

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, 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 April 16, 2024 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 by introducing Dr. Ken Flowers, Provost and Vice-President of Academic Affairs who then introduced Mr. Dan Campbell, Associate Dean, Learning Resources. Mr. Campbell provided the Board with an overview of the Teaching, Learning and Distance Education (TLDE) department. The presentation included the program purpose, a highlight of the team members in the department and services available.

NEW BUSINESS

Benton Harbor & South Haven Pavement Repair

Pavement maintenance and repair at Benton Harbor and South Haven campuses includes repair to high priority areas. The scope includes limited asphalt removal and paving in problematic areas, crack sealing, sealcoating, and replacement of pavement markings.

Abonmarche conducted the bidding process on behalf of the College. Bids were received on May 2, 2024 from five companies and publicly opened via Zoom. Based on the review of the bid proposals, and post-bid interview, the low bidder, Arnt Asphalt Sealing, Inc. (Benton Harbor, MI) is recommended for award.

Total project cost with contractor work, engineering fees and contingency is \$181,000. Work is planned to be completed in early June for both campuses.

Bidder	Base Bid
Arnt Asphalt Sealing Inc.	\$138,995
Rieth-Riley Construction Co.	\$157,646
J Allen and Company Inc.	\$158,224
Chorba Asphalt Paving LLC	\$173,675
Michigan Paving & Materials Co.	\$224,300

ACTION:

The College Administration recommends the Lake Michigan College Board of Trustees authorize FY24 Benton Harbor & South Haven Pavement Repair project for a total project amount of \$181,000 and a contract award amount of \$138,995 to Arnt Asphalt Sealing Inc. for this project.

MOTION by Ms. Burghdoff with support by Ms. Tomasini to authorize FY24 Benton Harbor & South Haven Pavement Repair project for a total project amount of \$181,000 and a contract award amount of \$138,995 to Arnt Asphalt Sealing Inc.

ROLL CALL VOTE

Chair Grover asked the board secretary for a roll call vote

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

Nays: None

MOTION APPROVED

South Haven Physical Therapy Assistant Lab Renovation

The South Haven Physical Therapy Assistant (PTA) Lab Renovation is a project to remodel four existing spaces on the east end of the second floor for the new Health Sciences new PTA lab and classroom. Two classrooms and the existing fitness space become the open PTA lab and classroom and a storage area. The fourth space, a classroom, becomes a smaller space and will house the relocated fitness area. Alternate 1 includes the addition of a washer and dryer facility in a nearby custodial/storage room for use by the PTA program.

TMP Architecture conducted the bidding process on behalf of the College. Bids were received on May 7 from two companies and publicly opened via Zoom. Based on the review of the bid proposals, and post-bid interview, the low bidder, Roggow Construction Company (St. Joseph, MI) is recommended for award for the PTA Lab Renovation.

The total project budget includes the base bid and Alternate 1, and owner soft costs including new teaching technology, architectural/engineering fees, plan reviews, insurance, and project contingency. The program equipment for this project is grant funded separately.

Vendor	Base	Alt 1	Total Base Bid
Roggow Construction	\$189,900	\$2,920	\$192,820
CPM Construction	\$238,000	\$3,300	\$241,300

Work is planned to be completed during the summer of 2024; equipment procurement and installation will take place during the fall of 2024.

ACTION:

The College Administration recommends the Lake Michigan College Board of Trustees authorize the PTA Lab Renovation project total project budget to \$269,000 and a contract award amount of \$192,820 to Roggow Construction Company for this project.

MOTION by Ms. Tomasini with support by Ms. Smith to authorize the PTA Lab Renovation project total project budget to \$269,000 and a contract award amount of \$192,820 to Roggow Construction Company.

ROLL CALL VOTE

Chair Grover asked the board secretary for a roll call vote

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

Nays: None

MOTION APPROVED

POLICY TO BE DELETED

Lake Michigan College Policy

TRAFFIC

Office of Origin:	Board of Trustees
Responsibility:	Senior Executive Assistant to the President/Secretary to the Board of Trustees
Date Adopted:	07-29-82
Date Reviewed:	08-29-2016
Last Date Modified & Approved:	03-28-17, 7-16-2020

The administration was authorized March 23, 1970, to contact the Benton Township Police Department, and to have them issue tickets for traffic control of specified areas, particularly the fire lanes. This would enable the police to come on campus on an "on call" basis.

References:

ACTION:

College Administration recommended that the Board of Trustees delete the policy as presented.

MOTION by Ms. Smith with support by Ms. Burghdoff to approve the deletion.

ROLL CALL VOTE

Chair Grover asked the board secretary for a roll call vote

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

Nays: None

FIELD TRIPS {NEW POLICY REPLACING A PROCEDURE}

Office of Origin: Student Affairs
Responsibility: Vice President, Student Affairs
Original Date Adopted: xx-xx-xx
Dates Reviewed:
Last Date Board Approved:

At Lake Michigan College (the College), “Field Trip” means an organized educational or co-curricular learning experience that requires students to travel off campus.

This policy applies to College-authorized travel for currently enrolled students and/or participants in College-sanctioned programs for services (e.g., Upward Bound.) The College is not responsible for any unauthorized travel. This policy does not apply to travel of student participants in intercollegiate athletics, which is covered by the Athletic Travel policy. {under development by Grau 1-10-24}

It is expected employees, students, and chaperones on a Field Trip use sound judgment, exercise appropriate caution, follow all safety protocols, and adhere to College policies and procedures, state and federal laws, and, for students, the [LMC Student Handbook](#).

“Day Trips” are those that do not include overnight travel or overnight event(s). “Overnight Trips” are those that include overnight travel or overnight event(s).

FIELD TRIP SPONSOR RESPONSIBILITIES

Every Field Trip requires a Field Trip Sponsor, which must be a full-time College employee, unless otherwise approved by the President. ~~It is the responsibility of the Field Trip Sponsor to ensure that all College policies and procedures are complied with.~~ The Field Trip Sponsor is responsible for compliance of all College policies and procedures.

The Field Trip Sponsor must complete a Field Trip Authorization Form, which must be approved by the Vice President of Student Affairs or Academic Affairs, as relevant. If the Field Trip includes minors, the Field Trip Authorization Form must also be approved by the President.

The Field Trip Sponsor must provide relevant trip information to students traveling

date and time of departure, duration of trip, cost of the trip, financial responsibility of student, mode of travel, medical coverage, number of chaperones, purpose of trip, known hazards, contact information of lodging, special clothing or equipment required due to planned group activities, weather, or conditions, etc.). An orientation meeting is recommended for all trips, and a parent/guardian orientation meeting is required for all trips involving minors.

The Field Trip Sponsor must inform students that the College assumes no responsibility for providing students with funds in case of unanticipated delays or other incidents, which may require additional expenditures.

The Field Trip Sponsor must inform students participating in a Field Trip of their responsibilities related to the instructional/classroom time they miss. Students should be instructed to notify their instructors of the classes they will miss as a result of participating in the trip at least 5 instructional weekdays (Monday-Friday) in advance and request appropriate arrangement to make up missed assignments.

The Field Trip Sponsor must inform students in writing of the rules regarding conduct during a Field Trip including, but not limited to, hotel curfew, responsibility for purchases, and responsibility for any damages caused by a student.

For overnight trips, the Field Trip Sponsor must develop a sleeping plan before the trip starts. Students must be assigned to one per bed. Students will be assigned rooms based on gender (i.e., students will be in a room with students of the same sex.) Employees and chaperones cannot room with a student. Chaperones may sleep one to a room if desired.

Clery Act Requirements

In accordance with the Clery Act, the College is required to maintain a log of overnight travel in which students participate. The Field Trip Sponsor must submit the [Clery Pre-Travel Form](#) (found on the Clery Act site of the Employee Portal) at least 30 days prior to travel, or, if travel is necessary in a shorter timeframe, as soon as the travel arrangements are made. The Field Trip Sponsor must submit the [Clery Post-Travel Form](#) (found on the Clery Act site of the Employee Portal) as soon as possible after travel is completed, but no more than 10 days post-travel. The Field Trip Sponsor (preferably) or at least one designee (faculty or staff member) attending the travel, must be trained as a Campus Security Authority (CSA) prior to travel. If you are not trained, reach out to an Accreditation, Strategic Projects, & Quality (ASPQ) staff member.

Trip Contingencies.

Field Trip Sponsors and chaperones should try to anticipate complications and develop contingency plans. Examples of unplanned circumstances include a student's need to return early because of a family emergency, student violates conduct rules, or weather delays that require overnight housing. Field Trip Sponsors must understand contract limitations and restrictions, whether they arise from rental vehicle, lodging admission, or other agreements.

Documents on Hand

While on a trip, the Field Trip Sponsor must maintain a hard copy with them of all Emergency Contact Forms and Medical Proxy/Release Forms. In addition, during a Field Trip, the original signed forms must be maintained electronically in the office of Student Affairs or Academic Affairs, as relevant.

First Aid Kit

Field Trip Sponsors must have a First Aid Kit readily available at all times during a Field Trip. The First Aid Kit should be checked out from the Facilities Department for each Field Trip and then returned to ensure that it is properly maintained.

CHAPERONE REQUIREMENTS

All field trips require a chaperone to student ratio of 1:10 for Day Trips and 1:8 for Overnight Trips.

The Field Trip Sponsor is required to identify chaperones as such on all documents related to a Field Trip. Chaperones are required to be over the age of 21 and must pass a background check in accordance with the College's [Background, Reference & Credit Checks](#) policy.

