

CALL TO ORDER

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

ROLL CALL

Present: John Grover, Vicki Burghdoff, Brian Dissette, Mark Weber, Debra Johnson, Mary Jo Tomasini and Joan Smith

SETTING OF THE AGENDA

Board Chair John Grover stated that agenda stands as presented.

APPROVAL OF MINUTES

The minutes from the of the December 5, 2023 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 began his report with an overview of the Student Benefit Auction. He stated there were over 500 people in attendance and the event was a success. Dr. Kubatzke thanked Board members for attending and supporting the event.

NEW BUSINESS

Estimated Source of Revenue – Fiscal Year 2025

BACKGROUND

Act 331 of the Public Acts of 1966, as amended, Section 141 states:
“The Board of Trustees shall prepare annually on a day to be determined by the Board of such district but not after the third Monday of April each year, an estimate of the amount of taxes or appropriation deemed necessary for the ensuing fiscal year for the purpose of expenditures authorized by law as within the powers of the Board.”

Accordingly, it is necessary that the Lake Michigan College Board of Trustees take formal action to estimate the amount of taxes necessary for the ensuing fiscal year to cover estimated expenditures.

Estimated general fund expenditures for fiscal year 2025 are likely to generally approximate those of fiscal year 2024, which were budgeted to be \$39,400,000. Estimated property tax revenue for fiscal year 2025 is \$25,500,000, a significant portion of which will be used for capital improvements.

ACTION

To ensure adequate funding for the ensuing fiscal year, we recommend that the Board of Trustees levy the full voted millage rates of 2.3002, as might be modified by the provisions of Section 31 of the Constitution of the State of Michigan (e.g., the Headlee Amendment.)

It is hereby resolved by the Board of Trustees of Lake Michigan College that the College will levy the full voted millage rates of 2.3002, as might be modified by the provisions of Section 31 of the Constitution of the State of Michigan.

I do hereby certify the official resolution of the Board of Trustees of Lake Michigan College to levy for all purposes the amount recorded in the approved minutes of said district.

Secretary

MOTION by Mr. Weber with support by Ms. Burghdoff to levy the full voted millage rates of 2.3002, as might be modified by the provisions of Section 31 of the Constitution of the State of Michigan (e.g., the Headlee Amendment.)

ROLL CALL VOTE

Chair Grover asked the board secretary for a roll call vote

Yeas: Mr. Dissette, Ms. Tomasini, Ms. Johnson, Mr. Grover, Ms. Smith, Ms. Burghdoff, Mr. Weber

Nays: None

MOTION APPROVED

Institutional Research (IR) Contracted Services Contract Extension

After 2+ years of collaboration with Dynamic Campus, the College has made significant strides in obtaining timely, accurate, high-quality, accessible, and validated data. These data are crucial for compliance, measuring progress against College-wide goals, and fostering a culture of data-informed decision-making. The College's proactive approach to engaging external expertise has resulted in positive outcomes, effectively addressing many historical challenges and making real progress in meeting the growing demand for reliable data.

The College sought a quote from Dynamic Campus (DC) to build on these successes, including ending the prior contract 6 months early for a new 3 year contract beginning 7/1/24. In addition to continuing the existing arrangement, the College wanted to add an on-site Data Analyst from DC to grow our capabilities and meet increased demand.

The proposed contract extension encompasses the following key elements:

- Retention of the current onsite DC Data Analyst, Cleverton Borba
- Addition of a new, dedicated on-site Data Analyst
- Continued use of DC's Talent Cloud (shared consulting services at no cost)

DC's original quote was reduced by \$15,000 annually in a spirit of collaboration to a total of \$1,665,000 for the 3-year term. This amount is below the 3-year total of the existing agreement of \$1,722,000.

ACTION:

We recommend that the Lake Michigan College Board of Trustees approve a professional services contract with Dynamic Campus for 3 years, commencing in July 2024 totaling \$1,665,000.00 for the entire 3-year period.

MOTION by Mr. Dissette with support by Ms. Smith to approve a professional services contract with Dynamic Campus for 3 years.

ROLL CALL VOTE

Chair Grover asked the board secretary for a roll call vote

Yeas: Ms. Tomasini, Ms. Johnson, Mr. Grover, Ms. Smith, Ms. Burghdoff, Mr. Weber, Mr. Dissette

Nays: None

MOTION APPROVED

ADMISSION

Office of Origin:	Admissions
Responsibility:	Vice President, Student Affairs
Original Date Adopted:	6-24-1997
Dates Reviewed:	4-24-2018, 10-30-2018, 12 10-2019, 8-23-2023
Last Date Approved by Board:	11 07-2017, 2-25-2020

General Admission

Lake Michigan College (the College) offers an open admissions policy for individuals who are interested in and capable of benefiting from higher education.

Admission to the College is open to all high school graduates, those who have satisfactorily completed the General Education Development (GED) test, individuals 18 years or older, or students in an approved Early College program.

Re-Admission

Students not attending in the semester applied for will be required to submit a new application for a subsequent semester. Students may request deferment of their application to the following semester by communicating with the Admissions Office.

Students who stop attending will be required to reapply for admission if they return during a new academic year.

The College reserves the right to evaluate and document special cases and to refuse admission and/or continued enrollment if the College determines that the applicant/student is a threat or a potential danger to the College community or if such refusal is considered in the best interest of the College.

Specific Program Requirements

Several programs at the College require students to complete program-specific requirements and/or an additional program application. (*Completion of pre-requisites doesn't guarantee acceptance into the program.*)

References:

NEPOTISM AND FAVORITISM

Office of Origin:	President's Office Human Resources
Responsibility:	Senior Executive Assistant to the President <u>Executive Director, Human Resources</u>
<u>Original</u> Date Adopted:	04-25-17
Dates Reviewed:	04-25-17, 11-1-23 (C)
Last Date Board Approved:	07 20-20 <u>X/X/23</u>

Nepotism is broadly defined as the practice among those with power or influence of favoring relatives or friends, especially by providing jobs, work, or preferential treatment. Similarly, favoritism is the basing of decisions regarding appointment, promotion, wages, hours, or other conditions of employment on personal or other relationships rather than on objective standards and the needs of Lake Michigan College (the College).

It is the policy of the College that all decisions related to employment, contract award, and/or advancement will be based solely on professional qualifications and abilities without regard to family or other relationships.

However, ~~concurrent~~ employment or other engagement of family members of the same family or of those with a personal or other relationship in a department or division will is not be prohibited provided that such individuals meet and fulfill regular employment standards and requirements of the position or contract. In addition, ~~Under no circumstances will can~~ an employee or contractor be placed under the direct supervision or control of an immediate family member ~~(e.g., spouse, domestic partner, son, daughter, parent, grandparent, brother, sister, mother-in-law, father-in-law, or spouse or domestic partner of any of the aforementioned), or someone with whom there is a close personal or other relationship.~~

~~College personnel-Employees~~ or members of the Board of Trustees (Board) should ~~neither not~~ initiate nor participate in decisions that could have an actual or perceived direct benefit to them, members of their ~~immediate~~ family, or those with whom they have a close personal or other relationship. In the event that such circumstances arise:

- ~~in the case of College personnel, these functions are to be carried out by another member of the department or division and referred to the next immediate~~Employees must recuse themselves and notify their supervisor who will determine next steps.
- ~~In the case of a Board of Trustee member, the related trustee will~~Board members must recuse themselves from ~~associated Board action discussing or~~

voting on a matter that could have an actual or perceived direct benefit to the Board member.

All employment or contract award decisions involving ~~the employment or hiring of~~ family members ~~are to~~ must be reported to and approved by both the ~~appropriate vice president supervising Cabinet member~~ and ~~Executive d~~Director of ~~h~~Human ~~r~~Resources prior to award. The ~~appropriate vice presidents supervising Cabinet member~~ will take steps to ensure that nepotism or favoritism ~~does~~ not influence the hiring, awarding, employment, or evaluation when the possibility is known to exist. If a Cabinet member could have an actual or perceived direct benefit, then the President will work with the Executive Director, HR instead of the Cabinet member to address.

Employees must inform ~~the~~ Human Resources ~~Department~~ of potential or existing situations involving family members, or other relationships ~~or those~~ that could reasonably be considered nepotism or to result in favoritism. ~~All e~~Employees are encouraged to disclose the relevant facts if there is any doubt that a relationship currently exists or existed in the past.

References: [Board Conflict of Interest policy](#)
[Conflict of Interest policy](#)

TRAVEL EXPENSES

NEW POLICY REPLACING A PROCEDURE

Office of Origin: Finance
Responsibility: Executive Director, Finance
Original Date Adopted: x-x-23
Dates Reviewed: x-x-23
Last Date Board Approved: x-x-23

General Information

Authorization to Travel

Travel at Lake Michigan College (the College) must be for a valid business reason and must be approved by the supervisor. For travel that includes an overnight stay, a Travel Authorization Form (TAF) must be completed/approved prior to travel (a TAF is not required for travel without an overnight stay.)

Fiscal (Budget) Year of a Charge

In terms of which fiscal year an expense is recorded (relevant for faculty PD and budget management), only conference registration fees are included in the fiscal year in which the cost is paid. All other costs are recorded as an expense (and to faculty professional development fund use) in the fiscal year in which the travel occurs.

Non-Employee Travel

Non-employees (i.e., guest speakers, employment candidates) asked to travel for the College may request reimbursement for travel expenses. The applicable budget manager must advise the non-employee of allowable expenses and approve the request.

International Travel

Employees traveling outside the U.S. must notify the Manager, Purchasing & Risk Management prior to departure so that the insurance company can be notified. Employees must also notify Manager, Purchasing & Risk Management of any non-employees traveling along as a matter of record; the College will not, however, provide insurance coverage for these travelers.

The College will not sponsor an employee or group to travel to those countries that the federal government has issued a Travel Advisory, federal employees are prohibited from traveling, or where special permission is required to travel.

Employees traveling outside of the US are strongly advised to call the number on the back of their pro card prior to leaving to alert the credit card company of their travel; having them add this note to the account will avoid having the pro card flagged as having fraudulent expenses and rendering the card unusable.

Incurring Unallowable Expenses

If it is determined that an employee was reimbursed in excess of allowable amounts, the employee may be asked to repay the excess within 30 days of notice. If repayment is not made, the College may withhold the excess from the employee's payroll (based upon approval provided when an Expense Report form is signed by the employee) or may include the amount in employee taxable wages reported to the IRS, at the College's sole discretion.

If it is determined that an employee charged an unallowable expense on a pro card, the employee may be asked to repay the excess within 30 days of notice. If repayment is not made, the College may include the amount in the employee taxable wages reported to the IRS, at the College's sole discretion.

Allowable Travel Expenses

Expenses must be for official College business and in accordance with this policy and the [Purchasing](#) policy.

Transportation is limited to the most direct and "usually-traveled" route and by the most economical means of transport considering the expense as well as the employee's time. That portion of travel that is not in the best interest of the College (e.g., a detour for personal reasons) will not be approved/reimbursed.

Conference Registration Fees

Early bird discounts should be taken advantage of whenever possible. A copy of the registration, schedule, etc. is not required unless an itemized receipt cannot be provided as documentation supporting the registration expense.

Lodging

Allowable lodging expense is limited to a reasonable amount for the geographic area. A receipt showing itemized lodging charges must be submitted for the expense to be reimbursed.

