

Lake Michigan College  
Board of Trustees Meeting Minutes  
October 26, 2022

CALL TO ORDER

Vice-Chair John Grover called the Meeting of the Lake Michigan College Board of Trustees to order at 5:07 p.m. Vice-Chair Grover opened the meeting with the Pledge of Allegiance.

ROLL CALL

Present: John Grover, Vicki Burghdoff, Mary Jo Tomasini, Joan Smith, Brian Disette

SETTING OF THE AGENDA

The agenda stands as presented

APPROVAL OF MINUTES

Minutes of September 27, 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 introduced Jeremy Burleson, Associate Dean, Regional Campuses and Select Academic Programs to update the Board of Trustees on what is currently happening at the South Haven Campus. Mr. Burleson reported a Marine Technician Program is in the works. LMC is working with Montcalm to get this program off the ground and a local company. Along with Physical Therapy Assisting these programs will be the anchor programs for this campus. Mr. Burleson also reported on the Truck Driving Program and working with MSU on a horticulture program for the Spanish-speaking population

**NEW BUSINESS**

Board of Trustees 2023 Meeting Calendar

For Approval 10.26.22

Regular meetings begin at 5:00 pm

Board planning workshop begins at 3:00 pm

January 3, 2023

Election of Officers

No Meeting in February

March 7, 2023

April 18, 2023

May 16, 2023

June 20, 2023

No meeting in July

August 15, 2023

September 19, 2023

October 16, 2023

No meeting in November

December 5, 2023

**ACTION:**

We recommend that the Board of Trustees the meeting calendar as presented

**MOTION:**

By Ms. Vickie Burghdoff with support from Mr. Brian Disette to approve the policy as presented

**In Favor:**

All

**Opposed:**

None

**APPROVED**

## **Medical Insurance Benefits Renewal**

The Plan Year for the College's medical insurance (i.e., health/Rx, dental, and vision) covers a 12-month period from January 1 to December 31. Open Enrollment, the period when employees can enroll in the medical insurance plans, is held annually in November. Accordingly, the Board of Trustees are asked each October to approve the carriers for medical insurance for the upcoming calendar year.

To comply with Public Act 106, the College used Gallagher Benefit Services to perform a market analysis for medical insurance. Plan design, carriers, and funding arrangements were considered during this process.

Based on an analysis of the options available in the insurance marketplace, the following carriers are proposed for approval:

**Medical/Rx** – continue with Priority Health (self-funded)

**Dental** – continue with Blue Cross Blue Shield of Michigan (self-funded)

**Vision** – continue with Guardian / VSP (self-funded)

The following benefits and optional coverages will also continue to be offered:

**Critical illness, whole life, and accident insurance:** optional

**Disability:** long-term benefit provided by College; optional short-term available for \$4 per pay period

**Flexible spending accounts:** optional

**Legal Shield** legal plan and identity theft protection insurance: optional

**Life and AD&D** (accidental death and dismemberment) insurance: basic provided by College, additional coverage optional

**Pet insurance:** optional

### **ACTION:**

We recommend that the Lake Michigan College Board of Trustees approve the 2023 medical insurance carriers presented above.

### **MOTION:**

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

### **Yeas:**

Ms. Vicki Burghdoff, Mr. John Grover, Ms. Joan Smith, Mr. Brian Dissette, Ms. Mary Jo Tomasini

### **Nays:**

None

### **APPROVED**

**Public Act 152 Recommendation**

In 2011 the Michigan Legislature passed *Public Act 152 (PA152)*, which limits the amount that a public employer may contribute to annual employee healthcare costs. PA152 includes options for compliance, namely either:

“Hard Cap” option, whereby a public employer may not pay more than the dollar limits established annually by the State of Michigan;

“80%/20%” option, whereby a public employer may not pay more than 80% of the total annual costs of all of the medical benefit plans it offers to its employees.

**ACTION:**

We recommend that the Lake Michigan College Board of Trustees adopt the following resolution selecting the 80%/20% option, as it is the least costly to employees.

**MOTION:**

By Ms. Joan Smith with support from Ms. Mary Jo Tomasini to approve the policy as presented

**In Favor:**

All

**Opposed:**

None

**APPROVED**

**RESOLUTION TO ADOPT 80%/20% OPTION AS SET FORTH IN 2011 PUBLIC ACT 152, THE *PUBLICLY FUNDED HEALTH INSURANCE CONTRIBUTION ACT***

**WHEREAS**, in 2011 the Michigan Legislature passed Public Act 152 (“PA152”), which limits the amount that a public employer may contribute to annual employee healthcare costs;

**WHEREAS** PA152 contains options for complying with its requirements;

**WHEREAS** the options for public employer contributions to employee healthcare are as follows:

“Hard Caps” Option – a public employer shall pay not more than the dollar limits established annually by the State of Michigan;

“80% / 20%” Option – a public employer shall pay not more than 80% of the total annual costs of all of the medical benefit plans it offers to its employees;

**WHEREAS**, Lake Michigan College has decided to adopt the 80%/20% option as its choice of compliance under PA152;

**NOW, THEREFORE, BE IT RESOLVED** Lake Michigan College elects to comply with the requirements of 2011 Public Act 152, the *Publicly Funded Health Insurance Contribution Act*, by adopting the 80%/20% option for the medical benefits plan coverage year January 1, 2023, through December 31, 2023.

## FY '24 Capital Outlay Grant Proposal

In response to the State Budget Office invitation to participate in the capital outlay budget development process, colleges may elect to submit a capital outlay project request for state cost participation. Requests for state funding of capital outlay projects are to be a logical extension of information contained in the comprehensive Five-Year Capital Outlay Plan.

