

Minutes  
Lake Michigan College Board of Trustees  
April 22, 2022 Meeting

**CALL TO ORDER**

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

**ROLL CALL:** Present: John Grover, Debra Johnson, Dr. Michael Lindley, Joan Smith, Vicki Burghdoff  
Jeff Curry, Mary Jo Tomasini

**SETTING OF THE AGENDA**

Dr. Kubatzke asked to move Kris Zook to the beginning of the meeting to present the Board with a sample of Sweeny Todd from the VPA's March production.

**APPROVAL OF MINUTES**

Minutes of the March 29, 2022 Board meeting were approved as presented with a Voice Vote.

**PETITIONS AND COMMUNICATIONS FROM THE FLOOR**

None

**PRESIDENT'S REPORT**

None

**OLD BUSINESS**

None

**NEW BUSINESS**

**ACADEMIC AFFAIRS DEPARTMENT REPORTS**

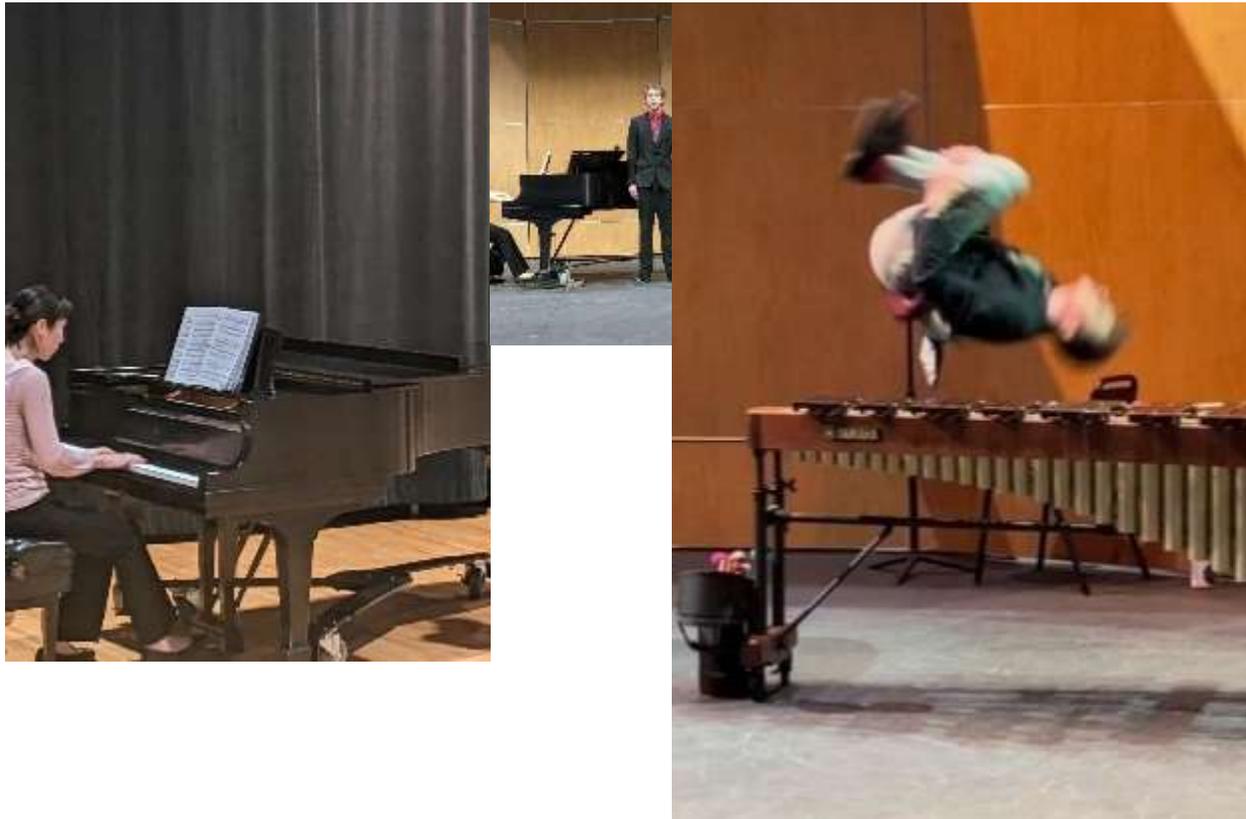
*Dr. Leslie Kellogg, Provost and Vice President of Academic Affairs*

**ACADEMIC EXCELLENCE**

On March 18, April 1, and April 15 applied music students presented a series of three solo student recitals in front of an audience of friends, family, and faculty. These showcase performances are the culmination of work done in individual music lessons and weekly colloquium and final formative preparation for the summative jury exam. Recitals were facilitated by **Robert Lunn** (Music Lecturer) and **Kris Zook** (Music Faculty and Visual & Performing Arts chair). **Alexandra Lee** (part-time Music instructor) served as collaborative pianists for the students. On the final recital, graduating student, *Jeremy Lane* presented his original musical composition created as a part of the college Honors program. The piece, dealing with anxiety, was created using 20th century classical techniques, which Lane learned in his Basic Music IV class. In the middle of the piece, Lane spontaneously did a back flip (see image below) “because the music says so.”



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Top row: *Shay Beeson*, soprano; *Eric Keeler*, cello; *Chloe Wells*, piano  
Bottom row: *Jada Willis*, mezzo-soprano; *Matt Grimm*, tenor; *Jeremy Lane*, marimba

On March 15, the vocal music students and Jazz Band transformed the Hanson Theatre into a 1920's Speakeasy, complete with live music of the period, live goldfish on the tables, and "giggle water" for everyone. The event was coordinated by Visual & Performing Arts Administrative Assistant, **Mindy McCaffrey**, Music Faculty, **Kris Zook**, and Music Lecturer, **Robert Lunn**. Vocalists were additionally prepared by part-time Voice Faculty, **Marla Matthews**, **Paul Mow**, **Chuck Reid**, and **Rebecca Selvidge**. Lunn and Zook played with the band. The house was packed and students were dancing in the aisles. Costumes were encouraged. The event started with a "secret knock" to enter and ended with a prohibition-era staged police bust.

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Student performers in costume for the speakeasy; Samantha Alfaro

On March 30 the Soundwaves, in conjunction with Campus Life Graduate Student, **Lydia Trout**, presented an inspirational tribute as part of our Women's Herstory event in the Hawk's Nest on the Benton Harbor Campus. This event featured music by female composers and Ethel Smyth's "March of the Women," which was an anthem of the British suffrage movement. **Kris Zook** (Music Faculty) shared some of the history and background of the pieces, while Miss Trout lead the students through a game of Kahoot on influential facts about women's contributions to history and current statistics around this topic.

On April 13, instrumental ensembles presented their annual spring concert to an enthusiastic audience in the Hanson Theatre. This performance showcased the work of four distinctly different student music groups, The Rock/Pop Ensemble, Tailwinds (wind ensemble), String Chamber Ensemble, and Jazz Band. These groups were led by **Don Savoie** (part-time Music Faculty), **Jason Gresl** (part-time Music Faculty), **Danny Lopez** (part-time Music Faculty), and **Rob Lunn** (Music Lecturer), respectively. The groups presented a wide variety of selections from traditional band repertoire to contemporary hits in their respective genres.



Jazz Band; Tailwinds (wind ensemble)

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On April 7-9, the Visual & Performing Arts students, along with a host of staff and community members both on stage and behind the scenes, brought the macabre Broadway musical *Sweeney Todd* to the Mendel Center Mainstage to the delight of enthusiastic audiences. The show was directed by Theatre Coordinator, **Paul Mow**; produced by Theatre Faculty, **Patrick King**; and music directed by part-time Music Faculty, **Danny Lopez**. Part-time Music Faculty **Marc Churchill**, **Sara Churchill**, **James Kraus**, **Alexandra Lee**, as well as **Terra Lenox** (Communications Faculty), and **Meghan Pelkey** (Records Generalist) lent their talents to the production working alongside students and community members.



Photos from *Sweeney Todd*

On April 4-5, **Dr. Bal Barot**, Chemistry faculty, was invited to share his teaching pedagogy and unique methodology with other educators in St Louis, Missouri. The conference was co-hosted by Washington University's Center for Integrative Research on Cognition, Learning, and Education (CIRCLE) and The University of Utah's Department of Chemistry. The conference covered innovative psychological and discipline-based education research on undergraduate STEM education. Dr. Barot presented and shared his four decades of

personalized teaching using POGIL (Process Oriented Guided Inquiry Learning) methods, personalized teaching, and story-telling techniques in the classroom.

### **STUDENT SUCCESS**

Each year, one graduate who best exemplifies the philosophy and core values of the Lake Michigan College Nursing program is chosen to receive the Spirit of Nursing award. Criteria include:

- Demonstration of a caring attitude towards patients and peers;
- Strong communication skills and the ability to collaborate with others in the academic and healthcare setting;
- Attitude of inclusivity, civility, and exhibits respect for diversity;
- Acts with integrity and a strong sense of ethics;
- Commitment to excellence; and
- Identified as a leader and role model.

*Heidi Fox*, pictured below, was nominated by multiple classmates and chosen among the nominees by the Faculty to receive this award. Peer nomination comments included, "She is so incredibly supportive of her fellow classmates. She is a personal cheer leader to all" and "She has a true passion and heart for what she does." Others identified Heidi's respectful and inclusive manor.



*Heidi Fox*, Spirit of Nursing award recipient

On April 1, 19 freshman students from Benton Harbor High School met with **Dr. Trevor Kubatzke**, President. Students learned about the cost-saving benefits of dual enrollment while in high school and attending Lake Michigan College after high school. Dr. Kubatzke shared his personal experiences of attending a community college.

On April 8, the same group of students from Benton Harbor High School received a tour of the Hanson Technology Center with **Chad Dee**, Director, Hanson Technology Center. Chad gave an overview of the programs offered and showcased the Fab Lab.

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On April 4, a Student Symposium was held at the Hawk's Nest featuring 17 student speakers who presented their work on a variety of topics. The event was also streamed via Zoom. The Student Symposium was organized by interim English Faculty, **Dr. Erik Mortenson**, along with Faculty members **Sean Newmiller** (English), **Dr. Jessica Beachy** (Biology), and **Lia McCoskey** (English). Student panels were moderated by Faculty **Dr. Sarah Smith** (English), **Nick Brittin** (English), and **Dr. Amy Scrima** (Psychology).



Participants of the Student Symposium are pictured above.

*Tracie Crenshaw*, currently a student in **Dr. Sarah Smith's** Creative Writing class, published her nonfiction essay entitled "Winds of Change" in the March 5 edition of *The Buchanan Chronicle*.

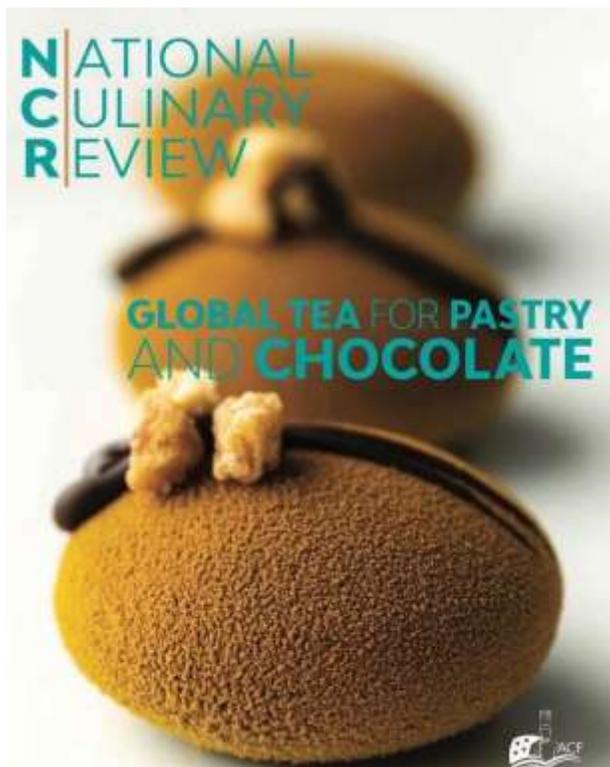
### **COMMUNITY IMPACT**

On March 6, the Hanson Theatre came alive with Lake Michigan College Alumnus and part-time Music faculty, **Rebecca Selvidge** and friends in a recital of jazz, Broadway, and Classical vocal music. This recital was a part of the Faculty and Alumni Recital Series, initiated this academic year by Visual & Performing Arts. During the show Ms. Selvidge was accompanied by fellow LMC graduate, Maggie Martin, and former part-time instructor, Carrie VanDenburgh. Ms. Selvidge currently teaches music at Coloma High School, and Ms. VanDenburgh teaches music at Berrien Springs Public Schools.

April 7-10, **Dr. Tiffany Bohm**, Political Science faculty, was invited to serve as a chair and discussant for a panel (Crime, Policy and Social Control) at the Midwest Political Science Association Conference (MPSA) in Chicago. In addition to chairing the panel, Dr. Bohm presented a paper "The Loss of Personal Privacy in the Age of Residential Surveillance" to

the Policing in America panel. The MPSA annual conference historically hosts more than 5,000 attendees from 60+ countries across more than 90 political interest areas.

**Chef Luis Amado's** work was featured on the cover of the American Culinary Federation's National Culinary Review Magazine. His use of teas in chocolate was the primary focus. Amado was also featured in a podcast episode, "From Churros Cart to Chocolate Academy," which aired on March 31. The podcast is available at <https://pastryartsmag.com/podcast/luis-amado/>.



***Chef Luis Amado***

**RIPPLES MAKE WAVES | 2020-2023**

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

**Student Affairs-Mr. Nygil Likely, Vice President of Student Affairs**

**Community Impact:**

Educational Opportunity Center (EOC)

The Lake Michigan College TRIO Educational Opportunity Center (EOC) has recently been trained to work with the Indiana State Prison system. We are excited to renew this partnership as it has yielded great results for the reentering population and for the EOC.

