

## **Lake Michigan College Board of Trustees**

### **Meeting Minutes**

February 22, 2022 5:00-5:18 pm

Virtual Option <https://LakeMichiganCollege.zoom.us/j/97735252999>

#### **CALL TO ORDER**

Chair Curry called the Meeting of the Lake Michigan College Board of Trustees to order at 5:18 p.m.  
Chair Curry opened the meeting with the Pledge of Allegiance.

#### **ROLL CALL**

Present: Jeff Curry, John Grover, Debra Johnson, Mary Jo Tomasini, Vicki Burghdoff

Absent: Joan Smith, Michael Lindley

#### **SETTING OF THE AGENDA**

The agenda stands as presented.

#### **APPROVAL OF MINUTES**

Minutes of the December 7, 2021 Board meeting were approved as presented with a voice by all trustees present.

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

None

#### **PRESIDENT'S REPORT**

Dr. Kubatzke presented the College Metrics for the 2020/2021 School Year.

# RIPPLES MAKE WAVES

College Goal Metrics  
2020/2021

## JANUARY

Goal	Measures
Academic Excellence	<ul style="list-style-type: none"><li>▪ Percent Course Success</li><li>▪ Awards Conferred by Type</li><li>▪ Graduate Exit Survey</li></ul>
Student Success	<ul style="list-style-type: none"><li>▪ Graduation</li><li>▪ First time college students passing a college level English / Math class</li><li>▪ First time college students attempted credit hours completed in 1st year</li><li>▪ Graduate Exit Survey</li></ul>



# Academic Excellence

Goal: Students are well-prepared to excel academically and professionally

Strategic Theme:

- Quality Programs/Curriculum
- Student Learning
- Culture/Environment for/of Learning

Measures:

- Instructional effectiveness



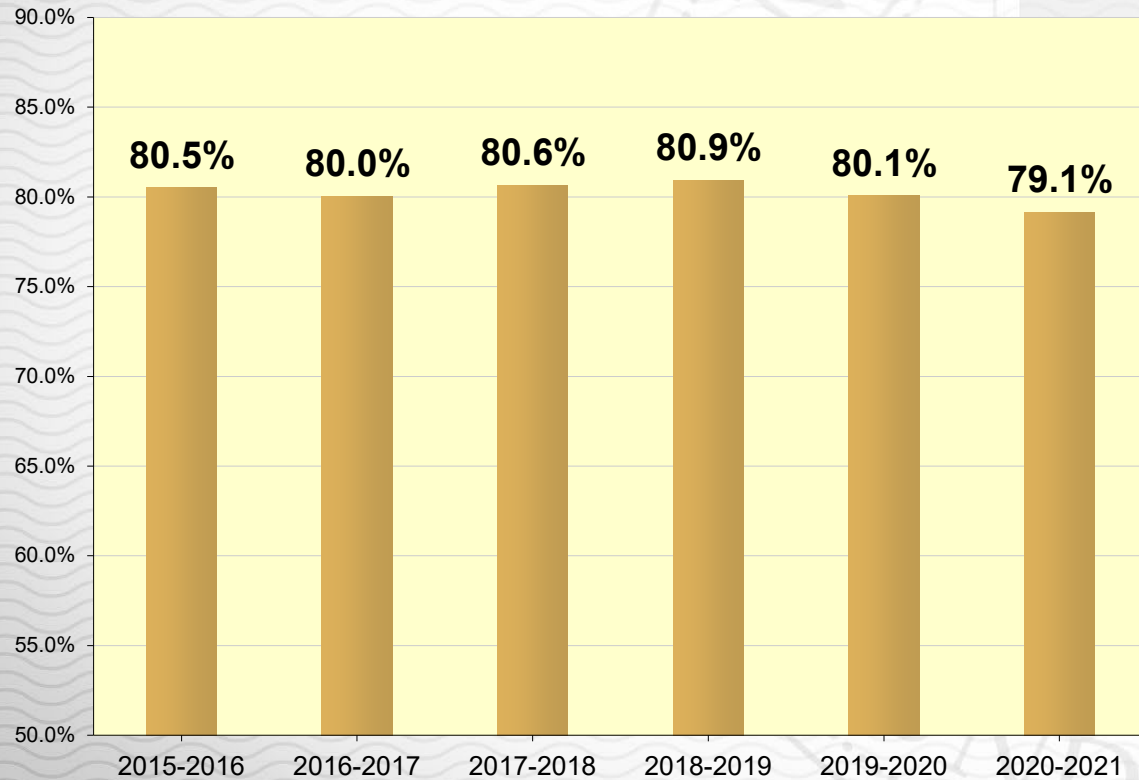
LAKE  
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# Academic Excellence

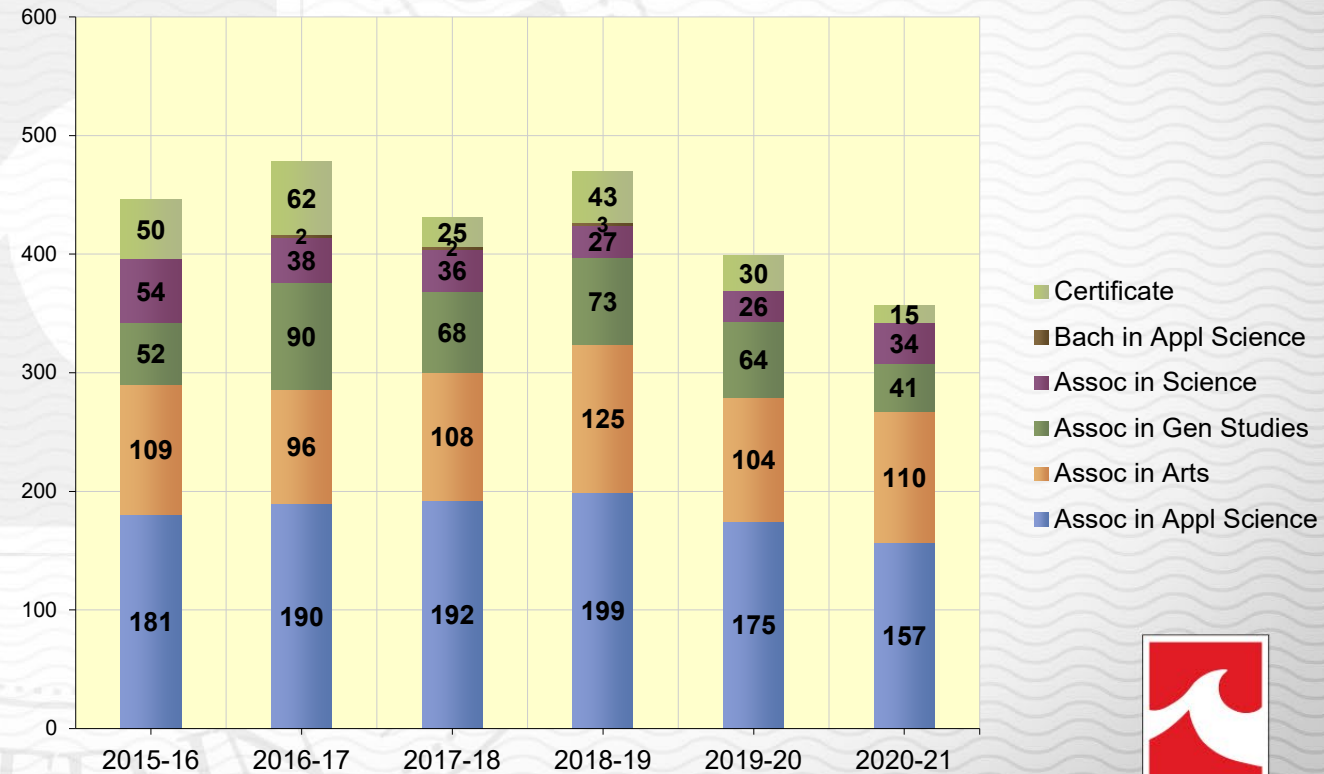
**Measure:** Instructional effectiveness

**Data Source:** Banner (End of semester or as requested)

**% COURSE SUCCESS**



**# AWARDS CONFERRED BY TYPE**



- Percent of courses in academic year where students scored higher than a grade of C
- 80 – 85 percent is the goal range.





# Academic Excellence




**Measure:** Instructional effectiveness

**Data Source:** Graduate Exit Survey (End of semester or as requested: Survey data retrieved 01-09-2020)

1= very dissatisfied, 7 very satisfied.