### **Overview**

The College is proposing a capital outlay grant for renewal of the Niles Campus including:

- Infrastructure improvements;
- Renovate to support growing Health Sciences programs, specifically creating a new Certified Nurse Aide (CNA) classroom;
- Renovate to support advanced manufacturing in engineering and mechatronics technology;
- Better identify main building entrance and relocate administrative/student support offices to center of building;
- Provide student collaboration space;
- Site pavement improvements.

The Niles Campus facility was constructed in 1998. Based on the 2021 Facility Assessment and the comprehensive building envelope study in 2020, significant building elements need replacement because they are at or near the end of useful life. The scope of this project is to architecturally renovate 20% (34,283 square feet) of the existing facility, replace the metal roofing and siding systems with proper weather barrier, replace windows, update the mechanical systems and controls, including new chiller, and upgrade fire alarm, security and lighting systems throughout the building. Accessibility improvements to address ADA compliance identified in the Facility Assessment are also included. The interior architectural work focuses on spaces for learning, academic support, collaboration, and improved access to services, with the level of renovation varying depending on location, from infrastructure and finishes only, up to full interior reconfiguration.

The project total budget proposed in the capital outlay request is ~~\$8,600,000~~ **\$10,600,000** and, if authorized, would require the College to fund ~~50%~~ **52%** of the project.

Approval of the submission to the State Budget Office does not bind the College; this request can be revised in the future.

### **ACTION:**

We recommend that the Lake Michigan College Board of Trustees approve the submission of the FY24 Capital Outlay Grant Request, as ~~proposed~~ **amended with a total project cost of \$10,600,000 and a 52% match.**

### **MOTION:**

By Mr. Brian Dissette with support from Ms. Vickie Burghdoff to approve the policy as presented

### **In Favor:**

All

**Opposed:**  
None

**APPROVED**

**FY '24 STATE OF MICHIGAN SUBMISSION – FIVE-YEAR CAPITAL OUTLAY PLAN**

Annually, the State of Michigan requires all community colleges to update their capital outlay plans and post them on their respective college websites. Complying with this request allows community colleges to request and receive capital outlay grant funding.

**ACTION:**

We recommend that the Lake Michigan College Board of Trustees approve the submission of the FY' 24 Five-Year Capital Outlay Plan, as proposed.

**MOTION:**

By Ms. Joan Smith with support from Mr. Brian Dissette to approve the policy as presented

**In Favor:**

All

**Opposed:**

None

**APPROVED**



## **COMMUNITY COLLEGE LOCAL STRATEGIC VALUE RESOLUTION**

Section 230 of House Bill 4400 of 2021, the Fiscal Year 2023 community college appropriations bill, contains qualifications that must be met in order to receive the portion of each college's performance funding appropriation earmarked for local strategic value.

To qualify for full funding, the statute lists 15 separate best practices for community colleges to achieve. Institutions must satisfy four out of five best practices in each of three different categories:

- Economic Development and Business or Industry Partnerships
- Educational Partnerships
- Community Services

The law requires the Lake Michigan College Board of Trustees to pass a resolution certifying that the College meets at least four out of five of the best practices under each of the three categories, a qualification the College continually exceeds.

### **ACTION**

It is recommended that the Lake Michigan College Board of Trustees approve the following resolution, as presented, which provides specifics as to how Lake Michigan College meets the best practice measures within each category to prove its Local Strategic Value for the region it serves.

### **MOTION:**

By Ms. Mary Jo Tomasini with support from Ms. Joan Smith to approve the policy as presented

### **In Favor:**

All

### **Opposed:**

None

### **APPROVED**

# Policy for deletion; all info incorporated into the Employee Handbook

## ADMINISTRATORS & PROFESSIONAL/TECHNICAL STAFF

Office of Origin: Human Resources  
Responsibility: Executive Director, Human Resources  
Original Date Adopted: 7-29-82  
Dates 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: 4-26-22

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 Administrators 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 have a job description 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 have a job description that graded into DBM Band C.

Full-time 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 full-time 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, full-time 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:** 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.

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's 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 the 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 the 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 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 through New Year's Day

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 an 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 the 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, cabinetworkstationsions, 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 coverage 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 online 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 employee's 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, personal leave may be extended if, prior to the end of let 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

**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:** Full-time 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 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 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:

- If an employee is absent from work for a full day or more for personal reasons other than sickness or disability;

- 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;
- As a penalty imposed in good faith for violations of major safety rules;
- As a disciplinary suspension of one or more full days imposed in good faith for violations of workplace conduct rules;
- For time not worked during an employee's initial or terminal week of employment; and
- 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 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 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.

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, 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, 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; 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 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 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.

**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 & Remote Work Options](#) policy

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](#)

## Policy for deletion; all info incorporated into the Employee Handbook

### 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: 4-26-22

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 non-exempt 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.

Full-time 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:** 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 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 through New Year's Day ; number of Paid Holiday days will vary depending on where the dates fall on the calendar in relation to weekdays and weekends

Any other day(s) announced by the College as additional holiday(s)

Employees working on a Paid Holiday will be paid for hours actually worked in addition to 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.

**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 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 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 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.

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 has delegated to the President or designee the sole authority to hire, transfer, or reassign employees. Generally, 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, 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 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 reported in no less than 15 minute increments.

