

Lake Michigan College Board of Trustees
Board Meeting Minutes
August 23, 2022

CALL TO ORDER

Chair Curry called the Meeting of the Lake Michigan College Board of Trustees to order at 5:07 p.m.
Mr. Doug Schaffer opened the meeting with the Pledge of Allegiance.

ROLL CALL

Present: Jeff Curry, John Grover, Debra Johnson, Vicki Burghdoff, Mary Jo Tomasini, Joan Smith, Brian Dissette

SETTING OF THE AGENDA

Dr. Trevor Kubatzke asked that item B under new business be moved to the beginning of the meeting out of respect for the foundation's guests time.

APPROVAL OF MINUTES

Minutes of the June 14, 2022 Board meeting were approved as presented with a voice vote by all trustees present.

PETITIONS AND COMMUNICATIONS FROM THE FLOOR

None

PRESIDENT'S REPORT

Dr. Kubatzke reported on the July trip to the AFIT conference which took nine members of the cabinet and faculty to Nashville to explore ways to improve culture among other aspects of making Lake Michigan College a "Great Place to Work."

Highlighted by Kelli for Board reference

AX TRIBUNAL AND APPEAL LITIGATION COST SHARING AGREEMENT

THIS TAX TRIBUNAL AND APPEAL LITIGATION COST SHARING AGREEMENT (“Agreement”) is entered into by and between the following public entities (the “Members”): Lake Charter Township, located in Berrien County (“Township”); Berrien County (“County”); Bridgman Public Schools (“School”); Berrien RESA Intermediate School District (“ISD”); and Lake Michigan College (“College”).

Recitals

The Township is currently involved in a Michigan Tax Tribunal dispute with Indiana Michigan Power Company, (hereinafter, “Indiana Michigan”) concerning assessed valuation, omitted property and additions to taxable value of its parcel located in Lake Charter Township in Berrien County, Michigan (MTT Docket No. 22-001419-TT, hereinafter the “Matter”) and has engaged Foster, Swift, Collins & Smith, P.C. as litigation counsel. For purposes of this Agreement, the Matter includes any amendments to the petition to add subsequent tax years; any civil enforcement actions between Indiana Michigan and the Members regarding the Matter; and any appeals of any decisions in the Matter.

The Members acknowledge that the outcome of the Matter will have a substantial and long-lasting financial impact on all of the Members, as the amount of taxable value at issue is \$328,681,400, which may result in an annual tax revenue loss for all taxing units in excess of \$7.7 Million, and that a successful outcome will benefit all of the Members. The Members acknowledge that the cost of defending the Matter will be significant and that without proper preparation, the Members will be forgoing additional tax revenue. The Members agree that the financial burden of defending the Matter should be shared by all of the Members.

As authorized by Section 44 of the General Property Tax Act, MCL 211.44(3), the Members agree to share future court and litigation costs incurred (“Litigation Costs”). The Litigation Costs include attorney fees and expenses, expert witness fees and expenses, and related costs incurred in defending the Matter at the Michigan Tax Tribunal, the State Tax Commission and on appeal, if necessary, to Michigan’s appellate courts.

The litigation of the Matter concerns the long-term financial health and viability of all Members, and it is the intent of this Agreement that no Member pay more than the Member’s proportional share as provided in this Agreement.

Tax Tribunal and Appeal Litigation Cost Sharing Agreement

On May 27, 2022, the College received notice that Indiana Michigan Power Company (“I&M”), which covers American Electric Power (“AEP”) service territories in Indiana and Michigan, had filed a petition with the Michigan Tax Tribunal (“MTT”) to reduce the taxable value of the DC Cook Nuclear Power Plant (“Cook Plant.”) The Cook Plant resides in the College’s tax district.

I&M is asking the MTT to reduce the 2022 taxable value of Cook Plant property from \$1,108,681,400 to \$780,000,000 and require payment of the refunds attributable to the reduction, plus interest and costs.

If successful, this 29.6% reduction in taxable value would result approximately \$587,000 of lost operating property tax revenue to the College annually. In addition, for the next three year, an

additional \$158,000 in capital millage funding would also be lost, for a total loss through 2026 of \$745,000.

The entities impacted by this pending litigation and the current estimated loss are as follows:

<u>Taxing Entity</u>	<u>Millage Rate</u>	<u>% of Total</u>	<u>Estimated Loss</u>
Bridgman Schools	9.8570	42.0%	\$ 3,239,813
Berrien County	5.9667	25.4%	\$ 1,961,143
Lake Township	3.0000	12.8%	\$ 986,044
Berrien RESA ISD	2.3677	10.1%	\$ 778,219
Lake Michigan College	2.2654	9.7%	\$ 744,595
Totals		100%	\$ 7,709,814

The outcome of the litigation will have a substantial and long-lasting financial impact on all taxing entities – with an estimated annual loss in current dollars of more than \$7.7 million. Accordingly, the taxing entities propose that the financial burden of defending the litigation be shared by all through a TAX TRIBUNAL AND APPEAL LITIGATION COST SHARING AGREEMENT.

Lake Township, who is the named party in the litigation, has engaged the law firm Foster Swift to handle the litigation. Foster Swift estimates currently that the litigation will cost \$500,000-\$600,000 over the next two-to-three years, of which the College’s portion would be \$48,500-\$58,200.

ACTION

Administration recommends that the Board of Trustees approve the College’s participation in the TAX TRIBUNAL AND APPEAL LITIGATION COST SHARING AGREEMENT, as presented.

ACTION:

We recommend that the Board of Trustees pass all policies as presented.

