

## **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: Mark Weber, John Grover, Vicki Burghdoff, MaryJo Tomasini, Debra Johnson and Joan Smith

## **SETTING OF THE AGENDA**

Board Chair John Grover stated that agenda stands as presented.

## **APPROVAL OF MINUTES**

The minutes from the June 18, 2024 and July 24, 2024 Board meetings 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 recognizing Doug Schaffer for recently becoming a Certified ADA Coordinator.

He also mentioned that men's and women's soccer, cross-country and volleyball are in season and our student athletics are back on campus. The college will begin the west campus athletic field project soon and it is anticipated that softball and baseball will be able to play on the new fields in the spring.

Classes begin in two weeks and like past years we will have welcome tables at each building the first three days of classes. Dr. Kubatzke stated that If any board member would like to sit at a table to welcome students please let Pam McVay know.

Dr. Kubatzke stated that the college will be coordinating a bus driving training for in-district schools in response to a need expressed by area superintendents.

## **NEW BUSINESS**

### **Instructure Contract for Canvas Learning Management System**

Since 2012 the College has maintained an agreement with Instructure to provide its Canvas learning management system (LMS) to serve as the College's distance learning platform.

Canvas is central to the student academic experience at the College, with all courses making use of the platform to varying degrees. Instructure and Canvas continue to provide the best value in terms of student experience and customer support.

The 3-year contract provided by Instructure covers the period September 1, 2024 – August 31, 2027, and totals \$207,067.20. Payments are due annually and increase 5% each year, which is consistent with industry practices. Annual payments are as follows:

- 2024: \$65,675.10
- 2025: \$68,968.70
- 2026: \$72,423.40

The College has been satisfied with Canvas as its LMS and wishes to renew this contract for 3 additional years. Because the total of the 3-year commitment exceeds the President's authority to bind, approval of the Board of Trustees is required.

#### **ACTION:**

We recommend that the Lake Michigan College Board of Trustees approve the Instructure Canvas contract renewal as presented above.

**MOTION** by Ms. Tomasini with support by Ms. Burghdoff to approve the Instructure Canvas contract renewal.

#### **ROLL CALL VOTE**

**Chair Grover** asked all those in favor of the motion to indicate by saying aye and any opposed to the motion to indicate so verbally by stating nay.

#### **NO OPPOSITION VOICED**

#### **MOTION APPROVED**

## **Renewal College Scheduler and In-App Registration Public Course Search**

LMC currently utilizes the Civitas College Scheduler to assist students in creating optimized class schedules. By College Scheduler, students can utilize imported course data to generate their semester schedules. Students are also able to input constraints, such as external schedules, to choose classes that fit within their personal schedules to reduce conflicts that may interfere with attending class.

The renewal schedule and cost are as follows:

| <b>APPLICATION SUBSCRIPTIONS</b>                                |                   |                 |                         |
|---|-------------------|-----------------|-------------------------|
| <b>Product</b>  | <b>Start Date</b> | <b>End Date</b> | <b>Annual Fee (USD)</b> |
| College Scheduler + In-App Registration<br>Public Course Search | 06-30-2024        | 06-29-2025      | \$41,000.00**           |
|   | 06-30-2025        | 06-29-2026      | \$42,650.00             |
|   | 06-30-2026        | 06-29-2027      | \$43,343.00             |

| <b>PROFESSIONAL SERVICES SUBSCRIPTIONS</b> |                   |                 |                         |
|--|-------------------|-----------------|-------------------------|
| <b>Product</b>                             | <b>Start Date</b> | <b>End Date</b> | <b>Annual Fee (USD)</b> |
| Customer Support – Standard                | 06-30-2024        | 06-29-2025      | \$4,000.00**            |
|  | 06-30-2025        | 06-29-2026      | \$4,250.00              |
|  | 06-30-2026        | 06-29-2027      | \$4,687.00              |

\*\* Credit in the amount of \$34,500 shall be applied to the invoice for the period beginning June 30, 2024 to account for payment for College Scheduler + In-App Registration and Customer Support under the previous Schedule dated June 30, 2023.

The renewal of College Scheduler will allow students to continue to take advantage of the enhanced student experience by providing personalized, conflict-free schedules and streamlining the registration process. It also offers valuable data for institutional decision-making, supports efficient academic planning, and adapts to changes in curriculum and institutional needs. This ultimately contributes to improved student success and retention rates.

Renewing College Scheduler will lock in discounted rates over the three-year contract period and add the In-App Registration Public Course Search option, which will replace the Banner native option with a more user-friendly platform and allow registration and scheduling to occur in a single platform.

### **ACTION:**

We recommend that the Lake Michigan College Board of Trustees authorize College administration to bind a contract with Civitas for the College Scheduler software in an amount not to exceed the three-year contract price of \$101,430.00.

**MOTION** by Ms. Tomasini with support by Mr. Weber to authorize College administration to bind a contract with Civitas for the College Scheduler software in an amount not to exceed the three-year contract price of \$101,430.00.

**ROLL CALL VOTE**

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

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

**Nays:** None

**MOTION APPROVED**

## **LAKE MICHIGAN COLLEGE AND LMC FACILITIES WORKERS UNION MEA/NEA PROPOSED AGREEMENT**

This contract represents Facilities Management employees in the collective bargaining unit. Compensation increases are proposed to be retroactively applied to July 1, 2024.

### **ACTION:**

It is recommended that the Lake Michigan College Board of Trustees approve the proposed contract between Lake Michigan College and the Lake Michigan College Facilities Workers Union MEA/NEA for the period beginning July 1, 2024 through December 31, 2026, as presented.