The EOC team attended TRIO training the week of April 4. The team learned about recruiting and serving “hard-to-reach” populations. These populations include Lesbian, Gay, Bisexual, Transgendered and Questioning (LGBTQ), English Language Learners, rural, homeless and foster youth. EOC leadership also attended Priority 6, new director training, the week prior and was able to connect with other new EOC directors across the country.

Upward Bound (UB)

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Saturday College Prep took place in person on March 5. Students took the mock SAT to prepare for their upcoming State of Michigan exams in April. Students explored the Hanson Technology Center, they received a tour from staff and made customized key chains with the laser printers!

March 11-13 – Upward Bound staff traveled with twelve scholars to Ann Arbor, MI for the Michigan College Access Program Personnel (MI-CAPP) student leadership summit. MI-CAPP is the association for Michigan TRIO programs. During the conference, students attended workshops focused on building habits, skills, and the motivation necessary to pursue a post-secondary education. Students had an exciting time! Our Academic Programs Coordinator, **Alex Stewart**, and our Pre-College Coordinator, **Kesha Jones**, both presented to pre-college students during the conference on the topics of major choice and marketing/creating your brand, respectively.

Academic Advancement Sessions (Tutoring) has continued to see an increase in UB scholar participation. Scholars are engaging with our Math and English tutors and improving their academic skills.

UB Seniors have been working diligently to solidify their college decisions for the fall semester. Many have submitted enrollment deposits, signed up for housing, and registered for orientation sessions.

### Athletics

Baseball - The men are standing in fifth place in the MCCA Western Conference Division.

Softball - The women continue to compete for a Regional berth.

### Student Life

The second Leadership Series session had a great turnout in person and via zoom. Dr. Gurney spoke to our students about resume building.

*As of April 18, 2022*

## **Employment Report:**

### Positions Posted or in the Hiring Process:

- Administrative Assistant, Campus Life/Intercollegiate Athletics
- Administrative Assistant, DEI, IT, & Finance
- Admissions Specialist, Niles Campus
- Associate Dean, Health Sciences
- Associate Director, Advising
- Banner Analyst - Technical/Student Services Specialist
- Bar/Setup Manager (Part-time)
- Dean, Arts & Sciences
- Dean, Diversity, Equity, & Inclusion
- Event Planner/Scheduler (Part-time)
- Executive Director, Human Resources
- Faculty, English
- Faculty, Emergency Medical Technology/Paramedic (EMT)
- Faculty, Physical Therapy Assistant (PTA)
- Lecturer, [Diagnostic Medical Sonography](#)
- [Lecturer, Mechatronics](#)
- Maintenance Technician, Part-time (2 openings)
- Natural Sciences Lab Manager
- Records and Registration Specialist

### New Hires:

- Coordinator, Learning Assistance & Testing, Part-time – Nancy Pedde
- Executive Director, Marketing and Communications – Jennifer Shoemaker
- Manager, Welch Center – Kiya Hudson

### Position Changes:

- Human Resources Generalist II/Compensation Specialist – Angela Kurtz
- Records and Registration Specialist – Meghan Pelkey

### Separations:

- Manager, Patron Services – August Garritano
- Enologist – Amy Birk

**Lake Michigan College**  
**Income Statement (Operating & Auxiliary Funds ONLY)**  
**March 31, 2022**

	FY_2022		FY_2021		
	Actual Year-to-Date	YTD % of budget*	Actual Year-to-Date	YTD % of budget*	
<b>Revenues</b>					
Tuition & Training Revenue, Net	\$ 9,715,000	108%	\$ 7,479,000	87%	Fall revenue was 115% of budget, Spring 110%
Property Tax Revenue, Net	17,257,000	95%	16,801,000	94%	
State Appropriations - Base	3,370,000	58%	3,115,000	55%	
State Appropriations - MPSERS	545,000	100%	527,000	56%	
Interest Income	10,000	19%	68,000	91%	Lower interest rates in FY22
Other Revenue	313,000	62%	376,000	75%	
Auxiliary Operations, Net	140,000	52%	78,000	8%	<b>B</b>
Funding from Foundation	54,000	9%	-	0%	
<b>TOTAL REVENUE</b>	<b>\$ 31,404,000</b>	<b>90%</b>	<b>\$ 28,444,000</b>	<b>81%</b>	
<b>Expenses</b>					
Labor Costs	\$ 17,191,000	74%	\$ 15,303,000	77%	
Services	1,096,000	88%	654,000	55%	
Building Costs	2,554,000	75%	2,323,000	74%	
Licensing, Training/Travel, & Other	1,233,000	56%	973,000	65%	
Supplies	550,000	66%	375,000	66%	
Interest Expense	349,000	101%	489,000	62%	
Depreciation	3,416,000	96%	2,845,000	61%	
<b>TOTAL EXPENSES</b>	<b>\$ 26,389,000</b>	<b>76%</b>	<b>\$ 22,962,000</b>	<b>72%</b>	
<b>OPERATING INCOME (LOSS)</b>	<b>\$ 5,015,000</b>		<b>\$ 5,482,000</b>		
Capital Outlay Funding from State	-		4,062,000		<b>A</b>
Transfers	27,000		253,000		
<b>TOTAL NET INCOME (LOSS)</b>	<b>\$ 5,042,000</b>		<b>\$ 9,797,000</b>		

\* - Board approved budget as adjusted for revisions

**A** - Capital outlay funding from the State of Michigan, which is considered "revenue" when received.

**B** - FY21 includes \$792,736 in revenue from COVID-19 vaccine clinics funded by CARES Act monies in Spring 2021

**Lake Michigan College**  
**Balance Sheet (General & Restricted Funds)**  
**March 31, 2022**

	<b>3/31/22</b>	<b>3/31/21</b>	<b>Change</b>	
Reserve - 120 Days Cash on Hand	10,680,000	10,680,000	-	0%
Reserve - MPSERS Board Designated	944,000	782,000	162,000	21%
Reserve - Debt Service	4,021,000	2,613,000	1,408,000	54%
Reserve - LMC Promise Designated Fund	825,000	-	825,000	-
Cash & Investments - Designated - Reserves	<b>\$ 16,470,000</b>	<b>\$ 14,075,000</b>	\$ 2,395,000	17%
Cash & Investments - Undesignated *	<b>26,207,000</b>	<b>17,250,000</b>	8,957,000	52%
Accounts Receivable, Net	<b>798,000</b>	<b>2,307,000</b>	(1,509,000)	-65%
Prepaid Expenses	<b>699,000</b>	<b>364,000</b>	335,000	92%
Fixed Assets, Net of Depreciation	<b>90,175,000</b>	<b>93,204,000</b>	(3,029,000)	-3%
Pension Assets	<b>5,480,000</b>	<b>6,495,000</b>	(1,015,000)	-16%
<b>Total Assets</b>	<b>\$ 139,829,000</b>	<b>\$ 133,695,000</b>	\$ 6,134,000	5%
Payables	<b>\$ 3,989,000</b>	<b>\$ 4,854,000</b>	\$ (865,000)	-18%
Deferred Revenues	<b>464,000</b>	<b>444,000</b>	20,000	5%
Debt	<b>35,014,000</b>	<b>36,973,000</b>	(1,959,000)	-5%
Pension Liability, Net	<b>28,131,000</b>	<b>29,130,000</b>	(999,000)	-3%
<b>Total Liabilities</b>	<b>67,598,000</b>	<b>71,401,000</b>	(3,803,000)	-5%
<b>Net Assets</b>	<b>72,231,000</b>	<b>62,294,000</b>	9,937,000	16%
<b>Total Liabilities + Net Assets</b>	<b>\$ 139,829,000</b>	<b>\$ 133,695,000</b>	\$ 6,134,000	5%

\* includes capital millage proceeds

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

**3/31/22**

**Operating Activities:**

Cash Received from Property Taxes - Operational	\$	17,257,000
Cash Received from Tuition		17,095,000
Cash Received from Appropriations		3,915,000
Cash Received from Other Operations		180,000
Cash Received from Grant Admin Fees		56,000
Cash Received from Foundation, Grants & Fundraising		130,000
Cash Received from Interest		10,000
Cash Received from (Paid for) Auxiliary Operations		44,000
Cash Paid to / on behalf of Employees		(16,106,000)
Cash Paid to Vendors		(6,817,000)
Cash Paid (Received) from Restricted Funds		-
<b>Cash From Operations</b>	<b>\$</b>	<b>15,764,000</b>

**Investing Activities:**

Cash Received from Property Taxes - Capital Millage		3,965,000
Cash Received from State - Capital Outlay		-
Cash Paid for Capital Assets		(1,126,000)
<b>Cash Borrowed (Used) for Capital Assets</b>	<b>\$</b>	<b>2,839,000</b>

**Financing Activities:**

Paid on Debt - Principal		(575,000)
Paid on Debt - Interest		(200,000)
<b>Cash Used for Debt</b>	<b>\$</b>	<b>(775,000)</b>

**Net Increase (Decrease) in Cash** **\$ 17,828,000**

**Beginning Cash (at June 30, 2020)** **\$ 24,848,000**

**Ending Cash (at March 31, 2022)** **\$ 42,676,000**

**Capital Request – Multi-Functional Printer (MFP) Replacement**

LMC’s current Multi-Functional Printers (MFPs) are currently ten years old and have reached end of life. As they reached their end-of-life, they are also no longer supported by the vendor if technical issues arise. Although parts are still available for repair, they have become scarce and more difficult to obtain. The MFP replacement will provide updated technology that enforces student success and academic excellence through providing stable and reliable access to printing for students, faculty, and staff throughout each building across the campuses. In addition, the new MFPs will enforce proper security through continued patching and updates of firmware and services as they become available.

In compliance with the College’s Purchasing Policy, a Request for Proposal for the MFP replacements was issued. The RFP received responses from the following companies, and their responses are below:

Vendor	Equipment/software cost	B/W Cost Per Print	Color Cost Per Print	Central Duplication B/W Cost Per Print	Central Duplication Color Cost Per Print
Canon	\$ 237,226.95	\$ 0.0060	\$ 0.0320	\$ 0.0060	\$ 0.0360
Adams Remco	\$ 212,750.00	\$ 0.0059	\$ 0.0086	\$ 0.0320	\$ 0.0350
Applied Imaging	\$ 184,264.35	\$ 0.0039	\$ 0.0039	\$ 0.0330	\$ 0.0330

The proposa received was reviewed and graded relative to pre-determined criteria including specs, experience, capability, approach, fee, and references. In addition to the MFP RFP, an additional \$15,000 is requested for additional training and potential wiring that were not included in the bid to accommodate the installation of the new equipment.

**ACTION:**

We recommend that the Lake Michigan College Board of Trustees authorize the College administration to bind a contract with the low bidder, Applied Imaging, in an amount not to exceed \$200,000.00.

**MOTION** by Ms. Smith with support by Mr. Grover to approve the policy revisions as presented.

**APPROVED BY ROLL CALL VOTE**

Yeas: Jeff Curry, John Grover, Debra Johnson, Mary Jo Tomasini, Vicki Burghdoff, Joan Smith, Michael Lindley

Nays: None

**APPROVED**

### **Ellucian Banner Contract for Select Cloud Software**

In August 2021, the College engaged Ellucian Banner to provide the following cloud software on a 1-year trial basis for \$50,097:

- Talent Management by NEOED (Develop, eForms)
- Single Sign-On (SSO)
- Position Control Flat File
- Employee Import

The 1-year contract signed in August 2021 included an option to extend the contract for 2 additional years for a total cost of \$107,804 (\$52,602 for Year 2 and \$55,232 for Year 3.)

The College has been satisfied with these cloud software solutions and wishes to extend the contract for 2 additional years. Because the total of the 2-year commitment exceeds the President's authority to bind, approval of the Board of Trustees is required.

#### **ACTION:**

We recommend that the Lake Michigan College Board of Trustees approve the Ellucian Banner contract extension as presented above.

**MOTION** by Dr. Lindley with support by Ms. Smith to approve the policy revisions as presented.

#### **APPROVED BY ROLL CALL VOTE**

Yeas: Jeff Curry, John Grover, Debra Johnson, Mary Jo Tomasini, Vicki Burghdoff, Joan Smith, Michael Lindley

Nays: None

**APPROVED**

**Niles Health Science Remodel**

The Niles Health Science Remodel project includes remodeling the existing space to be a new multipurpose health sciences lab space. The new lab will serve program needs for Medical Assisting, Phlebotomy, and CPR training. This project is the first phase of work anticipated at the Niles Campus. The second phase of work has been submitted as the College’s highest priority for major State capital outlay funding.

TMP Architecture conducted the bidding process on behalf of the College. Bids were received on April 19, 2022, from five companies and publicly opened via Zoom. Based on the review of the bid proposals, and post-bid interview, the low bidder, CPM Construction Company, Inc. (St. Joseph, MI) is recommended for an award for the Niles Health Science Remodel.

The Board of Trustees previously approved a budget of \$313,000 for this project. However, due to the continued escalation of construction costs since that budget was developed in early February, \$20,000 of additional funding for the overall project is also recommended. The total project budget includes all soft costs such as owner purchased/installed technology, architectural fees, plan reviews, insurance, and project contingency. The project will no longer include new classroom furnishings as a cost-savings measure.

	<b>CPM</b>	<b>Fredrick</b>	<b>Gibson-Lewis</b>	<b>Pearson</b>	<b>Roggow</b>
Base Bid	\$267,000	\$289,000	\$375,000	\$281,640	\$289,900
Construction Separation Cost	\$3,500	\$5,400	\$4,000	\$4,100	\$4,400
<b>Total Base Bid</b>	<b>\$270,500</b>	<b>\$294,400</b>	<b>\$379,000</b>	<b>\$285,740</b>	<b>\$294,300</b>

Work is planned to be completed during the summer of 2022 for a fall semester occupancy.

**ACTION:**

The College Administration recommends the Lake Michigan College Board of Trustees authorize increasing the Niles Health Science Remodel project total project budget to \$333,000 and a contract award amount of \$270,500 to CPM Construction Company, Inc. for this project.

