

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, Joan Smith, Debra Johnson, and Mark Weber

SETTING OF THE AGENDA

Board Chair John Grover stated that agenda stands as presented.

APPROVAL OF MINUTES

The minutes from the of the September 19, 2023 Board meeting were approved as presented with a voice vote by all trustees present.

PETITIONS AND COMMUNICATIONS FROM THE FLOOR

PRESIDENT'S REPORT

Dr. Ken Flowers represented Dr. Kubatzke at the board meeting and invited Mr. Jeremy Burleson, Associate Dean, South Haven Campus and Select Academic Program, to say a few words about the South Haven Campus. Mr. Burleson introduced Keri McGarr, Campus Support Specialist and thanked the Board for coming to the campus. Mr. Burleson highlighted the following:

- The campus has seen an influx in student on campus due to the return of more face-to-face classes as well as the newly remolded Hawk's Nest area.
- Room 216 has been converted into the Esports room and eight high schools in the area will be using the room for competitions.
- Room 141 and 142 has recently updated to accommodate large groups for meetings.
- On November 6, the CDL program begins with classes running every 3 weeks.
- The 3rd Annual South Haven Trunk or Treat was scheduled for October 27
- On February 2, 2024 the Marine Maintenance Technician is slated to begin.

Mr. Al Pscholka, Executive Director, Community & Governmental Relations, shared labor market information with the board. Mr. Pscholka mentioned that there are 2,600 less workers in the tri-county area since COVID.

NEW BUSINESS

A-WING ROOF REPLACEMENT

The Main Building A-Wing Roof Replacement project was authorized at the September 19,2023 meeting for a total overall project budget \$153,000. However, the total did not include the associated design fees for the project. The total sum of construction, design fees and 7% contingency for the project, effectively increases the total by \$18,790.

		Budget
Construction	Division 7 Building Contractors, Inc.	\$143,800
Design Fees	Progressive AE	\$16,750
Contingency	7%	\$11,240
	Total Project	\$171,790

ACTION:

The College Administration recommends that the Lake Michigan College Board of Trustees authorize a revised total project budget of \$171,790 for the Main Building A-Wing Roof Replacement project.

MOTION by Mr. Weber with support by Mr. Dissette to approve the revised total project budget of \$171,790 for the Main Building A-Wing Roof Replacement projects.

ROLL CALL VOTE

Chair Grover asked the board secretary for a roll call vote.

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

Nays: None

MOTION APPROVED



LAKE MICHIGAN[®]

C O L L E G E

Board of Trustees 2024 Meeting Calendar
For Approval 10.24.23
Regular meetings begin at 5:00 pm
Board planning workshop begins at 3:00 pm

No Meeting in January

February 6, 2024
½ Day Retreat

March 5, 2024

April 16, 2024

May 21, 2024

June 18, 2024

No meeting in July

August 20, 2024

September 17, 2024

October 22, 2024

No meeting in November

December 10, 2024

MOTION by Ms. Burghdoff with support by Ms. Smith to approve the proposed Board of Trustee 2024 meeting calendar.

ROLL CALL VOTE

Chair Grover asked the board secretary for a roll call vote.

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

Nays: None

MOTION APPROVED

FIVE-YEAR CAPITAL OUTLAY PLAN - STATE OF MICHIGAN SUBMISSION

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

ACTION:

We recommend that the Lake Michigan College Board of Trustees approve the submission of the FY' 25 Five-Year Capital Outlay Plan, as proposed.

MOTION by Mr. Weber with support by Ms. Johnson to approve the submission of the FY'25 Five-Year Capital Outlay Plan.

ROLL CALL VOTE

Chair Grover asked the board secretary for a roll call vote.

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

Nays: None

MOTION APPROVED

MEDICAL INSURANCE BENEFITS RENEWAL

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

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

The College's Health Benefits Taskforce (HBT) met twice with Gallagher to review and assess the market analysis. Based on that assessment, the HBT recommends the following carriers for approval:

- **Medical/Rx** – continue with self-funded Priority Health high-deductible health plan (HDHP)
- **Dental** – continue with Blue Cross Blue Shield of Michigan (self-funded/fee schedule for out-of-network)
- **Vision** – continue with Guardian / VSP (self-funded)

The HDHP deductible was raised nationally for 2024 to \$1,600 for individual coverage (\$100 increase) and \$3,200 for family coverage (\$200 increase). The College fully funds this deductible into an employee health savings account (HSA)

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

- **Critical illness, whole life, and accident insurance:** optional
- **Disability:** long-term benefit provided by College; optional short-term available for \$4 per pay period
- **Flexible spending accounts:** optional
- **Legal Shield** legal plan and identity theft protection insurance: optional
- **Life and AD&D** (accidental death and dismemberment) insurance: basic provided by College, additional coverage optional
- **Pet insurance:** optional

ACTION:

We recommend that the Lake Michigan College Board of Trustees approve the 2024 medical insurance carriers presented above.

MOTION by Mr. Dissette with support by Ms. Burghdoff to approve the 2024 medical insurance carriers.

ROLL CALL VOTE

Chair Grover asked the board secretary for a roll call vote.