**MOTION** by Ms. Burghdoff with support by Mr. Weber to approve the proposed contract between Lake Michigan College and the Lake Michigan College Facilities Workers Union MEA/NEA for the period beginning July 1, 2024 through December 31, 2026, as presented

### **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, Mr. Weber

**Nays:** None

**MOTION APPROVED**

## **HVAC & Interiors Upgrades**

In December 2023 the Board of Trustees authorized a contract award to Progressive Companies (previously Progressive AE) for the engineering and design services to bid Phase 1 of the Mendel Center HVAC & Interiors Upgrades project.

Progressive conducted the bidding process on behalf of the College for the Mendel Center HVAC & Interiors Upgrades project. Bids were received on August 6, 2024 from three companies and publicly opened via Zoom. Based on the review of the bid proposals, and post-bid interviews, the low bidder, Owen-Ames-Kimball Co (Kalamazoo, MI) is recommended for award for the project.

The total project budget includes the construction contract work, engineering and design services, 3rd party commissioning, a 10% contingency, and funds for an alternate to replace fan coil units in the Jenkins Theatre lobby. The contract award includes base bid work in Phase 1, identified as the replacement of north office area air handler, replacement of remaining three original Grand Upton Hall air handlers, replacement of Band room air handler, and interior renovations including finishes, ceilings, and lighting in the Band room, Hanson Theatre lobby and the promenade walkway around the west side of the building. The contract award also includes alternates for new band room exterior doors and material type upgrades to the Hanson Theatre lobby ceiling.

Once awarded, there is an anticipated procurement timeline of nearly one year for the large equipment. Construction is planned to begin after May commencement activities have concluded and complete in phases through the end of the year.

### **ACTION:**

The College Administration recommends that the Lake Michigan College Board of Trustees authorize a contract award for construction of the Mendel Center HVAC & Interiors Upgrades project to Owen-Ames-Kimball Co (Kalamazoo, MI) in the amount of \$2,374,175 and to update the capital project total to \$3,124,500.

**MOTION** by Mr. Weber with support by Ms. Johnson to authorize a contract award for construction of the Mendel Center HVAC & Interiors Upgrades project to Owen- Ames-Kimball Co (Kalamazoo, MI) in the amount of \$2,374,175 and to update the capital project total to \$3,124,500.

### **ROLL CALL VOTE**

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

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

**Nays:** None

### **MOTION APPROVED**

## **Professor Emeritus Request**

### **ACTION:**

College Administration recommends that the Board of Trustees confer the title of Professor Emeritus to Jill Claeys in recognition of her outstanding contributions to the college, her exemplary service in academia, and her dedication to student success throughout her distinguished career.

**MOTION** by Ms. Smith with support by Ms. Burghdoff to confer the title of Professor Emeritus to Jill Claeys in recognition of her outstanding contributions to the college, her exemplary service in academia, and her dedication to student success throughout her distinguished career.

### **ROLL CALL VOTE**

**Chair Grover** asked all those in favor of the motion to indicate by saying aye and any opposed to the motion to indicate so verbally by stating nay.

**NO OPPOSITION VOICED**

**MOTION APPROVED**

## CAMPUS SAFETY ALERTS

Office of Origin: Facilities Management  
Responsibility: Executive Director, Facilities Management; and  
Executive Director, Marketing and Communication  
Date Adopted: 09-23-14  
Date Reviewed: 12-11-17, 4-23-24  
Last Date Board Approved: 12-11-17, 3/24/21 (C)

### TIMELY WARNING:

~~In the event a situation arises, either on or off campus, that constitutes an ongoing or continuing threat, a special "timely warning" will be prepared and distributed through our emergency notification systems (RaveAlert).~~

Timely Warnings are communications that are issued to the campus community as soon as pertinent information is available regarding a crime that has occurred in order to aid in the prevention of similar incidents. Timely Warnings are triggered issued case-by-case, based on all the facts surrounding a crime. ~~basis by crimes that have already occurred but represent an ongoing threat.~~ These warnings advise the College community of the situation and do not include confidential victim information. ~~, steps to take to avoid being victimized and the number to call for more information.~~ Factors influencing the decision to release a Timely Warning include the nature of the crime, continuing danger to the Lake Michigan College (LMC) campus community, and/or the risk of compromising law enforcement efforts. They may also include the type of crime, the date, time, and location of the incident, and suspect information, when applicable.

LMC works closely with local law enforcement agencies to inform the College about crimes which that may warrant LMC the College issuing a Timely Warning. A Berrien County Deputy is assigned to the Benton Harbor Campus to assist with informing the College about such crimes. Timely Warnings will be issued by authorized employees as soon as information is available in consultation with the LMC Clery Compliance Officer (CCO), or designee. Information reported in a Timely Warning may not have been investigated or confirmed at the time of the issuance of the warning. Physical descriptions of a suspect will be included in Timely Warnings only if there are enough details to help distinguish the suspect's appearance from the general population.

### EMERGENCY NOTIFICATION:

Emergency Notifications differ from Timely Warnings described above in that Emergency Notifications apply to any immediate threat to the health and safety of students or employees on campus. This may include but is not limited to, certain criminal activity in progress, serious fires, outbreaks of serious illnesses, severe weather conditions,



earthquakes, gas leaks, terrorist incidents, armed intruders, bomb threats, civil unrest or rioting, explosions, nuclear power plant emergency, or nearby chemical or hazardous waste spills. Emergency notifications will be issued when it is determined that there is a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, employees or visitors occurring on campus.

Emergency notifications will be activated by authorized employees immediately upon verification of an incident that meets the above criteria so long as issuance does not compromise efforts to respond to, contain, or otherwise mitigate the emergency.

#### COMMUNICATION SYSTEMS:

RaveAlert is Lake Michigan College uses an automated system that Lake Michigan College uses to inform to disseminate Timely Warnings and Emergency Notifications broadly to the College's students and employees externally inform employees and students of the College emergencies and severe weather. RaveAlert utilizes via cell phone text messaging, email and voice mail notifications.