**MOTION** by Ms. Tomasini with support by Ms. Smith to approve the policy revisions as presented.

**APPROVED BY ROLL CALL VOTE**

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Yeas: Jeff Curry, John Grover, Debra Johnson, Mary Jo  
Tomasini, Vicki Burghdoff, Joan Smith, Michael Lindley

Nays: None

**APPROVED**

## **ACTIVE MILITARY DUTY - STUDENTS**

Office of Origin: Records and Registration  
Responsibility: Registrar; VA Specialist  
Original Date Adopted: 12-10-90  
Dates Reviewed: 05-21-19  
Last Date Board Approved: 05-21-19

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Military members (active duty, National Guard, and reservists) enrolled at Lake Michigan College (the "College") who are unable to complete classes because of a change in military duties or status must submit orders that reflect the change in duty or status so the College can determine the following:

- If it is appropriate to finish coursework early, withdraw, or take an Incomplete,
- If a refund should be issued, or
- If credit to re-take classes should be granted and
- Whether any on-campus housing fees can be refunded.

Re-enrollment: per the Higher Education Opportunity Act of 2008 (HEOA) (Sec.484C), the College is required to readmit a student who withdrew or did not attend after admission in order to perform military service as described in orders.

This policy may be expanded to include law enforcement, Homeland Security, fire and emergency personnel in the event of orders from their employer to assist in military related situations. A copy of orders must be submitted to the VA Specialist.

**References:** Active Military Duty – Students Procedure  
Higher Education Opportunity Act of 2008  
Housing Agreement

## ADMINISTRATORS & PROFESSIONAL/TECHNICAL STAFF

Office of Origin: Human Resources  
Responsibility: Executive Director, Human Resources  
Original Date Adopted: 7-29-82  
Date Reviewed: 8-18-14, 10-21-18, 6-15-20, 2-24-21(C), 10-6-21(C), [3-16-22\(C\)](#)  
Last Date [Board](#) Approved: 6-23-20 [x-x-22](#)

Lake Michigan College (the College) is an equal opportunity institution, as documented in the [Non-Discrimination](#) policy. The College will comply with existing state and federal employment laws.

The College will administer employment of full- and part-time Administrator and Professional/Technical (Pro/Tech) staff in accordance with this policy and any procedures related thereto. The College may at any time adopt new policies and procedures or amend those existing. Adoption or amendment will not become effective until such has been communicated to employees and published with the other policies/procedures.

Administrators and Pro/Tech are exempt employees in accordance with the Fair Labor Standards Act (FLSA) excluding faculty, on call staff, union employees, and temporary employees.

For the purposes of this document, the terms "Administrator" and "Pro/Tech" may be used interchangeably with "employee" or "employees," and refer to those individuals employed by the College.

### **Definitions:**

Administrators are [generally employees with broad administrative responsibilities and/or responsibility over an administrative units; these employees generally executive or managerial employees whose have a job description has that](#) graded into DBM Bands D and E.

Pro/Tech are employees whose job requires a level of autonomy and responsibility to advise and provide technical and professional support to the College; these employees generally professional or managerial employees whose have a job description has that graded into DBM Band C.

Fulltime employees are those employed for 40 or more hours per week for 40 or more weeks annually. Part-time employees are those employed for 39 or fewer hours per week.

Employment may be terminated by the employee or the College, with or without cause, at any time. Employees are considered "at will."

### **Policies:**

**Appointment:** Employees are on an at-will basis. Either the employee or the College may terminate the at-will employment relationship with or without cause or notice at any time.

**Attendance & Punctuality:** Employees are hired to perform important functions at the College. As with any group effort, operating effectively takes cooperation and commitment from everyone; therefore, attendance and punctuality are very important. Unnecessary or excessive absences and lateness negatively impact operations and services, are disruptive and place an unfair burden on co-workers. Excessive absenteeism or tardiness may result in disciplinary action, up to and including discharge.

There are times when absences and tardiness, however, cannot be avoided. In such cases, employees must notify their supervisor as early as possible, but no later than the start of the workday. If the absence or tardiness is due to an emergency, then the employee should notify their supervisor as soon as reasonably possible. Appointments that are required during working hours are to be coordinated in advance with and approved by the supervisor.

**Attendance at Graduation Ceremony:** It is recommended that all Administrators attend graduation ceremonies. The College will provide academic regalia for graduation exercises.

**Bereavement Leave:** Paid Bereavement Leave will be granted to fulltime employees as follows upon a death in the family. Bereavement Leave will be granted for workdays falling within the period generally taken from the time of a death.

- Immediate family member (current spouse/partner, child, stepchild, parent, parent-in-law, other relative residing in immediate household): 5 days
- Brother, sister, grandparent, grandchild: 3 days
- In-law (grandparent, brother, sister, son, daughter, aunt, uncle, niece, nephew): 1 day

Extenuating circumstances warranting use of Bereavement Leave over an extended period may be approved at the discretion of the supervisor in conjunction with the Executive Director, Human Resources (HR.)

Extenuating circumstances warranting more than the days above may be approved at the discretion of the supervisor in conjunction with the Executive Director, HR, and will be subtracted from the employee's Sick Leave.

**Classes During Work Schedule:** With supervisor approval, fulltime employees may take 1 College class a semester during their work schedule, up to 3 contact hours per week.

**Constitutional Rights:** The Board of Trustees (Board) recognizes the right of any employee to take or refrain from taking a stand on a political issue and to support or oppose any issue or candidate. Such activities, however, must be conducted on an individual's own time and off College premises. An individual must exercise reasonable care to show that they are acting in their capacity as a private citizen.

**Disability Insurance:** Full-time employees are eligible to participate in the short- and long-term disability plans, subject to the terms and conditions of the agreement between the College and the insurance carrier. This is solely a monetary benefit and not a leave of absence provision. Employees who will be out of work must also request a formal leave of absence.

**Discipline:** The College will follow a system of progressive/corrective discipline. The supervisor and employee are encouraged to informally discuss the situation and/or performance problems before formal corrective steps become necessary.

- In normal circumstances, corrective steps, whether for related or unrelated infractions, will include written warning, followed by suspension with or without pay, and then termination.
- Discipline will be commensurate with the seriousness of the infraction; disciplinary steps may be repeated for less serious infractions or bypassed for more serious infractions.
- The immediate supervisor, in consultation with the department administrator and HR, will determine the seriousness of the action requiring discipline and determine the appropriate level of discipline.
- In determining the seriousness of an infraction, not only will the conduct of the employee be considered but also the consequences of the conduct to the College and its operations.
- The supervisor and HR may administer a Performance Improvement Plan (PIP) for the employee to support improved performance. Successful completion of a PIP does not guarantee continued employment.

**Due Process:** The due process provisions set forth here apply only to situations involving disciplinary suspension or termination of employment for reason of illness, disability or incapacity, or just cause.

Before employment is suspended or terminated, HR will provide the employee with a written notice of suspension or of intent to recommend termination of services. This notice will contain a statement of the reason(s) for the suspension or recommendation for termination in sufficient detail to enable the employee to be informed of the reasons and a copy of the provisions for the due process.

Within 5 working days of receipt of a notice of disciplinary suspension or intent to recommend termination of services, the employee may request a meeting with the Executive Director, HR or designee for discussion within 2 weeks. Failure to request a meeting within this time limit will be deemed a waiver of the right to such a meeting, and the disciplinary suspension or termination will be in effect as deemed appropriate by the supervisor and the executive administrator of the division, in consultation with Executive Director, HR. If upon meeting, the Executive Director,

HR and the employee are unable to agree on the appropriateness of the disciplinary suspension or termination, the employee may appeal to the President by submitting a written request for a meeting for discussion within 5 working days. The decision of the President will be final.

The College may terminate or suspend employment of an employee at any time where just cause exists for such termination or suspension. Just cause includes, by way of illustration but not limitation, unsatisfactory performance; gross insubordination; gross violation of College policies, procedures, rules, or regulations; abandonment of duties; commission of crimes; or such other conduct as justifies the termination or suspension of employment.

The College may terminate employment if an employee is unable to satisfactorily perform or resume their duties because of illness, disability, or incapacity at the expiration of any authorized medical leave of absence. Before employment is so terminated, a written notice of intent to terminate will be delivered to the employee, or to the guardian, spouse, or such other person as may be legally responsible for the employee. Upon receipt of such notice, the employee may request implementation of the provisions for the appeal due process set forth herein. No termination will become effective until completion of due process.

**Emergency Closures:** ~~Employees will be paid for scheduled work hours when the~~ College has an Emergency Closure (e.g., closes due to weather or other sudden, unexpected occurrences-), ~~employees are expected to work remotely as a Remote Learning & Working Day.~~ If the College closes for any reason and the employee is already at work, the employee ~~is expected to work remotely for the remainder of that day's work schedule will receive pay for the remainder of that day's work schedule.~~

~~If an employee's scheduled Vacation or Sick Leave (other than those on a continuous leave of absence) falls when there is an Emergency Closure, the employee is not required to use Vacation or Sick Leave for that day or hours.~~

If an employee is unable to work remotely, the employee must let their supervisor know as soon as possible to minimize any disruption of services. The employee will be required to use Vacation or Sick Leave for that day or hours.

**Employee Responsibilities:** The basic employment obligation of the employee is to assist in the implementation of the College mission and goals, to administer policies and procedures. Performance of these responsibilities will be accomplished without regard to hours.

All employees are expected to continually develop in professional growth and competence, and are encouraged to participate in service to the community.

In addition to special assignments made by the supervisor, employees shall perform all duties and responsibilities as defined in the position job description.

**Employment Records:** Employees should keep their personnel file up to date by informing their HR Business Partner of any changes. Employees also should inform their HR Business Partner of any specialized training or skills they acquire, as well as changes to any required visas. Unreported changes of address, marital status, etc. can affect withholding tax and benefit coverage. Important life changes such as birth or adoption of a child, marriage, or divorce should be reported to HR as soon as possible and no later than 30 days after the event if employee benefits changes are needed. Benefits changes will not be possible until the following open enrollment period if 30-day notice is not met.

**Felony Charges and/or Felony Convictions:** The College seeks to provide a safe and secure environment. To better promote safety and security and mitigate risk, employees are required to disclose any felony crime for which they have been charged and/or convicted.

An employee's disclosure must be made to their HR Business Partner within 5 days of knowledge of the charge and within 1 week of a conviction, if applicable.

Employees disclosing a felony charge and/or conviction must provide truthful and accurate information. Failure to disclose a felony charge and/or conviction will be subject to disciplinary actions up to and including discharge.

**Holidays:** The College will close to recognize the following Paid Holidays, either on the actual holiday or an alternate weekday near the holiday. The Paid Holiday dates

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Lake Michigan College Board of Trustees

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will be announced at the start of each fiscal year. If the Paid Holiday falls on a date that the employee would have normally been scheduled to work, the employee will receive regular rate wages for the hours the employee would have worked. This will not apply to employees on a continuous leave of absence.

- Martin Luther King Jr. Day (date varies; 1 Paid Holiday)
- Memorial Day (date varies; 1 Paid Holiday)
- Independence Day (July 4; 1 Paid Holiday on/near July 4, as set by College)
- Labor Day (date varies, 1 Paid Holiday)
- Wednesday before Thanksgiving, Thanksgiving Day, and the Friday following Thanksgiving Day (dates vary; 3 Paid Holidays)
- Christmas Eve ~~at 12pm~~ through New Year's Day (~~December 24 at 12pm through January 1~~); number of Paid Holiday days vary depending on where the dates fall on the calendar in relation to weekdays and weekends)
- Any other days(s) announced by the College as additional holiday(s)

**Illness or Disability:** Refer to [Accessibility for Persons with Disabilities](#) policy.

**Inspections:** Upon reasonable suspicion, the College reserves the right to require employees who are on College property or on property of a business affiliate of the College (clinical site, internship, etc.) to agree to the inspection of their person, personal possessions and property, personal vehicles parked on College or affiliate property, and work areas. A College or affiliate site security guard will perform the search with HR present. Search areas include lockers, desks, cabinets, work stations, packages, handbags, briefcases, and other personal possessions or places of concealment, as well as personal mail sent to the College or to its affiliates. Employees are expected to cooperate in the conduct of any search or inspection.

**Insurance:** The College will offer health insurance to employees (and eligible dependents) who work 30 or more hours per week. The employee cost of insurance and types of coverages offered will be determined by the College in compliance with federal and state law.

**Job Postings:** To be eligible to apply for an open position, employees must meet the following requirements:

- have been in their current position for at least 6 months;
- have a performance rating of acceptable;
- not be on a Performance Improvement Plan; and
- provide their current supervisor with written notice prior to applying for the position.

An on-line job posting application must be completed to be considered for the position.

Although the College does generally post all vacant positions, there is not a guarantee that all positions will be posted.

The College reserves the right to seek applicants solely from outside sources or to post positions internally and externally simultaneously.

**Jury Duty:** An employee will be excused from work and will not lose their regular compensation when called upon for jury duty. Employees are expected to work the remainder of a workday when not performing jury duty. The employee must remit payment received from the court for jury service to the College when received. The employees may be required to submit documentation to support an absence due to jury duty.

**Lactation Breaks:** The College will provide a reasonable amount of break time to accommodate employees desiring to express breast milk for their child in accordance with and to the extent required by applicable law. The break time, if possible, must run concurrently with rest and meal periods already provided.

The College will make reasonable efforts to provide employees with the use of a room or location other than a toilet stall to express milk in private. This location may be the employee's private office, if applicable. The College may not be able to provide additional break time if doing so would seriously disrupt the College's operations, subject to applicable law.

Employees should advise their supervisor if they need break time and an area for this purpose (if one is not already designated.) Employees will not be discriminated or retaliated against for exercising their rights under this policy section.

**Leave of Absence:** If employees are ineligible for any other College leave of absence, the College, under certain circumstances, may grant a discretionary personal leave of absence without pay. A written request for a personal leave should be presented to the employees' supervisor and to HR at least 30 days in advance of the anticipated start of the leave. If the leave is requested for medical reasons and the employee is not eligible for leave under the Family and Medical Leave (FMLA) or any state leave law, medical documentation must also be submitted.