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

**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 & Remote Work Options](#) policy

Inclement Weather procedure

[IRS ACA guidelines](#)

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[Non-Discrimination](#) policy

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[Resignation](#) policy

[Teaching by Staff](#) policy

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

Weather Emergency Closings procedure

[Work Hours and Scheduled Hours policy](#)

**ACTION:**

We recommend that the Board of Trustees pass All Deleted Policies as Presented

**MOTION:**

By Mr. Brian Dissette with support from Ms. Joan Smith to approve the policy as presented

**In Favor:**

All

**Opposed:**

None

**APPROVED**



## 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 of grant close out 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

## ASSISTANCE ANIMAL IN CAMPUS HOUSING - EMPLOYEES

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

This policy governs the use of Assistance Animals in Lake Michigan College (the College) campus housing by persons with disabilities, as, for some persons with disabilities, an Assistance Animal may be necessary to afford them equal housing opportunity. A separate policy governs Assistance Animals on other College property.

An Assistance Animal is defined as an animal that does work, perform tasks, provides assistance, and/or provides emotional support for a person with a physical or mental impairment that substantially limits at least one major life activity or bodily function. An Assistance Animal is necessary to afford a person with a disability an equal opportunity to use and enjoy a dwelling when there is an identifiable relationship or nexus between the person's disability and the assistance the animal provides.

The College is committed to providing reasonable accommodations to persons with disabilities and fulfilling obligations under State and Federal laws. In addition, the health and safety of students, employees, and Assistance Animal are important concerns; therefore, each request for such an accommodation will be carefully evaluated on a case-by-case basis. Requests for an accommodation of an Assistance Animal while residing in campus housing must be supported by sufficient documentation for proper consideration.

The College will not allow an Assistance Animal that:

- poses a threat to the health and/or safety of others that cannot be reduced or eliminated by another reasonable accommodation,
- would cause substantial physical damage to the property of others that cannot be reduced or eliminated by another reasonable accommodation,
- poses an undue financial and administrative burden to the College, or
- would fundamentally alter the nature of campus housing operations.

In all cases, the owner of the Assistance Animal is responsible for the Assistance Animal's behavior. The removal of any Assistance Animal, any necessary cleaning, repairs, and/or pest control will be the expense of the owner of the Assistance Animal. Individuals living with an Assistance Animal are expected to adhere to the same campus housing policies as all other residents.

Assistance animals cannot be brought into campus housing until a meeting with Human Resources has taken place and the approval process has been completed.

Documentation related to the use of an Assistance Animal may be required to determine if it falls under the protections of Federal and/or State laws. Assistance Animals are considered part of a therapeutic intervention; therefore, documentation should include a diagnosis of the disability and its nexus to the intervention.

References: [US Department of Housing & Urban Development Assistance Animals Fair Housing Act](#)

## VEHICLE USE

Office of Origin:	Purchasing & Risk Management
Responsibility:	Manager, Purchasing & Risk Management
Original Date Adopted:	x-x-xx
Dates Reviewed:	x-x-xx
Last Date Board Approved:	x-x-xx

Lake Michigan College (the "College") provides vehicles for employees to drive on College-designated business and reimburses employees for business use of personal vehicles. The term "vehicle," as used in herein, includes cars, trucks, and golf carts.

### **Requirements for Use of College Vehicles**

- Only College employees, Edustaff employees that are regularly scheduled part-time, and employees of the College's security contractor can drive a College vehicle. (These groups collectively are referred to as "employees.")
- Students may not drive a College vehicle, even if employed by the College or Edustaff.
- Employees must have a valid driver's license to operate a College vehicle, and it must be presented when picking up a vehicle key.
- Employees with any condition or circumstance that may affect either their legal or physical ability or who do not have personal auto insurance may not use a College vehicle.
- Vehicles may be used for College business only. Personal use of College vehicles is strictly prohibited.
- Employees who are on call or for whom the travel distance is significantly shorter from their home may be allowed to take a College vehicle home.
- Passengers must be on official College business or have a valid reason to accompany an employee on official College business.
- Employees must exercise due diligence to drive safely and maintain the security of the vehicle and its contents.
- Texting while behind the wheel of a moving vehicle is strictly prohibited.
- Employees are not permitted, under any circumstances, to operate a College vehicle or a personal vehicle for College business when any physical or mental impairment causes the employee to be unable to drive safely.
- Regardless of impairment, employees may not operate any College vehicle at any time or operate any personal vehicle while on College business while using or consuming alcohol, illegal drugs, or prescription medications that may affect their ability to drive.
- Employees holding jobs requiring regular driving for work as an essential job function must, as a condition of employment, be able to meet the driver approval standards of this policy at all times.
- Employees are solely responsible for any driving infractions or fines as a result of their driving.
- Smoking and vaping are not permitted in LMC vehicles.
- Animals are not permitted in LMC vehicles unless allowed by the Service Animal policy.

### **Use of Employee Vehicles**

Although the College encourages employees to use College vehicles for work travel, employees may also use their own vehicles. Employees who use their personal vehicles will receive a mileage reimbursement; see the [Mileage Reimbursement](#) policy.

### **Auto Insurance Coverage**

The College's insurance policy provides coverage for authorized drivers of College vehicles when on official College business.

An employee using their own vehicle for College business must have an active personal automobile insurance policy that includes bodily injury and property damage liability and that provides primary coverage. The College's insurance may be considered excess coverage for operators of privately-owned vehicles engaged in College business once primary coverage has been exhausted.