Lake Michigan College LMC also utilizes the SYN-APPS an internal emergency notification system using that sends ring and text messages to internal phones and to College IP clocks (located in campus hallways) which provide a visual and audio message.

Emergency Activation cards have been issued to authorized personnel at each campus site allowing emergency messages for Lockdowns, Tornado Alerts, Bomb Threats and the use of paging for emergency notification.

The Executive Director, Facilities Management or designee with assistance from the Executive Director, Marketing and Communications, or designee, is responsible for preparing all alerts for dissemination to the College community in coordination with the Clery Compliance Officer and/or Emergency Management Team or Incident Response Team. In the event the situation impacts the larger community beyond outside of campus, the President or designee develops the information to be disclosed working with the Executive Director, Marketing and Communications, who disseminates the information to the larger community.

Communication systems are tested annually.

References: [Jeanne Clery Act Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998](#)  
[Clery Act Policy](#)  
[Emergency Preparedness and Response Policy / Plan](#)

Lake Michigan College Policy

~~Clery Act Compliance (Policy)~~  
CLERY ACT COMPLIANCE

Office of Origin: President's Office ~~Accreditation, Strategic Projects, and Quality~~

Responsibility: Executive Director, Facilities ~~Dean of Accreditation, Strategic Projects, and Quality~~

Date Adopted: 05-25-10

Date Reviewed: 08-05-20

Last Date Modified & Approved: 08-05-20

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~~In accordance with Federal law, Lake Michigan College (the College) will provide a link to the Michigan State Police Sex Offender Registry. Federal law requires institutions of higher education to issue a statement advising the campus community where law enforcement information provided by a state concerning registered sexual offenders may be obtained. In Michigan, convicted sex offenders must register with the Sex Offender Registry. The Michigan State Police are responsible for maintaining this registry. The link to the registry ([https://www.communitynotification.com/cap\\_main.php?office=55242/](https://www.communitynotification.com/cap_main.php?office=55242/)) will be posted on the Lake Michigan College website and in certain College publications.~~

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The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal statute codified at 20 U.S.C. § 1092(f), with implementing regulations in the U.S. Code of Federal Regulations at 34 C.F.R. 668.46. The Clery Act requires colleges and universities participating in federal financial aid programs to comply with various requirements related to safety on campus. Lake Michigan College (LMC and/or the College) is committed to providing a safe learning and working environment, consistent with its obligations under the Clery Act.

In accordance with the Clery Act, the College strives to provide students, faculty, and staff with access to accurate and timely information about reported Clery crimes that have occurred within the College's Clery geography and access to college-wide safety and security policies and procedures. The College is committed to protecting the privacy of individuals involved in the reporting, investigation, and resolution of incidents of crime.

Requirements of the Clery Act

- Publish, submit, and annually notify current/prospective students and employees of the last three years of crime statistics in an Annual Security Report (ASR) and Fire Safety Report (AFSR) by the U.S. Department of Education's established deadline.
- Request, collect, and classify campus crime data amongst multiple departments, Campus Security Authorities (CSAs), and local/state law enforcement agencies to be included as Clery crime statistics in the ASR and

## Lake Michigan College Policy

### ASFR.

- Maintain a daily crime log for all crime, as well as a fire log for on-campus housing facilities.
- Identify, notify, train, and survey (for crime reporting) CSA's on an basis.
- Issue campus safety alerts, timely warnings and emergency notifications.
- Annual review and maintenance of LMC's Clery geography; including on-campus, public, and non-campus properties as identified by the Clery Act.
- Document and process all student overnight travel to be included in Clery geography.
- Provide crime prevention and safety awareness programming for students and employees.
- Monitor compliance with the Clery Act and update the requirements as necessary when federal legislation has been amended including the College's policies and procedures (i.e. Missing Student Notification; Drug, Alcohol Abuse Prevention Program; Title IX; etc.).

### Reportable Clery Act Crimes

Reportable Clery crimes are documented in the College's ASR and AFSR. All crimes that have occurred within the College's Clery geography are maintained on the College's daily crime and fire log.

- Criminal Offenses: Criminal homicide including murder and non-negligent manslaughter, manslaughter by negligence; sexual assault including rape, fondling, incest, and statutory rape; robbery, aggravated assault, burglary, motor vehicle theft, and arson.
- Hate Crimes: Any of the above-mentioned Criminal Offenses and any incidents of larceny-theft, simple assault, intimidation, or destruction/damage/vandalism to property that were motivated by bias.
- Violence Against Women Act (VAWA) Offenses: Any incidents of domestic violence, dating violence, and stalking. Note that sexual assault is also a VAWA offense but is included in the criminal offenses for Clery Act reporting purposes.

Victims, witnesses, students, employees, CSAs and/or community members are able to report crimes in a voluntary, confidential manner. The College encourages prompt reporting of all crimes into the College's Maxient system. The College's professional counselors are not required to report crimes that have been shared during counseling sessions.

In accordance with Federal law, institutions of higher education are required to issue a statement and provide a link to the campus community where to locate information on registered sex offenders. The Michigan State Police are responsible for maintaining this registry. The registry link (<https://mmsp.or.com/>) is also posted on the College's website:

[Lake Michigan College Policy](#)

<https://www.lakemichigancollege.edu/about/safety-and-emergency>

**References:**

[Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act \(20 U.S.C. 1092\(f\)\)](#)

[Adam Walsh Child Protection and Safety Act of 2006 \(42 U.S.C. 16921\)](#)

[Violence Against Women Act \(VAWA\) Reauthorization Act of 2013 \(42 U.S.C. 13701\)](#)

[Annual Security and Fire Safety Report Procedure](#)

[Building Access Procedure](#)

[Campus Safety Alerts Policy](#)

[Campus Security Authority \(CSA\) Procedure](#)

[Clery Geography Procedure](#)