The request will be considered on the basis of staffing needs and the reasons for the requested leave, as well as performance and attendance records. Normally, an approved leave of absence will be granted for a period of up to 8 weeks. However, a personal leave may be extended if, prior to the end of leave, the employee submits a written request for an extension to their supervisor and HR and the request is granted.

The College will continue health insurance coverages during the leave if the employee submits their share of the monthly premium payments to the College in a timely manner, subject to the terms of the plan documents.

When the employee anticipates returning to work, they must notify their supervisor of the expected return date as soon as possible and not later than at least 1 week.

Upon completion of a personal leave of absence, the College will attempt to return an employee to their original job or a similar position, subject to prevailing business considerations. Reinstatement, however, is not guaranteed.

Failure to advise the supervisor and/or HR of availability to return to work, failure to return to work when notified, or a continued absence from work beyond the time approved by the College will be considered a voluntary resignation of employment.

Personal leave will run concurrently with any College-provided short-term disability leave of absence.

**Mileage Reimbursement:** Refer to [Mileage Reimbursement](#) policy

**Temporary Military Leave:** Leave will be granted to an employee called for temporary military duty according to Federal statutes.

**Outside Employment:** Refer to [Conflict of Interest Policy](#).

**Part-Time Faculty Arrangements:** Refer to [Teaching by Staff](#) policy.

**Personnel Records:** There will be only one official personnel file for each employee, which will be maintained in HR. The employee has the right to review the contents of the personnel file, excluding letters of recommendation, with a member of the Human Resources Department. Excluding authorized College personnel or agents, no third party will be permitted access to an employee personnel file without the written consent of the employee unless disclosure is ordered in a legal action or government claim.

**Participation in College Groups & Volunteering:** With the approval of the supervisor, an employee may participate in College governance and planning through membership in College committees, councils, taskforces, and/or work groups and in College volunteer opportunities occurring during regular College business hours (such as Lake Michigan College Foundation Winner's Circle Auction and Holiday Food Basket.) Employees will be paid for supervisor-approved participation in these activities.

With the approval of the supervisor, the College will also provide up to 4 hours of paid off-campus volunteer service leave for each fall and spring semester for 501c3 or non-profit organization (such as Habitat for Humanity), as long as no compensation is received from the other organization.

**Performance Review:** Employees will receive at least 1 performance appraisal annually by the supervisor, which will be maintained in the employee personnel file.

**Personal Days:** Fulltime employees will be granted 3 paid Personal Days annually for personal business. Personal Days are not cumulative and will be forfeited if not taken in the fiscal year granted. Personal Days are granted on a pro-rated basis upon hire and then annually in July.

**Professional Development:** Paid Professional Development time may be granted with supervisor approval to attend training and participate in other professional development activities.

In addition, the College closes two days each year (LMC Day – Fall and LMC Day - Spring) for College-wide professional development. All regularly scheduled employees are required to attend. Dates for LMC Days will be posted on the Employee Portal at the beginning of the fall and spring semesters.

**Qualifications:** HR possesses the right to verify judge the qualifications of employees and to determine the requirements for their hire, termination, transfer, or assignment.

Administration will establish minimum qualifications for each job position and will publish the qualifications in job descriptions. Minimum qualifications will adhere to Higher Learning Commission guidelines, criteria, and assumed practices. Minimum qualifications may be amended or modified from time to time as approved by HR.

**Eligibility for Raises:** An employee must have been employed for at least 90 days prior to the date of the raise to be eligible for the raise.

**Reduction in Force:** The College may terminate employment if it determines that a reduction in the workforce is necessary. In such case, the College will give written notice to the affected employee no less than 10 workdays before the employee's services are to be terminated or will provide 2 weeks' pay in lieu of notice. Health, dental, and vision insurance benefits will continue through the end of the month in which employment ends. Unused vacation time will be forfeited upon termination of employment.

**Resignation:** Refer to [Resignation](#) policy.

**Retirement Plans:** The College will make available an optional retirement salary deferral plan (the "ORP") where employees may make pre-tax contributions to tax-deferred retirement accounts, such as a 403(b) plan, as well as the Michigan Public Schools Retirement System (MPSERS) plan. MPSERS requires that all part-time and non-exempt employees enroll in MPSERS upon hire but provides a choice to exempt employees of MPSERS or the ORP.

If an employee's job classification changes from non-exempt to exempt, they can move to the ORP or stay in MPSERS.

If an employee's job classification changes from exempt to non-exempt, they will remain in the ORP.

If an exempt employee's job changes from full-time to part-time and the employee was in the ORP, the employee must stay in the ORP.

**Sabbatical Leave:** See [Sabbatical Leave- Administrators & Professional / Technical Staff](#) policy.

**Safe Harbor Policy (Salary Deductions for Exempt Employees):** It is the College's intent 1) to pay all employees qualifying as exempt under the current provisions of the Fair Labor Standards Act ("FLSA") on a salary basis, 2) to prohibit improper deductions from the salary of FLSA exempt employees, and 3) to correct any improper deductions.

An employee qualifying as exempt under FLSA provisions will receive their full salary for any week in which the employee performs any work, regardless of the number of days or hours worked, except as follows:

1. If an employee is absent from work for a full day or more for personal reasons other than sickness or disability;
2. If the employee is absent from work for a full day or more for sickness or disability as long as the deduction is made in accordance with a bona fide plan, policy, or practice of providing compensation for loss of salary caused by sickness or disability;

3. As a penalty imposed in good faith for violations of major safety rules; \_
4. As a disciplinary suspension of one or more full days imposed in good faith for violations of workplace conduct rules;
5. For time not worked during an employee's initial or terminal week of employment; and
6. For unpaid leave taken under FMLA.

If, at any time, the College inadvertently but improperly deducted pay for time not worked from an exempt employee, it is the College's intent to fully reimburse that employee in a timely manner. If an employee believes that their salary has been subjected to an improper deduction, please contact HR. The matter will be reviewed and steps will be taken if and as necessary to provide reimbursement. \_

**Sick Leave:** Sick Leave is awarded annually as of July 1 (or upon date of hire in the year hired and as of July 1 subsequently.)

Full-time employees employed on July 1 will receive 96 hours of Sick Leave in a bank each July; those beginning work after July 1 will receive a sick time bank upon hire prorated based upon portion of the year remaining.

Employees working less than 40 hours per week will receive a prorated sick time bank ~~in~~ as of July 1 based on the hours regularly scheduled to be worked compared to a full-time schedule. Such employees beginning work after July 1 will receive a sick time bank upon hire, prorated based on the hours regularly scheduled to be worked and the portion of the year remaining.

Employees may accumulate up to 960 sick hours. Unused sick time will be forfeited upon termination of employment.

Sick time must be used reported in no less than half-day increments.

The College may, at its discretion, require an employee to submit competent medical verification of any use of paid Sick Leave after 5 working days of absences.

~~If scheduled Sick Leave (other than those on a continuous leave of absence) falls when the College has an Emergency Closure, the employee is not required to use Sick Leave for that day or hours.—~~

Sick leave may be used for:

- physical or mental health or injury of employee or family member. Family member is considered spouse/partner, child/stepchild, parent/parent-in-law, or other relative residing in immediate household.
- care of a family member when such person suffers a FMLA qualifying event.

Non-emergency doctor appointments are to be coordinated in advance with and approved by the employees' supervisor.

**Termination:** If employment is terminated, the College will have no further obligations to the employee for salary from and after the date of termination, subject to relevant statutes. Health, dental, and vision insurance benefits will continue through the end of the month in which employment ended. Unused vacation time will be forfeited upon termination of employment.

**Timekeeping:** It is the employee's responsibility to completely and accurately submit time records of all time off taken. Any errors in the time record should be reported immediately to the supervisor and HR, who will attempt to correct legitimate errors. Altering, falsifying, or tampering with time records is prohibited and subjects the employee to discipline, up to and including discharge.

**Travel:** All travel must be submitted and approved prior to travel using the Travel Authorization Form ("TAF"), which can be found at mylmc.org. Travel for conference or training purposes must support College goals and/or the employee's professional development. It is understood that information and knowledge gained will be shared.

**Tuition Waiver:** Refer to [Tuition Waiver - Faculty and Staff](#) policy

**Vacancies, Transfers & Assignments:** The Board has delegated to the President or designee the sole authority to hire, transfer, or reassign employees. Generally, All

vacancies and new positions will be posted unless filled by reassignment or reorganization.

An employee may request a change in departmental assignment to another area within her/his/their competency by giving official written notice to her/his/their supervisor with a copy to the Executive Director, HR. A request does not guarantee approval of the transfer.

The College retains the right to reassign or transfer any employee to any position or department within her/his competency at its sole discretion. Such involuntary transfers will not normally result in a decrease in compensation. Exceptions may occur if current pay rate falls outside of DBM pay grade of newly assigned position.

**Vacation:** Vacation is awarded annually as of July 1 (or upon date of hire and as of July 1 subsequently.) Full-time employees employed on July 1 will receive 160 hours of vacation in a vacation bank ~~each July~~; those beginning work after July 1 will receive a vacation bank upon hire prorated based upon portion of the year remaining.

Employees working a full-time, regular schedule of less than 40 hours per week will receive a prorated vacation bank in as of July 1 based on the hours regularly scheduled to be worked compared to a full-time schedule. Such employees beginning work after July 1 will receive a vacation bank upon hire, prorated based on the hours regularly scheduled to be worked and the portion of the year remaining.

Vacation is not cumulative, and is forfeited if not taken during the fiscal year awarded. Unused vacation time will be forfeited upon termination of employment.

Vacation must be approved in advance by the supervisor and must be used reported in no less half-day increments; for instance, time should be taken in 4-hour increments for an 8-hour workday, 4.5-hour increments for a 9-hour workday, 5-hour increments for a 10-hour workday, etc.

~~If scheduled Vacation falls when the College has an Emergency Closure, the employee is not required to use Vacation for that day or hours.~~

**Victims of Crime Leave:** Employees who are a victim or victim's representative that are called to serve as a witness in a judicial proceeding must notify their supervisor and HR as soon as possible. Employees may not be compensated for time away from work to participate in a court case but may use available vacation and/or personal time to cover the period of absence. Employees testifying as the victim or representative of a victim in a judicial proceeding will not be disciplined for their absence.

**Wage Determination:** The President or designee has the authority to offer wages, consistent with the College compensation philosophy and/or contractual obligations. The College may at any time develop and/or modify wage placement criteria and procedures, which will be published or disseminated among employees.

**Wellness Leave:**

Full-time employees may take up to 1.5 hours of supervisor-approved paid wellness leave each week to participate in wellness activities on campus. Part-time employees may take up to 45 minutes each week. The time may be taken at one time or split throughout the week to equal the total. This time is not cumulative from week-to-week and is not paid out upon employee separation.

**Work Locations:** At the discretion of and with approval by supervisor, an employee may work offsite (including at home) on an ad hoc basis. If an employee has been employed by the College for a minimum of 6 months, and is not on a performance improvement plan, they may be given the option to request a flexible work/remote work schedule.

**Work Schedule:** Employee work schedules are assigned by the supervisor in accordance with departmental and College needs. See also the Work Hours and Scheduled Hours policy.

**References:** [Accessibility for Persons with Disabilities](#) policy  
[Conflict of Interest](#) policy  
[Employee Travel Expense Payments Per Diem Basis procedure](#)  
[Flexible Scheduling and Remote Work Options](#) policy

Minutes

Lake Michigan College Board of Trustees

April 22, 2022 Meeting

[Inclement Weather procedure](#)

[IRS ACA guidelines](#)

[Mileage Reimbursement](#) policy

[Non-Discrimination](#) policy

[Purchasing](#) policy

[Resignation](#) policy

[Sabbatical Leave- Administrators & Professional / Technical Staff](#)

policy

[Teaching by Staff](#) policy

[Tuition Waiver - Faculty and Staff](#) policy

[Weather Emergency Closings procedure](#)

[Work Hours and Scheduled Hours](#) policy

## **AUTHORITY TO BIND COLLEGE TO EXTERNAL AGREEMENTS**

Office of Origin: Board of Trustees

Responsibility: President

Original Date Adopted: 10-26-10

Dates Reviewed: 8-24-15; 8-11-17; 12-4-19, 8-26-20, 10-20-21(C)

~~XX-XX-22(C)~~

Last Date Board Approved: 9-22-20

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

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

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

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

### **Authorized Signatures**

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

The President has also delegated signature authority to members of the executive management team (Cabinet) to bind the College as outlined in *Appendix I – Delegation of Authority for Transactions External Organizations*.

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

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

### **Delegation of Signature Authority Modification**

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

### **Required Procedure**

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

### **Internal Controls**

One of the most important internal controls for any organization is the segregation of incompatible duties. Those authorizing an obligation (i.e., approving a purchase) are responsible for considering whether the proper segregation of duties exist to safeguard College assets. Key duties such as authorizing the purchase, approving, or recording the transaction, receiving the asset, making the payment, and reviewing the financial records should be assigned to separate employees to minimize the risk of loss. A satisfactory internal control system depends largely on the elimination of opportunities to perpetrate and then conceal errors or irregularities; this in turn depends on the assignment of responsibilities so that no one person controls all phases of a transaction.

### **Budgets**

A person with delegated signing authority may not authorize the commitment of funds beyond those budgeted or as approved in writing by the supervising Cabinet member to exceed budgeted funds.