Goal Range (5.50 – 6.25)

Graduate Perceptions of Achievement for Institutional Outcomes	SP20	SP21	SU20	SU21	F20	F21	Average	Average
	N=285	N=430	N=77	N=90	N=162	N=111	2020	2021
LMC prepared me to work with people from diverse backgrounds	5.5	5.5	5.6	5.7	5.7	5.8	5.6	5.7
LMC prepared me to use critical thinking skills to solve practical problems	5.4	5.6	5.7	5.9	5.8	5.9	5.6	5.8
LMC prepared me to express myself competently using written and verbal communications	5.5	5.6	5.4	5.5	5.5	5.5	5.5	5.5
LMC gave me an awareness of ethical behavior and social responsibility	5.3	5.4	5.6	5.5	5.6	5.5	5.5	5.5
LMC prepared me to use technologies for my personal and professional needs	5.7	5.5	5.6	5.6	5.7	5.7	5.7	5.6
LMC prepared me to understand a wide range of opinions on issues in our society	5.4	5.2	5.5	5.5	5.4	5.4	5.4	5.4
LMC prepared me to understand how scientific information is used in our society	5.3	5.5	5.4	5.6	5.4	5.5	5.4	5.5

Key	
	Increase
	No Change
	Decrease






# Academic Excellence

**Measure:** Instructional effectiveness

**Data Source:** Graduate Exit Survey (End of semester or as requested: Survey data retrieved 01-20-2020)

Graduate Perceptions of Overall Experience at LMC	SP20	SP21	SU20	SU21	F20	F21	2020	2021
	N=285	N=430	N=77	N=90	N=162	N=111	Average	Average
I would definitely recommend LMC to those considering higher education	5.6	5.7	5.5	5.6	5.5	5.7	5.5	5.7
If I had to do it all over again I would choose to attend LMC	5.5	5.5	5.3	5.5	5.4	5.5	5.4	5.5
LMC prepared me for my career	5.4	5.5	5.6	5.5	5.6	5.6	5.5	5.5
LMC prepared me for college transfer	5.3	5.4	5.4	5.2	5.3	5.4	5.3	5.3

Key	
	Increase
	No Change
	Decrease

Goal Range (5.50 – 6.25)

1= very dissatisfied, 7 very satisfied.





# Student Success

Goal: All students define, explore and reach their educational goals

Strategic Theme:

- Access
- Inclusion
- Retention
- Student Support

Measures:

- Goal completion rate and duration
- Student satisfaction



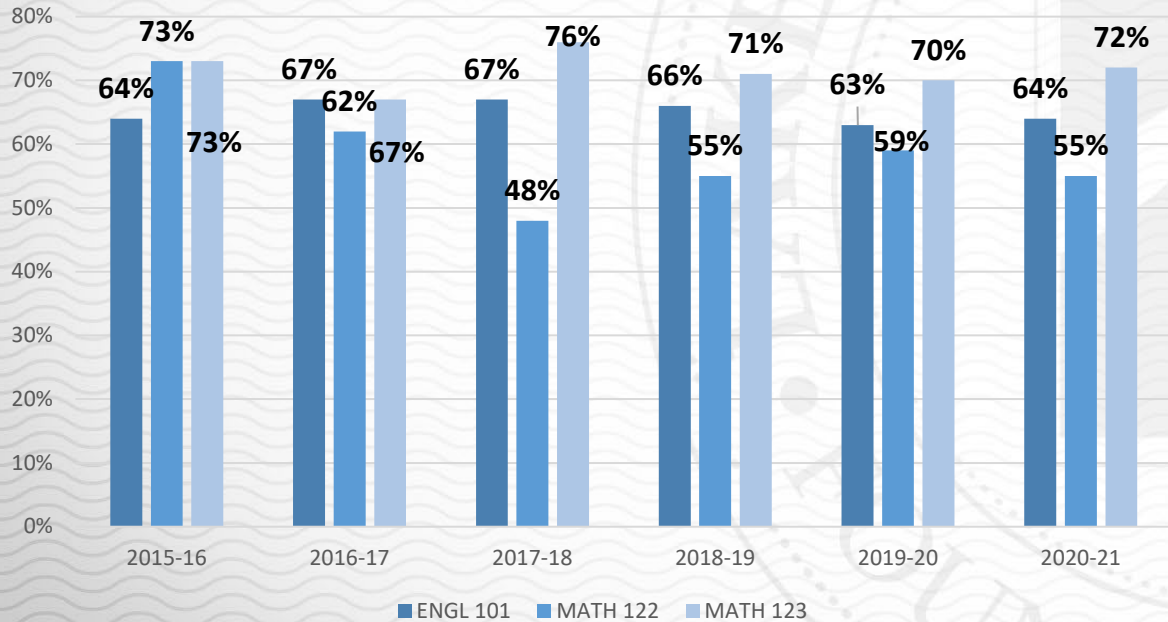


# Student Success

**Measures:** Percent of First Time College Students Successfully Passing First Year College Math or English and Percent of First Time College Students Attempted Credit Hours That Were Completed Successfully in Their First Year.

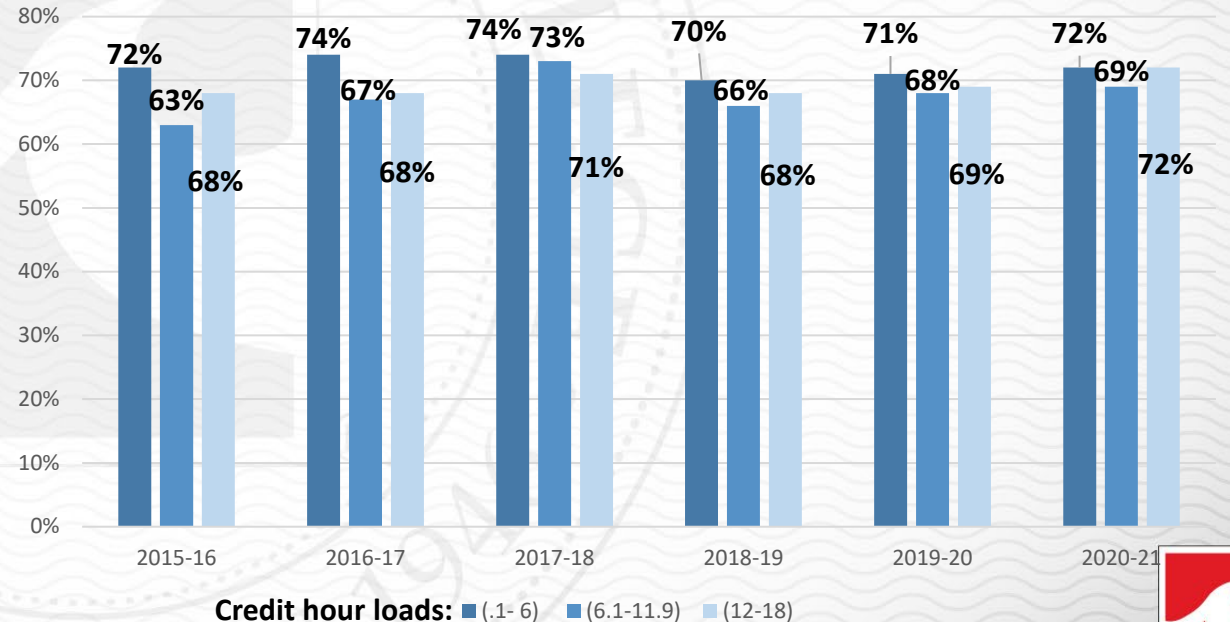
**Data Source:** Banner \*(End of each semester or as requested and retrieved from Banner, 01-28-22)

Percent First Time College Students Passing a College Level English or Math Class in First Year



Goal Range between 70 – 82%

First Time College Students Percent of Credit Hours Attempted That Were Completed Successfully in First Year



Goal Range between 70 – 82%






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# Student Success

**Measure:** Student satisfaction

**Data Source:** Graduate Exit Survey (End of each semester or as requested: Survey last retrieved 01-09-2020)

Graduate Perceptions of Overall Experience at LMC: Student Satisfaction with College Services	SP20	SP21	SU20	SU21	F20	F21	2020	2021
	N=285	N=430	N=77	N=90	N=162	N=111	Average	Average
Access to faculty	5.3	5.2	5.3	5.4	5.6	5.6	5.4	5.4
Admissions	5.5	5.6	5.4	5.5	5.5	5.4	5.5	5.5
Advising	5.7	5	5.2	5.5	5.4	5.5	5.4	5.3
Athletics	5.2	4.8	4.7	4.9	5	5.1	5.0	4.9
Billing/payment	5.5	5.1	5.6	5.7	5.3	5.2	5.5	5.3
Bookstore	5.6	5.7	5.3	5.5	5.6	5.6	5.5	5.6
Campus facilities (building, grounds, maintenance)	5.7	5.8	5.3	5.2	5.6	5.6	5.5	5.5
Career Services	5.1	5.1	5.2	5.3	5.3	5	5.2	5.1
Clubs	5.3	4.9	5	5	5	4.9	5.1	4.9
Course delivery options (traditional, online, hybrid, self-paced)	5.6	5.7	5.6	5.6	5.4	5.5	5.5	5.6
Course offerings	5.4	5.3	5.3	5.4	5.3	5.4	5.3	5.4
Financial Aid	5.7	5.5	5.2	5.1	4.8	4.7	5.2	5.1
Library	5.5	5.6	5	5.6	5.6	5.7	5.4	5.6
Quality of instruction	5.5	5.7	5.7	5.7	5.6	5.7	5.6	5.7
Registration	5.8	5.5	5.5	5.7	5.7	5.5	5.7	5.6
Student Life	5.2	5.2	4.9	5.1	5.2	5.1	5.1	5.1
Student Services	5.5	5.1	5.1	5	5.1	5.2	5.2	5.1
Technology	5.6	5.7	5.5	5.7	5.6	5.6	5.6	5.7

Key	
	Increase
	No Change
	Decrease

Goal Range (5.50 – 6.25)

1= very dissatisfied, 7 very satisfied.



LAKE MICHIGAN COLLEGE

## Student Affairs

Mr. Nygil Likely, Vice President of Student Affairs provided a the following report.

The infographic features a black header with the Lake Superior College logo on the left, the text "RIPPLES MAKE WAVES" in white and red, and "2020-2023" on the right. Below the header are three columns, each with a blue wave graphic at the top. The first column is titled "ACADEMIC EXCELLENCE", the second "STUDENT SUCCESS", and the third "COMMUNITY IMPACT". Each column contains sections for "GOAL", "STRATEGIC THEME", and "MEASURES".

