

Board of Trustees  
Minutes of the Regular Meeting  
Napier Campus  
May 23, 2017

**CALL TO ORDER**

Chair Lindley 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: Ms. Judy Truesdell, Ms. Mary Jo Tomasini, Dr. Michael Lindley, Mr. Jeff Curry, Mr. John Grover, Mr. Paul Bergan  
Absent: Ms. Debra Johnson

**SETTING OF THE AGENDA**

The Board added the following policies to tonight's agenda:

Freedom of Expression  
Non-Discrimination  
International Employees  
Tuition Waiver-Siena Heights University Employees  
Vacation-Administrators and Professional/Technical Staff  
Social Security Number  
Class Scheduling  
Authority to Bind

**APPROVAL OF MINUTES**

The minutes of the April 25, 2017 Regular Board Meeting were accepted as presented with a motion from Mr. Bergan supported by Mr. Curry.

**PETITIONS AND COMMUNICATIONS FROM THE FLOOR**

Mr. Dan Applegate, Superintendent for Niles School District thanked the board for recognizing the Niles early college students. He commented on the College's amazing programs and the great partnership. He reported that Niles Community Schools takes advantage of the College's dual enrollment, and is appreciative of the support, partnership, and the confidence instilled in the student giving them the ability to attend college.

**PRESIDENT'S REPORT**

Dr. Kubatzke recognized two retiring superintendents – Dr. John Jarpe and Dr. Andrea Vander Laan. Dr. Jarpe is a community college leader, involved with the rotary, and has been all around town for 40 years. Dr. Kubatzke congratulated Dr. Jarpe and presented him with a gift on behalf of the college. Dr. Jarpe stated he appreciated the teamwork with Lake Michigan College.

Dr. Vander Laan was unable to attend.

Dr. Kubatzke introduced Michael Hansen, President of Michigan Community College Association who was in attendance for the board meeting. Mr. Hansen reported on the legislative funding process.

## **DEPARTMENT REPORTS**

### **Finance Report**

Ms. Hahn gave the finance report for month ending April 30, 2017.

### **Regional Campuses and K-12 Partnerships**

Ms. Craig reported on the Bertrand Crossing staffing changes, and introduced Becky Foster Director, Bertrand Crossing Campus and Cam Chancellor, Lead Advisor and Student Support Services.

Ms. Craig introduced Early College students Marissa Jaggi and Rachel Mackey who have earned their associate degree while attending high school. The students shared their experience and commented on how this has boosted their educational career.

Dr. Kubatzke presented the students with a gift on behalf of the college.

### **Academic Services**

Dr. Kellogg reported on the culinary hospitality's April 28 annual fund raising dinner-Treasure in the Trunk. Two hundred and seven tickets were sold. She also reported that Radiology Technology has 58% of the graduating class already employed in the field.

### **Student Services**

Mr. Schaffer reported on the grade outcomes from spring 2017. He also reported on the College's intercollegiate athletics educational success. Eighty percent of the College's second year students earned or will earn their degree by summer. Three freshman earned an associate degree due to the success of Early College – 82% of the athletes who came here succeeded in what they set out to do.

Mr. Schaffer also reported on the Benton Harbor Promise Zone (BHPZ) students comprised of Benton Harbor High School, Countryside Academy and Dream Academy. From 2007-2012 prior to BHPZ, Lake Michigan College had nine total graduates from the three schools. From 2012-2017 that number increased to forty students. Students have applied for graduation and have either graduated, or will be finishing up this summer.

### **Administrative Services**

Ms. Erdman introduced Executive Director of Facilities Management Ms. Sara Vander Veen.

She also reported on the progress of the staff faculty parking lot which will be taken care of this summer at a lower cost than projected and finished in time for fall classes.

## **NEW BUSINESS**

### **New Teacher Education Associate in Applied Science Program**

Lake Michigan College's Teacher Education AAS Program prepares students to transfer to Western Michigan University to pursue a Bachelor of Science with a major in Early Childhood Elementary Education, Elementary Education, or Special Education. The curriculum meets general education requirements toward transfer and introduces the field of education with emphasis on their specific program track.

#### **ACTION:**

Academic Administration recommended that the Lake Michigan College Board of Trustees authorize the Administration to proceed in offering the Teacher Education Associate in Applied Science Program.

**MOTION** by Ms. Truesdell with support by Mr. Curry to authorize the Administration to proceed in offering the Teacher Education Associate in Applied Science Program.

#### ROLL CALL VOTE

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

Nays: None

Absent: Ms. Johnson

## **APPROVED**

### **Radiologic Technology Equipment Request**

Current radiologic technology equipment used in the College's Medical Imaging Center was purchased in 2008 and is over nine years old. While this equipment has served us well, due to the age of the equipment, difficulty in obtaining software updates and manufacturer support, and the recent Consolidated Appropriations Act of 2016 equipment requirements, an upgrade to the equipment is necessary. Over 50 students annually will benefit from hands-on learning experiences using this new equipment.

#### **ACTION:**

College administration recommended that the Board of Trustees authorize the College to award a contract to provide Radiologic Technology equipment to the selected bidder not to exceed \$250,000.

**MOTION** by Mr. Bergan with support by Mr. Curry to authorize the College to award a contract to provide Radiologic Technology equipment to the selected bidder not to exceed \$250,000.