Transportation - Airfare

- Flight arrangements should be purchased by the employee using their procurement card (pro card) or using personal funds.
- Flight arrangements must be made to obtain the lowest available logical fare. This is generally travel in coach class via the most logical and efficient route taking into consideration employee time constraints and airline restrictions.
- Travelers may incorporate weekend travel if the cost savings exceeds the additional lodging and estimated per diem costs.
- If an airline charges a bag fee, the allowable expense is limited to 1 bag only.
- If a paper ticket is obtained and there is a charge, the charge is not allowable.
- Airfare change fees, if change is required by College business needs, is

reimbursable.

- Charges for selecting a seat in advance of check-in (seat selection fee) is allowable. Charges only for extra room/legroom, seats in the Emergency Exit row, and the like are not allowable.

Transportation – Local

Tolls, taxis, Uber/Lyft, parking, and buses are classified as local transportation, the cost of which can be submitted for reimbursement. The most economical means of reasonable transportation must be used when taking local transportation (e.g., taking a taxi instead of a limo, but taking a bus instead of a taxi is not required.) Local transportation for personal activities such as sightseeing is not reimbursable.

Transportation – College or Employee Vehicles

See the [Vehicle Use](#) policy for information on requirements and insurance coverages.

If using a College vehicle, reservations must be made through the Facilities Office Manager. The College's gas credit cards must be used with College vehicles; pro cards or personal payment may not be used. No mileage reimbursement is allowable when using College-owned vehicles.

If using the employee's vehicle, approved mileage will be reimbursed in accordance with the [Mileage Reimbursement](#) policy.

Use of an employee's vehicle and reimbursement for mileage in lieu of flying is limited to no more than the reasonable cost of airfare and must be approved prior to travel.

Transportation - Rented Vehicles

Renting a vehicle is limited to instances where it is to the College's advantage and not for the personal convenience of the traveler. Rented vehicles must be of standard/mid-size class whenever available.

College insurance provides coverage to authorized drivers of rented vehicles when on official College business. Passengers must be on official College business to be eligible for coverage. Personal property stolen or damaged in an accident in any vehicle is not covered by the College's insurance.

If using a pro card, the employee must ensure that the rental is in the pro card holder's name and that the pro card holder signs the rental agreement. The pro card holder must decline the collision/damage waiver offered by the rental company. The pro card company provides certain secondary coverage to the College auto policy if these steps are taken.

Employees using rented vehicles cannot claim mileage. Reasonable gas purchases may be made using a pro card or will be reimbursable if receipts are provided.

Rental expense may be charged on a pro card or submitted for reimbursement. The rental agreement showing the amount charged must be included when submitting the expense.

Business Meals – Overnight Stay

In lieu of reimbursement for actual expenses, employees attending an approved event (conference, meeting, etc.) that requires at least one overnight stay will receive a per diem (i.e., per day) allowance for meals and incidental expenses in accordance with published federal rates. Incidental expenses are gratuities and other minor costs that are incurred while travelling, in addition to major expenses such as hotel and travel. Detailed instructions for submitting are included on the Expense Report.

Per diem rates are set each October 1 by the US General Services Administration (GSA.) Certain cities have a differential per diem rate; all others are assigned a standard rate. Rates and other info can be found on the GSA website at <http://www.gsa.gov/portal/content/104877> or the GSA mobile app at <http://www.gsa.gov/portal/content/302273> .

Per diem does not necessarily apply to the College Board of Trustees, who may elect to receive reimbursement for expenses actually incurred (in accordance with other sections of this policy) or through per diem, at the trustee's discretion.

Use of Pro Card

Except for business meals described following, a procurement card (pro card) cannot be used to pay for meals for which an employee could receive a per diem allowance. Repeated use of pro card in this way will result in loss of pro card privileges. The only time a pro card can be used to pay for a meal subject to per diem is for a business meal with a non-employee. In this situation, per diem would not apply and instead the entire amount of the business meal could be paid with a pro card as an expense (or reimbursed via expense report.)

Meals Provided at the Event

If a meal is provided at the event, the employee cannot receive a per diem for that meal. However, if the event includes a "Continental Breakfast" (i.e., coffee and donuts) and the employee considers that to be inadequate, the employee may receive a per diem for that breakfast meal. In addition, in certain circumstances, an employee may be unable for work reasons to participate in a meal provided by the event, they can claim the per diem amount associated with that meal by noting the exception clearly on the reimbursement request. Otherwise, the per diem paid will be the number of meals not provided based on the event agenda.

Medical conditions that require special dietary constraints will be handled on a case-by-case basis.

Per Diem on Travel Days

For travel days, per diem should be claimed according to the below.

Departing for an event:

- 9:00am or before – breakfast, lunch and dinner
- 9:00am until 3:00pm – lunch and dinner
- 3:00pm or after – dinner

Arriving back from an event:

- Before 12pm – breakfast only
- 12pm until 6:00pm – breakfast and lunch
- 6:00pm or after – breakfast, lunch and dinner

Business Meals – No Overnight Stay

Business meal expenses incurred during a trip not requiring an overnight stay are subject to the below restrictions:

- Allowable cost is limited to a reasonable amount for the geographic area.
- Tips over 20% and tips in addition to pre-applied gratuity are not allowable.
- Business meals may be purchased for others with whom the College has business dealings only when it is in the best interest of the College.
- Meal costs for meetings with other employees are only allowable if the meal is necessary to carry out College business. Charges for a friend or family member are not allowable expenses.
- When submitting for reimbursement, documentation must include names of those present, company affiliation, purpose, place, and date of meeting.

Business Meals – Alcoholic Beverages

See [Purchasing](#) policy.

Incidental Expenses

Incidental travel expenses are gratuities and other minor costs incurred in addition to the primary costs for travel (e.g., meals, transportation, conference registration.)

Incidental expenses incurred during travel requiring an overnight stay are covered by the per diem rate. Incidental expenses incurred during travel not requiring an overnight stay must be substantiated with an explanation and receipt, if available.

Miscellaneous Expenses

Allowable miscellaneous travel expenses include:

- Business phone calls, faxes, internet charges
- Fitness center access
- International travel costs related to required activities (passports, visas, vaccinations, currency conversion fees)

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- Laundry expenses for travel lasting 7 calendar days or more
- Office expenses (copy services, postage, limited supplies)
- Parking (valet services are not allowable when self-parking is available, unless there are safety or business reasons)

Unallowable travel expenses include, but are not limited to, the following:

- Air travel expedited security clearance memberships (e.g., TSA Pre-Check)
- Bank charges for ATM withdrawals, except during international travel
- Child and dependent care costs
- Clothing
- Gifts, other than meals as defined herein
- Insurance of any type other than trip cancellation insurance approved in advance by supervising Cabinet member
- Laundry costs for trips of less than 7 days
- Lost baggage
- Luggage, bags, briefcases
- Medical expenses (exceptions may be made for ADA compliance)
- Membership dues and club fees, including daily club fees
- Movies and pay-for-view entertainment
- Non-insured loss of cash/personal belongings
- No-show/cancellation fees or fees for hotel late check-out unless business or weather related
- Personal entertainment (see [Purchasing](#) policy)
- Personal reading materials (magazines, newspapers, etc.)
- Repairs, maintenance, gas, insurance, etc. on personal vehicle
- Spa treatments
- Toiletry items
- Traffic citations, parking tickets, court fees, or other fines
- Travel expenses for family or friends
- Upgrade fees, when fees are personal choice rather than business need
- Valet services for parking, when self-parking options are available, unless there are valid security reasons

References: [College Owned Vehicle Use](#) procedure
[Expense Report](#)
[Expense Reimbursement](#) procedure
[Mileage Reimbursement](#) policy
[Procurement Card](#) procedure
[Purchasing](#) policy
[Purchasing](#) procedure
Travel Authorization Form (found at mylmc.org)
[Vehicle Use](#) policy

POLICIES-2nd READ

The above new policies were presented to the Board of Trustees as a second read for review and/or approval.

1. Admissions
2. Board Governance
3. Nepotism & Favoritism
4. Travel Expense Reimbursement

ACTION:

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

MOTION by Mr. Dissette with support by Ms. Tomasini to approve the policy revisions as present.

ROLL CALL VOTE

Chair Grover asked the board secretary for a roll call vote

Yeas: Ms. Johnson, Mr. Grover, Ms. Smith, Ms. Burghdoff, Mr. Weber, Mr. Dissette, Ms. Tomasini

Nays: None

POLICIES-1st READ for Review

ALLEGAN STIPEND

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

The Allegan stipend, provided to full- and part-time Lake Michigan College faculty teaching at the Allegan campus, serves as an incentive for instruction delivered at a distant campus.

The stipend provides payment to the instructor of the equivalent of 1 additional contact hour per 14-week course taught on-site in Allegan, regardless of on-site frequency (e.g., hybrid course) or if the faculty teaches more than one course on-site on the same day. For courses less than 14 weeks, the amount will be prorated. Compensation for the additional contact hour is based on the faculty's current rate of pay.

The stipend is not a mileage, expense, or travel, reimbursement, and is therefore taxable income to the recipient. It will be automatically included in the faculty contract for that course.

The additional "contact hour" for Allegan courses in an equivalent amount stipend, and is not included in the calculation of overload.

Reference:

BOARD GOVERNANCE

MOVED TO 2nd READ

Office of Origin:	Board of Trustees
Responsibility:	Senior Executive Assistant to the President / Secretary to the Board of Trustees
Original Date Adopted:	7-29-82
Dates Reviewed:	1-10-18, 3-25-21 (C), 4-5-23 (C), <u>x-x-24</u>
Last Date Board Approved:	9-19-23 <u>x-x-24</u>

As used in this policy, the "College" means Lake Michigan College and the "Board" means the College board of trustees, which was established by the Community College Act of 1966 ("CCA").

Legal Basis of the College & Board of Trustees

- a. The Michigan State Constitution of 1963 provides the basis for community and junior colleges throughout Michigan.
- b. The Michigan Legislature provides by law for the establishment and financial support of public community and junior colleges, which will be supervised and controlled by locally elected boards ~~(Article VIII, Section 7)~~.
- c. The Michigan Legislature, in fulfilling its constitutional mandate, passed the Community College Act of 1966 ("CCA"), ~~.- This legislation which~~ outlines the powers and duties of boards of trustees.

Board Abilities & Requirements

Under the CCA, the Board is responsible for the care and custody of College property and for providing suitable facilities for the College. The CCA also grants certain powers and responsibilities. These include the ability or requirement to:

- accept financial assistance from the United States or any agency thereof,
- accept private property as gifts,
- adopt bylaws, rules, and regulations for its own governance and that of the College,
- borrow money and issue notes or bonds, subject to the CCA and the Debt & Continuing Disclosure policy.
- certify claims and demands against the Board or College for payment,
- conduct an annual audit of College accounts by a certified public accountant, and make the audit reports available for public inspection.