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

Nays: None

MOTION APPROVED

PUBLIC ACT 152 RECOMMENDATION

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

1. "Hard Cap" option, whereby a public employer may not pay more than the dollar limits established annually by the State of Michigan;
2. "80%/20%" option, whereby a public employer may not pay more than 80% of the total annual costs of all of the medical benefit plans it offers to its employees.

ACTION:

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

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

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

WHEREAS, PA152 contains options for complying with its requirements;

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

1. "Hard Caps" Option – a public employer shall pay not more than the dollar limits established annually by the State of Michigan;
2. "80% / 20%" Option – a public employer shall pay not more than 80% of the total annual costs of all of the medical benefit plans it offers to its employees;

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

NOW, THEREFORE, BE IT RESOLVED Lake Michigan College elects to comply with the requirements of 2011 Public Act 152, the *Publicly Funded Health Insurance Contribution Act*, by adopting the 80%/20% option for the medical benefit plan coverage year January 1, 2024 through December 31, 2024.

MOTION by Mr. Dissette with support by Ms. Johnson to approve the 80%/20% option for the medical benefit plan coverage year January 1, 2024 through December 31, 2024.

ROLL CALL VOTE

Chair Grover asked the board secretary for a roll call vote.

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

Nays: None

MOTION APPROVED

POLICIES-1st READ for Review

EMPLOYEE HOUSING IN BECKWITH HALL

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

In extenuating circumstances, and depending on space availability, Lake Michigan College (the College) may offer an employee short-term housing in the College residence hall (Beckwith Hall) for up to 3 months. This option will only be considered in extenuating situations such as no available reasonable rental housing for a new hire, loss of dwelling, financial hardship, or domestic abuse. Authorization requires Cabinet Member approval.

Human Resources, in consultation with the supervisor, will initiate the process of arranging temporary housing. The cost to the employee and the taxability of the benefit is dependent on each situation and will be reviewed with the employee prior to moving in.

Employees must follow the same policies, procedures, and rules as the student residents while staying in Beckwith Hall.

References: LMC Housing Handbook
LMC Student Handbook

PURCHASING

Office of Origin:	Purchasing & Risk Management
Responsibility:	Manager, Purchasing & Risk Management
Date Adopted:	10-26-93
Dates Reviewed:	8-16-12, 5-2-16, 8-4-21(C)
Last Date Approved by Board:	9-21-21, x-x-xx

Lake Michigan College (the College) is committed to maintaining financial and business practices that assure equal opportunity to all those who provide goods and/or services to the College.

The College is an Equal Opportunity institution, as described in the Non-Discrimination policy.

The Purchasing Department (Purchasing) is responsible for conducting purchasing functions in a manner that results in the greatest benefit to the College while upholding the ethical practices of the purchasing profession. Purchasing subscribes to the National Association of Educational Buyers' (NAEB) Code of Ethics, which governs the relationships between purchasing professionals and vendors.

The College may not be financially obligated to a vendor unless an approved purchasing method is used.

EMPLOYEE RESPONSIBILITIES

It is the responsibility of employees to know and abide by this policy. If an employee is found not to be compliance, the following progressive options are available depending on the nature of the non-compliance:

1. Verbal reminder and review of the procedure with the employee
2. Verbal warning to the employee by Human Resources
3. Written warning to personnel file
4. Discipline up to and including termination

Employees are expected to conduct business according to the highest legal and ethical standards; see Conflict of Interest - Employee policy.

Employees are to avoid accepting any kind of gratuity, tips, or gifts, including merchandise, cash, services, entertainment, etc.; see the Receipt of Gifts & Gratuities policy.

Purchases may only be made if there are adequate budgeted funds over which the purchaser has authority, or with written approval from the Executive Director, Finance or Chief Financial Officer (CFO) to exceed budget.

All contracts/agreements are to be sent to Purchasing to be maintained in the master contract file. It is the responsibility of the employee to ensure compliance with a contract/agreement.

AUTHORITY TO PURCHASE

In accordance with the Authority to Bind the College to External Agreements policy, certain purchases require Board of Trustee (the Board) approval in advance of the purchase commitment; *see "Authority to Bind College to External Agreements" (Authority to Bind) policy.*

COMPETITIVE PRICING, QUOTE & BID REQUIREMENT THRESHOLDS

The following outlines requirements for initiating purchases:

- Less than \$5,000 (less than \$10,000 for Facilities and IT departments) – no requisition or comparison pricing is required, although comparison pricing is always expected to occur as a prudent purchasing standard. Purchases should be completed by direct pay (i.e., check request) or procard.
- \$5,000-\$24,999 (\$10,000-\$24,999 for Facilities and IT departments) – a requisition and minimum of 3 written quotes are required. The quotes may be solicited by Purchasing or the requestor if approved by Purchasing. The purchase will be awarded to the vendor whose quote is most advantageous, using price, quality, and other factors as considerations.
- \$25,000 or more – require a requisition and competitive sealed bids solicited by Purchasing. Solicitations require advertising through appropriate media (e.g., mail, e-mail, internet, public notice in newspaper of general circulation.)

If it is neither practicable nor advantageous to solicit bids due to the unique or unquantifiable nature of the good or service (e.g., professional services), the Request for Proposal or Request for Qualifications methods may be used.

