

Board of Trustees
Minutes of the Regular Meeting
Todd Business Education and Technology Center
June 26, 2018

CALL TO ORDER

Chair Lindley called the Regular Meeting of the Lake Michigan College Board of Trustees to order at 6:05 p.m.

ROLL CALL

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

SETTING OF THE AGENDA

The agenda stands as presented.

APPROVAL OF MINUTES

Minutes of the May 30, 2018 Regular Board Meeting were approved as presented with a motion by Mr. Bergan and support from Ms. Johnson.

PETITIONS AND COMMUNICATIONS FROM THE FLOOR

None

PRESIDENT'S REPORT

Dr. Kubatzke reported on the upswing of summer enrollment, and the local intern partnership Lake Michigan College has with Kinexus. He also reported that this year the College is going to build a cardboard boat and participate in the United Way of Southwest Michigan's Rock the Boat which is scheduled to take place August 27 from 10:00 a.m. – 12:00 p.m. at The Inn at Harbor Shores.

DEPARTMENT REPORTS

Enrollment and Community Partnerships

Mr. Schaffer reported on the early data for summer enrollment. He stated that the skilled trades program at the Hanson Technology Center is thriving with solid enrollment this term. The focus is shifting to fall enrollment with head count up 9% compared to this date last year. He also stated that financial aid, student orientation, and admissions department, along with communication strategies have all improved and the college is noticing the difference this has made.

Student Engagement and Support

Ms. Craig reported on student and parent attendance at the new student orientations. She stated to ensure all students receive timely college information; the department is working on a robust online initiative for student access to grades, career coach, and class registration.

Academic Services

Dr. Kellogg introduced Mr. Sean Newmiller, English faculty who gave a presentation on the English Department's accelerated learning program (ALP). Mr. Newmiller introduced student Seohyeong (Stella) Pyo who shared her experience with the ALP. Dr. Kubatzke presented Stella with a gift on behalf of the college.

Administrative Services

Ms. Erdman gave an update on the compensation study and the eleven community colleges that have responded with data. She stated that the college has received data from Berrien RESA and Michigan State University.

Ms. Erdman also gave information on the College's fall and spring LMC Day. She stated that the planned keynote speaker will be Alonzo Kelly who is nationally recognized as a leading expert on leadership development, strategic planning, and professional goal achievement.

OLD BUSINESS – POLICY UPDATES

As part of ongoing efforts to review college policies in support of continuous quality improvement efforts, it was recommended that the following policies be revised as presented:

Faculty Sabbatical Leave

Financial Conflict of Interest in Sponsored Programs-Compliance with Federal and State Law

Athletic Facilities (Outdoor) Usage -delete

Attendance-Class

Grade Calculation and Grade Point Average

Grade Point Average-delete

International (F1) Students

Registration

Academic Issues-delete

Alternative Delivery of Instruction-delete

Dean's List -delete

First Class Meeting

Guarantee – Business Training-delete

FACULTY SABBATICAL LEAVE

Office of Origin: Human Resources

Date Adopted: January 19, 2000

Date Reviewed: May 16, 2018

Last Date Modified & Approved: August 23, 2011

Sabbatical leaves are limited to purposes that clearly promise reciprocal advantage to the College and to the applicant.

- A. The initial request for a sabbatical leave is made by the first Monday in December by 4 p.m. through the Office of Human Resources for the next academic year. Exceptions to this deadline will be considered by the appropriate Academic Dean and Provost and Vice President of Academic Affairs on a case-by-case basis. At a minimum, the request should:
1. State the purpose of the sabbatical, including specific activities to be accomplished, with time lines for completion.
 2. State the method of evaluating progress.
 3. State the value of the leave to the applicant.
 4. State the value of the leave to the College.
 5. State the expected dollar value of grants, fellowships and other remuneration related to sabbatical activities.
 6. Document seven years of continuous service in a full-time faculty capacity (including approved leaves of absence) at Lake Michigan College.
 7. Document the passage of seven years since last sabbatical leave.
- B. Remuneration to faculty members granted sabbatical leave shall be at the rate of full salary for one semester or half salary for one year.
- C. The faculty member shall return to his/her position with the College for a period double in length of the leave granted, or may be asked to reimburse the College.
- D. Those granted sabbatical leave are responsible for accomplishment of the stated objectives of the leave, or may be asked to reimburse the College.
- E. Sabbatical Leave Committee
1. A Sabbatical Leave Committee will be appointed by the President and will be composed of ~~two faculty members each from Arts and Sciences and from Technology, Health Sciences and Business, the Academic Dean of each, and one non-teaching faculty.~~ all Academic Deans and one Faculty Member from each academic division (Arts & Sciences, Career and Workforce, and Health Sciences). The chair of the committee will be a faculty member and will serve a one-year term.

Role of the Committee

The committee reviews all applications for sabbatical leave and submits its recommendation including a financial impact statement for review by the Provost and Vice President of Academic Affairs and the President.

2. In making its recommendations, the committee will consider:
 - a. The extent to which the applicant's plans for the use of time while on leave are definitive and educationally constructive.
 - b. The extent to which a leave could have an immediate impact on the quality of instruction or service at the College through the faculty member's increased knowledge and/or competence.
 - c. The extent of the applicant's professional study, contribution and successful service at Lake Michigan College during the preceding seven years.
3. The President will consider the recommendation of the committee and the Provost and Vice President of Academic Affairs, and report his/her decision to the Board of Trustees.
4. Written notice of the decision of the President will be given to the concerned member within fifteen (15) days after official action of the President, but no later than the day after the April Board Meeting.
5. Within sixty (60) days of the expiration of the leave, the individual shall provide a written report, along with any additional documentation requested, to the President for purpose of evaluating the success of the leave. The individual may be asked to appear before the Board of Trustees to present a summary.

Responsibility: Vice President, Administrative Services

References:

REQUEST FOR SABBATICAL LEAVE: FACULTY

To be considered for the following academic year, application must be received in Human Resources by 4 p.m. on the first Monday in December.

Name: _____ Date: _____

Department: _____

Date of Hire (full-time): _____ Date of Last Sabbatical Leave: _____

Time Period of Requested Leave: _____

I will return to my position as of: _____ Signature: _____

ATTACHED DOCUMENTATION: (To be completed by applicant)

1. Statement of purpose, including specific activities to be accomplished with time lines for completion.
2. State the method of evaluating progress.
3. State the value of the leave to the applicant.
4. State the value of the leave to the College.
5. State the expected dollar value of grants, fellowships and/or other remuneration related to sabbatical activities (specify type and amount).

APPLICATION REVIEW: COMPLETE BEFORE SUBMITTING TO HUMAN RESOURCES

Academic Dean's Signature: _____ Date: _____

Instructional VP's Provost and Vice President of Academic Affairs Signature: _____

Date: _____

RECOMMENDATION OF THE SABBATICAL LEAVE COMMITTEE:

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

Name: _____ Title: _____

References:

FINANCIAL CONFLICT OF INTEREST IN SPONSORED PROGRAMS — COMPLIANCE WITH FEDERAL AND STATE LAW

Office of Origin: ~~Grants and Foundations~~ Human Resources
Original Date Adopted: 10-22-96
Dates Reviewed: 11-22-08, 12-14-17, 05-05-18
Last Date Modified & Approved:

Lake Michigan College (the College) shall protect Federal and State-funded programs from any bias that can be expected to arise from the financial interests of College employees involved in projects funded by Federal and State grants.