### **Reporting Accident, Theft, or Damage Involving a College Vehicle**

Employees must report any accident, theft, or damage involving a College vehicle to Facilities Management and the Manager, Purchasing & Risk Management, regardless of the extent of damage or lack of injuries. Such reports must be made as soon as possible but no later than 48 hours after the incident. Employees are expected to cooperate fully with authorities in the event of an accident. However, employees should make no voluntary statement other than in reply to questions of the investigating officer.

Personal property stolen or damaged in an accident in any vehicle is not covered by the College's insurance.

**References:** College Motor Pool procedure (in process)  
[Mileage Reimbursement](#) policy  
Service Animal policy (in process)

## WORKPLACE VIOLENCE

Office of Origin: Facilities Management Human Resources  
Responsibility: Executive Director, ~~Facilities Management, and Director of Public Safety/Evening Administrator~~ Human Resources  
Original Date Adopted: 7-6-01  
Dates Reviewed: 6-20-18, x-x-22  
Last Date Board Approved: -20-18

~~Lake Michigan College (the College), consistent with what has always been its goal of providing a safe workplace, has adopted this workplace violence policy.~~

~~Acts or threats of physical violence that involve or affect the College or its students, employees, or guests and which occur on College property or elsewhere when in connection with matriculation, employment, or attendance, with or at the College will not be tolerated.~~

~~Acts or threats of violence include intimidation, harassment, joking and/or coercion; specific examples of conduct that may be considered include, but are not limited to, the following:~~

~~Hitting or shoving an individual~~

~~Threatening harm to an individual or their family, friends or associates~~

~~The intentional damage or destruction of or threat of damage or destruction of property~~

~~Harassing or threatening phone calls~~

~~Harassing surveillance or stalking~~

~~The suggestion or intimation that violence is appropriate~~

~~Unauthorized possession or inappropriate use of firearms or weapons~~

~~Harassing via any mode of social media~~

~~Violation of this policy will lead to disciplinary action up to and including termination and/or legal action, as appropriate.~~

~~Every student and employee is encouraged to report incidents of threats or acts of physical violence. The report may be made to the Director of Public Safety/Evening Administrator, the Executive Director, Facilities Management or to the individual's immediate supervisor.~~

Lake Michigan College (the College) is committed to maintaining a workplace and learning environment where violence, threatening behavior, and harassment (collectively, "workplace violence") directed towards any person will not be tolerated. The College will actively work to prevent and eliminate workplace violence on campus, and will respond promptly and decisively to such.

Any and all forms of workplace violence that involves or affects the College or that occurs on campus is prohibited by this policy. "Campus" is collectively defined as the College's premises, any off-campus location where an employee is on official duty or travel status, and related facilities such as the residence hall.

Workplace violence encompasses any behavior that is violent, threatens violence, coerces, harasses or intimidates others, interferes with an individual's legal rights of movement or expression, or disrupts



the workplace, the academic environment, or the College's ability to provide services to the public. Examples of workplace violence include, but are not limited to:

Disruptive behavior, which is defined as the intent to disturb, interfere with or prevent normal work activities (such as yelling, using profanity, verbally abusing others, or waving arms and fists.)

Intentional physical contact for the purpose of causing harm (such as slapping, stabbing, punching, striking, shoving, or other physical attack).

Menacing or threatening behavior (such as throwing objects, pounding on a desk or door, damaging property, stalking, or otherwise acting aggressively, or making oral or written statements specifically intended to frighten, coerce, or threaten) where a reasonable person would interpret such behavior as constituting evidence of intent to cause harm to individuals or property.

Violating the [Weapons-Free College policy](#).

#### General Reporting Responsibilities

Engaging in workplace violence is considered a serious form of employee misconduct. Reports of such acts will be promptly investigated and action will be taken, as necessary, to appropriately address each incident. Actions may include the termination of an employee involved in such acts and the timely involvement of law enforcement, when appropriate. Actions may also include removal of visitors or vendors from campus or termination of vendor contracts.

Incidents of workplace violence, threats of workplace violence, or observations of workplace violence are not to be ignored by any member of the College community. Employees should alert their supervisors, the Director of Public Safety, or the Human Resources Department of any suspicious workplace activity or situations that they observe or of which they are aware, such as threats or acts of workplace violence. Each person to whom such a report is made must immediately refer the report to the Human Resources Department.

Employee reports made pursuant to this policy will be held in confidence to the maximum possible extent. The College will not condone any form of retaliation against any employee for making a report under this policy. It is important that all members of the College community take this responsibility seriously to effectively maintain a safe working and learning environment

**References:** [Weapons-Free College policy](#)

#### **ACTION:**

We recommend that the Board of Trustees pass All Second Policies as Presented

#### **MOTION:**

By Ms. Vickie Burghdoff with support from Mr. Brian Dissette to approve the policy as presented

#### **In Favor:**

All

#### **Opposed:**

None

#### **APPROVED**

## POLICIES FIRST READ

### CREDIT FOR EXPERIENTIAL LEARNING

Office of Origin:	Academic Affairs
Responsibility:	Provost & Vice President of Academic Affairs
Date Adopted:	03-25-14
Dates Reviewed:	11-08-16
Last Date Board Approved:	03-28-17

Recognizing that many opportunities exist for learning outside of a classroom, the College seeks to provide a variety of evidence-based means by which students may obtain academic credit for experiential learning.

The College may provide any of the pathways to granting credit for experiential learning described in the following section. Regardless of the pathway option, credit awards must be based on appropriate documentation and/or demonstration of skills. Faculty recommend credit awards to the appropriate Academic Dean, who must approve all credit for experiential learning requests. Recommendations for academic credit must clearly align with LMC's curriculum and must be based on what the student has learned, rather than what the student has experienced.