EXCEPTIONS TO THE COMPETITIVE PRICING, QUOTE & BID REQUIREMENTS

Exceptions to the competitive pricing/quote/bid requirements are:

- Advertising contracted services
- Approved sole source purchases
- Cooperative purchasing program purchases up to \$100,000
- Emergencies *
- Goods and services for resale by Mendel Center
- Library books and subscription renewals
- Mendel Center Mainstage show contracts
- Utility services

*An emergency is an occurrence that is believed to be disruptive to College operations or to create a hazard to the health or safety of persons or to property if not corrected as soon as possible. When an emergency occurs during working hours, Purchasing must be contacted for an emergency PO. If an emergency occurs after hours, purchase of emergency items may be done with the approval of the President, Chief Financial Officer, or Executive Director, Facilities. Purchasing must be notified within 2 working days of the purchase so that it can be properly documented as an emergency purchase. If an emergency purchase exceeds \$100,000, the President will inform the Board at or before the next Board meeting of the purchase and the reason.

SOLE SOURCE PURCHASES

Procurement of goods and services without competition is only done under exceptional and limited circumstances. The requestor must complete a *Justification for Sole Source Procurement Request* form (Sole Source Form) prior to purchasing the good or service.

Sole source purchases may be made only if the request is made using the Sole Source Form, the request meets one or more of the criteria on the Sole Source Form, and the Sole Source Form has all required approvals.

Cost analysis must be performed by the requestor to ensure that the cost charged by the vendor is reasonable and customary by comparison the cost with:

- competitive published price lists, market indexes, etc.,
- independent market research,
- proposed prices received in response to a competitive solicitation, or
- previously proposed prices for the same or similar items.

Purchases and/or contracts requiring Board approval per the Authority to Bind policy that are awarded as a sole source must be so indicated in the materials provided to the Board.

BONDING REQUIREMENTS

Bid Bonds, Performance Bonds, and Labor/Material Bonds are required on all construction or maintenance project bids that are estimated at \$100,000 or more. Bid bonds are normally required in the amount of 5% of the vendor bid. Performance and Labor/Material Bonds are normally required to be 100% of the vendor's total bid. Exceptions to this requirements must be approved by the President.

All bonds must be from bonding companies licensed to do business in Michigan. All bonds in effect are to remain in Purchasing and are the responsibility of the Purchasing Manager.

OTHER REQUIREMENTS

Agreements to Maintain Academic Equipment

Maintenance agreements may not be a prudent use of College resources, and must be approved in advance by the supervising Cabinet Member.

Alcohol

Only the following departments may purchase consumable alcohol and only for the following purposes:

- Culinary – for direct instructional purposes
- Enology & Viticulture – for direct instructional purposes
- Hospitality – for direct instructional purposes
- Mendel Center Operations – for resale business purposes
- Mendel Center Mainstage – to satisfy production rider requirements

- President's Office – Upon occasion it may be appropriate to purchase alcoholic beverages when entertaining College guests or when hosting a College-related group activity. All such occasions must be hosted by the President or the expense must be authorized in writing by the President.

Capital Purchases

A requisition and purchase order is always required for a capital purchase or a purchase that is part of a capital project, regardless of dollar amount, to ensure proper tagging as a capital asset. See Capital Asset ~~procedure~~-policy for what qualifies as a capital asset.

Cash Advances, Travelers Checks, Money Orders

The College does not offer cash advances, travelers checks, or money orders for travel or other expenses.

Charges for Non-Employees

Costs for a non-employees (e.g., a spouse when traveling on College business) are not allowable purchases unless the non-College individual is a guest of the College (e.g., taking a donor to lunch, meeting with a superintendent for breakfast.)

Flowers & Gifts

Flowers or gifts are not allowable purchases unless provided by or authorized by the President's Office or the Culture & Talent Success office. This does not include College promotional items, like lanyards, t-shirts, sunglasses, etc.

Computers, Peripherals, ~~& Software~~, & IT Services for College Use

All requests for technology ~~items~~-goods and services must be approved by the IT Department prior to or upon requisitioning. Certain grant programs where equipment and software do not become College property and/or are not installed on the College network are an exception to this requirement. The grant administrator is required to authorize such purchases prior to or upon requisitioning.

Donations

Donations to other organizations using College monies or assets are prohibited unless approved by the supervising Cabinet member and CFO.

Entertainment

The College does not purchase, pay for, or reimburse an employee for entertainment unless part of a Lake Michigan College Foundation event, done as a team-building exercise for an athletic team in accordance with Athletic Department policy, academic field trips or academic recruiting, or done by the Culture & Talent Success department.

International Vendors

International vendors are prohibited for use unless they accept payments via credit card.

Personal Goods or Services

The College will not purchase goods or services for employee personal use, nor will arrangements be made by Purchasing to create any buyer-seller arrangements between employees and vendors.

Pro Card, Expense Reimbursement, and Direct Paycheck Request

Purchases by procurement card, reimbursement for out-of-pocket purchases, and direct paycheck requests are for purchases for which a purchase order is not required or accepted. These purchasing/payment methods may not be used to circumvent this policy or the purchasing procedures, for services provided by an employee (which must go through payroll) and may not be used to circumvent this policy.

Publications (Printing and Graphics)

All publications (brochures, newsletters, catalogs, forms, etc.) that will be distributed outside the College must be approved by the Marketing Department to ensure consistent, high-quality publications and graphics standards.

Rentals

Facility or room rentals are not allowable purchases unless College facilities are unavailable.