The ~~grantee College~~ may not permit any person participating in ~~the project a Federal and State funded program~~ to use his / her position for a purpose that is or gives the appearance of being motivated by a desire for a private financial gain for that person or others.

~~Project Directors and~~ Employees may not be permitted to participate in ~~administrative~~ decisions regarding a Federal and State funded program if:

1. The decision is likely to benefit that person or a member of his / her immediate family.
2. The person is a public official or has a family or business relationship with the grantee.

~~A conflict of interest exists when persons affiliated with a project funded by federal and state sources may have the opportunity to influence the project's business decisions in ways that could lead to personal gain or give improper advantage to themselves, immediate family or any corporation, partnership or unincorporated entity in which he or she possesses an ownership as defined by the College below. Such conflicts could affect the design, conduct or reporting of project results.~~

Accordingly, and in accordance with Federal and State regulations, ~~key personnel College employees~~ involved in projects funded by Federal and State grants must sign the "Conflict of Interest Form" ~~annually at the start of each project fiscal year.~~

I. **Definitions**

- ~~An **External Entity** includes any person, trust, organization, enterprise, or other entity (including government agencies) that is not an entity under the control of or under common control with the College.~~
- **Immediate Family** of an individual includes his/her spouse and children.
- A **Financial Interest** is anything above a de minimus value, including but not limited to commissions, consulting fees, honoraria, stocks, stock options, ownership interests, ~~property of significant monetary value including but not limited to salary or other payments for service (e.g. commissions, consulting fees, or honoraria), equity interests (e.g. stocks, stock options, or other ownership interests),~~ allowance, forbearance, forgiveness of debt, interest in real or personal

property, dividends, royalties derived from the licensing of technology, rent, capital gain, and intellectual property rights (e.g., patents, copyrights, and royalties from such rights).

• ~~A Significant Monetary value is~~

~~Whether a financial interest is "significant" will depend upon the facts of the situation, but monetary value will be considered significant according to the following guidelines: (1) an equity interest is significant if it exceeds \$10,000 in value as determined through reference to public prices or other reasonable measures of fair market value or represents more than a 15% ownership interest in any single entity, when aggregated for the director and his/her immediate family; (2) salary, royalties, or other payments are significant if they are expected to exceed \$10,000 when aggregated for the director and his/her family members over the 12 months following the date of the disclosure.~~

~~The term does not include:~~

- ~~(1) salary, or other remuneration from Lake Michigan College;~~
- ~~(2) income from seminars, lectures, or teaching engagements sponsored by public or non-profit entities; or~~
- ~~(3) income from service on advisory committees or review panels for public or non-profit entities.~~

• ~~**Director or Investigator** is any person, including but not limited to, any person holding professional appointment at the College, who is engaged in the design, conduct, or reporting of externally-supported educational activities through federal and state agencies.~~

• ~~**Sponsored Program** means, training, and instructional projects involving funds, materials, gifts, or other compensation from external entities under agreement with the College.~~

II. **Mandatory Disclosures**

The non-Federal entity or applicant for a Federal award must disclose, in a timely manner, in writing to the Federal awarding agency or pass-through entity all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. Failure to make required disclosures can result in any of the remedies for noncompliance including suspension or debarment. (2 CFR part 200.113)

III. **Updating of Financial Disclosure**

~~The report form will be updated by October 1 of each year.~~

Responsibility: ~~Director, Grants and Foundations Executive Director, Human Resources~~

~~ATHLETIC FACILITIES (OUTDOOR) – USAGE~~

~~Office of Origin: _____ Mendel Operations, Intercollegiate Athletics~~

~~Date Adopted: _____ 05-11-88~~

~~Date Reviewed: _____ 08-14-08~~

~~Last Date Modified & Approved: _____ 08-14-08~~

~~Policy Statement:~~

~~Lake Michigan College shall allow community groups and organizations to use its outdoor athletic facilities during those times not utilized by the College. The administration shall provide a procedure for scheduling and use of its outdoor athletic facilities.~~

~~**Responsibility:** Executive Director, Mendel Operations; Director, Intercollegiate Athletics~~

~~References:~~

ATTENDANCE - CLASS

Office of Origin: Academic Affairs & Student Services
Date Adopted:
Date Reviewed:
Last Date Modified & Approved: 01-27-09 05-15-18

Policy Statement:

Lake Michigan College is not considered an attendance taking institution. It is however consistent with the College philosophy that regular class attendance is necessary if the student is to receive maximum benefit from the course. Students are expected to be fully prepared and to attend every class and laboratory period for which they have registered. Students should give instructors as much notice as possible of unavoidable absences. ~~Absences should be explained to the instructor and must be made up by the student in a way satisfactory to the instructor within a reasonable period of time after returning to class. Attendance is a requirement for most financial aid awards.~~ Absences must be explained to the satisfaction of the instructor, who will decide whether omitted work may be made up. Attendance is restricted to only registered students or those with instructor permission.

~~There are special events and circumstances that may make it desirable that students miss one class in order to attend the special session of another class. However, if this is the case, attendance at the special session should be optional. The class originally scheduled for the time period involved has priority. Students, after having consulted with the instructors involved, must make the ultimate choice regarding which class session or event to attend. Although circulation of lists of students expected to attend a special event is desirable to notify colleagues of an impending conflict, unless signed and approved by the dean, such a list does not constitute an excused absence. In the case of an excused absence, students should be given an opportunity to make up graded, in-class exercises that were missed. Graded materials done outside of class, but due on the day missed, should be completed prior to an excused absence.~~

~~If there are recurring special events, such as athletic contests, in which attendance by students will be required, students and advisors should not schedule any classes that conflict with the special events. If occasional conflicts cannot be avoided, contacts should be made as early as possible with all involved instructors so that adequate planning can be made to avoid putting students in a position where they will be penalized for non-attendance.~~

~~A student who claims illness as a cause for excessive absence must be prepared to present a statement from the attending physician. If absences are incurred at the end of the semester or during the final examination, a grade of Incomplete may be given.~~

~~Two weeks of consecutive absences or failure to attend 20 percent of the scheduled semester contact hours for a class makes a student subject to withdrawal from the class at the recommendation of the instructor. Students in the Nursing and Radiologic Technology programs are subject to withdrawal from class if absences exceed one week's class and clinical hours. Technical classes are also included where hazardous conditions may cause injury to students or damage to equipment through misuse. Lake Michigan College will comply with legal requests of governmental and private agencies for information on student attendance.~~

Mindful of the diverse student body that Lake Michigan College serves, and the varied belief systems that its students represent, the College will make a reasonable effort to accommodate students who need to be excused from classes for the observance of religious holidays. This policy does not apply to students who knowingly register for classes scheduled to meet on days that consistently conflict with their day of worship, e.g., a student who signs up for Saturday classes when the student normally worships on Saturday.

In accordance with Title IX, LMC does not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student's pregnancy, childbirth, false pregnancy, termination of pregnancy or recovery therefrom, unless the student requests voluntarily to participate in a separate portion of the program or activity. Lake Michigan College will meet state and federal regulations regarding attendance and comply with legal requests of governmental and private agencies for information on student attendance. For student safety, Health Science students should refer to their program handbook.

