

Board of Trustees
Minutes of the Regular Meeting
Napier Campus
October 25, 2016

CALL TO ORDER

Chair Tomasini called the Regular Meeting of the Lake Michigan College Board of Trustees to order at 6:05 p.m. The meeting opened with the Pledge of Allegiance.

ROLL CALL

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

SETTING OF THE AGENDA

Ms. Tomasini removed item F) FY '18 Capital Outlay Grant Proposal from the agenda, and rearranged the order of the reports. A) Finance, B) Regional Campuses and K-12 Partnerships, C) Student Services, D) Millage Presentation, and E) Academic Services.

APPROVAL OF MINUTES

The minutes of the September 27, 2016 Regular Board Meeting were accepted as presented.

PETITIONS AND COMMUNICATIONS FROM THE FLOOR

None

PRESIDENT'S REPORT

Dr. Harrison asked Mr. Doug Schaffer to introduce the new Director of Financial Aid, Ms. Kemmoree Duncombe. Ms. Duncombe joined Student Services as the Director of Financial Aid on October 10, 2016. Kemmoree comes to us from Andrews University where she served as Senior Collections Officer and Senior Financial Advisor and Veterans Certifying Official in the Student Financial Services department since 2006. Kemmoree received both her Bachelor of Science in Business Administration and Master of Science in Administration from Andrews University.

Dr. Harrison presented Ms. Duncombe with a welcome gift from the College.

DEPARTMENT REPORTS

Finance Report

Ms. Hahn gave the finance report for month ending September 30, 2016. Tuition revenue is ahead due to strong enrollment thru 9/30/16, and expenses are below budget year to date.

Regional Campuses and K-12 Partnerships

Ms. Craig reported on the busy month of October with students registering for two busy semesters at once. Dual credit enrollment in high schools are up. Also registering 2nd semester of Berrien early middle college students.

Student Services

Mr. Schaffer introduced Ms. Pam McVay, Director of Student Life and Housing who reported on the National Make a Difference Day with 84 students participating at seven sites. Students went out into the community and volunteered at Berrien County Parks/Silver Beach, Cafe Mosaic, Benton Harbor Street Ministries, Southwest Community Action Agency, and Caring Circle Lakeland. The students packed 628 boxes of commodity food for seniors in the area.

Millage Update

Ms. Mary Klemm introduced Mr. Scott Dienes who gave an update on the College's capital millage proposal. The Board expressed their appreciation for the work of the Friends of Lake Michigan College.

Academic Services

Dr. Kellogg introduced culinary instructor Chef Amado. Two culinary students, Rodrigo Abarca and Lindsey Ludens shared their experience at Lake Michigan College. Chef Amado stated that the culinary industry has a strong presence on this side of the state, and that Lake Michigan College is positioned to serve future students, workforce, and the community.

NEW BUSINESS

New Certificate in Phlebotomy Technician

Phlebotomy Technicians draw blood for laboratory tests, transfusions, donations, or research. The proposed 12-credit-hour Phlebotomy Technician certificate program prepares students for employment in clinical laboratories in the healthcare industry. In addition, this certificate program offers a pathway into other health careers programs, such as Medical Assisting.

According to data from the U.S. Bureau of Labor Statistics, projected job growth for Phlebotomy Technicians is 13.3% in Michigan and 28.6% in Indiana through the year 2022. Nationally, projected job growth is 24.9% through 2024. In 2014, median annual wages for Phlebotomy Technicians was approximately \$30,000.

ACTION:

Academic Administration recommends that the Lake Michigan College Board of Trustees authorize the Administration to proceed in offering the Phlebotomy Technician Certificate Program.

MOTION by Dr. Lindley, with support by Ms. Truesdell to authorize the Administration to proceed in offering the Phlebotomy Technician Certificate Program.