[Daily Crime and Fire Log Procedure](#)

[Drug and Alcohol Abuse Prevention Program Policy \(DAAPP\)](#)

[Emergency Preparedness and Response Policy](#)

[Field Trips Policy](#)

[Housing Handbook](#)

[Missing Student Notification Policy](#)

[Missing Student Notification Procedure](#)

[Student Handbook](#)

[Title IX Policy](#)

[Lake Michigan College Policy](#)

**MISSING STUDENT NOTIFICATION**

Office of Origin: Student Affairs  
Responsibility: Vice President, Student Affairs  
Original Date Adopted: 9-23-14  
Dates Reviewed: 12-02-17, 3-16-21, 3-30-23  
Dates Approved by Board: 5-17-17, 4-14-21(C), 7-19-23(C)

In compliance with the Higher Education Opportunity Act and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act); ~~this policy~~ describes the actions taken by Lake Michigan College (“LMC” or “the College”) when a student residing ~~in on-campus or off-campus housing~~ living off-campus has been reported missing to the Associate Director of Residence Life; Executive Director, Intercollegiate Athletics and Campus Life; or the Vice President of Student Affairs.

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Students will be asked to provide emergency contact information during the admissions application process. Upon move-in to on-campus housing, students ~~18 years of age or older regardless of age, are informed of the optionable~~ to provide information to the College of a missing person contact(s) in addition to an emergency contact (which can be different individuals if the resident chooses) via the housing application and their housing account. ~~information to the College.~~ This option will be offered to residents annually and can be updated at any time. When a housing or College administrator is informed ~~that~~ that a resident of on-campus housing is reported missing, the housing or College administrator they are ~~is~~ required to notify local law enforcement and/or LMC’s Campus Officer as well as individuals listed as a missing person and/or emergency contact(s) for the resident within 24 hours of the determination.

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Students living in on-campus housing who are under 18 (who are not emancipated) are informed that the College is required to notify a custodial parent or guardian as well as any additional contact person designated by the student within 24 hours after the time the student is determined to be missing. These students are required to identify and provide contact information for their custodial parent or guardian.

For students not living on campus and reported missing, a ~~College~~ college administrator will notify individuals if they list emergency contacts for the student within 24 hours. that was submitted via their admissions application.

Missing person and/or emergency contact information is recorded confidentially, only accessible to authorized campus officials, and is disclosed only to law enforcement personnel in further support of a missing persons investigation.

[Lake Michigan College Policy](#)

**References:**

[Higher Education Opportunity Act \(34 CFR 668.46\(b\)\(14\)\)](#)

[Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act \(Clery Act\)](#)

[LMC's Clery Act Policy](#)

[LMC's Missing Student Notification Procedure](#)

[LMC's Housing Handbook](#)

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## **POLICIES-2nd READ**

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

1. Campus Safety Alerts
2. Clery Act Compliance
3. Missing Student Notification

### **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 all those in favor of the motion to indicate by saying aye and any opposed to the motion to indicate so verbally by stating nay.

**NO OPPOSITION VOICED**

**MOTION APPROVED**

## POLICIES-1st READ FOR REVIEW

### ATHLETIC TRAVEL POLICY (NEW POLICY REPLACING A PROCEDURE)

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

At Lake Michigan College (the College), travel means an organized off-campus educational, co-curricular learning experience, and events that requires students to travel off campus.

This policy applies to College-authorized travel for currently enrolled students and/or participants in Intercollegiate Athletics. The College is not responsible for any unauthorized travel.

It is expected employees, contracted employees, students, coaches, and volunteers 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).

#### COACH AND/OR ADMINISTRATION RESPONSIBILITIES

Every trip requires a coach(es) and/or college administrator(s) to be present and is the responsibility of the staff to ensure that all College policies and procedures are complied with.

The intercollegiate event must be an approved trip by the Athletic Director or their designee and must comply with the NJCAA bylaws.

The coach(es) or administrators must provide relevant trip information to students traveling (date and time of departure, duration of trip, mode of travel, contact information of lodging, special clothing or equipment required due to planned group activities, weather, or conditions, etc.).

The coach(es) must inform students that the College assumes no responsibility for providing students with funds in case of removal from the intercollegiate team while traveling. It will be the responsibility of the student to pay for their expenses back home.

Coach(es) and/or administration will aid the student in finding the most efficient way to travel if needed.



Coach(es) and administrators must inform students participating in travel for intercollegiate athletics of their responsibilities related to missed instructional/classroom time. 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 arrangements to make-up missed assignments. If there are any issues with professors, Administration will also reach out to instructors for dismissal and make-up permissions.

Coach(es) must inform students in writing of the rules regarding conduct during Intercollegiate events including, but not limited to, hotel curfew, responsibility for purchases, and responsibility for any damages caused by a student. Administrators may also meet with each team to go over and clarify rules and regulations. All teams must also abide by the NJCAA Constitution and Bylaws.

For overnight trips coach(es) must develop a sleeping plan prior to the start of the trip. Students must be assigned to one student per bed. Coaches and in single room.

#### 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 (coach(es) or college administrator(s)) 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

Coach(es) and administrators should try to anticipate complications and develop contingency plans. Examples of unplanned circumstances include student needs to return early because of a family emergency, student violates conduct rules, or weather delays require overnight housing. Coach(es) must understand contract limitations and restrictions, whether they arise from rental vehicle, lodging admission, or other agreements. Administration will assist in all contingency plans.

#### Documents on Hand

While on a trip, the Coach(es) must maintain the ATS application and must ensure all athletes have submitted their information in the program. In addition, during an intercollegiate event, the original signed forms must be maintained electronically in the

office of Intercollegiate Athletics, as relevant. First Aid Kit

Coach(es) must have a medical kit readily available at all times during an event. The medical kit should be checked out by the current Athletic Trainer and then returned to ensure that it is properly maintained before each event.

