

Board of Trustees
Voting Records and Minutes of the Regular Meeting
Todd Business Education and Technology Center
August
28, 2018

CALL TO ORDER

Chair Lindley called the Regular Meeting of the Lake Michigan College Board of Trustees to order at 6:00. p.m. The meeting opened with the Pledge of Allegiance.

ROLL CALL

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

Absent: Jeff Curry

SETTING OF THE AGENDA

The agenda stands as presented.

APPROVAL OF MINUTES

Minutes of the June 26, 2018 Budget Hearing, June 26, 2018 Regular Board Meeting and July 16 Special meeting were approved as presented with a motion by Mr. Bergan, supported by Mr. Grover.

PETITIONS AND COMMUNICATIONS FROM THE FLOOR

None

PRESIDENT'S REPORTS

Academic Services

Dr. Kellogg introduced Institutional Research Department team Dan Kmitta, Director, Institutional Research and Kathy Burnett, Coordinator, Institutional Research, who have been working with Emsi on the College's economic impact research. Susan Hackett, Economic Consultant at Emsi shared the results of the study during her PowerPoint presentation.

Student Engagement and Support

Ms. Craig thanked everyone at the college for stepping in during her absence to ensure that everything ran smoothly. She also acknowledged Dr. Kubatzke who every day has students at the front of his mind.

Enrollment and Community Partnerships

Mr. Schaffer reported on the increase in fall enrollment. He stated that the College is working to maximize the outreach over the next three to five days prior to the start of classes.

Administrative Services

Ms. Erdman introduced Sara VanderVeen, Executive Director, Facilities Management who gave an update on the current construction timeline of the Benton Harbor campus.

BOARD OF TRUSTEES 2019 MEETING CALENDAR

The Lake Michigan College Board of Trustees set their 2019 calendar at tonight's meeting.

**LAKE MICHIGAN COLLEGE BOARD OF TRUSTEES
2019 MEETING CALENDAR**

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

Board workshop begin at 3:00 p.m.

January 7, 2019 Board Election – 8:30 a.m.

January 22, 2019

February 25, 2019 Workshop Only – 9:00 a.m. – 12:00 p.m.

March 26, 2019

April 23, 2019

May 21, 2019 (*Niles Campus*)

June 25, 2019

No Meeting in July

August 27, 2019

September 24, 2019 (*South Haven*)

October 22, 2019

No Meeting in November

December 10, 2019

MOTION by Mr. Bergan, with support by Mr. Grover to accept the 2019 Board of Trustees calendar as presented.

ROLL CALL VOTE

Yeas: Dr. Lindley, Mr. Grover, Mr. Bergan, Ms. Smith,
Ms. Johnson Ms. Tomasini

Nays: None

Absent: Mr. Curry

APPROVED

DISCUSSION

The calendar may have to be amended for January 22, 2019 and February 25, 2019 due to scheduling conflicts of several trustees.

POLICY UPDATE - INVESTIGATION

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

INVESTIGATION

Office of Origin:	Board of Trustees Human Resources; Finance
Date Adopted:	04-27-10
Date Reviewed:	01-15-12, 05-05-18, 07-13-18
Last Date Approved:	01-15-12

Lake Michigan College (the College), including its trustees, officers and all employees, has an obligation and commitment to conduct all affairs of the College in accordance with the highest standards of integrity and ethics, and in compliance with applicable Federal and State laws and College policies.

In order to promote this commitment, the College is promulgating a specific policy governing the reporting of allegations of improper or illegal conduct (hereafter "misconduct"), including the protection of persons making such allegations and/or cooperating in an investigation of such allegations.

This policy applies to all trustees, officers and employees of the College including part-time and student employees (the "employees").

It is the policy of the College to investigate any suspicion or allegation of employee misconduct, fraud involving College accounts or operations, as well as any violation of College policies or procedures. The College will conduct these investigations in a manner that protects the civil rights of those who may be the subject of allegations.

An employee who makes a good faith disclosure of information that may evidence misconduct, such as a violation of law, College policy or other wrongful conduct, should not be subjected to any adverse employment action or retaliation based on the disclosure. On the other hand, an employee who knowingly makes a false allegation, or whose allegations are not made in good faith, is not protected under this policy, and will be subject to an appropriate discipline. Also, an employee may be the subject of discipline or an adverse personnel action for reasons unrelated to the making of a report.

All employees who become aware of misconduct have an obligation to report to the ~~Vice President of Financial Services, Chief Financial Officer~~, Vice President of Administrative Services, ~~the Executive Director of Human Resources~~, or other appropriate administrative officer, any

suspected theft, fraud, embezzlement, destruction of property, or another irregularity causing a loss to the College as soon as possible, but no later than one (1) year after becoming aware of the claimed misconduct.

Any employee who receives a report of misconduct shall advise the ~~Vice President of Financial Services or Chief Financial Officer~~, Vice President of Administrative Services and/or the Executive Director of Human Resources regarding the complaint of misconduct and the resolution, if any, of the complaint. Records of all such complaints shall be maintained by ~~the Vice President of Administrative Services~~ Human Resources.

In the event that the report of misconduct involves ~~either or both the Vice President of Financial Services and/or any of the following: Chief Financial Officer~~, Vice President of Administrative Services and/or the Executive Director of Human Resources, the College President will administer the investigation of the allegations.

All employees have a duty to cooperate with any investigation commenced in furtherance of this policy. Any employee who violates this policy shall be subject to disciplinary action, up to and including termination. Employees' responsibilities include, but are not limited to, responding to auditors and/or investigators truthfully, and supplying requested information and documents without fabrication, destruction, omission, or alteration.

An employee should provide as much detail as is available when reporting misconduct. A report should be made in writing, acknowledged by the employee making the complaint. The College will maintain the confidentiality of the employee reporting the misconduct to the extent practical. However, the College cannot guarantee confidentiality, and the identity of the person making a complaint may become known. The College will determine the appropriate course of action to be taken upon receipt of a complaint of misconduct. Anonymous complaints and non-specific, broad or unsubstantiated allegations lacking an evidentiary support will not be investigated.

Responsibility: ~~Vice President, Financial Services; Chief Financial Officer;~~ Vice President, Administrative Services; ~~Executive Director, Human Resources~~

References: Michigan Whistleblower's Protection Act: MCL 15.362 et seq.

ACTION:

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

MOTION by, with support by to approve revision of the Investigation policy as presented.

ROLL CALL VOTE

Yeas: Dr. Lindley, Mr. Grover, Mr. Bergan, Ms. Smith,
Ms. Johnson Ms. Tomasini

Nays: None

Absent: Mr. Curry

APPROVED

ADJOURNMENT

MOTION by Mr. Bergan with support from Ms. Johnson to adjourn the Regular Meeting of the Lake Michigan College Board of Trustees at 6:23 p.m.



Dr. Michael Lindley, Chair



John Grover, Secretary