ROLL CALL VOTE

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

Neas: None

Absent: Ms. Johnson, Mr. Bergan

APPROVED

Lake Michigan College

NEW PROGRAM PROPOSAL

I. PROGRAM INFORMATION

A. Program Title & CIP Code Phlebotomy Technician Level I Certificate
51.1009

B. Program Sequence See attached

C. Program Purpose
Offering phlebotomy technician as a credit skill set will enhance the level of education for students before they take the National Healthcareer Association exam and better serve the employment needs of the healthcare industry.

D. Program Description
This skill set will prepare students for employment in clinical laboratories. Students will learn law and ethics for phlebotomists, infection control standards and safety guidelines, specimen collection techniques, and quality assurance methods. This skill set requires the completion of a minimum of 100 hours of supervised clinical practice and 100 successful collections in addition to classroom lectures and lab demonstrations. Upon successful completion of the program, students will be eligible to sit for the National Healthcareer Association certification exam.

E. General Education - None

F. Learning Outcomes

1. Demonstrate knowledge of the health care delivery system and medical terminology.
2. Demonstrate knowledge of infection control and safety.
3. Demonstrate basic understanding of the anatomy and physiology of body systems and anatomic terminology in order to relate major areas of the clinical laboratory to general pathologic conditions associated with the body systems.
4. Demonstrate understanding of the importance of specimen collection and specimen integrity in the delivery of patient care.
5. Demonstrate knowledge of collection equipment, various types of additives used, special precautions necessary and substances that can interfere in clinical analysis of blood constituents.
6. Demonstrate ability to follow standard operating procedures to collect specimens.
7. Demonstrate understanding of requisitioning, specimen transport, and specimen processing.
8. Demonstrate understanding of quality assurance and quality control in phlebotomy.

9. Communicate effectively and appropriately in the workplace using verbal and nonverbal communication.

II. EVIDENCE OF NEED

The phlebotomy program has been previously offered by LMC as short term training consisting of five weeks of instruction followed by one week of clinical practice in a laboratory. Industry changes and expectations are driving the need to revise the delivery of the phlebotomy program to align with the needs of local industry partners e.g. Lakeland Health and InterCare. There is an increased need to have students that are well-rounded in both the inpatient and outpatient care settings, patient communication, and have additional clinical time which will enhance the phlebotomy skills needed to be successful in a healthcare career.

III. IMPACT ON EXISTING PROGRAMS AND/OR COURSES

It is anticipated that this program will positively impact students in other health science areas by offering the opportunity for another health science skill set. Offering this program on a consistent basis will also impact enrollment in HEAL 101, HEAL 103, and BIOL 110 as students are required to take those courses as part of the skill set outcome. The short term training program will be eliminated.

IV. TRANSFERABILITY/ARTICULATION - None

V. RESOURCES

- A. Available Equipment - yes
- B. Additional Required Equipment - none
- C. Facilities – current facilities exist to meet program needs.
- D. Additional Faculty Required – N/A
- E. Projected Student Enrollment – 40 per year
- F. Costs and/or Special Funding Requirements (other than above)

VI. APPROVAL


- A. Approved by Department Chair/Program Chair

Date 06/14/16 Signature 

- B. Reviewed by Divisional Dean

Date 06/16/16 Signature 

- C. Approved by College Curriculum Committee

Date 9/22/16 Signature 

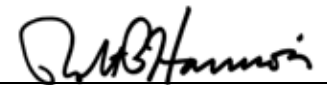
D. Approved by VP, Academic Services

Date 9/22/16

Signature 

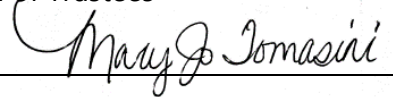
E. Approved by President

Date 10/25/16

Signature 

F. Approved by Lake Michigan College Board of Trustees

Date 10/25/16

Signature 

Phlebotomy Technician Level I Certificate
(Program Code)