FRIENDS & FAMILY MEMBERS

Friends and family members of the Field Trip Sponsor cannot go on the Field Trip unless they are a student participant or ~~unless~~ acting as a Chaperone.

PARTICIPATION

The College reserves the right to restrict, limit, or disallow student participation if extenuating or unusual circumstances exist that do or may cause unnecessary risk or liability to the participant, employees, or other participants.

STUDENT CONDUCT

Students traveling on a College-sponsored, recognized, or funded trip are subject to the College's Student Code of Conduct and local, state, and federal laws at all times while traveling on an authorized trip.

The Field Trip Sponsor is responsible for ensuring that no one on a Field Trip (employees, students, chaperones, anyone on the trip) engages in willful misconduct including but not limited to:

1. Using alcohol, marijuana, or an illegal substance while on the trip
2. Engaging in inappropriate relationships
3. Placing students in clearly dangerous circumstances
4. Hosting or condoning an occasion where any of the above is violated.

The Field Trip Sponsor and Chaperones must take appropriate expedient action (such as sending the student home, if prudent) if it appears that a student is placing themselves or the larger group in danger.

The Field Trip Sponsor must report any disciplinary issue to the Vice President of Student Affairs or Academic Affairs, as relevant, and the Program Director (if not the Field Trip Sponsor) immediately.

Progressive Discipline Process – Adult Students

A progressive discipline process will be used, dependent on the severity of the student's behavior.

1. The first infraction will result in the Field Trip Sponsor having a conversation with the student about their behavior. The Field Trip Sponsor will inform the student that this is the first disciplinary contact.
2. If the behavior persists the Field Trip Sponsor will have another conversation with the student and inform them that they are receiving a warning. The student will be reminded that if there is one more disciplinary issue, they will have to leave the trip. The student must also be reminded that the cost of the return trip will be the responsibility of the student.

Some students, dependent on the severity of their behavior, will be asked to leave without the progressive discipline process. Some behaviors that will result in immediate removal from a Field Trip include, but are not limited to, theft, fighting, use or purchase of alcohol, marijuana, or illegal substances.

For the progressive discipline process for minor students, see the TRAVEL WITH

MINORS – SPECIAL REQUIREMENTS section below.

STUDENT BUDDY SYSTEM

Students must agree to follow a buddy system while on a Field Trip. Students will have a “buddy” or a partner to whom they are assigned. Students must remain with their buddy, especially when they are allowed to explore away from the group. It is each student’s responsibility to report when they are not aware of the whereabouts of their buddy.

TRANSPORTATION

Private Vehicle Use

Barring extraordinary circumstances (and unless approved in writing by the President), no personal vehicles may be used by any employee for transporting students on a Field Trip. This does not preclude adult students from providing their own transportation to and/or from a Field Trip, providing the student notifies the Field Trip Sponsor in advance of departure and provides all Required Documentation. In such instances, the student assumes all liability as a driver and waives the College liability for their actions as a driver. See the [Vehicle Use](#) policy.

College Transportation

Barring extraordinary circumstances (and unless specifically approved in writing by the President), Field Trip transportation provided by the College must be conducted by fully insured, properly licensed professional drivers using either licensed commercial/charter vehicles or vehicles owned and maintained by the State that meet all appropriate safety standards, including, but not limited to, use of passenger restraints and occupant protections requirements.

Safety Precautions

All modes of transportation require that common and mode-specific safety precautions (e.g., seatbelts) be used.

Travel conditions must be considered prior to departure, and the Field Trip Sponsor must exercise sound judgment in making decisions regarding travel.

Students traveling by commercial transportation must comply with all laws regulating travel and the rules of the specific carrier.

Drivers and passengers must obey all traffic laws and regulations, obey all policies

and procedures, and act responsibly and use sound judgment when traveling. Further, drivers must not exceed the vehicle manufacturer's recommended load capacity (see owner manuals for specific instructions), **must** avoid horseplay, racing or other distracting or aggressive behavior, and refrain from cell phone use and eating while driving.

UNAPPROVED EXPENSES

Any unapproved travel-related expense incurred by the student, College employee, or chaperone is the responsibility of the respective traveler.

The College assumes no responsibility for providing students/groups with funds in case of unanticipated delays or other incidents, which may require additional expenditures. Reimbursement for emergency circumstances may be considered.

MEDICAL COVERAGE

The College assumes no responsibility for medical coverage of student or non-College employee travelers. It is recommended each student and non-College employee have their own medical and accident insurance. Any costs not covered by insurance will be the responsibility of the traveler. Insured travelers must carry their insurance cards or proof of insurance with them on the trip.

EMERGENCIES

In the event of an emergency (e.g., car accidents, injuries, hospitalizations, or death) or serious student behavioral conduct issue, the Field Trip Sponsor (or chaperone, if the Field Trip Sponsor is not immediately available) must immediately seek professional assistance, as required, and then immediately notify by telephone:

1. listed emergency contact(s) for the student(s) involved (and, for minor students, parent/guardian if different from emergency contact)
2. Vice President of Student Affairs or Academic Affairs, as relevant
3. their direct supervisor

A written report of the incident must also be emailed to the relevant Vice President and President within 24 hours of the incident.

OVER-THE COUNTER AND PRESCRIPTION MEDICATIONS

Students are responsible for administering their own medications.

If symptoms progress or worsen the Field Trip Sponsor must 1) call 911, 2) contact the student's emergency contact, 3) contact the relevant Vice President and direct

supervisor. An event like this would also be considered an “Emergency”.

It is the responsibility of student participants or parents/guardians, in the case of minors, to inform the College of any existing certified medical condition that requires medication. Further, all participants with conditions must be able to monitor their condition and keep and administer all required medications without assistance; however, if assistance is required, the College reserves the right to determine what level of assistance is reasonable and does not negatively affect the rights of participation of other students.

SEEKING EMERGENCY CARE / ISOLATION

If emergency care is needed, the Field Trip Sponsor must contact the emergency contact(s) while addressing symptoms. If the symptoms continue to worsen, the Field Trip Sponsor must seek out reasonable medical care. If symptoms are very serious, the Field Trip Sponsor must call 911 immediately. If the Field Trip Sponsor must call 911, they will do the following after calling 911: 1) contact the student’s emergency contact, 2) contact the Vice President, Student Affairs, or the supervising Academic Chair/direct supervisor.

If a participant has contagious symptoms, the Field Trip Sponsor will isolate the students as accommodations (van, bus, hotel) allow.

A First Aid Kit must be readily available during field trips.

TRAVEL WITH MINORS – SPECIAL REQUIREMENTS

In addition to the other requirements in this policy, the following requirements are specific to travel involving minors (e.g., student participants in the Upward Bound program).

The director of the program offering the Field Trip (“Program Director”) must be the Field Trip Sponsor and is directly responsible for compliance with College policies, procedures, and/or rules, even if other employees are involved in participating, assisting, leading, directing, or orchestrating the activities.

Only activities directly related to scheduled events will be allowed with absolutely no participation in unscheduled, unauthorized, or unnecessarily risky activities.

Required Documents

Required Documents for a Field Trip involving minor students include:

1. Emergency Contact Form
2. Field Trip Permission Slip
3. Field Trip Rules of Conduct Form
4. Medical Proxy/Release Form

The Required Documents must be signed as approved by the parent/guardian and provided to the Program Director no less than 5 working days in advance of a Day Trip and no less than 10 working days in advance of an Overnight Trip.

The Program Director must provide the Vice President of Student Affairs or Academic Affairs, as relevant, with electronic copies of all approved Required Documents at least 5 days before the Field Trip. If a student does not have all approved Required Documents, they will not be allowed on the Field Trip.

Overnight Trips

Participants in an Overnight Trip must be a rising 9th grade student or older.

A Mandatory Orientation Meeting with parents/guardians must be held no fewer than 15 working days (Monday-Friday) prior to departure of the Overnight Trip. Participants who are not represented at the meeting by parent/guardian will not be allowed to participate in the Overnight Trip. (Upon extraordinary circumstances, the Program Director may meet face-to-face with a parent/guardian to provide the same information that was covered at the Mandatory Orientation Meeting.)

Information required to be provided to the students and parent/guardian at the Mandatory Orientation Meeting includes, at a minimum:

1. Detailed Travel Itinerary/Schedule, including date and time of departure and return and duration of trip, mode(s) of travel
2. Cost of the trip
3. Number of chaperones
4. Purpose of the trip
5. Known hazards
6. Special clothing or equipment required because of planned activities
7. Expected weather conditions, etc.

The Program Director must ensure that all activities are scheduled and completely and accurately listed on the Travel Itinerary, and that the Travel Itinerary is strictly followed.

Progressive Discipline Process – Minor Students

A progressive discipline process will be used, dependent on the severity of the student's behavior.

1. The first infraction will result in the Field Trip Sponsor having a conversation with the student about their behavior. The Field Trip Sponsor will inform the student that this is the first disciplinary contact.
2. The second infraction will result in the Field Trip Sponsor having a conversation with the student and the student's parent(s)/guardian(s), and informing them that they are receiving a Warning. The student and parent(s)/guardian(s) will be reminded that if there is one more disciplinary issue, the student will be asked to leave the trip and that the cost of the return trip will be the responsibility of the student.

Any discipline of a minor student participant will be followed by an email or letter to the parent/guardian and the Vice president of Student Affairs.

