

CALL TO ORDER

Board Chair John Grover called the Meeting of the Lake Michigan College Board of Trustees to order at 5:00 p.m. Board Chair Grover opened the meeting with the Pledge of Allegiance.

ROLL CALL

Present: John Grover, Vicki Burghdoff, Brian Dissette, Deborah Johnson, Mark Weber, and Joan Smith

SETTING OF THE AGENDA

Board Chair John Grover stated that agenda items X and XII would be moved to the beginning of the agenda so that Mr. Dissette could be excused from the meeting early.

APPROVAL OF MINUTES

The minutes from the of the March 7, 2023, Board meeting were approved as presented with a voice vote by all trustees present.

PETITIONS AND COMMUNICATIONS FROM THE FLOOR

None

PRESIDENT'S REPORT

Dr. Kubatzke began his report by showing the Board a video of Rocky the Red Hawk participating in Legislative Day in Lansing on April 13, 2023. Melissa Grau and Leslie Navarro shared information on the college Snack Shack program. They reported the program began on March 7th and to date have distributed 1,304 snacks. There are seven Snack Shacks located on the Benton Harbor campus. Jennifer Shoemaker showed the Board an LMC commercial that recently won the Paragon Award which is a national marketing award for community colleges. Dr. Kubatzke asked the Board to disregard the Board Governance policy as it was an incorrect draft. The correct draft will be included in the May board materials for review.

Bernard C. Radde Distinguished Service Award

Board Chair Grover announced that Gloria Ender is the recipient of the 2023 Bernard C. Radde Award.

Milage Authorizing Resolution

Lake Michigan College, Michigan (the "College")

A regular meeting of the board of trustees of the College (the "Board") was held in the Niles Campus (room 114-116), 1905 Foundation Drive, Niles, MI 49120 , within the boundaries of the College, on the 18th day of April, 2023, at 5 o'clock in the p.m. (the "Meeting").

The Meeting was called to order by Mr. John Grover, Chairperson.

Present: Trustees Mr. Mark Weber, Ms. Debra Johnson, Ms. Joan Smith, Mr. John Grover, Ms. Vicki Burghdoff, Mr. Brian Dissette

Absent: Trustees Ms. Mary Jo Tomasini

The following preamble and resolution were offered by Trustee Mr. Brian Disstte and supported by Trustee Ms. Vicki Burghdoff:

WHEREAS:

1. This Board intends to submit a proposition at a special election to be held on Tuesday, August 8, 2023.
2. On or before 4:00 p.m. on Tuesday, May 16, 2023, the Board shall certify any ballot proposition to be submitted to the voters at such election to the election coordinator or coordinators designated to conduct elections within the college district (the "Election Coordinator").

NOW, THEREFORE, BE IT RESOLVED THAT:

1. A special election of the electors of the College be called and held on Tuesday, August 8, 2023.
2. The proposition to be voted on at the special election shall be stated on the ballots in substantially the form as set forth in Exhibit A with the College President authorized to adjust the language of Exhibits A and B, upon consultation with election counsel, to the extent necessary to seek the restoration of millage lost in 2023 as a result of the "Headlee" amendment to the Michigan Constitution of 1963, in order to achieve the total millage stated in Exhibits A and B, if permitted by law.
3. The Election Coordinator is requested to:
 - a. Utilize The Herald Palladium, a newspaper published or of general circulation within the college district, for publication of notices in accordance with the election law requirements.
 - b. Utilize ballot proposition summary information, as prepared by legal counsel, in the forms of the notices of last day of registration and election in substantially the form as set forth in Exhibit B attached hereto.
 - c. Provide a proof copy of the ballot to the College and its legal counsel in sufficient time to allow the ballot to be proofread prior to printing.




4. The College President or designee is hereby authorized and directed to file a copy of this resolution with the Election Coordinator and with any Election Clerk or clerks designated to conduct elections within the college district by 4:00 p.m., on Tuesday, May 16, 2023.

5. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution be and the same are hereby rescinded.


Ayes: Trustees Ms. Debra Johnson, Ms. Joan Smith, Mr. John Grover, Ms. Vicki Burghdoff, Mr. Brian Dissette, Mr. Mark Weber

Nays: Trustees None

Resolution declared adopted.


Secretary, Board of Trustees

The undersigned duly qualified and acting Secretary of the Board of Trustees of Lake Michigan College, Michigan, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at the Meeting, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the Meeting was given to the public pursuant to the provisions of the "Open Meetings Act" (Act 267, Public Acts of Michigan, 1976, as amended).


Secretary, Board of Trustees

CJI/vqt

EXHIBIT A

**LAKE MICHIGAN COLLEGE
CHARTER MILLAGE RENEWAL PROPOSITION
OPERATING PURPOSES**

This proposition is to renew charter millage for community college operating purposes which expires with the 2023 levy.

Shall the previously voted charter tax rate limitation on the amount of taxes imposed upon all taxable property within the community college district of Lake Michigan College, Michigan, be renewed in the amount of .8804 mill (\$0.8804 on each \$1,000 of taxable valuation) for a period of twenty (20) years, 2024 through 2043, inclusive, to provide funds for community college operating purposes and all other purposes authorized by law; if approved, the estimated revenue the millage would raise in 2024 is approximately \$9,474,000?

EXHIBIT B

**SUMMARY OF BALLOT PROPOSITION TO BE INSERTED IN THE
NOTICES OF LAST DAY OF REGISTRATION AND ELECTION:**

LAKE MICHIGAN COLLEGE
CHARTER MILLAGE RENEWAL PROPOSITION
OPERATING PURPOSES
.8804 MILL FOR 20 YEARS

Full text of the ballot proposition may be obtained at the administrative offices of Lake Michigan College, 2755 East Napier Avenue, Benton Harbor, Michigan 49022-1881, telephone: (269) 927-8100.

ACTION:

We recommend that the Board of Trustees authorize submission of a proposition at a special election to be held on Tuesday, August 8, 2023.

MOTION by Mr. Dissette with support by Ms. Burghdoff to authorize.

ROLL CALL VOTE

Chair Grover asked the board secretary for a roll call vote

Yeas: Mr. Weber, Ms. Johnson, Ms. Smith, Mr. Grover, Mr. Dissette, Ms. Burghdoff

Nays: None

MOTION APPROVED

Audit Services Contract

The College is at the end of its five-year agreement for auditing and related services with Plante Moran. The Purchasing policy does not require that a Request for Proposal (RFP) be issued for audit and similar services, although the College has done so periodically, last in 2018.

The College wishes to engage Plante Moran for an additional five year period, and seek competitive proposals through the RFP process in 2027. This additional period of working with the existing auditors would provide a more efficient and effective process as the audit firm has invested time and resources in understanding the College and its operations.

The history of audit firms used is below (number of years used, fiscal year, firm name), which supports an extension of the current contract.

1	FY22	Plante Moran	4	FY01	Plante Moran
2	FY21	Plante Moran	5	FY00	Plante Moran
3	FY20	Plante Moran	6	FY99	Plante Moran
4	FY19	Plante Moran			
5	FY18	Plante Moran	1	FY98	Crowe Chizek
			2	FY97	Crowe Chizek
1	FY17	Rehmann	3	FY96	Crowe Chizek
2	FY16	Rehmann	4	FY95	Crowe Chizek
3	FY15	Rehmann	5	FY94	Crowe Chizek
4	FY14	Rehmann	6	FY93	Crowe Chizek
5	FY13	Rehmann			
6	FY12	Rehmann	1	FY92	Plante Moran
7	FY11	Rehmann	2	FY91	Plante Moran
8	FY10	Rehmann	3	FY90	Plante Moran
9	FY09	Rehmann			
10	FY08	Rehmann	1	FY87	Gerbel & Co.
11	FY07	Rehmann	2	FY86	Gerbel & Co.
12	FY06	Rehmann	3	FY85	Gerbel & Co.
13	FY05	Rehmann			
			FY68 - FY84 are unknown		
1	FY04	Plante Moran			
2	FY03	Plante Moran	1	FY67	Lybrand, Ross, Montgomery
3	FY02	Plante Moran			

Plante Moran's pricing proposal is as follows for a five-year renewal:

	FY23	FY24	FY25	FY26	FY27	
Financial audit	\$ 45,000	\$47,000	\$48,750	\$50,000	\$51,500	
Grant audit	\$ 15,000	\$15,750	\$16,250	\$16,750	\$17,250	
Tax return	\$ 1,900	\$ 1,950	\$ 2,000	\$ 2,050	\$ 2,100	
	\$ 61,900	\$64,700	\$67,000	\$68,800	\$70,850	\$333,250

ACTION:

We recommend that the Board of Trustees authorize College administration to bind a five-year audit contract with Plante Moran for a total of \$333,250. The College will issue an RFP in 2027 for the fiscal year 2028 audit.

MOTION by Ms. Smith with support by Mr. Weber to authorize College administration to bind a five-year audit contract with Plante Moran for a total of \$333,250. The College will issue an RFP In 2027 for the fiscal year 2028 audit.