ACADEMIC EXCELLENCE	STUDENT SUCCESS	COMMUNITY IMPACT
<b>GOAL</b> Our students are well-prepared to excel academically and professionally	<b>GOAL</b> Our students explore, define, and reach their goals	<b>GOAL</b> Our educational and cultural experiences improve socioeconomic mobility, strengthen the economy, and enrich lives
<b>STRATEGIC THEME</b> <ul style="list-style-type: none"><li>• Quality Programs/Curriculum</li><li>• Student Learning</li><li>• Culture/Environment for/of Learning</li></ul>	<b>STRATEGIC THEME</b> <ul style="list-style-type: none"><li>• Access</li><li>• Inclusion</li><li>• Retention</li><li>• Student Support</li></ul>	<b>STRATEGIC THEME</b> <ul style="list-style-type: none"><li>• Outreach</li><li>• Communication</li><li>• Workforce/Talent Development</li><li>• Regional Community Enrichment</li></ul>
<b>MEASURES</b> <ul style="list-style-type: none"><li>• Meeting employer needs</li><li>• Successful institutional transfer</li><li>• Instructional effectiveness</li></ul>	<b>MEASURES</b> <ul style="list-style-type: none"><li>• Persistence and retention</li><li>• Goal completion rate and duration</li></ul>	<b>MEASURES</b> <ul style="list-style-type: none"><li>• Economic impact</li><li>• Financial savings for students and families</li><li>• Professionals in high demand fields</li></ul>

## Student Affairs-Mr. Nygil Likely, Vice President of Student Affairs

### Community Impact:



## Educational Opportunity Center

The Lake Michigan College TRIO Educational Opportunity Center has fully on boarded the new team over the past months and has begun engaging with our community partners across Allegan, Van Buren, Berrien and Cass counties in Michigan, St. Joseph and LaPorte counties in Indiana. Partners met with to date include: Ferry St. Resource Center (Niles), Michigan Works (Benton Harbor), The Linking Center (Pullman), Allegan Adult Education, Plainwell Adult Education, Fennville Adult Education, YWCA (South Bend), Bendix Education (South Bend), Grace Learning Center (Michigan City).

## Upward Bound

December 11 the Upward Bound program partnered with the Center for Community Health through Spectrum Lakeland Health for our December Saturday College Prep session. Students were able to discuss anxiety, trauma and coping skills. Students also were led in a painting activity by Kalamazoo Canvas Painting to commemorate the holiday season.

January 14 the Upward Bound program partnered with **Major Cooper** and the Office of Diversity, Equity, and Inclusion for our January Saturday College Prep session. Together, with UB Scholars, we discussed the life and legacy of Dr. Martin Luther King Jr. and how to change from a bystander to an ally.

Starting January 18 the Upward Bound program began the Upward Bound Seminar course at Benton Harbor High School during the advisory period. During this time, Upward Bound staff delivered college preparatory curriculum and activities to continue to build the motivation and skills necessary to pursue post-secondary education.

Thursday, January 20 the Upward Bound program partnered with Horizon Bank to host a financial literacy workshop for Upward Bound scholars and parents. Scholars found the presentation to be extremely helpful and relatable. There were many questions about establishing and maintaining credit.

An Upward Bound senior was awarded a Michigan College Access Program Personnel (MI-CAPP) Education Endowment award! MI-CAPP is the state association for TRIO professionals.

January 31 was the deadline for the Upward Bound grant competition. The Lake Michigan College grant application was completed, submitted, and received by the Department of Education. Now, we await results from the competition.

## Athletics

Women's Basketball: Head Coach **Ray Kimball** and the Lady Red Hawks are blazing through conference with a 15-5 overall record and a 9-2 conference record and are currently in third place.

Baseball: The Athletic Department had to call a quick audible with Head Coach **Zak Wasserman** resigning in January. They hired Berrien Springs resident **Greg Toliver** to take the reins of the team. They head down to Tennessee on February 10, 2022 for a weekend tournament and then will head to Florida to participate in the RussMatt tournament.

Men's Basketball: Head Coach **Rickey Hampton** is leading the men for the first time in over a year. They are currently 5-14 overall and 3-8 in conference beating the number one seed, Marion University at Ancilla College. The men are continuing to get better as the season goes on.

## Housing

The residents partook in snowman/woman building on February 9, 2022. The competition went throughout the day. After building their masterpieces they could go inside and grab a cup of hot chocolate. The residents also had an opportunity to participate in a Corn Hole Tournament held at the Mendel Center on February 10, 2022.

**Academic Affairs**

There was no report from Academic Affairs

**OLD BUSINESS**

None

**NEW BUSINESS**

- A. Designated Fund for LMC Promise Program .....Ms. Kelli Hahn
- B. New Program
  - i. Registered Behavioral Technician .....Dr. Leslie Kellogg
- C. Niles Health Science Remodel.....Ms. Sara VanderVeen
- D. 2022 Board of Trustees Meeting Calendar ..... Dr. Trevor Kubatzke

**Board Designated Fund**

**BACKGROUND**

As provided for in the [Financial Reserves policy](#), the Board of Trustees has the ability to designate an amount of unrestricted assets for a defined use. This designated is to be funded by cash and/or cash equivalents.

Prior to establishing a designated fund, the following components must be addressed:

- Purpose
- Calculation of Amount
- Intended Use
- Authority & Responsibility
- Monitoring & Reporting
- Replenishing

Purpose

The purpose of the proposed **LMC Promise Designated Fund** is to maintain an adequate level of unrestricted cash/cash equivalents to provide for 6 years of funding to pay for student scholarship programs, if needed.

Calculation of Target Amount & Intended Use

The amount of the designated fund will decrease annually over 6 years, as follows:

	FY22	FY23	FY24	FY25	FY26	FY27
	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 4</u>	<u>Year 5</u>	<u>Year 6</u>
Free Tuition Program	\$ 200,000	\$ -	\$ -	\$ -	\$ -	
LMC Promise Program	\$ 625,000	\$ 625,000	\$ 500,000	\$ 375,000	\$ 250,000	\$ 125,000
	<u>\$ 825,000</u>	<u>\$ 625,000</u>	<u>\$ 500,000</u>	<u>\$ 375,000</u>	<u>\$ 250,000</u>	<u>\$ 125,000</u>

The funding for the “Free Tuition Program” is contingency for scholarship funding if the Foundation cannot fund what CARES did not cover. (“Free Tuition Program” is the one-year free tuition pilot program for only the 2021-2022 academic year.)

The funding for the LMC Promise Program of \$125,000 per year for 5 years (fiscal year 2023-2027) is contingency in the event the Foundation cannot meet the demand for student enrollment scholarship funds through existing scholarship dollars and other monies raised.

The funding source for the designated fund is the 2021 Strategic Reserves.

Authority & Responsibility

Authority for the use of the designated fund is delegated to the President and CFO. The President is responsible for ensuring that the designated fund is maintained and used only as approved by the Board.

Monitoring & Reporting

As the amount is set in advance and not contingent on external factors, no continuous monitoring of sufficiency is required. The LMC Promise Designated Fund will be presented separately on the balance sheet that is included in the Board package Directors.

Replenishing

Should additional funding be required in the designated fund based upon the performance of the LMC Promise program, an additional request will be brought to the Board in accordance with the [Authority to Bind policy](#).

**ACTION**

To ensure adequate funding for the Free Tuition and LMC Promise programs, College Administration recommends that the Board of Trustees designed an amount of unrestricted cash and/or cash equivalents as presented, to be known as the **LMC Promise Designated Fund**.

**MOTION** by Ms. Tomasini with support by Mr. Grover to approve the designation of unrestricted cash and/or cash equivalents as presented, to be known as the **LMC Promise Designated Fund**.

**VOICE VOTE  
APPROVED**



## Registered Behavior Technician

### New Program

#### Program Information

Department: Psychology

Program Title: Registered Behavior Technician

Program CIP Code: 420101

Program Purpose: To establish a certificate program for Registered Behavior Technicians who could be any of the following individuals: 1) those who would like to work in a human services position without completing an associate's degree, 2) students who are looking to begin working in the field of Psychology while working toward an associate's degree, 3) students who are interested in gaining practical experience in the field who are pursuing a bachelor's degree, or 4) students who are interested in the field of Behavior Analysis and are considering pursuing graduate training in this area.

Program Description: The Registered Behavior Technician® (RBT®) is a paraprofessional certification in behavior analysis. Completion of the certificate will prepare students to gain employment in an accredited institution that serves developmentally disabled individuals. They will be eligible for a higher rate of compensation and the certification is transferable to other states.

Learning Outcomes: Completion of SLOs in each of the required courses in this certificate sequence.

Evidence of Need: In Southwest Michigan, RBTs make on average between \$15-\$26. The U.S. Bureau of Labor Statistics projects a six percent increase in behavioral health technician jobs between 2016 and 2026. Behavioral technicians who graduate with a college degree in psychology or counseling have higher earning potential over the course of their careers. Locally, our autism services providers are severely understaffed and have requested our help in meeting the needs of this population.