MOTION:

By Mr. John Grover with support by Ms. Vicki Burghdoff to approve the contract as presented

Yeas:

Ms. Deborah Johnson, Ms. Vicki Burghdoff, Mr. John Grover, Mr. Jeff Curry, Ms. Joan Smith, Mr. Brian Dissette, Ms. Mary Jo Tomasini

Nays:

None

APPROVED

Volleyball	Opponent	Schedule Dates 2022-23	Hours or Days	56 pax	-\$200.00	38 pax	-\$200.00
AUGUST							
19 & 20	McHenry CC Invite @ UW Sports Factory, Rockford IL		1NT	\$3,910.00	\$3,710.00	\$3,655.00	\$3,455.00
25	Macomb, Macomb MI		16	\$3,055.00	\$2,855.00	\$2,850.00	\$2,650.00
27	SMC, Dowagiac MI		10	\$1,390.00	\$1,190.00	\$1,300.00	\$1,100.00
30	Muskegon, Muskegon MI		12	\$1,970.00	\$1,770.00	\$1,840.00	\$1,640.00
SEPTEMBER							
1	Bethel University, Mishawaka, IN		11	\$1,615.00	\$1,415.00	\$1,510.00	\$1,310.00
15	Glen Oaks CC/ Centreville, MI		12	\$1,845.00	\$1,645.00	\$1,720.00	\$1,520.00
16 & 17	Joliet CC, Joliet, IL		1NT	\$3,350.00	\$3,150.00	\$3,135.00	\$2,935.00
22	Ancilla, @ Life Plex Plymouth, IN		11	\$1,715.00	\$1,515.00	\$1,600.00	\$1,400.00
27	Kellogg CC, Battle Creek, MI		11	\$1,975.00	\$1,775.00	\$1,675.00	\$1,475.00
OCTOBER							
1	Grand Rapids CC		12	\$1,910.00	\$1,710.00	\$1,780.00	\$1,580.00
2	Grand Rapids CC		12	\$1,910.00	\$1,710.00	\$1,780.00	\$1,580.00
4	SMC, Dowagiac MI		10	\$1,390.00	\$1,190.00	\$1,300.00	\$1,100.00
6	Kalamazoo Valley CC, Kalamazoo, MI		11	\$1,650.00	\$1,450.00	\$1,540.00	\$1,340.00
8	South Suburban CC, South Holland, IL		12	\$1,990.00	\$1,790.00	\$1,860.00	\$1,660.00
13	Lansing CC, Lansing, MI		13	\$2,265.00	\$2,065.00	\$2,110.00	\$1,910.00
21	Grace Christian, GR, MI		12	\$1,910.00	\$1,710.00	\$1,780.00	\$1,580.00
MARCH							
15	South Suburban CC, South Holland, IL		12	\$1,990.00	\$1,790.00	\$1,860.00	\$1,660.00
APRIL							
8	Siena Heights University, Adrian, MI		14	\$2,505.00	\$2,305.00	\$2,340.00	\$2,140.00
12	Kalamazoo Valley CC, Kalamazoo, MI		11	\$1,650.00	\$1,450.00	\$1,540.00	\$1,340.00
Women's Basketball							
OCTOBER							
25	St. Marys College, South Bend, IN		11	\$1,555.00	\$1,355.00	\$1,450.00	\$1,250.00
NOVEMBER							
19	Milwaukee Area Technical/ Milwaukee, WI		15	\$2,930.00	\$2,730.00	\$2,735.00	\$2,535.00
Men's/Womens Basketball							
NOVEMBER							
2	Andrew's University/ Berrien Springs, MI		10	\$1,325.00	\$1,125.00	\$1,240.00	\$1,040.00
15	Hope college/ Holland, MI		11	\$1,650.00	\$1,450.00	\$1,540.00	\$1,340.00
22	Aquinas/ GR, MI		12	\$1,910.00	\$1,710.00	\$1,780.00	\$1,580.00
DECEMBER							
7	Mott Community College, Flint, MI		14	\$2,700.00	\$2,500.00	\$2,515.00	\$2,315.00
10	Grand Rapids CC, GR, MI		12	\$1,910.00	\$1,710.00	\$1,780.00	\$1,580.00
JANUARY							
4	St Clair CC, Port Huron, MI		16	\$3,390.00	\$3,190.00	\$3,170.00	\$2,970.00
5	Alpena CC, Alpena, MI		19	\$4,085.00	\$3,885.00	\$3,820.00	\$3,620.00
25	Lansing CC, Lansing, MI		13	\$2,265.00	\$2,065.00	\$2,110.00	\$1,910.00
FEBRUARY							
1	Ancilla, @ Life Plex Plymouth, IN		11	\$1,715.00	\$1,515.00	\$1,600.00	\$1,400.00
4	SMC, Dowagiac MI		10	\$1,390.00	\$1,190.00	\$1,300.00	\$1,100.00
8	Kalamazoo Valley CC, Kalamazoo, MI		11	\$1,650.00	\$1,450.00	\$1,540.00	\$1,340.00
15	Glen Oaks CC/ Centreville, MI		12	\$1,845.00	\$1,645.00	\$1,720.00	\$1,520.00
Women's Soccer							
AUGUST							
12	Bethel University, Mishawaka, IN		11	\$1,615.00	\$1,415.00	\$1,510.00	\$1,310.00
19	Cocordia Ann Arbor/ Ann Arbor, MI		13	\$2,405.00	\$2,205.00	\$2,245.00	\$2,045.00
SEPTEMBER							
14	Schoolcraft CC, Livonia, MI		14	\$2,635.00	\$2,435.00	\$2,455.00	\$2,255.00
17	St Clair CC, Port Huron, MI		16	\$3,390.00	\$3,190.00	\$3,170.00	\$2,970.00
21	Delta College, University Center, MI		16	\$3,150.00	\$2,950.00	\$2,945.00	\$2,745.00
OCTOBER							
15	Kellogg CC, Battle Creek, MI		11	\$1,795.00	\$1,595.00	\$1,675.00	\$1,475.00
MARCH							
11	Bethel University, Mishawaka, IN		11	\$1,615.00	\$1,415.00	\$1,510.00	\$1,310.00
APRIL							
1	Grand Valley State, GR, MI		12	\$1,910.00	\$1,710.00	\$1,780.00	\$1,580.00
8	Cleary, Howell, MI			\$2,540.00	\$2,340.00	\$2,370.00	\$2,170.00
Men's Soccer							
AUGUST							
21	Olivet, MI		14	\$2,540.00	\$2,340.00	\$2,370.00	\$2,170.00
SEPTEMBER							
17	Goshen College, Goshen, IN		12	\$1,970.00	\$1,770.00	\$1,840.00	\$1,640.00
21	Bethel University, Mishawaka, IN		11	\$1,730.00	\$1,530.00	\$1,615.00	\$1,415.00
OCTOBER							
5	Fairhaven, Chesterton, IN			\$1,425.00	\$1,225.00	\$1,330.00	\$1,130.00
15	Holy Cross JV, South Bend, Indiana		11	\$1,555.00	\$1,355.00	\$1,450.00	\$1,250.00
Women's Soccer/Men's Soccer							
AUGUST							
27	Ancilla, Donaldson, IN		11	\$1,760.00	\$1,560.00	\$1,645.00	\$1,445.00
SEPTEMBER							
24	Jackson College, Jackson, MI		13	\$2,185.00	\$1,985.00	\$2,035.00	\$1,835.00