The Department of Education defines an academically related activity as "physically attending a class where there is an opportunity for direct interaction between the instructor and students; submitting an academic assignment; taking an exam, completing an interactive tutorial, or participating in computer-assisted instruction; attending a study group that is assigned by the school; participating in an online discussion about academic matters; and initiating contact with a faculty member to ask a question about the academic subject studied in the course." Attendance may also be required in academically related activities outside of regular class periods.

Discontinuing attendance in a class does not constitute dropping or withdrawing from a course. Failure to officially drop or withdraw from a course that the student is not attending will result in the grade earned according to grading criteria outlined in the course syllabus. A drop or withdrawal is not official until the student successfully completes and verifies the drop action in WaveLink or completes the appropriate withdrawal form and delivers it, in person, to the One-Stop Registration area on any LMC campus. No student should assume that an instructor has dropped or withdrawn him/her from a course.

Additional attendance policies apply for Health Sciences and International students. Students should refer to their program handbook.

Responsibility: ~~Executive Dean, Student Services~~ Provost and Vice President, Academic Affairs, Vice President Student Engagement and Support Services

References:

ASSIGNMENT OF A GRADE GRADE ASSIGNMENT AND GRADE POINT AVERAGE (GPA) CALCULATION

Office of Origin: ~~Academic Affairs & Student Services~~ Engagement and Support

Date Adopted:

Date Reviewed:

Last Date Modified & Approved: 09-22-09 05-15-18

~~Reviewed by Instructional Standards Committee: 01-26-09~~

Policy Statement

The following applies to all academic credit course offerings at Lake Michigan College.

Final Grades

- ~~• Students who have completed all course requirements as defined by the instructor will be issued grades of A, B, C, D, or E. For courses under 100 level, a grade will be followed by a period (A. B. C. D. E.) and will indicate the grade is not included in the GPA.~~
- ~~• Students who do not complete the semester, but whose standing in the course is passing, whose extenuating circumstances are beyond their control, and whose unfinished work is minimal, may be issued a grade of "I" (Incomplete). Such a grade must be changed by the instructor, not later than the last day of classes one year later, or it will be changed to a grade of "E." An "I" is computed in the GPA as an "E" and may affect financial aid eligibility.~~
- ~~• An "IP" (In Progress) grade will be assigned to students who are enrolled in open entry/open exit (OE/OE) classes and have not completed their assigned work at the end of the semester in which they are enrolled. Work must be completed within one year after the end of the semester enrolled in the OE/OE course or the grade will be changed to an "E" grade. At the completion of the course work but within the allotted time, the instructor must submit a change of the "IP" grade to the grade earned. An "IP" grade will not be computed in the student's GPA.~~
- ~~• All other grade changes must be made within one semester of their issuance.~~
- ~~• Monday following the week that contains eighty percent of the course, a student may withdraw with a guaranteed "W." After determined date, the student will receive grade earned, except with approval by the instructor in extenuating circumstances.~~

Students who have completed all course requirements as defined by the instructor will be issued grades of A, B, C, D, or E. For courses under 100 level (transitional courses), the grade will be followed by a period (A. B. C. D. E.) and will indicate the grade is not included in the Grade Point Average (GPA). Final grades are posted to the student's official transcript of record as submitted by the instructor.

Students with extenuating circumstances which create the need to complete the course requirements after the semester has ended should consult with their instructor, who may submit a grade of "I" (Incomplete) if, by determination of the instructor, the student's work is sufficient in quantity and quality. The student may then complete and submit assignments as agreed with the instructor, but the "I" (Incomplete) grade must be changed by the instructor, no later than the last day of classes the following semester, or it will default to a grade of "E" (failing). An "I" is computed in the GPA as an "E" and may affect financial aid eligibility. An "I" grade can be extended at the discretion of the instructor.

An "IP" (In Progress) grade may be assigned to students who are enrolled in open entry/open exit (OE/OE) classes and have not completed their assigned work at the end of the semester in which they are enrolled and their work is sufficient in quality. The assignment of an "IP" grade will be determined by the instructor. Work must be completed by the end of the following semester. At the completion of the course work within the allotted time, the instructor must submit a change of the "IP" grade to the grade earned. An "IP" grade will not be computed in the student's GPA.

All other grade changes must be made within one semester of their issuance.

See Registration Policy for information regarding Withdrawals ("W" grade).

Mid Term Grades

Mid-term grades do not affect the GPA and are not posted to the student's official transcript of record.

Mid-term grades are used to help faculty, staff, and students track student progress and success in each class, as well as allow efficiency in Financial Aid processing decisions. Student accounts will be reviewed upon mid-term grade submission and the Financial Aid Office and Academic Advising staff will be notified of failing grades, withdrawals, or otherwise insufficient grades.

Reporting and Availability of Grades

~~Grades will be available approximately one week after the close of each semester. Grades are available to the students through the student WaveLink account. Family Education Rights and Privacy Act guidelines will be followed. Students who are seeking employment and who wish their grades released to personnel offices or prospective employers must contact the Office of Records and Registration to request a transcript. No grades will be viewable nor will transcripts be issued if student bills are unpaid. This applies to Business Office accounts, Library materials, or other expenses incurred while attending Lake Michigan College.~~

Mid-term grades are submitted on the Monday of the mid-point of each part of term. Specific dates are listed in the Academic Calendar. Final grades are submitted on the Tuesday following the end of the full term. Specific dates are listed in the Academic Calendar.

All grades are submitted via WaveLink by the instructor of record for the class. Exceptions are made only in extreme situation such as the hospitalization or death of the instructor, in which case the Registrar may collect and enter the grades, and document the exception.

Grades are available to students through WaveLink beginning the Thursday after the end of the full term. Specific dates are listed in the Academic Calendar.

Grade Point Average (GPA)

Grade point averages (GPA) is used to determine a student's academic standing, financial aid eligibility (including grants, loans, and scholarships), eligibility for graduation, dean's list and other academic awards, second-admit program entrance, and often for transfer to a four-year university or further study.

GPA Calculation

Letter grades are assigned a point value as follows A=4, B=3, C=2, D=1, E=0. Cumulative grade point average is calculated by multiplying the point value of each grade by the credit value of the

course, adding the total number of points earned, and then dividing by the total number of credits. For information regarding how repeated courses affect the calculation of the cumulative GPA refer to the Course Repeat Policy.

Responsibility: Provost and Vice President, Academic Affairs; Vice President, Student Engagement and Support

References: Course Repeat Policy

GRADE POINT AVERAGES

Office of Origin: _____ Academic & Student Services

Date Adopted: _____

Date Reviewed: _____ 02-10-09

Last Date Modified & Approved: _____ 06-29-10

Policy Statement:

Grade Point Averages (GPA) are often used to determine your eligibility for university entrance, standing on the honor roll, and minimum graduation requirements.

Semester GPA

To calculate your semester GPA, set up four columns. In the first, list your credits. In the second column, list your subjects. In the third column, write your letter grades. In the fourth column, record your points, i.e. A=4, B=3, C=2, D=1, E=0. Multiply the point value of each grade by the credit value of the subject.

Add up the points of the fourth column, and divide this by the number of credits listed in the first column.