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- enter into installment purchase contracts,
- establish a fiscal year that starts on July 1
- establish and carry on educational programs,
- establish and collect tuition and fees,
- establish and maintain vocational-technical departments,
- establish education programs,
- grant a baccalaureate degree in specific fields,
- maintain a library or museum,
- pay for property using College funds,
- prepare an estimate of taxes or appropriations necessary for the fiscal year ("Estimated Sources of Revenue")
- purchase, lease, or build real and personal property,
- select and employ administrative officers, teachers, and other employees, including appoint a business manager responsible to the President.
- sell or exchange property that is no longer needed.
- take over the operation of community colleges or vocational-technical departments,

The Board is authorized to employ a chief executive officer (the "President") of the College and delegate certain of the above authorities to the President.

(Note that the above is a summary and may not include all the details of the CCA.)

Authorities Delegated by the Board to the President

The Board has delegated to the President the following authorities:

1. Acceptance of Federal and State grants, including fund matching grants, so long as the acceptance is reported to the Board at the next regular meeting. Applications for grants and final acceptance of grants must be noted in the minutes of the Board meetings.
2. Authority to bind the College to certain external agreements, as documented in the Authority to Bind policy.
3. Authority to certify claims and demands against the Board or College for payment, subject to the Authority to Bind policy.
4. Authority to enter into use and rental agreements with community groups for use of College facilities, including determining rates charged and priorities use.
5. Conducting an annual audit of College accounts by a certified public accountant, and making the audit reports available for public inspection.

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6. Contacting the Benton Township Police Department to have them issue tickets for traffic control of specified areas, particularly College fire lanes to enable the police to come on campus on an "on call" basis (see Traffic policy).
7. Ensuring that the CFO or designee makes financial reports at most regularly scheduled Board meetings.
8. Establishing and collecting tuition and fees, in accordance with the Tuition & Fee Approval policy.
9. Establishing and maintaining vocational-technical departments.
10. Maintenance of a library.
11. Paying for property using College funds, subject to the Authority to Bind policy.
12. Purchase, lease, or build real and personal property, subject to the Authority to Bind policy.
13. Select and employ administrative officers, teachers, and other employees, including appointing a business manager responsible to the President.
14. Selling or exchanging property that is no longer needed.

Board Authority - Policies

New policies or substantially modified policies must be adopted/approved by the Board. Policies may be revised, added to, or amended, at a regular meeting of the Board by a majority vote of the Board members. Proposed amendments Such policies may be voted on at any meeting following their presentation.

The College policies of the Board are to be available to the College community and the public. Those related to students will must also be in the College catalog and/or the sStudent hHandbook. All pPolicies will must be available to employees on the College intranet, as well as posted to on the College website.

Board Authority - Gifts

The Lake Michigan College Foundation (the "Foundation") was established for the purpose of accepting gifts on behalf of the College. In the rare instance that a gift, at the donor's request, is made directly to the College, the College will defer to the acceptance guidelines in the Foundation's Gift Acceptance policy. The Board at its discretion may choose to accept or reject gifts made to the College instead of the Foundation.

Community Use of Facilities

The trustees encourage the use of College facilities by the community it serves. College administration is authorized to enter into use and rental agreements with

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~~community groups as it sees fit. Rates charged and priorities for determining use are delegated to administration.~~

Moved to the Authorities Delegated to the President section above.

Special Federal and State Grants

~~Federal and State grants, including fund matching grants, may be accepted by the College administration and reported to the Board as soon as possible at a regular meeting. Applications for grants and final acceptance of grants will be noted in the minutes of the Board meetings.~~

Moved to the Authorities Delegated to the President section above.

Authorized Expenditures

~~The Board Chair and Treasurer are authorized by electronic signature to pay approved obligations. Signatures for checks, drafts, notes or orders drawn against designated depositories for various College funds will be valid only when an authorized electronic signature is used.~~

Moved to Officers of the Board section below.

Finance Reports

~~The CFO or designee is charged with making finance reports at most regularly scheduled Board meetings.~~

Moved to the Authorities Delegated to the President section above.

Legal Basis

~~d. The State Constitution of 1963 provides the basis for community and junior colleges throughout Michigan.~~

~~e. The Legislature provides by law for the establishment and financial support of public community and junior colleges, which will be supervised and controlled by locally elected boards (Article VIII, Section 7).~~

~~f. d. The Legislature, in fulfilling its constitutional mandate, passed the Community College Act of 1966. This legislation outlines the powers and duties of boards of trustees.~~

Moved to the opening paragraph

Board - Membership

a. The Board, consisting of 7 members, is elected at large in the ~~D~~district at the Michigan general elections ~~of the state~~. Members are elected for 6-year

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terms of office that are staggered so that 2 and sometimes 3 expire each 2 years.

- b. Regular terms of office commence on January 1, following the date of the Michigan general ~~state~~ election.
- c. The general election laws of the ~~state~~-Michigan govern all elections.

Board - Elections

- a. Any qualified elector residing in the ~~D~~district is eligible to be chosen as a Board member.
- b. An elector of a ~~D~~district must possess the following qualifications:
 - 1. United States citizenship
 - 2. 18 years of age
 - 3. Resident of Michigan for 6 months
 - 4. Resident of the ~~D~~district for 30 days
- c. Candidates for membership are nominated by petition as specified in the appropriate election laws. The nominating petitions of those seeking election to the Board of a community college must be filed not later than 4:00 pm on the 60th day prior to the date of the general election. The county clerk will provide the necessary information to candidates.
- d. The candidate for each term of office receiving the highest number of votes cast is elected. A certificate of election will be delivered to the candidates by the Board of Canvassers.
- e. Within 15 days after appointment or the final canvass of the election, each person elected or appointed as a trustee must file with President's Office the following:
 - 1. Oath of Office
 - 2. Acceptance of Office
 - 3. Affidavit of Eligibility for Office
- f. The office of a trustee becomes vacant immediately without declaration of any officer or the Board or its members upon: death of the incumbent; a court adjudicating insanity or mental incompetence; resignation; removal from office; conviction of a felony; election or appointment being declared

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void by a competent tribunal; refusal or neglect to file acceptance of office, or refusal or neglect to take and subscribe to the constitutional oath of office and deposit the same in the manner and within the time prescribed by law; and/or ceasing to possess the legal qualifications for holding office, including the residence qualification.

- g. Whenever a vacancy in the Board occurs, the remaining Board members by majority vote are empowered to fill the vacancy with a qualified elector of the District. Any person so appointed holds office until the next regular College election, at which time the electors of the District fill the office for the unexpired portion of the term.

Board - Officers of the Board

The Board officers are: Chair, Vice-Chair, Secretary, and Treasurer. No person can be elected to 2 consecutive terms as Chair or Vice-Chair. Secretary and Treasurer may serve multiple, consecutive terms. If a Vice-Chair assumes the role of Chair during the Chair's term, the Vice-Chair is still eligible to be elected into the Chair role for the next term.

a. The Chair

1. The Chair is elected by the members of the Board from among their number and serves for 2 years.
2. The duties of the Chair are to preside at meetings of the Board, to perform duties prescribed by law and as directed by the Board, and to preserve order and to enforce rules. They appoint Board committees unless otherwise ordered by the Board.
3. The Board Chair and the Treasurer are jointly authorized to pay approved expenditures. Checks drawn against College accounts will be valid only when the authorized electronic signatures of both the Board Chair and the Treasurer are present.
4. In addition to the duties prescribed by law or by rules of the Board, the Chair exercises such other powers as properly pertain to the office or as may be delegated by the Board.

b. The Vice-Chair

1. The Vice-Chair is elected by the members thereof from among their number and serves for 2 years.
2. They perform the duties of the Chair in the absence of the Chair, or in case of refusal to perform duties.

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3. They perform other functions as designated by the Board.

c. The Secretary

1. The Secretary is elected by the members of the Board from among their number and serves for 2 years.
2. The Secretary is responsible for ensuring that records of meetings are maintained, that legal notices are posted, and that legal documents and records of the Board are available for public inspection.
3. If the Secretary is temporarily incapacitated or refuses to perform their duties, a Secretary pro tempore, who must be a member of the Board, may be appointed by the presiding officer, subject to Board approval.
4. The Secretary performs the duties usually pertaining to their office and as are imposed by action of the Board.

d. The Treasurer

1. The Treasurer is elected by the members of the Board from among their number and serves for 2 years.
2. The Treasurer is charged generally with overseeing the management and reporting of College finances and serving as Chair of the Finance Committee. In addition, the Treasurer is to work with the President and the Chief Financial Officer (CFO) to ensure that appropriate financial reports are made available to the Board on a timely basis and that the annual budget and audit reports are presented to the Board for approval.
3. The Board Chair and the Treasurer are jointly authorized to pay approved expenditures. Checks drawn against College accounts will be valid only when the authorized electronic signatures of both the Board Chair and the Treasurer are present.

The Secretary to the Board of Trustee

The Executive Assistant to the President will act as the Secretary to the Board. They are responsible for posting legal notices, maintaining records of the Board for public inspection, sending the minutes of the preceding Board meeting to each trustee prior to the next meeting; and notifying the Board of meetings.

Board - Compensation and Expenses

No member of the Board will receive compensation for their services as a member or an officer. Trustees may be reimbursed for expenses incurred in performance of Board functions approved by the Board in accordance with the [Board Member](#)

[Expense Reimbursement policy.](#)

Board - Membership on Board and Contracts Conflicts of Interest

See the [Board of Trustees Conflict of Interest policy.](#)

Board - Committees of the Board

- a. Standing Committees – The Finance Committee is currently the only standing committee; see the [Finance Committee Charter policy.](#)
- b. Special Committees of the Board – The Board may appoint special committees. A special committee reports recommendations to the Board for appropriate action. A special committee is dissolved when its report is accepted by the Board. All special committees are nominated by the Chair of the Board, who serves as an ex-officio member of the committee.
- c. The Board may meet as a committee of the whole to review and appraise existing policies and College operations as occasion requires.

Board - Meetings of the Board

- a. Organizational Meeting – The Board will meet for organization on the 1st Monday in January following the date of the regular community college election. This meeting may be rescheduled at the discretion of the Chair and the Secretary in consultation with the President.
- b. Regular Meetings – Each year, the Board will announce the dates, times, and places of regular meetings. A meeting may be rescheduled at the discretion of the Chair and the Secretary in consultation with the President. An adjourned regular meeting may be reconvened for the transaction of business normally scheduled for the regular meeting.
- c. Special Meetings – Special meetings may be called by the Chair or by any 3 trustees by giving notice thereof in writing of the time, place, and purpose of the meeting.
- d. Public Notice Requirements –
 - For regular meetings, a public notice stating the dates, times, and places of its regular meetings must be posted within 10 days after the first meeting of the Board in each calendar or fiscal year.
 - For a change in schedule of regular meetings, a public notice stating the

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- new dates, times, and places of its regular meetings must be posted within 3 days after the meeting at which the change is made.
- For a rescheduled regular or a special Board meeting, a public notice stating the date, time, and place of the meeting must be posted at least 18 hours before the meeting.
 - A meeting that is recessed for more than 36 hours must be reconvened only after public notice has been posted at least 18 hours before the reconvened meeting.
- e. Transaction of Business – No business may be transacted except that for which the meeting is called, which must be stated in the agenda.

Board – Transaction of Business

The Board will transact all business at public legal meetings of the Board. No trustee will have power to act in the name of the Board outside of Board meetings.