General Education Requirements

DISC.	NO	COURSE NAME	CR HR	CO HR
			0	0

Major Requirements

			CR HR	CO HR
BIOL	110	Human Anatomy and Physiology	4	5
HEAL	101	Introduction to Allied Healthcare Careers	1	1
HEAL	103	Medical Terminology	2	2
HEAL	130	Phlebotomy Technician	5	7
			12	15
			0	0
		Minimum SEM HRS required: 60	12	15

Program Electives

Sem Hr	Sem Hr
0	0

NOTES:

CCC Approved 9.22.16

B. New Faculty Qualifications Policy

The proposed Faculty Qualifications Policy is designed to guide the College in ensuring that qualifications of all faculty members are in compliance with the Higher Learning Commission and that the College is providing high-quality education, wherever and however its offerings are delivered.

ACTION:

The Academic Administration recommends that the Lake Michigan College Board of Trustees approve the Faculty Qualifications Policy as presented.

MOTION by Dr. Lindley, with support by Dr. Maysick to approve the Faculty Qualifications Policy as presented.

ROLL CALL VOTE

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

Neas: None

Absent: Ms. Johnson, Mr. Bergan

APPROVED

Comments:

Ms. Truesdell commented on how this is a daunting task, and that the Board really appreciates all of the hard work involved.

Faculty Qualifications

Office of Origin: Academic Services
Date Adopted:
Date Reviewed:
Last Date Modified & Approved:

Section 1: Purpose

It is the policy of Lake Michigan College that all teaching faculty have the appropriate credentials and expertise in the subjects they teach. This policy applies regardless of teaching location or delivery modality and includes all dual credit faculty. It is designed to guide the institution in ensuring that qualifications of all faculty members are in compliance with the Higher Learning Commission (HLC) and that the College is providing high-quality education, wherever and however its offerings are delivered.

Section 2: Policy and Procedures

Faculty qualifications must be reviewed for each faculty member on a course-by-course basis to determine if faculty meet the qualifications guidelines determined by the HLC. Faculty qualifications evaluations will include a review of appropriate degree(s), coursework, further study, certificates, licenses, depth of work experience in the field, honors, awards, and other credentials determined to be relevant by Academic Administration.

A. Minimum Qualifications Aligned with HLC Guidelines

The College verifies faculty qualifications on a course-by-course basis through the evaluation of appropriate credentials and professional history to ensure quality learning experiences for students, while recognizing these qualifications may differ depending on the type of coursework. Only academic degrees and certificates granted from regionally accredited institutions recognized by the U.S. Department of Education will be considered. Official transcripts and other credentialing documents must be on file.

1. General Education or Other Non-Occupational Courses

Faculty members teaching college-level general education or other non-occupational courses (i.e., courses not designed to prepare students directly for a career) must hold a master's degree or higher in the discipline or subfield of the course(s) they teach. If a faculty member holds a master's degree or higher in a discipline or subfield other than that in which he or she is teaching, that faculty member must have completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach. When evaluating credentials of faculty who have obtained a Master of Education degree, but not a master's degree in a discipline, graduate-level courses in the discipline and methods courses that are specifically for the teaching of that discipline may be considered for meeting the 18 graduate credit hour minimum.

2. Occupational Courses (Career, Technical, Workforce, and Health Sciences Education)

Faculty members teaching college-level occupational courses in certificate and associate degree programs must hold a bachelor's degree or higher in the field and/or a combination of appropriate and relevant education, training, and tested experience (see Section 2.B.). In addition, all faculty members teaching in programs approved for Perkins CTE Act funding must have a minimum of the equivalent of two years of full-time, non-teaching work experience in a relevant field. Additional academic degrees, licenses, and/or certifications may be required per program accreditation and industry standards.

3. Transitional Studies Courses (below college-level)

Faculty members teaching transitional studies courses must hold a bachelor's degree or higher in the discipline taught or a related discipline. Teaching experience with developmental or adult learners preferred.