### 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, Athletic Handbook, and local, state, and federal laws at all times while traveling on an authorized trip.

The Coach(es) is responsible for ensuring that no one on an Intercollegiate athletic event (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 Coach(es) and Administrators 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 Coach(es) must report any disciplinary issue to the Athletic Director and Vice President of Student Affairs or Academic Affairs, as relevant.

### Progressive Discipline Process – Adult Students

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

1. Follow the Athletic Handbook. Contact the Athletic Director or designee about the situation.
2. If the behavior persists the Coach(es) will contact Administration to prepare for sending the student being home. 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 an Intercollegiate athletic event 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 ATHLETE “BUDDY” SYSTEM

Students must agree to follow a buddy system while on an Intercollegiate athletic event. Athletes must stay in pairs and or groups, 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 teammate. At no time should an athlete be alone.

### TRANSPORTATION

#### Private Vehicle Use

Absent extraordinary circumstances (and unless approved in writing by the President), no personal vehicles may be used by any employee for transporting students on an Intercollegiate athletic event. This does not preclude adult students from providing their own transportation to and/or from an Intercollegiate athletic event, providing the student notifies the Coach(es) in advance of departure and provides all required documentation and permission from coach. 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. Coach(es) must abide by the NJCAA bylaws regarding transportation.

#### College Transportation

Absent extraordinary circumstances (and unless specifically approved in writing by the President), Intercollegiate athletic event 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 Coach(es) must exercise sound judgment in making decisions regarding travel. Administration will be involved in all travel decisions.

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), 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 or College employee 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, unless it falls under the NJCAA Constitution and Bylaws. The college holds responsibility for those expenses approved by the NJCAA.

#### MEDICAL COVERAGE

The College assumes responsibility for all athletic injuries, after the provider uses their primary insurance first, but does not cover illness. Students are encouraged to obtain health insurance for any occurrence while traveling and while participating at Lake Michigan College.

#### EMERGENCIES

In the event of an emergency (e.g., car accidents, injuries, hospitalizations, or death) or serious student behavioral conduct issue, the Coach(es) or Administration 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. Athletic Director or designee
3. Vice President of Student Affairs or Academic Affairs, as relevant

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 Coach(es) must 1) contact the student's emergency contact, 2) contact the Athletic Director or designee, who will contact Vice President of Student Affairs, and 3) call 911. An event like this would also be considered an "Emergency".

It is the responsibility of student athletes to inform the College of any existing certified medical condition that requires medication. Further, all athletes with conditions must be able to monitor their condition, 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 Coach(es) must contact the emergency contact(s) while addressing symptoms. If the symptoms continue to worsen, the Coach(es) must seek out reasonable medical care. If symptoms are very serious, the Coach(es) must call 911 immediately. If the Coach(es) must call 911, they will do the following: 1) contact the student's emergency contact, 2) contact the Vice President, Student Affairs, or designee.

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

#### EXCEPTIONS

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

#### References:

[Vehicle Use policy](#)

[Student Handbook](#)

Intercollegiate Athletic Handbook

[Employee Handbook](#)

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

Travel & Expense Reimbursement policy (needs link once posted)

Intercollegiate athletic event Liability Form

Intercollegiate athletic event Rules of Conduct Form

Intercollegiate athletic event Emergency Contact Information

Intercollegiate athletic event Medical ATS

## COLLEGE-AFFILIATED SOCIAL MEDIA AUXILIARY ACCOUNTS POLICY

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

This policy applies to all auxiliary (not maintained by the Marketing and Communications Department) official LMC social media accounts for a division/program/club/etc. The purpose of creating and managing Lake Michigan College official social media accounts, pages, groups or other social media apparatuses (collectively referenced as “accounts”) is to facilitate communication between the College and its various audiences.

All official LMC social media accounts must be approved by LMC’s Executive Director, Marketing and Communications prior to their creation. A representative from the Marketing and Communications Department must have administrative access to any official College social media account.

Approved social media accounts must have clear goals, a clear target audience or audiences, and a clear strategy for consistently managing the account, including a dedicated account administrator who is employed by LMC.

When considering starting College-affiliated account(s), it is important to consider the following:

- 1. Time Commitment:** Managing a social media account demands a significant investment of time. It's essential to convey this reality. [This social estimator](#) can help you demonstrate the approximate content creation time required per channel.
- 2. Potential Reach/Exposure:** Growing a new account entails both time and effort, with initial reach often limited. It's important to manage expectations regarding the time it takes to cultivate an audience and the resulting exposure.

All LMC social media accounts must abide by the College’s Social Media Policy as directed by the College’s Marketing and Communications Department.

Official College social media accounts must be managed at least in a supervisory capacity by LMC employees; no student or student employee may be the sole primary administrator of any official College social media account. Students or student employees may manage

official College accounts under the direct, regular supervision of their LMC employee supervisor.

A social media manager may not publish, and may remove, engagement that is off-topic; spam; illegal or that includes harassment or personal attacks toward individuals or groups, slurs or abusive or profane/vulgar language; threats; sensitive information (e.g., information that threatens public safety) or confidential information (e.g., intellectual property, private information protected by law, etc.); or commercial promotions not officially approved by LMC.

LMC's Marketing and Communications Department oversees the overall administration of all official College social media accounts and reserves the right to edit or delete content, administrative rights and accounts that do not adhere to the College's policies or guidelines.

Employees and students using official College social media apparatus are speaking on behalf of the College and must abide by each platform's relative Terms of Service; applicable local, state and federal laws governing digital communications, social media usage and copyright law; and any applicable College policies regarding employee communications (if employees) and relevant codes of conduct.