ROLL CALL VOTE

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

Nays: None

Absent: Ms. Johnson

**APPROVED**

**Institutional/General Education Outcomes**

The Institutional/General Education Outcomes are presented to the Lake Michigan College Board of Trustees for approval. The outcomes were approved by the College Curriculum Committee on December 15, 2016 and are aligned with the General Education course requirements approved by the Board of Trustees on August 30, 2016.

**ACTION:**

College administration recommended that the Lake Michigan College Board of Trustees approve the Institutional/General Education Outcomes as presented.

**MOTION** by Ms. Tomasini with support by Mr. Bergan to approve the Institutional General Education Outcomes as presented.

ROLL CALL VOTE

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

Nays: None

Absent: Ms. Johnson

**APPROVED**

**Policy Updates**

The following policies were brought forward for approval:

1. Freedom of Expression

2. Non-Discrimination
3. International Employees
4. Tuition Waiver-Siena Heights University Employees
5. Vacation-Administrators and Professional/Technical Staff
6. Social Security Number
7. Class Scheduling
8. Authority to Bind

**ACTION:**

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

**MOTION** by Mr. Bergan with support by Mr. Curry to approve the policies as presented.

ROLL CALL VOTE

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

Nays: None

Absent: Ms. Johnson

**APPROVED**

**FREEDOM OF EXPRESSION**

Office of Origin: Administrative Services  
Date Adopted: 10-24-08  
Date Reviewed: 05-04-17  
Last Date Modified & Approved: 08-24-10, 05-04-17

---

**Policy Statement:**

Freedom of thought and expression is essential to any institution of higher learning. Uncensored speech - which does not include a right to harass, injure, or silence others - is essential in an academic community. Members of the College community should understand those standards of civility, consideration, and tolerance must shape our interactions with each other. Infringing upon the expression of views, either by interfering with a speaker or by defacing or removing properly posted or distributed notices or materials, will not be tolerated.

## **Controversial Events and Speakers**

Lake Michigan College reserves the right to control the time, place, and manner of events that occur on campus. The College does not seek to censor the expression of ideas, but rather to maintain campus safety and order. Protesters may be assigned to particular places 100 feet from the event on campus by College staff or their representative. Demonstrations by members of the College community may occur on campus but must not disrupt the regular operation of the College. The scheduling of a speaker or event known or considered to provoke public controversy requires adequate notice. In addition, the event sponsor must consult with the Vice President, Administrative Services for an employee-sponsored event), Vice President of Academics (for an academic event) or the Vice President, Student Services (for a student or student organization event) regarding the logistical arrangements. Outside client events must consult with the Executive Director, Mendel Operations.

## **Guidelines for Dissent and Protest**

1. Reasoned dissent is welcome at Lake Michigan College; disruption of College activities will not be tolerated.
2. Students, staff and College guests and visitors are free to support causes by orderly means that do not disrupt College operations or activities.
3. Individual members of the College community speak only for themselves in their public expressions or demonstrations. Lake Michigan College Marketing Services coordinates institutional response to the media.
4. Members of the College community are welcome to distribute literature where it will not interfere with classes or other College functions. However, literature may only be posted on the public bulletin board space located in each facility. Political campaign posters and placards are not allowed to be installed on College property.
5. Protesters may neither impede nor harass people wishing to attend an event or to see or hear a speaker.
6. Protesting will only be permitted outside of any Lake Michigan College facility. Assigned space will be at least one hundred feet from the entrance of any College building.
7. Disruption, force, or threat of force is not an acceptable form of protest at Lake Michigan College and will not be tolerated.
8. Any individual who the College deems to violate these guidelines is a trespasser.
9. Lake Michigan College may, in its discretion, call upon local law enforcement agencies for assistance and/or may impose its own disciplinary sanctions upon person(s) who violate these guidelines.

**Responsibility:** Vice President, Administrative Services; Vice President, Academics; Vice President, Student Services; Executive Director, Mendel Operations

## **NON-DISCRIMINATION**

Office of Origin:	Human Resources
Date Adopted:	07-29-82
Date Reviewed:	08-18-14, 05-04-17

**Policy Statement:**

I. NOTICE OF NON-DISCRIMINATION POLICY

Lake Michigan College (the College) is an equal opportunity institution, affording enrollment, employment and services without distinction on the basis of age, color, height, weight, creed, disability, marital status, sexual orientation, national origin, political affiliation, race, religion, or gender identity or expression. Minorities and handicapped persons are encouraged to attend the College. Any questions regarding your rights under Title VI and Title IX should be directed to Executive Director, Human Resources, (269) 927-8102, Room A-305.

Any questions regarding your rights under Section 504 should be directed to Student Outreach and Support Services Office, A-218, Napier Avenue Campus (269) 927-8866.

The College offers an open door policy for individuals who are interested in and capable of extending their education beyond high school. Admission to the College is open to any high school graduate; GED graduate; or any person who is 18, or whose high school class has graduated and who demonstrates an Ability to Benefit on the approved College assessment instrument. Because of this open door policy, diversity or goals is not considered regarding admissions.

This commitment to equal opportunity encompasses:

A. For every student the right:

- of access to all courses including career education courses and programs;
- to physical education and to participation in interscholastic, intramural and club athletics;
- to equal treatment, including financial aid assistance, counseling, employment assistance, honors and awards, and extracurricular activities.