Students, dependent on the severity of their behavior, may be asked to leave without the progressive discipline process. Some behaviors that will result in immediate removal from a Field Trip include, but are not limited to, theft, violence, fighting, use or purchase of alcohol, marijuana, or illegal substances.

EXCEPTIONS

Any exceptions to this policy will only be granted by written authorization of the College President.

References:

[Background, Reference & Credit Checks](#) policy

[Clery Act](#)

[Clery Act Employee Portal](#) site

[Clery Post-Travel Form](#) (Clery Act Employee Portal site)

[Clery Pre-Travel Form](#) (Clery Act Employee Portal site)

[Employee Handbook](#)

Field Trip Rules of Conduct Form (**Mel has**)

[Grants](#) policy

[Trip Liability Waiver–Emergency Contact–Medical Authorization](#)

[Vehicle Use policy](#)

[Student Handbook](#)

Travel & Expense Reimbursement policy (needs link once posted)

Appendix A – REQUIRED PARTICIPANT INFORMATION

Student's Emergency Contact Info:

Emergency Contact Name and Relationship

Emergency Contact Phone#

By signing here, I am stating that I agree to the term and conditions set out in this agreement.

Student signature

Date

Field Trip Sponsor

Date

If participant is a minor - Parent Guardian Name (Print)

If participant is a minor - Parent/Guardian Signature

Date

INSTITUTIONAL DATA MANAGEMENT

Office of Origin:	Institutional Research
Responsibility:	<u>Executive Director, Institutional Research</u> <u>Chief Information Officer</u>
Original Date Adopted:	10-22-2013
Dates Reviewed:	09-18-2018, <u>x-x-xx</u>
Last Date <u>Board</u> Approved:	03-24-2020, <u>x-x-xx</u>

Institutional data is defined as all data created, collected, maintained, recorded or managed by Lake Michigan College (the College). The College collects institutional data for multiple purposes, including data used for planning, managing, operating, controlling, or auditing College functions, and compliance reporting. Institutional data also includes research data that contains personally identifiable subject information and proprietary College information and trade secrets.

Institutional data is an organizational asset and therefore owned and managed by the College.

~~The Data Management~~This policy and accompanying procedures articulates the protection of ~~the College's~~ institutional data from accidental or intentional unauthorized access, damage, alteration or disclosure while preserving the ability of authorized users to access and use institutional data for appropriate purposes and setting guidelines for publishing and reporting institutional data.

Requirements:

1. ~~College administration~~Cabinet is responsible for identifying authorized users and may limit the distribution of institutional data at its discretion.
2. The College will establish appropriate procedures to collect, maintain, and protect institutional data. These procedures are intended to protect the privacy of its students, ~~faculty, staff~~employees, and patrons to the greatest extent possible, as well as to advance the mission of the College using institutional data.
3. ~~College e~~Employees working ~~with or~~ using institutional data in any manner must comply with all federal, Michigan, and other applicable laws. ~~Examples include the federal Family Education Rights and Privacy Act (FERPA), the Health Insurance Portability and Accountability Act (HIPAA), and the college's policy on Acceptable Use of Technology Resources.~~See the Reference section

for examples.

4. ~~College e~~Employees are responsible for ~~ascertaining~~determining, understanding, and complying with all laws, rules, policies, standards, contracts, and licenses applicable to their own and their subordinates' specific uses of institutional data.
5. All published findings or hypothesis shared with outside organizations, not including federal or state agencies, must be approved in advance by the Institutional Review Board.
6. Data will at all times be used in an ethical manner that represents the best interest of the students, employees, and the mission of the College.
7. All institutional data must be managed and maintained in accordance with the ~~College's~~ Records Retention policy.
8. ~~All requests for institutional data received under the Freedom of Information Act must be directed to the legal representative for the college.~~
9. All employees are responsible for understanding the types of institutional data under their stewardship and managing it accordingly. This responsibility includes assessing the level of security required for confidential or sensitive information, controlling access to data appropriately, and informing those under their supervision or their responsibility to protect data to which individual employees are authorized to view, access, maintain, or distribute such. **MOVED FROM BELOW**

Data User Roles:

~~College e~~Employees authorized to use institutional data must understand and fulfill the responsibilities associated with their assigned level of access to institutional data, including a signed copy of all relevant forms (FERPA, Confidentiality Agreement) in the employees' records. These responsibilities are assigned roles as follows:

- a. ~~Data Trustee:~~ a senior College administrator with management and policy responsibilities.
- b. ~~Data Steward:~~ an ~~College employee~~ with direct operational responsibility for the collection, storage, retrieval, and protection of any type of institutional data.
- c. ~~Data Custodian:~~ a College unit or employee responsible for the operation and management of systems and servers which collect, manage, and provide access to institutional data.
- d. ~~Data User:~~ a College unit, employee, or student using institutional data in the authorized conduct of College business.

~~Within one year of the date of approval of this policy, all employees will be designated by the Data User Roles system. A list of all employee data user roles, as defined above, will be assigned by the Office of Information Technologies, and maintained by the Office of Human Resources. All new positions created after the date of approval of this policy must have a Data User Role assigned prior to hire.~~

Data Use Classifications:

~~The College's institutional data is classified as one of the following categories below. Membership to a Data Use Classification category are is assigned by the College's Data Management Team and approved by the President.~~

- ~~a. **Public** Data intended for broad distribution in support of the College's mission and/or freely available to any person or organization with no restrictions. Examples include aggregated data available on the public website and reported to state and federal agencies, e.g. IPEDS, VFA, STARR.~~
- ~~b. **Limited Access** Data available without restriction for College use, but whose integrity must be carefully maintained. Examples include anonymous data collected via surveys, focus groups, interviews, or data used interdepartmentally where data is sanitized of any restricted information.~~
- ~~c. **Restricted** Data that is limited to College operations, protected or regulated by law. Restricted data must be shared using secure protocols such as an internal restricted shared drives or encrypted data files. Examples include but are not limited to: personal identifying information such as social security numbers, credit card numbers, personally identifiable healthcare data and student records, proprietary information, trade secrets, and any confidential information on surveys or interviews.~~

~~All data roles are responsible for classifying institutional data under their stewardship and managing it accordingly. This responsibility includes assessing the level of security required for confidential or sensitive information, controlling access to data appropriately, and informing those under their supervision or their responsibility to protect data to which individual employees are authorized to view, access, maintain, or distribute such.~~ **PARAGRAPH MOVED TO #9 ABOVE**

Restricted Data Requirements:

While all institutional data should be protected, restricted data must be given the utmost protection. To help ensure this, at a minimum, restricted data must be:

- a. Stored and shared on a ~~LMC~~ protected internal drive or intranet site, e.g. Employee Portal (aka SharePoint), MS Teams, etc.
- b. Encrypted if stored or used on portable devices ~~issued by the College~~, if

removed from a College location, or if electronically transmitted. ~~See LMC Data Security Policy~~

- c. Never stored on a personally-owned computer or storage device.
- d. Never stored or used by a non-employee without a non-disclosure agreement to provide appropriate protection to the same standards used by the College.

Breaches, losses, or unauthorized exposures of restricted data must be immediately reported to ~~the~~ IT.

Other Data Requirements:

~~Data Trustees, Data Stewards, Data Custodians, or s~~Specific College units may have additional policies covering institutional data within their areas of operational or administrative control. Consult your supervisor, ~~or the unit's~~ management, ~~or the appropriate data trustee, data steward, or data custodian~~ if further information is needed.

~~College e~~Employees must report actual or suspected criminal activity associated with any institutional data to the HR and IT for action and coordination, if required, with law enforcement agencies. In a perceived emergency situation, College administration may take immediate steps, including denial of access to the College's network and institutional data as well as seizure and quarantine of College-owned data processing and storage assets, to ensure the integrity of ~~College~~ data and systems and to protect the College from liability.

Enforcement:

~~College e~~Employees or non-employees acting on behalf of the College who violate this policy may be denied access to institutional data and may be subject to other penalties and disciplinary actions, up to and including termination.

References: ~~Acceptable Use for of Technology Resources~~
~~Conflict of Interest – Employee policy~~
~~External Agencies – Compliance with Requirements Employee~~
~~Compliance with Requirements of External Organizations~~ policy
~~Family Education Rights to Privacy Act (FERPA) Compliance: Student~~
~~Information policy~~
~~Freedom of Information Act and Guidelines~~ policy
~~Health Insurance Portability and Accountability Act (HIPAA) policy~~
~~Identity Theft Prevention and Red Flag Rules~~ policy

Lake Michigan College Policy

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

[Record Retention](#) ~~policy~~

[Social Security Numbers](#) ~~policy~~

~~Student Records Retention and Disposal~~

SUCCESSION PLANNING

Office of Origin:	Human Resources
Responsibility:	Executive Director, Human Resources
Original Date Adopted:	x-x-24
Dates Reviewed:	x-x-24
Last Date Board Approved:	x-x-24

Succession planning is a strategy for identifying and developing existing employees to fill potential vacancies in major roles and technical positions at Lake Michigan College (the College). It helps prepare for contingencies and to minimize the disruption to operations when those positions become vacant. It also reinforces the College's commitment to the growth and professional development of employees.

The Succession Plan includes positions that are key to accomplishing the strategic goals, those requiring substantial organization-specific knowledge to perform successfully, those of a highly technical and/or difficult to recruit nature, and those with a known vacancy coming in the near future.

The Succession Plan requires intentional, ongoing, and collaborative efforts from College leadership, HR, Culture & Talent Success (CTS), and individual employees with a desire for professional development and advancement.