ROLL CALL VOTE

Chair Grover asked the board secretary for a roll call vote

Yeas: Ms. Johnson, Ms. Smith, Mr. Grover, Mr. Dissette, Ms. Burghdoff, Mr. Weber

Nays: None

MOTION APPROVED

New Criminal Justice Law Enforcement Associate in Applied Science

The purpose of this program is to provide an AAS in addition to the basic training required for all police officers in the State of Michigan. This training is certified through the Michigan Commission on Law Enforcement Standards (MCOLES).

This AAS program includes general education courses and several CRIM courses in addition to the basic training required for all police officers in the State of Michigan. The training consists of two courses: Police Academy I and Police Academy II. This program will be offered on the main campus in Benton Harbor.

ACTION:

Academic Affairs Administration recommends that the Lake Michigan College Board of Trustees authorize the Administration to proceed in offering the Criminal Justice Law Enforcement Associate in Applied Science.

MOTION by Mr. Dissette with support by Ms. Smith to authorize the Administration to proceed in offering the Criminal Justice Law Enforcement Associate in Applied Science.

ROLL CALL VOTE

Chair Grover asked the board secretary for a roll call vote

Yeas: Ms. Smith, Mr. Grover, Mr. Dissette, Ms. Burghdoff, Mr. Weber, Ms. Johnson

Nays: None

MOTION APPROVED

New Police Academy Certificate of Achievement

The purpose of this program is to provide the basic training required for all police officers in the State of Michigan. It consists of two courses: Police Academy I and Police Academy II.

This Certificate of Achievement program includes the basic training required for all police officers in the State of Michigan. This training is certified through the Michigan Commission on Law Enforcement Standards (MCOLES). This program will be offered on the main campus in Benton Harbor.

ACTION:

Academic Affairs Administration recommends that the Lake Michigan College Board of Trustees authorize the Administration to proceed in offering the Police Academy Certificate of Achievement.

MOTION by Mr. Dissette with support by Ms. Smith to authorize the Administration to proceed in offering the Police Academy Certificate of Achievement.

ROLL CALL VOTE

Chair Grover asked the board secretary for a roll call vote

Yeas: Ms. Smith, Mr. Grover, Mr. Dissette, Ms. Burghdoff, Mr. Weber, Ms. Johnson

Nays: None

MOTION APPROVED

New Exercise Science Associate in Science

Exercise Science provides a pathway to a career in the physical fitness and healthcare industries. It prepares individuals for transfer to four-year institutions to study exercise science, kinesiology, physical education, or pre-professional programs leading to medicine and physical therapy careers.

Exercise Science is a discipline that studies movement and the associated functional responses and adaptations. Exercise Science aims to facilitate an understanding of the links between fitness, exercise, diet, and health. Ultimately, the discipline provides a scientific approach to studying how exercise and the human body interact to understand the physiology of exercise and its benefits and results. Which includes coursework in the basic sciences, the physiology and biomechanics of exercise, fitness assessment and exercise testing, exercise prescription and training, and behavior modification. The Exercise Science courses will be offered at the Benton Harbor Campus.

ACTION:

Academic Affairs Administration recommends that the Lake Michigan College Board of Trustees authorize the Administration to proceed in offering the Exercise Science Associate in Science.

MOTION by Mr. Weber with support by Ms. Smith to authorize the Administration to proceed in offering the Exercise Science Associate in Science.

ROLL CALL VOTE

Chair Grover asked the board secretary for a roll call vote

Yeas: Mr. Grover, Mr. Dissette, Ms. Burghdoff, Mr. Weber, Ms. Johnson, Ms. Smith

Nays: None

MOTION APPROVED

NEW POLICY - Assistance Animals for Campus Housing - Students

Office of Origin: Student Affairs
Responsibility: Executive Director, Campus Life & Athletics,
Vice President of Student Affairs

Date Adopted:

Dates Reviewed:

Last Date Board Approved:

This policy governs the use of assistance animals in Lake Michigan College (LMC or the College) campus housing by persons with disabilities, as, for some persons with disabilities, an assistance animal may be necessary to afford them equal housing opportunity. A separate policy governs assistance animals on other College property.

An assistance animal is defined as an animal that does work, perform tasks, provides assistance, and/or provides emotional support for a person with a physical or mental impairment that substantially limits at least one major life activity or bodily function.

The College is committed to providing reasonable accommodations to persons with disabilities and fulfilling obligations under state and federal laws. In addition, the health and safety of students, employees, and assistance animals are important concerns; therefore, each request for such an accommodation will be carefully evaluated on a case- by-case basis. Requests for an accommodation of an assistance animal while residing in campus housing must be supported by sufficient documentation for proper consideration.

The College will not allow an assistance animal that:

- poses a threat to the health and/or safety of others that cannot be reduced or eliminated by another reasonable accommodation;
- would cause substantial physical damage to the property of others that cannot be reduced or eliminated by another reasonable accommodation;
- poses an undue financial or administrative burden to the College; or
- would fundamentally alter the nature of campus housing operations.

In all cases, the owner of the assistance animal is responsible for the assistance animal's behavior. The removal of any assistance animal and any necessary cleaning, repairs, and/or pest control will be the expense of the owner of the assistance animal.

Assistance animals cannot be brought into the College's housing until a meeting with Student Well-Being and Accessibility (SWBA) and Campus Life (CL) has taken place and the approval process is completed.

Documentation related to the use of an assistance animal may be required to determine compliance under the protections of federal and/or state laws. Assistance animals are considered part of a therapeutic intervention; therefore, documentation should include a diagnosis of the disability and its nexus to the intervention.

References: [US Department of Housing & Urban Development Assistance Animals Fair Housing Act](#)

Formerly Titled:

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS

Office of Origin:	Financial Aid
Responsibility:	Director, Financial Aid
Date Adopted:	12-04-18
Dates Reviewed:	9 9-2018, 04-07-22
Last Date Board Approved:	12-04-18

Lake Michigan College has the following Satisfactory Academic Progress (SAP) Policy for students who receive financial aid. These standards require that a student make progress toward an Associate Degree/ Bachelor's degree/ Certificate Program during all periods of enrollment, including periods when a student did not receive financial aid. Lake Michigan College will be consistent in applying the SAP policies to all students, including full & part time, independent and dependent students.

Minimum Financial Aid Satisfactory Academic Progress Standards:

- Maintain required cumulative 2.0 Grade Point Average (GPA) or higher (a qualitative measure) for all coursework completed at Lake Michigan College.
- Successfully complete at least 67% of the cumulative attempted credit hours and
- Make satisfactory academic progress toward a program of study within 150% of the average published program length.

Satisfactory Academic Progress (SAP) is evaluated at the end of each period of payment. All financial aid recipients are required to meet SAP standards toward completion of certificate or degree requirements in order to be eligible for Title IV, state and institutional need-based financial aid programs. If a student who is receiving financial aid does not meet the SAP as set forth in this policy, they will be ineligible for financial aid in future terms and may appeal.

Financial Aid Eligibility Statuses

- Eligible – Student is meeting the minimum academic standards or has no academic history. Fully eligible for financial aid.
- Warning – Student did not meet minimum standards for cumulative GPA and/or 67% completion rate in the previous evaluation period. Student is still eligible for financial aid, but must reach all minimum standards by the end of the next evaluation period to maintain eligibility.
- Ineligible – Student has failed to meet minimum standards for cumulative GPA and/or 67% completion rate SAP at the end of the evaluation period. Student is ineligible for financial aid.

- Timeframe – Student has attempted at least 150 credit hours toward an Associate Degree/ Bachelor’s degree/ Certificate Program. If a student exceeds these credit hour limits, they are not making progress toward a degree within the 150% federal requirement. Student is ineligible for financial aid.

When is Academic Progress Evaluated? A student’s satisfactory academic progress will be evaluated at the end of each semester (Fall, Spring, and Summer). Students will not be eligible for federal funding during this time if in an ineligible SAP status.

Successful completion of a class is defined as earning a grade of A, B, C, D, or Pass and will be used to determine cumulative GPA, Completion Rate, and Timeframe.

New Financial Aid Students with prior academic history: Lake Michigan College students with prior academic history will be evaluated at the time they apply for financial aid. They will receive one of three financial aid statuses.

- Eligible – Student is meeting the minimum academic. Fully eligible for financial aid.
- Warning – Student is below minimum standards in their previous academic history. Student is still eligible for financial aid, but must reach the minimum standards at the end of the next evaluation period to maintain eligibility.
- Timeframe – Student has attempted at least 150 credit hours toward an Associate Degree/ Bachelor’s degree/ Certificate Program. If a student exceeds these credit hour limits, they are not making progress toward a degree within the 150% federal requirement. Student is ineligible for financial aid.

Transfer Students and Transfer credit hours: Students transferring to Lake Michigan College are required to have all prior college transcripts evaluated for transfer credits. All credit hours accepted by Lake Michigan College will be used to determine 67% completion rate and maximum timeframe of 150%.

Non-Passing Grades: Unsuccessful grades of E, F, W, WD, IP or I will be used in determining completion rate and timeframe. The letter grade of E or F is used toward the completion rate and cumulative GPA.