4. Life Enrichment Courses (Physical Education Activity, Applied Music, and Foreign Language)

Faculty members must have a minimum of an associate degree and technical training or industry credential and evidence of expertise in the field. Examples include:

- a. Physical Education Activity Courses – Examples include bowling, baseball, golf, interval training, softball, and weightlifting courses. Faculty must demonstrate proficiency and hold appropriate certifications.
- b. Applied Music Courses – Examples include applied voice and applied instrumental music courses. Faculty must demonstrate creative activity, expertise, ability, and talent validated through at least one of the following: wide critical and public acclaim, peer review, or publication.
- c. Foreign Language Courses – Recognition of competence by tribal leaders (Native American languages) or nationally recognized rating of proficiency in foreign language, such as the American Council on the Teaching of Foreign Languages (ACTFL), or equivalent certification. Note: A minimum of Master's degree in a related discipline and appropriate proficiency rating or certification may be required for faculty assigned to teach foreign language transfer courses.

B. Tested Experience

Evaluation of earned academic credentials is the primary method for determining faculty qualifications. However, other credentials may be considered for specific disciplines, particularly applied and practice-oriented disciplines. The value of tested experience to determine faculty qualifications is largely dependent upon the relevance of the experience both to the degree level and to the specific content of the course(s). Tested experience implies that some *objective* measure ensures that the individual's knowledge and expertise are sufficient for determining what students must learn and have learned.

Faculty members may have a breadth and depth of experience outside of the classroom in real-world situations relevant to the discipline in which the faculty member teaches that clearly contribute to student learning outcomes and can be considered in lieu of formal academic preparation. In such cases, the faculty member may present objective documentation of those experiences relevant to the teaching assignment to be considered for determining if the faculty member is qualified under tested experience guidelines. Using tested experience as a method for qualifying teaching faculty should be used

judiciously and should not be construed as standard practice. Tested experience guidelines presented herein will be applied consistently.

Tested Experience Guidelines

1. A minimum of an associate degree is required for all teaching faculty. Some disciplines/programs may require a minimum of a bachelor's degree.
2. Teaching experience does not equate to tested experience.
3. Alternative credentials must be directly relevant to the course(s) to be taught.
4. A minimum of the equivalent of five years of full-time professional experience relevant to the specific content and learning outcomes of the course(s) for which the individual is being reviewed is required.
5. Alternative credentials documentation that may be considered include:
 - a. Board or licensure exams
 - b. Industry certifications
 - c. Industry training records
 - d. Department of Labor recognized apprenticeships
 - e. Recognition in journals or textbooks
 - f. Professional presentations
 - g. Professional registries
 - h. Publications, other than through vanity presses
 - i. Honors, awards, and/or commendations directly related to the discipline
 - j. Letters of support from past and current employers or colleagues on business stationery that speak directly to work in the discipline
 - k. Other discipline-related documentation that demonstrates third-party recognition of the applicant's expertise in the field

C. Credentialing Documentation

Candidates for all faculty positions are responsible for assuring that their official transcripts are submitted to the Human Resources Office. Candidates are also responsible for providing evidence of licensure and/or certification in disciplines where such credentials are required. Failure to provide such documentation in a timely manner or falsification or misrepresentation of credentials may result in withdrawal of teaching assignments and termination. Credentialing documents must be on file with the Human Resources Office no less than one month prior to the start of the teaching assignment.

All documentation used to qualify faculty members to teach in their respective disciplines and programs will be maintained in the faculty member's permanent personnel file located in the Human Resources Office. A completed *Faculty Qualifications Evaluation* form and *Tested Experience Evaluation* form (if applicable), must also be on file with the Human Resources Office prior to the release of a teaching contract.

Documentation Requirements

1. Transcripts

Faculty members must submit all official transcripts of academic coursework and degrees to the Human Resources Office. Official transcripts will be maintained in the employee's permanent personnel file.