B. For every individual the right to personnel, employment and College business practices that provide equal opportunity and equity:

Pursuant to its obligations under the Federal and State statutes, and in conformity with other legal and moral obligations, the College has on staff a Diversity Officer within the Office of Human Resources to implement the commitment of the College.

Inquiries or complaints by College students, prospective students, employees, employee applicants, and persons providing services to or for the College, which concern non-discrimination policies or procedures may be directed to:

Executive Director, Human Resources (Diversity Officer) Lake Michigan College 2755 East Napier Avenue	OR	Michigan Department of Civil Rights 185 E. Main Street, Suite 602 Benton Harbor, MI 49022 (269) 925-7044 or
--	----	--

Benton Harbor, MI 49022-1899  
(269) 927-8102  
Room A-305

1-800-482-3604

No act of retaliation will occur to any person making a charge, filing a complaint, testifying or participating in any discrimination investigation or proceeding.

The Diversity Officer will, upon request, provide a copy of the ~~Lake Michigan~~ College's grievance procedures, and will investigate each complaint according to such procedures. A copy of relevant laws, regulations and policy may be found in the Office of Human Resources and with the Diversity Officer.

## II. SEXUAL HARASSMENT POLICY

The Elliott-Larsen Civil Rights Act prohibits discrimination based on race, color, religion, national origin, age, gender, height, weight, marital status, arrest record and disability in all employment practices, including terms, conditions and privileges of employment. This act prohibits discrimination and provides specific remedies and penalties. Title IX of the Educational Amendments of 1972 prohibits sexual harassment of students in any part of any higher education institution receiving federal funds, and requires institutions to maintain grievance procedures capable of prompt and equitable resolution of sexual harassment complaints.

The College prohibits sexual harassment in its employment practices and in its educational programs and activities.

Sexual harassment consists of unwelcome sexual advances, including unwanted touching; verbal remarks of a sexually suggestive or derogatory nature; requests for sexual favors; and other verbal or physical behavior of a sexual nature which have as their consequence an adverse effect on the recipients' morale, work status, or academic or job performance. Such conduct is absolutely prohibited whether the perpetrators are students, employees of the College or contractors or other non-employees who have reason to be on College premises where:

- A. submission to such conduct is either an expressed or implied condition of employment, education, or academic, financial or counseling assistance,
- B. submission to or rejection of such conduct is used as a basis for an employment decision or the performance evaluation of students or staff, or
- C. the conduct has the purpose or effect of substantially interfering with an affected person's work or scholarly performance, or creating an intimidating, hostile or offensive work or education environment.

The College will actively investigate any allegations of sexual harassment by students or staff, and if it is determined that sexual harassment has occurred, will take prompt and appropriate disciplinary action.

Anyone who believes that sexual harassment has occurred is expected to report such conduct promptly under appropriate College procedures.



### III. SEXUAL MISCONDUCT

The College supports the rights of all students and employees to learn and work in an environment free from sexual coercion and violence. Sexual contact with another person without consent or with the use or threat of force violates the standards of civility, decency, and respect expected of all members of the campus community.

The requirements of this policy are blind to the sexual orientation or preference of individuals engaging in sexual activity or sexually exploitative behavior.

Any retaliatory action or behavior taken toward an alleged victim as a consequence of his or her decision to report a violation, pursue conduct action, or criminal prosecution, is prohibited. Retaliation by either party may result in immediate disciplinary action.

Prohibited conduct:

#### A. Non-Consensual Sexual Activity

Non-consensual sexual activity includes, but is not limited to, any sexual activity by a group or individual that takes place without the effective consent of the other individual(s) involved. Effective consent is shown by the exchange of mutually understandable words or actions between parties to a sexual interaction. *Consent must be informed and freely and actively given. Silence in and of itself is not an indication of consent.*

In order to be effective, consent cannot be procured by use of physical force, compelling threats, intimidating behavior, or coercion. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear that he or she does not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive. *In other words, consent may be withdrawn at any time.*

In order to give effective consent, one must be of legal age (16). Sexual activity with someone a person knows to be - or should know to be - mentally or physically incapacitated (because of disability, alcohol or other drug use, sleep, unconsciousness, blackout, or bodily restraint), is a violation of this policy.

Any time sexual activity takes place between individuals; those persons must be capable of controlling their physical actions and be capable of making rational, reasonable decisions about their sexual behavior. A person who has consumed alcohol may experience diminished capacity for effective decision-making and action, and thus may be incapable of consenting to sexual activity.

Sexual activity with someone whose incapacity results from the ingestion of a so-called "date-rape" drug is in violation of this policy. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketamine, GHB, Burundanga, etc., is prohibited, and administering one of these drugs to another student or employee for the purpose of inducing incapacity is a violation of this policy.

Use of alcohol or other drugs will never function to excuse behavior that violates this policy.

#### B. Sexually Exploitative Behavior

Sexually exploitative behavior occurs when a student or employee takes non-consensual or abusive sexual advantage of another for his or her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to: prostituting another student or employee, non-consensual video/audio recording or photographing of sexual activity, unauthorized posting or distribution of materials involving the sexual activity of another person, going beyond the boundaries of consent (such as voyeurism or secretly watching others), or knowingly transmitting an STD or HIV to another student or employee.