EXAMPLE:

Credits	Subjects	B. Grades	Calculation	Points
3	English 101	B	3x3	9
3	Math 101	C	3x2	6
3	Political Science 101	A	3x4	12
3	Chemistry 101	A	3x4	12
3	Computer Science	C	3x2	6
15	Total			45
				45/15 = 3.00
				GPA

C. Cumulative GPA

D. To compute your cumulative grade point average, add up the total number of points

earned and divide by the total number of credits. This is your cumulative GPA.

Dean's List

A Dean's List is published at the completion of Fall and Winter semester. To be named to the Dean's List, a student must complete a minimum of 12 semester hours of 100-level courses or above with a 3.50 or higher grade point average for that semester. Grades for remedial course (099 or below), W, S, and U will not be computed in the Lake Michigan College grade point average. President Scholars are those students who earn a GPA of 4.0 during a semester.

E.—Grading Policies

- ~~Students who have completed all course requirements as defined by the instructor will be issued grades of A, B, C, D, or E. Students who do not complete the semester, but whose standing in the course is passing, whose extenuating circumstances are beyond their control, and whose unfinished work is minimal, may be issued a grade of "I" (Incomplete). Such a grade must be removed as arranged with the instructor, but not later than the last day of classes one year later, or it will be treated as a grade of "E". An "I" is computed in the GPA as an "E" and may affect financial aid eligibility. An "IP" (In Progress) grade will be assigned to students who are enrolled in open entry/open exit (oe/oe) classes and other classes that cross semesters, and have not completed their assigned work at the end of the semester in which they are enrolled. Work must be completed by the end of the following semester excluding Spring and Summer and a grade will be assigned. An IP grade will not be computed in the student's GPA.~~
- ~~All other grade changes must be made within one semester of their issuance.~~
- ~~Students who withdraw from class(es) through 80% of the semester will be assigned a grade of "W."~~
- ~~Grade Point Average (GPA).
A, B, C, D, E, and I will be computed by dividing GPA points by GPA hours. Grades for remedial courses (099 and below), IP, W, S and U will not be computed in the Lake Michigan College grade point average.~~

Contact the Office of Records & Registration for more information.

F.—Reporting and Availability of Grades

~~Grades will be available approximately three weeks after the close of each semester electronically through WaveLink if their financial account is in proper order.~~

~~Students' grades are available for their own review at any time. However, grades will not be reported over the telephone. Students who are seeking employment and who wish their grades released to personnel offices or prospective employers must contact the Office of Records and Registration to request a transcript. No grades will be released at the end of the semester nor will transcripts be issued if student bills are unpaid. This applies to Business Office accounts, Library materials, parking fines, or other expenses incurred while attending Lake Michigan College.~~

Responsibility: Executive Dean, Student Services

References:

INTERNATIONAL (F-1) STUDENTS

Office of Origin: Student Engagement and Support Services

Date Adopted: 09-28-90

Date Reviewed: 08-15-08

Last Date Modified & Approved: 09-23-08 05-15-18

Policy Statement:

ADMISSION

~~Lake Michigan College (LMC) completed an application for **Approval of School for Attendance by Nonimmigrant Students** and was approved on 8-14-2002. LMC is authorized under federal law to enroll non-immigrant students and will comply with all federal regulations.~~

~~To comply LMC must:~~

- ~~1. Furnish non-immigrant Student a Certificate of Eligibility (Form I-20).~~
- ~~2. Keep records of Form I-20's issued to non-immigrant F-1's visas. Federal law and regulations require colleges to update and maintain the Student and Exchange Visitor Information System (SEVIS) records of nonimmigrant students in F and M visa categories.~~
- ~~3. Include **the following statement** in publications, catalogs, brochures, literature, and other materials produced by the College, "This school is authorized under Federal law to enroll non-immigrant students."~~
- ~~4. Have a Principal Designated School Official (PDSO) and up to ten DSOs (Designated School Official).~~

~~**Responsibility:** Executive Dean, Student Services~~

References:

DEFINING AN INTERNATIONAL (F-1 Visa) STUDENT

~~The College defines an international student as a non-United States (U.S.) citizen residing or intending to reside as a non-immigrant in the United States for the purposes of obtaining an academic degree conferred by the College. This policy applies to students seeking an F-1 visa to study at Lake Michigan College (LMC).~~

~~LMC was first approved as a **School for Attendance by Nonimmigrant Students** on 8-14-2002. LMC is authorized under federal law to enroll non-immigrants as international students and will comply with all federal regulations. To comply LMC:~~

- ~~1. Furnishes non-immigrant students with a Certificate of Eligibility (Form I-20).~~
- ~~2. Keeps records of Form I-20's issued to non-immigrant students holding F-1 visas. Federal law and regulations require colleges to update and maintain the Student and Exchange Visitor Information System (SEVIS) records of non-immigrant students in F and M visa categories.~~
- ~~3. May include the following statement in publications, catalogs, brochures, literature, and other materials produced by the College, "This school is authorized under Federal law to enroll non-immigrant students."~~

4. Has a Principal Designated School Official (PDSO) and as many Designated School Officials (DSO) as we deem necessary.

REQUIRED ADMISSIONS DOCUMENTATION FOR INTERNATIONAL STUDENTS

Prospective international students must complete requirements as listed on the International Student Checklist¹ as part of determining their eligibility to study and obtain an F1 visa at LMC. Documentation needed includes but is not limited to the following:

Proof of Secondary Level Education Completion

Copies of transcripts and diplomas for ALL secondary school work (both U.S. and non-U.S.) to prove completion of secondary level education. Transcripts must list course titles, semester hours, and grades for the courses taken by the applicant. Documents must be sent to LMC directly, and translations are required for any documents not originally written in English. These translations must be complete, word-for-word, and in the same format as the original document. Translation and any fees incurred from translation services are the responsibility of the applicant.

Applicants within the U.S. who are transferring to LMC from another U.S. college or university must submit, in addition to secondary school transcripts and diploma documentation, a copy of their current I-20, official college or university transcripts from their current and past institutions, a copy of their F1 visa, and a copy of their I-94 record.

Certification of Finances

International students must be financially self-supporting while studying in the U.S. As such, prospective international students must prove to the College that they have the ability to self-finance their education at LMC by:

1. Demonstrating proof of sufficient money in U.S. dollars to meet the "Lake Michigan College Minimum Cost of Living Estimate" as documented on the "Declaration of Finances Form"². The prospective student must provide a bank statement that shows ability to self-support while attending LMC. If a sponsor is covering the prospective student's education and living costs, then the prospective student must provide a bank statement and letter from the sponsor that testifies to the sponsor's willingness and ability to support the student while he/she attends LMC.
2. Before issuance of I-20 form, the prospective student must pay a one-time deposit approximately equal to the costs of the first year of tuition, fees, and on-campus housing (if living on campus). The deposit is held exclusively for LMC tuition/fees and on campus housing. The deposited funds will be held until the student leaves Lake Michigan College or transfers to another institution. At that time, any remaining deposit funds will be refunded to the student.

Academic English Language Proficiency Scores

The prospective student must provide a verified score report from an internationally recognized English for academic purposes language proficiency test, such as TOEFL iBT, IELTS, MELAB, etc. Prospective students must request a score report of the test to be sent from the test developer (ETS, Cambridge English, CaMLA, etc.) to the College directly as part of the I-20 eligibility determination process. The verified score report will be reviewed by the Director of ESL (English as a Second Language) to determine enrollment eligibility.