References: College-Affiliated Social Media Auxiliary Accounts Procedure

## NEW STUDENT ORIENTATION

Office of Origin: Student Affairs  
Responsibility: Director, Admissions; ~~Executive~~ Director, Advising &  
~~Financial Aid~~ Career Services  
Original Date Adopted: 9-19-23 \_\_\_\_\_  
Dates Reviewed: 5-3-23, 5-29-24  
Last Date Board Approved: 9-19-23

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Orientation facilitates the successful academic and personal transition of new ~~and re-~~  
~~entering~~ students and their families into Lake Michigan College (the College).

Through the intentional interaction with incoming students, families, faculty, and staff, combined with specific programmatic elements, participants develop an understanding and appreciation of the academic, developmental, and social opportunities available, as well as knowledge of the College and/community resources, safety, and compliance.

Orientation dates for the following year will be set by ~~November~~October 15<sup>th</sup> and published on the college website. Online orientation will be available ~~one month prior to~~  
~~registration~~ year round.

All degree, certificate, and dual enrolled students are required to complete an in-person or online orientation. Students who are guests or taking personal interest classes will have access to the information as a resource.

~~Orientation is a part of the enrollment process and must be completed prior to registering for classes. Dual enrollment students need to complete orientation prior to classes beginning.~~



**Lake Michigan College Policy**

**BACKGROUND CHECKS – EMPLOYMENT CANDIDATES**

**BACKGROUND, REFERENCE & CREDIT CHECKS**

|                           |       |  |
|---------------------------|-------|--|
| Office of Origin:         | _____ | Human Resources _____                  |
| Responsibility:           | _____ | Executive Director, Human Resources    |
| Date Originally Adopted:  | _____ | 11-22-05                               |
| Dates Reviewed:           | _____ | 8-19-08, 12-11-17, 4-6-18, 10-20-21(C) |
| Last Date Board Approved: | _____ | 5-30-18                                |

~~Candidates selected for regular full- and part-time positions at Lake Michigan College (the College) will be required to provide authorization for a background check. The College may use a third party to conduct the background checks in accordance with the Fair Credit Reporting Act.~~

~~Background checks may contain information regarding criminal history, social security verification, motor vehicle records, and verification of education, or employment history.~~

~~Reference checks will also be completed on candidates, which involve contacting individuals who can verify a candidate's skills, experience, education, and/or work history.~~

~~A credit history/credit check will be requested when such information is related to the duties and responsibilities of the position for which the candidate applied.~~

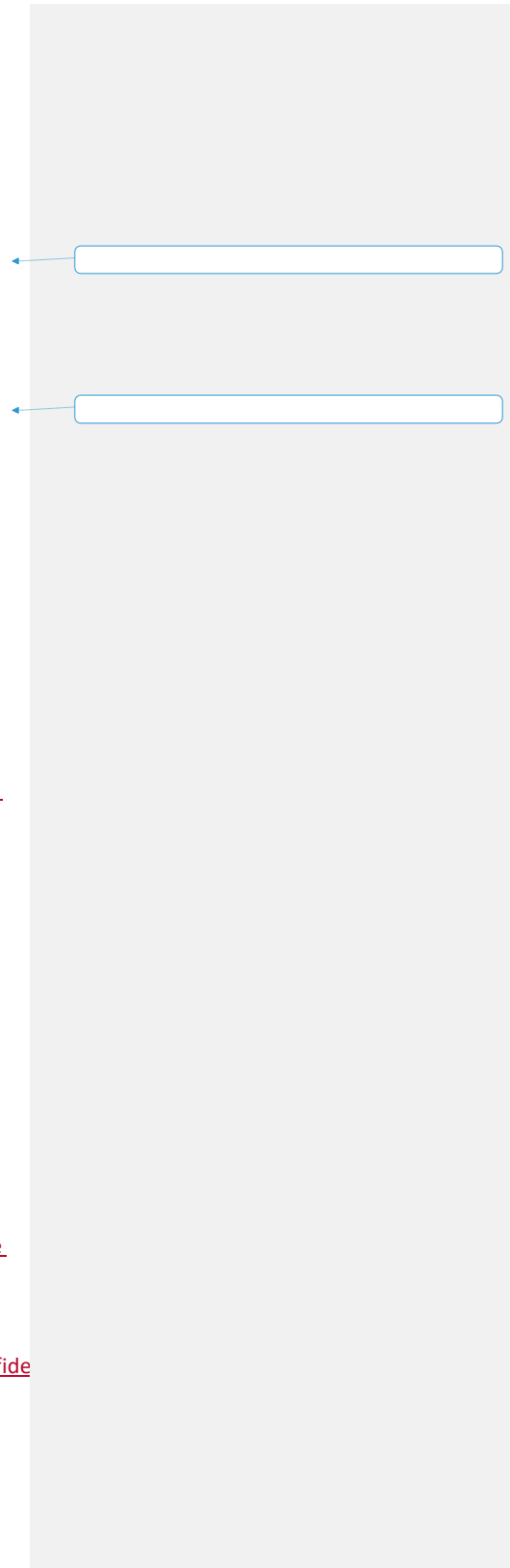
~~All information obtained from the above will be used only in the employment process and will be strictly confidential. Only Human Resources personnel will have access to this information.~~

~~If a negative result is found, the Executive Director, Human Resources and the supervising Cabinet member will determine if there is a business-related need to deny employment.~~

Candidates selected for regular full- and part-time positions at Lake Michigan College (the College) will be required to provide authorization for a background check. The College provides applicants with written notice of the intent to conduct background checks if selected for employment.

The background check may contain criminal history, social security verification, motor vehicle records, and verification of education or employment history. A third party may be used to conduct background checks in accordance with the Fair Credit Reporting Act.

All information obtained will be used only in the employment process and will be strictly confide  
Only Human Resources (“HR”) personnel will have access to this information.



## Lake Michigan College Policy

### Employment Reference Checks

HR is responsible for checking candidate references, which may involve contacting individuals to verify candidate skills, experience, education, and/or work history.