Sales Tax Exemption Status

The College (other than Mendel Center Operations) is exempt from all federal, state, and local taxes. For purchases related to Mendel Center Operations, see Collection & Review of Tax Exemption Forms procedure. • __Sales tax on any purchase as the College is sales tax exempt. Employees are responsible for ensuring that sales tax is not paid, which may be done by telling the vendor when ordering that the purchase is tax exempt and providing a tax exempt certificate if necessary.

Split Purchases

Splitting purchases into more than one transaction or coding a single transaction to difference org units to bypass authority levels, competitive bidding requirements, or internal controls is strictly prohibited. Coding a single transaction to multiple org units is allowed if done for legitimate business reasons.

Travel Expenses

See the Travel Expense Reimbursement procedure.

References:

Authority to Bind the College to External Agreements policy

Capital Asset policy

Conflict of Interest - Employee policy

Justification for Sole Source Procurement Request form

National Association of Educational Buyers' (NAEB) Code of ____ Ethics

Non-Discrimination policy

Purchasing procedure

Receipt of Gifts and Gratuities policy

Travel Expense Reimbursement pProcedure

TUITION WAIVER – EMPLOYEES

Office of Origin:	Human Resources
Responsibility:	Executive Director, Human Resources
Original Date Adopted:	8-26-86
Dates Reviewed:	7-10-18, 1-5-22(C), x-x-xx
Last Date Board Approved:	3-29-22

Employees of Lake Michigan College (the College) are encouraged to further their education and training at the College through the tuition waiver program.

A ~~waiver of tuition waiver charges~~ will be applied to an employee's account first before ~~any other form of~~ financial aid, grants, or scholarships. ~~Although tuition is waived by the College for employees,~~ **the employee is responsible for a "waiver fee" and All non-mandatory student fees (such as course fees), as well as textbooks and course support materials are the responsibility of the student.**

All employees are eligible for this benefit, along with the employee spouse and Internal Revenue Service (IRS) eligible dependents, as follows:

- Full-time employees are eligible for waiver of 100% of tuition (fees still apply.)
- ~~Each full-time employee is eligible for the payment of 100% of the Lake Michigan College tuition for the employee, their spouse, and Internal Revenue Service (IRS) qualified dependents.~~
- Regularly-scheduled part-time employees are eligible for waiver of 50% of tuition (fees still apply.)
- ~~Regular part-time employees are eligible for the payment of 50% of the Lake Michigan College tuition for the employee, their spouse, and IRS qualified dependents during the semester in which the employee is continuously employed.~~
- Part-time faculty are eligible for tuition waiver on a prorated basis: one contact hour will be waived for each contact hour taught (fees still apply.) ~~Part-time faculty are eligible for the payment of 100% of College tuition for the instructor, their spouse, and IRS eligible dependents on a prorated basis, equal to 1 contact hour for each 1 contact hour taught.~~ Eligibility begins following ~~the~~ successful completion of ~~a~~ part-time faculty's first assigned class(es). ~~Unused tuition waiver benefits,~~ may be accrued up to a maximum of 45 contact hours, and ~~to~~ must be used within 3 years of accrual ~~or they will be forfeited~~ of being earned. (Fees still apply.)

With the permission of the supervisor, non-Facilities ~~Management~~ employees may take one ~~such course class~~ during the workday. ~~See the~~For Facilities employees, see the Facilities ~~Management contract for~~ ~~workday~~ provisions).

References: Facilities Management Contract
Faculty Contract

WEAPONS-FREE COLLEGE ON CAMPUS

Office of Origin: ~~Student Affairs~~ **Facilities Management**
Responsibility: ~~Vice President of Student Affairs~~ **Executive Director, Facilities Management**
Date Adopted: 03-24-98
Date Reviewed: 06-20-18, 08-09-18, 8-11-22, 2-10-23, 06-21-23
Last Date ~~Modified &~~ Board Approved: 09-12-18, 10-12-22 (c), X-XX-XX

Possession of weapons, as further defined below, is not permitted on property owned, leased or otherwise controlled by the College, even if you have a concealed weapons permit.

Lake Michigan College (the College) seeks to provide a safe campus community. ~~Restriction against the possession, discharge, use and/or carrying of weapons is intended.~~ **Weapons are restricted** to foster a more secure an environment and to promote the overall learning purpose for in which students, employees and guests attend of the College **can feel safe while attending classes, working, and visiting.** While these restrictions offer no guarantee of protection to ~~students, employees and guests,~~ it is ~~hoped~~ the restrictions will reduce the risk of injury from ~~any dangers which might arise from the possession, discharge, use and/or carrying of weapons.~~

Exceptions:

1. Law enforcement officers of legally established law enforcement agencies.
2. Employees authorized by the College to possess or use such devices while engaged in work activities requiring such a device.
3. When College authorization is given to someone in connection with a regularly scheduled educational, recreational, or training program in which such devices would be required.
4. The possession of knives on college property when used solely for preparation of food, instruction, or maintenance.