Board Meetings – Rules of Order for Meetings

- a. Quorum – By statute, a majority of the full membership of the constitutes a quorum unless otherwise provided. When the vote is taken on any motion before the Board, the quorum present, a majority of the members voting will determine the outcome thereof, provided there are at least 4 affirmative votes. A quorum must be physically present to satisfy the requirement for a Board meeting to take place.

The Board may conduct a meeting under the Open Meetings Act without all participants being physically present in the same room. The meeting would be held through a speakerphone and audible to everyone in the room. (Goode vs. Department of Social Services 143Mich App 756 1985 and Office of Attorney General, no. 6835 January 13, 1995 provide for participation by a Board member in a Board meeting by telephone.)

- b. Obligation to Vote – Every member present is obligated to vote on all questions, motions, and resolutions submitted for action, unless the member advises the Chair of the desire to abstain. Whenever the vote is a tie, the question will be considered lost. The names of those voting yea or nay will be recorded, if desirable, through a roll call vote.
- c. Place of Meeting – Board meetings will be held at College offices, unless a

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different place is designated by resolution or in a notice of a special meeting.

- d. Order of Business – The usual order of business of the Board is as follows:
- I. Call to Order
 - II. Pledge of Allegiance
 - III. Roll Call
 - IV. Setting of the Agenda
 - V. Approval of Minutes
 - VI. Petitions and Communications from the Floor
 - VII. Reports
 - VIII. Old Business
 - IX. New Business
 - X. Information Item
 - XI. Miscellaneous
 - XII. Adjournment
- e. Motions – Rules of motion of the Board are as follows:
1. A motion is out of order while another motion is being discussed, unless it is an amendment to the motion under consideration. Exceptions are the motion to adjourn, to table a previous motion, or to refer the motion being discussed.
 2. A copy of all motions will be carefully recorded, as well as the names of those who make motions and those who support motions.
- f. Discussions – Discussions at Board meetings will be conducted as follows:
1. When non-Board members address the Board, the Chair will allot a person not more than 5 minutes for a report and 5 minutes for other business, unless the time is increased/decreased by majority consent of the Board.
 2. When Board members discuss a matter:
 - i. The member first addresses the Chair, then the entire membership in an audible voice.
 - ii. The Chair may stop any discussion that does not apply to the motion last made and may stop the discussion of a matter if the Board has previously agreed to confine discussion to a definite period of time, and that period of time has expired.
 - iii. Aside from such limitation, a member may speak without interference for such period of time as they deem necessary.

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- g. Call for a Vote – Any member of the Board may call for a vote on any question under discussion. Such a call may be overcome by a majority of Board members present.

Board Meetings – Supplementary Rules of Order

Except as provided above, the rules of parliamentary procedure in Robert's Rules of Order will govern the Board in its deliberations. Rules may be suspended at any meeting by a majority vote of Board members present.

Board Meetings – Citizen Participation

Rules related to citizen participation in Board meetings are as follows:

- a. Meetings of the Board are to be open to the public.
- b. Citizen communications to the Board must be addressed to the Board.
- c. Citizens who wish to present ~~any~~ matter of concern to the College are required to make written request to the Secretary ~~of to~~ the Board at least 1 week ~~prior to~~before the meeting. This will be presented under Miscellaneous in the agenda.
- d. Under special circumstances, and with the consent of a majority of the Board, the Chair may give visitors who have not presented a written request an opportunity to present to the Board. The Chair will allot a visitor, at the appropriate time, not more than 3 minutes unless the time is increased or decreased by the consent of the Board.

Board Meetings – Minutes of Proceedings

Rules related to the minutes of the proceedings of Board meetings are as follows:

- a. Minutes of the Board proceedings are prepared under the guidance of the Secretary and ~~emailed~~ provided by the Executive Assistant to the President to the members, when possible, at least 2 working days before the time of the next meeting.
- b. Action on the minutes of the preceding meetings will be approved by the Board as the first official act of the regular meeting. Approved minutes are signed by the Chair and the Secretary of the Board.
- c. The official minutes are available electronically from the President's office, on the College website, and in the College library under the direction of the Secretary of the Board.

Board Meetings – Records Available

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Records of meetings of the Board are available to citizens for inspection at the President's ~~o~~Office during business hours, may be found in the College library, or viewed on the College's website.

Policies

~~Policies may be revised, added to, or amended, at a regular meeting of the Board by a majority vote of the Board members. Proposed amendments may be voted on at any meeting following their presentation.~~

Moved to the "Authorities Delegated by the Board" section above.

~~The policies of the Board are to be available to the College community. Those related to students will be in the College catalog and/or the student handbook. All policies will be available to employees on the College intranet, as well as posted to the College website.~~

Moved to the "Authorities Delegated by the Board" section above.

Gifts

~~The Lake Michigan College Foundation (the Foundation) was established for the purpose of accepting gifts on behalf of the College. In the rare instance that a gift, at the donor's request, is made directly to the College, the College will defer to the acceptance guidelines in the Foundation's Gift Acceptance policy. The Board at its discretion may choose to accept or reject gifts made to the College instead of the Foundation.~~

Moved to the "Authorities Delegated by the Board" section above.

Community Use of Facilities

~~The trustees encourage the use of College facilities by the community it serves. College administration is authorized to enter into use and rental agreements with community groups as it sees fit. Rates charged and priorities for determining use are delegated to administration.~~

Moved to the "Authorities Delegated by the Board" section above.

Special Federal and State Grants

~~Federal and State grants, including fund matching grants, may be accepted by the College administration and reported to the Board as soon as possible at a regular meeting. Applications for grants and final acceptance of grants will be noted in the minutes of the Board meetings.~~

Moved to the "Authorities Delegated by the Board" section above.

Authorized Expenditures

~~The Board Chair and Treasurer are authorized by electronic signature to pay approved obligations. Signatures for checks, drafts, notes or orders drawn against designated depositories for various College funds will be valid only when an authorized electronic signature is used.~~

Moved to the “Authorities Delegated by the Board” section above.

Finance Reports

~~The CFO or designee is charged with making finance reports at most regularly scheduled Board meetings.~~

Moved to the “Authorities Delegated by the Board” section above.

Conflict of Interest

~~See Board Conflict of Interest policy.~~

Duplicate; already covered in “Board – Conflicts of Interest” section above.

Expense Reimbursement Policy

~~See Board Member Expense Reimbursement policy.~~

Duplicate; already covered in “Compensation and Expenses” section above.

Traffic Policy

~~See the Traffic policy.~~

Moved to the “Authorities Delegated by the Board” section above.

References:

Open Meetings Act Handbook

Traffic policy

Lake Michigan College Foundation Gift Acceptance policy

Authority to Bind the College to External Agreements policy

Board Member Expense Reimbursement policy

Debt & Continuing Disclosure policy

Finance Committee Charter policy

Board of Trustees Conflict of Interest policy

CLASS SCHEDULING

Office of Origin:	Academic Affairs
Responsibility:	Provost and Vice President of Academic Affairs
Original Date Adopted:	5-23-17
Dates Reviewed:	4-24-17, 9-15-21, 5-2-23
Last Date Board Approved:	5-23-17

~~Develop a student focused schedule of classes using block scheduling standards, supported by enrollment forecasting data, which supports the success of all students.~~

Provide students with accessible and efficient course options, ensuring that they can pursue their educational goals effectively while supporting faculty and staff in delivering high-quality instruction.

Guidelines

- Standard start times apply to Monday through Friday classes meeting at Benton Harbor, Niles, or South Haven campuses. Weekend classes and those taught at Allegan Technology Center and other off-site locations are exempt from standard start times and block schedule standards. Instructional minutes cannot be reduced regardless of location [or length of term](#).
- The Academic Dean must approve any deviation from the standard start times. ~~or block schedule.~~
- Classes 90 minutes or less do not require a break.
- Classes over 90 minutes require a 10-minute break.
- Classes 180 minutes or more require a 15-minute break.
- ~~Classes meeting **synchronously** for one or two [contact](#) hours per week can meet only one day per week.~~
- ~~Classes meeting **synchronously** for three **two** or more contact hours per week meet one or two days per week.~~
- **Synchronous classes with low contact hours generally meet on one day, and larger contact hour classes generally meet on two separate days, exceptions may be made for modality, course content needs, or other special circumstances.**
- **Synchronous classes** over five contact hours must meet more than one day per week.
- Classes meeting **synchronously** more than two days per week must be approved by the Academic Dean.
- ~~Classes starting after 3 p.m. must end before 6 p.m., with the exception of apprenticeship courses.~~

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- ~~Virtual Learning~~ Remote and FLE (Flexible Learning Environment) classes will follow the Benton Harbor Campus standard start/end times.
- Hybrid courses will align either their start or end time with the standard start/end time for the campus which the synchronous element will be taught.
- Co-op and internship scheduling will be determined collaboratively, considering the preferences and availability of the employer, student, and faculty.

~~Block~~ Schedule Exceptions

Courses that meet during non-standard times including those held off-site, clinical internships, Open Entry – Defined Exit or are concluded in 5 or 7 weeks are exempt. ~~from block scheduling~~. Otherwise, all courses will start and end at the standard times designated under the ~~block established~~ scheduling format, unless an exception is granted by the appropriate Academic Dean.

Conditions that may warrant an exception include:

- High contact hour courses for which meeting in one continuous period would be an impediment to student learning (e.g., a single-day, six-contact-hour class meeting once a week may not provide an optimal learning environment).
- ~~Certain Transitional Studies Courses:~~
- Courses that are co-requisites or that are linked, and students benefit from continuous sessions to avoid a 20-minute gap between sessions (e.g., MATH 122 and MATH 022A; MATH 095A 123 and MATH 095023A; ENGL 101 and ENGL 099A).
- Low contact hour courses that meet two days per week to align with co-requisite courses (e.g., MUSI165 MATH 095A).
- Applied music lessons and performance-based evening classes that are attached to a production.

~~All exceptions to the block scheduling format must be approved by the appropriate Academic Dean before their implementation.~~

~~Block Scheduling times for academic terms (14-week, 7-week, etc.) and campuses are maintained in the course scheduling software (CourseDog) and the Class Scheduling Procedure. These times are reviewed by the Academic Leadership Council every three years unless there is a need for additional changes.~~

~~10-Week Term Standard Start/End Times~~

~~Benton Harbor Campus: Course Meets Once a Week~~

Start Time	End Times					
	1 contact hour	2 contact hour	3 contact hour	4 contact hour	5 contact hour	6 contact hour

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	class= 84 Min	class= 168 min*	class= 252 min**	class= 336 min**	class= 420 min**	class= 504 min**
8:20 AM	9:44 AM	11:18 AM	12:47 PM	2:11 PM	3:35 PM	4:59 PM
9:15 AM	10:39 AM	12:13 PM	1:42 PM	3:06 PM	4:30 PM	5:54 PM
10:10 AM	11:34 AM	1:08 PM	2:37 PM	4:01 PM	5:25 PM	6:49 PM
11:05 AM	12:29 PM	2:03 PM	3:32 PM	4:56 PM	6:20 PM	7:44 PM
12:00 PM	1:24 PM	2:58 PM	4:27 PM	5:51 PM	7:15 PM	8:39 PM
12:55 PM	2:19 PM	3:53 PM	5:22 PM	6:46 PM	8:10 PM	9:34 PM
1:50 PM	3:14 PM	4:48 PM	6:17 PM	7:41 PM	9:05 PM	10:29 PM
2:45 PM	4:09 PM	5:53 PM	7:12 PM	8:36 PM	10:00 PM	
3:40 PM	5:04 PM	6:38 PM	8:07 PM	9:31 PM		
6:00 PM	7:24 PM	8:58 PM				
6:30 PM	7:54 PM	9:28 PM				
7:00 PM	8:24 PM	9:58 PM				
8:20 PM	9:44 PM					

Classes starting after 3 p.m. must end before 6 p.m. unless approved by the Academic Dean.