### **Conflicts**

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

## **Appendix I: Delegation of Authority with External Organizations**

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

- President
- ~~Chief Financial Officer~~
- ~~Provost and Vice President, Academic Affairs~~
- ~~Vice President, Advancement & Community Impact~~
- ~~Vice President, Student Affairs~~
- Vice Presidents (or equivalent)

### **Up to \$25,000**

- ~~Dean, Accreditation, Planning, & Quality~~
- ~~Dean, Arts & Sciences Education~~
- ~~Dean, Career & Workforce Education~~
- ~~Dean, Health Sciences Education~~
- Deans
- Executive Directors

### **Up to \$10,000**

- Directors
- Associate Deans

## **Appendix II: Limited Delegation of Authority within Area of Responsibility with External Organizations (listed alphabetically)**

### **Budget Managers**

- Contracts and purchases up to \$2,500 within area of responsibility

**Director, Hanson Technology Center**

- ~~Workforce Training & Development (WTD) and Hanson Center Technology related contracts and purchases up to \$10,000~~

**Director, Mendel Center**

- ~~Mainstage contracts and purchases up to \$10,000~~

**Executive Director, Community Impact & Resource Development**

- ~~Foundation contracts and purchases up to \$10,000~~

**Executive Director, Facilities Management**

- ~~Facilities Management contracts and purchases up to \$10,000~~
- ~~Contracts up to \$100,000 if related to a capital project approved by the Board~~

**Executive Director, Finance**

- ~~Finance contracts and purchases up to \$10,000~~

**Executive Director, Human Resources**

- ~~Human Resources contracts and purchases up to \$10,000~~

**Executive Director, IT**

- ~~Technology and related contracts and purchases up to \$10,000~~

**Executive Director, Marketing & Communications**

- ~~Marketing contracts and purchases up to \$10,000~~

**Executive Director, Mendel Center Operations**

- ~~Mendel Center contracts, sponsorship and trade agreements, and purchases up to \$10,000~~

**Grant Managers**

- ~~Contracts and purchases up to \$2,500 within area of responsibility~~

**Manager, Purchasing & Risk Management**

- ~~Purchasing contracts, purchase orders, and purchases up to \$10,000~~

### **Mendel Center Event Managers**

Event Managers, or those performing the function of an Event Manager, may authorize a purchase from or a payment to a vendor that is covered by a blanket purchase order.

### **Proxy Authorization Group**

The Executive Assistants to the President; Chief Financial Officer; Provost and Vice President, Academic Affairs; Vice President, Advancement & Community Impact; and Vice President, Student Affairs have proxy authority up to the limit of those positions with the written approval of that executive.

### **Vice President, Advancement & Community Impact**

- Mendel Center artist/speaker/performer contracts with the co-signature of the Executive Director, Mendel Center Operations. Written notice of signed artist/speaker/performer contracts over \$100,000 will be made to the Board Chair and the President within one business day of binding.

## **Cameras & Recording Devices in the Workplace**

Office of Origin: Human Resources

Responsibility: Executive Director, Human Resources

Original Date Adopted: x/x/22

Dates Reviewed: x/x/xx (C)

Last Date Board Approved: x/x/22

Lake Michigan College (the College) prohibits employee use of audio and video recording in the workplace, including camera-equipped phones, tablets and other devices, when necessary to secure employee and/or student privacy and/or to protect trade secrets and other proprietary business information.

### **Restrictions on Employee Use**

Employees are prohibited from bringing audio or video recording devices into areas where employee and/or student privacy may be compromised.

Employees are prohibited from bringing audio or video recording devices into areas and/or meetings where company trade secrets or proprietary business information could be disclosed.

Employees may record workplace activities that are not prohibited by law or do not compromise confidential information as described above.

### College Use

The College reserves the right to install security cameras in work areas for specific business reasons, such as security, theft protection, or protection of proprietary information.

The College may find it necessary to monitor work areas with security cameras when there is a specific job- or business-related reason to do so. The College will do so only after first ensuring that such action is in compliance with state and federal laws.

Employees should not have any expectation of privacy in work and work-related areas.

Employee privacy in non-work areas will be respected to the extent possible. The College's reasonable suspicion of onsite drug use, physical abuse, theft, or similar circumstances would be possible exceptions. Legal advice will be sought in advance in such rare cases where nonwork-area privacy must be compromised.

Employees should contact their supervisor or the Human Resource Department with questions about this policy.

References:

## **CLASSIFIED STAFF**

Office of Origin: Human Resources

Responsibility: Executive Director, Human Resources

Original Date Adopted: 7-29-82

Dates Reviewed: 12-11-17, 7-9-18, 2-5-20, 6-15-20, 2-24-21(C), 10-6-21(C), [3-16-22\(C\)](#)

Last Date Board Approved: 6-23-20 [x-x-22](#)

Lake Michigan College (the College) is an equal opportunity institution, as documented in the [Non-Discrimination](#) policy. The College will comply with existing state and federal employment laws.

The College will administer employment of full- and part-time Classified Staff in accordance with this policy and any procedures related to Classified Staff. The College may at any time adopt new policies and procedures or amend those existing. Adoption or amendment will not become effective until such has been communicated to employees and published with the other policies/procedures.

### **Definitions**

Classified Staff are nonexempt employees, in accordance with the Fair Labor Standards Act (FLSA). For the purposes of this document, the terms "Classified Staff" and "employees" are to be used interchangeably, and refer to those individuals employed by the College.

Fulltime Classified Staff are Classified Staff employed for 40 or more hours per week for 40 or more weeks annually. Part-time Classified Staff are Classified Staff employed for 39 or fewer hours per week.

Classified Staff employment is for an indefinite term and may be terminated by the employee or the College, with or without cause, at any time. Classified Staff positions are considered "at will."

### **Policies**

**Appointment:** Classified Staff are employed on an at-will basis. Either the employee or the College may terminate the at-will employment relationship with or without cause or notice at any time.

**Attendance & Punctuality:** Employees are hired to perform important functions at the College. As with any group effort, operating effectively takes cooperation and commitment from everyone; therefore, attendance and punctuality are very important. Unnecessary or excessive absences and lateness negatively impact operations and services, are disruptive and place an unfair burden on co-workers. Excessive absenteeism or tardiness may result in disciplinary action, up to and including discharge.

There are times when absences and tardiness, however, cannot be avoided. In such cases, employees must notify their supervisor as early as possible, but no later than the start of the workday. If the absence or tardiness is due to an emergency, then the employee should notify their supervisor as soon as reasonably possible. Appointments that are required during working hours are to be coordinated in advance with and approved by the supervisor.

**Bereavement Leave:** Paid Bereavement Leave will be granted to full-time employees upon the death of a family member as follows. This leave will be granted for workdays falling in the period generally taken from the time of a death.

- Immediate family (current spouse/partner, child, stepchild, parent, parent-in-law, other relative residing in immediate household): 5 days
- Brother, sister, grandparent, grandchild: 3 days
- In-law (grandparent, brother, sister, son, daughter, aunt, uncle, niece, nephew): 1 day

Extenuating circumstances warranting use of Bereavement Leave over an extended period may be approved at the discretion of the supervisor in conjunction with the Executive Director, Human Resources (HR.)

Extenuating circumstances warranting more than the days above may be approved at the discretion of the supervisor in conjunction with the Executive Director, HR, and would be subtracted from the employee's Sick Leave.

**Classes During Work Schedule:** With supervisor approval, a full-time employee may take 1 College class a semester during her/his work schedule, up to 3 contact hours per week.

**Compensation When College is Closed:** Employees working during a Paid Holiday or Emergency Closure will be paid for hours actually worked in addition to emergency closure or holiday pay.

**Constitutional Rights:** The Board of Trustees ([the "Board"](#)) recognizes the right of any employee to take or refrain from taking a stand on a political issue and to support or oppose any issue or candidate. Such activities, however, must be conducted on an individual's own time and off College premises. An individual must exercise reasonable care to show that they are acting in their capacity as a private citizen.

**Disability Insurance:** [Full-time employees are eligible to participate in the short- and long-term disability plans, subject to the terms and conditions of the agreement between the College and the insurance carrier. This is solely a monetary benefit and not a leave of absence provision. Employees who will be out of work must also request a formal leave of absence.](#)

**Discipline:** The College will follow a system of progressive/corrective discipline. The supervisor and employee are encouraged to informally discuss the situation and/or performance problems before formal corrective steps become necessary.

- In normal circumstances, corrective steps, whether for related or unrelated infractions, will include written warning, followed by suspension with or without pay, and then termination.
- Discipline will be commensurate with the seriousness of the infraction; disciplinary steps may be repeated for less serious infractions or bypassed for more serious infractions.
- The immediate supervisor, in consultation with the department administrator and HR, will determine the seriousness of the action requiring discipline and determine the appropriate level of discipline.

- In determining the seriousness of an infraction, not only will the conduct of the employee be considered but also the consequences of the conduct to the College and its operations.
- The supervisor and HR may administer a Performance Improvement Plan (PIP) for the employee to support improved performance. Successful completion of a PIP does not guarantee continued employment.

**Due Process:** The due process provisions set forth here apply only to situations involving disciplinary suspension or termination of employment for reason of illness, disability or incapacity, or just cause.

Before employment is suspended or terminated, HR will provide the employee with a written notice of suspension or of intent to recommend termination of services. This notice will contain a statement of the reason(s) for the suspension or recommendation for termination in sufficient detail to enable the employee to be informed of the reasons and a copy of the provisions for due process.

Within 5 working days of receipt of a notice of disciplinary suspension or intent to recommend termination of services, the employee may request a meeting with the Executive Director, HR or designee for discussion within 2 weeks. Failure to request a meeting within this time limit will be deemed a waiver of the right of such a meeting, and disciplinary suspension or the termination will be in effect as deemed appropriate by the supervisor and the executive administrator of the division, in consultation with Executive Director, HR. If upon meeting, the Executive Director, HR and the employee are unable to agree on the appropriateness of the disciplinary suspension or termination, the employee may appeal to the President by submitting a written request for a meeting for discussion within 5 working days. The decision of the President will be final.

The College may terminate or suspend the services of an employee at any time where just cause exists for such termination or suspension. Just cause includes, by way of illustration but not limitation, unsatisfactory performance, gross insubordination, gross violation of College policies, procedures, rules or regulations, abandonment of duties, commission of crimes, or such other conduct as justifies the termination or suspension of employment.

**Emergency Closures:** Employees will be paid for scheduled work hours when the College has an Emergency Closure (e.g., closures due to weather or other sudden, unexpected occurrences-), employees are expected to work remotely as a Remote Learning & Working Day. If the College closes for any reason and the employee is already at work, the employee will receive pay for the remainder of that day's work schedule is expected to work remotely for the remainder of that day's work schedule.

If an employee is unable to work remotely, the employee must let their supervisor know as soon as possible to minimize any disruption of services. The employee will be required to use Vacation or Sick Leave for that day or hours.

**Employee Responsibilities:** The basic employment obligation of the employee is to assist in the implementation of the mission and goals of the College.

All employees are expected to continually develop in professional growth and competence, and are encouraged to participate in service to the community.

In addition to special assignments made by the supervisor, employees shall perform all duties and responsibilities as defined in the position job description.

**Employment Records:** Employees should keep their personnel file up to date by informing their HR Business Partner of any changes. Employees also should inform their HR Business Partner of any specialized training or skills they acquire, as well as changes to any required visas. Unreported changes of address, marital status, etc. can affect withholding tax and benefit coverage. Important life changes such as birth or adoption of a child, marriage, or divorce should be reported to HR as soon as possible and no later than 30 days after the event if employee benefits changes are needed. Benefits changes will not be possible until the following open enrollment period if 30-day notice is not met.

**Felony Charges and/or Felony Convictions:** The College seeks to provide a safe and secure environment. To better promote safety and security and mitigate risk, employees are required to disclose any felony crime for which they have been charged and/or convicted.

An employee's disclosure must be made to their HR Business Partner within 5 days of knowledge of the charge and within 1 week of a conviction, if applicable.

Employees disclosing a felony charge and/or conviction must provide truthful and accurate information. Failure to disclose a felony charge and/or conviction will be subject to disciplinary actions up to and including discharge.

**Holidays:** The College will close to recognize the following Paid Holidays, either on the actual holiday or on alternate week day near the holiday. The Paid Holiday dates will be announced at the beginning of each fiscal year. If a Paid Holiday falls on a date that the employee would have normally been scheduled to work, the employee will receive regular rate wages for the schedule the employee would have worked. This will not apply to employees on a continuous leave of absence.

- Martin Luther King Jr. Day (date varies; 1 Paid Holiday)
- Memorial Day (date varies; 1 Paid Holiday)
- Independence Day (July 4; 1 Paid Holiday on/near July 4, as set by the College)
- Labor Day (date varies, 1 Paid Holiday)
- Wednesday before Thanksgiving, Thanksgiving Day, and the Friday following Thanksgiving Day (dates vary; 3 Paid Holidays)
- Christmas Eve ~~at 12pm~~ through New Year's Day (~~December 24 at 12pm through January 1~~; number of Paid Holiday days will vary depending on where the dates fall on the calendar in relation to weekdays and weekends)
- Any other days(s) announced by the College as additional holiday(s)

Employees working during a Paid Holiday or Emergency Closure will be paid for hours actually worked in addition to emergency closure or holiday pay.

**Illness or Disability:** Refer to [Accessibility for Persons with Disabilities](#) policy.

The College may terminate employment if an employee is unable to satisfactorily perform or to resume their duties because of illness, disability, or incapacity at the expiration of any authorized medical leave of absence. Before employment is so terminated, a written notice of intent to terminate will be delivered to the employee, or to the guardian, spouse, or such other person as may be legally

responsible for the employee. Upon receipt of such notice, the employee may request implementation of the provisions for due process set forth herein. No termination will become effective until completion of due process.

**Inspections:** Upon reasonable suspicion, the College reserves the right to require employees who are on College property or on property of a business affiliate of the College (clinical site, internship, etc.) to agree to the inspection of their person, personal possessions and property, personal vehicles parked on College or affiliate property, and work areas. A College or affiliate security guard will perform the search with HR present. Search areas include lockers, desks, cabinets, work stations, packages, handbags, briefcases, and other personal possessions or places of concealment, as well as personal mail sent to the College or to its affiliates. Employees are expected to cooperate in the conduct of any search or inspection.

**Insurance:** The College will offer insurance to employees (and eligible dependents) who work 30 or more regularly scheduled hours per week. The employee cost of insurance and types of coverages offered will be determined by the College in compliance with federal and state law.