Repeat Courses: Students repeating courses, for the first time only can receive aid for that repeated course. All repeat courses will be used in determining completion rate and timeframe. Actual letter grades are included in the cumulative GPA.

Audited Credit Hours: Courses taken on an audit basis are not counted when determining the completion percentage or for purposes of determining cumulative GPA.

Remedial Credit Hours: Up to 30 credit hours of remedial course work are financial aid eligible; therefore they are included in the attempted hour count and are completed with a passing grade of A, B, C, or D.

How to Re-establish Eligibility?

A student must bring their GPA and completion rate up to the minimum standards of the required cumulative GPA and 67% completion rate. A student will be ineligible for financial aid and cannot be reimbursed during the time period that they are not meeting SAP.

Mitigating Circumstances: If a student has experienced mitigating circumstances (illness, family illness, change of major) during the most recent evaluation period, they may submit an appeal to reinstate financial aid eligibility. The student must explain, in the appeal, what has changed that will now allow them to meet the SAP requirements. The student must also submit supporting documentation with the appeal. If the request is granted, the student will be placed on one of two financial aid eligibility statuses:

Probation – The student is expected to improve to minimum standards by the end of the next evaluation period. The student is eligible for financial aid, but must meet minimum standards by the next evaluation period. A student cannot be on probation for two consecutive semesters.

Academic Improvement Plan – The student cannot be expected to improve to minimum standards by the next evaluation period. The student and Lake Michigan College have agreed to an academic improvement plan to allow the student to meet minimum standards within a fixed number of evaluation periods. The student is fully eligible for financial aid as long as they are following the academic improvement plan. If at any time the student stops following the academic improvement plan and they are not meeting minimum standards, they will become ineligible for financial aid. If a student meets minimum standards at any time while on an academic improvement plan, their financial aid eligibility status will be updated to eligible.

If the appeal is not granted, the student will remain ineligible for financial aid until they meet all minimum standards.

Timeframe Mitigating Circumstances: If a student has not completed their program of study within the 150% timeframe and there are mitigating circumstances (illness, job related, family illness, change of major), they may submit an appeal to reinstate financial aid eligibility. If this application is granted, the student will be placed on the following Academic Eligibility Status:

Timeframe Academic Improvement Plan – The student and Lake Michigan College have agreed to an academic improvement plan. The student is fully eligible for financial aid, as long as they are strictly following the academic improvement plan. If at any time the student stops following the academic improvement plan, they will become permanently ineligible for financial aid.

If the appeal is not granted, the student will be ineligible for financial aid. All students are limited to one Timeframe Academic Improvement Plan.

STUDENTS WILL BE NOTIFIED BY THEIR LMC EMAIL OF THEIR SAP STATUS, AT THE END OF EACH SEMESTER

Decisions of the SAP Appeals Committee are final and will not be overturned

References: Academic Progress, Course Repeat Policy, SAP Procedure

The U.S. Department of Education requires all colleges and universities to have a Satisfactory Academic Progress policy. Students must make satisfactory academic progress (SAP) toward the completion of a certificate or degree to be eligible for federal student financial aid (Pell, SEOG, loans, college work study). To fulfill the Department of Education's requirement, a school's SAP policy must meet two separate standards. It must measure how successful a student is at completing their courses and how quickly a student is completing their degree or program. Student SAP status is reviewed for financial aid eligibility at the end of each semester.

Minimum Course and Credit Requirements

- Maintain required cumulative Grade Point Average (GPA) of 2.0 or higher for all coursework completed at Lake Michigan College (LMC or the College).
- Successfully complete at least 67% of the cumulative attempted credit hours (inclusive of any transfer hours applicable to the degree, whether financial aid was received for those credits or not) and
- Make satisfactory academic progress toward a program of study within 150% of the published program length.

All financial aid recipients are required to meet SAP standards toward completion of certificate or degree requirements to be eligible for Title IV federal financial aid (Pell, SEOG, work study, loans), some state aid, and some institutional financial aid programs. Students who do not meet these requirements will be ineligible for financial aid in future terms. Students who lose eligibility may file an appeal to regain eligibility, if approved. See Extenuating Circumstances below.

Financial Aid Eligibility Statuses

- Eligible – Student is meeting the minimum academic standards or has no academic history. Students with this status are fully eligible for financial aid.
- Warning – Student did not meet minimum standards for cumulative GPA and or 67% completion rate in the previous evaluation period. Students with this status are still eligible for financial aid for one additional term but must reach all minimum standards by the end of the next evaluation period to maintain eligibility.
- Suspended – Student has failed to meet minimum standards for cumulative GPA, Maximum Timeframe and/or 67% completion rate SAP at the end of the evaluation period. Student is ineligible for financial aid.
- Maximum Timeframe – Students must complete their program of study within 150% of the published program length (i.e., the student enrolled in a 60-credit hour program has reached 90 credits or greater to complete their degree. The student enrolled in a 30-credit hour program has reached 45 credit hours or greater to complete their degree). Students who exceed these credit hour limits are not making progress toward a degree within the 150% federal requirement and are ineligible for financial aid.

Students are also suspended from financial aid when it becomes mathematically impossible for them to complete their program of study within the 150% required timeframe.

New Financial Aid Students with Prior Academic History

LMC students with academic history prior to receiving financial aid (dual enrollment, early middle college, direct credit) will be evaluated at the time they apply for financial aid and will receive the appropriate status based on their academic record.

Transfer Students and Transfer Credit Hours

Students transferring to LMC are required to have all prior college transcripts evaluated for transfer credits. All transfer courses that apply to the student's degree will be used to determine the student's completion rate and maximum timeframe.

Grades

The following grades are included in the calculation of the GPA: A+, A, A-, B+, B, B-, C+, C, C-, D+, D, D-, E, and I

Completion Rate

The following grades are considered attempted and successfully completed when calculating the completion rate and maximum timeframe:

A+, A, A-, B+, B, B-, C+, C, C-, D+, D, and D-

The following grades are considered attempted and not successfully completed when calculating the completion rate and maximum timeframe:

E, W, and I

Incomplete Grades

Incomplete grades are considered unsuccessful attempts. Incompletes are counted in the GPA calculation and in completion rate calculations. After a final grade is issued, SAP is reevaluated either at the end of the next term or at the request of the student in writing to the financial aid office.

LMC SAP policy allows the exclusion of classes from the SAP maximum timeframe calculation for one change of program (major or program of study). If a student changes their program of study, the courses from the old program that also apply to the new program will be included in SAP evaluation. Elective courses that apply to the new degree would also be considered in the new calculation.

Subsequent Degrees

A student working on a subsequent degree is not required to file a formal SAP appeal. However, to receive financial aid for a second credential, the student must notify the financial aid office.

Stackables: In situations where the credentials are “stackable” this exception would not apply. A stackable credential would be a situation in which the first credential is contained within the second. An example would be a certificate that a student earns as they work on their associate degree.

To be considered a subsequent degree, the institution must be willing to issue a new diploma for that degree. Some programs have multiple concentrations or tracks a student can pursue. In those cases, the student receives one diploma regardless of the number of concentrations or tracks that are completed. Changing or pursuing a new concentration within the same credential would not result in a new maximum timeframe calculation.

Re-establishing Eligibility

A student must increase their GPA to a minimum of 2.0 and their completion rate to minimum of 67%.

Extenuating Circumstances

If a student has been suspended from receiving financial aid, the student can submit an appeal. The student must show extenuating circumstances for the appeal to be considered. Extenuating circumstances include but are not limited to student illness, family illness, change of work schedule, or death of immediate family member.

Examples of situations that are not considered extenuating circumstances include but are not limited to change of program or major, poor academic performance, taking courses outside of the degree requirements, failure to attend class, poor time management, or withdrawing from class.

To file an appeal related to extenuating circumstances, the student must:

- Complete the LMC SAP appeal form;
- Meet with an academic advisor to complete the academic plan section on the appeal form;
- Attach a letter explaining the extenuating circumstances which led to the current academic standing;
- Attach supporting documentation. Appeals that lack supporting documentation may be denied. Supporting documentation might include but is not limited to: a copy of an obituary, doctor's note, or a letter from an employer.

If an appeal is approved, the student will be placed on SAP appeal approved status. To continue eligibility, the student must:

- Follow all conditions of their academic plan;
- Not withdraw from any courses;
- Earn a "C" (2.0) or better in all courses;
- Not receive an incomplete in any courses. ~~will be considered non-passing grades and will result in loss of Federal Financial Aid eligibility.~~

Failure of the student to adhere to any of these requirements will result in termination of financial aid.

Students will be notified of the decision regarding their SAP appeal via their online student account. Students should review their account on a regular basis.

Decisions of the SAP Appeals Committee are final and will not be overturned.