OCTOBER							
2	IUSB, South Bend, IN either 9/17 or 10/2 TBD		11	\$1,555.00	\$1,355.00	\$1,450.00	\$1,250.00
FEBRUARY							
23	Spring Trip - Orlando, FL		9 days	\$19,930.00	\$19,730.00	\$18,735.00	\$18,535.00
24	Spring Trip - Orlando, FL						
25	Spring Trip - Orlando, FL						
26	Spring Trip - Orlando, FL						
27	Spring Trip - Orlando, FL						
28	Spring Trip - Orlando, FL						
MARCH							
1	Spring Trip - Orlando, FL						
2	Spring Trip - Orlando, FL						
3	Spring Trip - Orlando, FL						
7	Northwood Universtiy, Midland, MI		15	\$2,845.00	\$2,645.00	\$2,655.00	\$2,455.00
14	Aquinas, GR, MI		12	\$1,910.00	\$1,710.00	\$1,780.00	\$1,580.00
16	Davenport, GR, MI		12	\$1,910.00	\$1,710.00	\$1,780.00	\$1,580.00
23	Glen Oaks CC, Centreville, MI		12	\$1,845.00	\$1,645.00	\$1,720.00	\$1,520.00
30	Kalamazoo Valley CC, Kalamazoo, MI		11	\$1,650.00	\$1,450.00	\$1,540.00	\$1,340.00
APRIL							
6	Lansing CC, Lansing MI		13	\$2,265.00	\$2,065.00	\$2,110.00	\$1,910.00
13	Jackson College, Jackson, MI		13	\$2,185.00	\$1,985.00	\$2,035.00	\$1,835.00
18	Ancilla, Donaldson, IN		11	\$1,760.00	\$1,560.00	\$1,645.00	\$1,445.00
22	Glen Oaks CC, Centreville, MI		12	\$1,845.00	\$1,645.00	\$1,720.00	\$1,520.00
27	Kalamazoo Valley CC, Kalamazoo, MI		11	\$1,650.00	\$1,450.00	\$1,540.00	\$1,340.00
Men's Baseball							
Opponent	Schedule Dates 2022-23	Hours or Days	56 pax			38 pax	
SEPTEMBER							
17	Cleary University, Howell, MI		14	\$2,540.00	\$2,340.00	\$2,370.00	\$2,170.00
22	Aquinas, GR, MI		12	\$1,910.00	\$1,710.00	\$1,780.00	\$1,580.00
TBD	Saginaw / Delta? University Center, MI		16	\$3,150.00	\$2,950.00	\$2,945.00	\$2,745.00
OCTOBER							
TBD	Purdue Northwest, Hammond, IN		11	\$1,825.00	\$1,625.00	\$1,705.00	\$1,505.00
FEBRUARY							
23	Spring Trip - Orlando, FL		9 days	\$19,930.00	\$19,730.00	\$18,735.00	\$18,535.00
24	Spring Trip - Orlando, FL						
25	Spring Trip - Orlando, FL						
26	Spring Trip - Orlando, FL						
27	Spring Trip - Orlando, FL						
28	Spring Trip - Orlando, FL						
MARCH							
1	Spring Trip - Orlando, FL						
2	Spring Trip - Orlando, FL						
3	Spring Trip - Orlando, FL						
7	Davenport, GR, MI		12	\$1,910.00	\$1,710.00	\$1,780.00	\$1,580.00
9	Adrian, Adrian, MI		14	\$2,505.00	\$2,305.00	\$2,340.00	\$2,140.00
14	Siena Heights,		14	\$2,505.00	\$2,305.00	\$2,340.00	\$2,140.00
16	Purdue Northwest, Hammond, IN		11	\$1,825.00	\$1,625.00	\$1,705.00	\$1,505.00
23	Kalamazoo Valley CC, Kalamazoo, MI		11	\$1,650.00	\$1,450.00	\$1,540.00	\$1,340.00
APRIL							
1	Glen Oaks CC, Centreville, MI		12	\$1,845.00	\$1,645.00	\$1,720.00	\$1,520.00
4	Northwood Universtiy, Midland, MI		15	\$2,845.00	\$2,645.00	\$2,655.00	\$2,455.00
8	Lansing CC, Lansing MI		13	\$2,265.00	\$2,065.00	\$2,110.00	\$1,910.00
11	Ivy Tech, South Bend, IN		11	\$1,555.00	\$1,355.00	\$1,450.00	\$1,250.00
13	Kalamazoo Valley CC, Kalamazoo, MI		11	\$1,650.00	\$1,450.00	\$1,540.00	\$1,340.00
18	Aquinas, GR, MI		12	\$1,910.00	\$1,710.00	\$1,780.00	\$1,580.00
20	Ancilla, Donaldson, IN		11	\$1,760.00	\$1,560.00	\$1,645.00	\$1,445.00
29	Kellogg, Battle Creek, MI		11	\$1,795.00	\$1,595.00	\$1,675.00	\$1,475.00
MAY							
6	Glen Oaks CC, Centreville, MI		12	\$1,845.00	\$1,645.00	\$1,720.00	\$1,520.00
Women's/Men's CC							
Opponent	Schedule Dates 2022-23	Hours or Days	56 pax			38 pax	
SEPTEMBER							
1	Olivet College, Charlotte, MI- Olivet, MI?		12	\$1,970.00	\$1,770.00	\$1,840.00	\$1,640.00
10	Northwood Universtiy, Midland, MI		15	\$2,845.00	\$2,645.00	\$2,655.00	\$2,455.00
17	Grand Rapids CC, GR, MI		12	\$1,910.00	\$1,710.00	\$1,780.00	\$1,580.00
23	Kirkland CC, Grayling, MI		16	\$3,185.00	\$2,985.00	\$2,970.00	\$2,770.00
30	Oakland CC, Bloomfield Hills, MI		15	\$2,845.00	\$2,645.00	\$2,655.00	\$2,455.00
OCTOBER							
29	Grand Rapids CC, GR, MI		12	\$1,910.00	\$1,710.00	\$1,780.00	\$1,580.00
				\$227,340.00	\$209,140.00	\$212,275.00	\$194,075.00
BID MUST BE FIRM FOR 60 DAYS OR UNTIL BID HAS BEEN AWARDED, WHICHEVER COMES FIRST.							
COMPANY NAME:	Cardinal Buses, LLC			FAX:			
ADDRESS:	202 E Winslow Street			PHONE:			
CITY, STATE, ZIP:	Middlebury, IN 46540						
BY:	Carla Hochstetler						
	(Please print or type)						
SIGNATURE:							