~~Except as allowed by Federal and State law, students, employees and guests are prohibited from possessing, using, discharging and/or carrying weapons in any setting that is under the control or supervision of the College, including, but not limited to, property leased, owned, or contracted for by the College, a College~~

~~sponsored event, or a College owned vehicle. This prohibition does not apply to officers duly sworn to and in good standing with public law enforcement agencies.~~ Any student or employee in violation of this policy will be subject to discipline, up to, and including expulsion and/or termination as may be applicable depending on the circumstances. Any guest in violation of this policy shall be subject to ejection as a trespasser.

Definitions

Weapons are defined as any instrument, implement, or other object which is capable, designed, intended, or used to inflict bodily injury, or leads a reasonable person to believe it is intended to be used to inflict bodily injury. This shall include, but not be limited to, the following:

- o Any gun, rifle, firearm, BB gun, pellet gun, 3-D printed weapon, or other device (including starter gun), whether operable or inoperable, which is designed to or may readily be converted to expel a projectile by any means.
- o Any bomb, grenade, rocket, or other destructive device which includes explosives, incendiaries, or poison gas.
- o Any knife with a blade longer than three inches, razor, or other cutting instrument, except as approved for the College's culinary program and food service operations.
- o Any striking instrument, to include clubs, iron bar, brass knuckles, blackjack, or bludgeon (excluding Athletic Department equipment when used for school sanctioned activities — i.e., baseball bats).
- o Any Martial Arts weapons, to include nunchakus, tonfas, staffs, and throwing stars.
- o Any bow and arrow combination.
- o Fireworks
- o Any portable device or weapon from which an electrical current, impulse, wave, or beam may be directed, which current, impulse, wave, or beam is designed to incapacitate temporarily, injure, or kill.

Firearm: a weapon from which a dangerous projectile may be propelled by an explosive, or by gas or air.

Minor: any individual of less than 18 years of age.

Pistol: a firearm, loaded, or unloaded, 26 inches or less in length, or any firearm, loaded or unloaded, that by its construction and appearance conceals it as a firearm.

A self-defense spray or foam device are not considered weapons subject to this policy,

If they meet all the following:

- (a) The device is capable of carrying, and ejects, releases, or emits 1 of the following:
 - (i) Not more than 35 grams of any combination of ~~orthochlorobenzalmalononitrile~~ and inert ingredients;
 - (ii) A solution containing not more than 10% oleoresin capsicum;
- (b) The device does not eject, release, or emit any gas or substance that will temporarily or permanently disable, incapacitate, injure, or harm a person with whom the gas or substance comes in contact, other than the substance described in (a).

This policy is not intended to exclude students or staff from defending themselves, using items fashioned into weapons, from a violent armed attack (i.e. "active shooter") when appropriate, and as an option of last resort.

References: MCL 28.425-~~Firearms, Weapons Free College Procedure~~

Department Reports

ACADEMIC AFFAIRS

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

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

- Career Day was held on October 21 and the college had 2,000 students who were 9th graders from the surrounding school districts on campus. This was a great day and partnership with Berrien RESA.

ACADEMIC EXCELLENCE

On September 19, the Nursing program completed an in-person verification site visit with the Accreditation Commission on Education in Nursing (ACEN). This verification visit was required by the Department of Education following the virtual ACEN site visit in 2021. The program remains in compliance with no stipulations.

On October 5, **Laura Henderson-Whiteford**, South Haven Admissions Specialist, participated in the Grand Rapids Community College Fair.

STUDENT SUCCESS

The Phlebotomy Technician certificate program is excited to announce that all seven students who recently completed the National Healthcareer Association (NHA) Certified Phlebotomy Technician (CPT) exam successfully passed! The program's CPT exam pass rate is currently 100%.

Fifteen students graduated from the Radiologic Technology program in May. Of the 15 graduates, 13 passed their American Registry of Radiologic Technologists (ARRT) board examinations on the first attempt. The two who were not successful on their first attempt passed on the second attempt. All 15 graduates are employed in their industry and most students had jobs or job offers months before they graduated. The program is proud to have ARRT board exam pass rates above the national average.

On September 12 through September 15, the South Haven Campus, with help from **Mel Grau**, Executive Director, Intercollegiate Athletics and Campus Life and the Benton Harbor Campus, hosted Welcome Week activities, including prize giveaways, club sign ups and snack options for all students.



Chloe McNicholas



Mason Leach



Ecluin Alvarado



Oliver Hernandez



COMMUNITY IMPACT

On September 12, **Jeremy Burlison**, Associate Dean of the South Haven Campus, presented at the South Haven Rotary Meeting about the new developments at Lake Michigan College.



Jeremy Burleson

On September 14, the South Haven Campus hosted over 100 local community members for the Speaker Series event which focused on Randy Oostra, who spoke on American Healthcare: the good, the bad and the ugly.

September 25 through September 27, the South Haven Campus hosted 35 members from Campit Outdoor Resort to discuss national standards for the group. This included members from Alabama, Florida and the state of Washington. They spoke on innovative ways to create camping opportunities for people throughout the nation.

RIPPLES
MAKE WAVES | 2020-2023

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

STUDENT AFFAIRS

Dr. James Daniels, Interim Vice President of Student Affairs

Dr. Daniels updated the Board on the following Student Affairs items:

- Fall semester enrollment is up as we are at 3,100+ students. FTIAC students are up 21% and transfer students are up 20%.

