

Board of Trustees
Minutes of the Regular Meeting
South Haven Campus
September 27, 2016

CALL TO ORDER

Chair Tomasini called the Regular Meeting of the Lake Michigan College Board of Trustees to order at 6:04 p.m. The meeting opened with the Pledge of Allegiance.

ROLL CALL

Present: Dr. Maysick, Ms. Truesdell, Ms. Tomasini, Dr. Lindley, Mr. Bergan, Mr. Curry, Ms. Johnson,
Absent: None

SETTING OF THE AGENDA

The agenda stands as presented.

APPROVAL OF MINUTES

The minutes of the August 23, 2016 Regular Board Meeting were accepted as presented.

PETITIONS AND COMMUNICATIONS FROM THE FLOOR

None

PRESIDENT'S REPORT

Dr. Harrison recognized past trustee Mr. Stephen Small and thanked him for his service, and his continued care for always putting students first. Dr. Harrison presented Mr. Small with an appreciation gift from the College.

Dr. Harrison also gave an update on the United Way of Southwest Michigan fundraising campaign. The College goal this year was \$13,000 - seventy-nine people pledged a total of \$13,593.96.

SOUTH HAVEN CAMPUS UPDATE

Ms. Barbara Craig introduced Rotarians Dene Hadden and Tom Renner from the Rotary Club of South Haven who presented the College with a check in the amount of \$4,610.00 for the South Haven Campus Scholarship Endowment Fund. They also welcomed Barbara as an official Rotary member.

PRESIDENT SEARCH UPDATE

Ms. Angela Provart, President of the Pauly Group, Inc. gave an update to the Board. Pauly Group, Inc. is assisting the College with the search for their next president.

DEPARTMENT REPORTS

Student Services

Mr. Doug Schaffer reported some interesting "Did You Know" facts about the South Haven campus:

- Thirty-four students from South Haven High School's 2016 graduating class are enrolled at LMC for the Fall 2016 semester. That ranks 4th out of all in-district high schools:

- St. Joseph – 46
 - Lakeshore – 46
 - Coloma – 35
 - South Haven – 34
- Seven students from South Haven are residents in Beckwith Hall for the Fall 2016 semester. That rank tied for 3rd (St. Joseph) out of all in-district communities.
 - Benton Harbor – 15
 - Niles – 10
 - South Haven & St. Joseph – 7
- The following graduates from South Haven High School are members of 2016-17 LMC Intercollegiate Athletic teams
 - Justin Hulseley – Men’s Soccer
 - Kelli Stricklin – Women’s Soccer
 - Megan Sollman – Volleyball
 - Angie White – Softball
 - Brian Harris – Men’s Basketball
 - James Smith – Men’s Basketball
 - Spencer Adams – Men’s Basketball
- Former South Haven High School graduate, Isley West, was the starting point guard on the 2004-05 LMC Men’s Basketball team who went to the National Tournament.
 - Isley earned his AA from LMC and Bachelor’s Degree from IUSB
 - Isley currently works full time for South Haven Public Schools

Regional and Community Engagement

Ms. Craig introduced Lake Michigan College graduates, Brook Latham and Autumn Wheeler who attended the South Haven Campus. The students shared their positive experience with Lake Michigan College and the easy transfer of their classes to a 4-yr university. Ms. Craig thanked the students for their presentation with a gift from the College.

Academic Services

Dr. Leslie Kellogg reported on the College’s Annual Constitution Day presentation by Dr. Tiffany Boehm, Instructor of Political Science titled *Constitutional Basis for Our Military and National Security*. The event was attended by approximately 60 faculty, staff, students, and community members.

NEW BUSINESS

Revised Student Complaint - Academics Policy

The Student Complaint – Academics Policy has been reviewed and modified as part of ongoing efforts to update college policies in support of continuous quality improvement efforts.