LMC Charter Bus Bid – FY23

The safety of our College athletes is of the highest priority. In an effort to ensure our College athlete’s transportation to and from athletic events, transportation services were explored for FY23.

In compliance with the College’s Purchasing policy, a Request for Proposal (RFP) for College athletic transportation was issued. The RFP was sent to the following companies, and their responses are below:

B&W Charters – responded that they wouldn’t be bidding this year but would like to be included in future RFPs.

Compass Coach – Responded that they wouldn’t be bidding this year due to the number of colleges they were already working with.

Royal Excursion – Responded with numbers however they couldn’t do 20% of our trips.

Cardinal Buses – Was the only company to respond with the availability to handle 100% of our trips.

ACTION:

We recommend the Board of Trustees authorize the College administration to bind a contract with Cardinal Buses, LLC in an amount not to exceed \$194,075.

ACTION:

We recommend that the Board of Trustees pass all policies as presented.

MOTION:

By Mr. John Grover with support by Ms. Mary Jo Tomasini to approve the contract as presented

Yeas:

Ms. Deborah Johnson, Ms. Vicki Burghdoff, Mr. John Grover, Mr. Jeff Curry, Ms. Joan Smith, Mr. Brian Dissette, Ms. Mary Jo Tomasini

Nays:

None

APPROVED

ACTION:

We recommend that the Board of Trustees pass all policies as presented.

MOTION:

By Mr. Brian Dissette with support by Ms. Joan Smith to approve the contract as presented.

Yeas:

Ms. Deborah Johnson, Ms. Vicki Burghdoff, Mr. John Grover, Mr. Jeff Curry, Ms. Joan Smith, Mr. Brian Dissette, Ms. Mary Jo Tomasini

Nays:

None

APPROVED

IT GOVERNANCE

Office of Origin:	Information Technologies
Responsibility:	Executive Director, IT & IR
Original Date Adopted:	3-19-19
Dates Reviewed:	3-19-19, 8-3-22 (C)
Last Date Board Approved:	3-19-19

Overview

Lake Michigan College's (the College) Information Technologies (IT) governance structure is intended to ensure technology efforts are strategically aligned, supported by resources, and meet the needs of stakeholders. The governance structure operates through committees and processes to collaboratively prioritize projects and initiatives, so resources are deployed purposefully to support users and the College's strategic priorities.

The primary component of the IT governance structure is the Information Technology Steering Committee (ITSC), which consists of individuals from all areas of the College, including students. The members of the ITSC are expected to actively participate in understanding, evaluating, recommending, and communicating out about the use of non-routine IT resources for projects.

Responsibilities

Specifically, the IT governance structure is responsible for:

Creating a timely, objective, and consistent framework for evaluation and prioritization of technology projects and initiatives.

Identifying and assessing the impact of proposed projects on IT infrastructure, funding, and human resources to allow limitations to be accepted or addressed with supplemental resources.

Ensuring that proposed projects meet security standards, including identifying data sources to maintain data integrity.

Making recommendations to Cabinet of priorities.

Providing transparency around project proposals, evaluation, resources, priorities, and progress for approved projects.

References: *IT Governance – Project Proposal Recommendation & Prioritization Process* procedure
Banner Core Team Charter

ACTION:

We recommend that the Board of Trustees pass all policies as presented.

MOTION:

By Ms. Vickie Burghdoff with support by Ms. Deborah Johnson to approve the Policy as presented

Yeas:

Ms. Deborah Johnson, Ms. Vicki Burghdoff, Mr. John Grover, Mr. Jeff Curry, Ms. Joan Smith, Mr. Brian Dissette, Ms. Mary Jo Tomasini

Nays:

None

APPROVED

NEW POLICY

GRANTS

Office of Origin: X
Responsibility: X
Original Date Adopted: X
Dates Reviewed: X
Last Date Board Approved: X

This policy is not intended to be comprehensive, nor is it intended to substitute for other Lake Michigan College (the College) policies and procedures or for funding agency requirements. In addition, this policy is not intended to supersede applicable state or federal legislation, regulations, or any other requirements that govern the grant.

Applying for a Grant

Prior to completing a grant application, a Grant Manager must be identified. The Grant Manager must complete the **Grant Planning & Proposal Request form**; this form requires certain approvals. All approvals must be obtained prior to submission of the grant application to the funding agency.

Prior written approval from a Cabinet member must be received before incurring any pre-award costs.

Accepting a Grant and Required Approvals

The Board of Trustees has authorized the President and certain other positions to sign contracts. The Grant Manager cannot sign contracts, proposals, or other binding documents requesting an “authorized signature” unless appropriately authorized in the [Authority to Bind College to External Agreements](#) policy.

If a grant application is funded, the Grant Manager must forward the Award Documents along with approved **Grant Planning & Proposal Request form** to the Finance Department (Finance). Award Documents may include Grant Award Notice (GAN), a list of reporting requirements, and a grant agreement.