References:

Formerly Titled:

HAZARD COMMUNICATION PROGRAM

Office of Origin: ~~Administrative Services~~ **Facilities Management**
Responsibility: Executive Director, Facilities
Original Date Adopted: 02-24-87
Dates Reviewed: 06-26-2018, 07 09-18, **10-31-22**
Last Date Approved: 07-09-18

To comply with the Occupational Safety and Health Administration (OSHA) Hazard Communication Standard (HCS), 29 CFR 1910.1200 and Michigan's Right To Know Law, a written Hazard Communication Plan has been established for Lake Michigan College (the "College"). Under these standards, the College provides access to safety data sheets (SDS) and training.

Employees are expected to be aware of the hazardous chemicals they may encounter in the normal course of employment or in the event of an emergency. Employees must be familiar with the procedure established in the College's Hazard Communication Plan to respond appropriately to these hazards. Individuals engaged in laboratory use of hazardous chemicals in a lab should also refer to the College's Chemical Hygiene Plan.

~~Lake Michigan College is committed to pursuing the active enforcement of the Right-to-Know Law by following the College's written Hazard Communication Procedure. Pursuant to its obligations under the Federal and State statutes, and in conformity with other legal and moral obligations, the College will implement this program through the Office of Administrative Services in conjunction with employee training through the Offices of Human Resources and Facilities Management.~~

~~Inquiries by College students, faculty, staff members, and persons providing services to or for the College, in reference to adherence to this policy may be directed or referred to the Office of Administrative Services. A copy of relevant laws, regulations and policy may be found in the Office of Administrative Services.~~

References: Occupational Safety and Health Administration (OSHA) Hazard Communication Standard (HCS), 29 CFR 1910.1200 and Michigan's Right To Know Law, College's Hazard Communications Plan, College's Chemical Hygiene Plan
~~Michigan Occupational Safety and Health Act (Act 154 of 1974),
Michigan Public Health Code (Act 368 of 197)~~

POLICIES-2nd READ

The above new policies were presented to the Board of Trustees as a second read for review and/or approval.

1. Assistance Animals for Campus Housing – Student
2. Financial Aid Satisfactory Academic Progress
3. Hazzard Communication Program

ACTION:

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

MOTION by Ms. Burghdoff with support by Ms. Smith to approve the policy revisions as present

ROLL CALL VOTE

Chair Grover asked the board secretary for a roll call vote

Yeas: Mr. Dissette, Ms. Burghdoff, Mr. Weber, Ms. Johnson, Ms. Smith, Mr. Grover

Nays: None

MOTION APPROVED

~~Academic Calendar~~ACADEMIC CALENDAR

Office of Origin:	Records and Registration
Responsibility:	Provost and Vice President of Academic Affairs; and Vice President, Student Engagement and Support <u>Affairs</u>
Original Date Adopted:	05-21-19
Dates Reviewed:	05-21-19
Last Date Board Approved:	05-21-19

The Academic Calendar is created and maintained by the Registrar, with oversight from the Academic Calendar Committee and formal approval as outlined below. Each year's calendar contains dates and deadlines relative to registration (add, drop, withdraw), term begin and end, second-admit and graduation applications, roster confirmation, and grading (mid-term and final); the academic year includes fall, spring, and summer.

The Academic Calendar for the next academic year is approved no later than December of the preceding year. The approval process is as follows:

1. The ~~Academic Calendar Committee~~Registrar reviews and submits the final draft copy to ~~Cabinet~~Instructional Coordinating Council (ICC). The Academic Calendar Committee is consulted as needed prior to submitting the draft.
2. ~~Cabinet~~ICC reviews and suggests and edits or corrections; once approved by ICC, the draft is approved and forwards forwarded to ~~Instructional Coordination Council (ICC) or returns to Academic Calendar Committee for correction~~Cabinet.
3. ~~Instructional Coordination Council (ICC)~~Cabinet reviews and suggests edits or corrections, and or approves the draft, or returns to Academic Calendar Committee for correction.

Once approved by ~~ICC~~Cabinet, the Academic Calendar is considered final and ready for publication.

References: Academic Calendar Procedure

ACCESSIBILITY FOR PERSONS WITH DISABILITIES

Office of Origin:	Facilities Management
Responsibility:	Executive Director, Facilities Management; Executive Director, Human Resources; Director, Student Well-Being & Accessibility-
Original Date Adopted:	10-6-89
Dates Reviewed:	8-14-08, 12-11-17, 4-6-18, 10-17-22, 11-10-22
Last Date Board Approved:	8-14-08, 7-18-18, 1-4-23

Lake Michigan College (LMC) is committed to ensuring that disabled persons (as defined by section 504 of the Rehabilitation Act of 1973) are neither excluded from nor denied access to participation in academics, employment, programs, services, or activities offered by LMC. LMC is also committed to providing equitable access to digital information and communications technology for all (as governed by the Digital Accessibility Policy.)

The Americans with Disabilities Act (ADA) as Amended (ADAAA) and Sections 504 and 508 of the Rehabilitation Act of 1973 along with the Michigan's Persons with Disabilities Civil Rights Act require that LMC provide accommodations to disabled persons unless doing so would create an undue hardship, compromise the health and safety of members of the campus community, or fundamentally alter the nature of LMC's services, programs, or activities.

References: [Americans with Disabilities Act \(ADA\)](#)
[Non-Discrimination Policy](#)
Digital Accessibility Policy (formerly Web Accessibility Policy)
[Section 504 of the Rehabilitation Act](#)
[Section 508 of the Rehabilitation Act](#)
[Michigan's Persons with Disabilities Civil Rights Act](#)

CONSENSUAL RELATIONSHIPS WITH STUDENTS

Office of Origin: ~~Academic Affairs,~~ Human Resources
Responsibility: ~~Vice President, Administrative Services~~ Executive Director of
~~Human Resources;~~ Provost and Vice President, Academic Affairs
Original Date Adopted: 11-22-08
Dates Reviewed: 7-18-18, 4-5-23 (C)
Last Date ~~Modified & Board~~ Approved: ~~07-18-18~~ 5-16-23

~~Consensual relationships between faculty and students are strongly discouraged. No faculty member should participate in a consensual relationship with a student about whom the faculty member makes academic or other decisions.~~

Romantic and/or sexual relationships (hereafter referred to as “consensual relationships”) that occur in an educational or supervisory context present serious ethical concerns and can compromise Lake Michigan College’s (the College) academic and working environment. Therefore, the College strongly discourages consensual relationships between employees and students.

Additionally,

1. ~~employee or contracted worker may not solicit, initiate, or enter into a consensual relationship with a student subject to their supervision or their evaluation;~~
2. ~~a faculty, lecturer, or any class instructor may not solicit, initiate, or enter into a consensual relationship with any person known to the individual to be a student for whom the faculty, lecturer, or class instructor has, or should reasonably expect to have in the future, academic or other responsibility (instructional, evaluative, formal advising, or supervisory).~~

An ~~employee or contracted worker~~ entering into a consensual relationship ~~with a student~~, as defined in this policy, must report the relationship to Human Resources as well as to ~~their~~ supervisor. A pre-existing consensual relationship must be reported in the same manner.

References:

CREDIT HOUR DEFINITION AND PROGRAM LENGTH

Office of Origin: _____ Academic Affairs

Responsibility: _____ Provost & VP of Academic Affairs, VP of Student Affairs

Original Date Adopted: _____ 9-25-12

Date Reviewed: _____ 1-15-18

Last Date Board Approved: _____ 5-30-18

Background

~~Per Federal regulations, this policy defines Lake Michigan College's (LMC or the College) credit hour and provides the rationale used to assign credit hours to courses. Further, this policy helps ensure academic rigor and satisfies both Federal and Higher Learning Commission (HLC) compliance requirements to institutionally define a credit hour, provide rationale for allocating credit hours by course and by degree level, and provide a reasonable approximation of the minimum amount of student work expected, based on the traditional Carnegie unit, in accordance with commonly accepted practices in higher education. require institutions to define a credit hour and provide a rationale for the methods used to assign credit hours to courses that is consistent with §600.2 and 600.24 of the Department of Education Federal Code under the Higher Education Act of 1965, as amended.~~

~~The Federal definition of a credit hour is:~~

~~An amount of work represented in intended student learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency that reasonably approximates not less than:~~

- ~~1. One hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; Or~~
- ~~2. At least an equivalent amount of work as required in paragraph (1) of this definition for other academic activities as established by the institution, including laboratory work, internships, practica, studio work, and other academic work leading to the award of credit hours.~~

~~Further, this Federal code also requires regional accrediting agencies to monitor compliance by assuring through their review practices that:~~

- ~~1. Institutions have a formal policy in place that defines the credit hour and its application to all courses and programs provided by the institution;~~
- ~~2. The institution periodically reviews the application of its policy to assure that credit hour assignments are accurate and reliable; and~~
- ~~3. Any variances in the assignment of credit hours conform to commonly accepted practices in higher education.~~

As a basic unit of student Federal aid eligibility, credit hour allocations must accurately represent the level of instruction, academic rigor, and time requirements for a course taken at an institution. Credit hours are frequently viewed as a proxy for the amount of student learning that has taken place and are also used to define the length of a program of study.

