

**Board of Trustees  
Minutes of the Regular Meeting  
Napier Campus  
May 12, 2015**

**I. CALL TO ORDER**

Chair Tomasini called the Regular Meeting of the Lake Michigan College Board of Trustees to order at 6:00 p.m. The meeting opened with the Pledge of Allegiance.

**II. ROLL CALL**

Present: Dr. Maysick, Dr. Lindley, Ms. Truesdell, Mr. Small, Ms. Tomasini, Mr. Bergan,; Ms. Johnson

Absent: None

**III. SETTING OF THE AGENDA**

Added to the agenda: Item C Voluntary Early Separation Incentive Plan

**IV. APPROVAL OF MINUTES**

The minutes of the April 28, 2015 Regular Board Meeting were accepted as presented with a motion by Dr. Maysick and support from Mr. Small.

**V. PETITIONS AND COMMUNICATIONS FROM THE FLOOR**

Dr. Paige Eagan expressed her appreciation for the Board and past members of LMC for their support of the science department, academics, renovation, and curriculum redesign. Their support was a strong vote of confidence to students and the College as a whole. Dr. Eagan presented each member with a plant.

Ms. Truesdell commented that it was Dr. Eagan's knowledge and confidence in the mission that gave the Board the confidence to move ahead. She stated that Dr. Eagan was a true leader.

Ms. Tomasini commented that Dr. Eagan has been a true master and gardener leaving her mark on this institution and the students here.

**PRESIDENT'S REPORT**

Dr. Harrison reported on the College's Commencement held on May 3.

**FINANCE REPORT**

Ms. Hahn stated that while there was not a written report in the Board packet due to early timing, the College is tracking to end the year on target, and next month in addition to a written report, a balanced budget will be presented.

**ACADEMIC SERVICES REPORT**

Ms. Kellogg shared details on a visit to Traverse City to build relationships with winery owners in the area. A lot of support was received for the College's Enology and Viticulture program, as well as an expressed interest in hosting our interns once through the program.

Mr. Spradlin reported on the accomplishment of a student in the STEM program.

### **STUDENT SERVICES REPORT**

Dr. Gabbard reported on the thirty-three Whirlpool interns who moved into the College's housing yesterday. In July there will be twenty to twenty-five youth sponsored by The First Tee of Benton Harbor who will be in our housing.

### **NEW BUSINESS**

#### **Technology Center Bid Package Two: Building Concrete and Structural Steel**

To maintain an aggressive schedule for the construction of the Technology Center, the project team determined it would be advantageous to split the construction into three bid packages [bid package one covered site clearing and preparation]. Bid package two will include building concrete and structural steel. Bid package three will cover the remainder of the building construction activities.

Bid package two will allow the pouring of building foundation and structural floor slabs and procurement and manufacture of structural steel to occur approximately one month earlier than would otherwise be possible.

Upon bid and award of bid package three, the scope of work included in bid package two will be absorbed into the general contractor's scope of work.

Progressive Architects and Engineers, Grand Rapids, Michigan have prepared design drawings and bid specifications for building concrete and structural steel that align with the overall design of the building. Progressive AE will be administering project bids. Bid documents will be made available at the area plan houses and bidding will be advertised in the local papers including the Herald Palladium, Grand Rapids Press, Niles Daily Star and the Kalamazoo Gazette.

Bid Package two will be released for bid on May 14, 2015, with bids due on May 28, 2015.

#### **ACTION:**

The College Administration recommended that the Lake Michigan College Board of Trustees authorize the Administration to accept the lowest qualified bid for Technology Center Bid Package Two with the assurance that it falls within the approved project budget.

**MOTION** by Mr. Bergan, with support by Ms. Truesdell to authorize the Administration to accept the lowest qualified bid for Technology Center Bid Package Two with the assurance that it falls within the approved project budget.

#### **ROLL CALL VOTE**

Yeas: Dr. Maysick, Ms. Truesdell, Mr. Bergan, Ms. Johnson, Ms. Tomasini, Mr. Small, Dr. Lindley

Neas: None

Absent:

## **APPROVED**

### **Credit for Experiential Learning Policy**

It was recommended that the Board of Trustees approve the Credit for Experiential Learning Policy as presented.

### ***Draft Lake Michigan College Credit for Experiential Learning Policy***

Office of Origin: Academics

Date Adopted: 03-25-14

Date Reviewed:

Last Date Modified & Approved:

---

### **Background**

Recognizing that many opportunities exist for learning outside of a classroom, Lake Michigan College (LMC) seeks to provide a variety of evidence-based means by which students may obtain academic credit for experiential learning.

### **Policy Statement**

Lake Michigan College may provide any of the pathways to granting credit for experiential learning described in the following section. Regardless of the pathway option, credit awards must be based on appropriate documentation and/or demonstration of skills. Faculty recommend credit awards to the appropriate Academic Dean or Director, who must approve all credit for experiential learning requests. Recommendations for academic credit must clearly align with LMC's curriculum and must be based on what the student has learned, rather than what the student has experienced.