MEDICAL INSURANCE

International students are urged to have hospitalization insurance. LMC does not maintain coverage for students and is not responsible for any medical, hospital, evacuation, or repatriation expenses incurred by the student.

EMPLOYMENT AS AN INTERNATIONAL STUDENT

Employment opportunities for international students on an F-1 full-time student visa are limited. As stated by the State Department³, F-1 students may not work off-campus, but may accept on-campus employment subject to certain conditions and restrictions. After the first academic year, F-1 students may engage in Curricular Practical Training (CPT) or Optional Practical Training (OPT) (pre-completion or post-completion) related to their area of study, which must be authorized by the Designated School Official [the person authorized to maintain the Student and Exchange Visitor Information System (SEVIS) and USCIS], prior to starting any form of paid employment..

TRANSFER CREDIT FROM FOREIGN COLLEGES AND UNIVERSITIES

Lake Michigan College does not evaluate post-secondary international transcripts. Prospective international students who wish to transfer credit from colleges and universities outside the U.S. must have their foreign transcripts and credentials evaluated by an independent international credential evaluation service. The cost of such services is the responsibility of the international student. See Transfer of College Credit policy⁴.

Responsibility: Vice President of Student Engagement and Support; Director of English as a Second Language

References:

¹International Student Checklist

²Declaration of Finances Form

³Student visa webpage from the State Department website:

<https://travel.state.gov/content/travel/en/us-visas/study/student-visa.html>

⁴Transfer of College Credit Policy

REGISTRATION

Office of Origin: Records & Registration
Date Adopted: 05-15-18
Date Reviewed:
Last Date Modified & Approved:

Exact deadlines for all course changes including registration/adds, drops, withdrawals, and audits are established and published prior to the start of each academic year. Schedule changes made beyond the published add/drop dates require a consultation with an academic advisor and the approval of the appropriate faculty and dean. Approval is based on a good faith determination that the student will be successful in classes added after the regular add/drop period; approval is not guaranteed. All students are responsible for their own semester schedule and any changes made to it.

Course pre-requisites and co-requisites are published in the catalog, the class schedule, and may be viewed online via the course look-up function as well as on the student audit. All pre- and co-requisites are strictly enforced and require specific permission to waive.

Adding a Class

Students adding classes must do so within the published add/drop period for the semester. In general, classes may be added prior to the first scheduled meeting time for each class. Classes for which all pre-requisites have been met may be added online via the student account.

Online (distance learning) classes may be added through 11:59 p.m. the day before the semester begins, as the first meeting is considered to be the first day of the semester.

Open Entry (OE) classes may be added at any time during the semester, except the last two weeks of the semester. Any class added outside of the regular add/drop period, including OE classes, may not be eligible for financial aid funding. The Financial Aid Office will review and approve such requests on a case-by-case basis.

Auditing a Class

To audit is to take an academic course for no credit; audited courses are not calculated in the GPA. Some of the reasons for auditing are personal exploration, enjoyment, gaining insight into a new subject, or skill/knowledge review.

A student wishing to attend a credit course on a no-credit basis may register to audit the course; however, when openings in a class are limited, preference shall be given to students enrolling for credit. Tuition is paid at the same rate as for a credit course, the attendance policy applies, and all pre- and co-requisites must be met.

Audited courses are not eligible for financial aid (including grants, loans, or scholarships) or veteran's benefits funding, and do not count toward program completion or pre-requisite use.

A student may change from audit to credit and vice versa only during the regular add/drop period.

Dropping a Class

Students dropping classes must do so within the published drop dates for the class in order to reverse all tuition and fee charges. Open Entry (OE) classes added after the regular add/drop period may drop through the end of the third day after registration. Drops can be completed online via the student account during the published add/drop period; after the end of add/drop, drops must be completed with a drop form, submitted via the student's LMC email or in person at any campus

A drop initiated after the published drop dates is considered a withdrawal and all tuition and fees remain on the student account.

Guest Student Registration

Students enrolled at another college or university may register for Lake Michigan College classes as Guest students. Guest students are encouraged to complete and submit a MACRAO-approved Michigan Undergraduate Guest Application prior to registration to ensure return transfer of the LMC credit to their home institution. Guest students are afforded all the rights and responsibilities of LMC students, but are not eligible to receive financial aid for courses attended at LMC. All course pre-requisites must be met and documentation provided.

Withdrawing from Classes

Students must initiate the withdrawal process with a withdraw form. The Withdraw form can be found in the Student Services area of any campus or online via the student account. Students are encouraged to speak with their instructor prior to withdrawal to ensure withdrawing is the best course of action; to complete the process, both the financial aid office and an academic advisor must review the student's financial and academic situation to disclose the ramifications of the withdraw. The withdraw form is submitted to the Records and Registration Department.

A withdrawal does not qualify for a refund of tuition or fees.

During the first 80% of the class a student may withdraw with a guaranteed "W" grade, without the permission of the instructor, so long as the class is not part of a second-admit program. During the final 20% of the class, the student must request permission of the instructor to withdraw. The withdrawal is not guaranteed at this point and is granted (or not) solely at the discretion of the instructor. If the withdrawal is not granted, the student will receive the grade earned for the class.

Students may not withdraw past the last day of the class. Withdrawal dates for each semester are listed in the Academic Calendar.

A withdrawal is not considered official until the withdraw form has been submitted. Non-attendance, verbal notice, or conversation with an instructor does not constitute an official withdrawal.

Withdrawals for classes which are part of a second-admit program are issued only at the discretion of the appropriate faculty or program director and are not guaranteed at any point. Program-specific details regarding withdrawal are outlined in the program handbook.

Responsibility: Vice President of Student Engagement and Success

DELETE – REPLACED BY “STUDENT COMPLAINT – ACADEMIC” POLICY

ACADEMIC ISSUES

Office of Origin: Instruction
Date Adopted:
Date Reviewed:
Last Date Modified & Approved: 10-08-08

Policy Statement:

~~The student first will attempt to contact the instructor for resolution of any disagreement or question about a grade.~~

~~Any grade disputes should be directed to the department chair of the area no later than four months after the issuance of the grade. If the matter remains unresolved, the dispute shall be directed to the Instructional Dean, who will meet with the parties involved and attempt to resolve the matter informally. If the matter continues to go unresolved, the student may, within ten days of his/her meeting with the Instructional Dean, appeal to the Vice President of Instruction. Should the decision remain unsatisfactory to the student, he/she may, within five days, appeal to the President, whose decision will be final. Faculty may appeal the decision of the Instructional Dean and the Vice President of Instruction within the time limits at stated above.~~

~~In appeals concerning grade disputes, the Instructional Dean, Vice President of Instruction or President shall uphold the decision of the faculty member, staff member, or other person if the decision or act complained of was 1) within the scope of the authority of the person doing such act or making such decision and 2) was done in accordance with established policies or procedures, or was neither arbitrary nor capricious. In all such cases, the burden of persuasion shall be on the student seeking to alter or modify the action or decision.~~

~~**Responsibility:** Executive Dean, Arts & Sciences and Accreditation~~

References:

DELETE – WE ARE NO LONGER OFFERING TELECOURSES

ALTERNATIVE DELIVERY OF INSTRUCTION

Office of Origin:	Instruction
Date Adopted:	08-08-88
Date Reviewed:	
Last Date Modified & Approved:	10-08-08

~~Policy Statement:~~

~~Lake Michigan College supports the use of telecourses to deliver courses which may meet the requirements for certificates and associate degrees.~~

~~**Responsibility:** Executive Dean, Arts & Sciences and Accreditation~~

References:

DELETE AND REPLACE WITH ACADEMIC RECOGNITION Policy

DEAN'S LIST

Office of Origin: Student Services
Date Adopted:
Last Date Reviewed:
Last Date Modified & Approved: 11-22-08

Policy Statement:

~~A Dean's List is published at the completion of fall and winter semesters. To be named to the Dean's List, a student must be enrolled full time and complete a minimum of twelve semester hours of 100-level courses or above with a 3.50 or higher grade point average during the semester. Grades for remedial courses (099 or below), W, S and U will not be computed in the Lake Michigan College grade point average. Presidential Scholars are those students who earn a GPA of 4.0 during a semester.~~

~~**Responsibility:** Executive Dean, Student Services~~

References:

DELETE – Standard expectation. Does not rise to the level of a policy.

FIRST CLASS MEETING

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

Policy Statement:

During the first meeting of the class, please provide the students with the information listed below as part of the syllabus (See **Appendix A** for information on preparation of syllabus). It is particularly important for instructors teaching courses which meet once per week to recognize that the first class constitutes an entire week's worth of instruction. At least the latter 2/3 of the first class should be devoted to the presentation of the subject material itself. Class is to run for the full session.

1. Materials to be covered. This must be done in the form of a course outline, as well as any oral presentation that you believe is necessary. Submit a copy of your syllabus with goals and objectives to the Dean for each class you teach each semester you teach.
2. Evaluation method and grading criteria/scale. (See LMC Grading Policy and Withdrawal Procedures in the College Catalog).
3. Attendance standards.
4. Expectations of the instructor (including Expected Student Outcomes, papers, reports, quizzes, tests to be used).
5. Books and materials that will be needed.

Clarification of these points to students at the beginning of the semester will support their success in the class.

Adjunct faculty will be given a copy of a syllabus and outline prepared by full-time faculty or a previous instructor. Goals and objectives should remain the same. Use it as a guide in preparing your syllabus and outline. A standardized format should be used (see **Appendix B**). Other sample syllabi are available for review in your Dean's office.

Some faculty members circulate a sheet for making a class-member list with names, addresses, home and work phone numbers, and e-mail addresses. *This practice is strictly optional and students may opt not to participate.* These sheets can be duplicated and distributed to students who can then contact one another about class notes, study groups, questions and car pooling.

Responsibility: Executive Dean, Arts & Sciences and Accreditation

APPENDIX A

Lake Michigan College
COURSE SYLLABUS

NOTE: When this form is submitted, delete all italicized instructions.

I. COURSE IDENTIFICATION

- A. Discipline
- B. Title & Number
- G. C. Credit Hours*
- D. Contact Hours
- E. Instructor
- F. Office Number
- G. Telephone
- H.** Email address/and/or website

Note: E, F, G and H Instructor information is not required for CCC's approval

- I. Prerequisite(s) – *E, M, R, other (indicate computer skill level if required)*
- J. Semester & Academic Year*

II. TEXTBOOKS AND/OR EQUIPMENT /SUPPLIES

- A.** Required
 - 1. Texts
 - 2. Hardware/software/Internet connection
- B. Additional Resources

A. COURSE DESCRIPTION FROM CATALOG

The course description must be the same as that on the Course Summary Form

IV. **GENERAL EDUCATION AREA(S) MET**

The General Education areas that are met in this course should be listed in this section. The objectives through which the areas are met can be asterisked, numbered or otherwise noted for student understanding.

V. GOALS AND OBJECTIVES *(prepared according to Blooms Taxonomy format)*

VI. **EXPECTED STUDENT OUTCOME(S)**

The Expected Student Outcomes for this course should be listed in this section. The measurements that pertain to the outcomes can be included in grading criteria if appropriate or otherwise spelled out in this section.

VII. **INSTRUCTIONAL METHODOLOGY**

Cite the methods of instruction that will be used throughout this course.

VIII. WRITING ACROSS THE CURRICULUM STRATEGY *(which may or may not be graded)*

IX. GRADING CRITERIA AND REQUIREMENTS

X. GRADING SCALE

XI. MAKE-UP POLICY

XII. ATTENDANCE POLICY/WITHDRAWAL POLICY
(include the following on all syllabi)

Mindful of the diverse student body that Lake Michigan College serves, and the varied belief systems that its students represent, the College will make a reasonable effort to accommodate students who need to be excused from classes for the observance of religious holidays. This policy does not apply to students who knowingly register for classes scheduled to meet on days that consistently conflict with their day of worship, e.g., a student who signs up for Saturday classes when the student normally worships on Saturday.

XIII. ACADEMIC HONESTY POLICY

The principles of truth and honesty are recognized as fundamental to a community of teachers and scholars. Lake Michigan College expects that both faculty and students will honor these principles and in doing so protect the integrity of College grades. This means that all academic work will be done by the student to whom it is assigned without giving or receiving unauthorized aid of any kind. Instructors will exercise care in the planning and supervision of academic work so that honest effort will be positively encouraged. Cheating and plagiarism are the two most obvious violations of academic honesty. In brief, plagiarism is borrowing ideas, words, organization, etc. from another source or person and claiming them as original.

Any dishonest activity may result in failure of specific assignments or an entire course. Flagrant and/or repeated violations of Academic Honesty will result in disciplinary action up to and including expulsion from Lake Michigan College.

XIV. DISABILITY STATEMENT

Students with a documented disability may wish to consult with the Student Resource Center. They can be reached at 269-927-8866. A counselor can work with you to develop an accommodation plan that will be shared with your instructors. See me if you need further information.

XV. ASSIGNMENT SCHEDULE

The Assignment Schedule will be followed as closely as possible; however, changes may be made at the instructor's discretion.

NOTE: Additional information regarding the course may be added to the syllabus at the discretion of the faculty member prior to distribution

Course Syllabus Format
Microsoft Word
Approved by CCC
Updated February 2013

CREATING A SYLLABUS - THREE STEP PREPARATION *

1. ~~Write your overall objective:~~
 - a. ~~Read the college course outline.~~
 - b. ~~Talk with others who have taught the course and/or look at outlines they have used.~~
 - c. ~~Study the textbook.~~
 - d. ~~Write an overall objective in terms of student achievement, "At the end of this course a student should be able to ..."~~

2. ~~Break the overall objective into units:~~
 - a. ~~Set up a term calendar, noting holidays, exams.~~
 - b. ~~Think of the units of material needed to reach the overall objective.~~
 - c. ~~Divide the units into class sessions: how much class time will it take to cover a specific unit of material?~~
 - d. ~~List each unit in terms of specific objectives.~~
 - e. ~~Place the goal(s) of each class session in one sentence, "At the end of this class the student should be able to ..."~~
 - f. ~~Locate the dates of projects, quizzes, AV materials.~~

3. ~~Write your syllabus - now you are ready. See the next page for an expected format. This should include:~~
 - a. ~~Objectives of the course.~~
 - b. ~~The name and author of the text.~~
 - c. ~~The calendar of the course, session by session.~~
 - d. ~~Dates of projects, tests, and special events.~~
 - e. ~~Plans for evaluating the students.~~
 - f. ~~Your standards of grading and what it takes to get a good grade from the course.~~
 - g. ~~When you may be reached and where.~~
 - h. ~~The location of the classroom.~~
 - i. ~~The times of meetings.~~

~~* Adapted from Taylor, Vernon, Teaching Tips for Part-Time Teachers~~

APPENDIX B

Lake Michigan College
COURSE SYLLABUS

NOTE: When this form is submitted, delete all italicized instructions.