~~This policy is intended to help ensure academic rigor and satisfy both Federal and Higher Learning Commission compliance requirements to institutionally define a credit hour, provide a rationale for allocating credit hours by course and by degree level, and provide a reasonable approximation of the minimum amount of student work expected, based on the traditional Carnegie unit, in accordance with commonly accepted practices in higher education.~~

~~Lake Michigan~~**The College's Definition of a Credit Hour**

A credit hour is the unit of measurement used to indicate the amount of instructional and learning time required to achieve the student learning outcomes of a ~~college-level course credit-bearing course, regardless of modality. The~~ credit hour ~~at LMC~~ is based on ~~the number of weeks that are set by the institution for the term. An academic Fall and Spring term combined must be a minimum of 30 (thirty) weeks, a 14-week instructional semester where 60 minutes of direct instruction is provided each week for each assigned credit hour for a minimum of 14 hours of instructor-led activities per credit hour. Contact hours per week are adjusted for semesters of varying length (e.g., accelerated and shorter summer sessions) to ensure that the minimum of 14 hours of instructional time per credit hour is met. For all programs that are less than an associate degree, courses within the program must be stackable.~~

~~Contact hours are assigned based on the number of hours per week the student receives instruction and are converted to credit hours based upon the chart below.~~

~~The same number of credit hours are earned in an accelerated class, but the contact hours per week are adjusted for parts of term of varying length (e.g., accelerated and shorter summer sessions) to ensure that the minimum of 14 hours of instructional time per credit hour is met.~~

Credit values are determined by ~~faculty and approved by~~ the College Curriculum Committee (CCC) to align with the documented direct instructional time needed to address all required student learning outcomes on the official Course Summary and ~~or syllabus approved by the CCC. In~~ syllabus. In addition, students are expected to engage in a minimum of two hours of independent learning activities (e.g., reading, research, completing assignments, studying) for every credit hour of direct instruction provided.

These standards apply to all credit-bearing courses, wherever and however they are delivered. One (1) hour of credit is granted for each hour of direct instructional time in face-to-face, hybrid, and distance education courses, including asynchronous and synchronous delivery (1:1 contact hour to credit hour ratio). In an online environment, direct instructional time can constitute a variety of activities with a pedagogical purpose that is planned, facilitated, and documented by the faculty member. Simply logging in to a course site does not satisfy the teaching/learning requirement for online learning for either the student or the faculty member.

See Appendix A for more information about direct instructional time in an online teaching and learning environment.

Other methods of instructional delivery (e.g., clinicals, co-op, internships, lab, studio) are assigned credit hours based on a contact hour to credit hour ratio as follows:

Instructional Delivery Method	Contact Hour to Credit Hour Ratio
Lab or Studio	2:1
Clinical	3:1
Integrated Lecture/Lab or Studio	2:1 or 3:1 depending on the discipline and course level
Co-op, Internship	2:1 or 3:1 depending on discipline, does not include hours in the workplace

For example, two contact hours of lab instruction are equal to one credit hour and three contact hours of clinical instruction are equal to one credit hour. ~~Assigned credit values for courses are reviewed and approved by the College Curriculum Committee.~~

Program Length

Credit hours are also used to convey the length of a program of study. ~~At Lake Michigan College, baccalaureate programs require a minimum of 120 credits hours.~~ Associate degrees require a minimum of 60 credit hours ~~and certificates are any program which contains less than 60 credit hours.~~ Certificate programs must be at least 16 credit hours to be eligible for submission for Federal financial aid approval under Gainful Employment regulations. Certificates can be comprised of less than 16 credits, but they must lead to a marketable skill and are not eligible for Federal financial aid. ~~All academic programs and certificates must be approved by the College Curriculum Committee and the Board of Trustees. The College Curriculum Committee and the Board of Trustees must approve all academic degrees and certificates; some programs may also require HLC and Department of Education approval.~~

Responsibility: ~~Provost and Vice President of Academic Affairs~~

References: ~~<https://fsapartners.ed.gov/knowledge-center/library/electronic-announcements/2021-05-25/implementation-updated-clock-credit-conversion-regulations-ea-id-general-21-34>~~

~~[§600.2 and 600.24 of the Department of Education Federal Code under the Higher Education Act of 1965, as amended](#)~~

~~[Federal Compliance Policy Number FDCR.A.10.020](#)~~

~~<https://ifap.ed.gov/dpclatters/attachments/GEN1106.pdf>~~

Appendix A

Direct instructional time, also known as “in-class time” or “seat time,” is a ~~straight-forward~~ calculation ~~for face-to-face instructional time~~ of the amount of time the faculty member is personally interacting with the students in the classroom, lab, studio, or clinical setting. ~~It is the amount of time the faculty member is personally interacting with students within the classroom or on-campus lab setting.~~ ~~In a remote or online teaching and learning environment, it is not so straight forward when it comes to online and~~

~~hybrid delivery modalities. In these cases,~~ direct instructional time can constitute a variety of activities with a pedagogical purpose that is planned, facilitated, and documented by the faculty member. The table below provides an example of direct instructional activities and sample direct instructional times in a three (3) credit hour online class.

Instructional Activity	Description	Average hours per occurrence	Number of occurrences	Total hours
Case Study	Faculty-directed activity requiring in-depth application, synthesis, evaluation related to student learning outcomes for the course. Includes faculty feedback and assessment.	1	2	2
Chat room	Faculty-directed synchronous activity documented in the syllabus.	0.5	14	7
Meetings	Phone meetings, in-person or online meetings between faculty member and student that must be planned and documented in the syllabus.	0.5	14	7
Discussion board	Faculty-directed threaded discussions that relate to student learning outcomes for the course. Thoughtful analysis of course material and readings, as well as reflective and insightful comments of the posts of others.	1	10	10

Group project	Faculty-directed activity that targets specific student learning outcomes; Students work together and prepare project with faculty guidance.	1	2	2
Hands-on simulated, active learning	Faculty-directed activity	0.5	8	4
Lecture (online, synchronous/asynchronous)	Audio or video lecture presentation by faculty that is related to student learning outcomes for the course.	1	8	8
Multimedia	Faculty-directed use of video, podcasts, music etc., including written text	1	1	1
Orientation to syllabus , course guide, responsibilities, expectations, and/or policies	Faculty-directed overview of the course syllabus, etc. at the beginning of the semester	0.5	1	0.5
Orientation to technology	Orientation to various technologies, including LMS that is used for the course	0.5	1	0.5
Presentation	Faculty-directed viewing of film or filmed speaker event related to student learning outcomes for the course.	1	1	1
Self or peer assessment of work	Planned, facilitated, and monitored by faculty with a pedagogical purpose	1	1	1

Student project	Faculty directed activity that targets specific student learning outcomes; Student works independently and completes project with faculty guidance.	1	1	1
Total Direct Instructional Time:				45

DECORATIONS AND DISPLAYS **NEW POLICY - REPLACING PROCEDURE**

Office of Origin:	Facilities Management / Human Resources
Responsibility:	Executive Director, Facilities Management; Executive Director, Human Resources
Original Date Adopted:	x-x-xx
Dates Reviewed:	4-5-23 (C)
Date Approved by Board:	x-x-xx

Decorations and displays must reflect Lake Michigan College's (the College) commitment to diversity and its values and must conform to federal and state laws that govern public institutions. In all cases, decorations and displays must be respectful and sensitive to employees, students, and the public.

Personal Space

Individuals may have personal, lifestyle, or cultural symbols in their immediate workspace provided they do not interfere with the normal course of business, are only displayed for personal reference, and do not impose a particular religion, culture, or lifestyle over another.

Individuals are encouraged to be thoughtful in their decor, to avoid feelings of discomfort or marginalization by students, staff, or visiting public.

Common Spaces / Departments / Office Areas

Common Spaces (defined below), departments, and office areas may have seasonal (fall, winter, spring, summer) displays with supervisory approval (or building coordinators for approval in the case of Common Spaces.) Without the approval discussed in the following paragraph, a display may not reference, either directly or indirectly, any religious connection.

The College wishes to be mindful that many holidays are faith-based or honor cultural beliefs, and, as such, may be an opportunity for the College community to express a spirit of diversity and inclusion. Accordingly, with the approval of the Dean of Diversity, Equity and Inclusion (DEI) or designee, a department/office may have a display that supports educational opportunities for diversity and equity during the holiday seasons and/or that reflects a culture of inclusion and belonging at the College.

Common Spaces are defined as the following areas:

- Beckwith Hall: Lobbies
- Hanson Tech Center: Collaboration area
- Main Building: Student Services, Welcome Lobby
- Mendel Center: Lobbies
- Niles Campus: Central Corridor
- South Haven Campus: Student Commons
- Todd Center: Lobbies
- Welch Center: Tasting Room

Outdoor

Only the College itself may install outdoor displays, and only those that are seasonal and that do not reference, either directly or indirectly, any religious connection.

Requirements - General

The requirements below are based on the Bureau of Fire Services requirements for the installation and use of decorations in places of public assemblage and/or best practice for building safety.