**Job Postings:** To be eligible to apply for an open position, employees must meet the following requirements:

- have been in their current position for at least 6 months;
- have a performance rating of acceptable;
- not be on a Performance Improvement Plan; and
- provide their current supervisor with written notice prior to applying for the position.

An on-line job posting application must be completed to be considered for the position.

Although the College does generally post all vacant positions, there is not a guarantee that all positions will be posted.

The College reserves the right to seek applicants solely from outside sources or to post positions internally and externally simultaneously.

**Jury Duty:** An employee will be excused from work and will not lose their regular compensation when called upon for jury duty. Employees are expected to work the remainder of a workday when not performing jury duty. The employee must remit payment received from the court for jury service to the College when received. The employee may be required to submit documentation to support an absence due to jury duty.

**Lactation Breaks:** The College will provide a reasonable amount of break time to accommodate employees desiring to express breast milk for their child in accordance with and to the extent required by applicable law. The break time, if possible, must run concurrently with rest and meal periods already provided. If the break time cannot run concurrently with rest and meal periods already provided, the break time will be unpaid, subject to applicable law.

The College will make reasonable efforts to provide employees with the use of a room or location other than a toilet stall to express milk in private. This location may be the employee's private office, if applicable. The College may not be able to provide additional break time if doing so would seriously disrupt the College's operations, subject to applicable law.

Employees should advise their supervisor if they need break time and an area for this purpose (if one is not already designated.) Employees will not be discriminated or retaliated against for exercising their rights under this policy section.

**Leave of Absence:** If employees are ineligible for any other College leave of absence, the College, under certain circumstances, may grant a discretionary personal leave of absence without pay. A written request for a personal leave should be presented to the employees' supervisor and to HR at least 30 days in advance of the anticipated start of the leave. If the leave is requested for medical reasons and the employee is not eligible for leave under the FMLA or any state leave law, medical documentation must also be submitted.

The request will be considered on the basis of staffing needs and the reasons for the requested leave, as well as performance and attendance records. Normally, an approved leave of absence will be granted for a period of up to 8 weeks. However, a personal leave may be extended if, prior to the end of leave, the employee submits

a written request for an extension to their supervisor and HR and the request is granted.

The College will continue health insurance coverages during the leave if the employee submits their share of the monthly premium payments to the College in a timely manner, subject to the terms of the plan documents.

When the employee anticipates returning to work, they must notify their supervisor of the expected return date as soon as possible and not later than at least 1 week.

Upon completion of a personal leave of absence, the College will attempt to return an employee to their original job or a similar position, subject to prevailing business considerations. Reinstatement, however, is not guaranteed.

Failure to advise the supervisor and/or HR of availability to return to work, failure to return to work when notified, or a continued absence from work beyond the time approved by the College will be considered a voluntary resignation of employment.

Personal leave will run concurrently with any College-provided short-term disability leave of absence.

**Mileage Reimbursement:** Refer to [Mileage Reimbursement](#) policy.

**Temporary Military Leave:** Leave will be granted to an employee called for temporary military duty according to Federal statutes.

**Outside Employment:** Refer to [Conflict of Interest Policy](#).

**Overtime:** Full-time employees who work over 40 hours per work week will be paid one-and-a-half times (1.5x) hourly base pay for the hours worked over 40. Work week is defined as Sunday through Saturday. Paid or unpaid leave hours are not considered as hours worked for overtime calculations (e.g., personal days, vacation time, sick leave, paid holidays, emergency closures, etc.) Travel time is considered hours worked for overtime calculations.

**Part-Time Faculty Arrangements:** Refer to [Teaching by Staff](#) policy.

**Participation in College Groups & Volunteering:** With the approval of the supervisor, an employee may participate in College governance and planning through membership in College committees, councils, taskforces, and/or work groups and in College volunteer opportunities occurring during regular College business hours (such as Lake Michigan College Foundation Winner's Circle Auction and Holiday Food Basket.) Employees will be paid for supervisor-approved participation in these activities.

With the approval of the supervisor, the College will also provide up to 4 hours of paid off-campus volunteer service leave for each fall and spring semester for 501c3 or non-profit organization (such as Habitat for Humanity), as long as no compensation is received from the other organization.

**Performance Review:** Employees will receive at least 1 performance appraisal annually by the supervisor, which will be maintained in the employee personnel file.

**Personal Days:** Each year, full-time employees will be provided 3 paid Personal Days for personal business. Personal Days are not cumulative and will be forfeited if not taken in the fiscal year granted. Personal Days are granted on a pro-rated basis upon hire and then annually in July.

**Personnel Records:** There will be only one official personnel file for each employee, which will be maintained in HR. The employee has the right to review the contents of the personnel file, excluding letters of recommendation, with an appropriate administrator. Excluding authorized College personnel or agents, no third party will be permitted access to an employee personnel file without the written consent of the employee unless disclosure is ordered in a legal action or government claim.

**Professional Development:** Paid professional development time may be granted with supervisor approval to attend training and other professional development activities.

In addition, the College closes two days each year (LMC Day – Fall and LMC Day - Spring) for College-wide professional development. All regularly scheduled employees are required to attend. Dates for LMC Days will be posted on the Employee Portal at the beginning of the fall and spring semesters.

**Qualifications:** HR possesses the right to ~~verify~~ ~~judge~~ the qualifications of employees and to determine the requirements for their hire, termination, transfer, or assignment.

Administration will establish minimum qualifications for each job position and will publish the qualifications in job descriptions. Minimum qualifications will adhere to Higher Learning Commission guidelines, criteria, and assumed practices. Minimum qualifications may be amended or modified from time to time as approved by HR.

**Raises:** An employee must have been employed for at least 90 days prior to the date of the raise to be eligible for the raise.

**Reduction in Force:** The College may terminate employment if it determines that a reduction in the workforce is necessary. In such case, the College will give written notice to the affected employee no less than 10 workdays before the employee's services are to be terminated or will provide 2 weeks' pay in lieu of notice. Health, dental, and vision insurance benefits will continue through the end of the month in which employment ends. Unused vacation time will be forfeited upon termination of employment.

**Resignation:** Refer to [Resignation](#) policy.

**Retirement Plans:** The College will make available the Michigan Public Schools Retirement System (MPSERS) plan. MPSERS requires that all part-time and non-exempt employees enroll in MPSERS upon hire. If an employee's job classification changes from non-exempt to exempt, they can move to the optional retirement plan (e.g., 403(b) plan) or stay in MPSERS.

**Sick Leave:** Sick Leave will be awarded annually as of July 1 (or upon date of hire in the year hired and as of July 1 subsequently.)

Full-time employees employed on July 1 will receive 96 hours of Sick Leave in a bank each July; those beginning work after July 1 will receive a sick time bank upon hire prorated based upon portion of the year remaining.

Employees working less than 40 hours per week will receive a prorated sick time bank ~~in as of~~ July 1 based on the hours regularly scheduled to be worked compared to a full-time schedule; those beginning work after July 1 will receive a sick time bank upon hire prorated based on the hours regularly scheduled to be worked and the portion of the year remaining.

Employees may accumulate up to 960 hours. Unused sick time will be forfeited upon termination of employment.

Sick time must be used reported in no less than 15 minute increments.

The College may, at its discretion, require an employee to submit competent medical verification of any use of paid Sick Leave after 5 working days of absences.

~~If scheduled Sick Leave (other than those on a continuous leave of absence) falls when the College has an Emergency Closure, the employee is not required to use Sick Leave for that day or hours.~~

Sick Leave may be used for:

- physical or mental health or injury of employee or family member. Family member is considered spouse/partner, child/stepchild, parent/parent-in-law, or other relative residing in immediate household.
- care of a family member when such person suffers a FMLA qualifying event.

Non-emergency doctor appointments are to be coordinated in advance with and approved by the employees' supervisor.

Use of Sick Leave is not considered hours worked for purposes of calculating overtime.

**Start Time:** Employees may not start work until their scheduled starting time without supervisor approval.

**Termination:** If employment is terminated, the College will have no further obligations to the employee for salary or benefits from and after the date of termination subject to relevant statutes. However, health, dental, and vision insurance benefits will continue through the end of the month in which employment ends. Unused vacation time will be forfeited upon termination of employment.

**Timekeeping:** It is the employee's responsibility to completely and accurately submit time records of all time worked. Any errors in the time record should be reported immediately to the supervisor and HRBP, who will attempt to correct legitimate errors. Employees must record their actual time worked. Employees must record the time work begins and ends, as well as the beginning and ending time of any departure from work for any non-work-related reason. Altering, falsifying, or tampering with time records is prohibited and subjects the employee to discipline, up to and including discharge.

**Travel:** All travel must be submitted and approved prior to travel using the Travel Authorization Form ("TAF"), which can be found at [mylmc.org](http://mylmc.org). Travel for conference or training purposes must support College goals and/or the employee's professional development. It is understood that information and knowledge gained will be shared.

### **Travel Time:**

#### Overnight, Out-of-Town Trips

When an employee is required to travel away from home overnight, the travel time (except for meal periods) that cuts across the employee's "normal" or "regular" working hours is counted as time worked and will be paid—regardless of if the travel occurs on a day on which the employee ordinarily works or on a day on which the employee does not normally work (e.g., a weekend.) Conversely, travel that takes place outside the employee's normal or regular working hours is not counted as time worked and is not paid, regardless of the travel day.

Employees also will be paid for any time spent performing job duties during otherwise non-paid travel time; however, such work should be limited absent supervisor approval.

#### Out-of-Town Trips for One Day

Employees who travel out of town for a one-day assignment will be paid for all travel time except meal periods.

#### Local Travel

Employees will be paid for time spent traveling from one worksite to another worksite during a workday. The trip home, however, is non-compensable when the employee goes directly home from the final worksite, unless it is much longer than the regular commute home from the regular worksite. In such case, the portion of the trip home in excess of the regular commute is compensable.

**Tuition Waiver:** Refer to [Tuition Waiver - Faculty and Staff](#) policy.

**Vacancies, Transfers & Assignments:** The Board ~~of Trustees~~ has delegated to the President or designee the sole authority to hire, transfer, or reassign employees. Generally, All vacancies and new positions will be posted unless filled by reassignment or reorganization.

An employee may request a change in departmental assignment to another area within their competency by giving official written notice to their supervisor with a copy to the Executive Director of HR. A request does not guarantee approval of the transfer.

The College retains the right to reassign or transfer any employee to any position or department within her/his competency at its sole discretion. Such involuntary transfers will not normally result in a decrease in compensation. Exceptions may occur if current pay rate falls outside of the DBM pay grade of newly assigned position.

**Vacation:** Vacation is awarded annually as of July 1 (or upon date of hire and as of July 1 subsequently.) Full-time Classified Staff employed on July 1 will receive 160 hours in a vacation bank each July, unless specifically grandfathered-in in writing

under prior policies that provided more than 160 hours. Full-time employees beginning work after July 1 will receive a vacation bank upon hire prorated based upon portion of the year remaining.

Employees working less than 40 hours per week will receive a prorated vacation bank ~~in~~ as of July 1 based on the hours regularly scheduled to be worked compared to a full-time schedule. Such employees beginning work after July 1 will receive a vacation bank upon hire, prorated based upon the hours regularly scheduled to be worked and the portion of the year remaining.

Vacation is not cumulative, and is forfeited if not taken during the fiscal year awarded. Unused vacation time will be forfeited upon termination of employment.

Vacation must be approved in advance by the supervisor, and must be used reported in no less than 15 minute increments.

Use of Vacation is not considered hours worked for purposes of calculating overtime.

~~If scheduled Vacation falls when the College has an Emergency Closure, the employee is not required to use Vacation for that day or hours.~~

**Victims of Crime Leave:** Employees who are a victim or victim's representative that are called to serve as a witness in a judicial proceeding must notify their supervisor and HR as soon as possible. Employees may not be compensated for time away from work to participate in a court case but may use available vacation and/or personal time to cover the period of absence. Employees testifying as the victim or representative of a victim in a judicial proceeding will not be disciplined for their absence.

**Wage Determination:** The President or designee has the authority to offer wages, consistent with the College compensation philosophy and/or contractual obligations. The College may at any time develop and/or modify wage placement criteria and procedures, which will be published or disseminated among employees.

**Wellness Leave:** Full-time employees may take up to 1.5 hours of supervisor-approved paid wellness leave each week to participate in wellness activities on campus. Part-time employees may take up to 45 minutes each week. The time may be taken at one time or split throughout the week to equal the total. This time is not cumulative from week-to-week and is not paid out upon employee separation.

**Work Locations:** At the discretion of and with approval by supervisor, employee may work offsite (including at home) on an ad hoc basis. [If an employee has been employed by the College for a minimum of 6 months, and is not on a performance improvement plan, they may be given the option to request a flexible work/remote work schedule.](#)

**Work Schedule:** Employee work schedules are assigned by the supervisor in accordance with departmental and College needs.

The work schedule of a full-time employee will include a daily lunch time of 30 minutes or 1 hour, unpaid by the College, and two 15-minute paid breaks, paid by the College.

The work schedule of a part-time employee is not required to include a lunch break or any 15-minute breaks unless the employee is under 18 years of age.

[See also the Work Hours and Scheduled Hours policy.](#)

**References:** [Accessibility for Persons with Disabilities](#) policy  
[Conflict of Interest](#) policy  
[Employee Travel Expense Payments Per Diem Basis procedure](#)  
[Flexible Scheduling and Remote Work Options policy](#)  
[Inclement Weather procedure](#)  
[IRS ACA guidelines](#)  
[Mileage Reimbursement](#) policy  
[Non-Discrimination](#) policy  
[Purchasing policy](#)  
[Resignation](#) policy  
[Teaching by Staff](#) policy  
[Tuition Waiver - Faculty and Staff](#) policy

Minutes  
Lake Michigan College Board of Trustees  
April 22, 2022 Meeting

[Weather Emergency Closings procedure](#)  
[Work Hours and Scheduled Hours policy](#)

## **EQUIPMENT, FACILITIES, & PROPERTY USE**

Office of Origin: Human Resources  
Responsibility: Executive Director, Human Resources  
Original Date Adopted: x-x-22  
Dates Reviewed: x-x-22  
Last Date Board Approved: x-x-22

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When using Lake Michigan College (the "College") property, employees are expected to exercise care and follow all operating instructions and safety standards to prevent deterioration and injury to the employee or others. In addition, employees should act as stewards by exercising custodial responsibility for College property and resources.