STUDENT SUCCESS

Athletics

- Women's Volleyball is 16-8 on the season with a 5-1 in conference record so far.
- Women's Soccer is 4-8-1 on the season.
- Men's Soccer is 1-7-1 on the season.
- Softball and Baseball are finishing their fall ball seasons.
- Men's and Women's Basketball has started pre-season practices.

COMMUNITY IMPACT

Admissions & Recruitment

In fall 2023 we created a counselor-focused recruitment action plan based on each staff member's territories with multiple school visits, on-site registration events, on-site financial aid and FAFSA workshops. The College Admissions hosted campus visits from six local high schools, dozens of on campus tours for small groups and families, and a Lake Michigan College presence at college nights across the recruitment region.

New first-time freshman enrollment increased 21 percent over last year. We brought in more than 1,077 fall applications from new first-time, first year students, representing 221 high schools. This is a level above both last year and the three-year average for applications. From this pool we enrolled 399 new first-time first year students from 101 high schools in Michigan, Indiana, and throughout the Midwest. This conversion rate represents a substantial increase over last year and is higher than the five-year, pre-Covid average.

LMC's four-person team of Admissions Counselors met with guidance counselors and teachers across 44 regional schools over the last seven months. Enrollment increased, year over year, for all but one in-district high school (which we missed by one student).

New transfer student enrollment increased 19 percent, and all Early College enrollment increased 22 percent, even with a decrease in Middle College enrollment in partner schools.

Overall headcount rose five percent, year over year while credit hour and billable hour enrollments also increased against 2022. The table includes both new and continuing student data.

Fall 23 Head Count	Fall 2023	Fall 2022	HC Change	% Change HC
First-time in any College	521	431	90	21%
Transfer	190	160	30	19%
Continuing	1,014	1,115	-101	-9%
Re-entering	94	104	-10	-10%
Guest Student	23	36	-13	-36%
Personal Interest	33	32	1	3%
Middle College	269	291	-22	-8%

Dual Enrollment-High School	828	664	164	25%
Summary	2,972	2,833	139	5%
Fall 23 Credit Hours	Fall 2023	Fall 2022	Difference CH	% Change CH
First-time in any College	6,114	4,804	1,310	27%
Transfer	1,672	1,485	187	13%
Continuing	8,994	9,844	-850	-9%
Re-entering	683	809	-126	-16%
Guest Student	143	182	-39	-21%
Personal Interest	161	142	19	13%
Middle College	2,746	3,008	-262	-9%
Dual Enrollment-High School	4,082	3,197	885	28%
Summary	24,595	23,471	1,124	5%
Fall 23 Billable Hours	Fall 2023	Fall 2022	Difference BH	% Change BH
First-time in any College	6,646	5,195	1,451	28%
Transfer	1,861	1,642	219	13%
Continuing	10,434	11,707	-1,273	-11%
Re-entering	769	871	-102	-12%
Guest Student	159	203	-44	-22%
Personal Interest	180	166	14	8%
Middle College	2,917	3,181	-264	-8%
Dual Enrollment-High School	4,159	3,281	878	27%
Summary	27,125	26,246	879	3%

Campus Life

Campus Life had a successful welcome week and Club/Resource week the first two weeks of school. We had great swag including, pen/stylus, tumblers, ear bud holders, and a utility phone wallet/stand just to name a few. We were able to offer interactive events for the students like creating their own t-shirt at the FAB LAB and competing in a Cash Cube game to earn incredible prizes like a laptop, iPad, and virtual gaming system. We also offered Lost Coast shaved ice as a special treat the last day of Welcome Week.

It was a great first two weeks for students on campus and we saw an incredible turn out when compared to years past. We had around 190 students participate in the t-shirt making event, around 75 students participated in the Cash Cube game and 150 students enjoyed the frozen treats. During Club/Resource week we were able to reach an additional 150 students and introduce them to the resources and clubs available on our campus.

The Stall Street journal is up and running as well but instead of attaching paper flyers to the stalls we have created a QR code that we will attach with magnets to the stalls. Students can scan this code and get up-to-date event listings. This QR code will remain the same for the school year and the Stall Street journal will update monthly as needed to provide a resource for Campus Life events.

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 Lake Michigan College Fall Club Rush. Information tables were set up at the Benton Harbor and South Haven campuses. Information regarding the Student Multicultural Club was distributed, and Dean **Cam Herth** was present along with his Administrative Assistant, **Neicka Verse**, student member **Jesus Dela Garza** and **Nick Gunn** a youth leader from the wider community of Benton Harbor. We were

successful in signing up 40 students interested in participating in student multicultural activities and events. To increase the enrollment and retention of underrepresented students on our campuses the Office of DEI will continue to monitor the need and receptivity for adding similar culturally relevant student affinity groups.

Planning activities have continued throughout the summer concerning DEI activities during the 23-24 academic year. DEI training/certification will be made available to members of the DEI Committee. DEI staff member **Neicka Verse** has completed the Diversity, Equity, and Inclusion Certificate Program through the University of South Florida Muma College of Business Corporate Training and Professional Education and will establish a training schedule for DEI Committee members and interested faculty and staff with additional conversations taking place on how to extend training efforts for the Lake Michigan College student population. On October 11-13, in the absence of a certified Intercultural Development Inventory (IDI) trainer, Dean **Cam Herth** is registered and will attend a series of training.