2. Related Work Experience When Used Toward Qualifying Faculty Under Tested Experience

To document relevant work experience, letters from past or present employers with employment dates and verification of job description will be sufficient evidence. If former place of employment is closed, other documentation such as W2 forms or a letter from a coworker referencing the faculty member's work experience may be accepted. If the faculty member is self-employed, letters of reference should be obtained from one or more clients who can verify the nature and scope of the work performed by the faculty member. Other documents such as state sales tax documents, assumed name certificates filed with the county clerk's office, or published articles referencing the faculty member's work experience may also be accepted.

3. Non-Teaching Work Experience for Faculty Teaching in Perkins Approved Programs

Faculty members teaching in programs approved for Perkins CTE Act funding must have a minimum of the equivalent of two years of full-time, non-teaching work experience in a relevant field. A current resume with sufficient detail to document relevant experience is required.

4. Other Documents

If a professional licensure, certification, award, or other demonstrated competencies and achievements are used to qualify a faculty member to teach in a related field, official copies must be included in the faculty member's permanent personnel file. If licensures and/or certifications have expiration dates and are used to qualify a faculty member, a copy of the new documents must be forwarded to the Human Resources Office each time a renewal is received for inclusion in the faculty member's permanent personnel file.

D. Review and Approval Process

Faculty qualifications must be reviewed for each faculty member on a course-by-course basis to determine if faculty meet the qualifications guidelines established by the HLC. Throughout the review process, subject matter experts (e.g., faculty and advisory committee members) will be consulted.

1. Initial review of full-time faculty teaching qualifications is conducted by the appropriate Academic Dean.
2. Initial review of part-time faculty teaching qualifications is conducted by the appropriate Department Chair/Program Director.
3. *Faculty Qualifications Evaluation* and *Tested Experience Evaluation* (if applicable)
Approval Chain:
 - a. Chair/Program Director - Conduct initial review, sign, and forward to Dean.
 - b. Dean - Conduct secondary review, sign, and forward to the HLC Accreditation Liaison Officer.
 - c. Accreditation Liaison Officer – Conduct, sign, and forward to the Vice President of Academic Services for final review and approval.
 - d. Vice President of Academic Services – Conduct final review and approval.

4. Where there is uncertainty as to whether or not a faculty member holds the credentials necessary to teach a course or courses, per HLC guidelines, forward course code(s), number(s), title(s), course description(s), and credentials of faculty member via email to the HLC Accreditation Liaison Officer who will consult with the appropriate Subject Matter Experts, Academic Administration, and/or request further guidance from the College's HLC Liaison.
5. Final determination as to whether or not a faculty member is qualified to teach a particular course rests with the Vice President of Academic Services.

Responsibility: Vice-President of Academic Services

C. 2017 Staff Health Benefits Renewal

The 2017 staff health benefits renewal for College staff was administered by Ballard Benefit Works, Inc. The following are recommended for implementation January 1, 2017:

- Medical Plan – BCBSM Self-Funded (Full-time Staff) – Simply Blue Plan
- Dental – BCBSM Self-Funded (Full-time Staff)
- Vision – Guardian Self-Funded (Full-time Staff)
- Life & LTD Vendor – CIGNA (Full-time Staff)
- Voluntary Benefits – CIGNA (Full-time Staff) – Plan Options include Employee Life/AD&D, Spouse Life, and Child Life
- Flex Spending Accounts – BASIC (Full-time Staff)
- Worksite Benefits – UNUM (All Regular Employees) – Plan Options include Critical Illness, Accident and Whole Life
- LegalShield – (All Full-time Employees) -- Optional Legal and Identity Theft Protection

ACTION:

We recommend that the Lake Michigan College Board of Trustees approve the 2017 Staff Health Benefits Renewal Proposal, as presented.

MOTION by Ms. Truesdell, with support by Dr. Maysick to approve the 2017 Staff Health Benefits Renewal Proposal, as presented.

