at times/intermittently (such as working offsite for a few days to facilitate work on a specific project) or on a part-time basis. Remote work on a full-time basis will be considered appropriate for very few positions.

Remote work is not an entitlement or a College-wide benefit, and in no way alters the terms and conditions of employment with the College. The College must approve any remote work arrangement, and all approved remote work must be carried out in accordance with the *Remote Work Agreement* (see below.) A remote work arrangement may be changed or discontinued by the College at any time at will or based upon regulatory requirements, nature of the work, or changing needs of the department. Every effort will be made to provide 30 days' notice of such change; there may be instances, however, when no notice is possible.

A remote work arrangement will not change an employee's job duties and responsibilities, unless the College decides that a short-term change is in the best interest of all concerned (the employee, coworkers, community members, and the College as a whole).

#### Application

To be eligible for consideration for an ongoing remote work arrangement, an employee must submit a *Remote Work Request* form to Human Resources (HR.) An employee should only submit a request form after having been employed for at least 6 months, have job performance at a fully satisfactory level, and have no apparent need for direct instruction or oversight in order to carry out their work duties.

Upon submission of a *Remote Work Request* form, HR will determine if an employee can feasibly complete work activities remotely. For some positions, it may be clear that duties cannot practicably be completed offsite (e.g., those requiring work on machines or

equipment in campus buildings, who have direct contact with customers or members of the public or responsible for direct day-to-day oversight of on-site operations.)

If it is not clear if (or to what extent) an employee can feasibly complete work activities remotely, each situation will be evaluated on a case-by-case basis, considering factors such as:

- Impact of remote work on business operations
- Ability to meet the needs of students, co-workers, and the community
- Effect on timeliness and quality
- Confidentiality concerns
- Availability of information/data security protections
- Availability of a conducive remote work environment

#### Expectations

If the request is approved, the employee will be required to sign a *Remote Work Agreement* indicating that they agree to certain conditions.

#### Assessment

Evaluation of remote work arrangements during the trial period will include regular interaction by phone and e-mail between the employee and the supervisor, and regular face-to-face meetings to discuss work progress and any concerns. At the end of the trial period, the employee and supervisor will each submit an evaluation of the arrangement to HR and make a recommendation for continuance or modifications. Evaluation of remote worker performance beyond the trial period will be consistent with that received by employees working on campus in both content and frequency.

References: COVID-19 Temporary Remote Work policy  
Remote Work Request form  
Remote Work Agreement

#### **WORK HOURS AND SCHEDULED HOURS**

Office of Origin: Human Resources  
Responsibility: Executive Director, Human Resources  
Original Date Adopted:  
Dates Reviewed:  
Last Date Board Approved:

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Work schedules for employees of Lake Michigan College (the College) will be designed to meet the needs of the department and the College in providing readily available, effective service for students, co-workers, and the community. Days and hours of work may be

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changed at any time to meet department or College needs; when this is necessary, every effort will be made to provide at least 2-weeks' notice.

The work week is defined as Sunday through Saturday.

Normal business days/hours are Monday through Friday, 8:00 am to 5:00 pm. However, the nature of certain departments' work or services may require hours of operation outside of normal business hours. In addition, the College may modify its normal business days/hours outside of the academic year (e.g., close on Fridays.)

Full-time employees are regularly scheduled to work 40 hours per week. Full-time employees are to typically work at least 8 hours during normal business days/hours unless a flexible scheduling request is granted.

Employees who are not exempt from the overtime requirements of the *Fair Labor Standards Act* ("classified employee") are required to accurately record all hours worked using the College's time-keeping system. Hours worked in excess of a classified employee's scheduled work day or workweek require advance supervisory approval.

**References:** Flexible Scheduling and Remote Work Options policy

### **BOARD OF TRUSTEES 2022 MEETING CALENDAR**

The Lake Michigan College Board of Trustees set their 2022 calendar at today's meeting.