The Succession Planning Committee will consist of Cabinet, the Director of CTS, and the Executive Director of Human Resources (HR) and will meet at least twice a year to review and update the Succession Plan. This committee will also maintain an Emergency Interim Leadership List for positions at the Director level and above based on employee qualifications. HR is responsible for the overall coordination of succession planning and the Emergency Interim Leadership List, as well as for maintaining related documents.

Those employees selected to participate in the Succession Plan are not guaranteed placement into a key leadership or technical position or into a vacancy. In addition, employees selected to participate in the Succession Plan or selected for a vacancy may not follow or have followed a traditional progression of jobs in a department or division.

The College hopes to develop as many employees as possible without the pre-selection of a single internal candidate for a key position – when feasible,

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multiple potential candidates will be identified and developed to meet the competencies for each key position.

Job vacancies for positions that are part of the Succession Plan will be posted internally and may be posted externally.

Resources: Succession Planning Procedure

Tuition Rate and Residency

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

Responsibility: Vice President, Student Affairs

Date Adopted: ~~07-01-91~~

Date Reviewed: ~~08-27-19~~, 9-28-21, 3-29-22, ~~2-512-24~~

Last Date Board Approved: ~~04-28-15~~, 12-~~04-18~~, ~~08-27-19~~, 3-29-22

A Lake Michigan College (LMC or the College) student's initial residency for tuition purposes is determined based on information provided on the admission application. Residency, as defined below, may be reconsidered upon presentation of documentation, ~~as defined in sections E and F below,~~ that the student's residency has changed. The College has the right to verify a student's residency at any time.

A. In-District

1. A student who is a U.S. citizen, permanent resident (green card or ~~resident alien~~ permanent resident card holder), a person with asylum status, or DACA/Dreamer, or is an undocumented immigrant who graduated from a U.S. high school and is:
 - A resident within the College district (Berrien County, [including the Niles zip code 49120], the South Haven Public School District or Covert Township in Van Buren County).
 - Any individual eligible for educational assistance under either Chapter 30 (Montgomery GI Bill – Active Duty Program), Chapter 31 (Vocational Rehabilitation), Chapter 33 (Post-9/11 GI Bill®), Chapter 35 (Survivors' and Dependents' Educational Assistance Program), of Title 38, United States Code, or Chapter 1606 of Title 10 U.S.C (Montgomery GI Bill – Selected Reserve), and/or the Marine Gunnery Sergeant John David Fry Scholarship (38 U.S.C § 3311(b)(9)) while attending the College (regardless of ~~his/her~~ their formal state of residence).
2. A resident of on-campus housing, regardless of citizenship.
 - ~~Students living on campus during consecutive Fall and Spring semesters will receive in-district tuition rates for the Summer term immediately following, regardless of whether they are living on campus during the summer term.~~

B. Out-of-District

A student who does not qualify as an in-district student as defined above and is not an international student as defined ~~in section C below,~~ is classified as an out-of-

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district student.

C. International

A student who is a non-U.S. citizen, except those noted ~~in section A above~~, and is attending the College on an F1, M1, or any other visa type ~~or is undocumented~~ is classified as international, for tuition rate purposes ~~only~~.

D. Early College Students

~~Tuition rates for Aa student still in high school and participating in taking Early College College~~ courses ~~is defined as a resident as described above. However, during enrollment in an Early College course, tuition for that course is based upon the residency of the location of the high school, instead of the student's residency.~~

E. Change of Status

A student ~~who is classified as an out-of-district or international student is eligible for review of residency status if may request a change of residency by providing proof of residency documentation, as outlined below. and in Section F of this policy, is Documentation must be submitted prior to the first day of the semester in which the student is registered or intends to register.~~ Any status updates requested after the semester begins will be reviewed for subsequent semesters. ~~It is the student's responsibility to inform the Records & Registration Office prior to the start of the semester of any change in residence or status that would affect their classification.~~

F. Documentation

The College reserves the right to require documentation ~~acceptable to the College in all cases of residency determination and verification including, but not limited to, the following criteria: student's current residency address and one or more of the following documents confirming that address as the legal home of residence at any time. Acceptable documentation includes:~~

- ~~1-3.~~ Valid state driver's license Valid state ID card
- ~~2-4.~~ Valid motor vehicle registration in student's name (car insurance and car title are not acceptable)
- ~~3-5.~~ Voter registration card
- ~~4-6.~~ Military ID card
- ~~5-7.~~ Tribal card with address
- ~~6-8.~~ Lease, mortgage, or rental Agreement
- ~~7-9.~~ Property tax bill (must be a place of residence or property)
- ~~8-10.~~ Utility bill
- ~~9-11.~~ Homeowner's or renter's insurance policy
- ~~10-12.~~ Notarized statement verifying residency signed by parent(s) if student is still in high school, accompanied by parent's proof of residency or by current high school record (e.g., high school transcript or current report

card in student's name and address).

Dependents

A student may use their parent(s) or legal guardian(s) residency for tuition purposes if they were claimed as a dependent on the parent(s)/guardian(s) Federal income tax return for the last calendar year. Documentation of the following is required to do so: parent/guardian's current property tax bill and copy of parents'/legal guardian's Federal income tax return for the last calendar year showing the student claimed as a dependent.

Senior Citizen

Senior citizens 60 years of age ~~and or~~ older who meet in-district criteria ~~will~~ qualify for ~~tuition free~~ reduced tuition for enrollment in any College credit course subject to the following provisions:

~~1.13. The student must be at least 60 years of age prior to the first day of the semester in which the student is registered. The student must be at least 60 years old before the first day of the semester in which they are registered.~~

14. Registration fees and special fees (if any) for courses selected must be paid by the student. All regular registration procedures must be followed.

LMC Employees

~~2.~~ Employees of Lake Michigan College are eligible for reduced tuition waiver benefits

Discretion to ~~Adjunct~~ Adjust

Discretion in adjusting individual cases within the spirit and intent of ~~these regulations~~ this policy is vested with the Board of Trustees or their designee.

References: - GI Bill

LMC Employee Handbook

POLICIES-2nd READ

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

1. Field Trips
2. Institutional Data Management
3. Succession Planning
4. Tuition Rate and Residency

ACTION:

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

MOTION by Ms. Smith with support by Ms. Burghdoff to approve the policy revisions as present.

ROLL CALL VOTE

Chair Grover asked the board secretary for a roll call vote

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

Nays: None

POLICIES-1st READ FOR REVIEW

Lake Michigan College Policy

ADVERTISING, MARKETING, and SPONSORSHIPS

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

This policy applies to all advertising, marketing, and promotional activities undertaken by Lake Michigan College (the College) across all media channels. It is designed to ensure that College advertising practices are legal, ethical, and consistent with the College's brand values.

This policy applies to all employees, contractors, and partners involved in the creation, planning, and execution of advertisements on behalf of the College.

All advertising materials must:

- Be truthful and non-deceptive.
- Comply with all relevant laws and regulations.
- Respect privacy and intellectual property rights.
- Maintain consistency with the overall brand identity (i.e., accurately reflect the values and messaging strategy the College.)

Approval Process

All advertising and marketing content must be created in software licensed by the Marketing and Communications department (Ex. Marq) or reviewed and approved by the Executive Director of Marketing and Communications or designee. Any revisions to approved content must undergo a subsequent review.

Exceptions

Due to the unique operations of auxiliary and ancillary units, approval for advertising and marketing materials for Athletics, The Mendel Center, , and the Fab Lab is delegated to the supervising Cabinet member. Additionally, the LMC letterhead and powerpoint templates available on the marketing and communications Sharepoint page are available to be used by current employees.

Sponsorships

Sponsorships involve providing funding, goods, or services in support of an external organization's activities, events, or programs; in return, the sponsor is acknowledged

in the program or other promotion materials, and/or may receive tangible benefits (e.g., event tickets, food, beverages).

All sponsorship requests must be reviewed and pre-approved by the Executive Director of Marketing and Communications.

Sponsorship may be considered for requests that meet at least 2 of the following:

- 1) Strategic Alignment: supports the College mission or strategic goals.
- 2) Individual Recognition: honors a College leader, donor, or donor prospect.
- 3) Community Relations: develop or furthers a partnership with the communities served by the College.
- 4) Collaborative Relationships: supporting organizations that have collaborative relationships with the College.
- 5) Marketing: meets the College's promotional needs. In this case, the College must receive recognition of sponsorship through the approved use of its logo in advertisements and other materials such as banners, t-shirts, online acknowledgements, etc.

Due to the number of requests and limited availability of funds, a request may be denied even if it meets the selection criteria.

The College will not support the following:

- Requests that do not comply with federal and state laws and regulations
- Political candidates, campaigns or organizations
- Requests that benefit individuals with funds for their private use regardless of the intent or need
- Religious activities
- Memorials, scholarships or endowments
- Events or organizations outside the College's service areas or markets
- Requests from organizations to support field trips or tours

References: Advertising on College Property, Brand Identity policy,
 Bartering policy

ADVERTISING, SELLING, & SOLICITING AND ADVERTISING ON COLLEGE PROPERTY

Office of Origin	Marketing and Communications
Responsibility	Executive Director, Marketing and Communications
Original Date Adopted	11-25-08
Dates Reviewed:	8-05-20
Last Date Board Approved:	8-05-20

~~Selling, soliciting and a~~Advertising by persons or organizations not ~~directly associated contractually affiliated~~ with Lake Michigan College (the College) is prohibited on College property unless authorized by the Executive Director of Marketing and Communications and/or the director of the specific facility. ~~Examples of those contractually affiliated with the College would include Barnes & Noble, Kidzone, acts performing at the Mendel Center, etc.~~

-
All ~~such~~ materials to be posted, ~~or~~ distributed, on College property must be approved by the Director of Marketing and Communications and/or director of the specific facility.