Upon approval by the Dean or Director, credit for experiential learning is transcribed as "CEL" credit and may be used to satisfy LMC graduation requirements. Students must be informed that CEL credits may not transfer to other institutions, as it is the receiving institution that determines what credit will be accepted upon transfer.

While there is no maximum number of allowable CEL credits, a minimum number of credits must be earned at LMC as follows:

- For baccalaureate degrees, a minimum of 30 credits must be earned at LMC.
- For associate's degrees, a minimum of 20 credits must be earned at LMC.
- For certificate programs requiring 30 or more credits, a minimum of 15 credits must be earned at LMC.

Credit for experiential learning is available for LMC certificate programs with fewer than 30 total credits only when students are seeking a higher level credential within the same program area or discipline. Students should work closely with an advisor to assure that alternative credit requests do not exceed the above specified credit hour limits. Any exception to these standards must have the written approval of the appropriate Vice President of Academic Services.

### **Credit for Experiential Learning Pathways**

The following options are approved pathways for CEL credit.

- 1) Portfolio course – Students may enroll in a credit for experiential learning portfolio course in which the student produces a portfolio of evidence documenting the rationale for their request, as well as evidence of experiential learning. The portfolio course is designed to guide students in analyzing and documenting acquired knowledge that demonstrates college level learning. The portfolio is evaluated by a faculty member in the discipline for which the credit is being requested. Tuition and fees apply.
- 2) Council for Adult and Experiential Learning (CAEL)/Learning Counts – Students may submit transcripts from the Council for Adult and Experiential Learning (CAEL) for evaluation by the Registrar’s Office. Credit awarded through the evaluation of CAEL transcripts is treated as transfer credit. There is no charge by the College for this evaluation service.
- 3) Military training evaluation – Current and former military service members may submit a military transcript for evaluation by the Registrar’s Office. Transcript evaluation is based on recommendations by the American Council on Education (ACE). Credit awarded through the evaluation of military transcripts is treated as transfer credit. There is no charge by the College for this evaluation service.
- 4) Nationally standardized assessments – The College may award credit for certain nationally standardized tests, such as CLEP and DSST. A list of acceptable standardized assessments, required scores, and testing fees is available in the Assessment Center.
- 5) Industry-recognized licensing or certification credential – Industry-recognized credentials are evaluated by a faculty member in the discipline for which the credit is being requested with recommendations to the appropriate Dean or Director for credit equivalencies. A list of common industry-recognized credentials that align with College courses is available in the Advising Office. Fees may apply.
- 6) LMC Challenge Exams – LMC departments may offer departmental challenge exams for some courses. A list of available challenge exams, required scores, and fees (if applicable) is available in the Advising Office and the Assessment Center. Fees may apply.

**Responsibility:** Vice Presidents, Academic Services

**References:** Credit for Experiential Learning Procedures

## Credit for Experiential Learning Fees

### **Discussion:**

Dr. Lindley asked what changes have been made to this policy. Ms. Kellogg stated the changes included changing the name of the policy from "Prior" to "Experiential" Learning. It also allows for 41 more credits for experiential learning instead of the previous 21. Students will still have to get the required residency credits; BA minimum of 30, AS minimum of 20, and certificates will need to receive half of the credits from the College.

MOTION by Mr. Small with support by Mr. Bergan to approve the Credit for Experiential Learning Policy as presented.

### ROLL CALL VOTE

Yeas: Dr. Maysick, Ms. Truesdell, Mr. Bergan, Ms. Johnson, Ms. Tomasini, Mr. Small, Dr. Lindley

Neas: None

Absent:

### **APPROVED**

### **Voluntary Early Separation Incentive Plan**

Some employees have expressed an interest in early retirement if an incentive were available. By incentivizing some employees to leave earlier than they might have otherwise, it creates a valuable opportunity to organize better to meet the needs of students and support instructional programming. Vacancies will be carefully weighed with institutional needs.

### **ACTION:**

The College Administration recommended that the Lake Michigan College Board of Trustees authorize the Administration to administer a Voluntary Early Separation Incentive Plan, as presented.

MOTION by Mr. Bergan with support by Dr. Maysick to approve the Voluntary Early Separation Incentive Plan, as presented.

### ROLL CALL VOTE

Yeas: Dr. Maysick, Ms. Truesdell, Mr. Bergan, Ms.

Tomasini, Mr. Small

Neas: Dr. Lindley, Ms. Johnson

Absent:

**APPROVED**

**ADJOURNMENT**

MOTION by Mr. Bergan supported by Dr. Maysick, to adjourn the Regular Meeting of the Lake Michigan College Board of Trustees at 6:14 p.m.

Mary Jo Tomasini

Mary Jo Tomasini  
Board of Trustee Chair

Debra L Johnson

Debra Johnson  
Board of Trustee Secretary