

Board of Trustees
Minutes of the Regular Meeting
Virtual Zoom Meeting
<https://LakeMichiganCollege.zoom.us/j/93520652955>
Meeting ID: 935 2065 2955
August 25, 2020

CALL TO ORDER

Chair Johnson called the Regular Meeting of the Lake Michigan College Board of Trustees to order at 5:09 p.m. Ms. Johnson opened the meeting with the Pledge of Allegiance.

ROLL CALL

Present: Paul Bergan, Jeff Curry, John Grover, Debra Johnson, Dr. Michael Lindley, Joan Smith, Mary Jo Tomasini
Absent: None

SETTING OF THE AGENDA

The agenda stands as presented

APPROVAL OF MINUTES

Minutes of the June 23, 2020 Regular Board Meeting were approved as presented with a motion by Mr. Bergan, supported by Mr. Curry.

ROLL CALL VOTE

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

NAYS: None

ABSENT: None

PETITIONS AND COMMUNICATIONS FROM THE FLOOR

None

PRESIDENT'S REPORT

Mr. Nygil Likely introduced the Director of Financial Aid, Moji Ogunyanwo. Ms. Ogunyanwo stated she was looking forward to working at Lake Michigan College.

Student Affairs

Mr. Likely gave an update on Beckwith Hall residency housing opening up at 65% capacity with 123 students living in the hall. The college is leaving double suites offline to use as quarantine areas for students if needed.

He also stated that there will be a staggered move-in plan over the course of three days. There will be safety protocols in place and as part of the return plan, the college is requiring all residents to show proof of having a COVID test prior to moving into the residence hall. The college has partnered with Spectrum Lakeland Health to provide three days of drive - through testing to administer test.

Mr. Likely stated that the college is also asking students to refrain from having visitors, in an effort to control access and limit who is coming into the facility. Students are being asked to practice social distancing and to wear a mask at all times while out and about on campus. Mr. Likely stated that the college has worked with the local health department to create the best safety plan to reopen Beckwith Hall.

Academic Affairs

Dr. Leslie Kellogg gave an update on the Truck Driver Training Program beginning with a soft launch on September 8. She also shared information on syllabus information which will include COVID language for students.

OLD BUSINESS

None

NEW BUSINESS

BOARD OF TRUSTEES 2021 MEETING CALENDAR

The Lake Michigan College Board of Trustees set their 2021 calendar at tonight's meeting.

BOARD OF TRUSTEES 2021 MEETING CALENDAR

All regular meetings begin at 5:00 p.m. and will be held in the Board Room at the Todd Center unless noted otherwise.

Board workshop begins at 3 p.m.

Board Meeting Date

January 4, 2021 – Organizational Meeting

January 26, 2021

February 23, 2021 Planning Workshop Only

March 23, 2021

April 27, 2021

May 25, 2021 (*Niles Campus*)

June 22, 2021

No Meeting in July

August 24, 2021

September 28, 2021

October 26, 2021 (*South Haven*)

No Meeting in November

December 7, 2021

MOTION by Dr. Lindley with support by Mr. Grover to approve the 2021 Board of Trustees Meeting Calendar as presented.

ROLL CALL VOTE

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

NAYS: None

ABSENT: None

APPROVED

POLICY REVISIONS

As part of ongoing efforts to review college policies in support of continuous quality improvement efforts, the following policy revisions are being presented to the Board of Trustees for review and/or approval.

First Read

1. Raffles UPDATE
2. IT Service Levels Agreement-NEW
3. Education Related Business Activities DELETE

MOTION by Dr. Lindley with support by Mr. Curry to approve the policy revisions presented as a 1st Read to the Board of Trustees

ROLL CALL VOTE

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

NAYS: None

ABSENT: None

APPROVED

RAFFLES

Office of Origin:	Finance
Responsibility:	Chief Financial Officer
Original Date Adopted:	08-26-2015
Dates Reviewed:	8-25-2020
Last Date Approved:	8-25-2020

A raffle is a game of chance where raffle tickets are sold, a winner(s) is determined by randomly drawing a ticket stub from a container, and a prize is awarded. Most raffles require a license.

Lake Michigan College (the College) requires any part of the College that holds a raffle comply fully with the Acts, Rules, and Directives of the Michigan Gaming Control Board (MCGD.) This information can be found on the [MCGD website](#)

Each raffle requires designation of a Principal Officer, whose duties include responsibility for ensuring that the raffle is conducted in accordance with the act, rules, and directives of the MCGD.

It is the responsibility of the sponsoring unit's designated Principal Officer for ensuring compliance.

References: Michigan Charitable Gaming Division website

IT SERVICE LEVELS AGREEMENT

Office of Origin:	Information Technologies
Responsibility:	Manager, IT Services
Original Date Adopted:	8-25-2020
Dates Reviewed:	8-25-2020
Last Date Approved:	8-25-2020

To set expectations between Lake Michigan College (College) technology users and the Information Technology (IT) department, **Service Level Agreements (SLAs)** have been established, as outlined in the related procedure.

In addition to defining responsibilities of IT in serving users and of users seeking support, SLAs establish response expectations and provide transparency and accountability when SLA metrics are reviewed.

This policy establishes a mutual agreement between IT as the service provider and the users on IT / user responsibilities (below) and on hours of operations, and expected response times (in the procedure.)

IT Responsibilities

- Respond to service tickets within the timelines established by the SLAs
- Provide clear and timely updates to users in open service tickets
- Be fair, consistent, and transparent in prioritizing issues

User Responsibilities

- Use the Jira Ticketing System to report an issue or request assistance
- Provide all available information in the Jira ticket, such error message received, steps taken, expected results versus actual results
- Involve IT as early as possible when considering new or changed software or hardware and when a new software release is coming
- Provide IT with technical vendor contact information

References: IT Service Level Agreement Procedure

EDUCATION RELATED BUSINESS ACTIVITIES DELETE

Office of Origin: Board of Trustees
Responsibility: President
Date Adopted: 02-25-88
Last Date Modified & Approved: 03-28-17, 1-24-2020

Community, technical, and junior colleges have the dual mission of teaching and community services. To carry out this dual mission, it is often desirable for Lake Michigan College and its affiliated units to charge fees for providing goods and services that enhance, promote, or support its instructional, public service, and all other educational and support functions in order to meet the needs of students, faculty, staff, and members of the public participating in institutional events. Educational business activities are established and carried on pursuant to, and in accordance with, an authorization and statement of purpose which has been approved by the Board of Trustees and/or the President.

Each educational business activity shall meet the following five conditions:

- The activity is deemed to be an integral part in the fulfillment of the institution's teaching and public service mission and other educational support activities, without regard to surplus revenue.
- The activity is needed to provide an integral good or service at a reasonable price, on reasonable terms, and at a convenient location and time.
- The activity is carried out for the primary benefit of the campus community but with sensitivity to the total community.
- The College shall comply with the applicable laws and regulations pertaining to such activities, and educational business activities not falling within the guidelines established above may be unrelated business income activities.
- The College shall consult with employer advisory committees on any career education program whereby it is necessary for the College to operate a business in conjunction with the training program.

ADJOURNMENT

MOTION by Mr. Bergan to adjourn the Regular Meeting of the Lake Michigan College Board of Trustees at 5:32 p.m.



Debra Johnson, Board Chair
Lake Michigan College Board of Trustees



Joan Smith, Board Secretary
Lake Michigan College Board of Trustees