I. COURSE IDENTIFICATION

A. Discipline

~~H. Title & Number~~

~~_____ Pilot Course numbers must be preceded by a P~~

C. Credit Hours

D. Contact Hours

E. Instructor

F. Office Number

G. Telephone

H. Email address/and/or website

~~Note: E, F, G and H Instructor information is not required for CCC's approval~~

~~I. Prerequisite(s) – E, M, R, other (indicate computer skill level if required)~~

~~I. Semester & Academic Year~~

II. TEXTBOOKS AND/OR EQUIPMENT /SUPPLIES

B. Required

1. Texts

2. Hardware/software/Internet connection

B. Additional Resources

III. COURSE DESCRIPTION FROM CATALOG

~~_____ The course description must be the same as that on the Course summary Form~~

IV. GENERAL EDUCATION AREA(S) MET

~~The General Education areas that are met in this course should be listed in this section. The objectives through which the areas are met can be asterisked, numbered or otherwise noted for student understanding.~~

V. GOALS AND OBJECTIVES (prepared according to the G & O Preparation example)

VI. EXPECTED STUDENT OUTCOME(S)

~~The Expected Student Outcomes for this course should be listed in this section. The measurements that pertain to the outcomes can be included in grading criteria if appropriate or otherwise spelled out in this section.~~

VII. INSTRUCTIONAL METHODOLOGY

~~_____ Cite the methods of instruction that will be used throughout this course.~~

~~VIII. WRITING ACROSS THE CURRICULUM STRATEGY (which may or may not be graded)~~

~~X. GRADING CRITERIA AND REQUIREMENTS~~

~~VIII. GRADING SCALE~~

~~IX. MAKE-UP POLICY~~

~~X. ATTENDANCE POLICY/WITHDRAWAL POLICY~~

~~(include the following on all syllabi)~~

~~— Mindful of the diverse student body that Lake Michigan College serves, and the varied belief systems that its students represent, the College will make a reasonable effort to accommodate students who need to be excused from classes for the observance of religious holidays. This policy does not apply to students who knowingly register for classes scheduled to meet on days that consistently conflict with their day of worship, e.g., a student who signs up for up for Saturday classes when the student normally worships on Saturday.~~

~~XI. ASSIGNMENT SCHEDULE~~

~~The Assignment Schedule will be followed as closely as possible; however, changes may be made at the instructor's discretion.~~

~~NOTE: Additional information regarding the course may be added to the syllabus at the discretion of the faculty member prior to distribution~~

Course Syllabus Format

Microsoft Word

Approved by CCC

October 2001

DELETE

~~GUARANTEE – BUSINESS TRAINING~~

~~Office of Origin: _____ Community & Business Services Career & Workforce
Education
Date Adopted: _____ 08-26-96
Last Date Modified & Approved: _____~~

~~Policy Statement:~~

~~Lake Michigan College's business customers deserve the same return on investment in their training as they receive in other business investments. We believe in this so strongly that LMC unconditionally guarantees its business training. If a business customer fails to achieve the learning objectives for a course or program, that customer can repeat the module or program at no additional cost.~~

~~**Responsibility:** Executive Dean, Career & Technical Education, Community & Business Services, and Bertrand Crossing Campus Career & Workforce Education~~

~~**References:**~~

~~**MERGE WITH QUALITY ASSURANCE POLICY**~~

ACTION:

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

MOTION by Mr. Bergan, with support by Mr. Curry to approve revision of the policies as presented.

ROLL CALL VOTE

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

Nays: None

Absent: Ms. Tomasini

APPROVED

FISCAL YEAR 2019 OPERATING AND CAPITAL BUDGETS

The fiscal year 2019 operating and capital budgets were presented at tonight's meeting.

ACTION

It was recommended that the fiscal year 2019 operating and capital budgets be approved as presented.

MOTION by Ms. Truesdell with support by Mr. Curry to approve fiscal year 2019 operating and capital budgets as presented.

ROLL CALL VOTE

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

Nays: None

Absent: Ms. Tomasini

APPROVED

CAPITAL REQUEST – CISCO SWITCH REPLACEMENT

The IT network data switches used in the College's data centers were purchased in 2012 and are over 6 years old. Those data switches that serve the classrooms are of varied ages, with some more than 6 years old. Due to the age of this equipment, difficulty in obtaining software updates, and manufacturer support, replacement of this equipment is necessary.

LMC uses Cisco equipment in its data centers and data closets. Because July is Cisco's year end, that is traditionally when Cisco provides the best prices to its resellers. The College tries to take advantage of this opportunity when buying Cisco equipment to receive the best possible discount.

In compliance with the College's Purchasing Policy, a Request for Proposal for the data switches will be issued. Proposals will be sent to at least 5 companies, and responses will be reviewed and ranked relative to pre-determined criteria including specifications, fee, and ability to deliver timely. Those companies to whom the College will directly issue the RFP include:

CDWG of Chicago, IL
Presidio Corporation of New York, NY
Optio Data of Ada, MI
CXTEC of Syracuse, NY
Data Strategy of Grand Rapids, MI

Due to the fact there is no Board meeting in the month of July, College Administration is seeking approval to award a contract on a not-to-exceed basis to take advantage of the Cisco year-end pricing. Preliminary budgetary quotes from a vendor are being used as a basis for the not-to-exceed amount.

ACTION:

It was recommended that the Lake Michigan College Board of Trustees authorize College Administration to bind a contract with the lowest bidder that meets published specs at a price not to exceed \$225,000.

MOTION by Mr. Grover, with support by Mr. Bergan to authorize College Administration to bind a contract with the lowest bidder that meets published specs at a price not to exceed \$225,000.

ROLL CALL VOTE

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

Nays: None

Absent: Ms. Tomasini

APPROVED

Pavement Repairs

Abonmarche, LMC's contracted engineering consultant, administered the bidding for the LMC 2018 Paving and Sealing project at the Benton Harbor Campus. The project consists of milling and resurfacing the roadway south and east of the Todd Center for Business, Education and Information Technology and the south drop off loop for the Mendel Center. Maintenance repairs

include crack filling, pavement sealing, and restriping. Repairs were itemized on the bid form. Contract documents were publicly released on June 4, 2018. A bid advertisement was run in the Herald-Palladium. Bids were opened on June 19, 2018.

The following are the results:

A-1 Asphalt	\$372,509.00
Arnt Asphalt	\$203,976.75

ACTION:

Based on Abonmarche's review of the bids and the outcome of the post-bid interview, the College Administration recommended that the Lake Michigan College Board of Trustees accept the low bid of Arnt Asphalt in the amount of \$203,976.75.