#### IV. GRIEVANCES

- A. Definition: A discrimination grievance is an unresolved complaint by any member of the faculty, staff or any student that there has been a violation or misinterpretation of the College's Diversity/Nondiscrimination policies and procedures, or of any antidiscrimination provisions of law. The following are not subject to the grievance procedure:
  1. decisions to reduce the work force;
  2. the contents of evaluations;
  3. the modification, amendment or repeal of any Board policy; or
  4. the modification, amendment or repeal of any operational procedure of the administration, unless it violates Board policy.
- B. The Collegewide grievance procedure will be used to resolve all grievances. In concerns involving students, the student filing the grievance should direct it to the Vice President, Student Services, who will coordinate the process with the Executive Director, Human Resources.
- C. A grievant must join in a single grievance proceeding for every claim that he or she has arising out of the same transaction or occurrence, even where it is asserted that the transaction or occurrence has violated more than one Board of Trustee policy, administrative procedure or law. A grievant is prohibited from filing more than one grievance concerning the same transaction or occurrence.
- D. Forms: The administration has developed grievance forms for use in processing grievances. All grievances must be signed by the aggrieved person and must specify the date or dates upon which the complained of action occurred; the policy, procedure or law which is claimed violated; the facts upon which the aggrieved person relies; and the relief requested. *Grievance Procedures for Elliott-Larsen Civil Rights Act, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975* are addressed in Procedure HR 14.

**Responsibility:** Vice President, Administrative Services

**References:** Elliott-Larsen Civil Rights Act, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Violence Against Women Act – Amendment to Clery Act), and the Age Discrimination Act of 1975

## **INTERNATIONAL EMPLOYEES**

Office of Origin: Human Resources  
Date Adopted: 11-25-08  
Date Reviewed: 05-04-17  
Last Date Modified & Approved: 05-04-17

### **PURPOSE**

This policy establishes a guideline for consistent decisions and practices to ensure compliance with Federal regulations governing the employment of foreign nationals. It serves to protect the organization from substantial penalties that may be incurred in the employment of unauthorized aliens and help individual employees from violating legal status.

This policy applies to the employment of foreign nationals regardless of their status at Lake Michigan College (the College).

### **POLICY STATEMENT**

The College will select the best candidate for each position. If the best candidate is immigrating to the United States, the College will cover no expenses for immigration, such as papers, visa, etc., unless required by law. Job specifications for all positions within the College shall remain the same for all candidates. Under no circumstances may any employee of the College knowingly employ or contract employment with a non-citizen unauthorized to work in the United States.

Job offers must be contingent on the candidate securing valid immigration status and work authorization before the expected start date. A foreign national employed by the College must maintain his/her valid immigration status and work authorization throughout his/her employment.

Any offer of employment to a foreign national under a nonimmigrant status is considered temporary and is subject to the terms and conditions of the specific individual's immigration status authorization.

Petitions from the College supporting H-1B visa classification will be reserved for a foreign national who has been offered employment at the College and holds the required credentials. Holders of H-1B visas may only be appointed for the time period permitted under the individual's status.

The Vice President, Administrative Services is permitted to authorize a private attorney to represent the College in any nonimmigrant or immigrant petition or application proceedings. A foreign national may choose to retain an attorney to represent his/her interests; however, the College will not pay for this private representation.

Nothing in this policy shall be used as the basis for discrimination against any individual or group because of age, color, height, weight, creed, disability, marital status, sexual orientation, national origin, political affiliation, race, religion, or gender identity or expression, nor will it be construed

to be a basis for circumventing equal employment opportunity laws, policies, and standard employment procedures.

#### RESPONSIBILITY

Each College official with hiring authority is responsible for ensuring that employment offers to foreign national applicants or candidates for positions are contingent upon receipt of necessary work authorization documents as directed through the Human Resources Department.

#### INTERNATIONAL STUDENT EMPLOYEES

Federal regulations allow an international student holding a J-1 or F-1 visa to work on campus on a part-time basis, maximum of twenty (20) hours per week during the academic year. International students may work forty (40) hours per week when classes are not in session (breaks and summer if the student is not registered for classes, but will be enrolled as a full-time student in the upcoming semester).

In most cases, international students are only allowed to work on campus, unless his/her status allows off-campus, academically-related work. International students are ineligible for federal work-study.

To be eligible for on-campus employment, international students must register for and complete a minimum of twelve (12) credit hours each term during the academic year.

#### DEFINITIONS

Foreign National requiring work authorization by the U.S. Citizenship and Immigration Services (USCIS): An individual who is not a U.S. citizen, permanent resident of the United States, nor is a refugee or asylum applicant whose application had been approved by the USCIS.

Employee: An employee of the College is an individual who performs services that are subject to the will and control of the organization in terms of what must be done and how it will be done. An employee is paid through the payroll system, with accompanying tax withholding as provided by law.

Volunteer: An individual who performs activities to benefit the organization and who does not receive, nor expects to receive, payment or remuneration of any kind for such labor or service at any time. A foreign national employed by the College may not perform volunteer work outside the scope of the job duties approved by the Department of Labor and USCIS.

Permanent Resident or Resident Alien: An individual who has been lawfully admitted to the United States to live as an immigrant holding a green card, or its equivalent.

Nonimmigrant: A citizen of another country who has been admitted to the United States for a temporary period and for a specific purpose.

H-1B Visa: A temporary, nonimmigrant visa issued to a foreign national who has specialized education credentials and who has been offered a position requiring the application of a theoretical and specialized body of knowledge acquired in his/her degree program.