The Office of DEI continues to play an active role in the communities of Benton Harbor as a member of the Unified Civic Monument Project and various organizational partnerships in addition to the DEI public awareness efforts pursued at our satellite campuses.

DEI has been moved out of the President's office and now reports directly to the Vice President of Student Affairs. With this organizational change, the staff and the physical office have relocated to the C wing in office C201N and C201P. Additional plans to strengthen DEI efforts on our campuses and in the wider Lake Michigan College community are actively being discussed in pertinent administrative spaces and strategically pursued.

DEI monthly multicultural education and celebration material produced as flyers, in brochure format, and enlarged as a 20x30 posters and shared with students, faculty, and staff across our campuses. The DEI Office also displays a 2'x6' cultural Heritage banner each month in the front of the Benton Harbor campus.

AUGUST

Celebrate our Diversity



Recognition Dates

- August 9, Indigenous People Day
- August 12, International Youth Day
- August 23, Remembrance of abolition of slave trade
- August 26, Women's Equality Day

LAKE MICHIGAN COLLEGE
DIVERSITY • EQUITY • INCLUSION



Office of Diversity, Equity and Inclusion



SEPTEMBER

Celebrate our Diversity

NATIONAL

HISPANIC

HERITAGE MONTH



Recognition Dates

- September 16 – Mexican Independence Day
- September 21 – International Day of Peace.

LAKE MICHIGAN COLLEGE
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OCTOBER

HERITAGE CELEBRATIONS



Celebrate our Unity in Diversity

Culture



Family

Community

LAKE MICHIGAN COLLEGE
Office of Diversity Equity & Inclusion



Housing

Resident Assistants have been doing wonderful this year thus far. Their completion rate of Intentional

Conversions is significantly higher at this point in the semester in comparison to the two previous years. ICs are deeper check-ins and longer conversations with their own residents based on a pre-made guide; each RA must have six per student, per year.

Room Inspections also have less discovered violations and/or cleanliness concerns than last year. There was 42+ concerns found during the first room inspections last year out of 172 individual spaces, to this year of having 24 concerns out of our 181 individual spaces, having our overall percentage of residents having violations drop from 25% to 13%.

Programming is headed in a great direction. Our first program, The Beckwith Bonfire, had 102 participants. Our bi-weekly themed movie nights have an average of 34 attendees per movie. Our additional programming averages 55+ attendees/participants. More programs are in the making and education bulletin boards are being created and displayed monthly.

Educational Opportunity Center

The Educational Opportunity Center has had a strong start to the 2023-2024 budget period, with some challenges. Some of our partnerships have experienced funding and staffing struggles which has impacted our partnership. Other partnerships in our Indiana territories have had more frequent closures that have impacted our ability to do outreach. However, The Educational Opportunity Center is still above target with only one month into our current program year; at 180 participants, we are over our numbers from this time of year last program year.

Upward Bound

In July the Upward Bound (UB) program wrapped up the 2023 Summer Academic Institute with 39 Scholars. Scholars' accomplishments were celebrated at the Honors Ceremony. Scholars also participated in a college trip to Orlando, Florida to end the summer component.

In August Scholars visited the UB office to complete Educational Development plans for the upcoming academic year and completed program evaluations for the Upward Bound Summer Academic Institute.

In September the Upward Bound program held its first social/cultural event of the year. Scholars visited Grand Rapids Skate in Grand Rapids, Michigan and learned the history of roller skating as a sport and social movement. September 11 the UB program welcomed a new Academic Programs Coordinator, **Jacob Sall!** **Jake** is also the assistant Boys Basketball coach here at Lake Michigan College. September 13 the academic program year kicked off with Fall Orientation. Scholars and parents showed up in abundance to learn about the plans for the upcoming academic year and program requirements. On September 14 the UB program said goodbye to **Sara Zasada**, our Office Manager! We celebrated her retirement! September 25 Academic Advancement Sessions (AAS) began. Scholars visit the College from 3:30pm-5:30pm every Monday and Thursday for academic instruction and tutoring. On September 30 the 4th year of the grant cycle ended, and the new program year began October 1.

As of October 5, 2023

Employment Report:

Positions Posted or in the Hiring Process:

- Faculty, Mechatronics
- Maintenance Technician
- Manager, Testing & Tutoring Services
- Office Manager, Upward Bound (Grant-funded, Part-time)
- Social Media & Digital Advertising Specialist
- Support Specialist, Start to Finish
- Utility (Part-time)
- Vice President of Student Affairs

New Hires:

- Distance Education Learning Designer – Filippo Tagliati
- HR Generalist I – Aubry Malcolm

Position Changes:

- Director, Extended Education – Chad Dee
- Executive Director, Mendel Center – George Kendall
- Executive Director, DEI Programs – Charmae Sanders
- Faculty, Math – Julie Blinder

Separation:

- Stacy Poor – Executive Assistant to the CFO
- Sara Zasada – Office Manager, Upward Bound