## Registered Behavior Technician

		Sem	Hr
3	SEM HR	PSYC 212 - RBT Supervision	3
3	SEM HR	PSYC 201 - Intro to Psychology	3
4	SEM HR	PSYC 202 - Intro to Behav Analysis	4
1	SEM HR	PSYC 210 - RBT Pre Practicum	1
4	SEM HR	PSYC 211 - RBT Practicum	4
1	SEM HR	BUSA 130 Professionalism in the Workplace	1
16	SEM HR	16	

## Niles Health Science Remodel

The Niles Health Science Remodel project includes remodeling existing space to be a new multipurpose health sciences lab space. The new lab will serve program needs for Medial Assist, Phlebotomy and CPR training. Existing program space for assessment, student computer access and student lounge space will be served elsewhere in the building. This project is the first phase of work anticipated at Niles Campus. The second phase of work has been submitted as the College's highest priority for major State capital outlay funding.

Following a request for proposals from Architecture & Engineering companies, TMP Architecture was selected to work on this project from a pool of three companies who provided proposals. Working with TMP Architecture (Kalamazoo, MI) the stakeholder team has developed a comprehensive schematic design and preliminary cost estimate. The total project budget, including all soft costs such as owner purchased furniture and technology, architectural fees, and permits, and project contingency is \$313,000. Work is planned to be completed in the during the summer of 2022 for a fall semester occupancy.

### ACTION:

The College Administration recommends the Lake Michigan College Board of Trustees authorize

**MOTION** by Ms. Burghdoff with support by Ms. Johnson to approve the Niles Health Science Remodel project for a total project amount of \$313,000.

### VOICE VOTE

### APPROVED

**POLICIES TO DELETE**

The following new policies were presented to the Board of Trustees to be deleted.

- 1. Tuition Waiver – Part -Time Faculty ..... Ms. Kelli Hahn

**POLICIES-1ST READ**

The following new policies were presented to the Board of Trustees as the first read for review and/or approval.

**First Read**

- 2. Audits, Tests and Accreditation ..... Ms. Kelli Hahn
- 3. Conflict of Interest – Employee ..... Ms. Kelli Hahn
- 4. Intellectual / Proprietary Property Rights ..... Ms. Kelli Hahn
- 5. Employee Classifications ..... Ms. Kelli Hahn
- 6. Tuition Waiver – Employees ..... Ms. Kelli Hahn
- 7. Communicable Disease – Employee ..... Ms. Kelli Hahn
- 8. Attendance – Class ..... Mr. Nygil Likely
- 9. Class Registration ..... Mr. Nygil Likely
- 10. .... S  
tudent Complaint - General ..... Mr. Nygil Likely
- 10. International (F-1) Students ..... Mr. Nygil Likely
- 11. Residency ..... Mr. Nygil Likely



**Delete – combined with  
Tuition Waiver – Faculty  
& Staff policy**

## TUITION WAIVER – PART-TIME FACULTY

Office of Origin: Human Resources  
Responsibility: Executive Director, Human Resources  
Date Adopted:  
Dates Reviewed: 07-05-2018  
Last Date Board Approved: 09-25-18

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~~Part-Time Faculty are eligible for the payment of one hundred (100) percent of the tuition paid by the instructor, their spouse, and IRS eligible dependents on a prorated basis, equal to one contact hour for each contact hour taught. This benefit applies to credit classes taught at Lake Michigan College only. Eligibility begins following successful completion of the Part-Time Faculty's first assigned class(es). Unused educational benefits may be accrued to a maximum of forty-five (45) contact hours, to be used within three (3) years of accrual or forfeited. The Lake Michigan College Tuition Waiver will be applied first before any other form of financial aid, grant or scholarship. All fees, textbooks and course support materials are the responsibility of the student.~~

### **References:**

~~**Formerly Titled:** Tuition Reimbursement Benefits – Adjunct Faculty~~

## AUDITS, TESTS, AND ACCREDITATION

Office of Origin:

Chief Financial Officer

Responsibility:

Chief Financial Officer; Dean of Accreditation, Planning, and Quality

Date Originally Adopted:

x

Date Reviewed:

x

Last Date Approved:

x

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The Lake Michigan College (the College) Chief Financial Officer and the Dean of Accreditation, Planning, & Quality should be notified of every external examination (e.g., audits, accreditation and regulatory reviews, accreditation and site visits, etc.)

### Audits, Tests, and Regulatory Reviews

A coordinator will be appointed by the supervising Cabinet member to coordinate the audits, tests (e.g., penetration testing, etc.) or regulatory reviews. All requests for information or interviews related to the audit or regulatory review must go through this coordinator or their designee.

### **Accreditation and Accreditation/Site Visits**

The Dean of Accreditation, Planning, & Quality or their designee will be responsible for coordinating accreditation activities and accreditation/site visits. All requests for information or interviews related to these must go through the Dean of Accreditation, Planning, & Quality or their designee.

### Records

The College will provide external examination personnel with access to all relevant records on a timely basis except those determined by the College to be legally privileged or protected. Availability of records is subject to the *Record Retention* policy, which allows destruction of records within prescribed limits.

### **External Examination Reports**

No external examination report may be finalized/submitted without the approval of the supervising Cabinet member or their designee. Any employee who fails to comply with this requirement may be subject to disciplinary action ranging from reprimand to discharge.

**References:** Record Retention policy

## Conflict of Interest - Employee

Office of Origin:

Human Resources

Responsibility:

Executive Director, Human Resources

Date Adopted: 4-27-99

Dates Reviewed: 3-13-09, 7-14-18

Last Date Board Approved: 3-13-09, 9-25-18

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Lake Michigan College (the College) strives to protect the College from conflicts of interest.

A conflict of interest occurs when an employee's personal interests – family, friendships, financial, or social factors – do, could, or could appear to compromise their judgment, decisions, or actions in the workplace. In other words, a conflict of interest exists when an employee has or appears to have the opportunity to influence decisions in a way that could lead to personal gain or give improper advantage to:

- themselves,
- any member of their immediate family,
- their partner,
- any entity in which the employee possesses a material interest (i.e., more than 1% ownership), including an organization which employs or is about to employ the employee, any member of their immediate family, or their partner.

The above is collectively known as "Interested Parties."

Employees must avoid situations in which associations and interests could compromise or reasonably appear to compromise College business decisions. Accordingly, it is the policy of the College that each employee act in a manner consistent with their responsibilities to the College and make full disclosure of any relationship, action, position, or interest that is in or appears to be in conflict with their duties as an employee and College fiduciary.

Employees are required to familiarize themselves with and abide by this policy. All

employees must complete a *Conflict of Interest Disclosure* Form at the time of hire and provide to Human Resources (HR) ; the form must be updated and provided to HR as changes warrant.

Employees are expected to disclose to their supervising Cabinet member any actual or perceived conflicts of interest. The supervising Cabinet member, in consultation with the President, may authorize exceptions.

Violation of this policy may lead to disciplinary procedures, up to and including suspension, discharge, dismissal, termination, expulsion, and/or legal action.

WE DON'T USE POLICY STATEMENTS ANY MORE

MOVED ABOVE

MOVED ABOVE

STATED MORE CLEARLY ABOVE

3. THIS IS A GIVEN 4. MOVED ABOVE

5. MOVED ABOVE

### Examples of Conflicts of Interest

The following may cause or give the appearance of a conflict of interest and are described to assist employees in remaining in compliance with this policy. It is impossible to describe all situations; therefore, the prohibitions included are not an exhaustive list.

#### **1. Misuse of Confidential Information**

Employees are not to disclose confidential or proprietary information to anyone either inside or outside the College who does not have the authority to possess such information.

#### **2. Political Use of College Funds**

Authorizing the use of College resources, whether directly or indirectly, for the use or benefit of and/or for the purpose of supporting or opposing, any political party, candidate, committee, interest, or government or subdivision thereof is prohibited.

#### **3. Political Campaigning on Campus**

Employees may not campaign on College property to promote personal political issues or candidates for local, state, or national office while performing their employment or during normal work time.



**4. Use of Family Members**

Using family members to perform acts of conflict of interest on the employee's behalf is prohibited.

**5. Providing Goods or Services to the College**

No employee may furnish goods or services to the College or its agents, employees, or subcontractors for compensation except under such terms and conditions as are made available to the public in the general course of business. Employees are not precluded from donating goods or services to the College.

**6. Award of College Contracts**

Employees may not participate in, evaluate, or recommend the award of any contractor benefit to an Interested Parties.

**7. Acceptance of Goods or Services Provided by College**

Employees or Interested Parties who receive, obtain or use goods or services from the College will pay fair consideration in amounts as paid by members of the public in general, and will adhere to the ordinary College policies and procedures.

**8. Sale or Lease of Land / Property to the College**

No employee or Interested Parties may enter into a sale or lease to the College unless full disclosure of the relationship has been made to and approved by the President.

**9. Supplemental Employment**

A full- or part-time employee (other than part-time faculty) may engage in outside employment provided that the following are observed. If there is any question of a conflict of interest, the employee should notify their immediate supervisor prior to engaging in the supplemental employment.

- a. The employment does not interfere with the employee's responsibilities to the College.
- b. The employee does not represent that their outside employment is in any way connected with their position at the College, or with the College itself, or that they are acting as an agent, representative, or employee of the College. Where appropriate, the employee must make affirmative disclaimers of any such connections.
- c. The employee does not use College equipment, materials, or services in connection with their outside employment.
- d. If an employee's supplemental employment interferes with job performance, the employee may be requested to end or modify the supplemental employment as a condition of continued employment by the College. **MOVED FROM G3 BELOW**

**10. Non-Compete Clause**

No full-time employee may receive financial or other remuneration for providing goods or services to the public within the College's taxing district that are provided by the College or for which the employee has been hired by the College to provide to the taxing district. If it is not clear if the College is engaged in the sale of a good/service for which an employee may be remunerated, the employee should consult with their supervising Cabinet member.