MOTION by Mr. Bergan, with support by Ms. Truesdell to accept the low bid of Arnt Asphalt in the amount of \$203,976.75.

ROLL CALL VOTE

Yeas:	Dr. Lindley, Mr. Grover, Ms. Truesdell, Mr. Bergan, Mr. Curry, Ms. Johnson
Nays:	None
Absent:	Ms. Tomasini

APPROVED

CERTIFICATION OF APPOINTMENT 2018-2019 MCCA BOARD OF DIRECTORS

The Michigan Community College Association (MCCA) Bylaw, Article VII, Sec. 1 and 2 requires each member college to certify to the Secretary of the Association prior to July 15 each year its representatives to the MCCA Board of Directors. The representatives must be the chief administrative officer of the College and one member of the College's governing board. Each College Board is also required to designate an alternate governing board member.

Chair Lindley announced the appointment of Dr. Michael Lindley and Dr. Trevor Kubatzke with Ms. Debra Johnson, alternate as the Lake Michigan College Board of Trustees representatives to the Michigan Community College Association Board of Directors for 2018-2019.

**CERTIFICATION OF APPOINTMENT
2018-2019 MCCA BOARD OF DIRECTORS
MICHIGAN COMMUNITY COLLEGE ASSOCIATION**

CERTIFICATION FORM

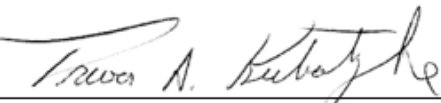
At a Regular meeting of the Board of Trustees or Board of
(Special/Regular)
Education of Lake Michigan College held on 6/26/18
(College) (Date)
the following were designated as the chief administrative officer and governing board
representatives of Lake Michigan College to the Board of Directors of
(College)
the Michigan Community College Association for the year beginning July 1, 2018 and
ending June 30, 2019.

MCCA BOARD OF DIRECTORS REPRESENTATIVES

President/Chancellor Director Dr. Trevor A. Kubatzke
(Name)

Trustee Director Dr. Michael Lindley Chair
(Name) (Board Title)

Alternate Trustee Director Debra Johnson Vice Chair
(Name) (Board Title)

Submitted by: 
(Signature of Authorized Agent)
6/28/2018
(Date)

Return this completed form by July 15, 2018 to:

MCCA – 222 North Chestnut, Lansing, MI 48933-1000, fax to: (517) 372-0905 or
e-mail to michelle@mcca.org. Thank you.

ROLL CALL VOTE

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

Nays: None

Absent: Ms. Tomasini

APPROVED

PRESIDENT'S EVALUATION

Board Chair Lindley presented the evaluation of President Trevor Kubatzke at tonight's meeting. The board highly rated Dr. Kubatzke in four categories as stated by Dr. Lindley:

- Leadership: "He's established measurable goals, with a great deal of collaboration, and made great strides in his short time as president."
- Communication/external relations: "Dr. Kubatzke is networking, advocating for the college, building support and goodwill with key college constituents."
- Instructional performance: "Dr. Kubatzke is student-centered, and people-centered. Many of his initiatives are too new to provide data, but we anticipate growth, and continuous improvement."
- Personal qualities: "Dr. Kubatzke's personal approach and transparency is outstanding. He is a person of character, ethics, and honest in his intentions and interactions."

COMMENTS:

Dr. Lindley stated the board is impressed by what Dr. Kubatzke has accomplished in a very short period, and the board looks forward to a long tenure of leading Lake Michigan College.

Mr. Curry seconded those sentiments, and added that Dr. Kubatzke came at a time when the college needed leadership and he brought it to the table. He has done a great job.

ACTION:

It was recommended that the Lake Michigan College Board of Trustees approve the evaluation of Dr. Trevor Kubatzke as stated.

MOTION by Ms. Johnson with support by Mr. Bergan to approve the evaluation of Dr. Trevor Kubatzke as stated.

ROLL CALL VOTE

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

Nays: None

Absent: Ms. Tomasini

APPROVED

BOARD MEMBER RESIGNATION

The Board took action on Trustee Judy Truesdell's resignation at tonight's meeting.

ACTION

Dr. Lindley read and presented Ms. Truesdell with a Resolution commending and thanking her for her work on behalf of the college.

RESOLUTION

WHEREAS, Judy Truesdell has loyally served and continually supported Lake Michigan College since 1997 as a member of the Board of Trustees, and

WHEREAS, she has further served the College as Chairperson, Vice-Chairperson, Treasurer, and Secretary

WHEREAS, Ms. Truesdell has at all times approached problems and sought solutions on the basis of the best interest of the students, staff, and faculty, and

WHEREAS, Ms. Truesdell has been an integral part of expansion of the college with the building of the Niles campus, South Haven campus, M-TEC, Hanson Technology Center, Future Wine and Viticulture Center, purchasing of the WMU-Southwest building, and the largest remodeling project in college history, and

WHEREAS, Ms. Truesdell was instrumental in a successful annexation campaign for the South Haven School district to join LMC, three successful millage renewals, and a historic capital millage campaign allowing the college to assure quality, relevant education and training for years to come, and

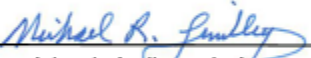
WHEREAS, Ms. Truesdell helped guide the college through four successful fundraising campaigns raising more than fourteen million dollars, and

WHEREAS, she has decided to resign from her public position as trustee and officer of Lake Michigan College, and

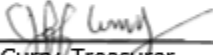
WHEREAS, the College community through its Board of Trustees wishes to recognize her selfless public service and dedication to its interests for over 20 years.

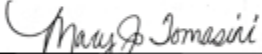
THEREFORE BE IT RESOLVED that Judy Truesdell be publicly commended and thanked for the generous expenditure of her time, energy, and talent on behalf of Lake Michigan College.

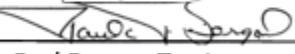
Date: June 26, 2018

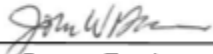

Michael Lindley, Chairperson


Debra Johnson, Vice Chairperson


Jeff Curry, Treasurer


Mary Jo Tomasini, Trustee


Paul Bergan, Trustee


John Grover, Trustee


Trevor A. Kubatzke, President

COMMENTS:

Ms. Truesdell thanked the board, president, cabinet, LMC family and community for the support and hard work they have done to move the College forward. She noted all of the construction,

buildings, and addition of staff, along with the increased quality of the delivery of education, and the many awards we have received for the excellent work that we have done, shows Lake Michigan College is a leader in the Michigan Community College movement.

Ms. Truesdell stated she is glad to leave Lake Michigan College in the hands of a capable board and administration, and that this has been an unbelievable opportunity to have served.

MOTION by Mr. Bergan, with support by Mr. Grover to accept Trustee Judy Truesdell's resignation effective June 30, 2018.

ROLL CALL VOTE

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

Nays: None

Absent: Ms. Tomasini

APPROVED

Dr. Lindley set a special board meeting for 6:00 p.m. on July 12, 2018 to interview possible trustee replacements.

ADJOURNMENT

Ms. Truesdell moved to adjourn the Regular Meeting of the Lake Michigan College Board of Trustees at 6:33 p.m. supported by Mr. Bergan.



Michael Lindley, Chair
Lake Michigan College Board of Trustees



Judy Truesdell, Secretary
Lake Michigan College Board of Trustees