1. The use of candles is prohibited.
2. Only non-combustible materials or combustible materials that have been treated to be flame-resistant may be used for decorations.
3. Decorations may not be permanently affixed to surfaces; for allowable attachment methods, consult with Facilities Management, as needed.
4. Decorations cannot be placed in an exit pathway where they obstruct or hinder use of an exit and may not protrude into an exit pathway more than 4".
5. Displays in Common Spaces may only be installed with the approval of the building coordinator and may only be left up to a maximum of 30 days.
6. Decorations may not be hung from the ceiling unless they are a part of approved set up or theatrical set in approved portions of the Mendel Center.
7. Electric decorative string lights must bear the Underwriter's Laboratories seal of approval and can only be on when under the constant supervision of an employee.

Requirements - Trees, Plants, and Wreaths

1. No live trees (container or cut trees) or wreaths are permitted indoors.
2. Artificial trees must be fire retardant treated.
3. Decor, including artificial trees or plants should generally not exceed 8 feet high. Exceptions must be approved by Facilities Management.
4. Metallic trees (e.g., aluminum alloy) may be used if no electric lights or wiring are placed on or in contact with any part of the tree.
5. Artificial winter holiday trees must be dismantled and stored before 6pm on the last open day before the winter break begins.
6. Live plants are allowed in private work areas. Placement of live plants elsewhere must be approved by Facilities Management.

References: [Michigan Department of Labor and Economic Growth Bureau of Fire Services Fire Marshal Bulletin – 6 Decorations, Including Christmas Trees](#)

PASSWORDS

Office of Origin: Information Technologies
Responsibility: ~~Manager, IT Operations~~ Chief Information Officer
Original Date Adopted: 08-25-09
Dates Reviewed: 07-01-14, 06-28-18
Last Date Board Approved: 12-10-19

Lake Michigan College ("LMC" or the "College") has established standards for password management to mitigate the risk of unauthorized users accessing institutional data and Information Technology ("IT") assets. Password protocols are a critical component of technology security.

Any individual (e.g., student, employee, contractor) (collectively, "Users") who has a College technology asset and/or any form of access to technology systems that reside at any College facility and/or that are attached to any College network or cloud-based system that hosts College data are required to adhere to this policy.

To prevent unauthorized access to College data and IT assets, Users are responsible for proactively taking measures to:

- Safeguard access to IT assets, data and systems
- Manage and protect passwords.

Requirements:

All Users must:

- Have a password that is a minimum of 16 characters long. Spaces count as characters.
- Change their password immediately upon notification that their account has been determined to be at risk.
- Not duplicate any of their 10 last passwords.
- Not include passwords in email ~~messages~~ or any other forms of electronic communication.
- Not share their password with others.
- Not store where publicly accessible (such as a password manager on a shared computer).
- Not reuse ~~your~~ LMC password for sites outside of the College.
- Not use their first name, last name, LMC ID, or birthdate in their password.

The College utilizes a multi-factor authentication service to help prevent identity theft and malicious cyber activity on the College network.

As a security measure, User accounts will temporarily lock for 15 minutes after 5 unsuccessful login attempts within a 15-minute period.

Best practices, though not required, include using a *passphrase* or a combination of random words instead of a *password* (e.g., Iwenttotritonhighschool or coffeefloorchair) and not recycling a password with each change by adding an extra character on the end or increasing a number incrementally.

References:

Acceptable Use ~~Policy~~-policy
Authority to Bind policy

Department Reports

ACADEMIC AFFAIRS

Dr. Ken Flowers, Provost and Vice President of Academic Affairs

Dr. Flowers provided a short update on the Niles campus:

- Anna Bockheim is doing a great job with recruiting efforts in south county.
- The Med Assisting space is ready to go for use and a new trucking company will be onboard soon.

Dr. Flowers also updated the Board on the following Academic Affairs items:

- The college has hired a Dean of Health Science and the Dean of Career and Workforce Education position has been posted.
- The college received news that we had a successful HLC 4-year review (100% approved).
- The Todd Center has created after hours for students to use the building for study space.
- Academic Affairs is working on a year-round schedule.

ACADEMIC EXCELLENCE

On Friday, February 17, a podcast episode in which **Dr. Mya Hernandez**, full-time Psychology Faculty, was interviewed was released. The podcast is called "Behavior Speaks." The episode was titled, "Culturally Relevant Pedagogy in Schools." It is available across most streaming platforms as well as through the link here: <https://www.podbean.com/ew/pb-thn2d-1394378>

On Sunday, February 19, members of the music faculty presented a showcase recital in the Hanson Theatre. Performers included The **Jim Cooper** Trio (part-time Music Faculty), **Becky Selvidge** (Music Lecturer), **Pat King** (Theater Faculty), Dr. James Alexander, **Chuck Reid** (part-time Music Faculty), **Don Savoie** (part-time Music Faculty), and **Penny Kohns** (part-time Music Faculty).



James Alexander, Cellist



The **Jim Cooper** Trio

On Friday, February 24, the LMC choirs, under the direction of **Becky Selvidge**, Music Lecturer, presented an evening of choral music called, "Color and Sound" in the Hanson Theatre. Members of the Live Audio class, taught by **Dr. Robert Lunn**, Visual & Performing Arts Chair and Music Faculty, assisted in the technical side of the concert.



On Friday, March 3, Music students presented a recital in the Carol Sizer Band and Choir Room in the Mendel Center. The recital was organized by **Becky Selvidge**, Music Lecturer, and **Dr. Robert Lunn**, Visual & Performing Arts Chair and Music Faculty. The audience heard music performed on the piano, double bass, and guitar.



Andrew Lunn performing on the double bass

On March 8, the Literacy and Numeracy Across the Curriculum (LNAC) Working Group held their second annual Community Roundtable event at the Benton Harbor Campus. Titled “The Future of Housing: Where Will You Live in Twenty Years?” the event brought together specialists from throughout the Michiana area and across numerous fields to discuss such issues as housing affordability, access, environmental sustainability, and city planning. Participants included Moisés Noreña, Head of Product and Innovation at MiTek Modular Solutions, Ross Hilleary, Assistant Director of Planning & Zoning, City of Fishers, Indiana, Allison Furman, Legislative Director for Michigan state Rep. Joey Andrews, Mark Moreno, Associate Professor, Andrews University School of Architecture & Interior Design, and **Susan Wilczak**, Art Lecturer. Attendance was strong with over 40 people showing up in person and on Zoom – including the planner for the City of Benton Harbor and Chokwe Pitchford, Berrien County Commissioner. [The event was also covered by the local news media, with WNDU in attendance.](#) The working group plans on holding a roundtable event again next year.



On March 10-12, the Visual and Performing Arts Department staged their spring musical, *Working*, directed by **Dr. Patrick King**, full-time Theatre Faculty, and music directed by full-time Music Lecturer **Becky Selvidge**. The musical, based on Studs Terkel's bestselling book and featuring songs by writers as varied as James Taylor and Lin Manuel Miranda, was updated with monologues drawn from interviews with Berrien County workers to reflect on working life in 2023 Michigan. The cast comprised twenty actors, including students and part-time Music Faculty **Don Savoie**.



The cast of *Working* in rehearsal



Left to right: *Evan Baker, Sierra Loughrin, Samantha Moyle, Shay Beeson*

On Wednesday, March 15, the Visual & Performing Arts Department celebrated Women's History Month with a performance by the LMC Chamber Choir in the Hawk's Nest. The choir is under the direction of **Becky Selvidge**, Music Lecturer.



LMC hosted over 100 guests on campus, March 30, to celebrate our 40th anniversary partnership with Siena Heights University (SHU). Joey Andrews, State Representative, and Josh, a representative from Aric Nesbitt, State Senator's office, presented **Dr. Trevor Kubatzke** with a special tribute certificate acknowledgement of our partnership with SHU and our effort to create a better community in which we live, work, and raise a family. **Dr. Kubatzke** presented a proclamation to LeAnn Krokker, SHU Global Sr. Associate Director and Paget Clark, SHU Global Sr. Assistant Director, acknowledging our partnership that began in 1982 under the leadership of Norman Bukwaz, SHU Global Assistant Dean. Here's the link to the celebration [photos](#).



On March 31-April 2, the Theatre Department took 12 of its students to Chicago for a weekend of theatre, led by **Dr. Patrick King**, full-time Theatre Faculty, and Music Lecturer **Becky Selvidge**. Students attended performances at the Neofuturists, Steppenwolf Theatre, and the Goodman Theatre, took part in a training workshop with the Neofuturists, and attended a round-table dinner with working theatre professionals to learn more about the work of a theatre artist.



Left to right: *Samantha Moyle, Rye Tacke, Elise Bradford, Emma Stoppenbach, Kyle McAndrew, Einra Leie Baker, Shay Beeson, Hayden Rooker, Sierra Loughrin, Sam Garrison, Connor Farr, Evan Cook*

On April 3, the Theatre Department hosted a day of workshops with Caroline Neff, Steppenwolf Theatre Company ensemble member and featured actor on Showtime's *Let the Right One In*, CBS's *Chicago PD* and *The Red Line*. Neff held a masterclass in audition techniques, a Q&A about the work of a theatre professional, and guest taught an open class in scene study.