The Grant Manager completes the grant acceptance process by completing a grant summary for inclusion in the Board of Trustees report; once approved by the Cabinet member, the grant summary should be provided to the President’s Office.

Grant Manager Responsibilities

The Grant Manager is responsible for implementing and managing the awarded grant within the approved budget (as described in the application, award documents, and applicable regulations.)

Specifically, the Grant Manager is responsible for:
Adhering to the terms of the grant.

Ensuring compliance with applicable regulations, including, if required, the Office of Management & Budget (OMB) Supplements and the Uniform Administrative Requirements, Cost Principles, & Audit Requirements for Federal Awards (the “Uniform Guidance”).

Managing delivery of grant objectives within the approved budget.

Meeting grant goals and objectives.

Ensuring that grant funds are not used to supplant College funds.

Submitting all required reports to the funding agency on time.

Having all submissions to the funding agency approved in writing and in advance by the supervising Cabinet member.

Hiring program staff in accordance with the grant.

Following operating requirements that are in the Grant Management procedure, including the use and implementation of the following:

Time and effort reporting for all grant-paid employees

Budget submissions and related revisions to Finance

Equipment inventory, including disposition requirements

Reviewing accounting and financial records

Reviewing indirect cost calculations

Reviewing and reporting of Program Changes, as needed

Reviewing and requesting No-Cost Extensions, as needed

Completing grant closeout steps

Managing record retention of grant documents.

Developing and maintaining procedures that standardize the operations of the grant program within the policies and operating framework of the College.

Grant Funded Personnel

All personnel paid for with grant funds are hired for the grant period only. Employment ends when the grant ends unless the individual is hired into another position. College policies and procedures govern all activities related to personnel. Classifications and pay rates must conform to the College pay grid and job classification structure.

Reimbursement of Expenditures

Most grant agreements are on a cost-reimbursement basis; see the [Federal Grants - Payments and Cash Management](#) policy. Finance is responsible for obtaining reimbursement funds. Funding agencies requiring invoices for reimbursement must have invoices prepared by Finance and submitted to the Grant Manager for approval prior to submission to the funding agency.

The funding agency will reimburse the College for eligible expenditures only up to the amount of the grant. Costs incurred in excess of the grant agreement amount or outside the approved budget line item categories are the sole responsibility of the College, and require the approval of the Chief Financial Officer (CFO) prior to incurring.

Recordkeeping

The Grant Manager is responsible for record retention. Records must be maintained to sufficiently establish an audit trail. Records must show how the funds were used and the results the efforts produced. Records must be organized, readily obtainable, and retained according to the funding agency and the Record Retention policy, whichever is longer.

Close Out

All work on the grant must be completed by the end date of the grant period. The Grant Manager may only charge allowable costs to the grant resulting from obligations incurred during the funding period and any authorized pre-award costs.

The Grant Manager is responsible for preparing and submitting reports and certifications in a timely manner and in accordance with the grant agreement and the close out procedures included in the Grant Management procedure.

Audits and Site Visits

See [Audits, Tests, & Accreditation](#) policy.

Human Subjects in Research

See [Protection of Human Subjects in Research](#) policy.

Lobbying

See [Lobbying – Compliance with Federal and State Law](#) policy.

Conflict of Interest

[Conflict of Interest in Federal/State Grants - Financial Conflict](#) policy.

References:

[Audits, Tests, & Accreditation](#) policy

[Authority to Bind College to External Agreements](#) policy

[Conflict of Interest in Federal/State Grants - Financial Conflict](#) policy

[Federal Grants - Payments and Cash Management](#) policy

Grant Management procedure

[Lobbying – Compliance with Federal and State Law](#) policy

[Protection of Human Subjects in Research](#) policy

[Record Retention](#) policy

Office of Management & Budget (OMB) Supplements

Uniform Administrative Requirements, Cost Principles, & Audit Requirements for Federal Awards (the “Uniform Guidance”)

Forms

Grant Planning & Proposal Request form

ACTION:

We recommend that the Board of Trustees pass all policies as presented.

MOTION:

By Ms. Vickie Burghdoff with support by Ms. Deborah Johnson to approve the Policy as presented

Yeas:

Ms. Deborah Johnson, Ms. Vicki Burghdoff, Mr. John Grover, Mr. Jeff Curry, Ms. Joan Smith, Mr. Brian Disette, Ms. Mary Jo Tomasini

Nays:
None

APPROVED

NON-DISCRIMINATION

Office of Origin: Human Resources
Responsibility: Executive Director, Human Resources
Original Date Adopted: 7-29-82
Dates Reviewed: 9-23-14, 5-23-17, 12-8-20, x-x-xx
Last Date Approved by Board: x-x-22

Lake Michigan College (the College) is an equal opportunity institution, affording enrollment, employment, and services without distinction based on age, color, disability, gender identity or expression, genetics, national origin, protected veteran status, race, religion, sex, sexual orientation or any other characteristic protected by federal state, or local laws.

Admission to the College is outlined in the [Admission policy](#), which states that the College has an “open door policy”. Because of this open door policy, diversity is not considered regarding admissions.

This commitment to equal opportunity encompasses all individuals. The College commits that every individual will have the right to personnel, employment, and College business practices that provide equal opportunity and equity.

Specifically, the College commits that every student will have the right to:
access all courses, including career education courses and programs;
physical education and participation in interscholastic, intramural and club athletics, if offered;
equal treatment, including financial aid assistance, counseling, employment assistance, honors and awards, and extracurricular activities.

Questions regarding a person’s rights under Title VI of the Civil Rights Act of 1964 (“Title IV”), Title IX of the Education Amendments of 1972 (“Title IX”), and/or Age Discrimination Act of 1975 (“Age Discrimination Act”) should be directed to the Executive Director, Human Resources.

Questions regarding a person’s rights under Section 504 of the Rehabilitation Act of 1973 (“Section 504”) should be directed to the Director, Student Wellbeing & Accessibility.

Inquiries concerning the Non-Discrimination policy may be directed to Director, Officer for Civil Rights, Department of Education, Washington, DC 20201.