Responsibility: Vice-President, Administrative Services

References: U.S. Citizenship and Immigration Services

#### **TUITION WAIVER – SIENA HEIGHTS UNIVERSITY EMPLOYEES**

Office of Origin: Human Resources  
Date Adopted: 10-09-91  
Date Reviewed: 05-04-17  
Last Date Modified & Approved: 03-13-13, 05-04-17

---

**Policy Statement:**

Full-time employees and their IRS eligible dependents of Siena Heights University who are working at Siena's LMC extension center, are eligible to receive tuition waiver privileges for Lake Michigan College credit classes.

These individuals are eligible for the waiver of 20% of tuition. All College fees are separate from tuition and will be paid in full by the individual.

**Responsibility:** Vice President, Administrative Services

**References:**

**VACATION - ADMINISTRATORS & PROFESSIONAL/TECHNICAL STAFF, FULL-TIME**

Office of Origin: Human Resources  
Date Adopted: 06-29-90  
Last Date Modified & Approved: 04-28-92, 05-17-17

---

**Policy Statement:**

Vacation for Full-time Administrators and Professional/Technical Staff is administered as follows:

1. Accrual: Vacation time accrues at the rate of 6.16 hours per pay period commencing on the date of appointment, and is prorated from the date of appointment or termination.
2. Eligibility: Vacation time is approved in advance by the immediate supervisor, and is recorded on the weekly departmental attendance reports (pink sheets). Employees may check the College's electronic resource at any time for available balance.
3. Alternate Days: If a vacation day falls at a time when the College is officially closed, the employee may take an alternate day scheduled in mutual agreement with the immediate supervisor.
4. Deferral: Vacation time is not cumulative, and will be forfeited unless taken (1) during the fiscal year earned or during the following fiscal year (2) up to a maximum of twenty (20) days.

5. Termination: Upon termination of employment, unused, accrued vacation pay will be computed by subtracting the number of days taken from the vacation time earned as prorated to the date of termination.

**Responsibility:** Vice President, Administrative Services

**References:**

**SOCIAL SECURITY NUMBER**

Office of Origin:	Human Resources, Financial Services
Date Adopted:	11-22-05
Date Reviewed:	07-29-09
Last Date Modified & Approved:	09-23-08

---

**Policy Statement:**

It is the policy of Lake Michigan College that social security numbers obtained from employees, vendors, contractors, or others are treated as confidential information. Such numbers will be obtained, retained, used, and disposed of only for legitimate business reasons and in accordance with the law, other regulatory requirements, and this policy.

Except where the College is legally required to collect it, individuals will not be required to provide their social security number, verbally or in writing, at any point of service, nor will they be denied access to those services should they refuse to provide it. However, individuals may volunteer their social security number as an alternate means of locating a record. If a primary means of identification is unavailable, this policy does not preclude Lake Michigan College employees from using the social security number as needed during the execution of their duties.

Lake Michigan College recognizes that it collects and maintains confidential information relating to its students, employees, and individuals associated with the College and is dedicated to ensuring the privacy and proper handling of this information. The primary purpose of this policy is to ensure that the necessary procedures and awareness exists to make certain that College employees and students comply with both the letter and the spirit of the Family Educational Rights and Privacy Act and the Privacy Act of 1974. The College is guided by the following objectives:

1. Broad awareness of the confidential nature of the social security number.
2. Reduced reliance upon the social security number for identification purposes.
3. A consistent policy towards and treatment of social security numbers throughout the College.
4. Increased confidence by students and employees that social security numbers are handled in a confidential manner.

**Responsibility:** Vice President, Administrative Services, Vice President, Financial Services; Vice President, Student Services

**References:** State of Michigan Public Act 454 of 2004, Federal Privacy Act of 1974, Family Educational Rights and Privacy Act

## **Class Scheduling Policy**

Office of Origin: Academic Services  
Date Adopted:  
Last Date Reviewed: 4/24/2017  
Last Date Modified & Approved:

---

### **Purpose**

Develop a student-friendly schedule of classes using block scheduling standards, supported by enrollment forecasting data, which supports the success of all students, including non-traditional learners.

### **Block Scheduling Standards**

- Standard start times apply to Monday through Friday classes meeting at an LMC campus (Napier, Bertrand, South Haven). Weekend classes and those taught at off-site locations are exempt from standard start times and block schedule standards. Instructional minutes cannot be reduced regardless of location.
- Classes meeting for one or two hours per week can meet only one day per week.
- Classes meeting for three or more contact hours per week meet one or two days per week.
- Classes over five contact hours must meet more than one day per week.
- Classes meeting more than two days per week must be approved by the Academic Dean.
- The Academic Dean must approve any deviation from the standard start times or block schedule.
- Classes 90 minutes or less do not require a break.
- Classes over 90 minutes require a 10-minute break.
- Classes 180 minutes or more require a 15-minute break.
- Classes starting after 3 p.m. must end before 6 p.m., with the exception of apprenticeship courses.
- Virtual Learning classes will follow the Napier Campus standard start/end times.

### **Block Schedule Exceptions**

Courses that meet during non-standard times, i.e., those held off-site, clinical internships, Open Entry – Open Exit, Open Entry – Defined Exit, accelerated courses (e.g., 5- or 7- week courses)

are exempt from block scheduling. Otherwise, all courses will start and end at the standard times defined herein, unless an exception is granted by the appropriate Academic Dean.