*Includes a 10 min break

**Includes a 15 min break

Benton Harbor Campus: Course Meets Twice a Week

	End Times							
Start Time	1 contact hour = 42 min	2 contact hour = 84 Min	3 contact hour = 126 min	4 contact hour = 168 min*	5 contact hour = 210 min*	6 contact hour = 252 min**	7 contact hour = 294 min**	
8:20 AM	9:02 AM	9:44 AM	10:36 AM	11:18 AM	12:05 PM	12:47 PM	1:29 PM	
9:15 AM	9:57 AM	10:39 AM	11:31 AM	12:13 PM	1:00 PM	1:42 PM	2:24 PM	
10:10 AM	10:52 AM	11:34 AM	12:26 PM	1:08 PM	1:55 PM	2:37 PM	3:19 PM	
11:05 AM	11:47 AM	12:29 PM	1:21 PM	2:03 PM	2:50 PM	3:32 PM	4:14 PM	

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12:00 PM	12:42 PM	1:24 PM	2:16 PM	2:58 PM	3:45 PM	4:27 PM	5:09 PM	
12:55 PM	1:37 PM	2:19 PM	3:11 PM	3:53 PM	4:40 PM	5:22 PM	6:04 PM	
1:50 PM	2:32 PM	3:14 PM	4:06 PM	4:48 PM	5:35 PM	6:17 PM	6:59 PM	
2:45 PM	3:27 PM	4:09 PM	5:01 PM	5:43 PM	6:30 PM	7:12 PM	7:54 PM	
3:40 PM	4:22 PM	5:04 PM	5:56 PM	6:38 PM	7:25 PM	8:07 PM	8:49 PM	
6:00 PM	6:42 PM	7:24 PM	8:16 PM	8:58 PM	9:45 PM			
6:30 PM	7:12 PM	7:54 PM	8:46 PM	9:28 PM				
7:00 PM	7:42 PM	8:24 PM	9:16 PM	9:58 PM				
8:20 PM	9:02 PM	9:44 PM						

Classes starting after 3:00 p.m. must end before 6:00 p.m. unless approved by the Academic Dean

*Includes a 10-minute break

**Includes a 15-minute break

Niles Campus: Course Meets Once a Week

	End Times						
Start Time	1 contact hour class = 84 Min	2 contact hour class = 168 min*	3 contact hour class = 252 min**	4 contact hour class = 336 min**	5 contact hour class = 420 min**	6 contact hour class = 504 min**	
8:00 AM	9:24 PM	10:58 PM	12:27 PM	1:51 PM	3:15 PM	4:39 PM	
9:50 AM	11:14 PM	12:48 PM	2:17 PM	3:41 PM	5:05 PM	6:29 PM	
11:40 AM	1:04 PM	2:38 PM	4:07 PM	5:31 PM	6:55 PM	8:19 PM	
1:30 PM	2:54 PM	4:28 PM	5:57 PM	7:21 PM	8:45 PM		
3:20 PM	4:44 PM	6:18 PM	7:47 PM	9:11 PM			
4:10 PM	5:34 PM	7:08 PM	8:37 PM				

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6:00 PM	7:24 PM	8:58 PM					
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Classes starting after 3:00 p.m. must end before 6:00 p.m. unless approved by the Academic Dean

*Includes a 10 minute break

**Includes a 15 minute break

Niles Campus: Course Meets Twice a Week

Start Time	End Times						
	1 contact hour class = 42 Min	2 contact hour class = 84 min	3 contact hour class = 126 min	4 contact hour class = 168 min*	5 contact hour class = 210 min*	6 contact hour = 252 min**	
8:00 AM	8:42 AM	9:24 AM	10:16 AM	10:58 AM	11:45 AM	12:27 PM	
9:50 AM	10:32 AM	11:14 AM	12:06 PM	12:48 PM	1:35 PM	2:17 PM	
11:40 AM	12:22 PM	1:04 PM	1:56 PM	2:38 PM	3:25 PM	4:07 PM	
1:30 PM	2:12 PM	2:54 PM	3:46 PM	4:28 PM	5:15 PM	5:57 PM	
3:20 PM	4:02 PM	4:44 PM	5:36 PM	6:18 PM	7:05 PM	7:47 PM	
4:10 PM	4:52 PM	5:34 PM	6:26 PM	7:08 PM	7:55 PM	8:37 PM	
6:00 PM	6:42 PM	7:24 PM	8:16 PM	8:58 PM	9:45 PM		

Classes starting after 3:00 p.m. must end before 6:00 p.m. unless approved by the Academic Dean

*Includes a 10 minute break

**Includes a 15 minute break

South Haven Campus: Meets Once a Week

Start Time	End Times						
	1 contact hour class = 84 Min	2 contact hour class = 168 min*	3 contact hour class = 252 min**	4 contact hour class = 336 min**	5 contact hour class = 420 min**	6 contact hour class = 504 min*	
8:00 AM	9:24 AM	10:58 PM	12:27 PM	1:51 PM	3:15 PM	4:39 PM	
9:15 AM	10:39 AM	12:13 PM	1:42 PM	3:06 PM	4:30 PM	5:54 PM	

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9:50 AM	11:14 AM	12:48 PM	2:17 PM	3:41 PM	5:05 PM	6:29 PM	
11:40 AM	1:04 PM	2:38 PM	4:07 PM	5:31 PM	6:55 PM	8:19 PM	
1:30 PM	2:54 PM	4:28 PM	5:57 PM	7:21 PM	8:45 PM		
1:50 PM	3:14 PM	4:48 PM	6:17 PM	7:41 PM	9:05 PM		
3:20 PM	4:44 PM	6:18 PM	7:47 PM	9:11 PM			
4:10 PM	5:34 PM	7:08 PM	8:37 PM				
6:00 PM	7:24 PM	8:58 PM					

Classes starting after 3:00 p.m. must end before 6:00 p.m. unless approved by the Academic Dean

*Includes a 10-minute break

**Includes a 15-minute break

South Haven Campus: Meets Twice a Week

Start Time	End Times					
	1 contact hour = 42 min	2 contact hour = 84 min	3 contact hour = 126 min	4 contact hour = 168 min*	5 contact hour = 210 min*	6 contact hour = 252 min**
8:00 AM	8:42 AM	9:24 AM	10:16 AM	10:58 AM	11:45 AM	12:27 PM
9:15 AM	9:57 AM	10:39 AM	11:31 AM	12:13 PM	1:00 PM	1:42 PM
9:50 AM	10:32 AM	11:14 AM	12:06 PM	12:48 PM	1:35 PM	2:17 PM
11:40 AM	12:22 PM	1:04 PM	1:56 PM	2:38 PM	3:25 PM	4:07 PM
1:30 PM	2:12 PM	2:54 PM	3:46 PM	4:28 PM	5:15 PM	5:57 PM
1:50 PM	2:32 PM	3:14 PM	4:06 PM	4:48 PM	5:35 PM	6:17 PM
3:20 PM	4:02 PM	4:44 PM	5:36 PM	6:18 PM	7:05 PM	7:47 PM
4:10 PM	4:52 PM	5:34 PM	6:26 PM	7:08 PM	7:55 PM	8:37 PM
6:00 PM	6:42 PM	7:24 PM	8:16 PM	8:58 PM	9:45 PM	

Classes starting after 3:00 p.m. must end before 6:00 p.m. unless approved by the Academic Dean

*Includes a 10-minute break

**Includes a 15-minute break

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8:20 AM	8:50 AM	9:20 AM	9:50 AM	10:30 AM	11:00 AM	11:35 AM	12:05 PM
9:15 AM	9:45 AM	10:15 AM	10:45 AM	11:25 AM	11:55 AM	12:30 PM	1:00 PM
10:10 AM	10:40 AM	11:10 AM	11:40 AM	12:20 PM	12:50 PM	1:25 PM	1:55 PM
11:05 AM	11:35 AM	12:05 PM	12:35 PM	1:15 PM	1:45 PM	2:20 PM	2:50 PM
12:00 PM	12:30 PM	1:00 PM	1:30 PM	2:10 PM	2:40 PM	3:15 PM	3:45 PM
12:55 PM	1:25 PM	1:55 PM	2:25 PM	3:05 PM	3:35 PM	4:10 PM	4:40 PM
1:50 PM	2:20 PM	2:50 PM	3:20 PM	4:00 PM	4:30 PM	5:05 PM	5:35 PM
2:45 PM	3:15 PM	3:45 PM	4:15 PM	4:55 PM	5:25 PM	6:00 PM	6:30 PM
3:40 PM	4:10 PM	4:40 PM	5:10 PM	5:50 PM	6:20 PM	6:55 PM	7:25 PM
6:00 PM	6:30 PM	7:00 PM	7:30 PM	8:10 PM	8:40 PM	9:15 PM	9:45 PM
6:30 PM	7:00 PM	7:30 PM	8:00 PM	8:40 PM	9:10 PM	9:45 PM	10:15 PM
7:00 PM	7:30 PM	8:00 PM	8:30 PM	9:10 PM	9:40 PM	10:15 PM	
8:20 PM	8:50 PM	9:20 PM	9:50 PM	10:30 PM	11:00 PM		

Classes starting after 3pm must end before 6pm unless approved by the Academic Dean

*Includes a 10 minute break

**Includes a 15 minute break

Niles Campus: Course Meets Once a Week

	End Times					
Start Time	1-contact hour class = 60 Min	2-contact hour class = 120 min*	3-contact hour class = 180 min**	4-contact hour class = 240 min**	5-contact hour class = 300 min**	6-contact hour class = 360 min**
8:00 AM	9:00 AM	10:10 AM	11:15 AM	12:15 PM	1:15 PM	2:15 PM
9:50 AM	10:50 AM	12:00 PM	1:05 PM	2:05 PM	3:05 PM	4:05 PM

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11:40 AM	12:40 PM	1:50 PM	2:55 PM	3:55 PM	4:55 PM	5:55 PM
1:30 PM	2:30 PM	3:40 PM	4:45 PM	5:45 PM	6:45 PM	7:45 PM
3:20 PM	4:20 PM	5:30 PM	6:35 PM	7:35 PM	8:35 PM	9:35 PM
4:10 PM	5:10 PM	6:20 PM	7:25 PM	8:25 PM	9:25 PM	
6:00 PM	7:00 PM	8:10 PM	9:15 PM	10:15 PM	11:15 PM	

Classes starting after 3pm must end before 6pm unless approved by the Academic Dean