### **11. Incompatible Outside Employment**

No full-time employee may engage in outside employment when that employment is incompatible or in conflict with the discharge of their College duties, or when employment may impair their independence of judgment or action in the performance of their College duties.

### **12. Personal Consulting/Speaking Engagements**

Employees who engage in personal consulting work or speaking engagements will not represent that they are rendering such on behalf of the College, or in any other way acting in an official capacity with the College, unless authorized in writing by their supervising Cabinet member or the President.

### **13. Presentations and Public Addresses**

When acting as a spokesperson for the College, providing public addresses, and/or presenting during working hours, an employee may not accept a fee, salary, honorarium, or other compensation. Reasonable reimbursement for travel, lodging, meals, or nominal courtesies may be accepted.

### **14. Personal Opinion**

An employee may not represent their personal opinion as that of the College.

### **15. Supplemental Work at College**

Employees may undertake supplemental work with the College for extra compensation only if the supplemental work does not interfere with the employee's primary assignment. All supplemental work for with College must be approved in writing by the employee's immediate supervisor and Human Resources.

**Already in Teaching by Staff policy.**

**MOVED TO #9 ABOVE**

### **16. Acceptance of Gifts**

**See Receipt of Gifts & Gratuities policy. MOVED FROM BELOW AND LANGUAGE STRUCK TO REFER TO SEPARATE APPLICABLE POLICY**

### **17. Solicitation of Funds or Gifts**

Employees may not solicit, directly or indirectly, for oneself or for the benefit of Interested Parties any gift or favor from an organization with which the College does

business or that seeks to do business with the College.

### **18. Solicitation on Behalf of Foundation**

Solicitation of funds or gifts by employees for the benefit of the College, or any College group or organization, may be made only with the approval of the Lake Michigan College Foundation.

### **19. Contributions to the College or External Organizations**

Employees will not be unduly influenced to contribute funds or gifts for the benefit of a group or organization external to the College or to the College itself. **TEXT**

**MOVED FROM BELOW**

**BOXED SECTION BELOW MOVED TO NEW POLICY "INTELLECTUAL / PROPRIETARY PROPERTY RIGHTS"**

**MOVED ABOVE TO #16 AND TEXT REMOVED TO READ "See Receipt of Gifts & Gratuities policy."**

**MOVED ABOVE TO #17**

**MOVED TO OPENING SECTION**

**MOVED TO OPENING SECTION**

**References:** Receipt of Gifts & Gratuities policy  
Purchasing policy  
Intellectual / Proprietary Property Rights policy  
Teaching by Staff policy

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### **Conflict of Interest Disclosure Form**

The following questions are to be answered by all employees.

1. Do you have knowledge of any proposed action which may place you in conflict with the Conflict of Interest – Employee policy?  
NO \_\_\_\_\_ YES \_\_\_\_\_  
If yes, please explain full details below.
2. Are you a director, employee, or agent of any entity, which, during the performance of your duties with that entity, might place you in a position of being out of compliance with the Conflict of Interest – Employee policy?  
NO \_\_\_\_\_ YES \_\_\_\_\_  
If yes, please list the entity by name below.

3. Do you or any member of your immediate family own an interest of more than 1% percent in any entity identified as doing business with the College?

NO \_\_\_\_\_ YES \_\_\_\_\_

If yes, please list the entity by name below.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Intellectual / Proprietary Property Rights

Office of Origin: ?  
Responsibility: ?  
Date Adopted: XX-XX-XX  
Dates Reviewed: XX-XX-XX  
Last Date Board Approved: XX-XX-XX

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Green – union contract

Black or– taken from Conflict of Interest policy

Lake Michigan College (the College) encourages innovation in teaching and learning at the College. The academic prestige of the College will be enhanced through the generation of Intellectual Property by its employees, as evidence of scholarly expertise.

“Intellectual property” means any material, process, or product, whether or not patentable or copyrightable, developed by an employee including, but not limited to, inventions, textbooks, lecture presentations, articles, reviews, artistic work, musical compositions, and other such creatively produced materials, processes, or products.

### **College Claims on Proprietary Interests**

1. Employees will retain ownership of all Intellectual Property that they develop, except for Intellectual Property that was developed specifically as part of a compensated duty or responsibility.
2. The College owns any Intellectual Property that was developed as part of a College-compensated duty or responsibility.
3. Course material updates are owned by the College.
4. Employees will have the right to publish College-owned Intellectual Property that they developed with the permission of their supervisor.
- 5.
- 6.
7. An employee may, outside the scope of the employee’s primary duties,

specifically contract with the College to produce Intellectual Property to be owned by the employee and/or copyright/patent holders other than the College.

8. If the employee receives additional compensation from the College equivalent to at least 3 contact hours, or receives support services from the College (e.g., copying, recording, graphics, production, etc.) valued at more than \$400 in the course of developing the Intellectual Property, the employee will reimburse the College for the compensation and/or the value of the services received. The College may claim a proprietary interest in the Intellectual Property until reimbursement is received.
9. Where the College has provided additional compensation or support services, regardless of if the employee reimburses the College, the College:
  - a. will retain the right to use that which was developed, without payment to the employee and/or copyright/patent holder.
  - b. may distribute such Intellectual Property to other institutions for the purpose of demonstration and review. The College will obtain written consent of the author for external distribution for any other reason.
  - c. may be housed and used as other materials.
  - d. will receive 20% of the net profits of all sales.

### **Other Provisions**

- The employee producing the Intellectual Property will be acknowledged as the author and appropriated credits will be given to all primary and support personnel. The author must identify themselves as an employee of the College.
- If production of Intellectual Property is supported in whole or in part by a grant, the conditions of the grant will prevail. If no conditions are specified, the applicable portions of this policy will apply.
- It is the obligation of the author to make known the provisions of this policy and preserve the rights and provisions of this policy in any other agreements.
- The author may use Intellectual Property for professional activities such as workshops, etc. In cases where the College has gained proprietary rights, the author must preserve these.
- The author retains the right to review recorded material to update or

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otherwise improve their quality or accuracy. If significant costs are associated with such changes, a separate agreement may be negotiated or, at the discretion of the College, the material may be removed from circulation.

**References:**

## EMPLOYEE CLASSIFICATION

Office of Origin: Human Resources  
Responsibility: Executive Director, Human Resources  
Original Date Adopted: 10/25/16  
Dates Reviewed: 10/25/16, 1/12/22 (C)  
Last Date Board Approved: 10/25/16

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For non-faculty positions at Lake Michigan College (the College), Human Resources uses Fair Labor Standards Act (FLSA) job classifications and employee status designations to categorize positions.

### **FLSA Job Classifications**

The FLSA, as amended, classifies positions as either "exempt" or "non-exempt." The FLSA classification of a position determines how employees are to be paid, among other things, for hours worked in excess of 40 hours per week and if they are subject to FLSA minimum wage and overtime provisions.

Positions classified as exempt do not receive overtime pay and generally receive the same weekly salary regardless of hours worked. The salary may be paid more or less frequently than weekly.

Employees will be informed of the position classification upon hire and also informed of any subsequent changes to the classification.

### **Employee Status Designations**

Employee status designations include:

- Full-time – Employee is normally scheduled to work at least 40 hours per week and was not hired on a short-term basis.
- Regular Part-time – Employee is regularly scheduled to work fewer than 40 hours per week and was not hired on a short-term basis.
- Part-time – Employee is employed 29 or fewer hours per week and/or does not have an ongoing regular work schedule.
- Temporary – Employee was hired for specific, short-term work. This designation is generally are not eligible for College benefits but are eligible to receive federal and state statutory benefits (Social Security, Unemployment Compensation, and Workers' Compensation).

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**References:** ..... Fair Labor Standards Act



## TUITION WAIVER – EMPLOYEES

Office of Origin: Human Resources  
Responsibility: Executive Director, Human Resources  
Date Adopted: 8-26-86  
Dates Reviewed: 7-10-18, x-x-22(C)  
Last Date Board Approved: 9-25-18, x-x-xx

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Employees of Lake Michigan College (the College) are encouraged to further their education and training at the College through the tuition waiver program.

A tuition waiver will be applied to an employee’s account first before any other form of financial aid, grant, or scholarship. All non-mandatory student fees (such as course fees) as well as textbooks and course support materials are the responsibility of the student.

Each full-time employee is eligible for the payment of 100% of Lake Michigan College tuition for the employee, their spouse, and Internal Revenue Service (IRS) qualified dependents. With the permission of the supervisor, non-Facilities Management employees may take one such course during the workday. See the Facilities Management contract for workday provisions).

Regular part-time employees are eligible for the payment of 50% of Lake Michigan College tuition for the employee, their spouse, and IRS qualified dependents during the semester in which the employee is continuously employed.

Part-time faculty are eligible for the payment of 100% of Lake Michigan College tuition for the instructor, their spouse, and IRS eligible dependents on a prorated basis, equal to 1 contact hour for each 1 contact hour taught. Eligibility begins following successful completion of the part-time faculty’s first assigned class(es). Unused tuition waiver benefits may be accrued to a maximum of 45 contact hours, to be used within 3 years of accrual or they will be forfeited. **MOVED FROM THE TUITION WAIVER – PART-TIME FACULTY POLICY.**

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**References:** Facilities Management Contract  
Faculty Contract

## Communicable Diseases

Office of Origin: Human Resources  
Responsibility: Executive Director, Human Resources  
Original Date Adopted: 5/28/91  
Dates Reviewed: 6/26/18, 12/15/21(C)  
Last Date Board Approved: 7/9/18, x/x/22

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This policy is intended to establish responsibilities and the general procedure for preventing and and/or minimizing the transmission of Communicable Diseases affecting Lake Michigan College (the "College") employees, students, volunteers, visitors, and any individual who comes to campus for any purpose (the "College community.")