STUDENT COMPLAINT - ACADEMIC

Office of Origin: Academic Services
Date Adopted: 10-24-08
Date Reviewed: 09-27-16
Last Date Modified & Approved:

Lake Michigan College strives to resolve all student complaints in a fair and expedient manner. This policy and procedure pertains to complaints that involve instruction or academic matters. An academic complaint is any non-civil rights* related complaint generated by an individual student concerning the work-related activities of a faculty member (e.g., grade dispute). Academic complaints may include, but are not limited to, issues regarding 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. Students who have 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., should refer to the *Student Complaint – General Policy and Procedure*.

Step 1:

Students having concerns or complaints about an academic matter should first submit her or his complaint in writing to the appropriate faculty member in an effort to resolve the issue(s). If the faculty member does not respond within seven (7) calendar days, move on to Step 2.

Step 2:

If, after discussion with the appropriate faculty member, the dispute is not resolved, or if the faculty member does not respond to the written complaint within seven (7) calendar days, the student may appeal in writing to the appropriate department chair or program director within ten (10) business days of notification of the faculty member's decision. The written complaint must specifically address the date and time of the alleged conflict or action, the date and time of the student meeting with the faculty member, a summary of the complaint along with any relevant documentation and specific resolution the student is seeking. The department chair or program director will meet with the persons involved, attempt to resolve the issue, and then render a decision within five (5) business days. The decision will be communicated to the student in writing with a copy to the faculty member.

Step 3:

If the dispute is not resolved in Step 2 in a manner acceptable to the student, the student may appeal the decision in writing to the appropriate academic dean within ten (10) business days of notification of the department chair's or program director's decision. The written complaint must include the written complaint submitted to the department chair or program director, the department chair's or program director's written decision, and any additional supporting

documents, the dean will meet with the persons involved in an attempt to resolve the issue and then render a decision within five (5) business days, which will be communicated in writing. The decision will be communicated to the student in writing with a copy to the faculty member. The decision of the Dean is final and cannot be appealed.

Grade Appeal Decision Guidelines:

When appealing a grade, the student is responsible for providing factual information and documentation in writing to support the grade modification he/she is seeking. If appealed beyond step 1 of the student complaint process herein, the department chair or program director and Dean shall carefully consider whether or not the grade and the decisions leading up to it (a) were within the scope of the authority of the individual making the decision, (b) were made in accordance with established policies and procedures, and (c) were neither arbitrary, capricious, nor in bad faith.

If a student appeals her/his final grade for a course, the formal appeal is to be submitted within the semester or term immediately following the one in which the course grade was received. All other complaint(s) must be submitted within ten (10) business days of the date of the complained of action.

*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.

- I. Out-of-state Students Taking Distance Learning Courses:
- II. 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).

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

Sharing Disclosure:

All complaints submitted in writing, signed by a student, and addressed to or submitted to an academic officer will remain on file for a minimum of ten years and may be shared with agencies that accredit the College or its programs unless the student expressly prohibits the College from doing so.

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

Responsibility: Vice President of Academic Services

Questions: Questions regarding this policy and procedure should be directed to the Office of Academic Services.

ACTION:

It was recommended that the Lake Michigan College Board of Trustees approve the Student Complaint Academic Policy as presented.

MOTION by Mr. Bergan, with support by Dr. Lindley to approve the Student Complaint Academic Policy as presented.

ROLL CALL VOTE

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

Nays: None

Absent: None

APPROVED

Student Complaint – General Policy

Title: Student Complaint - General Policy

Source: Student Services

Officer: Vice President, Student Services

Dates: September 20, 2016

Summary: The Student Complaint – General Policy has been reviewed and modified as part of ongoing efforts to update college policies in support of continuous quality improvement efforts.

ACTION:

It is recommended that the Lake Michigan College Board of Trustees approve the Student Complaint-General Policy as presented.

STUDENT COMPLAINT - GENERAL

Office of Origin: Student Services

Date Adopted:

Date Reviewed: 09-27-16

Last Date Modified & Approved:

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 or his/her 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 or his/her designee. The Executive Director, Students or his/her 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 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 or his/her designee requesting further resolution. The written request must be submitted within 10 business days of notification of the Executive Director, Students 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 or his/her designee will seek a resolution by using the following means:

- o 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 that the complaint has been resolved, and an appropriate entry shall be recorded in the LMC Student Complaint Log.