Upon approval by the Academic Dean, credit for experiential learning is transcribed as "CEL" credit and may be used to satisfy LMC graduation requirements. Students must be informed that CEL credits may not transfer to other institutions, as it is the receiving institution that determines what credit will be accepted upon transfer.

While there is no maximum number of allowable CEL credits, a minimum number of credits must be earned at LMC as follows:

For baccalaureate degrees, a minimum of 30 credits must be earned at LMC.

For associate degrees, a minimum of 20 credits must be earned at LMC.

For certificate programs requiring 30 or more credits, a minimum of 15 credits must be earned at LMC.

Credit for experiential learning is available for certificate programs with fewer than 30 total credits only when students are seeking a higher-level credential within the same program area or discipline. Students should work closely with an advisor to assure that alternative credit requests do not exceed the above specified credit hour limits. Any exception to these standards must have the written approval of the [Provost and Vice President of Academic Affairs](#)

#### Credit for Experiential Learning Pathways

The following options are approved pathways for CEL credit.

Military training evaluation – Current and former military service members may submit a military transcript for evaluation by the Registrar's Office. Transcript evaluation is based on recommendations

by the American Council on Education (ACE). Credit awarded through the evaluation of military transcripts is treated as transfer credit. There is no charge by the College for this evaluation service.

Nationally standardized assessments – The College may award credit for certain nationally standardized tests, such as CLEP and AP. A list of acceptable standardized assessments, required scores, and testing fees is available in the Registrar's Office.

Industry-recognized licensing, certification credential or portfolio review – Industry-recognized and/or other credentials are evaluated by a subject matter expert in the discipline for which the credit is being requested with recommendations to the appropriate Academic Dean for credit equivalencies. Interested students should contact Department/Program Chair for a list of common industry-recognized credentials that align with College courses. Fees may apply.

LMC Challenge Exams – LMC departments may offer departmental challenge exams for some courses. Interested students should contact the Department/Program Chair. Fees may apply.

**References:** Credit for Experiential Learning Fees

## SUMMER HOURS

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

At Lake Michigan College (the “College”), the hours for operation change during the summer (“Summer Hours.”) Summer Hours begin the Friday after graduation and end the Friday before the Fall semester starts. Standard Hours of Operation during Summer Hours are Monday-Thursday 8 am-5 pm, with evening appointments by request.

Staff must work a 40-hour week (or their normally scheduled number of hours) and office coverage must be maintained during Standard Hours of Operation.

Employees should work with their supervisor to determine the schedule that best fits the needs of the department, the College, and the employee. Supervisors are expected to allow flexibility with employee schedules if office coverage is maintained.

If a meeting or event requires an employee’s presence on site during their remote workday, the employee must accommodate the need.

Flexibility may include remote work on Fridays for part or all of the day and/or remote or on-campus work prior to 8 am or after 5 pm.

### **Summer Hours Exceptions:**

The regional campuses, Winery, Mendel Center, Fab Lab, and certain academic programs may have exemptions to Summer Hours Standard Hours of Operation due to programing needs.

## DEPARTMENT REPORTS

### **ACADEMIC AFFAIRS DEPARTMENT REPORTS**

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

#### **ACADEMIC EXCELLENCE**

On Thursday, September 22, **Dr. Sarah Smith**, full-time English faculty, hosted a group of students enrolled in her face-to-face English Composition course at her small hobby farm on “The Polk Island” located in Sister Lakes. Students enjoyed a nature walk, and **Dr. Smith** discussed her farm projects, including the harvesting of organic garlic, shallots and strawberries. Several students were enthralled by her rescue horse, a chestnut named Spirit. Discussions revolved around identifying wild plants like wild mint and milkweed (and how naming is so crucial to engaging, vivid writing). Also, **Dr. Smith** discussed the property's history, including a handful of historic buildings. As follow-up, students were asked to write a brief descriptive reaction paper, focused on some aspect of the landscape or the wildlife encountered; plus, complement this journaling with additional research (such as folklore and symbolism associated with a particular bird or plant).

On Monday October 3, **Susan Wilczak**, Art Lecturer, took both Allegan Art 204 classes to the Frederik Meijer Gardens and Sculpture Park. Prior to the trip, each student was assigned a sculptor/sculpture to research. During the tour, each student was able talk to the class about their selected work of art. It was exciting to see in-person some of the artists that they are leaning about in class!



Susan Wilczak with her students in front of a work by artist Jaume Plensa.

On October 9, the Hanson Theater was turned into a nightclub atmosphere for the faculty recital given by **Don Savoie**, part-time Music faculty. **Don** delighted the audience with original songs he sang while accompanying himself on the guitar or piano. The event was coordinated by the Visual and Performing Arts Administrative Assistant, **Mindy McCaffery** and Visual & Performing Arts Department Chair, **Dr. Rob Lunn**.



Pictured above is ***Don Savoie*** during his performance.

On October 12, DVP-PRAXIS LTD provided the college with the final evaluation report of LMC Title III (Guided Pathways). The report provides a summative assessment of the implementation and outcomes, drawing upon a mixed-methods evaluation conducted by DVP-PRAXIS LTD, the independent evaluator for the Title III grant.

In summary, the college achieved its goal of serving first-time and transitional students, who were target populations for the Title III grant. Also, during the grant period, the college successfully designed and implemented the new Guided Educational Pathways Planning course (GEPP 100), with completers reporting higher confidence in making informed decisions about their future career and educational choices. A new student success technology solution was implemented that facilitated proactive outreach to students as well as collaboration among professional advisors, faculty, and counseling staff/mentors; however, the college decided to change systems following the grant due to cost. The college expanded tutoring services and added new mental health counseling and student success mentoring positions, all of which are being sustained beyond the grant.