*Includes a 10 minute break

Includes a 15 minute break

Niles Campus: Course Meets Twice a Week

	End Times					
Start Time	1 contact hour class=30 min	2 contact hour class=60 Min	3 contact hour class=90 min	4 contact hour class=120 min*	5 contact hour class=150 min*	6 contact hour class=180 min**
8:00 AM	8:30 AM	9:00 AM	9:30 AM	10:10 AM	10:40 AM	11:15 AM
9:50 AM	10:20 AM	10:50 AM	11:20 AM	12:00 PM	12:30 PM	1:05 PM
11:40 AM	12:10 PM	12:40 PM	1:10 PM	1:50 PM	2:20 PM	2:55 PM
1:30 PM	2:00 PM	2:30 PM	3:00 PM	3:40 PM	4:10 PM	4:45 PM
3:20 PM	3:50 PM	4:20 PM	4:50 PM	5:30 PM	6:00 PM	6:35 PM
4:10 PM	4:40 PM	5:10 PM	5:40 PM	6:20 PM	6:50 PM	7:25 PM
6:00 PM	6:30 PM	7:00 PM	7:30 PM	8:10 PM	8:40 PM	9:15 PM

Classes starting after 3pm must end before 6pm unless approved by the Academic Dean

*Includes a 10 minute break

**Includes a 15 minute break

South Haven Campus: Course Meets Once a Week

	End Times					
Start Time	1 contact hour class = 60 Min	2 contact hour class = 120 min*	3 contact hour class = 180 min**	4 contact hour class = 240 min**	5 contact hour class = 300 min**	6 contact hour class = 360 min**
8:00 AM	9:00 AM	10:10 AM	11:15 AM	12:15 PM	1:15 PM	2:15 PM
9:15 AM	10:15 AM	11:25 AM	12:30 PM	1:30 PM	2:30 PM	3:30 PM

Lake Michigan College Policy

9:50 AM	10:50 AM	12:00 PM	1:05 PM	2:05 PM	3:05 PM	4:05 PM
11:40 AM	12:40 PM	1:50 PM	2:55 PM	3:55 PM	4:55 PM	5:55 PM
1:30 PM	2:30 PM	3:40 PM	4:45 PM	5:45 PM	6:45 PM	7:45 PM
1:50 PM	2:50 PM	4:00 PM	5:05 PM	6:05 PM	7:05 PM	8:05 PM
3:20 PM	4:20 PM	5:30 PM	6:35 PM	7:35 PM	8:35 PM	9:35 PM
4:10 PM	5:10 PM	6:20 PM	7:25 PM	8:25 PM	9:25 PM	10:25 PM
6:00 PM	7:00 PM	8:10 PM	9:15 PM	10:15 PM	11:15 PM	

Classes starting after 3pm must end before 6pm unless approved by the Academic Dean

*Includes a 10 minute break

**Includes a 15 minute break

South Haven Campus: Course Meets Twice a Week

	End Times					
Start Time	1 contact hour class=30 min	2 contact hour class=60 Min	3 contact hour class=90 min	4 contact hour class=120 min*	5 contact hour class=150 min*	6 contact hour class=180 min**
8:00 AM	8:30 AM	9:00 AM	9:30 AM	10:10 AM	10:40 AM	11:15 AM
9:15 AM	9:45 AM	10:15 AM	10:45 AM	11:25 AM	11:55 AM	12:30 PM
9:50 AM	10:20 AM	10:50 AM	11:20 AM	12:00 PM	12:30 PM	1:05 PM
11:40 AM	12:10 PM	12:40 PM	1:10 PM	1:50 PM	2:20 PM	2:55 PM
1:30 PM	2:00 PM	2:30 PM	3:00 PM	3:40 PM	4:10 PM	4:45 PM
1:50 PM	2:20 PM	2:50 PM	3:20 PM	4:00 PM	4:30 PM	5:05 PM
3:20 PM	3:50 PM	4:20 PM	4:50 PM	5:30 PM	6:00 PM	6:35 PM
4:10 PM	4:40 PM	5:10 PM	5:40 PM	6:20 PM	6:50 PM	7:25 PM
6:00 PM	6:30 PM	7:00 PM	7:30 PM	8:10 PM	8:40 PM	9:15 PM

Classes starting after 3pm must end before 6pm unless approved by the Academic Dean

*Includes a 10 minute break

**Includes a 15 minute break

References:

Formerly Titled: **Block Scheduling Policy**

DISTANCE EDUCATION (POLICY)

Office of Origin: Academic Affairs
Responsibility: Provost and Vice President of Academic Affairs
~~Original~~ Date Adopted: 11-26-13
Dates Reviewed: 11-08-16, 9-15-21(C)
Last Date ~~Modified & Board~~ Approved: 3-28-17

All courses ~~in which 75% or more of the course content is~~ delivered ~~online or~~ via other distance delivery methods must comply with the ~~procedural~~ standards for course design, faculty training, course ~~management~~ delivery, and course review set forth in the ~~Distance Education Handbook~~ [College's Distance Education Procedure](#). Distance education courses must be equivalent in content and student learning ~~objectives/outcomes to the same courses offered in face-to-face format~~ [face-to-face sections of the same courses, and provide regular and substantive interaction between students and instructors](#). Faculty teaching distance education courses must possess the same qualifications as those required for ~~traditional face-to-face~~ sections of the same courses and must complete the College's distance education training or equivalent. ~~The Distance Education Manager must approve any~~ All courses delivered under the auspices of this policy [will regularly undergo an appropriately rigorous review process, defined in the -College's Distance Education Procedure](#), to assure that all standards for course design, ~~delivery~~, faculty training, [course delivery](#), and course review have been met ~~prior to offering the course via distance education~~. In addition, all distance education courses must comply with the federal definition of a credit hour, as documented in the Credit Hour Definition and Program Length policies.

References: Distance Education [Handbook Procedure](#) and
Credit Hour Definition and
Program Length Policy
[Glossary of HLC Terminology](#)

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EMERGENCY PREPAREDNESS AND RESPONSE

Office of Origin: Facilities Management
Responsibility: Executive Director, Facilities Management
Original Date Adopted: 4-28-09
Dates Reviewed: 6 25-18, 7-13-18
Last Date Board Approved: 7-13-18

Lake Michigan College (~~the College~~) is committed to providing a safe environment ~~that is conducive to the pursuit of academic excellence~~. Pursuant to its obligations under Federal, State and local laws/regulations, the College has established Emergency Preparedness and Response Plans and Procedures that provide protective measures for the health and safety of students, residents, ~~faculty/staff~~, **employees**, and guests during an emergency situation.

The College, through its partnerships with Emergency Management ~~Professionals~~, will continue to ~~upgrade~~ **maintain the currency of** the **policies**, plans, and procedures and will ~~publicize~~ publish in a manner that reaches students, residents, ~~faculty/staff~~, **employees**, and guests.

In the event of an emergency that impacts instruction, each Program/Discipline Chair/Director will develop a plan for impacted areas of study. These plans will include all modalities of instruction, including in a comparable space with necessary equipment. Final plans require approval of the Provost & Vice President of Academics. Students will be made aware of changes to classroom formatting verbally and in writing, with updates as needed. In the event of the emergency requiring a change to a course modality, the College will notify students impacted to assure continuity of educational services.

Plan and procedures effectiveness will be ~~monitored~~ **achieved** through routine ~~testing of~~ practice drills.

References: Emergency Preparedness and Response Plan and Procedures

RESIGNATION POLICY

Office of Origin: Human Resources
Responsibility: Executive Director, Human Resources
Original Date Adopted: 09-27-2005
Dates Reviewed: 7-12-18, 7-28-21, [x-x-24](#)
Last Date Approved by Board: 9-21-21

To meet the operating needs of Lake Michigan College (the College), a reasonable period of advance notice is necessary to facilitate the replacement process for the voluntary separation of an employee by resignation or retirement.

All resignation or retirement notices must be submitted in writing to Human Resources (HR.) The [Voluntary Resignation Form](#) may be used for this purpose.

~~Administrative, Professional/Technical, and Classified Exempt and non-exempt~~ staff must provide advance notice to the employee's direct supervisor with a copy to HR at least ~~14 calendar days~~ 2 weeks prior to the effective date. ~~Employees in Director level and above positions~~ Cabinet members must submit advance notice at least 4 weeks ~~28 calendar days~~ prior to the effective date.

~~The advance notice period must include at least 14/28 calendar days of time actually worked.~~ Vacation, personal days, and/or sick leave ("paid time off") may be included in the advance notice period as long as at least the final 2 or 4 full, regularly scheduled work weeks (based upon position) ~~14/28 calendar days~~ are actually worked. ~~Time off requests will remain subject to supervisory approval and department needs.~~ Paid time off may not be included in the advance notice period requirement as a means to shorten the ~~required 2 or 4 weeks~~ ~~14/28 calendar days~~, unless express permission to do so is given by the Executive Director, HR due to extraordinary circumstances.

All unused paid time off is forfeited upon any type of separation from employment, and ~~will is~~ will not ~~be~~ paid out to the employee.

Failure of an employee to provide the required advance notice will result in the employee being ineligible for rehire, and could impact the employee reference.

Lake Michigan College Policy

Any employee who is absent from work for 3 consecutive days without approval may, at the College's discretion, be deemed to have resigned without notice, unless the employee can show that a request for approval was not possible due to circumstances beyond the employee's control.

Supervisors must submit an employee's request to rescind a resignation to HR, the supervising Cabinet member, and the President for approval.

References:

Attachment: [Voluntary Resignation Form](#)

DRAFT

MILEAGE REIMBURSEMENT

Office of Origin:	Finance
Responsibility:	Executive Director, Finance
Original Date Adopted:	09-27-05
Dates Reviewed:	01-15-12, 12-11-17, 09-30-20, 11-1-23 (C)
Last Date <u>Board</u> Approved:	09-30-20

~~To equitably reimburse~~ Lake Michigan College (the College) will reimburse employees for business-related mileage, using the mileage reimbursement amount rate will be the amount in effect as of on the date of travel as published by the Internal Revenue Service.

Mileage reimbursement is generally limited to the most direct and "usually-traveled" route considering the employee's time. That portion of travel that is not in the best interest of the College (e.g., a detour for personal reasons) will not be approved/reimbursed.

Mileage is calculated as follows:

- Departing from home on a normal workday for another location for work: reimbursed for round-trip mileage in excess of the employee's daily round-trip commute mileage.
- Departing from home outside of normal working hours for work: reimbursed for the round-trip mileage from home to that location.
- Travel between work sites (e.g., one campus to another) on the same day: reimbursed for miles in excess of the employee's daily round-trip commute mileage. Daily commute based on initial assignment location.

Mileage reimbursement as defined above is not taxable income. Reimbursement for commuting – defined as travel between an employee's home and regular place of work – is taxable income and would be included on employee Form W-2.

Edustaff employees and employees of other companies working at the College should contact Human Resources with questions.

References:

Department Reports

ACADEMIC AFFAIRS

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

Dr. Flowers updated the Board on the following Academic Affairs items:

- Spring break begins next week, and the students and faculty are ready for a break
- Dr. Whitten and Dr. Flowers have been hosting AA and SA lunches this semester with various departments to increase communication.

ACADEMIC EXCELLENCE

On November 9, students of **Susan Wilczak**, Art Lecturer, joined her at the Mendel Center to engage with the works of art there. **Ms. Wilczak** has been using art in the LMC collection for hands-on experience with her students in Art Appreciation I.



November 10-19, Theatre students in the Visual and Performing Arts Department performed Kimberly Belflower's play *John Proctor is the Villain*, along with guest artist Michael Bond, senior production manager at the Acorn Theatre.