The College is committed to preventing and and/or minimizing the transmission of Communicable Diseases that may pose serious health risks for the College community.

"Communicable Diseases" are defined as an infectious disease that is spread from person-to-person. Communicable Diseases that may significantly threaten the health and safety of the College community and include, but are not limited to:

- Cholera
- COVID-19
- Diphtheria
- Hepatitis A
- Meningitis (viral and bacterial)
- Measles
- Mumps
- Pertussis
- Rubella
- Rubeola
- Smallpox
- Tuberculosis

### **Employee Responsibilities**

Employees must:

- Report a confirmed Communicable Disease to the Executive Director, Human Resources.
- Refer a student with a Communicable Disease to the Vice President, Student Affairs.

- Refer a supervised employee with a Communicable Disease to the Executive Director, Human Resources.
- Follow all College safety measures, procedures, responsibilities, and guidance, absent medical inability, to stop or slow the progression of a Communicable Disease. Employees unable to comply with any safety measure due to a medical condition should seek a reasonable accommodation through Human Resources.
- Obtain advice from a healthcare provider if known or suspected to have a Communicable Disease and, if indicated, obtain follow-up treatment.
- Cease activities on campus, when required, following College or healthcare provider guidance if diagnosed with a Communicable Disease.
- Cooperate with requests by Public Health Officials for information.

The College cannot practically monitor all interactions within the College community. While the College places priority on educating individuals of their responsibilities under this policy, the College may discipline employees who knowingly put others at risk by failing to disclose that they are infected with a Communicable Disease for which reporting is required or who do not follow interim safety measures and guidance issued by the College or their healthcare provider required to help slow or stop the progression of a Communicable Disease. Discipline may be up to and including dismissal from employment.

### **College Responsibilities**

- The College generally seeks to adhere to the guidance of public health officials to prevent and/or minimize the transmission of communicable diseases. public health officials include local, regional, state, and national or federal health departments and agencies, such as county health departments (e.g., Berrien, Cass, Van Buren), the Michigan Department of Health and Welfare, the Centers for Disease Control and Prevention (CDC), and the U.S. Department of Health and Human Services
- The College is responsible for tracking epidemics, pandemics, and outbreaks of significant Communicable Diseases.
- The Executive Director, Human Resources and the Executive Director, Facilities (Safety Team Co-Chairs) are the College leads on all health matters, including Communicable Diseases as they relate to employees.
- The Executive Director, Human Resources will initiate an investigation after receiving an employee or other report of a potential Communicable Disease

on campus to determine the validity of the information. If the report is

threat to the College community, the Executive Director, Human Resources will convey the information to the Executive Director, Facilities and the President.

- The Executive Director, Human Resources will notify and work with the county public health department to provide appropriate diagnostic, prophylactic, and therapeutic measures for the affected individual(s) and for the health and safety of the College community.
- The College will develop and maintain a communication plan and any needed educational programs and outreach efforts once a Communicable Disease threat has been identified.

**References:**



## ATTENDANCE – CLASS

Office of Origin: Academic Affairs & Student ~~Services~~ Affairs  
Responsibility: Vice President & Provost, Academic Affairs and Vice President,  
Student

Affairs

Date Adopted:

Dates Reviewed: 4-24-18

Last Date Board Approved: 01-27-09, 05-15-18, 06-26-18

Lake Michigan College (LMC or the College) is not ~~considered~~ an attendance taking institution. It is, however, consistent with the College philosophy that regular class attendance is necessary if the student is to receive maximum benefit from the course. Students are expected to be fully prepared and to attend every class ~~and~~ laboratory period for which they have registered. Students should give instructors as much notice as possible of unavoidable absences. ~~An explanation of A~~ absences must be explained to the satisfaction of the ~~may be required by the~~ instructor, who will decide whether ~~omitted~~ missed work may be made up. Attendance is restricted to only registered students or those with instructor permission.

Mindful of the diverse student body that ~~Lake Michigan College~~ LMC serves, and the varied belief systems that its students represent, the College will make a reasonable effort to accommodate students who need to be excused from classes for the observance of religious holidays. This policy does not apply to students who knowingly register for classes scheduled to meet on days that consistently conflict with their day of worship, e.g., a student who signs up for Saturday classes when the student normally worships on Saturday.

In accordance with Title IX, LMC does not discriminate against ~~or exclude~~ any student, ~~or exclude any student~~ from its education programs ~~or~~ activity activities, including any class or extracurricular activity, on the basis of ~~such a~~ student's pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom, unless the student requests voluntarily to participate in a ~~separate portion of the program or activity~~ reasonable alternative, as determined by the College. ~~Lake Michigan College will meet state and federal regulations regarding~~

~~attendance and comply with legal requests of governmental and private agencies for information on student attendance. For student safety, Health Science students should refer to their program handbook.~~

~~Lake Michigan College will meet state and federal regulations regarding attendance and comply with legal requests of governmental and private agencies for information on student attendance. A student's attendance in a class is determined using the Department of Education's defines definition of an academically related activity academic engagement, which is: as "physically attending a class where there is an opportunity for direct interaction between the instructor and students; submitting an academic assignment; taking an exam, completing an interactive tutorial, or participating in computer-assisted instruction; attending a study group that is assigned by the school; participating in an online discussion about academic matters; and initiating contact with a faculty member to ask a question about the academic subject studied in the course. Active participation by a student in an instructional activity related to the student's course of student that (1) is defined by the institution in accordance with any applicable requirements of its State or accrediting agency; (2) includes but is not limited to (i) Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students; (ii) Submitting and academic assignment; (iii) Taking an assessment or an exam; (iv) Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction; (v) Participating in a study group, group project, or an online discussion that is assigned by the institution; or (vi) Interacting with an instructor about academic matters; and (3) Does not include, for example – (i) Living in institutional housing; (ii) Participating in the institution's meal plan; (iii) Logging into an online class or tutorial without any further participation; or (iv) Participating in academic counseling or advisement." Attendance may also be required in academically related activities outside of regular class periods.~~

Discontinuing attendance in a class does not constitute dropping or withdrawing from a course. Failure to officially drop or withdraw from a course that the student is not attending will result in receiving the grade earned according to grading criteria outlined in the course syllabus. A drop or withdrawal is not official until the student successfully completes and verifies the drop or withdrawal action ~~in~~

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~~WaveLink online via the student account or by completes completing the appropriate drop or withdrawal form and delivers it, in person, delivering it to the Records & Registration Office via email, mail, or in person., to the One-Stop Registration area on any LMC campus.~~ No student should assume that an instructor or staff member has dropped or withdrawn ~~him/her them~~ from a course.

~~Additional attendance policies apply for Health Sciences and International students. Students should refer to their program handbook.~~

**References:** Registration Policy  
Satisfactory Academic Progress Policy

## CLASS REGISTRATION

Office of Origin:	Records & Registration
Responsibility:	Registrar
Date Adopted:	05-15-18
Date Reviewed:	
Last Date Board Approved:	6-26-18

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Exact deadlines for all class registration actions including adds, drops, withdrawals, and audits are established and published prior to the start of each academic year. Students may not register for classes after the registration deadline for a semester has passed and will be deferred to the next semester. Students who have registered prior to the registration deadline may make changes to their schedule through the published add/drop period. Any exceptions will be reviewed on a case-by-case basis. All students are responsible for their own schedule and any changes made to it.

Schedule changes made beyond the published add/drop dates require a consultation with an academic advisor and the approval of the appropriate faculty and dean. Any class added outside of the regular add/drop period, including OE classes, may not be eligible for financial aid funding. The Financial Aid Office will review and approve such requests on a case-by-case basis.

Course pre-requisites and co-requisites are published in the catalog, the class schedule, and may be viewed online via the course look-up function as well as on the student audit. All pre- and co-requisites are strictly enforced and require specific permission to waive.

### Adding a Class

Students adding classes must do so within the published add/drop period for the semester. In general, classes may be added prior to the first scheduled meeting time for each class. Classes for which all pre-requisites have been met may be added online via the student account.

Online (distance learning) classes may be added through 11:59 p.m. the day before the semester begins, as the first meeting is considered to be the first day of the semester.

Open Entry (OE) classes may be added at any time during the semester, except the last two weeks of the semester. Any class added outside of the regular add/drop period, including OE classes, may not be eligible for financial aid funding. The Financial Aid Office will review and approve such requests on a case-by-case basis.

### **Auditing a Class**

To audit is to take an academic course for no credit. Some of the reasons for auditing are personal exploration, enjoyment, gaining insight into a new subject, or skill/knowledge review.

A student wishing to attend a credit course on a no-credit basis may register to audit the course; however, when openings in a class are limited, preference shall be given to students enrolling for credit. Tuition is paid at the same rate as for a credit course, the attendance policy applies, and all pre- and co-requisites must be met.

Audited courses are not eligible for financial aid (including grants, loans, or scholarships) or veteran's benefits funding, and do not count toward program completion or pre-requisite use; audited courses are not calculated in the GPA and do not transfer.