Looking forward, the college can leverage the momentum developed through this grant to further improve and refine its efforts in support of students. DVP Praxis offer the following suggestions as the college continues this important work: Provide additional professional development for faculty and staff that clearly articulates roles and responsibilities for professional advisors versus faculty advisors, including how these roles should complement one another in support of students. Consider adaptations to the Guided Educational Pathways Planning 100 course that can foster additional connection between students and advising. As the college expands its student success technology platform, ensure that faculty are involved in the design and rollout of the enhanced features and consider additional departments that should be involved.



## **STUDENT SUCCESS**

Full-time faculty members **Melissa Howse-Kurtz** (Biology) and **Lia McCoskey** (English) completed the Certificate in Trauma-Informed Practices in Higher Education (C-TIP/HED) course from Columbia College. This intensive six-week course explained the impact of trauma on students and learning and provided a host of models and practices that can be implemented in the classroom and throughout the college. Through trauma-informed practices, we can foster resiliency and make college classrooms sites of healing.

**Rob Lunn**, Chef **Luis Amado**, and students celebrated Hispanic Heritage Month with live music and a chocolate demonstration in the Hawks Nest at the Benton Harbor Campus.



## **COMMUNITY IMPACT**

On September 20, LMC Votes spearheaded voter registration tables at three locations on the Benton Harbor campus (Hawk's Nest, Todd Center, and outside the bookstore), as well as at the Niles and South Haven campuses. Among all locations, 100 people were registered, our largest number ever! This was a collaborative effort with faculty, staff, and external organizations like the League of Women Voters Berrien and Cass Counties and the American Association of University Women. LMC was one of three schools in Michigan to receive funding for 75 pizzas from Pizza to the Polls to support our registration and engagement efforts.

On October 4, LMC Votes sponsored a first annual Voter Education Day event to inform the campus community about upcoming ballot proposals and issues supported by candidates and political parties.

The event was held at the Benton Harbor campus and included participation from Unified Monuments, *NARAL Pro Choice America*, Women Get Out the Vote, Berrien Forward, as well as the League of Women Voters. An additional 15 voter registration forms were collected. It is also noteworthy that two of the participants from external organizations are former students and graduates of LMC.

The efforts of LMC Votes support our campus-wide civic engagement efforts which have resulted in the ongoing Campus Vote Project fellowships (2), grants (over \$3,000) and accolades.

On October 13, **Jay Keeler**, CIS faculty, **Nathan Kramb**, Welding Faculty, and **Kevin Kreitner**, Advanced Manufacturing faculty were presented with Outstanding Educator awards at the 38<sup>th</sup> annual 2022 Trends in Occupational Studies Conference. The award recognizes excellence in teaching as well as collaborative efforts with internal and/or external associates, demonstration of leadership and teamwork to impact learning, student performance, and outcomes. **Dr. Ken Flowers**, co-chaired the Trends conference, which was held at the Grand Traverse Resort from October 12-14.

**Chef Luis Amado's** students will assist students from the Van Buren Vocational Technical Center in making pastries and confections for an annual fundraiser event which has been struggling in recent years. A small group of students will come to LMC's kitchen and Chef's students will provide guidance and assistance in their production. This will be a wonderful way to showcase the Culinary Program to potential future students.

The Fall 2022 semester saw a successful start to the new chocolate and confections one-year certificate program developed by **Chef Amado**. Students in the program were asked to provide desserts and specialty chocolates for the Berrien Community Foundation's 70<sup>th</sup> Anniversary. The event will be held on October 21 at the Mendel Center with "Dessert of the Future" as a theme.

**Chef Luis Amado** will be traveling this month to Istanbul to receive training on advanced chocolate making equipment and to coordinate the delivery of future cacao processing equipment.



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

### **Academic Excellence**

#### Early Middle College Partnerships

Fall 2022, Dual Enrollment/Direct Credit headcount has increased 27% (769 compared to 604 in Fall 2021). These students take courses at our campus locations (dual enrollment), and at the high schools with credentialed faculty (direct credit).

Fall 2022, Early Middle College headcount remained the same with 296 students participating from three locations: Allegan Area Educational Service Agency; Berrien Regional Education Service Agency; Van Buren Intermediate School District.

### **Student Success:**

#### Early Middle College Partnerships

September 26 – October 7, approximately 150 Early Middle College students from Berrien Regional Education Service Agency met with Lake Michigan College academic advisors. We began this initiative last Spring; all students in the Berrien RESA EMC program will meet with an academic advisor twice a year – Fall and Spring.

#### Advising

October 4 and 5 the Advising Department (planned by **Casey Dubina**, Associate Director, Advising and Paulie Robinson-Stevens, Advising Intern) hosted transfer information sessions for our students.

October 4 was held in-person at our Benton Harbor campus from 11:00am-2:00pm in and around the Hawk's Nest and hosted:

Andrews University

Calvin University

Eastern Michigan University

Grand Valley State University

Indiana Wesleyan University

Michigan State University

University of Michigan-Ann Arbor, College of Literature, Science & Arts

Western Michigan University

WMU College of Business

October 5 was a virtual event via zoom from 5:00pm-8:00pm with fifteen students and hosted:

Andrews University

Binghamton University

Indiana University School of Social Work

Indiana Wesleyan University

Michigan State University

Northern Michigan University

Oakland University

Purdue University-Northwest

Saginaw State University

The University of Toledo

University of Arizona-Online

University of Florida-Online

University of Michigan-Flint  
Wayne State University  
Western Michigan University  
Included two fully online bachelor's programs

Responses from the transfer partners were positive and they've asked us to consider a spring event as well.