"Property," as used in this policy, means any piece of equipment, furnishing, tool, vehicle, building, land, infrastructure, or supply leased, rented, or owned by the College.

Supervisors can answer questions about the employee's responsibility, if any, to care and maintain property used on the job.

Employees should promptly notify their supervisor if any property appears to be missing, lost, damaged, defective, or in need of repair.

College property may be removed from a campus only if such property is necessary to carry on the official business of the College. College property must be returned once the business use of the property is completed.

College property is intended for business use only. Limited personal use as necessary is allowable but should be the exception and not the rule. The College reserves the right to discipline employees for excessive personal use of company property.

Improper, careless, destructive, or unsafe use or operation of property can result in discipline, up to and including discharge. If an employee's misuse of College property damages the property, the College reserves the right to require the

employee to pay all or part of the cost to repair or replace the property.  
Misappropriation of property is grounds for immediate termination and possible criminal action.

**References:** Acceptable Use of Technology policy  
Facility Rental policy  
Vehicle Use policy

## **IDENTIFICATION BADGE**

Office of Origin: Human Resources  
Responsibility: Executive Director, Human Resources  
Original Date Adopted: x-x-xx  
Dates Reviewed: x-x-xx  
Last Date Board Approved: x-x-xx

Lake Michigan College (the “College”) requires employees to wear an identification (“ID”) badge at all times while working. The badge must be worn with name and photo clearly visible. Badges must contain the following information:

- Employee photo.
- Employee name. Full name or first name and first initial of last name are acceptable. Nicknames are not permitted unless it is the name by which the employee is commonly called at work.
- Department name. Part-time faculty badges should read “Faculty” with the program/discipline name following (unless the employee is required to have more specific nomenclature due to third party clinical requirements such as nursing or dental assisting).

Employee badges should not contain titles.

Employees on College premises not wearing an ID badge may be questioned by a security officer or other employee.

The ID badge is the property of the College. Badges must be turned in upon termination of employment.

## Minutes

Lake Michigan College Board of Trustees

April 22, 2022 Meeting

### Issuance / Replacement

Employee ID badges will be issued by Human Resources (“HR”) during new employee orientation or within the first 30 days of employment.

If a badge is lost or destroyed, a replacement must be obtained from HR after paying a \$10 replacement fee to the Business Office cashier. Lost or stolen badges should be reported immediately to Human Resources. There is no replacement cost for old or worn out badges.

### **References:**

## **IDENTITY THEFT PREVENTION & RED FLAG RULES**

Office of Origin: President  
Responsibility: Cabinet  
Original Date Adopted: 4-28-09  
Dates Reviewed: 1-15-12, 8-28-18  
Last Date Approved: 9-25-18

In accordance with the Fair and Accurate Credit Transactions Act of 2003 (FACTA), Lake Michigan College (the College) will develop and maintain an Identity Theft Prevention Program (the Program) to establish procedures for and guidelines on detecting, preventing, and mitigating identity theft. It is the intent of the College to comply with all applicable provisions of FACTA.

FACTA is a federal consumer-rights law that amended the Fair Credit Reporting Act of 1970. Its primary purpose is to reduce the risk of identity theft by regulating how consumer account information (such as Social Security numbers) is handled.

All employees are expected to familiarize themselves with and abide by the Program. All employees who process data subject to FACTA will be provided training during employee orientation.

References: Identity Theft Prevention Operating procedure  
Fair & Accurate Credit Transactions Act (FACTA) of 2003  
[Social Security Number policy](#)

## STUDENT ACCOUNTS RECEIVABLE COLLECTION

Office of Origin: Finance  
Responsibility: Executive Director, Finance  
Original Date Adopted: 10-25-05  
Dates Reviewed: 1-15-12, 11-20-17, 9-28-20, x-x-xx(C)  
Last Date Board Approved: 9-28-20

Students at Lake Michigan College (the College) are made aware of their payment responsibility through inclusion of the following statement (or similar) on the registration website, telephone registration system, registration form, class schedules, and College catalog:

Financial Responsibility: I understand and agree that I am responsible for the payment of my tuition and fees at Lake Michigan College. If I do not plan on attending my classes, I am responsible for dropping my classes by the published drop date for the semester; otherwise I am responsible for the tuition and fees. I agree to reimburse Lake Michigan College the fees of any collection agency, which may be based on a percentage at a maximum of 33% of the debt, and all costs and expenses, including reasonable attorney's fees Lake Michigan College may incur in such collection efforts. Finally, I understand that my delinquent account may be reported to one or more of the national credit bureaus. **MOVED FROM THE PROCEDURE**

The student is responsible for payment of charges incurred by the stated payment deadline. The student is responsible for the difference between all financial aid awards and all charges. **MOVED FROM PROCEDURE**

~~Should the student default on payment, the student is responsible for payment of any and all costs incurred by the College in its efforts to collect, including collection, attorney, and litigation costs.—~~

Accounts 30+ days past due are put on "Accounts Receivable Hold", preventing registration, transcripts, grade release, and graduation. **MOVED FROM PROCEDURE**

Accounts 120+ days past due with no attempt at payment will be turned over to a collection agency along with a collection service fee of up to 33% of the outstanding balance. **MOVED FROM PROCEDURE**

Accounts with a collection agency are put on "Collection Hold", which prevents registration, transcripts, grade release, graduation, and enrollment verification. **MOVED FROM PROCEDURE**

A student with a "hold" on their account may walk at graduation but will not receive their diploma until their balance is paid in full.

**References:**

## **VACATION DONATION**

Office of Origin: Human Resources  
Responsibility: Executive Director, Human Resources  
Original Date Adopted: x-x-xx  
Dates Reviewed: x-x-xx  
Last Date Approved by Board: x-x-xx

Lake Michigan College (the College) permits vacation donation when:

- an employee has exhausted all paid leave and
- an employee or their immediate family member has a serious medical condition that requires a prolonged absence from work or ongoing intermittent absences that are related to the same condition.

To be eligible to receive vacation donation, the employee must:

- be employed by the College and be outside the probationary period, if any,
- be eligible to accrue vacation leave,
- have exhausted all paid leave (i.e., vacation, sick, personal),
- suffer from or have a family member that suffers from a serious medical condition.

Employees are ineligible to apply for or receive vacation donation:

- during a disciplinary suspension,
- while on a Performance Improvement Plan,
- if receiving, or having applied to receive, Workers' Compensation benefits,
- when the medical condition is covered by short- or long-term disability insurance,
- when an injury is incurred during the course of committing a felony, or
- if they have previously abused any paid leave.

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An application may be submitted 30 days before all paid leave is exhausted. An employee can apply once per fiscal year for up to 65 days per fiscal year and a maximum of 2 times while employed.

Human Resources (HR) will administer the vacation donation program. The final decision on the application for and distribution of donated vacation time rests with HR and is not be subject to any grievance procedure. HR will ensure that no decision will be made that conflicts with the College's Non-Discrimination policy.

### Donations

Donations by an employee to an employee who has an approved vacation donation request:

- are limited to 40 hours of per fiscal year
- must be donated in 8 hour increments
- must be vacation leave only - sick and personal leave cannot be donated
- can only be made within 90 days of HR's approval of the donation request

Employees who are paid with funding other than College funds (e.g., federally, state, or other grant funded) may not donate vacation but are eligible to receive vacation donations.

**References:** Vacation Donation procedure

## **WORKERS' COMPENSATION**

Office of Origin: Human Resources  
Responsibility: Executive Director, Human Resources  
Original Date Adopted: x-x-22  
Dates Reviewed: x-x-22  
Last Date Board Approved: x-x-22

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Lake Michigan College (the "College") complies with the Michigan Workers' Disability Compensation Act ("Workers' Comp"), which provides wage replacement, medical, and rehabilitation benefits to employees who suffer a work-related or occupational injury or illness. All College employees are covered by Workers' Comp.

### **Responsibilities of Employee:**

- Notify supervisor of work-related or occupational injury or illness immediately, even if no medical attention is required. If pain or sickness develops at home that the employee believes is work related, the employee must contact their supervisor or Human Resources ("HR") prior to receiving medical treatment unless the condition requires immediate medical attention.
  - Employer's Basic Report of Injury Form (WC-100)
  - Medical documentation relating to the injury or illness
- Provide information to assist the supervisor to complete the Employer's Basic Report of Injury Form (WC-100). The supervisor will provide this form to HR.
- Provide copies of all medical documentation to the supervisor and HR after every medical appointment.
- Submit to a second medical examination in certain situations.

**An employee's failure to comply with the above responsibilities may result in the delay or loss of benefits and/or disciplinary action.**

### **Responsibilities of Supervisor:**

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- When an employee is injured at work, the supervisor's primary responsibility is to ensure that the employee is safe and receives prompt medical attention.
- If the injured employee is not capable of transporting themselves to medical treatment, the supervisor must either accompany the employee or contact Facilities Management to arrange transportation.
- Immediately notify HR and the supervising Cabinet member.
- Promptly gather details from the employee to gain a full understanding of the circumstances and facts, such as how the injury occurred, what time it happened, which body part(s) were affected, and the names of witnesses.
- Complete and sign the Employer's Basic Report of Injury Form (WC-100) and send the form to HR within 24 hours of the injury, illness or exposure.
- Provide copies of all medical documentation and any other relative information related to the injury or illness to HR within 24 hours of receipt.

If the affected employee is released to return to work with restrictions, the supervisor and HR will coordinate the placement to ensure compliance with the treating physician's restrictions. HR will maintain contact with an affected employee while they are off work and provide appropriate modified duty work options and accommodations when possible and in collaboration with the supervisor.

**References:** Michigan Workers' Disability Compensation Act

## **AMNESTY OF SEMESTER ACADEMIC FORGIVENESS**

Office of Origin: ~~Registrar~~ Records & Registration Department

Responsibility: Registrar

Original Date Adopted: 04-26-88

Dates Reviewed: 11-19-08

Last Date ~~Modified & Board~~ Approved: 04-01-11, 9-18-18, 12-4-2018

~~Amnesty of a Semester Academic Forgiveness~~ is the removal from grade point average (GPA) consideration ~~for student grade point average, for the purposes of, program completion and graduation, or second-admit program entry,~~ all academic classes and ~~the grades received for such classes~~ during the ~~college~~ semester(s) for which ~~amnesty-forgiveness~~ is granted.

~~Amnesty of a Semester, if granted~~ If granted, Academic Forgiveness, applies only to Lake Michigan College; there is no guarantee ~~expressed or implied~~ that ~~Amnesty of a Semester will be recognized by any other institution~~ any other institution will recognize it.

Academic Forgiveness does not remove courses or grades from the student's transcript, nor does it have any effect on a student's financial aid, athletic or housing eligibility, VA or F1 visa status, or any other consideration than those specifically listed above.

- ~~Any student who has been enrolled in academic classes may apply for Amnesty of a Semester.~~ Students may apply for Academic Forgiveness after one calendar year has passed between the request and the semester the courses being considered for forgiveness were taken. The following rules apply:

A. Amnesty of a Semester may be requested for one of the following:

- ~~A maximum of the first eighteen (18) semester hours of credit earned or failed during the first two (2) consecutive semesters of attendance at Lake Michigan College (may not use partial semester)~~ The first two (2) consecutive semesters of enrollment at

Lake Michigan College (LMC or the College), as long as the total number of credit hours is 18 or less.

2. Any single semester of enrollment at Lake Michigan College totaling not more than 18 credit hours.

~~C. A minimum of one calendar year must elapse between the semester(s) being considered for Amnesty of a Semester and the granting of the request.~~

~~B. Amnesty of Semester Academic Forgiveness will not be granted for a partial semester(s).~~

~~C. If granted, Academic Forgiveness shall apply applies to all credits taken in the semester(s) for which Amnesty is granted, regardless of the grade received.~~

~~F. Amnesty of a Semester if granted, results in none of the affected coursework being counted for admission to restricted programs, graduation, and/or meeting program requirements at Lake Michigan College.~~

~~D. Amnesty of a Semester Academic Forgiveness does NOT remove any course/grade at Lake Michigan College, which would normally be on a from the transcript, from the academic transcript. Any semester(s) for which Amnesty forgiveness is granted shall be so identified on the transcript. will be noted with the following statement for LMC internal use only: "Academic Forgiveness granted for <term> <year> semester."~~

~~1. The GPA is NOT recalculated on the transcript. Any GPA recalculations are made manually for the requesting program or for graduation.~~

~~E. A student may be granted Amnesty of a Semester Academic Forgiveness only once. at Lake Michigan College.~~

~~F. Amnesty of a Semester Academic Forgiveness is permanent final and cannot be revoked or rescinded by the College or the student.~~

G. This policy does not supersede the Course Repeat Policy.

**Responsibility:** ~~Vice President, Student Engagement and Support~~

**References:** Course Repeat Policy

**Former Policy Title:** Amnesty of Semester

## ACTIVE MILITARY DUTY - STUDENTS

Office of Origin: Records and Registration

~~Responsibility: Registrar; VA Specialist~~

~~Original~~ Date Adopted: 12-10-90

~~Date~~ Reviewed: 05-21-19

Last Date ~~Modified & Board~~ Approved: 05-21-19

Military members (active duty, National Guard, and reservists) enrolled at Lake Michigan College (the "College") who are unable to complete classes because of a change in military duties or status must submit ~~orders which~~orders that reflect the change in duty or status so the College can determine the following:

- If it is appropriate to finish coursework early, withdraw, or take an Incomplete,
- If a refund should be issued, or
- If credit to re-take classes should be granted and
- Whether any on-campus housing fees can be refunded.