- o Should a resolution not be reached, the Executive Director, Students or his/her 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.

- o Appeal Process: In the event the Executive Director, Students or his/her designee is unable to resolve the complaint; the complaint will be forwarded to the Vice President, Student Services for review and action. The Vice President, Student Services 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 Services 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 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).

Accreditation:

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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.

Student Consumer Information:

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Responsibility: Vice President, Student Services

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

MOTION by Mr. Bergan, with support by Mr. Curry to approve the Student Complaint-General Policy as presented.

ROLL CALL VOTE

Yeas: Ms. Truesdell, Ms. Johnson, Dr. Lindley, Mr.

Bergan, Ms. Tomasini, Dr. Maysick, Mr. Curry

Nays: None

Absent: None

APPROVED

Admission Policy

Title: Admission

Source: Student Services

Officer: Vice President, Student Services

Dates: September 20, 2016

Summary: The Admission Policy has been reviewed and modified as part of ongoing efforts to update college policies in support of continuous quality improvement efforts.

ADMISSION POLICY

Office of Origin: Admissions

Date Adopted: 06-24-97

Date Reviewed: 9-13-16

Last Date Modified & Approved:

Policy Statement:

Lake Michigan College offers an "open door" admissions policy for individuals who are interested in and capable of benefiting from the post-secondary experience. Any person can apply for admission to Lake Michigan College who is:

1. A high school graduate or GED recipient, or
2. Eighteen years of age or older.

Individuals who are still in high school may enroll in classes at the College during regular high school hours with permission of their high school guidance officer by completing an Early/Middle College registration form. Early/Middle College participants are to apply for admission to the College for any semester after their graduation date. Guest student status will be granted to individuals who attend other colleges and universities upon completion of the Michigan Uniform Undergraduate Guest Application, or the equivalent for out of state institutions. Guest students may enroll in coursework for which all stated pre-requisites have been met.

The College reserves the right to evaluate and document special cases and to refuse admission and/or continued enrollment if the College determines that the applicant/student is a threat or a potential danger to the college community or if such refusal is considered in the best interest of the College.

The College reserves the right to deny and/or revoke admission/enrollment of any applicant or student who was convicted of a crime requiring listing on the sex offender registry, or a felony. A registered sex offender is defined as any person who is required, pursuant to State or Federal Law, to be registered on any Criminal Information Network and/or the National Crime Information Center Convicted Sexual Offender registry.

The College will monitor the sex offender registry list to identify persons on the list who have been convicted of a crime which requires listing on the sex offender registry and are applying for admission to, or enrolled in, Lake Michigan College. Individuals convicted of a felony and/or a crime requiring listing on the sex offender registry are required to inform College personnel of

their status at the time they seek admission to the College. Failure to comply with the notification requirement may result in immediate denial of admission, or if already enrolled, expulsion from the College. As required by Federal law, Lake Michigan College will provide a link to the Michigan State Police Sex Offender Registry in one or more areas of its web site and in appropriate College publications.

A student whose admission is revoked, either prior to or after enrollment, will be notified of the right to an appeal process and provided due process.

Responsibility: Vice President, Student Services

ACTION:

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

MOTION by Dr. Lindley, with support by Ms. Truesdell to approve the Admission Policy as presented.

ROLL CALL VOTE

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

Nays: None

Absent: None

APPROVED

RESIDENCY

Office of Origin: Student Services

Date Adopted: 07-01-91

Date Reviewed: 09-20-16

Last Date Modified & Approved: 09-27-16

Policy Statement:

A student's residency for tuition purposes is determined from information provided on the Application for Admission. Such status, as defined below, may be reconsidered upon presentation of written proof that the student's residency has changed. The College has the right to verify a student's residency.

A. In-District Student

A citizen or eligible non-citizen of the United States who is:

- a legal resident within the Lake Michigan 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 33 (Post-0/11 GI Bill), of title 38, United States Code, and/or the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C § 3311(b)(9)) while attending Lake Michigan College (regardless of his/her formal state of residence).