Distribution of non-~~e~~College advertising on vehicles ~~on College property~~ is prohibited.

References: ~~Advertising, Marketing, & Sponsorships~~ (forthcoming)

MINORS ON CAMPUS

Office of Origin:	Academic Affairs and Student Services
Responsibility:	Provost and Vice President of Academic Affairs, Vice President of Student Affairs
Original Date Adopted:	10-25-08
Dates Reviewed:	7-10-18, 5 12-22, 2-22-23
Last Date Approved by Board:	6-25-19, 2-22-23(C)

Children or minors under the age of 44 **18** who are not attending classes must be under adult supervision at all times. Lake Michigan College (LMC or the College) assumes no responsibility or liability for any loss or damage suffered by any child or minor under the age of 44 **18** on campus in violation of this policy. The College reserves the right to seek indemnity and contribution from any adult in violation of this policy.

Students are discouraged from bringing minors to campus while they are attending class unless the minor's attendance is required as part of the student's responsibilities in completing a course assignment or the student receives permission from the instructor.

Minors and guardians whose minors are taking part in LMC-sponsored activities, such as summer camps and workshops, will observe the procedures and protocols required for participation in those programs. **All adults participating in programs and activities covered by this policy are expected to be positive role models and act in a caring, honest, respectful, and responsible manner. They are required to comply with all applicable laws and College policies and procedures.**

Employees and students may enroll their children in Kidzone Preschool & Child Care Center, L.L.C. on the Benton Harbor or South Haven campus for childcare needs. Kidzone is privately owned and operated and is not affiliated with the College.

Enrollment in College Courses

Minors are eligible to enroll in classes if they meet course prerequisites and other requirements, as stipulated by the Class Registration, Admissions, and Early College policies.

Minors under the age of 14 who are interested in taking classes on campus must obtain written permission from the appropriate academic dean. The dean will confer with relevant faculty and/or department/program chair(s) and the Vice President of Student Affairs prior to making a decision regarding the suitability of the college environment and the course(s) in which the minor is interested.

Over Night Stays

Any program that allow or require minors to stay overnight at Beckwith Hall (or elsewhere at the College) must have approval in writing from the supervising Cabinet member. The program director must obtain written consent and liability waivers signed by the participant's parent/guardian prior to the same, and must follow the relevant portions on the Field Trip policy. Minors must adhere to the Housing Handbook and Student Code of Conduct and follow all policies and procedures.

An LMC employee who is a trained Campus Security Authority (CSA) must be present during the overnight stay. If a CSA is needed, please contact Accreditation, Strategic Projects, and Quality (ASPQ) to become trained or to obtain a current list of trained CSAs.

Minors cannot be without a chaperone(s) at any time during their stay except when they are in their Beckwith Hall suite. Minors must inform a chaperone of any misconduct, illness, or emergency right away during their stay. The ratio of chaperones to minors must be at least 2 chaperones to 14 minors.

Chaperones and volunteers present during minor overnight stays must have passed a background check. Chaperones and volunteers must adhere to all policies and procedures.

References: [Admissions Policy](#), [Class Registration Policy](#), [Early College Policy](#), [FERPA Policy](#), [Field Trip Policy](#), [LMC's Clery Act Policy](#), and [LMC's Campus Security Authority Procedure](#)

DEPARTMENT REPORTS

ACADEMIC AFFAIRS DEPARTMENT REPORTS

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

ACADEMIC EXCELLENCE

The Lake Michigan College Trucking Program is full for the next 5 classes on the South Haven Campus.

On Thursday, April 25, 53 inductees in the inaugural semester of the National Society for Leadership and Success (NSLS). **Dr. Ken Flowers** gave the keynote speech on our record-setting semester. We are in the top five for all NSLS chapters nationally with 137 members. This remarkable achievement is the culmination of an outstanding collaboration between **Dr. Tiffany Bohm, Melissa Grau, and Sarah Thomas**. Together, their dedication and effort have brought the prestigious NSLS—a renowned leadership program—to our campus.

On Monday, April 29, **Dr. Mya Hernandez**, Psychology faculty, took the Introduction to Behavior Analysis Psychology class on a trip to the Logan Autism Center. During the semester, these students learned the concepts and principles underlying behavioral science. At the Logan Autism Center, students observed how theory can be used when working with kids with developmental disabilities.



*Students pictured: Caleb Haney, **Mary-Lou Fish**, David Reisenbichler, Alex Beckman, Emerald Penley*

COMMUNITY IMPACT

On April, 17, **Jeremy Burleson**, Associate Dean of the South Haven Campus and Select Academic Programs, met with local officials and community members to discuss the South Haven community revitalization project with the South Haven Chamber of Commerce. On

April 18, the South Haven Speaker Series welcomed Dr. Drew Gronewold Associate Professor of Ecosystem and Management about the long-term impact of the warming of Lake Michigan.



Dr. Gronewold speaking about the impact of the warming of Lake Michigan.

On April 23 at 6:00 pm at the New Buffalo Township Library, **Susan Wilczak**, Art Lecturer, presented a thought-provoking discussion centered around the question- What is art? to an audience comprised of artists, collectors, and the general public. The feedback was very positive. Susan has been asked to speak again at the New Buffalo Township Library this upcoming Fall.



On Wednesday, April 24th, Michigan's community and tribal colleges convened for the MCCA Capitol Day in Lansing, advocating for educational interests. LMC's delegation, including **Al Pscholka, Jeremy Burleson, Sarah Thomas, Dr. Ken Flowers**, alongside students *Cali Grenon, Julia Pepple*, and mascot Rocky Redhawk, championed initiatives like the Red Hawk Futures Scholarship and Open Meetings Act Reform. They also supported Senate Bill 406 and celebrated the Berrien Talent Collaborative, emphasizing community college's pivotal role in fostering innovation and economic prosperity statewide.

On April 25, the South Haven Campus hosted the Seed of Hope Scholarship Fund Potluck to help raise money for the Seed of Hope Scholarship. They raised \$2,873.00 that evening.



Jeremy Burleson, Associate Dean of the South Haven Campus and Select Academic Programs receiving the proceeds from the Seed of Hope Scholarship Potluck from Dorothy Sherrod.

On Tuesday, April 30, LMC Votes and the League of Women Voters Berrien and Cass County welcomed Michigan Attorney General Dana Nessel for a presentation on "Election Protection." With approximately 50 community members, faculty, and a dozen students attending, Ms. Nessel discussed the recent charges brought against the false electors from the 2020 presidential election. She also discussed the investigative and prosecutorial efforts her office conducts to and secure the vote process. Special thanks to **Dr. Ken Flowers**, **Kris Zook**, and **Doug Schaffer** for attending on behalf of the college as well as **Dr. Tiffany Bohm** and **Dr. Amy Scrima** for leading and moderating the event.

Under the leadership of **Brad Byerle**, the eagerly anticipated inaugural Police Academy kicked off on Tuesday, May 7, offering a packed schedule of events. Over the course of 16 weeks, 16 sponsored recruits will engage in a diverse range of activities including gym sessions, firearms training, traffic stop simulations, legal scenarios, emergency vehicle operations, shooter training, and scenario nights. The program culminates in a grand graduation ceremony on August 28, marking the successful completion of this intensive training endeavor.

EMPLOYEE EXPERIENCE

We're thrilled to announce the academic achievements of two remarkable individuals from our college community! **Michella Bethea-Jones**, a dedicated member of our full-time Nursing faculty, has recently earned her Doctor in Nursing Practice (DNP) degree from Chamberlain College. Additionally, **LaToya Mason**, Dean of Health Sciences, has successfully completed her doctoral program at Capella University. Congratulations to Michella and LaToya on their remarkable accomplishments!

STUDENT SUCCESS

On Sunday, April 14, at the 2024 HLC Annual Conference, **John Stahl, Kris Zook, and Mel Grau** captivated the audience with their transformative strategies. Their presentation focused on fostering a culture of inquiry within academic institutions by integrating curricular and co-curricular assessment efforts. Highlighting the collaborative partnership between Academic and Student Affairs, they showcased the profound impact of joint efforts on prioritizing student needs. Advocating for a flexible unified assessment tool, they demonstrated its power in data-driven decision-making. Their presentation underscored the synergy between assessment endeavors, enhancing student experiences and institutional excellence.

Held from April 12-16, the 2024 Higher Learning Commission (HLC) Annual Conference, themed "Higher Ground," concluded in Chicago, leaving Lake Michigan College attendees buzzing with inspiration. Representing LMC were **Chad Dee, Dan Campbell, Dr. Dave Kreuger, Filippo Tagliati, Dr. John Beck, John Stahl, Melissa Emery, Kris Zook, Dr. LaToya Mason, Dr. Linwood Whitten, Mel Grau, and Dr. Ken Flowers**, reaffirming our commitment to educational excellence. The event fostered discussions on citizenship, AI, diverse learners, and innovative credentials, highlighting the transformative potential of higher education. Thanks to **Sabrina Hinrichs** for her invaluable coordination.