ROLL CALL VOTE

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

Neas: None

Absent: Ms. Johnson, Mr. Bergan

APPROVED

D. Public Act 152 Recommendation

PA 152 limits the public employer's expenditures for employee medical benefit plans. The Act was signed into law on September 27, 2011, and took immediate effect.

ACTION:

We recommend that the Lake Michigan College Board of Trustees approve the "80/20" method for faculty and staff for compliance with Public Act 152, as presented.

MOTION by Dr. Maysick, with support by Mr. Curry to approve the "80/20" method for faculty and staff for compliance with Public Act 152, as presented.

ROLL CALL VOTE

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

Neas: None

Absent: Ms. Johnson, Mr. Bergan

APPROVED

E. FLSA Overtime Rule Compliance

On May 18, 2016, the U.S. Department of Labor released updated regulations that employers must follow in order to comply with the Fair Labor Standards Act (FLSA). These changes increase the number of employees eligible for overtime pay.

Eligibility for overtime pay is determined by certain tests of job duties and pay. Exempt employees, because of their rate of pay and type of work they do, are not eligible for overtime pay for hours worked over 40 in a workweek. Nonexempt employees must be paid time and a half for any hours worked over 40 in a workweek. Under the new rules, employees must be classified as non-exempt and will be eligible for overtime pay if their annual salary is below \$47,476, up from the previous salary threshold of \$23,660 a year.

The change takes effect on December 1, 2016.

ACTION:

We recommend that the Lake Michigan College Board of Trustees approve discontinuing the current employment classifications of Administrator, Professional/Technical, Classified, and Paraprofessional and create four new classifications:

- Exempt – Staff
- Exempt – Faculty
- Nonexempt – Staff
- Nonexempt – Facilities

for compliance with the Fair Labor Standards Act.

MOTION by Ms. Truesdell, with support by Mr. Curry to approve discontinuing the current employment classifications of Administrator, Professional/Technical, Classified, and Paraprofessional and create four new classifications:

- Exempt – Staff
- Exempt – Faculty
- Nonexempt – Staff
- Nonexempt – Facilities

for compliance with the Fair Labor Standards Act.

ROLL CALL VOTE

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

Neas: None

Absent: Ms. Johnson, Mr. Bergan

APPROVED

F. Board of Trustees 2017 Meeting Calendar Revision

A modification in the 2017 Board of Trustees Meeting Calendar is proposed to move the January 10, 2017 Election of Officers meeting to January 3, 2017 at 8:30 a.m.

ACTION:

It is recommended that the Lake Michigan College Board of Trustees adopt the revised Board of Trustees 2017 Meeting Calendar, as presented.

MOTION by Dr. Maysick, with support by Dr. Lindley to adopt the revised Board of Trustees 2017 Meeting Calendar, as presented.

ROLL CALL VOTE

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

Neas: None

Absent: Ms. Johnson, Mr. Bergan

APPROVED



LAKE MICHIGAN[®]

C O L L E G E

BOARD OF TRUSTEES 2017 MEETING CALENDAR

All regular meetings begin at 6:00 p.m. and will be held in the Executive Board Room at the Mendel Center unless noted otherwise
Board workshops begin at 3:00 p.m.

~~January 10, 2017~~ – Election of Officers – 8:30 a.m.

January 24, 2017

February Board Workshop Only – February 21, 2017

March 28, 2017

April 25, 2017

May 23, 2017 (*Bertrand Crossing*)

June 27, 2017

No Meeting in July

August 22, 2017

September 26, 2017 (*South Haven*)

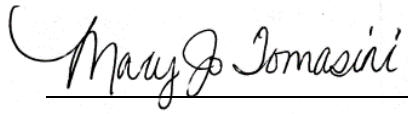
October 24, 2017

No Meeting in November


December 5, 2017

ADJOURNMENT

MOTION by Mr. Curry with support from Dr. Maysick to adjourn the Regular Meeting of the Lake Michigan College Board of Trustees at 6:34 p.m.



Mary Jo Tomasini, Board Chair



Judy Truesdell, Board Secretary