I-r: Michael Bond, *Danielle Jacobson*, *Natalie Rieli*, *Einra Leie Baker*, *Tyena Taylor*, *Victoria Fox*

November 15, Visual and Performing Arts produced a staged reading of Arthur Miller's *The Crucible* in connection with their fall production. Guest artist Kelsey Trux directed a cast including full-time Theatre Faculty, **Dr. Patrick King**.



Clockwise from top left: *Max Babcock*, *Victoria Fox*, *Tyena Taylor*, *Danielle Jacobson*, *Michael Bond*, *Tayah Lewis*, *Kara Shepard*, *Emma Stoppenbach*, *Andy Beeson*, *Kyle McAndrew*, *Einra Leie Baker*, *Natalie Rieli*, *Shay Beeson*

On November 29, the VPA Department presented a Rock/Pop and Jazz concert to an enthusiastic audience in the Hanson Theatre. The Rock/Pop group is directed by **Don Savoie**, part-time music instructor. The Jazz Band is directed by part-time

music instructor, **Danny Lopez**.



On December 1, the VPA Department presented a student recital in the Hanson Theatre. The recital was coordinated by Visual and Performing Arts Administrative Assistant, **Mindy McCaffrey**, **Dr. Robert Lunn**, Director of Music and Chair of Visual and Performing Arts, and **Rebecca Derbas-Selvidge**, Music Lecturer.



On December 6, the VPA Department presented a Holiday Collage Concert featuring performances by music ensembles as well as a dramatic reading by a drama student. The music ensembles included the Vocal Chamber Ensemble and Concert Choir, directed by Music Lecturer, **Rebecca Derbas-Selvidge**, the Jazz Band directed by part-time Music instructor, **Danny Lopez**, and the Instrumental Chamber Ensemble directed by part-time Music instructor, **Dr. Abigail Koo**. **Dr. Patrick King**, Theater instructor, directed the dramatic reading. The event was coordinated by VPA Administrative Assistant, **Mindy McCaffrey** and **Dr. Robert Lunn**, Director of Music and Chair of the VPA Department.



On December 7, the VPA Department presented a Drama Showcase in the Hanson Theatre in front of an appreciative audience. The showcase was organized and directed by Theater Faculty, **Dr. Patrick King**.



On January 27, the VPA Department hosted Brevard College faculty member and certified fight choreographer Dan Toot for a full-day workshop focused on best practices in hand-to-hand stage combat for Theatre majors. Professor Toot also staged fights for the forthcoming spring musical production, *The Lightning Thief*.

COMMUNITY IMPACT

On December 3, the Vocal Chamber and Concert Choir teamed up to give a concert entitled, "The Magnificent and Mysterious Sounds of the Season," at the St. Joseph First United Methodist Church. Both choirs are directed by **Rebecca Derbas-Selvidge**, Music Lecturer.



On December 10, the Southshore Concert Band gave a holiday concert on the Mainstage at the Mendel Center in front of a large audience. The band is directed by part-time music instructor, **Dale Reuss** and is comprised of community members and LMC Students.



On December 17, the VPA Department presented a Music Gala honoring current music scholarship students, alumni, as well as donors. There was also a special dedication of the Sizer Band and Choir Rehearsal Studio with Carol Sizer in attendance. Alumni *Maggie Martin, Madelyn Ostenson* and *Brandon Yenchus* performed in this concert, along with current students, *Lydia Bates, Andrew Lunn,* and *Landon Mitchell*. Faculty performances included part-time Music instructor **Alexandra Lee, Dr. Robert Lunn**, Director of Music and Chair of the Visual and Performing Arts, and **Rebecca Derbas-Selvidge**, alum and current Music Lecturer. The event was coordinated by VPA Administrative Assistant, **Mindy McCaffrey**.



On February 4, the VPA Department presented a faculty recital by part-time music instructor **James Alexander**. The concert took place in the Hanson Theatre and featured new works composed for the cello.



On February 15, Biology Faculty **Dr. Jessica Beachy** and Lab Coordinator **Ms. Lee DiVita**, participated in the second annual event celebrating the UN International Day of Women and Girls in Science at Fernwood Botanical Garden. The event was held from 1:00-4:00 pm in their Education Building. An interactive display with specimens, experiment demonstrations, and information on careers in science and programs at LMC were available. Fernwood provided craft tables, information on prominent female scientists and a guided nature hike. The event was well attended by both children and adults, and we had an enjoyable afternoon talking about science and the great opportunities available at Lake Michigan College. We continue to develop an excellent partnership with Michelle McCoskey, the Fernwood Education Director.



EMPLOYEE EXPERIENCE

January 4-7, 2024, **Dr. Erik Mortenson**, full-time English Faculty, moderated the panel "Can We Teach the Beat Generation?" at the Modern Language Association (MLA) convention in January. The panel was based on **Dr. Mortenson's** recent book, co-edited with Tony Trigilio, titled *The Beats and the Academy: A Renegotiation* (Clemson University Press, 2023).

The Modern Language Association convention enables members of the profession to share their ideas and research with colleagues from other universities and colleges, as well as with those in related fields and professions.

On January 15, **Dr. Linwood Whitten** and **Dr. Ken Flowers** kicked off the first of many scheduled "Lunch & Conversation Sessions with Ken & Linwood". These engaging gatherings aim to foster deeper connections among faculty and staff by providing a platform for sharing personal insights. By nurturing a sense of community, the goal is to strengthen our team dynamics and enhance collaboration.

STUDENT SUCCESS

Spring 2023 Nursing graduate cohort accomplished 100% pass rate on the NCLEX-RN exam on first attempt! The 2023 Michigan first-take pass rate is 88.5% and National average was 88.6%. Pictured below are the Nursing graduates from May 2023. Way to go, grads!



On February 13, 35 students attended the first orientation for the new LMC chapter of the National Society of Leadership and Success. In-person and online orientation opportunities were offered with a second event scheduled during the week of February 19 at the South Haven campus. Currently, the chapter has 129 student members. **Dr. Linwood Whitten**, Vice President of Student Affairs, attended the event and provided some remarks. NSLS Chapter advisors are **Dr. Tiffany Bohm**, full-time Political Science Faculty, **Melissa Grau**, Executive Director, Intercollegiate Athletics and Campus life, and our new Student Life Coordinator, **Sarah Thomas**. Upcoming events include a Scholarship Assist night, a Success Networking night, a speaker broadcast (featuring Deion Sanders, American football coach and former professional football and baseball player) and an induction ceremony on Thursday, April 25.

The National Society for Leadership and Success is a national organization and founded with a passion for building leaders who make a better world. The NSLS is also known as Sigma Alpha Pi and is the nation's largest leadership honor society with over 700 chapters at colleges and universities. After completing the first level of leadership (about 10 hours - see below), students are inducted and eligible for over \$400k in scholarships.

STUDENT AFFAIRS

*Dr. Linwood B .Whitten, Vice President of Student **Affairs***

Dr. Whitten provided a short update on Student Affairs:

- During LMC Day Dr. Whitten held a workshop with the Student Affairs division on belonging. The workshop was well received.
- The college joined a new student leadership association which will assist with Student Government. The association is called the National Student Leadership Society (NSLS).

Academic Excellence

Housing

Tutoring Promotion: Beckwith Hall continues to promote educational wellness through resources like tutoring. As struggling areas arise, we will bring in tutors that could better majorities of residents. This information is also collected during intentional conversations which are hosted three times per semester.

Student Success

Athletics

Women's Basketball is 5-18 overall with a 3-6 conference record so far. Their next game is February 21 at home vs. Kellogg Community College where they will be hosting the Hunger Games, Talon Tough, and Sophomore night events.

Men's Basketball is 8-13 overall with a 3-6 conference record so far. Their next game is February 21 at home vs. Kellogg Community College where they will be hosting the Hunger Games, Talon Tough, and Sophomore night events.

February 18 Volleyball started their spring season at the South Suburban Event and went 2-0 over the weekend.

Campus Life

January 22 and 24 Campus Life had Spring Club/Resource Week at the Benton Harbor Campus and January 25 at the South Haven Campus. We had approximately 14 Club/Resources present to meet with students and discuss opportunities on campus. If the students stopped at three or more tables, they received a meal voucher at the Hawk's Nest Café.

We collaborated with Diversity, Equity, & Inclusion (DEI) the month of January to honor Martin Luther King Jr. There were many great events available to our student population including the Community Breakfast, Community Expo, National State of Civil Rights, and Laila Ali dinner/speaker series. DEI did a great job organizing these events and we helped to promote these events to our student population.

February 1, ***Sarah Thomas***, Student Life Specialist joined the Student Life team. With her help we were able to put together a great Cookies, Cards, and Candy event for Valentine's Day. Students were able to write Valentine messages to that special someone and present them with a gift as well. Free cookies and strawberry lemonade were available as a special

treat. We are very excited about the great Student Life events we have planned for the upcoming months.

The Stall Street journal is continuing to be updated monthly. QR codes are posted in all bathrooms so that students can scan and get up-to-date event listings. This will continue throughout the spring term and take a brief pause during summer term and then resume in the fall.

Housing

Holistic Learning: Housing has been working closely with facilities member, Curt Grier, on crafting a new section of the Housing Handbook dedicated to step-by-step learning for residents regarding household care.

Intentional Conversations: Students have been connecting with their designated RAs on topics such as wellness, academic needs/advisement, and future planning.

Room Health and Safety Inspections: Room Inspection violations have been decreasing since the beginning of the year. Health and cleanliness continue to rise, but we are working to expedite this rise for next year with more educational resources.

Diversity, Equity & Inclusion (DEI)

The office of Diversity, Equity, and Inclusion as a part of its student focused activities participated in the three days of the College Winter Club Rush. Information tables were set up at the Benton Harbor campus. Information was disseminated regarding the Diversity, Equity & Inclusion Student Multicultural Club. Dean, **Cam Herth** was present along with his part time Administrative Assistant, **Jordyn Swinehart** were successful in signing up forty students interested in participating in student multicultural activities and events. In addition, we have introduced two new clubs, Men of Merit and Women of Distinction. In response to the underserved student populations that comprise these Diversity, Equity & Inclusion clubs our efforts will serve to increase the enrollment and retention of these underrepresented students on our campuses.

Community Impact

Admissions

2023-24 has been a solid recruitment and enrollment year with greater numbers of new students across multiple markets. The Admissions Department followed a great fall enrollment cycle with a positive spring semester, enrolling eight percent more students (year over year) in four percent more billable hours.

Our goals, to reach and enroll more high school and transfer students, were achieved through a combination of old school methods: more high school return visits (to some 50

schools), and multiple campus events (bus visits most Fridays and campus tours every Tuesday and Thursday afternoon). We used TargetX technology tools to reach people through email, text, and direct phone calls.

We worked with the Financial Aid Department to host on-campus FAFSA nights and expanded our email campaigns to reach an average of 7,500 potential students each month. Efforts in late 2023 led to an increase of just over 200 more students to begin 2024.