Board of Trustees 2022 Meeting Calendar  
Regular meeting begins at 5:00 pm  
Board planning workshop begins at 3:00 pm

No meeting in January  
February 15, 2022  
Board Retreat 2:00-4:30 pm  
Regular meeting 5:00 pm  
March 22, 2022  
April 26, 2022  
May 24, 2022—Niles Campus  
June 21, 2022  
No meeting in July  
August 23, 2022  
September 27, 2022  
October 25, 2022 – South Haven Campus

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No meeting in November  
December 6, 2022

**MOTION** by Ms. Smith with support by Mr. Grover to approve the 2022 Board Meeting Calendar as presented.

**VOICE VOTE**

**APPROVED**

**LABOR AGREEMENT BETWEEN LAKE MICHIGAN COLLEGE & THE LAKE MICHIGAN COLLEGE EDUCATION ASSOCIATION MEA/NEA**

The Lake Michigan College Education Association MEA/NEA, which represents the College's full-time faculty and lecturers, has ratified the proposed labor agreement for the period July 1, 2021 through June 30, 2024.

**ACTION**

It was recommended that the Board of Trustees approve the labor agreement between the College and the Lake Michigan College Education Association MEA/NEA for the period July 1, 2021 through June 30, 2024.

**MOTION** by Dr. Lindley with support by Ms. Smith to approve the labor agreement between the College and the Lake Michigan College Education Association MEA/NEA for the period July 1, 2021 through June 30, 2024.

ROLL CALL VOTE

Yeas: Jeff Curry, John Grover, Debra Johnson,  
Michael Lindley, Joan Smith, Vicki Burghdoff

Nays: None

Absent: Mary Jo Tomasini

**APPROVED**

**POLICIES - 1ST READ**

The following policies were presented to the Board of Trustees as a 1st read for review. The policies were carried over for a 2nd read and approval at the September 21, 2021 meeting.

### First Read

1. Purchasing
2. Gifts and Gratuities-name change to Receipt of Gifts and Gratuities
3. Resignation

### PURCHASING

Red = existing policy changes

Blue = moved from purchasing procedure

#### PURCHASING

Office of Origin:	Purchasing & Risk Management
Responsibility:	Manager, Purchasing & Risk Management
Date Adopted:	10-26-93
Dates Reviewed:	8-16-12, 5-2-16, 8-4-21(C)
Last Date Approved by Board:	<del>5-2-16</del> 9-28-21

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Lake Michigan College (the College) is committed to maintaining financial and business practices that assure equal opportunity to all ~~proprietorships, partnerships, corporations, and/or companies that those who~~ provide ~~equipment, products, goods~~ and/or services to the College.

The College is an Equal Opportunity institution, ~~as described in the Non-Discrimination policy 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.~~

The Purchasing Department (Purchasing) is responsible for conducting purchasing functions in a manner that results in the greatest benefit to the College while upholding the ethical practices of the purchasing profession. Purchasing subscribes to the National Association of Educational Buyers' (NAEB) Code of Ethics, which governs the relationships between purchasing professionals and vendors.

The College may not be financially obligated to a vendor unless an approved purchasing method is used.

#### Authority to Purchase

In accordance with the *Signature Authority to Bind the College to External Agreements* policy, certain purchases ~~may~~ require Board of Trustee (the Board) approval ~~in writing and~~ in advance of the purchase commitment; see "*Authority to Bind College to External Agreements*" (Authority to Bind) policy.



### Employee Responsibilities

It is the responsibility of employees to know and abide by this policy. If an employee is found not to be compliance, the following progressive options are available depending on the nature of the non-compliance:

1. Verbal reminder and review of the procedure with the employee
2. Verbal warning to the employee by Human Resources
3. Written warning to personnel file
4. Discipline up to and including termination

Employees are expected to conduct business according to the highest legal and ethical standards; see *Conflict of Interest - Employee* policy.

Employees are to avoid accepting any kind of gratuity, tips, or gifts, including merchandise, cash, services, entertainment, etc.; see the *Gifts & Gratuities* policy.

Purchases may only be made if there are adequate budgeted funds over which the purchaser has authority, or with written approval from the Executive Director, Finance or Chief Financial Officer (CFO) to exceed budget.

### Initiating a Purchase or Contract, Exceptions & Restrictions

~~In accordance with as defined in the *Purchasing procedure*, Purchases of goods and services over a certain threshold require quotes or competitive sealed bids; bidding with advertisement through appropriate media outlets. As defined in the *Purchasing Procedure*, when it is determined that it is neither practicable nor advantageous to solicit bids, under certain circumstances, the Request for Proposal or Request for Qualifications method may be used.~~

The following outlines requirements for initiating purchases or contracts:

- Less than \$5,000 (less than \$10,000 for Facilities and IT departments) – no requisition or comparison pricing is required, although comparison pricing is always expected to occur as a prudent purchasing standard. Purchases should be completed by direct pay (i.e., check request) or procard.
- \$5,000-\$24,999 (\$10,000-\$24,999 for Facilities and IT departments) – a requisition and minimum of 3 written quotes are required. The quotes may be solicited by Purchasing or the requestor if approved by Purchasing. The purchase will be awarded to the vendor whose quote is most advantageous, using price, quality, and other factors as considerations.
- \$25,000 or more – require a requisition and competitive sealed bids solicited by Purchasing. Solicitations require advertising through appropriate media (e.g., mail, e-mail, internet, public notice in a newspaper of general circulation.)