Inquiries or complaints by students, prospective students, employees, employment applicants, and persons providing services to or for the College that concern non- discrimination policies or procedures should be directed to the Executive Director, Human Resources, whose contact information can be found on the [Directory page](#) of the College website, or the Michigan Department of Civil Rights, whose contact information can be found at <https://www.michigan.gov/mdcr/0,4613,7-138-83879--,00.html>.

GRIEVANCES

A discrimination grievance is an unresolved complaint by an employee or student that there has been a violation or misinterpretation of the *Non-Discrimination* policy or procedure or of any anti-discrimination provisions of law.

The following are not subject to the grievance procedure:
decisions to reduce the workforce;
contents of evaluations;
modification or repeal of policy; or
modification or repeal of a procedure unless it violates a policy.

No act of retaliation will be made to any person making a charge, filing a complaint, testifying, or participating in any discrimination investigation or proceeding.

The College will investigate each complaint according to its Grievance – Discrimination procedure and will, upon request, provide a copy of the College grievance procedure. **MOVED TO PROCEDURE**

MOVED TO PROCEDURE

MOVED TO PROCEDURE

References:

[Admissions](#) policy

[Age Discrimination Act of 1975](#)

Campus Crime Statistics Act

[Clery Act Compliance](#) Policy

Elliott-Larsen Civil Rights Act

Grievance – Discrimination procedure

[Section 504 of Rehabilitation Act of 1973](#)

[Title IX Sexual Harassment policy](#)

[Title VI of Civil Rights Act of 1964](#)

[Title IX of Education Amendments of 1972](#)

ACTION:

We recommend that the Board of Trustees pass all policies as presented.

MOTION:

By Ms. Vickie Burghdoff with support by Ms. Deborah Johnson to approve the Policy as presented

Yeas:

Ms. Deborah Johnson, Ms. Vicki Burghdoff, Mr. John Grover, Mr. Jeff Curry, Ms. Joan Smith, Mr. Brian Dissette, Ms. Mary Jo Tomasini

Nays:

None

APPROVED

DATA COLLECTION THROUGH SURVEY POLICY

Office of Origin: Accreditation, Strategic Projects, & Quality
Responsibility: Dean, Accreditation, Strategic Projects, & Quality
Original Date Adopted:
Dates Reviewed:
Last Date Board Approved:

Administrative surveys are important tools for collecting information used to inform decision-making at Lake Michigan College (the College) and as part of the evaluation process. The Office of Accreditation, Strategic Projects, and Quality (ASPQ) is responsible for managing internal surveys of the campus community (employees and students) and external surveys of College constituents and stakeholders. To accomplish the goals of informed decisions and evaluation, surveys must be approved and conducted through the ASPQ.

The goal of this policy is to ensure efficiency, accountability, and consistency in the administration of surveys and data collection efforts. This policy is intended to:

- Eliminate unnecessary and duplicate data collection efforts.
- Reduce survey fatigue.
- Improve the response rate and quality of results for all data collection projects.
- Alert departments and researchers to existing available data (where appropriate).
- Ensure that collected data is valid, reliable, and secure.
- Ensure appropriate distribution and use of survey results.
- Ensure that data collection projects do not violate privacy, confidentiality, and/or policies.

This policy primarily applies to administrative surveys but may also apply to pulse and research surveys. In instances involving research surveys, this policy does not supersede the policies and procedures of the College's Human Subjects Institutional Review Board (IRB). Researchers are still responsible for obtaining the required IRB exemptions, permissions, and approval, when applicable. Survey projects meant to fulfill requirements from external governing entities, such as federal compliance offices, must also adhere to this policy as a measure of quality assurance.

Definitions

Administrative Survey: Any organized effort to collect information from individuals who comprise a significant proportion of the population of interest in an effort to improve institutional, divisional, or departmental and/or programmatic effectiveness. Administrative surveys may target any part of the College community (students, employees, alumni, parents, or other persons of interest) and may address such topics as academic, student services and support, personnel, management, or environmental issues.

Pulse Survey: Collect information for decision-makers or to inform decision-making on policies, practices, or operations. Surveys may be distributed to advisory boards, industry partners, or any target population as needed. Surveys are typically topical or specific and strive to identify shared perceptions, opinions, experiences, expectations, or "voices" that inform changes to policy, procedure, practice, or operations.

Research Survey: A systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge. Often, in the conduct of research, data collection occurs using surveys to a significant proportion of the population of interest. Refer to the College's Institutional Review Board Handbook for more information.

Exceptions to this Policy

The following forms of data collection are exempt from this policy:

Student evaluations of individual courses and instruction.

Employee performance evaluations .

Surveys conducted by faculty and administered to currently enrolled students in their class(es) as part of instruction.

Student originated surveys conducted as part of academic coursework.

Surveys that have been approved by the IRB.

One-time surveys designed to solicit feedback from participants regarding a specific campus event/program.

For further information contact:

Office of Accreditation, Strategic Projects, and Quality

Email: ASPQ@lakemichigancollege.edu

References: Protection of Human Subjects in Research policy

ACTION:

We recommend that the Board of Trustees pass all policies as presented.

MOTION:

By Ms. Vickie Burghdoff with support by Ms. Deborah Johnson to approve the Policy as presented

Yeas:

Ms. Deborah Johnson, Ms. Vicki Burghdoff, Mr. John Grover, Mr. Jeff Curry, Ms. Joan Smith, Mr. Brian Dissette, Ms. Mary Jo Tomasini

Nays:

None

APPROVED

ACADEMIC AFFAIRS DEPARTMENT REPORTS

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

ACADEMIC EXCELLENCE

This summer semester, the Guided Educational Pathway Planning (GEPP) 100 team offered a GEPP 100 bootcamp, a new course modality, for Early Middle College (63) students. Student survey responses indicate the course outcomes met or exceeded the learning outcomes. One student noted, “What I found most helpful about GEPP 100 is that it helped me explore what I want to do. It helped me know if I want to transfer and what is required. Overall, GEPP 100 was very helpful and if I didn’t take it in the first place, I wouldn’t know what I want to pursue for a career.”