If a negative reference is found, HR, in consultation with the supervising Cabinet member and hiring manager, will determine if there is a business related need to deny employment.

### Educational Background Checks

HR is responsible for obtaining the candidate's official transcripts before their start date. Employees are not able to begin employment until the official transcripts are received by HR.

### Criminal Background Checks

Criminal background checks may include search of the Office of Foreign Asset Control, county criminal felony records, national criminal records database search, sex offender registry, and state police database search.

Unless otherwise provided by law, a criminal record will not automatically disqualify an applicant for employment. Instead, determinations of suitability related to a criminal record will be made consistently and based on applicable laws.

If a criminal record is found, HR will compare the record with identifying information provided by the candidate to ensure the record relates to the candidate. If HR believes the record belongs to the candidate, the candidate's suitability for the position will be assessed. Unless otherwise provided by law, factors considered may include, but not be limited to, the following:

- a) ~~a)~~—Relevance of the crime to the position sought;
- b) ~~b)~~—The nature of the work to be performed;
- c) ~~c)~~—Time since the conviction;
- d) ~~d)~~—Age of the candidate at the time of the offense;
- e) ~~e)~~—Seriousness and specific circumstances of the offense;
- f) ~~f)~~—The number of convictions;
- g) ~~g)~~—Relevant evidence of rehabilitation or lack thereof;
- h) ~~h)~~—Other relevant information as submitted by the candidate

HR will notify the candidate of the decision and the basis for the decision in a timely manner. The candidate will be provided with a copy of the criminal record and this policy, and will be advised of the parts of the record that make the individual unsuitable for the position. HR will provide the candidate with an opportunity to dispute the accuracy and relevance of the criminal record. The College may decline to hire any candidate whose

## Lake Michigan College Policy

criminal history is deemed incompatible with the position they are seeking.

Throughout employment with the College, employees are required to self-disclose certain arrests, convictions and or events as described in the Employee Handbook.

### Credit History Checks

A credit history check may include a credit report and financial report for positions that have access to financial or other assets.

If a financial background check uncovers information that may disqualify an applicant from employment consideration, the HRBP will notify the candidate of the information and provide 5 business days for the candidate to refute, explain or correct the information. The candidate will be provided:

- a copy of the report
- the A Summary of Your Rights Under the Fair Credit Reporting Act provided by the credit reporting agency from whom the report was obtained
- the consumer reporting agency's name, address, and phone number;
- notice that the consumer reporting agency did not make the decision to take the unfavorable action and can't give specific reasons for it; and
- the person's right to dispute the accuracy or completeness of the information and to get an additional free report from the agency if the person asks for it within 60 days.

References: Equal Employment Opportunity Commission (EEOC) Fair  
Credit Reporting Act (FCRA)  
Title VII of the Civil Rights Act of 1964

## DEPARTMENT REPORTS

### ACADEMIC AFFAIRS DEPARTMENT REPORTS

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

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

- The faculty will return to campus next week to prepare for Fall semester
- A team of employees attended the Summer AFIT conference which focused on AI. The topic of AI will be included in faculty discussion during the Opening Days meetings
- The Police Academy graduation on August 28 has been moved to the Jenkins Theatre due to capacity issues with the Hanson Theatre

### ACADEMIC EXCELLENCE

**COMMUNITY IMPACT** The Inaugural Boys & Girls Club STEAM event was held on Friday, July 12. The event was well attended by community members, organizations, and over 470 club youth from surrounding areas. Lake Michigan College's Health Science Division participated by demonstrating healthcare experiences that involved lung capacity, measuring heart rate and oxygen levels, a Heartsaver CPR demonstration, and how age/disease-related illnesses affect vision.



**Left to right: Director of Nursing – Denise Gardner, Dean of Health Sciences – Dr. LaToya Mason, Program Director Medical Assisting – Nicole Lanning**

On July 20, 2024, Art Lecturer, *Susan Wilczak*, represented LMC at the Benton Harbor Children's Art Fair. *Susan* enjoyed speaking with LMC Alumni along with prospective students during the event which attracted over 1,000 attendees.



On Tuesday, July 23 Kyle Kelly, with the help of his daughter Bella, hosted participants from Camp Infinity in the Esports lab to learn about virtual reality. Camp Infinity is a series of week-long sessions that introduce 5th to 8th grade girls to computer and internet technologies through hands-on activities.



## **EMPLOYEE EXPERIENCE**

From July 31 to August 3, Pam McVay, Daniel Campbell, Scott Pratt, Denise Eberth, Linwood Whitten, Kelli Hahn, Kyle Kelly, and Ken Flowers attended the 2024 AFIT Summer Institute. The program aimed to enhance strategic foresight, understand the impact of AI and emerging technologies like AR/VR, 3-D printing, and IoT, and leverage these innovations to improve student experiences, operational efficiency, and teaching. Additionally, it focused on building industry partnerships to address skills gaps and prepare students for future careers.

From July 31 to August 1, Jodie Littlefield and Deb Montcalm participated in the 2024 Academic Operations Conference by Coursedog. The purpose of the conference was to engage with peers in academic operations, attend workshops led by our customer success team, and gain software-specific insights. Jodie participated in a panel discussion about Measuring the Impact of Academic Operations using Coursedog and the college's experiences implementing Coursedog.

## **STUDENT AFFAIRS DEPARTMENT REPORTS**

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

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

- Six Resident Assistants (RAs) moved into Beckwith Hall on August 18 and move in for all residents is August 28 and 29
- Over the summer Student Affairs offered seven in-person New Student Orientation sessions which had an 80% attendance rate
- The Upward Bound program sponsored a HBCU trip to Alabama over the summer. During the trip 40 students also visited the History Museum for Civil Rights and the Rosa Park Museum.