If determined that it is neither practicable nor advantageous to solicit bids due to the unique or unquantifiable nature of the good or service (e.g., professional services), the Request for Proposal or Request for Qualifications methods may be used.

### Exceptions

- 1) The following do not require use of the requisition and purchase order (PO) process regardless of dollar amount:
  - Advertising contracted services
  - Goods and services for resale by Mendel Center Operations
  - Mendel Center Operations performance contracts
  - Utility services (e.g., electric, gas, trash, phone, cable, etc.)
- 2) Capital purchases or purchase that is part of a capital project must go through the requisition process regardless of dollar amount to ensure proper tagging as a capital asset. See *Capital Asset* procedure for what qualifies as a capital asset.
- 3) The College participates in certain cooperative purchasing programs, which benefit members by developing volume contracts for goods and services. Purchases through a cooperative purchasing program vendor may be made up to \$100,000 without solicitation of bids. Use of requisition requirements follows the *Purchasing* procedure.
- 4) An emergency is an occurrence that is thought to be disruptive to College operations or to create a hazard to the health or safety of persons or property if not corrected as soon as possible. When an emergency occurs during working hours, Purchasing must be contacted for an emergency PO. If an emergency occurs after hours, purchase of emergency items may be done with the approval of the President, Chief Financial Officer, or Executive Director, Facilities. Purchasing must be notified within 2 working days of the purchase so that it can be properly documented as an emergency purchase.

If an emergency purchase exceeds \$100,000, the President will inform the Board at or before the next Board meeting of the purchase and the reason.

### Sole Source Purchases

The procurement of goods and services without competition is only done under exceptional and limited circumstances. The requestor must complete a *Justification for Sole Source Procurement Request* form (Sole Source Form) prior to purchasing the goods or services.

Sole source purchases may be made only if the request is made using the Sole Source Form, the request meets one or more of the criteria on the Sole Source Form, and the Sole

Source Form has all required approvals.

Cost analysis must be performed by the requestor to ensure that the cost charged by the vendor is reasonable and customary by comparison the cost with:

- competitive published price lists, market indexes, etc.,
- independent market research,
- proposed prices received in response to a competitive solicitation, or
- previously proposed prices for the same or similar items.

Purchases and/or contract requiring Board approval per the *Authority to Bind* policy that are awarded as a sole source must be so indicated in the materials provided to the Board.

#### Bonding Requirements

Bid Bonds, Performance Bonds, and Labor/Material Bonds are required on all construction or maintenance project bids that are estimated at \$100,000 or more. Bid bonds are normally required in the amount of 5% of the vendor bid. Performance and Labor/Material Bonds are normally required to be 100% of the vendor's total bid. Exceptions to this requirements must be approved by the President.

All bonds must be from bonding companies licensed to do business in Michigan. All bonds in effect are to remain in Purchasing and are the responsibility of the Purchasing Manager.

#### Other Requirements

##### Alcohol

Only the following departments may purchase consumable alcohol and only for the following purposes:

- Culinary – for direct instructional purposes
- Enology & Viticulture – for direct instructional purposes
- Hospitality – for direct instructional purposes
- Mendel Center Operations – for resale business purposes
- Mendel Center Mainstage – to satisfy production rider requirements
- President's Office – Upon occasion it may be appropriate to purchase alcoholic beverages when entertaining College guests or when hosting a College-related group activity. All such occasions must be hosted by the President or the expense must be authorized in writing by the President.

##### Computers, Peripherals & Software for College Use

All requests for technology items must be approved by the IT Department prior to or upon requisitioning. Certain grant programs where equipment and software do not become College property and/or are not installed on the College network are an exception to this

requirement. The grant administrator is required authorize such purchases prior to or upon requisitioning.

### Donations

Donations to other organizations using College monies or assets are prohibited unless approved by the supervising Cabinet member.