September 29-October 7, Advisors at Benton Harbor met with 153 Early Middle College students in all 3 years of the program to discuss their LMC major, create academic plans and discuss transfer goals and planning. EMC students will meet with LMC advisors twice a year, once in the Fall and once in the Spring.

#### Financial Aid

October 1, the 23/24 FAFSA (Free Application for Federal Student Aid) opened for students and parents to start filing. Financial Aid and Admissions have started partnering with our local high schools to offer FAFSA nights to assist students and parents with filing their FAFSA. October 11, **Nicole Hatter**, Executive Director, Advising & Financial Aid staff have already provided a financial aid presentation to parents at Michigan Lutheran High School. October 13, **Nicole Hatter**, Executive Director, Advising & Financial Aid assisted parents and students at River Valley High School during parent teacher conferences to complete FAFSAs.

#### Student Support Services

Student Support Services had 14 students make the Dean's list.

#### **Community Impact:**

##### Upward Bound

Upward Bound scholars traveled to Chicago to visit Chicago State University and Northwestern University September 23-25.

On September 27, Upward Bound students began a Cybersecurity certification program through Stryker Corporation. Upward Bound also began Academic Advancement Services, which includes tutoring and homework help each Tuesday and Thursday from 3:30pm-5:30pm

Upward Bound held the first Saturday College Prep session of the year on Saturday, October 1. Upward Bound scholars focused on goal setting, the purpose of the Upward Bound Program and the importance of college.

In partnership with the College Financial Aid Office, Upward Bound hosted a FAFSA Night for seniors and parents on October 4.

As of October 5, 75% of Upward Bound Seniors have applied to at least three colleges. Many have been admitted to their college of choice as well.

##### Athletics

The women's volleyball team is currently 20-9 overall and 11-1 in conference. They are currently first in the Michigan Community College Athletic Association (MCCAA) Western Conference and have an automatic bid to the National Junior College Athletic Association (NJCAA) Region XII Tournament at St. Clair Community College on November 3-5, 2022. The women are also teaming up with Southwestern Michigan College to host their first annual Dig Pink Game. This game will contribute all donations to a local cancer organization.

The women continue to compete for a Regional berth in Women's Soccer. They are currently fifth in NJCAA Region XII seedings.

The men have battled all season in Men's Soccer and received their first win of the year versus Fairhaven Baptist College.

#### Student Life

Student life is in full swing hosting several events. They will also be traveling to the Haunted House at the end of October and will stream movies during the month as well. The Leadership series will also pick up speed with different events to help students in their professional endeavors.

#### Housing

Resident Assistants are engaging students with their programs. They have also looked at food insecurity in Beckwith and are padding the food pantry with the needs of the residents.

#### Student Support Services

As of October 13, 2022, Student Support Services has filled 176 of our 200 participant slots.

As of October 12, 2022

**Employment Report:**

Positions Posted or in the Hiring Process:

Academic Programs Coordinator, Upward Bound  
Admissions Specialist, Niles Campus  
Career Development Coordinator (Part-time)  
Cashier/Accounts Receivable Assistant (Part-time)  
Coordinator, Learning Assistance & Testing (Part-time) - 2 positions  
Faculty, Emergency Medical Technology/Paramedic (EMT)  
Faculty, Physical Therapy Assistant (PTA)  
Lecturer, Mechatronics  
Payroll Assistant (Part-time)  
Phlebotomy Technician Lab Support Specialist (Part-time)  
Residence Life Coordinator (Part-time)  
Specialist, Financial Aid  
Utility, Benton Harbor Campus (Part-time) - 3 openings  
Vice President of Academic Affairs/Provost

New Hires:

Associate Director, Residence Life – Leah Coyle (10/24)  
Executive Director, Human Resources – Denise Eberth (11/14)  
Mendel Center Operations Manager – Scott Burgess  
Natural Sciences Coordinator – Lee DiVita

Position Changes:

Director, Educational Opportunity Center – Jessica Medina  
Office Manager, Student Support Services – Taneika Austin-Bowman

Separations:

Career Development Coordinator (Part-time) – Adrienne Cormier  
Coordinator, Learning Assistance & Testing – Cynthia Horner  
Director, Admissions & Recruitment – Caroline Tubbs  
Human Resource Business Partner – Ann Steward  
Nursing, Faculty – Shelley Hennen