Head Count-- Fall v Fall	Fall 2023	Fall 2022	% Change
First-time in any College	521	431	21%
Transfer	193	161	20%
Continuing (<i>returning students</i>)	1,014	1,116	-9%
Re-entering (<i>returning after one year</i>)	95	104	-9%
Guest Student	23	37	-38%
Personal Interest	33	31	6%
Middle College	271	296	-8%

Dual Enrollment-High School	985	795	24%
Totals	3,135	2,971	6%
Billing Hours	Fall 2023	Fall 2022	% Change
First-time in any College	6,652	5,198	28%
Transfer	1,886	1,658	14%
Continuing	10,440	11,710	-11%
Re-entering	775	871	-11%
Guest Student	159	206	-23%
Personal Interest	180	150	20%
Middle College	2,938	3,207	-8%
Dual Enrollment-High School	4,943	3,787	31%
Grand Total	27,973	26,787	4%

As of February 19, the upcoming fall 2024 numbers are above the five-year trend curve.

New Accepted Fall 24 Applicants

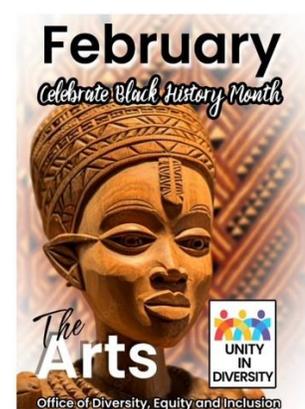
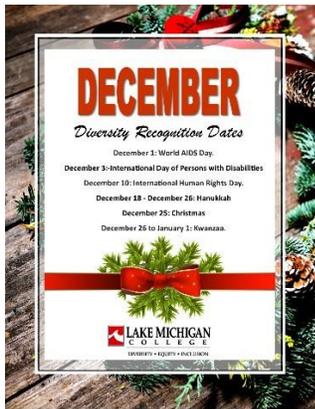
Each year	Fall 2019	Fall 2020	Fall 2021	Fall 2022	Fall 2023	Fall 2024
19 Feb	945	825	594	646	671	748

With a shrinking pool of high school graduates and a growing number of non-traditional, under-credentialed adults in the Lake Michigan College district, the College Admissions Department is taking steps to adapt and expand our recruitment efforts. In this changing environment, the College needs to grow by reaching both new and different types of students. We are planning on expanding efforts to reach more high school students in a larger geographic region (specifically Indiana and Eastern Michigan), create campaigns to communicate our value to working adults in our service area, and reach more employers and community leaders with more visits and media.

Diversity, Equity & Inclusion (DEI)

The office of Diversity, Equity & Inclusion continues to play an active role in the communities of Benton Harbor, Saint Joseph, and Niles. Community outreach includes responsibilities on the planning committee for the Unified Civic Monument Project and various educational and community partnerships in addition to the Diversity, Equity & Inclusion public awareness efforts at our satellite campuses.

The Office of Diversity, Equity & Inclusion produced monthly multicultural education and celebration materials such as flyers, posters, book marks, banners, brochure format and enlarged as a 20x30 poster shared with students, faculty, and staff. Our trifold brochures are available for the LMC Community at the Niles site, and South Haven campus as well as the main campus. Distribution sites have been established on the third floor break room in the main building in addition to the Mendel Center, Hanson Center, Todd Center and the Residence Hall. We have developed an audio /video informational tool called DEI HiLights. This educational media records and shares video stories and reflections related to DEI topics and shares on the DEI share page.



Educational Opportunity Center

The Educational Opportunity Center (EOC) submitted the 2022-2023 Budget Period APR (Annual Performance Report). We are happy to announce that we have exceeded our number of participants funded to serve and have exceeded all of our approved objectives. This is an important year for meeting objectives, as this year marks the first year that programs will be assessed for points. This year, the Educational Opportunity Center received the maximum amount of Prior Experience Points for the budget year. The

Following graphic describes the points earned for each objective:

EOC Objective	Maximum Points	Approved Project Rate	Attained Project Rate	PE Points Earned
Total Funded Number to Serve	3	90% of 1,097 participants	1,104 participants (101%)	3
Secondary School Diploma (Received)	3	15%	18%	3
Financial Aid Applications (Completed)	2	40%	44%	2
Postsecondary Education Admissions (Applications Completed)	2	40%	51%	2
Postsecondary Enrollment	5	20%	36%	5
TOTAL POINTS	15			15

We look forward to another successful year!

Housing

DEI Programming: Informational bulletin boards, movie nights, and reflections chats have been dedicated to Black History Month with further education opportunities advertised.

Healthy Relationship Educational Programming: Informational bulletin boards and resources have been posted around Beckwith Hall towards sexual education, and relationship safety. This has also been promoted through programming.

The Beckwith Hall Food Pantry: The pantry has been updated to include a fridge. This allows for healthier, perishable food items, like meat, milk, fruits, and vegetables, to be added to the resources provided to the residents.

As of February 20, 2024

Employment Report:

Positions Posted or in the Hiring Process:

- Director of Upward Bound
- Generalist, Financial Aid
- Health Sciences Simulation Lab Tech Support Specialist
- Pre-College Coordinator/Advisor, Upward Bound
- Utility (Part-time) – 2 openings
- Viticulturist

New Hires:

- Maintenance Technician – Eric Rock (expected start date 3/4/24)
- Office Manager, Upward Bound (Grant-funded, Part-time) – Elena Rockette

Position changes:

- Banner Analyst/Application Programmer – Nathan Shuler

Separation:

- Kesha Jones – Pre-College Coordinator/Advisor, Upward Bound
- Tevin Bridgwater – Generalist, Financial Aid

Lake Michigan College
Income Statement (Operating & Auxiliary Funds ONLY)
January 31, 2024

	FY_2024			FY_2023		
	Actual Year-to-Date	Budget - Entire Year	YTD % of budget*	Actual Year-to-Date	Actual - Entire Year	YTD % of budget*
Revenues						
Tuition & Training Revenue, Net	\$ 9,163,000	\$ 9,514,000	96%	\$ 8,567,000	\$ 9,230,000	93%
Property Tax Revenue, Net	16,855,000	20,038,000	84%	15,354,000	18,469,000	83%
State Appropriations - Base	2,299,000	6,218,000	37%	2,178,000	5,991,000	36%
State Appropriations - MPSERS	588,000	588,000	100%	426,000	1,767,000	24%
Interest Income	580,000	626,000	93%	152,000	512,000	30%
Other Revenue	261,000	624,000	42%	233,000	502,000	46%
Beckwith Hall	838,000	639,000	131%	725,000	590,000	123%
Mendel Center	(430,000)	(906,000)	47%	(426,000)	(679,000)	63%
Winery Management	-	-	-	-	-	-
Auxiliary Operations, Net	408,000	(267,000)	-153%	299,000	(89,000)	-336%
Funding from Foundation	-	153,000	0%	991,000	991,000	100%
TOTAL REVENUE	\$ 30,154,000	\$ 37,494,000	80%	\$ 28,200,000	\$ 37,373,000	75%
Expenses						
Labor Costs	\$ 14,762,000	\$ 25,671,000	58%	\$ 14,333,000	\$ 25,291,000	57%
Services	1,492,000	2,318,000	64%	1,190,000	2,352,000	51%
Building Costs	1,657,000	3,065,000	54%	1,832,000	2,992,000	61%
Licensing, Training/Travel, & Other	1,542,000	2,696,000	57%	1,341,000	2,294,000	58%
Supplies	555,000	916,000	61%	455,000	815,000	56%
TOTAL EXPENSES	\$ 20,008,000	\$ 34,666,000	58%	\$ 19,151,000	\$ 33,744,000	57%
REVENUE LESS EXPENSES	\$ 10,146,000	\$ 2,828,000		\$ 9,049,000	\$ 3,629,000	
Depreciation	2,853,000	2,643,000		2,754,000	4,911,000	
Interest Expense	252,000	-		262,000	418,000	
Transfers	-	-		-	(413,000)	
REVENUE LESS EXPENSES & OTHER	\$ 7,041,000	\$ 185,000		\$ 6,033,000	\$ (2,113,000)	

* - Board approved budget as adjusted for revisions

For Informational Purposes:

Property Taxes for Capital Millage	\$ 4,588,000	\$ 5,178,000	89%	\$ 4,203,000	\$ 4,929,000	85%
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Lake Michigan College
Balance Sheet (General & Restricted Funds)
January 31, 2024

	1/31/24	1/31/23	Change	
Reserve - 120 Days Cash on Hand	12,360,000	10,920,000	1,440,000	13%
Reserve - Debt Service	3,835,000	3,818,000	17,000	0%
Reserve - MPSERS Board Designated	1,767,000	977,000	790,000	81%
Reserve - AEP Litigation Reserve	1,245,000	745,000	500,000	67%
Reserve - LMC Promise Designated Fund	500,000	625,000	(125,000)	-20%
Cash & Investments - Designated - Reserves	\$ 19,707,000	\$ 17,085,000	\$ 2,622,000	15%
Cash Undesignated *	16,320,000	16,343,000	(23,000)	0%
Investments	14,113,000	13,342,000	771,000	6%
Accounts Receivable, Net	6,273,000	4,672,000	1,601,000	34%
Prepaid Expenses & Other Assets	696,000	577,000	119,000	21%
Fixed Assets, Net of Depreciation	86,420,000	89,255,000	(2,835,000)	-3%
Total Assets	\$ 143,529,000	\$ 141,274,000	\$ 2,255,000	2%
Payables	\$ 5,413,000	\$ 4,829,000	\$ 584,000	12%
Deferred Revenues	1,706,000	280,000	1,426,000	509%
Debt	28,400,000	31,777,000	(3,377,000)	-11%
Pension Liability, Net	19,505,000	20,616,000	(1,111,000)	-5%
Total Liabilities	55,024,000	57,502,000	(2,478,000)	-4%
Net Assets	88,505,000	83,772,000	4,733,000	6%
Total Liabilities + Net Assets	\$ 143,529,000	\$ 141,274,000	\$ 2,255,000	2%

* includes capital millage proceeds

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

1/31/24

Operating Activities:

Cash Received from Property Taxes - Operational	\$ 16,855,000
Cash Received from Tuition	7,929,000
Cash Received from Appropriations	2,887,000
Cash Received from Foundation, Grants & Fundraising	59,000
Cash Received from Other Operations	143,000
Cash Received from Grant Admin Fees	58,000
Cash Received from Interest	580,000
Cash Received from (Paid for) Auxiliary Operations	440,000
Cash Paid to / on behalf of Employees	(14,086,000)
Cash Paid to Vendors	(5,609,000)
Cash Paid (Received) from Restricted Funds	-
Cash From Operations	\$ 9,256,000

Investing Activities:

Cash Received from Property Taxes - Capital Millage	4,302,000
Cash Paid for Capital Assets	(776,000)
Cash on Hand (Used) for Capital Assets	\$ 3,526,000

Financing Activities:

Paid on Debt - Principal	(398,000)
Paid on Debt - Interest	(197,000)
Cash Paid on Debt	\$ (595,000)

Net Increase (Decrease) in Cash	\$ 12,187,000
Cash at beginning of year	\$ 37,953,000
Cash at January 31, 2024	\$ 50,140,000

ADJOURNMENT MOTION by Mr. Dissette with support by Ms. Johnson to adjourn the Regular Meeting of the Lake Michigan College Board of Trustees at 5:08 p.m.

Vicki M. Burghdoff
 Vicki Burghdoff
 Lake Michigan College Board Chair