Conditions that may warrant an exception include:

- High contact hour courses for which meeting in one continuous period would be an impediment to student learning (e.g., a Calculus class that meets for 2.5 hours a day, two days per week would not be conducive to learning.).
- Certain Transitional Studies Courses:
  - Courses that are co-requisites or that are linked and students benefit from continuous sessions to avoid a 20 minute gap between sessions (e.g., MATH 095A and MATH 095; ENGL 101 and ENGL 099A; READ 083 and READ 096).
  - Low contact hour courses that meet two days per week to align with co-requisite courses (e.g., MATH 095A and READ 096).

All exceptions to the block scheduling format must be approved by the appropriate Academic Dean before their implementation.

### Lake Michigan College Campus Standard Start/End Times

#### Napier Campus:

Course Meets Once a Week					
Napier Campus Start Time	Napier Campus End Times				
	1 contact hour class = 60 Min	2 contact hour class = 120 min*	3 contact hour class = 180 min**	4 contact hour class = 240 min**	5 contact hour class = 300 min**
<b>8:20 AM</b>	9:20 AM	10:30 AM	11:35 AM	12:35 PM	1:35 PM
<b>9:15 AM</b>	10:15 AM	11:25 AM	12:30 PM	1:30 PM	2:30 PM
<b>10:10 AM</b>	11:10 AM	12:20 PM	1:25 PM	2:25 PM	3:25 PM
<b>11:05 AM</b>	12:05 PM	1:15 PM	2:20 PM	3:20 PM	4:20 PM
<b>12:00 PM</b>	1:00 PM	2:10 PM	3:15 PM	4:15 PM	5:15 PM
<b>12:55 PM</b>	1:55 PM	3:05 PM	4:10 PM	5:10 PM	6:10 PM
<b>1:50 PM</b>	2:50 PM	4:00 PM	5:05 PM	6:05 PM	7:05 PM
<b>2:45 PM</b>	3:45 PM	4:55 PM	6:00 PM	7:00 PM	8:00 PM
<b>3:40 PM</b>	4:40 PM	5:50 PM	6:55 PM	7:55 PM	8:55 PM
<b>6:00 PM</b>	7:00 PM	8:10 PM	9:15 PM	10:15 PM	11:15 PM
<b>6:30 PM</b>	7:30 PM	8:40 PM	9:45 PM	10:45 PM	11:45 PM
<b>7:00 PM</b>	8:00 PM	9:10 PM	10:15 PM		
<b>8:20 PM</b>	9:20 PM	10:30 PM	11:35 PM		

Classes starting after 3:00 p.m. must end before 6:00 p.m. unless approved by the Academic Dean

\*Includes a 10 minute break

\*\*Includes a 15 minute break





**Napier Campus Continued:**

Course Meets Twice a Week						
Napier Campus Start Time	Napier Campus End Times					
	1 contact hour = 30 min	2 contact hour = 60 min	3 contact hour = 90 min	4 contact hour = 120 min*	5 contact hour = 150 min*	6 contact hour = 180 min**
<b>8:20 AM</b>	8:50 AM	9:20 AM	9:50 AM	10:30 AM	11:00 AM	11:35 AM
<b>9:15 AM</b>	9:45 AM	10:15 AM	10:45 AM	11:25 AM	11:55 AM	12:30 PM
<b>10:10 AM</b>	10:40 AM	11:10 AM	11:40 AM	12:20 PM	12:50 PM	1:25 PM
<b>11:05 AM</b>	11:35 AM	12:05 PM	12:35 PM	1:15 PM	1:45 PM	2:20 PM
<b>12:00 PM</b>	12:30 PM	1:00 PM	1:30 PM	2:10 PM	2:40 PM	3:15 PM
<b>12:55 PM</b>	1:25 PM	1:55 PM	2:25 PM	3:05 PM	3:35 PM	4:10 PM
<b>1:50 PM</b>	2:20 PM	2:50 PM	3:20 PM	4:00 PM	4:30 PM	5:05 PM
<b>2:45 PM</b>	3:15 PM	3:45 PM	4:15 PM	4:55 PM	5:25 PM	6:00 PM
<b>3:40 PM</b>	4:10 PM	4:40 PM	5:10 PM	5:50 PM	6:20 PM	6:55 PM
<b>6:00 PM</b>	6:30 PM	7:00 PM	7:30 PM	8:10 PM	8:40 PM	9:15 PM
<b>6:30 PM</b>	7:00 PM	7:30 PM	8:00 PM	8:40 PM	9:10 PM	
<b>7:00 PM</b>	7:30 PM	8:00 PM	8:30 PM	9:10 PM	9:40 PM	
<b>8:20 PM</b>	8:50 PM	9:20 PM	9:50 PM	10:30 PM	11:00 PM	

Classes starting after 3:00 p.m. must end before 6:00 p.m. unless approved by the Academic Dean