Caroline Neff (standing) and LMC student *Einra Leie Baker* (seated)

Dr. Tiffany Bohm received a \$1,000 grant from Every Vote Counts, a student-led, nonpartisan organization dedicated to increasing voter turnout and expanding voter access nationwide. **Dr. Bohm** will use the funds to support the LMC Votes initiative to engage students in registering to vote and that their vote counts.

JT Neuffer, part-time Business faculty, received a \$200 grant from Honor Credit Union to support instructors in the local community. **Mr. Neuffer** used the funds to purchase a supplemental book for Business students in the Principals of Customer Service course.



Congratulations to the Tutoring staff (**Robin Allen**, Coordinator, Learning Assistance & Testing Center, **Dan Gerstenberger**, Academic Technology Support Specialist, and **Alysa Gould**, Coordinator, Learning Assistance & Testing) for recently being awarded certification as a tutor training program by the internationally recognized College Reading and Learning Association.

Susan Wilczak, Art Lecturer, is thrilled to share that her paper titled “Contemporary Art of Curacao and the Dutch Caribbean- Immigration, Identity and Culture”, was accepted to be presented at the 2023 Society for Caribbean Studies Conference which will be held July 5-8, at De Montfort University, Leicester, United Kingdom.

STUDENT SUCCESS

The Competitive Math Team was in action Friday March 3, as this brave group of “Mathletes” took on the daunting American Mathematical Association of Two-Year Colleges Math League Exam for Spring 2023. The Red Hawk Mathletes hope to improve on their 12th place in the Midwest showing from the past fall’s competition.

Fall 2022 Top Red Hawk Mathlete: *Kaya Jones*

Spring 2023 Top Red Hawk Mathlete: *Kyle DeForest*

2022 – 2023 Red Hawk Mathlete of the Year: *Vincent DeStazio*



Front row: Kyle DeForest, Isabela Constable, Isabelle Mannel

Back row: Zian Ren, Vincent DeStazio, Seth McQuillan, Jose Ramirez, Heyder Conde, Ashton Shall, Madison Ruwersma



Left to right: Kaya Jones, Mercedes Strachan, Jeffrey Moore, Austin Archer, Kelsey Refro, Isabella Kunze

On Tuesday, March 28, a Career Panel was held for morning and afternoon Early Middle College students at the Allegan Tech Center. The panel was organized by **Dr. Mya Hernandez**, full-time Psychology Faculty, **Mrs. Evy Houser**, Dean, Early College Allegan County, and Mrs. Maureen Clearwater, Student Career Coordinator. Three guests were in attendance representing careers in Technology, Psychology, and Social Work: Michael Smith, Technology Site Coordinator at Allegan County Area Technical and Education Center (ACATEC); Chip Clearwater: Clinical Director and Counselor at Mid-America Psychological Services; and Dr. Margaret Uwayo, Senior Director of Behavioral Health and Academic Success at the Kalamazoo YWCA and Executive Director of the Kalamazoo Academy for Behavioral Success (KABAS). These guests presented information regarding their educational backgrounds and career experiences. Presentations were followed by a question-and-answer session where students had the opportunity to ask specific questions to each panelist.



Pictured: Dr. Margaret Uwayo, Senior Director of Behavioral Health and Academic Success at the Kalamazoo YWCA, Executive Director of the Kalamazoo Academy for Behavioral Success, Chip Clearwater, Clinical Director and Counselor at Mid-America Psychological Services

On Friday, March 31, 39 students from the Niles Professional Health Careers Academy (PHCA) and Allied Health program toured the Health Sciences classrooms and labs at the Benton Harbor Campus. **Rita Whise**, Director of Early/Middle College, shared that the students were very appreciative of the opportunity and enjoyed hearing first-hand about programs and pathways at LMC.

Susan Wilczak, Art Lecturer, has been using art in the LMC collection for hands-on experience with her Art 101 students. The below images show some of her students at the Niles and South Haven campuses engaging with the works of art.



*Danielle Gittens (L),
Annalynn Waterman (R)*



*Bode Bosch (L),
Triston Peterson (R)*



*Grace Mulock (L)
Asia Collier (R)*

COMMUNITY IMPACT

On March 8, **Susan Wilczak**, Art Lecturer, was a panelist in the Community Roundtable Discussion titled "The Future of Housing: Where Will You Live in 20 Years?" This event was very well attended and received television coverage.

Over the last year, **Susan Wilczak**, Art Lecturer, has been working on the Art Initiative. This work has

recently resulted in a collaboration with the Krasl Art Center in St. Joseph. When visiting the William Hessel Library, you will notice several sculptures on the main and second floors. The works (by the late sculptor Al Lavergne from Kalamazoo) are on loan to LMC until January 2024. There were many at LMC who worked with **Susan** and the Krasl to make this happen, and all deserve a thank you (the Art Initiative Committee members, Visual & Performing Arts staff/faculty, facilities, and the William Hessel Library staff).

Lawrence Seuryneck, part-time English Faculty, recently had a book published titled, "Ali and Me: Muhammad Ali, A Joy and My Journey." The book is based on his decade working closely with Muhammed Ali and draws from their experiences together. The book is available on Amazon.

Sean Newmiller, full-time English Faculty, and English Department Chair was interviewed by the Michigan Center for Student Success (MCSS) about the impact that co-requisite remediation has on students. This interview is one of four featured as a series called ["The Case for Reconnecting: Michigan Voices"](#) as part of the MCSS Support for Gateway Course Completion initiative and toolkit.

On Wednesday, April 29, **Denise Gardner**, Director of Nursing, **Nicole Lanning**, Medical Assisting Lecturer, **Elizabeth Zak**, Sonography Program Director, and **Pamela-Coyer James**, Sonography Clinical Coordinator, attended the Dowagiac Career Fair hosted at Dowagiac High School. They spoke with students about different career pathway options and Health Science programs at Lake Michigan College.

The career fair was a great success, with nearly every Dowagiac student stopping to visit the table.



Nicole Lanning (left) speaking with interested high school students.

On April 3, **Kristi Lafrenz**, Marketing Faculty and **Joe Zwiller**, Business Faculty, along with several Whirlpool employees (Whirlpool Corporation University Relations team) led a tour of nearly 70 students through Whirlpool Global HQ. The goal of this event is to launch a year-long career/professional development series with students, LMC's Career Development team, and the Whirlpool Corporation University Relations team into fall '23 and spring '24.



LMC Students at Whirlpool Global HQ



LMC Students touring Whirlpool Global HQ



Whirlpool University Relations team welcoming LMC students

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MAKE WAVES | 2020-2023

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

STUDENT AFFAIRS

Mr. Nygil Likely, Vice President of Student Affairs

Mr. Likely provided a short update on Student Affairs:

- The division is busy preparing for the upcoming commencement ceremonies on May 7th.
- Saturday visits for prospective student began April 15, 2023, and 32 students attended.
- The Admission team will begin onsite registration with area high schools in May.
- The TRIO programs took 25 students on a fieldtrip to two historic black colleges (HBC) in Ohio on Friday, April 14, 2023. Funding for the trip came from the Foundation through a Breaking Barriers grant.

Academic Excellence

Athletics

Men's baseball is currently at 1-6 in the conference with a 3-12 overall record losing a few close ones in the last week. They are starting their double-header portion of the season traveling to Lansing Community College on April 8.

Women's softball is at 4-6 in the conference with a 9-11 overall record. They travel to Lansing Community College on April 7 and return home to take on Glen Oaks Community College April 8. They are currently in 4th place in the Michigan Community College Athletic Association Western Conference.

In soccer both Men's and Women's Soccer teams are starting their spring season traveling to four-year universities for play.

Women's Volleyball is also participating in their spring season to get prepared for next year.

Campus Life

The month of March Student Life was in full swing hosting many events to honor Women's History Month. We had movie nights every Thursday from 3-5pm with free popcorn. We played great titles like "Hidden Figures", "Wonder Woman" and "Mona Lisa Smile". We also co-sponsored a Women's History celebration with Diversity, Equity, and Inclusion (DEI) celebrating women who have contributed to shaping world history. The students enjoyed pizza while engaging in discussions on this topic. The library set up several displays to showcase specific women authors and subjects related to this event as well.

In April Student Life hosted its first Open Mic Night. Vocalists, musicians, poets, and dancers showed up at the Hanson Theatre to showcase their skills. It was a great night and the students really seemed to enjoy themselves. Sexuality and Gender Acceptance (SAGA) and Campus Life co-sponsored a Key Chain event to show our support of the Lesbian, Gay, Bisexual, Transgender, Queer/Questioning (LGBTQ+) community. Students and staff were able to create key chains to honor the day of silence event and promote their alliance with this community. On April 11 we worked with Berrien County to host our Reduce, Reuse, Recycle Day. We accepted household chemicals, electronic waste, foam/polystyrene, personal documents for shredding and used bicycles to help do our part. Over 50 volunteers were organized to help with this fantastic community.

Housing

Resident Assistants are prepping for building closure, community meetings and intentional conversations are coming to a wrap. Room inspection violations are the lowest they have been this far. Beckwith food pantry use has been productive and effective, and final social and educational programs have been

planned, including a graduate gathering and end of year celebration.