*A student may change from audit to credit and vice versa only during the regular add/drop period.*

### **Dropping a Class**

Students dropping classes must do so within the published drop dates for the class in order to reverse all tuition and fee charges. Open Entry (OE) classes added after the regular add/drop period may drop through the end of the third day after registration. Drops can be completed online via the student account during the published add/drop period or in person at any campus.

A drop initiated after the published drop dates is considered a withdrawal and all tuition and fees remain on the student account.



### **Guest Student Registration**

Students enrolled at another college or university may register for Lake Michigan College classes as Guest students. Guest students are encouraged to complete and submit a MACRAO-approved Michigan Undergraduate Guest Application prior to registration to ensure return transfer of the LMC credit to their home institution. Guest students are afforded all the rights and responsibilities of LMC students, but are not eligible to receive financial aid from LMC. All course pre-requisites must be met and documentation provided.

### **Withdrawing from Classes**

Students may withdraw online through the student account or by submitting a withdraw form. The Withdraw form can be found in the Student Services area of any campus or online via the student account. Students are encouraged to speak with their instructor prior to withdrawal to ensure withdrawing is the best course of action; to complete the process, students should speak with both the financial aid office and an academic advisor to review the student's financial and academic situation and understand the ramifications of the withdraw. A withdrawal does not qualify for a refund of tuition or fees.

During the first 80% of the class a student may withdraw with a guaranteed "W" grade, without the permission of the instructor, so long as the class is not part of a second-admit program. During the final 20% of the class, the student must request permission of the instructor to withdraw. The withdrawal is not guaranteed at this point and is granted (or not) solely at the discretion of the instructor. If the withdrawal is not granted, the student will receive the grade earned for the class.

Students may not withdraw past the last day of a class. Withdrawal dates for each semester are listed in the Academic Calendar.

A withdrawal is not considered official until the withdraw form has been submitted or the withdrawal action completed online. Non-attendance, verbal notice, or conversation with an instructor does not constitute an official withdrawal.

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Withdrawals for classes which are part of a second-admit program are issued only at the discretion of the appropriate faculty or program director and are not guaranteed at any point. Program-specific details regarding withdrawal are outlined in the program handbook.

**References:** Health Science Program Handbooks  
[Michigan Undergraduate Guest Application](#)

## STUDENT COMPLAINT - GENERAL

Office of Origin:	Student Affairs
Responsibility:	Vice President, Student Affairs
Date Adopted:	9-26-18
Dates Reviewed:	09-26-16, 6-14-18,
Last Date Board Approved:	09-27-16, 6-14-18

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Lake Michigan College strives to resolve all student complaints in a fair and expedient manner. This policy and procedure pertains to non-civil rights\* related complaints that involve issues that are general in nature and are not related to instruction or academic matters, such as complaints about non-teaching college staff, the parking lot, snow removal, bathroom maintenance, facility issues, etc. Student who have complaints that involve instruction or academic matters, such as evaluations of academic work (e.g., examinations, quizzes, papers, final course grades, etc.), and/ or failure of a faculty member to follow College policies and/or procedures as they relate to instruction or academic matters, should refer to the *Student Complaint – Academic Policy and Procedure*.

Students who want to file a complaint regarding general, non-academic College operations should report their concerns to the ~~Executive Director, Students Director, Advising~~ or their designee. The following steps outline the requirements of the students as well as the timeline for the General Complaint Process:

- Verbal or written student complaint(s) should be submitted to ~~The Executive Director, Students Director, Advising~~ or their designee. ~~The Executive Director, Students Director, Advising~~ or their designee will consider the merits of the complaint and will take any and all action they consider appropriate or necessary to resolve the concerns raised in the complaint. At this level, the student may request to remain anonymous. Students having a complaint may submit the complaint either verbally or in writing at any time. ~~The Executive Director, Students Director, Advising~~ will respond to the complaint within 7 business days.

- If the student's verbal or written complaint is not resolved to the student's satisfaction and the student chooses to continue to pursue the complaint further, the student must submit a request in writing (making the complaint a formal complaint) to ~~the Executive Director, Students Director, Advising~~ or their designee requesting further resolution. The written request must be submitted within 10 business days of notification of the ~~Executive Director, Students Director, Advising~~ resolution to the informal complaint. The written request must include the specific nature of the complaint, reasons for filing the complaint, all documentation supporting the complaint, and specific remedy requested. The ~~Executive Director, Students Director, Advising~~ or their designee will seek a resolution by using the following means:
  - Contact the appropriate college employee who is responsible for the college operation that a complaint has been lodged against and arrange a meeting between the parties involved to discuss a possible resolution. The written complaint will be forwarded to all appropriate parties involved in the conflict prior to the meeting.

If a satisfactory resolution is concluded, then the appropriate college employee who received the complaint shall notify the ~~Executive Director, Students Director, Advising~~ that the complaint has been resolved, and an appropriate entry shall be recorded in the LMC Student Complaint Log.

- Should a resolution not be reached, the ~~Executive Director, Students Director, Advising~~ or their designee will review the complaint and all supporting material and render a written decision regarding the complaint which shall include the basis of the decision. A decision to the formal complaint will be rendered within five (5) business days and will be communicated in writing. The decision will be communicated to the student in writing with a copy to the appropriate college employee who is responsible for the college operation that the complaint has been lodged against. An entry regarding the complaint and resolution will be recorded in the LMC Student Complaint Log.

- **Appeal Process:** In the event the ~~Executive Director, Students Director, Advising~~ or their designee is unable to resolve the complaint; the complaint will be forwarded to the Vice President, Student Affairs for review and action. The Vice President, Student Affairs will review the complaint and all supporting material and render a written decision regarding the complaint which shall include the basis of the decision. A decision to the formal complaint will be rendered within five (5) business days and will be communicated in writing. The decision will be communicated to the student in writing with a copy to the appropriate college employee who is responsible for the college operation that the complaint has been lodged against. The decision from the Vice President, Student Affairs shall be final. No further appeal will be considered. An entry regarding the complaint and resolution will be recorded in the LMC Student Complaint Log.

### **Formal Complaint Log**

Formal complaints will result in an anonymous entry to the LMC Student Complaint Log. The Log is available for review by college staff, representatives of accrediting agencies, and by other, appropriate outside agencies. The names of any individuals involved in a complaint (including the names of any student(s) or LMC staff directly involved) are not part of the Log. The LMC Student Complaint Log will include the following information:

- A. A description of the complaint
- B. The date the complaint was received
- C. The category of the complaint (grounds, facilities, etc.)
- D. Steps taken to address the complaint
- E. The disposition of the complaint, including referral to an outside agency
- F. Any external actions initiated by a student and related to a given complaint

### **Maintenance of the Complaint Log**

LMC will maintain records of complaints for a minimum of ten years. The ~~Director of Student Life and Housing~~ **Director, Advising** will maintain the LMC Student

Complaint Log. Accrediting agencies and other appropriate outside agencies will be able to review the LMC Student Complaint Log in conjunction with accrediting visits and self-studies.

### **Notice to Students**

Complaint resolutions procedures are published on the LMC website, in the College Catalog and Student Handbook. ~~Students can get hard copies at any LMC Student Information Center location.~~

### **\*Civil Rights Issues:**

This policy and procedure does not apply to issues related to sexual harassment, civil rights, Title IX, and disability concerns. Complaints or concerns related to civil rights issues should be discussed with the Executive Director of Human Resources and Diversity.

### **Out-of-state Students Taking Distance Learning Courses:**

LMC distance education students wishing to file a formal complaint must first seek resolution through LMC's Student Complaint Policies and Procedures. LMC participates in the State Authorization Reciprocity Agreement (SARA) through the state of Michigan. If a student's complaint cannot be resolved internally at LMC, the student may file a complaint with the state of Michigan – Licensing and Regulatory Affairs Department ([http://www.michigan.gov/lara/0,4601,7-154-61343\\_35395\\_35396---,00.html](http://www.michigan.gov/lara/0,4601,7-154-61343_35395_35396---,00.html)).

### **Accreditation:**

Lake Michigan College is accredited by the Higher Learning Commission and holds several program accreditations. To learn more about LMC's accreditations, please visit [www.lakemichigancollege.edu/home/discover-lmc/about-lake-michigan-college/accreditation](http://www.lakemichigancollege.edu/home/discover-lmc/about-lake-michigan-college/accreditation)

### **Sharing Disclosure:**

All complaints submitted in writing, signed by a student, and addressed to or submitted to an academic officer may be shared with agencies that accredit the College or its programs unless the student expressly prohibits the College from doing so.



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**Student Consumer Information:**

In accordance with the Higher Education Reauthorization Act, prospective students, enrolled students, and employees may access student consumer information at [www.lakemichigancollege.edu/home/discover-lmc/about-lake-michigan-college/student-consumer-information](http://www.lakemichigancollege.edu/home/discover-lmc/about-lake-michigan-college/student-consumer-information)

**References:** Questions regarding this policy and procedure should be directed to the ~~Executive Director, Students Director, Advising.~~

## **INTERNATIONAL (F-1) STUDENTS**

Office of Origin: Student Engagement and Support  
Responsibility: Vice President, Student Affairs; ESL Specialist  
Date Adopted: 9-28-90  
Dates Reviewed: 8-15-08, 1-19-22 (C)  
Last Date Board Approved: 9-23-08, 5-15-18, 6-26-18

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### **Defining an international (F-1 visa) student**

Lake Michigan College (the College or LMC) defines an international student as a non-United States (U.S.) citizen residing or intending to reside as a non-immigrant in the United States for the purposes of obtaining an academic degree conferred by the College. This policy applies to students seeking an F-1 visa to study at LMC.