Students also noted that they are more confident in making informed decisions about their future career or educational choices and created an academic plan with guidance from their advisor. “It helped me understand and solidify my career path while also providing options I hadn’t thought of before.” They also believe course provided adequate resources on various career options for their educational pathway that helped them define their educational and/or professional goals. “What I found most helpful was that they showed different jobs you can get with a certain background. It also was helpful to know that some jobs don’t require a higher education after a high school diploma.”

On March 15, **Jeremy Burleson**, Associate Dean of Regional Campuses and Select Academic Programs, gave a Facebook Live tour of the Niles Campus for prospective students and **Casey Dubina**, Admissions Specialist, gave a Facebook Live tour of the South Haven Campus for prospective students.

On June 15, **Dr. Lia McCoskey**, full-time English faculty, and **Sean Newmiller**, English Department Chair, presented a session titled “Craft Box? Craft Box!: Incorporating a Pedagogy of Play in the Composition Classroom” at the 2022 National Conference on Acceleration in Developmental Education in Annapolis, Maryland. Their hands-on session focused on how incorporating a pedagogy of play can help with student confidence and motivation, help create classroom community, and overcome prior classroom trauma.





On June 15, **Sean Newmiller**, English Department Chair, co-presented a session titled “GPS for GSP: Michigan’s Guided Self Placement Journey” at the 2022 National Conference on Acceleration in Developmental Education in Annapolis, Maryland. Other presenters included Jenny Schanker (Michigan Center for Student Success) and Dawn Coleman (Coleman Evaluation). The session focused on how community colleges in Michigan are starting to operationalize recommendations for guided self-placement as connected to the Michigan Reconnect grant. Sean was a member of the statewide working committee that developed those Guided Placement recommendations.



STUDENT SUCCESS

There was a **100% pass rate** of the Radiologic Technology students this summer on their American Registry of Radiologic Technologists (ARRT) board exams. All these students are currently employed in the industry with most of them having jobs prior to the graduation in May.

On April 20, the Niles Campus hosted an Admitted Students Night Event which featured newly admitted and alumni students. The same session took place at the South Haven Campus on April 22.

On July 20, the South Haven Campus hosted a New Student Orientation. The Niles Campus hosted a session on July 27.



COMMUNITY IMPACT

On March 15 Megan Cairns from the Maritime Academy started her summer series of sailing training community education classes for the community at the South Haven Campus.

On March 29, The Greater Kalamazoo Business Resources started their series of community education classes at the South Haven Campus.

On April 8, The South Haven Campus hosted the Regional Kiwanis conference.

On April 14, Palisades Community Advisory Panel met at the South Haven Campus to discuss future planning.

On April 28, The South Haven Speaker Series hosted Parag Khanna who spoke on his new book and movie about the importance of the Great Lakes at the South Haven Campus.

On May 12, The South Haven Campus hosted Flemming Brother Oil training for their employees.

On May 17, The South Haven Campus hosted the South Haven Visitors Bureau annual meeting.

On June 19, **Dr. Mya Hernandez**, full-time Psychology faculty, along with previous colleagues from Western Michigan University, presented a 3-hour workshop at the Black Applied Behavior Analysis Conference in Detroit titled *Literacy as Social Justice: Reading Instruction and Culturally Relevant Practices*.

On July 29, **Jeremy Burlison**, Associate Dean, Regional Campuses and Select Academic Programs, represented LMC at the Market Van Buren Business Recognition Awards in South Haven.

The Summer Visual & Performing Arts (VPA) camps were a wonderful opportunity for area youth to develop their talents and broaden their creative skills on the college campus. Students worked with VPA faculty and other area professionals in week-long intensives and multi-week rehearsal sessions, culminating in public performances which delighted local audiences. Some programs were collaborations between departments, such as the Ukulele Building camp in conjunction with the Fab Lab, while others were partnerships with community organizations, like Children's Music Workshop. While a few anticipated programs were cancelled due to low enrollment, the programs that ran were well attended by 30-40 students each. Participants ranged in age from middle school to high school through early college. This summer, the Monday Music Club donated additional funds to assist campers with a financial need in attending these terrific programs. **Rob Lunn**, Chair of Visual & Performing Arts, Joshua Goines, accompanist, **Kris Zook**, Dean of Arts & Sciences, and **Mindy McCaffrey**, Visual & Performing Arts Administrative Coordinator, led the programs throughout the summer.



On May 17, Paw High School's production of "Curtains" was the big winner as the Visual & Performing Arts Department presented its inaugural WAVE Awards for Excellence in High School Musical Theatre at the Mendel Center Mainstage on the Benton Harbor Campus.

Paw Paw took home seven of the 14 awards, including Outstanding Musical Production and acting nods for lead actors Madison Vogel and Sierra Loughrin, supporting actor Abelardo Muñoz, and featured actor Jaxon Curry.

The remaining awards were spread across the nominees, which in addition to Paw Paw, included Bridgman's production of "Once Upon a Mattress," Dowagiac's "Ranked: The Musical," and St. Joseph's "The Sound of Music."

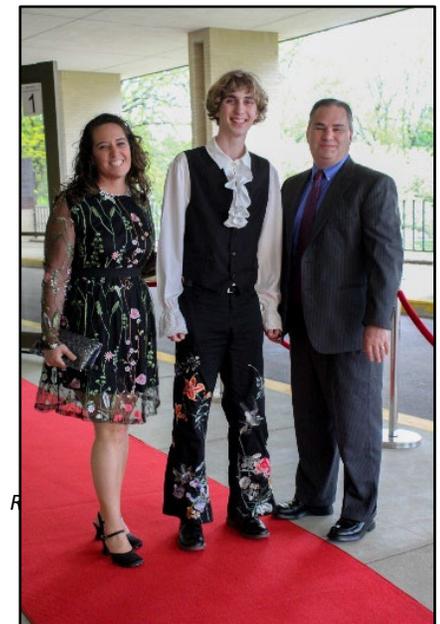
All nominees received a Red Hawk Scholarship good for a three-credit course taken within the next four academic years and written feedback from a panel of arts professionals. The two lead actor recipients also received \$1,000 WAVE Award Scholarships to participate in Visual & Performing Arts coursework.