Career Services

April 3 two busses of business students visited Whirlpool Global HQ, learning about what internship possibilities exist and imagining themselves working in a large global corporation. The trip was part of a collaboration with Business faculty **Kristi LaFrenz**.



Student Success

Career Services

In April the newly reinvigorated Career Services offered a series of workshops for students, including “How to Land an Awesome Summer Job”, reviewing the basics, like resumes and interviews; “The Art of Networking”, practicing informational interviews and elevator pitches, and “Leveraging Linked In and Social Media”.

As part of the Grad Fair experience, students could get professional head shots for their portfolios, thanks to Marketing’s **Holly Ward**.

Dual Enrollment/Early Middle College

March 31, 36 students participating in the Professional Health Careers Academy (PHCA), and Allied Health programs through Berrien Regional Education Service Agency (RESA) took a tour of the Health Sciences Department. Showcasing their specific programs were **Kim Sherman**, Faculty, Nursing and Simulation & Skills Lab Coordinator; **Thomas Lovhoiden**, Health Sciences Simulation Lab Tech Support Specialist; **Nicole Lanning**, Lecturer, Medical Assisting; **Holly Delaney**, Part-time Faculty, Radiologic Technology; **Beth Zak**, Diagnostic Medical Sonography Program Chair and Faculty; and **LaToya Mason**, Dean Health Sciences, who presented Certified Nurse Aid (CNA), Phlebotomy, and Pharmacy Technician programs. Students received demonstrations by faculty and staff in the various labs and classrooms.



Nicole Lanning presents *Medical Assisting*



Kim Sherman presents *Nursing* to the students



Beth Zak speaking to students in the Sonography classroom



Professional Health Careers Academy (PHCA), and Allied Health students and instructors

Community Impact:

Upward Bound

March 6, the TRIO Upward Bound program welcomed a new Academic Programs Coordinator, **Nicole Mason**. March 9, Upward Bound scholars, and parents participated in a Financial Literacy workshop

through Horizon Bank. There was an excellent attendance rate.

March 14, Stryker Corporation donated 20 gently used laptops to the TRIO Upward Bound program to replace significantly outdated laptops. March 19, Upward Bound scholars participated in a career panel and tour of Little Caesars Arena which followed with the Pistons vs. Heat basketball game. Scholars also got to attempt a free throw at the end of the night. March 28, the Annual Performance Report for 2021-2022 was finally released by the Department of Education with a due date of April 28.

Employment Report:

Positions Posted or in the Hiring Process:

- Dean, Career & Workforce Education
- Director, Dental Assisting
- Facilities Operations Manager
- Faculty, Emergency Medical Technology/Paramedic (EMT)
- Faculty, Mechatronics
- HR Business Partner – Faculty/Benefits
- Manager, Testing & Tutoring Services
- Phlebotomy Technician Lab Support Specialist (Part-time)

New Hires:

- Instructional Technology Specialist (Part-time) – David Steinke

Separation:

- Amanda Dail – Campus Coordinator Specialist, Niles
- Karolyn Wells – Office Manager, Educational Opportunity Center (EOC)
- Anthony Balbo – Scheduler/Event Manager

Finance Report

Lake Michigan College Income Statement (Operating & Auxiliary Funds ONLY) February 28, 2023

	FY 2023			FY 2022		
	Actual Year-to-Date	Budget - Entire Year	YTD % of Budget ¹	Actual Year-to-Date	Actual - Entire Year	YTD % of Budget ¹
Revenues						
Tuition & Training Revenue, Net	\$ 3,420,000	\$ 11,285,000	75%	\$ 9,648,000	\$ 10,819,000	89%
Property Tax Revenue, Net	18,157,000	18,930,000	85%	18,521,000	18,422,000	90%
State Appropriations - Base	2,723,000	6,267,000	43%	2,848,000	5,992,000	47%
State Appropriations - MPDERS	554,000	554,000	100%	470,000	977,000	48%
Interest Income	223,000	16,000	1294%	8,000	16,000	50%
Other Revenue	255,000	428,000	60%	287,000	488,000	59%
Auxiliary Operations, Net	454,000	311,000	146%	288,000	145,000	199%
Funding from Foundation	991,000	218,000	453%	-	-	-
TOTAL REVENUE	\$ 29,777,000	\$ 38,010,000	78%	\$ 30,088,000	\$ 36,859,000	82%
Expenses						
Labor Costs	\$ 17,168,000	\$ 26,945,000	64%	\$ 15,191,000	\$ 21,915,000	69%
Services	1,307,000	2,814,000	46%	963,000	1,727,000	56%
Building Costs	2,387,000	3,433,000	68%	2,290,000	3,497,000	66%
Licensing Training/Travel & Other	1,541,000	2,272,000	68%	1,168,000	1,732,000	67%
Supplies	531,000	859,000	62%	508,000	757,000	67%
Interest Expense	299,000	392,000	76%	310,000	484,000	67%
Depreciation	3,146,000	1,252,000	251%	3,038,000	4,905,000	62%
TOTAL EXPENSES	\$ 28,319,000	\$ 37,887,000	79%	\$ 23,879,000	\$ 34,897,000	67%
OPERATING INCOME (LOSS)	\$ 3,438,000	\$ 143,000		\$ 6,693,000	\$ 1,962,000	
Transfers	-	-		27,000	2,623,000	
TOTAL NET INCOME (LOSS)	\$ 3,438,000	\$ 143,000		\$ 6,720,000	\$ 4,585,000	

¹ - Based approved budget or adjusted for revisions

For Informational Purposes:

Property Taxes for Capital Mortgage	\$ 4,418,000	\$ 4,906,000	90%	\$ 4,308,000	\$ 4,715,000	91%
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Lake Michigan College
Balance Sheet (General & Restricted Funds)
February 28, 2023
 WORKING DRAFT

	2/28/23	2/28/22	Change
Reserve - 120 Days Cash on Hand	10,620,000	10,680,000	340,000 2%
Reserve - Debt Service	3,818,000	2,613,000	1,205,000 46%
Reserve - MPERS Board Designated	977,000	782,000	195,000 25%
Reserve - LMC Promise Designated Fund	625,000	-	625,000 -
Cash & Investments - Designated - Reserves	\$ 16,340,000	\$ 14,075,000	\$ 2,265,000 16%
Cash Undesignated *	16,373,000	12,557,000	3,816,000 30%
Investments	13,342,000	13,253,000	89,000 1%
Accounts Receivable, Net	4,209,000	4,967,000	(758,000) -15%
Prepaid Expenses	625,000	531,000	94,000 18%
Fixed Assets, Net of Depreciation	89,158,000	90,454,000	(1,296,000) -1%
Pension Assets	3,696,000	5,480,000	(1,784,000) -32%
Total Assets	\$ 143,743,000	\$ 141,317,000	\$ 2,426,000 2%
Payables	\$ 6,130,000	\$ 4,056,000	\$ 2,074,000 51%
Deferred Revenues	321,000	440,000	(119,000) -27%
Debt	31,655,000	34,934,000	(3,279,000) -9%
Pension Liability, Net	24,312,000	28,131,000	(3,819,000) -14%
Total Liabilities	62,418,000	67,561,000	(5,143,000) -8%
Net Assets	81,325,000	73,756,000	7,569,000 10%
Total Liabilities + Net Assets	\$ 143,743,000	\$ 141,317,000	\$ 2,426,000 2%

* includes capital millage proceeds

Lake Michigan College
Statement of Cash Flows (General & Restricted Funds)
 WORKING DRAFT

2/28/23

Operating Activities:

Cash Received from Property Taxes - Operational	\$ 16,157,000
Cash Received from Tuition	10,784,000
Cash Received from Appropriations	3,277,000
Cash Received from Other Operations	143,000
Cash Received from Grant Admin Fees	59,000
Cash Received from Foundation, Grants & Fundraising	1,044,000
Cash Received from Interest	223,000
Cash Received from (Paid for) Auxiliary Operations	293,000
Cash Paid to / on behalf of Employees	(16,299,000)
Cash Paid to Vendors	(4,756,000)
Cash Paid (Received) from Restricted Funds	-
Cash From Operations	\$ 10,925,000

Investing Activities:

Cash Received from Property Taxes - Capital Millage	4,026,000
Cash Paid for Capital Assets	(2,490,000)
Cash Borrowed (Used) for Capital Assets	\$ 1,536,000

Financing Activities:

Paid on Debt - Principal	(373,000)
Paid on Debt - Interest	(362,000)
Cash Used for Debt	\$ (735,000)

Net Increase (Decrease) in Cash	\$ 11,726,000
Beginning Cash (at June 30, 2020)	\$ 34,328,000
Ending Cash (at February 28, 2023)	\$ 46,054,000

ADJOURNMENT MOTION by Ms. Burghdoff with support by Ms. Johnson to adjourn the Regular Meeting of the Lake Michigan College Board of Trustees at 5:30 p.m.

Vicki M. Burghdoff

Vicki Burghdoff
Lake Michigan College Board Secretary