\*Includes a 10 minute break

\*\*Includes a 15 minute break

**Bertrand Campus:**

Course Meets Once a Week					
Bertrand Campus Start Time	Bertrand Campus End Times				
	1 contact hour class = 60 Min	2 contact hour class = 120 min*	3 contact hour class = 180 min**	4 contact hour class = 240 min**	5 contact hour class = 300 min**
<b>8:00 AM</b>	9:00 AM	10:10 AM	11:15 AM	12:15 PM	1:15 PM
<b>9:50 AM</b>	10:50 AM	12:00 PM	1:05 PM	2:05 PM	3:05 PM
<b>11:40 AM</b>	12:40 PM	1:50 PM	2:55 PM	3:55 PM	4:55 PM
<b>1:30 PM</b>	2:30 PM	3:40 PM	4:45 PM	5:45 PM	6:45 PM
<b>3:20 PM</b>	4:20 PM	5:30 PM	6:35 PM	7:35 PM	8:35 PM
<b>4:10 PM</b>	5:10 PM	6:20 PM	7:25 PM	8:25 PM	9:25 PM
<b>6:00 PM</b>	7:00 PM	8:10 PM	9:15 PM	10:15 PM	11:15 PM

Classes starting after 3:00 p.m. must end before 6:00 p.m. unless approved by the Academic Dean

\*Includes a 10 minute break

\*\*Includes a 15 minute break

**Bertrand Campus Continued:**

### Course Meets Twice a Week

<b>Bertrand Campus Start Time</b>	<b>Bertrand Campus End Times</b>					
	1 contact hour = 30 min	2 contact hour = 60 min	3 contact hour = 90 min	4 contact hour = 120 min*	5 contact hour = 150 min*	6 contact hour = 180 min**
<b>8:00 AM</b>	8:30 AM	9:00 AM	9:30 AM	10:10 AM	10:40 AM	11:15 AM
<b>9:50 AM</b>	10:20 AM	10:50 AM	11:20 AM	12:00 PM	12:30 PM	1:05 PM
<b>11:40 AM</b>	12:10 PM	12:40 PM	1:10 PM	1:50 PM	2:20 PM	2:55 PM
<b>1:30 PM</b>	2:00 PM	2:30 PM	3:00 PM	3:40 PM	4:10 PM	4:45 PM
<b>3:20 PM</b>	3:50 PM	4:20 PM	4:50 PM	5:30 PM	6:00 PM	6:35 PM
<b>4:10 PM</b>	4:40 PM	5:10 PM	5:40 PM	6:20 PM	6:50 PM	7:25 PM
<b>6:00 PM</b>	6:30 PM	7:00 PM	7:30 PM	8:10 PM	8:40 PM	9:15 PM

Classes starting after 3:00 p.m. must end before 6:00 p.m. unless approved by the Academic Dean

\*Includes a 10 minute break

\*\*Includes a 15 minute break

### **South Haven Campus:**

#### Meets Once a Week

<b>S. Haven Campus Start Time</b>	<b>South Haven Campus End Times</b>				
	1 contact hour class = 60 Min	2 contact hour class = 120 min*	3 contact hour class = 180 min**	4 contact hour class = 240 min**	5 contact hour class = 300 min**
<b>8:00 AM</b>	9:00 AM	10:10 AM	11:15 AM	12:15 PM	1:15 PM
<b>9:15 AM</b>	10:15 AM	11:25 AM	12:30 PM	1:30 PM	2:30 PM
<b>9:50 AM</b>	10:50 AM	12:00 PM	1:05 PM	2:05 PM	3:05 PM
<b>11:40 AM</b>	12:40 PM	1:50 PM	2:55 PM	3:55 PM	4:55 PM
<b>1:30 PM</b>	2:30 PM	3:40 PM	4:45 PM	5:45 PM	6:45 PM
<b>1:50 PM</b>	2:50 PM	4:00 PM	5:05 PM	6:05 PM	7:05 PM
<b>3:20 PM</b>	4:20 PM	5:30 PM	6:35 PM	7:35 PM	8:35 PM
<b>4:10 PM</b>	5:10 PM	6:20 PM	7:25 PM	8:25 PM	9:25 PM
<b>6:00 PM</b>	7:00 PM	8:10 PM	9:15 PM	10:15 PM	11:15 PM

Classes starting after 3:00 p.m. must end before 6:00 p.m. unless approved by the Academic Dean

\*Includes a 10 minute break

\*\*Includes a 15 minute break

**South Haven Campus Continued:**

<b>Meets Twice a Week</b>						
<b>S. Haven Campus Start Time</b>	<b>South Haven Campus End Times</b>					
	1 contact hour = 30 min	2 contact hour = 60 min	3 contact hour = 90 min	4 contact hour = 120 min*	5 contact hour = 150 min*	6 contact hour = 180 min**
<b>8:00 AM</b>	8:30 AM	9:00 AM	9:30 AM	10:10 AM	10:40 AM	11:15 AM
<b>9:15 AM</b>	9:45 AM	10:15 AM	10:45 AM	11:25 AM	11:55 AM	12:30 PM
<b>9:50 AM</b>	10:20 AM	10:50 AM	11:20 AM	12:00 PM	12:30 PM	1:05 PM
<b>11:40 AM</b>	12:10 PM	12:40 PM	1:10 PM	1:50 PM	2:20 PM	2:55 PM
<b>1:30 PM</b>	2:00 PM	2:30 PM	3:00 PM	3:40 PM	4:10 PM	4:45 PM
<b>1:50 PM</b>	2:20 PM	2:50 PM	3:20 PM	4:00 PM	4:30 PM	5:05 PM
<b>3:20 PM</b>	3:50 PM	4:20 PM	4:50 PM	5:30 PM	6:00 PM	6:35 PM
<b>4:10 PM</b>	4:40 PM	5:10 PM	5:40 PM	6:20 PM	6:50 PM	7:25 PM
<b>6:00 PM</b>	6:30 PM	7:00 PM	7:30 PM	8:10 PM	8:40 PM	9:15 PM

Classes starting after 3:00 p.m. must end before 6:00 p.m. unless approved by the Academic Dean

\*Includes a 10 minute break

\*\*Includes a 15 minute break

Responsibility: Vice President of Academic Services

**AUTHORITY TO BIND COLLEGE TO EXTERNAL AGREEMENTS**

Office of Origin:	Board of Trustees
Date Adopted:	10-26-10
Date Reviewed:	08-18-14
Last Date Modified & Approved:	03-30-17 05-23-17

**Policy Statement**

Delegation of authority represents the legal power to act in the name of Lake Michigan College (the College) to bind the College to an obligation. Signing an agreement is the most common way delegated authority is exercised.