"It was a fantastic night to celebrate and honor high school musical theatre in our community," **Kristopher Zook**, Dean of Arts & Sciences, said. "We want to foster the talent of these students and give them even more opportunities to learn and grow while building a sense of community in the arts that lasts well beyond high school."

The event began with red carpet arrivals, followed by the awards ceremony, which included several musical production numbers. Children's Music Workshop performed "Rotten to the Core" from their recent production of "Disney's The Descendants." St. Joseph High School performed "Sixteen Going on Seventeen" from "The Sound of Music." Paw Paw performed "What Kind of Man?" from "Curtains." Dowagiac performed "Everything's Changing" from "Ranked." Bridgman performed "Happily Ever After" from "Once Upon a Mattress." And members of the Visual & Performing Arts Department performed "Gimme, Gimme" from "Thoroughly Modern Millie."

Presenters included President **Dr. Trevor Kubatzke**, Theatre instructor **Dr. Patrick King**, Wind Ensemble director and **Danny Lopez**, part-time faculty, Children's Music Workshop Executive Director Adrienne Glisson, Krasl Art Center Executive Director Julia Gourley-Donohue, Citadel Dance & Music Center Instructor Paige Mulick, All God's Children Community Choir Co-Founder Larry Feldman, Twin City Players' John Taylor, WSJM Vice President of Business Development & Innovation Zack East, and Midwest Family Broadcasting Director of Marketing Development Pat Moody.

Laura Boyd, who is currently playing the role of Peggy Schuyler in the New York City production of "Hamilton," joined the event via video to help present the final award of the night for Outstanding Musical Production.



Pictures of Summer VPA production of The Addams Family and the Musical Theatre Intensive showcase, entitled "Guts and Glory"



On July 5-7, the VPA department collaborated with the Fab Lab on their Ukulele Camp. Under the guidance of **Chad Dee**, Director of the Hanston Technology Center, the students designed and built their ukuleles. **Dr. Rob Lunn**, VPA Chair, showed the students how to string their instruments, as well as taught them chords and songs.



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

Academic Excellence:

Charmae Sanders, Director of Start to Finish reported the following Jack and Barbara Nicklaus KitchenAid Senior PGA Champions for Change Scholarship recipients:

2021 *Talonda Davis*, she will be attending Central Michigan University.

2022 *Taneika Austin-Bowman*, she will be attending Grand Valley State University and is working in Financial Aid at Lake Michigan College.

Community Impact:

Upward Bound

Upward Bound scholars spent a week in Beckwith Hall during the Upward Bound Summer Academic Institute. The purpose of the Beckwith Hall week is to expose scholars to residence hall living and to simulate a true college experience. Scholars participated in many activities during the week including Capture the Flag, Kick Ball, and a College Scavenger Hunt, campus visit to Notre Dame, cooking class, self-defense class and lots of group bonding activities.

The six week Upward Bound Summer Academic Institute program ended on Thursday, July 21. Scholars who completed the summer program were highlighted for their commitment to their academics during the summer. Scholars displayed what they learned in various courses including Spanish, Drama, and the Jump Start to High School course. In attendance, were scholars, parents, Upward Bound Summer Academic Institute instructors and the Benton Harbor Area Schools Superintendent and School Board.

Upward Bound staff and scholars departed for Washington D.C. for an end of the summer trip. 22 scholars and three chaperones participated in the trip. Scholars were able to learn a lot of history about our country, its foundation, and the government. Scholars visited two colleges, Howard University and George Washington University. Scholars also visited many sites including: The Lincoln Memorial, Vietnam and Korean Memorials, Ford's Theatre, the Jefferson, Martin Luther King and World War II memorials, the National Museum of African American History & Culture, and Mt. Vernon – the home of George Washington.

As of August 8, 2022

Employment Report:

Positions Posted or in the Hiring Process:

Admissions Specialist, Niles Campus
Admissions Specialist, South Haven Campus
Associate Dean, Visual & Performing Arts
Cashier/Accounts Receivable Assistant (Part-time)
Director, Educational Opportunity Center (EOC)
Educational Coordinator, EOC
Executive Director, Human Resources
Faculty, Emergency Medical Technology/Paramedic (EMT)
Faculty, Physical Therapy Assistant (PTA)
Instructional Technology Specialist (Part-time, 2 openings)
Lecturer, Mechatronics
Lecturer, Music
Mendel Center Operations Manager
Natural Sciences Coordinator
Payroll Assistant (Part-time)
Phlebotomy Technician/Lab Support Specialist (Part-time)
Specialist, Financial Aid
Technical Support Specialist
Utility, Benton Harbor Campus
Winemaker-Enologist

New Hires:

Administrative Assistant, Marketing & Communications (Part-time) – Tina Gourlay
Career Coordinator Specialist – Christina Saldana
Dean, Diversity, Equity, & Inclusion – Cam Herth
Event Planner/Scheduler (Part-time) – Tony Balbo
Faculty, English – Erik Mortenson
Generalist, Admissions – Toni King
Head Coach-Baseball – Alex George
Head Coach-Women’s Basketball – Sarah Svoboda
Instructional Technology Specialist (Part-time) – Joel Christy
Lecturer, Sonography – Pamela Coyer James
LMS/Canvas Administrator – Josh Bolakowski
Utility, Benton Harbor Campus – Jerome Liska

Position Changes:

Admissions Specialist to Associate Director, Advising – Casey Dubina
Lecturer, Music to Faculty, Music – Rob Lunn
Maintenance (Full-time) to Maintenance (Full-time) – Ashley Jones

Separations:

ESL Instructor – Daniela Ortiz

Office Manager, Upward Bound – Taliyah Dreux

Pre-college Academic Advisor, Upward Bound – Alex Stewart

Provost & Vice President of Academics – Dr. Leslie Kellogg

Utility – Kevin Robinson

ADJOURNMENT

MOTION by Mr. Curry to adjourn the Regular Meeting of the Lake Michigan College Board of Trustees at 7:27 p.m.

Mary Jo Tomasini

Lake Michigan College Board Secretary