On April 17 and 18 the staff at the South Haven Campus had treats and give away items for students to help them relax before exams



Students participating in "relax before exam" giveaways.

Laura Henderson -Whiteford, Admissions Representative for the South Haven Campus, and **Julia DeGroot**, South Haven Advisor, met with Bangor, Bloomingdale, Covert, Fennville,

Hamilton, Plainwell, South Haven, and West Ottawa High Schools to help incoming freshmen register for fall classes.

On April 25, the Literacy and Numeracy Across the Curriculum (LNAC) working group held their second annual Student Symposium, IdeaCon 2.0. This highly successful event saw over 60 attendees and approximately 35 student presenters sharing their works through talks, PowerPoint, and poster presentations. A range of topics were covered, including health issues, environmental concerns, developments in Virtual Reality (VR), meditation techniques, and pedagogical best practices, among many others. LNAC plans to continue to host future IdeaCon events each spring.

Literacy and Numeracy Across the Curriculum Working Group event organizers include: **Dr. Jessica Beachy**, Biology faculty, **Dr. John Beck**, Chemistry faculty, **Dr. Tiffany Bohm**, Political Science faculty, **Ms. Lia McCoskey**, English faculty, **Dr. Erik Mortenson**, English faculty, **Dr. Amy Scrima**, Psychology faculty, **Mr. John Stahl**, Physics faculty, **Ms. Elizabeth Zak**, Sonography faculty, and **Mr. Kristopher Zook**, Dean, Arts and Sciences



Kylie Craig discusses her time studying art at the college and how it sparked a passion and plan for further study at a 4-year college.



Rhoda Namaseruka presents original research titled, "Strategies Enhancing Memory of Content: A Case of Anatomy and Physiology Students' Experiences." This work examined the efficacy of various mnemonic techniques for anatomy and physiology students at LMC.



Heather Poleon reviews literature related to the US of VR and meditation. Poleon, along with fellow co-collaborators Brittney Gaban, Klay Raschke and Zac Hildebrant, presented original research on the "Effects of VR and Non-VR Guided Meditation on Measures of Stress in College Students."



Honors student Grace Mullock presents an analysis of "Tomboy Princesses" in Disney films.

STUDENT AFFAIRS DEPARTMENT REPORTS

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

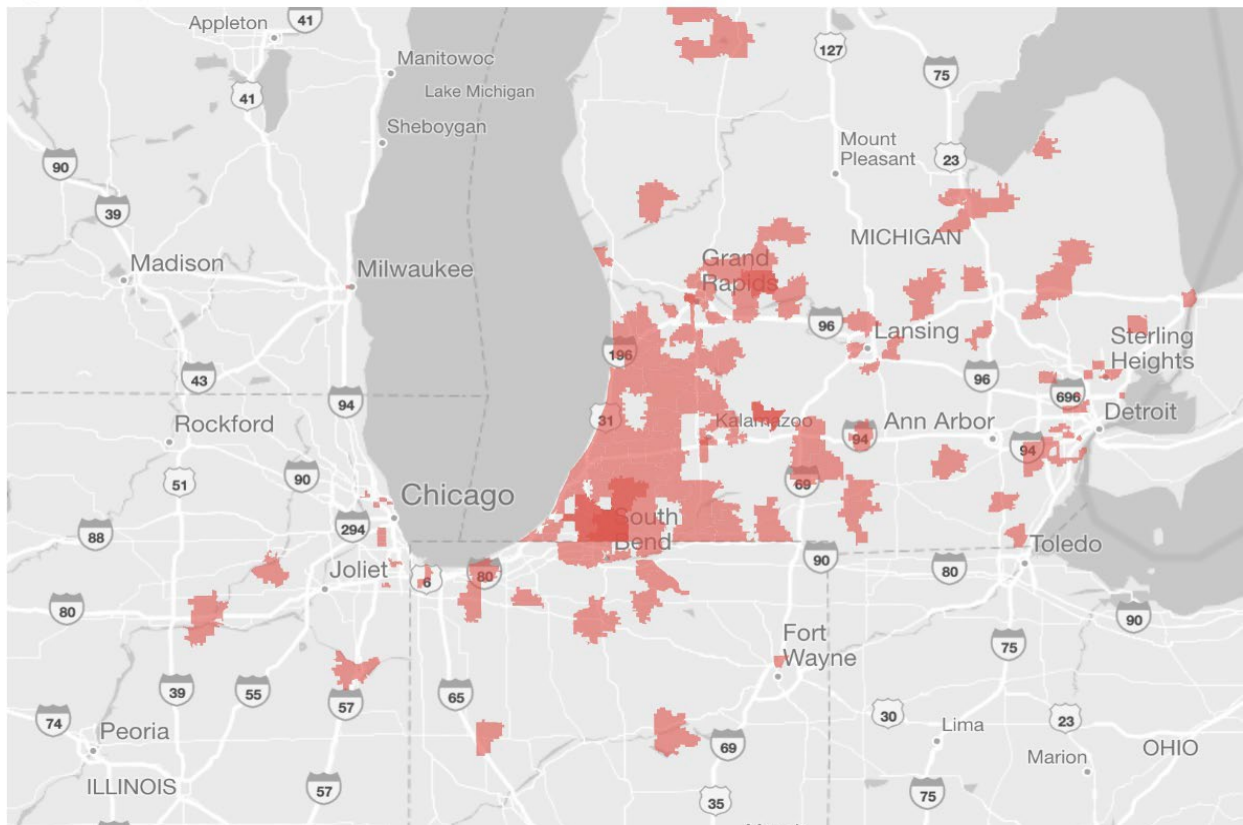
COMMUNITY IMPACT

Admissions

Fall 24 the College recruitment efforts gained momentum and achieved several significant goals so far. With 117 days left before fall classes begin, we are making progress at growing enrollment of more, and more qualified, students.

In traditional high school recruitment, the Admissions Department staff are still attending senior award nights and finishing on-site enrollment events. We have applications from 216 high schools so far, a record. Of the top 50 high schools the College recruits from (in or near the district) we are trending above the 5-year application average in 39 schools.

Map: *Fall 2024 application high schools*



Locally, one of the most successful enrollment efforts this year is the promotion of the *Red Hawk Futures Scholarship* for in-district graduates. Using multiple communication and recruitment campaigns, the College Admissions saw a significant positive response.

Accepted First Year, First Time Applications (year vs year on May 9)

Top 100 schools.

	Fall 2019	Fall 2020	Fall 2021	Fall 2022	Fall 2023	Fall 2024
TOTALS	1,153	969	751	761	885	1,023
St. Joseph High School	56	52	36	47	47	55
Benton Harbor High School	23	31	15	8	7	53
Niles High School	38	29	45	42	30	42
Watervliet High School	35	30	50	50	40	37
Berrien Springs High School	67	48	46	30	40	36
Lakeshore High School	51	60	38	34	50	36
Hartford High School	63	32	29	23	36	36
South Haven - LC Mohr HS	29	31	10	33	52	36
Fennville High School	42	35	23	20	19	34
Buchanan High School	39	15	13	17	14	32
Coloma High School	62	61	44	25	27	31
Countryside Academy (Charter)	10	18	6	4	24	25
Eau Claire High School	7	12	10	9	7	25
<i>Other - Outside of Michigan</i>	<i>63</i>	<i>35</i>	<i>21</i>	<i>24</i>	<i>49</i>	<i>24</i>
Bridgman High School	21	16	14	21	17	22
West Ottawa High School	4	6	7	0	5	20
<i>Non-U.S. High School</i>	<i>3</i>	<i>3</i>	<i>4</i>	<i>9</i>	<i>9</i>	<i>19</i>
Bangor High School	21	10	7	13	18	17
Bloomington High School	14	13	10	11	9	15
Carver Military Academy	0	0	0	0	0	15
Brandywine High School	31	38	16	10	18	14
<i>Other Michigan High Schools</i>	<i>30</i>	<i>14</i>	<i>7</i>	<i>9</i>	<i>16</i>	<i>13</i>
<i>Home School</i>	<i>10</i>	<i>4</i>	<i>4</i>	<i>4</i>	<i>4</i>	<i>12</i>
Andrews Academy High School	4	2	5	8	4	11

Covert High School	10	16	4	6	5	11
Michigan Lutheran High School	8	6	15	7	7	9
Paw Paw High School	20	17	7	1	7	9
Edwardsburg High School	4	8	11	10	7	9
New Buffalo High School	20	12	11	10	11	8
River Valley High School	14	7	7	7	7	8
Holland High School	4	5	6	8	1	8
Lawrence High School	7	6	6	4	7	7
Sturgis High School	2	1	0	1	0	7
Decatur High School	11	1	1	3	8	6
Dowagiac Union High School	10	16	14	10	9	6
Allegan High School	6	19	3	7	6	6
Bridge Academy	0	1	0	1	3	6
Otsego High School	5	3	4	0	4	5
Mishawaka High School	3	0	2	2	4	5
<i>GED - Michigan</i>	1	3	4	5	3	5
Grace Christian High School	0	0	1	2	0	4
<i>Other Indiana High Schools</i>	11	9	6	2	8	4
Constantine High School	5	0	1	4	1	4
Hardaway High School	0	0	0	0	0	4
Kalamazoo Central High School	3	2	1	2	2	4
Link Learning Centers	0	0	0	0	0	4
Portage Northern High School	2	1	1	1	2	4
PrepNet Virtual Academy	0	0	0	0	0	4
White Pigeon High School	0	0	0	1	1	4
Lawton High School	4	4	2	2	3	3
Plainwell High School	3	2	1	5	2	3
Washington HS (South Bend)	2	4	1	3	4	3