This policy delineates who has the authority to obligate the College to an external organization. This policy does not apply to those approvals required for processes internal to the College (e.g., time sheets, journal entries, purchase requisitions.)

The College is not bound by and does not recognize as binding any obligation made by an unauthorized person.

Any College employee who fails to comply with this policy will be subject to disciplinary action ranging from reprimand to discharge. The nature and severity of the disciplinary action will be consistent with established College disciplinary procedures.

### **Authorized Signatures**

The President, acting on behalf of and through the authority of the Board of Trustees, is vested with general authority to execute documents and contracts on behalf of the College.

The President has also delegated signature authority to members of the College's executive management team (Cabinet) to bind the College for matters within their respective areas of responsibility as outlined in *Appendix I – Delegation of Authority for Transactions within Area of Responsibility with External Organizations*.

In addition, others College employees have been given authority to bind the College in specific instances as outlined in *Appendix II – Limited Delegation of Signature Authority for Transactions within Area of Responsibility with External Organizations*.

Delegations in the appendices following are tied to the position and not to a specific individual – i.e., a person acting on an interim basis assumes the same authority to bind as if he or she held the position on a regular basis.

## **Delegation of Signature Authority Modification**

Requests to modify the delegation of signature authority are to be directed to the President. The President may also make non-substantive changes to this policy to reflect changes to or elimination of titles or positions.

### **Required Procedure**

Normal consultations, administrative reviews, and approvals are expected to occur prior to binding signature including, where appropriate, review by the President, appropriate vice president, and/or College legal counsel.

### **Conflicts**

A person with delegated signing authority may not obligate the College to an agreement in which he or she has or could have a personal interest that would prevent objective analysis, such as one where he or she would personally benefit. Agreements in this category must be authorized by the person with authority at the next highest level organizationally.

### **Internal Controls**

Proper segregation of duties must be maintained at all times so that no single employee is authorized to both approve a commitment of funds and to authorize the payment process. Therefore, a person with delegated signing authority may not authorize the commitment of funds beyond those budgeted.

**Responsibility:** President

## Appendix I: Delegation of Authority within Area of Responsibility with External Organizations

### Up to \$25,000

- Dean, Arts & Sciences
- Dean, Career and Workforce Education
- Dean, Health Sciences

### Up to \$100,000 and \$100,000+ with Board of Trustees Approval

- Vice President, Administrative Services
  - Chief Financial Officer
  - Executive Director, Lake Michigan College Foundation
  - Vice President, Academic Services
  - Vice President, Student Services
  - Vice President, Student Engagement and K-12 Partnership
  - President
- 

## Appendix II: Limited Delegation of Authority for Transactions within Area of Responsibility with External Organizations

### Chief Financial Officer

- Mendel Center artist/speaker/performer related contracts with the co-signature of the Executive Director, Mendel Center Operations. Notice of signed artist/speaker/performer related contracts will be made to the Board of Trustees chair and the President within one business day of binding.

### Chief Information Officer

- Telecommunications contracts up to \$9,999
- IT service contracts up to \$9,999
- Technology purchases up to \$9,999

### Executive Director, Mendel Center Operations

- Mendel Center related purchases up to \$9,999
- Mendel Center sponsorship and trade agreements up to \$9,999
- Mendel Center artist/speaker/performer related contracts with the co-signature of the Chief Financial Officer. Notice of signed artist/speaker/performer related contracts will be made to the Board of Trustees chair and the President within one business day of binding.

### Executive Director, Human Resources

- Recruitment related purchases up to \$9,999
- Human Resources service contracts up to \$9,999

Executive Director, Facilities Management

- Facilities contracts up to \$9,999
- Facilities related purchases up to \$9,999

Director, Marketing & Communications

- Marketing contracts up to \$9,999
- Marketing related purchases up to \$9,999

Director, Conference & Event Services (CES)

- Food, beverage, and CES supply contracts up to \$9,999
- CES sponsorship and trade agreements up to \$2,499

Director, Hanson Technology Center


- Workforce Training & Development (WTD) and Hanson Technology Center related contracts and purchases up to \$9,999

Manager, Purchasing

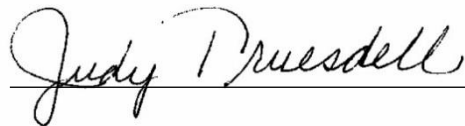
- Purchase orders up to \$9,999
- Purchases up to \$9,999

**ADJOURNMENT**

MOTION by Mr. Bergan to adjourn the Regular Meeting of the Lake Michigan College Board of Trustees at 6:34 p.m.



Michael Lindley, Chair



Judy Truesdell, Secretary