LMC was first approved as a School for Attendance by Nonimmigrant Students on 8-14-2002. LMC is authorized under federal law to enroll non-immigrants as international students and will comply with all federal regulations. To comply LMC:

1. Furnishes non-immigrant students with a Certificate of Eligibility (Form I-20).
2. Keeps records of Form I-20's issued to non-immigrant students holding F-1 visas. Federal law and regulations require colleges to update and maintain the Student and Exchange Visitor Information System (SEVIS) records of non-immigrant students in F and M visa categories.
3. May include the following statement in publications, catalogs, brochures, literature, and other materials produced by the College, "This school is authorized under Federal law to enroll non-immigrant students."
4. Has a Principal Designated School Official (PDSO) and as many Designated School Officials (DSO) as we deem necessary.

### **REQUIRED ADMISSIONS DOCUMENTATION FOR INTERNATIONAL STUDENTS**

Prospective international students must complete requirements as listed on the International Student Checklist as part of determining their eligibility to study and obtain an F1 visa at LMC. Documentation needed includes but is not limited to the following:

#### **Proof of Secondary Level Education Completion**

Copies of transcripts and diplomas for ALL secondary school work (both U.S. and non-U.S.) to prove completion of secondary level education. The transcript or certificate must be evaluated by an independent international credential evaluation service; any fees incurred for the evaluation service are the responsibility of the applicant. The evaluation must include, at a minimum, whether the secondary school experience is equivalent to U.S. high school completion/graduation.

Applicants within the U.S. who are transferring to LMC from another U.S. college or university must also submit all required admissions documentation.

### **Certification of Finances**

International students must be financially self-supporting while studying in the U.S. As such, prospective international students must prove to the College that they have the ability to self-finance their education at LMC by:

1. Demonstrating proof of sufficient money in U.S. dollars to meet the “Lake Michigan College Minimum Cost of Living Estimate” as documented on the “Declaration of Finances Form”. The prospective student must provide a bank statement that shows ability to self-support while attending LMC. If a sponsor is covering the prospective student’s education and living costs, then the prospective student must provide a bank statement and letter from the sponsor that testifies to the sponsor’s willingness and ability to support the student while they attend LMC.
2. Before issuance of I-20 form, the prospective student must pay a one-time deposit approximately equal to the costs of the first year of tuition and course fees. The deposit is held exclusively for LMC tuition and course fees.. The deposited funds will be held until the student leaves Lake Michigan College or transfers to another institution. At that time, any remaining deposit funds will be refunded to the student.
3. Any scholarships the student has earned may be deducted from the total deposit amount. The scholarship funds must be received by LMC prior to reducing the deposit amount.

### **Academic English Language Proficiency Scores**

The prospective student must provide a verified score report from an internationally recognized English for academic purposes language proficiency test, such as TOEFL iBT or ITP, IELTS, MET, etc. Prospective students must make sure that the College has an official copy of their test score as part of the I-20 eligibility determination. The ESL (English as a Second Language) Specialist will determine whether the prospective student has met their language requirement..

### **Insurance**

International students are required to purchase and provide proof of medical and repatriation insurance prior to their arrival in the U.S. LMC does not maintain coverage for students and is not responsible for any medical, hospital, evacuation, or repatriation expenses incurred by the student.

### **EMPLOYMENT AS AN INTERNATIONAL STUDENT**

Employment opportunities for international students on an F-1 full-time student visa are limited. As stated by the State Department, F-1 students may not work off-campus, but may accept on-campus employment subject to certain conditions and restrictions. After the first academic year, F-1 students may engage in Curricular Practical Training (CPT) or Optional Practical Training (OPT) (pre-completion or post-completion) related to their area of study, which must be authorized by the DSO prior to starting any form of employment.

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### **TRANSFER CREDIT FROM FOREIGN COLLEGES AND UNIVERSITIES**

Lake Michigan College does not evaluate post-secondary international transcripts. Prospective international students who wish to transfer credit from colleges and universities outside the U.S. must have their foreign transcripts and credentials evaluated by an independent international credential evaluation service. The cost of such services is the responsibility of the international student. See Transfer of College Credit policy.

**References:** International Student Checklist  
Declaration of Finances Form  
Student visa webpage from the State Department  
website: <https://travel.state.gov/content/travel/en/us-visas/study/student-visa.html>  
Transfer of College Credit Policy

## RESIDENCY

Office of Origin: Records & Registration Department

Responsibility: Vice President, Student Affairs

Date Adopted: 7-1-91

Dates Reviewed: 8-27-19

Last Date Board Approved: 4-28-15, 12-4-18, 8-27-19

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A Lake Michigan College (the College) student's initial residency for tuition purposes is determined based on information provided on the admission application.

Residency, as defined below, may be reconsidered upon presentation of documentation, as defined in sections E and F below, that the student's residency has changed. The College has the right to verify a student's residency at any time.

### A. In-District

1. A student who is a U.S. citizen, permanent resident (green card or resident alien card holder), or DACA/Dreamer and is:
  - A resident within the College district (Berrien County, [including the Niles zip code 49120], the South Haven Public School District or Covert Township in Van Buren County).
  - Any individual eligible for educational assistance under either Chapter 30 (Montgomery GI Bill – Active Duty Program), Chapter 31 (Vocational Rehabilitation), Chapter 33 (Post-9/11 GI Bill®), Chapter 35 (Survivors' and Dependents' Educational Assistance Program), of Title 38, United States Code, or Chapter 1606 of Title 10 U.S.C (Montgomery GI Bill – Selected Reserve), and/or the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C § 3311(b)(9)) while attending the College (regardless of his/her formal state of residence).
  
2. A resident of on-campus housing, regardless of citizenship.
  - a. Students living on campus during consecutive Fall and Spring semesters will receive in-district tuition rates for the Summer term

immediately following, regardless of whether they are living on campus during the summer term.

**B. Out-of-District**

A student who does not qualify as an in-district student as defined above and is not an international student as defined in section C below, is classified as an out-of-district student.

**C. International**

A student who is a non-U.S. citizen, except those noted in section A, and is attending the College on an F1, M1, or any other visa type or is undocumented is classified as international, for tuition rate purposes only.

**Early College Students**

A student participating in Early College courses is defined as a resident as described above. However, during enrollment in an Early College course, tuition for that course is based upon the residency of the location of the high school instead of the student's residency.

**D. Change of Status**

A student who is classified as an out-of-district or international student is eligible for review of residency status if proof of residency, as outlined below and in Section F of this policy, is submitted prior to the first day of the semester in which the student is registered or intends to register. Any status updates requested after the semester begins will be reviewed for subsequent semesters. It is the student's responsibility to inform the Records & Registration Office prior to the start of the semester of any change in residence or status that would affect their classification.

**E. Documentation**

The College reserves the right to require documentation acceptable to the College in all cases of residency determination and verification including, but not limited to, the following criteria: student's current residency address and



one or more of the following documents confirming that address as the legal home of residence:

Valid state driver's license Valid state ID card

- Valid motor vehicle registration in student's name (car insurance and car title are not acceptable)
- Voter registration card
- Military ID card
- Tribal card with address
- Lease, mortgage, or rental Agreement
- Property tax bill (must be a place of residence or property)
- Utility bill
- Homeowner's or renter's insurance policy
- Notarized statement verifying residency signed by parent(s) if student is still in high school, accompanied by parent's proof of residency or by current high school record (e.g., high school transcript or current report card in student's name and address).

#### F. **Dependents**

A student may use their parent or legal guardian's residency for tuition purposes if they were claimed as a dependent on the parent/guardian's Federal income tax return for the last calendar year. Documentation of the following is required to do so: parent/guardian's current property tax bill **and** copy of parents'/legal guardian's Federal income tax return for the last calendar year showing the student claimed as a dependent.

#### G. **Senior Citizen**

Senior citizens 60 years of age and older who meet in-district criteria will qualify for tuition-free enrollment in any College credit course subject to the following provisions:

- The student must be at least 60 years of age prior to the first day of the semester in which the student is registered.
- Registration fees and special fees (if any) for courses selected must be paid by the student. All regular registration procedures must be

followed.

**H. Discretion to Adjunct**

Discretion in adjusting individual cases within the spirit and intent of these regulations is vested with the Board of Trustees or their designee.

**References:**

[GI Bill](#)

**ACTION:**

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

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Board of Trustees 2022 Meeting Calendar  
Approved 12/07/2021  
Regular meetings begin at 5:00 pm  
Board planning workshop begins at 3:00 pm

No meeting in January

February 22, 2022  
Board Retreat 2:00-4:30 pm  
Regular meeting 5:00 pm

March 29, 2022

April 26, 2022

No meeting in May

June 14, 2022

No meeting in July

August 23, 2022

September 27, 2022

October 25, 2022 – South Haven Campus

No meeting in November

December 6, 2022

Changes are highlighted in Yellow.

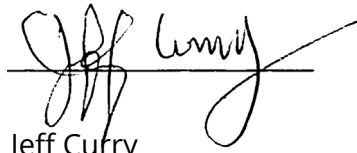
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**NEW BUSINESS**

None

**ADJOURNMENT**

MOTION by Mr. Grover to adjourn the Regular Meeting of the Lake Michigan College Board of Trustees at 5:18 p.m.

A handwritten signature in black ink, appearing to read "Jeff Curry", is written over a horizontal line. The signature is stylized and cursive.

Jeff Curry  
Lake Michigan College Board Chair