B. Out-of-District Student

A citizen or eligible non-citizen of the United States who is:

- A student who does not qualify as an In-District student as defined above is classified as an Out-of-District student.

C. International Student

A student who is not a United States citizen is classified as an International student. Documented International students must provide documentation of status.

- A documented International student may qualify for residency status classification change, according to the definitions of residency above, if:
 1. The student holds a valid Alien Registration Receipt Card (Permanent Resident Card), a valid Deferred Action for Childhood Arrivals (DACA) card, or political asylum status.
 2. A student owns, or is a legal dependent whose parents or legal guardians own, property within the United States.
- An undocumented International student may qualify for residency status classification change, according to the definitions of residency above, if:

1. The student owns, or is a legal dependent whose parents or legal guardians own, property within the United States; or
2. The student has been living in the United States for a minimum of one (1) year immediately prior to the first day of the semester in which the student intends to register; and
3. The student ~~had~~ graduated from a high school in the United States or has a United States GED. The student must provide any documentation as outlined above prior to the first day of the semester in which he or she intends to register.

D. 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 held at a high school, tuition for that course is based upon the residency of the location of the high school instead of the student's residency.

E. 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 C 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 prior to registration to inform the Registrar's Office of any change in residence or status that would affect his/her classification as a resident.

F. 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 in student's name
- Valid State ID Card in student's name
- 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 Statement (must be place of residence or property)
- Utility Bill
- Homeowner's or Renter's Insurance Policy
- Notarized statement verifying residency signed by parent(s) if student 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).

G. Dependents

If your parents /legal guardian are property owners and you are claimed as a dependent on their Federal Income Tax return for the last calendar year, the following documents are required: Current Property Tax Bill – and - Copy of parents'/legal guardian's Federal Income Tax return for the last calendar year showing they claimed you.

H. Senior Citizen

Senior Citizens sixty (60) years of age and over who meet In-District criteria will qualify for tuition-free enrollment in any College credited 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.

I. Discretion to Adjust

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

Responsibility: Vice President, Student Services

ACTION:

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

MOTION by Dr. Lindley, with support by Mr. Bergan to approve the Residency Policy as presented.

ROLL CALL VOTE

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

Nays: None

Absent: None

APPROVED

Community College Local Strategic Value Resolution

Section 230 of Michigan Public Act 249 of 2016, the education omnibus appropriations act for fiscal year 2017, includes qualifications that must be met in order to receive the portion of each college's performance funding appropriation earmarked for local strategic value. To qualify for full funding, the statute lists 15 separate best practices for community colleges to achieve. Institutions must satisfy four of five best practices in each of three different categories:

- Economic Development and Business or Industry Partnerships
- Educational Partnerships
- Community Services

The law requires the Lake Michigan College Board of Trustees to pass a resolution certifying that the College meets at least four out of five of the best practices under each of the three categories.


ACTION

It was recommended that the Lake Michigan College Board of Trustees approve the following resolution, as presented, which provides specifics as to how Lake Michigan College meets the best practice measures within each category.

MOTION by Dr. Lindley, with support by Ms. Truesdell to approve the following resolution, as presented, which provides specifics as to how Lake Michigan College meets the best practice measures within each category.

RESOLUTION

The Lake Michigan College Board of Trustees certifies that the College does meet the best practice standards required for state appropriations under Section 230 of Michigan Public Act 249 of 2016. Resolution presented to the Lake Michigan College Board of Trustees at their September 27, 2016 Board meeting and adopted unanimously.



Mary Jo Tomasini, Board Chair



Debra Johnson, Board Secretary

ROLL CALL VOTE

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

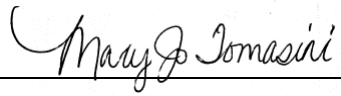
Nays: None

Absent: None

APPROVED

ADJOURNMENT

MOTION by Mr. Bergan with support from Dr. Maysick to adjourn the Regular Meeting of the Lake Michigan College Board of Trustees at 6:35 p.m.



Mary Jo Tomasini, Board Chair



Debra Johnson, Board Secretary