**Lake Michigan College  
Income Statement (Operating & Auxiliary Funds ONLY)  
September 30, 2022**

WORKING DRAFT

	FY_2023			FY_2022		
	Actual Year-to-Date	Budget - Entire Year	YTD % of budget*	Actual Year-to-Date	Actual - Entire Year	YTD % of budget*
<b>Revenues</b>						
Tuition & Training Revenue, Net	\$ 4,702,000	\$ 11,285,000	42%	\$ 5,174,000	\$ 10,819,000	48%
Property Tax Revenue, Net	8,640,000	18,930,000	46%	9,950,000	18,422,000	54%
State Appropriations - Base	-	6,267,000	0%	-	5,992,000	0%
State Appropriations - MPSERS	11,000	11,000	100%	6,000	977,000	1%
Interest Income	26,000	16,000	163%	11,000	16,000	69%
Other Revenue	91,000	428,000	21%	118,000	488,000	24%
Auxiliary Operations, Net	435,000	311,000	140%	257,000	145,000	177%
Funding from Foundation	-	219,000	0%	-	-	-
<b>TOTAL REVENUE</b>	<b>\$ 13,905,000</b>	<b>\$ 37,467,000</b>	<b>37%</b>	<b>\$ 15,516,000</b>	<b>\$ 36,859,000</b>	<b>42%</b>
<b>Expenses</b>						
Labor Costs	\$ 5,288,000	\$ 26,361,000	20%	\$ 4,458,000	\$ 21,915,000	20%
Services	459,000	2,814,000	16%	258,000	1,727,000	15%
Building Costs	897,000	3,433,000	26%	821,000	3,497,000	23%
Licensing, Training/Travel, & Other	647,000	2,321,000	28%	458,000	1,732,000	26%
Supplies	189,000	859,000	22%	161,000	757,000	21%
Interest Expense	114,000	392,000	29%	118,000	464,000	25%
Depreciation	1,176,000	1,252,000	94%	1,137,000	4,805,000	24%
<b>TOTAL EXPENSES</b>	<b>\$ 8,770,000</b>	<b>\$ 37,432,000</b>	<b>23%</b>	<b>\$ 7,411,000</b>	<b>\$ 34,897,000</b>	<b>21%</b>
<b>OPERATING INCOME (LOSS)</b>	<b>\$ 5,135,000</b>	<b>\$ 35,000</b>		<b>\$ 8,105,000</b>	<b>\$ 1,962,000</b>	
Transfers	-	-		27,000	2,623,000	
<b>TOTAL NET INCOME (LOSS)</b>	<b>\$ 5,135,000</b>	<b>\$ 35,000</b>		<b>\$ 8,132,000</b>	<b>\$ 4,585,000</b>	

\* - Board approved budget as adjusted for revisions

**For Informational Purposes:**

Property Taxes for Capital Millage	\$ 2,523,000	\$ 4,905,000	51%	\$ 2,667,000	\$ 4,715,000	57%
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**Lake Michigan College**  
**Balance Sheet (General & Restricted Funds)**  
**September 30, 2022**

WORKING DRAFT

	9/30/22	9/30/21	Change	
Reserve - 120 Days Cash on Hand	10,920,000	10,680,000	240,000	2%
Reserve - Debt Service	3,818,000	2,613,000	1,205,000	46%
Reserve - MPSERS Board Designated	977,000	782,000	195,000	25%
Reserve - LMC Promise Designated Fund	625,000	-	625,000	-
Cash & Investments - Designated - Reserves	\$ 16,340,000	\$ 14,075,000	\$ 2,265,000	16%
Cash Undesignated *	12,498,000	8,683,000	3,815,000	44%
Investments	13,258,000	13,257,000	1,000	0%
Accounts Receivable, Net	5,646,000	6,475,000	(829,000)	-13%
Prepaid Expenses	1,014,000	821,000	193,000	24%
Fixed Assets, Net of Depreciation	89,139,000	91,648,000	(2,509,000)	-3%
Pension Assets	3,696,000	5,480,000	(1,784,000)	-33%
<b>Total Assets</b>	<b>\$ 141,591,000</b>	<b>\$ 140,439,000</b>	<b>\$ 1,152,000</b>	<b>1%</b>
Payables	\$ 3,781,000	\$ 3,072,000	\$ 709,000	23%
Deferred Revenues	418,000	368,000	50,000	14%
Debt	31,701,000	34,987,000	(3,286,000)	-9%
Pension Liability, Net	24,312,000	28,131,000	(3,819,000)	-14%
<b>Total Liabilities</b>	<b>60,212,000</b>	<b>66,558,000</b>	<b>(6,346,000)</b>	<b>-10%</b>
<b>Net Assets</b>	<b>81,379,000</b>	<b>73,881,000</b>	<b>7,498,000</b>	<b>10%</b>
<b>Total Liabilities + Net Assets</b>	<b>\$ 141,591,000</b>	<b>\$ 140,439,000</b>	<b>\$ 1,152,000</b>	<b>1%</b>

\* includes capital millage proceeds

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

WORKING DRAFT

**9/30/22**

**Operating Activities:**

Cash Received from Property Taxes - Operational	\$ 8,640,000
Cash Received from Tuition	5,640,000
Cash Received from Appropriations	11,000
Cash Received from Other Operations	44,000
Cash Received from Grant Admin Fees	27,000
Cash Received from Foundation, Grants & Fundraising	19,000
Cash Received from Interest	26,000
Cash Received from (Paid for) Auxiliary Operations	361,000
Cash Paid to / on behalf of Employees	(6,004,000)
Cash Paid to Vendors	(2,371,000)
Cash Paid (Received) from Restricted Funds	-
<b>Cash From Operations</b>	<b>\$ 6,393,000</b>

**Investing Activities:**

Cash Received from Property Taxes - Capital Millage	2,385,000
Cash Paid for Capital Assets	(505,000)
<b>Cash Borrowed (Used) for Capital Assets</b>	<b>\$ 1,880,000</b>

**Financing Activities:**

Paid on Debt - Principal	(396,000)
Paid on Debt - Interest	(109,000)
<b>Cash Used for Debt</b>	<b>\$ (505,000)</b>

**Net Increase (Decrease) in Cash**

**\$ 7,768,000**

**Beginning Cash (at June 30, 2020)**

\$ 34,328,000

**Ending Cash (at September 30, 2022)**

**\$ 42,096,000**

**ADJOURNMENT**

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