### Maintenance Agreements

Maintenance agreements are not generally a prudent use of College resources, and must be approved in advance by the supervising Cabinet Member.

### Personal Goods or Services

The College will not purchase goods or services for employee personal use nor will arrangements be made by Purchasing to create any buyer-seller arrangements between employees and vendors.

### Publications

All publications (brochures, newsletters, catalogs, forms, etc.) that will be distributed outside the College must be approved by the Marketing Department to ensure consistent, high-quality publications and graphics standards.

### Purchases by Pro Card, Expense Reimbursement, and Direct Pay Check Request

Purchases by procurement card, reimbursement for out-of-pocket purchases, and direct pay check request are for purchases for which a PO is not required or accepted. These purchasing/payment methods may not be used to circumvent this policy or the purchasing procedures, for services provided by an employee (which must go through payroll), and may not be used to circumvent this policy.

References: Authority to Bind the College to External Agreements policy  
Justification for Sole Source Procurement Request form  
Non-Discrimination policy  
Purchasing procedure

### **RECEIPT OF GIFTS AND GRATUITIES**

Office of Origin:	Finance
Responsibility:	Chief Financial Officer
Original Date Adopted:	8/24/10
Dates Reviewed:	1/15/12, 11/20/17, 1/23/18, 7/28/21(C)
Last Date Approved by Board:	1/23/18

This policy establishes ~~guidelines~~ ~~direction~~ for acceptance of gifts, gratuities, and honoraria that might arise in the course of Lake Michigan College (the College) employee relationships with vendors, consultants, contractors, and others providing goods and services to the College.

This policy does not seek to unreasonably restrict or interfere with maintaining good relationships with such ~~outside~~ entities but ~~rather~~ to ensure that College interests are not compromised by establishing ~~guidelines~~ ~~expectations~~ for ethical business practices, ~~including avoidance of actual or appearance of conflicts of interest~~, and to provide direction for disclosing offers and receipt of ~~such items~~ ~~gifts and gratuities~~. Employees are expected to conduct all business according to the highest legal and ethical standards. For protection of the College as well as the employee, employees must maintain a high degree of integrity in dealing with all past, current, and potential vendors providing goods and services to the College. It is essential to both the College ~~and suppliers~~ that all decisions and actions regarding purchasing are based upon proper business considerations and not influenced in any way by personal obligations. As a basic condition of employment, ~~all~~ employees have a duty to act in the College's best interest ~~in connection with~~ ~~regarding~~ business relationships ~~arising from or~~ related to their employment ~~at the College~~. This duty means that employees must not engage in any business practice that will interfere with their College obligations, damage the College's reputation, compromise the independence of College business activities, or reasonably be seen as doing so.

#### Policy

In general, acceptance of any gift or gratuity by employees from an outside entity is prohibited; this includes merchandise, cash, services, entertainment, and other courtesies. However, insignificant non-monetary gifts (~~defined below~~) may be accepted in the interest of maintaining positive business relationships ~~with vendors, consultants, and contractors~~, subject to compliance with the ~~guidelines~~ ~~requirements~~ below.

Except for fund-raising activities where gift solicitation has been formally approved, employees are strictly forbidden from soliciting gifts of any type or value for themselves, their family, friends, or favorite organizations.

#### Guidelines Requirements

1. Monetary Gifts – Acceptance of monetary or near-money items such as cash, gift cards, gift certificates, business credits, tokens, and other cash substitutes is strictly prohibited other than as discussed below.
2. ~~Insignificant Non-Monetary Gifts~~ ~~Value Limitations~~ – ~~Insignificant non-monetary gifts~~ are those valued at \$25 or less. These may be accepted without disclosure, subject to the remaining guidelines.