Curie Metropolitan High School	0	0	0	0	0	3
Gull Lake High School	3	1	0	1	1	3
Hillsdale High School	2	0	1	0	1	3
Niles Cedar Lane Alternative H	0	0	0	0	0	3
Unionville-Sebewaing High School	0	0	0	0	1	3
Waverly Senior High School	0	2	0	0	0	3
Wayne Memorial High School	0	0	3	1	0	3
Gobles High School	1	3	3	3	6	2
Cassopolis Ross-Beatty	8	3	3	1	10	2
Marcellus High School	1	0	0	2	0	2
Martin High School	1	1	0	0	1	2
Adams High School (South Bend)	5	1	2	0	1	2
Elkhart Memorial High School	4	1	0	2	2	2
Penn High School (Mishawaka)	5	0	1	1	4	2
Riley High School (South Bend)	4	1	1	0	0	2
Hamilton High School	2	2	4	0	3	2
Adlai Stevenson High School	0	0	0	0	0	2
Battle Creek Central High Scho	0	1	0	0	0	2
Belding High School	1	0	0	2	5	2
Brandywine Innovation Academy	0	1	0	0	0	2
Centreville Jr/Sr High	1	1	0	2	0	2
Comstock Park High School	1	0	0	0	1	2
Fremont High School	0	0	3	0	1	2
Galesburg-Augusta High School	4	0	0	3	1	2
Greenville High School MI	0	0	0	0	0	2
Homer Community High School	0	0	0	0	0	2
Lake Mary High School	0	0	0	0	0	2
Lake View High School Chicago	0	0	0	0	0	2

Lakeview High School St Clair	0	0	0	1	2	2
Liberty Online Academy	0	0	0	0	0	2
Milwaukee Academy of Science	0	0	0	0	0	2
Mumford High School	1	2	1	1	0	2
Muskegon High School	0	0	0	0	0	2
Old Redford Academy - High	1	2	0	0	0	2
Plymouth High School Indiana	0	1	0	0	0	2
Reese High School	0	0	0	0	0	2
Rise Up Academy South Bend	0	0	0	0	0	2
Riverview Community High School	0	0	0	0	0	2
Shadow Mountain High School	0	0	0	0	1	2
Thornapple Kellogg High School	0	0	0	0	1	2
Three Rivers High School	2	4	6	0	2	2
Union High School	0	0	0	0	0	2
Berrien Springs Discovery Academy	0	0	0	0	0	1
Buchanan Virtual Academy	0	0	0	1	3	1
Career Alt Pathways in Ed Ctr	0	0	0	1	1	1
Bangor Career Academy	5	0	0	0	1	1
Mattawan High School	5	2	6	0	1	1
Hopkins High School	5	7	3	6	1	1
Wayland High School	1	4	1	4	2	1
Clay High School (South Bend)	1	2	1	2	1	1
Concord High School (Elkhart)	6	0	0	0	1	1
Goshen High School	0	0	1	0	1	1
New Prairie HS (New Carlisle)	3	7	0	1	1	1
Holland Christian High School	0	0	0	0	0	1
Saugatuck High School	8	5	7	9	0	1
Zeeland West High School	2	4	1	2	2	1

Summer admissions and enrollment efforts have largely concluded, but early results show both strong returning and new student numbers. We are currently 19 percent higher in headcount and 17 percent higher in billable hours,

	<u>Summer 2024</u>	<u>Summer 2023</u>		
<u>Head Count</u>	622	523	Difference	%
			99	19%
<u>Credit Hours</u>	3,657	3,151	Difference	%
			506	16%
<u>Billing Hours</u>	4,020	3,445	Difference	%
			576	17%
	Budget Billing Hours		Budget BH Diff	%
	2,848		1,172	41%

Diversity, Equity, and Inclusion (DEI)

- April social media announcements were created and shared with College Media Services for posting on the different College social media platforms. Heritage Month brochures, posters, and bookmarks were available at all programming events and placed at various locations around our campuses.
- Bernice Mason, former Lake Michigan College student and longtime employee was our special April DEI Video Highlights guest.
- **Dr. Linwood Whitten**, Vice President of Student Affairs accompanied me on a scheduled community outreach visit to the Benton Harbor African American History and Literature Gallery for a meeting with Sharon and Mac Brown, proprietors of the gallery.
- The Office of Diversity, Equity, and Inclusion continues to play an active role in Benton Harbor, Niles, and the South Haven communities. Planning and participation in the Unified Civic Monument Project between Benton Harbor and St. Joseph continues to move forward with an anticipated late October unveiling date.

Educational Opportunity Center (EOC)

The Educational Opportunity Center (EOC) had an aggressive goal of meeting its annual funded to serve number of participants by the end of spring semester. Although we did not quite meet this goal, we did exceed our own expectations and came very close. So far, for the 2023-2024 Budget Period, we have served 1,023 participants leaving us with only 74 more participants to recruit. This is significant progress compared to previous years when the program has been short by 200-400 participants during the summer months, which tend to be slower and more difficult to recruit and do outreach in. The current team has worked hard and pushed themselves to meet this goal and has done an amazing job this year. To continue this momentum and bring more awareness of the services provided by The Educational Opportunity Center, we have rented 2 billboards: one in Niles and another in Paw Paw.



STUDENT SUCCESS

Athletics

- Baseball finished the season 15-27 overall with a 11-14 conference record coming in 4th place in the Western Conference.
- Softball finished the season 25-15 overall with a 20-10 conference record coming in 2nd place and clinching a spot in the Great Lakes B Region XII Tournament. They will take on Schoolcraft Community College on Thursday May 9 at 12:00pm.

Campus Life

- April 1 was April Fool's Day. Two students, *Arial Ford* and *Zahyem Bradwell* tabled outside of the bookstore and passed out 36 mini boxes of Harry Potter Bertie's Botts Jellybeans. Students laughed and tried the jellybeans, taking the risk of tasting grass flavor or green apple and sometimes dirt flavor. Some students commented they were excited to take the box home to their kids.



- April 3, Campus Life collaborated with Student Well-Being & Accessibility for the De-Stress Fest event in the Hawk's Nest. **Rachel Heidema**, Life Coach led the event and planning. Campus Life provided planning support and covered the cost of the massages and tranquil sounds gong wall from The Collective. Over 100 students attended the event.



- April 9, Campus Life hosted Reduce, Reuse, Recycle on campus in collaboration with Berrien County. We accepted household chemicals, electronic waste, foam/polystyrene, personal documents for shredding, and used bicycles to help do our part. We had over 50 volunteers organized to help with this fantastic community event and had over 600 cars drop off items to be recycled.
- April 10 was Open Mic Night at the Jenkins Theatre with assistance from the Visual and Performing Arts department. College students *Caleb Alexander* and *Tyrelle Williams* assisted Campus Life in planning, organizing the lineup of ten student performances, and MCed the event.

PROGRAM



Open Mic Night

Wednesday, April 10, 2024
5:30-7pm

MC's of the Night
Caleb Alexander & Tyrelle Williams

JOSSY SPEARS
Vocalist

MADDIE KOLOSOWSKY
Vocalist

NE'SHA HEARD-BETTISOM
Vocalist

HUNTER WILLIAM
Vocalist

KELBY PETERSON
Vocalist

ARIAL FORD
Poet

AYANA LE BLANC
Vocalist

Evan Cook
Vocalist

TYRELLE WILLIAMS
Vocalist

Drill Official
Vocalist

brought to you by Campus Life



- April 15 – 19 was LGBTQ+ Pride Week. Campus Life collaborated with SAGA: Sexuality and Gender Acceptance Club and the club advisor **Melissa Howse-Kurtz**, Biology Faculty with support from Diversity, Equity, and Inclusion.
- April 15 was the Pride Week Kickoff in the Hawk's Nest, with Pride-themed treats provided by SAGA and a performance by the College Choir.
- April 16, we showed the documentary film Disclosure in the Hawk's Nest and discussed the film.

- April 17 OutCenter of SouthWest Michigan visited campus and had a resource table in front of the bookstore.
- April 18 was a Drag Show hosted by the Kalamazoo Kittens with food, accessories, and a resource table hosted by CARES Sexual Wellness Services.
- During the week, the library had a book display created by **Kae Goss**, Library Generalist with input from student *Abigail Klinke*.





- April 22 was Earth Day, and Campus Life hosted a Terrarium Bar for students outside in the courtyard. The Mason Jar Plant Shop from Kalamazoo travelled to campus and 45 students planted their own terrarium and learned how to care for it.








- April 22, Campus Life collaborated with **Pam McVay**, Director of the President's Office in Culture, Talent, and Success to host a College Cornhole Tournament for students and staff. Ten teams competed in the tournament. The top two teams took home trophies made in the Fab Lab. Culture, Talent, and Success provided sweatshirts and water bottles to the winners.






- April 25 was the National Society of Leadership and Success induction ceremony organized by **Tiffany Bohm**, Faculty, Political Science. 53 students were inducted.
- April 29, for Feelin' Good Finals, Campus Life brought back The Collective for massages and tranquil sounds, by students' request. Pizza and breadsticks were provided, and students painted canvases and rocks. Students stopped by and enjoyed relaxing between finals preparations.
- April 30, Campus Life provided coffee and 48 donuts from Sweetwater to students for finals week brain fuel.