Re-enrollment: per the Higher Education Opportunity Act of 2008 (HEOA) (Sec.484C), the College is required to readmit a student who withdrew or did not attend after admission in order to perform military service as described in orders.

This policy may be expanded to include law enforcement, Homeland Security, fire and emergency personnel in the event of orders from their employer to assist in military related situations. A copy of orders must be submitted to the ~~College~~VA Specialist.

~~Responsibility: Vice President, Student Engagement and Support~~

~~References: --Active Military Duty – Students Procedure,  
--Higher Education Opportunity Act of 2008,  
Housing Agreement~~

## **HOSPITALIZATION OF A STUDENT**

Office of Origin: Campus Life  
Responsibility: Director of Campus Life  
Original Date Adopted:  
Dates Reviewed: 10/12/21  
Last Date Board Approved:

When Lake Michigan College (the "College") personnel are informed a student of the ~~€~~College has been transported to the hospital from the Benton Harbor, South Haven, or Niles ~~C~~campus, ~~either voluntarily or involuntarily~~, available support services ~~applicable to the student's situation~~ will be provided to the student by an employee of ~~the College~~ LMC ~~or a designee of the Vice President of Student Affairs~~. If the student in question is unconscious or non-communicative, a ~~College~~ LMC representative will contact the student's emergency contact. ~~Lake Michigan~~ The College will collect emergency contact information for all students upon application to the College.

~~If the incident resulting in hospitalization involves an on-campus resident, Lake Michigan College will extend applicable assessment and support services upon their return and will work with the student to determine if living on-campus is conducive to their academic, personal, and social success. If yes, the student will work with appropriate campus offices to receive resources and services. Housing & Residence Life personnel will collect emergency health and contact information for all students residing on-campus, including by not limited to, update-to-date emergency contact information, allergies, and medications. All emergency health information will be provided voluntary by the resident upon move-in.~~

In the case of a ~~mental health emergency involving voluntary or involuntary~~ hospitalization of ~~an on-campus resident~~ a student, ~~an~~ LMC College representative will provide information to the student regarding ~~mandatory appointment and the return to campus procedure~~. A meeting ~~assessment~~ must be completed with a CARE team representative(s) ~~the Advising & Counseling Office~~ prior to returning to campus. Based on recommendations from this meeting, ~~Housing & Residence Life a CARE team~~ personnel representative(s) will work with the student to ~~determine~~

~~create a student success plan to remain on-campus or move to a location off-campus.~~

~~In the case of physical injury of an on-campus resident, Housing & Residence Life personnel will utilize emergency health information to aide emergency responders and support residents as needed.~~

~~If a resident who is transported to the hospital for either a mental health emergency or physical emergency and is unconscious or non-responsive, Housing & Residence Life personnel will contact the emergency contact person provided by the resident within the Emergency Health Information.~~

References:

## TUITION ~~AND REFUNDS~~

Office of Origin: Student ~~Services Affairs; Finance~~

~~Responsibility: Registrar; Business Office~~

Date Adopted: ~~unknown~~

Date Reviewed: ~~10-24-08, 3-16-22(C)~~

Last Date ~~Modified & Board~~ Approved: 10-24-08

### **Policy Statement:**

Lake Michigan College (LMC or the College) will refund 100% of a student's tuition and fees if the:

1. College cancels a class-course or
2. Student drops the class-course before the deadline published in the semester class schedule ("Last day to drop with 100% refund"). published drop deadline. The drop deadline is located in the academic calendar.

The College will not refund tuition and fees for classes-courses dropped (withdrawn) after the drop deadline; the College does not issue partial refunds.

Students with special situations extenuating circumstances ~~must~~ may file a formal tuition appeal, the forms for which are available in the Records and Registration Office.

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

### **References:**

## **PUBLICITY/STATEMENTS TO THE MEDIA**

Office of Origin: Marketing  
Responsibility: Executive Director, Marketing & Communications  
Original Date Adopted: x-x-22  
Dates Reviewed: x-x-22  
Last Date Board Approved: x-x-22

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All media inquiries regarding the position of the College on any issue must be referred to the Executive Director, Marketing & Communications (the "EDMC.") Only the EDMC is authorized to make or approve public statements on behalf of the Lake Michigan College (the "College"). No employee, unless specifically designated by the EDMC, is authorized to make those statements on behalf of College. Any employee wishing to write and/or publish an article, paper, or other publication on behalf of the College must first obtain approval from the EDMC.

### **References:**

## Student Code of Conduct Discipline

Office of Origin: Student Affairs  
Responsibility: Vice President, Student Affairs  
Original Date Adopted: 01-28-86  
Dates Reviewed: 05-21-19 1/31/2022  
Last Date Board Approved: 05-21-19

Lake Michigan College (The College) expects students to maintain reasonable standards of conduct and behavior. When students do not conduct themselves as responsible members of the College community, the College may institute appropriate disciplinary action as laid out explicitly in the Student Code of Conduct, which is published on the College's website and in the Student Handbook. Examples of disciplinary actions which may be imposed upon a student who is in violation of the Student Code of Conduct include:

- College Property Restriction – restriction from certain College facilities or property; either physical or virtual, for a specified period of time.
- Formal Warning – a written reprimand that expresses disapproval of the student's actions and warns against any potential violations of College policy in the future.
- Probation – a period during which the student must demonstrate compliance with the Student Code of Conduct. ~~Probation may be imposed for a period not to exceed one academic year and may include suspension of other privileges during the probation period.~~ **The length of this period of probation will be determined by the Vice President of Student Affairs or designee. If found responsible for violating any College policies or failing to comply with other requirements stipulated during this period, the student may be immediately suspended from the College and/or events pending further disciplinary review.**
- Suspension – ~~separation from the College for a specified period of time; e.g., one semester, two semesters, etc. A suspended student may re-enroll or resume attendance in accordance with guidelines outlined in the Student Code of Conduct.~~ **Immediate dismissal from classes and activities at the College for at least the remainder of the term/semester in progress and/or a specified period of time thereafter. Any additional violations or failure to comply with other requirements stipulated during**

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this time period of suspension may result in expulsion.

During suspension, the student is not permitted to visit ~~the~~ College premises or attend any College functions without prior written permission from the Vice President of Student Affairs or designee.

- Expulsion - a permanent removal from the College. This means the student may no longer participate in any College activity or be on campus for any purpose.

Due Process is the guarantee of student civil rights under the Constitution of the United States and the laws and regulations of the State of Michigan ~~and Lake Michigan College~~. Due Process is that process ~~which that~~ prevents rights from being taken away from an individual without notice and an opportunity to respond to allegations.

Due process requires that the Vice President of Student Affairs, or their designee ~~shall~~ meet with the student as soon as possible after the alleged violation of the Student Code of Conduct and at such meeting the Vice President of Student Affairs, or their designee, ~~shall will~~ provide the student with (1) notice of the alleged violation(s) of the Student Code of Conduct, (2) the facts upon which the alleged violation(s) is/are made, and (3) an opportunity to discuss the alleged violation(s) and respond. Within five ~~(5) school~~ business days of the meeting, the Vice President of Student Affairs, or their designee, will provide the student with notice of the decision and information regarding the appeal process, if applicable.

**References:** [Student Code of Conduct](#), [Student Handbook](#), Athlete Code of Conduct, [Beckwith Hall Code of Conduct](#)

## **TRANSFER OF COLLEGE CREDIT**

Office of Origin: Academic Affairs and ~~Student Services~~  
[Student Affairs](#)

Responsibility: ~~Provost and Vice President of Academic Affairs; Vice President,~~  
[Student Affairs](#)

Date Adopted: 04-17-2018

Date Reviewed: 12-12-2017

Last Date ~~Modified & Board~~ Approved: 04-17-2018

### **Transfer In to LMC**

~~The Lake Michigan~~ College ([LMC or the College](#)) makes no guarantee of acceptance of transfer coursework until an evaluation of the official transcript has been completed. Students who wish to have an evaluation completed must submit an admission application.

Transfer credit is awarded only from an official transcript, sent directly to LMC from the [sending transfer](#) institution or a third-party service on behalf of the [sending transfer](#) institution; both paper and electronic copies are acceptable. Official transcripts in a sealed envelope may be accepted from the student so long as the seal is not broken; however, the Registrar's Office reserves the right to make a final determination as to the authenticity of an official ~~transcript which~~ [transcript that](#) has passed through the hands of the student.

Only those credits earned at postsecondary institutions accredited by ~~one of the regional~~ accrediting agencies [recognized by the Department of Education, as named below\\*](#), will be considered for transfer. Coursework completed at a postsecondary institution outside the U.S. must be evaluated [by an approved independent international credential evaluation service.](#) ~~by an approved third-party evaluation service.~~ The service will determine if the institution holds the equivalent of ~~regional~~ accreditation, whether the equivalent of a U.S. degree or certificate was earned, and will provide a general list of coursework completed. The evaluation will be used to determine whether or not transfer credit can be awarded.

Refer to the Study Abroad Policy for information regarding credits earned as part of an approved study abroad program.

It is the transfer student's responsibility to request official transcripts from ~~her or~~ his ~~their~~ previous institution(s).

Transfer coursework must meet the following criteria to be awarded transfer credit:

1. The course is graded at least a "C" or 2.00 on a 4.00 grading scale. Courses graded lower than a "C" or 2.00 are not eligible for transfer; this includes courses graded as Pass/Fail, Satisfactory/Unsatisfactory, or any other grade not on the standard grading scale.
2. The course contains college-level material. Remedial or developmental coursework is not eligible for transfer. The determination of college-level content is made by review of the course content and not strictly based on the course number.
3. The course is undergraduate level. Graduate level coursework is not eligible for transfer credit.
4. The course must be the course of record for the originating institution. Transfer credit awarded on a transcript from another institution is not eligible for transfer credit.

For coursework determined to be eligible for transfer, credit is awarded in the following manner:

1. Only courses and credits will be posted. Transfer grades are not posted, nor are they included in the calculation of the LMC GPA\*\*; transfer courses/grades are not used to exclude or replace a graded LMC course if the course is a repeat.
2. Courses for which LMC offers a direct equivalent are posted as such; if no direct equivalent is available, either general subject credit or elective credit is awarded.
3. Posted transfer credits count only toward the total earned credits on the LMC transcript and are not included in the GPA credits or attempted credits.
4. Credit awarded may count toward program completion at LMC, as long as residency requirements are met and the course(s) has been determined to fulfill the program requirement(s). Residency

requirements can be found in the Credential Completion and Graduation Policy.

5. Credit awarded will not exceed either the number of credits earned for the original course or credits carried by the LMC equivalent course. If a transfer course has fewer credits than the equivalent, the lesser amount of credit is assigned; if a transfer course has more credits than the equivalent, credits above the assigned amount are awarded as general elective credit. Any transfer courses which are assigned credits on a system other than semester hours (such as quarter hours) are converted to semester hours when transfer credit is awarded. Standard conversion scales are used.

6. Any transfer course which is not clearly identified as equivalent to an LMC course is referred to the appropriate academic department to determine equivalency.

~~\*Regional accrediting bodies recognized by LMC include the following:~~

- ~~• The Higher Learning Commission~~
- ~~• Middle States Association of College and Schools (Commission on Higher Education)~~
- ~~• New England Association of Schools and Colleges (Commission on Institutions of Higher Education)~~
- ~~• Northwest Commission on Colleges and Universities~~
- ~~• Southern Association of Colleges and Schools (Commission on Colleges)~~
- ~~• Western Association of Schools and Colleges (Accrediting Commission for Senior Colleges and Universities)~~
- ~~• Western Association of Schools and Colleges (Accrediting Commission for Community and Junior Colleges)~~

Once the transfer evaluation is complete, the student is ~~mailed~~ [emailed](#) a letter and worksheet indicating the transfer credits posted to her or his LMC record. Students wishing to challenge a transfer credit award may do so by contacting the Records & Registration Department/~~Registrar's Office~~.

### **Transfer Out of LMC**

While Lake Michigan College does its best to remain transfer-friendly, the College

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cannot guarantee transfer of any course. Only the receiving institution may determine whether a course will be accepted for transfer based on its own criteria and transfer policies.

\*\* For calculation of GPA for selective admissions Health Sciences programs please refer to the specific Health Science program application.

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

**References:** General Education Requirements Waiver for Degree Holders and MTA Completers  
Credential Completion and Graduation Policy  
[Health Science Handbooks](#)  
[Council for Higher Education Accreditation – Regional Accrediting Organizations](#)

Minutes  
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- i. Admin/Pro-Tech Policy ..... Ms. Kelli Hahn
- ii. Authority to Bind Policy ..... Ms. Kelli Hahn
- iii. Cameras and Recording Devices ..... Ms. Kelli Hahn
- iv. Classified Policy ..... Ms. Kelli Hahn
- v. Equipment, Facilities & Property Use ..... Ms. Kelli Hahn
- vi. Identification Badge Policy ..... Ms. Kelli Hahn
- vii. Vacation Donation ..... Ms. Kelli Hahn
- viii. Identity Theft Prevention Policy ..... Mr. Nygil Likely
- ix. Student Accounts Receivable Policy ..... Mr. Nygil Likely
- x. Worker’s Compensation ..... Mr. Nygil Likely
- xi. Academic Forgiveness ..... Mr. Nygil Likely
- xii. Active Duty military ..... Mr. Nygil Likely
- xiii. Hospitalization Policy ..... Mr. Nygil Likely
- xiv. Tuition Refunds Policy ..... Mr. Nygil Likely

**ACTION:**

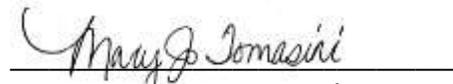
College Administration recommended that the Board of Trustees approve the policies as presented.

**MOTION** by Mr. Grover with support by Ms. J Burghdoff to approve the policy revisions as presented.

**APPROVED BY VOICE**

**ADJOURNMENT**

**MOTION** by Dr. Lindley to adjourn the meeting of the Lake Michigan College Board of Trustees at 5:22 p.m.



Mary Jo Tomasini, Board Secretary

*Draft until approved at the next scheduled meeting*