3. Acceptable Gifts – Certain gifts are considered acceptable due to their nature, such as:
  - Calendars, desk novelties, or similar marketing items ~~valued at less than \$25~~
  - Reasonably priced meals accepted in settings where College business is conducted
  - Books, media, software, or similar work-related items for which there is not charge
  - Perishable gifts such as ~~candy~~, fruit baskets, or flower arrangements that cannot easily be returned should be shared or distributed among department employees.
  - Gift cards or gift certificates that will be used by receiver's department for supplies, equipment or for a department meal (e.g., gift card for pizza) may be accepted. Disclosure must be made when accepting these for department use.
  - Event tickets, golf outing invitations, ~~or~~ convention and seminar admission fees, and ~~similar~~ as long as such are rotated among department or other employees.
- ~~4. Prohibited Staff – Purchasing staff and any other staff member whose primary function is to oversee solicitation and selection of vendors to provide goods and services to the College are strictly prohibited from accepting any gift or gratuity, regardless of value.~~
5. Initial Response – Upon offer or receipt of any gift (~~other than Insignificant Non-Monetary or Acceptable Gifts~~), the employee should attempt to either not accept or to return the item to the ~~donor provider~~, reminding ~~donor provider~~ of the College policy discouraging receipt and acceptance of gifts.
6. Disclosure Process – Employees must fully disclose receipt of any non-monetary gift (~~other than insignificant non-monetary gifts~~) ~~valued at more than \$25~~ in writing via the *Gift Disclosure Form*. This form should be submitted to the employee's supervisor or the ~~appropriate supervising~~ Cabinet member as soon as possible after ~~offer or~~ receipt of gift. Disclosure should include details such as name of ~~donor provider~~, item description, and estimated value. The supervisor or Cabinet member must acknowledge in writing the disclosure and identify recommended disposition.
7. Participation in Sponsored Activities – Employees who participate in vendor-sponsored events or activities during the ~~employee's~~ regular work day must have supervisor approval. Such participation may require the time away be charged as vacation leave.
- ~~8. Dollar Value Threshold – The Director of Finance will periodically review the dollar value threshold in this policy and revise such in accordance with Internal Revenue Service limits on business gift deductions.~~

References: Internal Revenue Service limits on business gift deductions per IRS *Publication 463, Travel, Entertainment, Gift, and Car Expenses*

## RESIGNATION

Office of Origin:	Human Resources
Responsibility:	Executive Director, Human Resources
Original Date Adopted:	9-27-05
Dates Reviewed:	7-12-08, 7-28-21(C)
Last Date Board Approved:	

To ~~effectively~~ meet the operating needs of Lake Michigan College (the College), a reasonable period of ~~advance notice time~~ is necessary to facilitate the replacement process for the voluntary separation of an employee by resignation or retirement.

~~All resignation or retirement notices must be submitted in writing to Human Resources (HR.) The *Voluntary Resignation Form* may be used for this purpose.~~

Administrative, Professional/Technical, and Classified staff must ~~submit their resignation~~ provide advance notice to the employee's direct supervisor with a copy to HR at least 14 calendar days prior to the effective date. Cabinet members must submit ~~their resignation~~ advance notice at least 28 calendar days prior to the effective date.

~~The advance notice period must include at least 14/28 calendar days must be of time actually worked. Vacation, personal days, and/or sick leave ("paid time off") may be included in the advance notice period as long as at least 14/28 calendar days are actually worked as well. Paid time off may not be included in the advance notice period requirement to shorten the 14/28 calendar days, unless express permission to do so is given by the Executive Director, Human Resources ~~Vice President of Administrative Services~~ due to extraordinary circumstances.~~

~~All remaining vacation, personal, and sick leave pay unused paid time off is forfeited upon any type of separation from employment, and will not be paid out to the employee.~~

~~Failure of an employee Cabinet, Administrative and Professional/Technical, or Classified Staff members to provide the expected advance resignation required advance notice will result in the employee being ineligible for rehire, and could impact the employee reference. , and the loss of all, or a portion of, any unused accrued vacation time, as determined by the Vice President of Administrative Services.~~

~~Additionally, Any employee who is absent from work for 3 consecutive days without authorization approval may, at the College's discretion, be deemed to have resigned without notice, unless the employee can prove show that ~~such~~ a request for authorization approval was not possible due to circumstances beyond the employee's control.~~

References: [Voluntary Resignation Form](#)

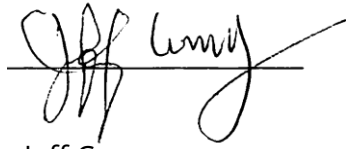
## **ADJOURNMENT**

MOTION by Dr. Lindley to adjourn the Regular Meeting of the Lake Michigan College Board of Trustees at 5:45 p.m.

Lake Michigan College Board of Trustees

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Virtual option: <https://LakeMichiganCollege.zoom.us/j/91979882290>

A handwritten signature in black ink, appearing to read "Jeff Curry", written over a horizontal line.

Jeff Curry

Lake Michigan College

Chair, Board of Trustees