Diversity, Equity, and Inclusion (DEI)

- In advancement of student success and academic excellence, information tables were set up at the Benton Harbor campus for opening activities recognizing April as National Diversity Appreciation Month. As part of our collaborative efforts in building internal DEI allies, we partnered with Library Generalist, **Kaye Goss** in the William Hessel Library. Various book titles on multicultural subject and events were shared.
- April 17, student members from the newly created clubs, Men of Merit, and Women of Distinction, performed during Open Mic Nite held at the Mendel Center.
- **Brett Closson** of Student Support Services and **Kristen Makay**, Manager of the Lake Michigan College Barnes and Noble Book Store volunteered to help with the success of the DEI Multicultural Stole Graduation Ceremony hosted in the Todd Center on Thursday, April 25. I am delighted that the DEI Office was also able to collaborate with the LMC Hawk Nest café for catering of the event. Invites were sent out to sixty student graduates. Sixteen stoles handed out, and thirty-three guest were in attendance. Our guest speaker was Jeffrey McCoy a former College Student Support Services graduate.

 <p>Niles DEI Poster</p>	 <p>Pride Week</p>	 <p>Stole Ceremony</p>
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 <p>Video Highlights</p>	 <p>April Information Table</p>	 <p>LMC Student Ayana Leblanc</p>
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Housing

- **Housing Handbook:** The Housing Handbook was reported to be difficult for students to read and find certain topics of policy and procedure. We have fully updated the handbook to ease the finding of topics, as well as updated sections and added new ones, like best cleaning procedures. As this is a student's first time living on their own, we want things to be as clear and easy to find as possible as we encourage holistic learning.
- **Intentional Conversations:** Students finished all 6 of their yearly Intentional Conversations with their RAs.
- **End of Year Programming:** There were multiple events for the end of the year in Beckwith Hall, including our final Monday Movie Night (21 in attendance), Painting & Pastries (12 in attendance), Make your own Stress Ball (14 in attendance), Cultural Awareness (Passive Program), Donation Station (26 in attendance), and the Beckwith Hall Picnic (84 in attendance).
- **The Beckwith Hall Food Pantry:** Students still actively used the pantry until the end of the year. During moveout, students also donated non-perishable items, and other items to the pantry that they didn't wish to transport. This will be used to support our summer students.
- **StarRez Housing Application** went live April 19th.
- **Summer:**
 - 22 summer students staying in Beckwith Hall; 6 are new students.
 - Interns staying in Beckwith Hall this summer: Police Academy, PGA, Whirlpool, House of David, Corewell, GAST.

As of May 13, 2024

Employment Report:

Positions Posted or in the Hiring Process:

- Administrative Assistant, Finance Division (Part-time)
- Administrative Assistant, Dean of DEI and Executive Director of DEI Programs (Part-time)
- Administrative Assistant, Select Academic Programs, Extended Education, and Hanson Tech Center (Part-time)
- College Librarian
- Coordinator, Testing and Tutoring Services (Part-time)
- Director, Clinical Education Physical Therapist Assistant Program
- Faculty, Biology
- Full Stack Developer
- Generalist, Bertrand Innovation Center (Part-time Temporary)
- Head Coach, Women's Basketball
- Lecturer, Math
- Maintenance Technician (2 openings)
- Utility (Part-time)
- Viticulturist

Interim Position:

- Charmae Sanders - Executive Director of DEI and Start to Finish
- Tim Godfrey – Director of Wine and Viticulture
- Kinyata Jones – Pre-College Coordinator/Advisor, Upward Bound
- Casey Dubina - Director of Advising & Career Services

Position changes:

- No changes

Separation:

- Nicole Hatter – Executive Director of Advising and Financial Aid

Lake Michigan College

Statement of Cash Flows (General & Restricted Funds)

4/30/24

Operating Activities:

Cash Received from Property Taxes - Operational	\$ 18,857,000
Cash Received from Tuition	7,764,000
Cash Received from Appropriations	4,981,000
Cash Received from Foundation, Grants & Fundraising	147,000
Cash Received from Grants	1,272,000
Cash Received from Grant Admin Fees	76,000
Cash Received from Other Operations	230,000
Cash Received from Interest	838,000
Cash Received from (Paid for) Auxiliary Operations	(110,000)
Cash Paid to / on behalf of Employees	(20,949,000)
Cash Paid to Vendors	(7,476,000)
Cash Paid (Received) from Restricted Funds	-

Cash From Operations

\$ 5,630,000

Investing Activities:

Cash Received from Property Taxes - Capital Millage	4,602,000
Cash Paid for Capital Assets	(1,377,000)

Cash on Hand (Used) for Capital Assets

\$ 3,225,000

Financing Activities:

Paid on Debt - Principal	(3,434,000)
Paid on Debt - Interest	(485,000)

Cash Paid on Debt

\$ (3,919,000)

Net Increase (Decrease) in Cash

\$ 4,936,000

Cash at beginning of year

\$ 37,953,000

Cash at April 30, 2024

\$ 42,889,000

Lake Michigan College
Income Statement (Operating & Auxiliary Funds ONLY)
April 30, 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	\$ 9,057,000	\$ 9,514,000	95%	\$ 8,490,000	\$ 9,230,000	92%
Property Tax Revenue, Net	18,857,000	20,038,000	94%	17,527,000	18,469,000	95%
State Appropriations - Base	4,023,000	6,218,000	65%	3,812,000	5,991,000	64%
State Appropriations - MPSERS	958,000	958,000	100%	1,344,000	1,767,000	76%
Interest Income	838,000	626,000	134%	372,000	512,000	73%
Other Revenue	454,000	624,000	73%	394,000	502,000	78%
Beckwith Hall	655,000	639,000	103%	591,000	590,000	100%
Mendel Center	(704,000)	(970,000)	73%	(593,000)	(679,000)	87%
Hawk's Nest Café	(30,000)	(54,000)	56%	(51,000)	(60,000)	85%
Winery Management	-	-	-	-	-	-
Auxiliary Operations, Net	(79,000)	(385,000)	21%	(53,000)	(149,000)	36%
Funding from Foundation	-	153,000	0%	991,000	991,000	100%
TOTAL REVENUE	\$ 34,108,000	\$ 37,746,000	90%	\$ 32,877,000	\$ 37,313,000	88%
Expenses						
Labor Costs	\$ 21,894,000	\$ 25,982,000	84%	\$ 21,753,000	\$ 25,327,000	86%
Building Costs	2,370,000	3,066,000	77%	2,514,000	2,992,000	84%
Licensing, Training/Travel, & Other	2,091,000	2,630,000	80%	1,925,000	2,294,000	84%
Services	2,198,000	2,193,000	100%	1,674,000	2,249,000	74%
Supplies	786,000	933,000	84%	652,000	822,000	79%
TOTAL EXPENSES	\$ 29,339,000	\$ 34,804,000	84%	\$ 28,518,000	\$ 33,684,000	85%
REVENUE LESS EXPENSES	\$ 4,769,000	\$ 2,942,000		\$ 4,359,000	\$ 3,629,000	
Depreciation	4,025,000	2,676,000		3,929,000	4,911,000	
Interest Expense	358,000	-		373,000	418,000	
Transfers	-	-		-	(413,000)	
REVENUE LESS EXPENSES & OTHER	\$ 386,000	\$ 266,000		\$ 57,000	\$ (2,113,000)	

* - Board approved budget as adjusted for revisions

** Overbudget due to: Services - special election costs for millage renewal (\$200k); Supplies - including Nursing books in student course fees.

For Informational Purposes:						
Property Taxes for Capital Millage	\$ 5,119,000	\$ 5,178,000	99%	\$ 4,783,000	\$ 4,929,000	97%

Lake Michigan College
Balance Sheet (General & Restricted Funds)
April 30, 2024

	4/30/24	4/30/23	Change	
Cash & Investments, Total	\$ 42,889,000	40,893,000	1,996,000	5%
Less: Designated Reserves	\$ (19,707,000)	\$ (17,085,000)	\$ (2,622,000)	15%
Cash Undesignated *	23,182,000	23,808,000	(626,000)	-3%
Accounts Receivable, Net	5,293,000	2,111,000	3,182,000	151%
Prepaid Expenses & Other Assets	779,000	508,000	271,000	53%
Fixed Assets, Net of Depreciation	85,850,000	88,575,000	(2,725,000)	-3%
Total Assets	\$ 134,811,000	\$ 132,087,000	\$ 2,724,000	2%
Payables	\$ 6,098,000	\$ 4,137,000	\$ 1,961,000	47%
Deferred Revenues	1,876,000	508,000	1,368,000	269%
Debt	25,182,000	28,610,000	(3,428,000)	-12%
Pension Liability, Net	19,505,000	20,616,000	(1,111,000)	-5%
Total Liabilities	52,661,000	53,871,000	(1,210,000)	-2%
Net Assets	82,150,000	78,216,000	3,934,000	5%
Total Liabilities + Net Assets	\$ 134,811,000	\$ 132,087,000	\$ 2,724,000	2%

* Note that this includes unspent capital millage proceeds that will be used on capital projects. Also note that cash is at its best "measurement point" in August each year due to the cyclical nature of higher education.

ADJOURNMENT MOTION by Ms. Tomasini with support by Ms. Burghdoff to adjourn the Regular Meeting of the Lake Michigan College Board of Trustees at 5:27 p.m.

Vicki M. Burghdoff

Vicki Burghdoff
Lake Michigan College Board Secretary