FINANCE REPORT

Lake Michigan College Income Statement (Operating & Auxiliary Funds ONLY) September 30, 2023

draft

	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	\$ 4,762,000	\$ 9,514,000	50%	\$ 4,702,000	\$ 9,230,000	51%
Property Tax Revenue, Net	7,953,000	20,038,000	40%	8,640,000	18,469,000	47%
State Appropriations - Base	-	6,218,000	0%	-	5,991,000	0%
State Appropriations - MPSERS	14,000	14,000	100%	11,000	1,767,000	1%
Interest Income	207,000	626,000	33%	26,000	512,000	5%
Other Revenue	94,000	624,000	15%	91,000	502,000	18%
Auxiliary Operations, Net	541,000	219,000	247%	435,000	308,000	141%
Funding from Foundation	-	153,000	0%	-	991,000	0%
TOTAL REVENUE	\$ 13,571,000	\$ 37,406,000	36%	\$ 13,905,000	\$ 37,770,000	37%
Expenses						
Labor Costs	\$ 5,358,000	\$ 25,237,000	21%	\$ 5,288,000	\$ 25,291,000	21%
Services	598,000	2,237,000	27%	459,000	2,292,000	20%
Building Costs	853,000	3,604,000	24%	897,000	3,449,000	26%
Licensing, Training/Travel, & Other	609,000	2,716,000	22%	647,000	2,294,000	28%
Supplies	231,000	943,000	24%	189,000	815,000	23%
Interest Expense	109,000	-	-	114,000	418,000	27%
TOTAL EXPENSES	\$ 7,758,000	\$ 34,737,000	22%	\$ 7,594,000	\$ 34,559,000	22%
OPERATING INCOME (LOSS)	\$ 5,813,000	\$ 2,669,000		\$ 6,311,000	\$ 3,211,000	
Depreciation	1,237,000	2,643,000		1,176,000	4,911,000	
Transfers	-	-		-	(413,000)	
TOTAL NET INCOME (LOSS)	\$ 4,576,000	\$ 26,000		\$ 5,135,000	\$ (2,113,000)	

* - Board approved budget as adjusted for revisions

For Informational Purposes:

Property Taxes for Capital Millage	\$ 2,144,000	\$ 5,178,000	41%	\$ 2,523,000	\$ 4,929,000	51%
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Lake Michigan College
Statement of Cash Flows (General & Restricted Funds)

draft

9/30/23

Operating Activities:

Cash Received from Property Taxes - Operational	\$ 7,953,000
Cash Received from Tuition	2,960,000
Cash Received from Appropriations	14,000
Cash Received from Foundation, Grants & Fundraising	18,000
Cash Received from Other Operations	51,000
Cash Received from Grant Admin Fees	24,000
Cash Received from Interest	207,000
Cash Received from (Paid for) Auxiliary Operations	614,000
Cash Paid to / on behalf of Employees	(6,018,000)
Cash Paid to Vendors	(3,625,000)
Cash Paid (Received) from Restricted Funds	-
Cash From Operations	\$ 2,198,000

Investing Activities:

Cash Received from Property Taxes - Capital Millage	2,021,000
Cash Paid for Capital Assets	(173,000)
Cash on Hand (Used) for Capital Assets	\$ 1,848,000

Financing Activities:

Paid on Debt - Principal	(416,000)
Paid on Debt - Interest	(119,000)
Cash Paid on Debt	\$ (535,000)

Net Increase (Decrease) in Cash **\$ 3,511,000**

Beginning Cash (at June 30, 2020) \$ 38,018,000

Ending Cash (at September 30, 2023) **\$ 41,529,000**

**Lake Michigan College
Balance Sheet (General & Restricted Funds)
September 30, 2023**

draft

	9/30/23	9/30/22	Change	
Reserve - 120 Days Cash on Hand	10,920,000	10,680,000	240,000	2%
Reserve - Debt Service	3,818,000	2,613,000	1,205,000	46%
Reserve - MPSERS Board Designated	977,000	782,000	195,000	25%
Reserve - AEP Litigation Reserve	745,000	-	745,000	-
Reserve - LMC Promise Designated Fund	625,000	825,000	(200,000)	-24%
Cash & Investments - Designated - Reserves	\$ 17,085,000	\$ 14,900,000	\$ 2,185,000	15%
Cash Undesignated *	10,585,000	13,908,000	(3,323,000)	-24%
Investments	13,859,000	13,288,000	571,000	4%
Accounts Receivable, Net	5,497,000	5,646,000	(149,000)	-3%
Prepaid Expenses & Other Assets	1,297,000	1,013,000	284,000	28%
Fixed Assets, Net of Depreciation	87,433,000	89,139,000	(1,706,000)	-2%
Total Assets	\$ 135,756,000	\$ 137,894,000	\$ (2,138,000)	-2%
Payables	\$ 3,717,000	\$ 3,781,000	\$ (64,000)	-2%
Deferred Revenues	458,000	418,000	40,000	10%
Debt	28,317,000	31,701,000	(3,384,000)	-11%
Pension Liability, Net	19,505,000	20,616,000	(1,111,000)	-5%
Total Liabilities	51,997,000	56,516,000	(4,519,000)	-8%
Net Assets	83,759,000	81,378,000	2,381,000	3%
Total Liabilities + Net Assets	\$ 135,756,000	\$ 137,894,000	\$ (2,138,000)	-2%

* includes capital millage proceeds

ADJOURNMENT MOTION by Ms. Burghdoff with support by Ms. Smith to adjourn the Regular Meeting of the Lake Michigan College Board of Trustees at 5:30 p.m.

Vicki M. Burghdoff

Vicki Burghdoff
Lake Michigan College Board Secretary