## **ACADEMIC EXCELLENCE**

Athletics

### **National Junior College Athletic Association (NJCAA) All-Academic First Team**

Men's Soccer

- *Michael DeRosa*-(So)-Coloma, MI
- *Wesley Seabury*-(So)-Coloma, MI
- *Benjamin Vinter*-(So)-Veijle, Denmark

Women's Soccer

- *Molly McVay*-(So)-Coloma, MI

### **NJCAA All-Academic Second Team**

Men's Soccer

- *Brady Bornas*-(Fr)-Watervliet, MI
- *Yael Vargas-Reyes*-(Fr)-Covert, MI

Women's Soccer

- *Nicole Burnham*-(Fr)-Berrien Springs, MI
- *Alexandra Chichester* (So)-Wayland, MI

Baseball

- *Nicholas Kar*-(Fr)-Flat Rock, MI

Women's Cross-Country

- *Athenabelle Lieu*-(Fr)-Berrien Springs, MI

Softball

- *Karly Manning*-(So)-Hartford, MI

### **NJCAA All-Academic Third Team**

Women's Basketball

- *Shelby Grau*-(So)-Stevensville, MI

Baseball

- *Landyn Iden*-(Fr)-Columbia City, IN

Volleyball

- *Riley Stack*-(So)-Dowagiac, MI
- *Olivia Still*-(Fr)-Portage, MI

## Michigan Community College Athletic Association (MCCAA) Academic All-Conference

### Baseball

- *Easton DeMeulenaere*-(Fr)-St. Clair Shores, MI
- *Trent Dixon*-(Fr)-Fowlerville, MI
- *Blake Holt*-(Fr)-Madison Heights, MI
- *Landyn Iden*-(Fr)-Columbia City, IN
- *Nicholas Kar*-(Fr)-Flat Rock, MI
- *Cage Kavanagh*-(So)-Appleton, WI
- *Antonio Lopeztello*-(Fr)-Chicago, IL
- *Nate Necas*-(So)-Three Oaks, MI
- *Tanner Simpson*-(So)-Coatesville, IN
- *Blake Smith*-(Fr)-Parchment, MI
- *Chris Vinson*-(Fr)-Lowell, IN Men's

### Basketball

- *Skylar Samuel*-(So)-Douglasville, GA Men's

### Cross-Country

- *Tristan Ashley*-(So)-Saugatuck, MI
- *Caleb Damoah*-(Fr)-Ghana Men's

### Soccer

- *Brady Bornas*-(Fr)-Watervliet, MI
- *Michael DeRosa*-(So)-Coloma, MI
- *Wesley Seabury*-(So)-Coloma, MI
- *Yael Vargas-Reyes*-(Fr)-Covert, MI
- *Benjamin Vinter*-(So)-Veijle Denmark

### Softball

- *Vanessa Delarosa*-(Fr)-Hartford, MI
- *Breanna Frank*-(Fr)-Dowagiac, MI
- *Karly Manning*-(So)-Hartford, MI
- *Ashley McKenney*-(Fr)-Plainwell, MI
- *Madeleine Rytlewski*-(Fr)-Richland, MI

### Women's Basketball

- *Allison Daugherty*-(Fr)-Marcellus, MI
- *Shelby Grau*-(So)-Stevensville, MI
- *Eleah Hedstrom*-(Fr)-St. Joseph, MI
- *Brooke McDonald*-(So)-Essexville, MI
- *Jillian McKean*-(Fr)-Buchanan, MI

### Volleyball

- *Sophia Carrier*-(Fr)-Vicksburg, MI
- *Jessica Hand*-(Fr)-Marcellus, MI
- *Summer Hough*-(Fr)-Paw Paw, MI
- *Kaylee McDaniel*-(Fr)-Portage, MI
- *Peyton Oman*-(Fr)-Bridgman, MI
- *Olivia Still*-(Fr)-Portage, MI Women's

### Cross-Country

- *Athenabelle Lieu*-(Fr)-Berrien Springs, MI

### Women's Soccer

- *Olivia Baker*-(Fr)-Stevensville, MI
- *Nicole Burnham*-(Fr)-Berrien Springs, MI
- *Alexandra Chichester*-(So)-Wayland, MI
- *Eleah Hedstrom*-(Fr)-St. Joseph, MI



- *Taylor Macias*-(Fr)-Paw Paw, MI
- *Brooke McDonald*-(So)-Essexville, MI
- *Jillian McKean*-(Fr)-Buchanan, MI
- *Molly McVay*-(So)-Coloma, MI
- *Ellie Smith*-(Fr)-St. Joseph, MI
- *Daisy Thomas*-(Fr)-South Haven, MI

## **Academic All-MCCAA**

### Baseball

- *Easton DeMeulenaere*-(Fr)-St. Clair Shores, MI
- *Landyn Iden*-(Fr)-Columbia City, IN
- *Nicholas Kar*-(Fr)-Flat Rock, MI
- *Cage Kavanagh*-(So)-Appleton, WI
- *Antonio Lopezello*-(Fr)-Chicago, IL
- *Nate Necas*-(So)-Three Oaks, MI
- *Blake Smith*-(Fr)-Parchment, MI Men's

### Cross-Country

- *Caleb Damoah*-(Fr)-Ghana

### Men's Soccer

- *Brady Bornas*-(Fr)-Watervliet, MI
- *Michael DeRosa*-(So)-Coloma, MI
- *Wesley Seabury*-(So)-Coloma, MI
- *Yael Vargas-Reyes*-(Fr)-Covert, MI
- *Benjamin Vinter*-(So)-Veijle, Denmark

### Softball

- *Vanessa Delarosa*-(Fr)-Hartford, MI
- *Breanna Frank*-(Fr)-Dowagiac, MI
- *Karly Manning*-(So)-Hartford, MI
- *Ashley McKenney*-(Fr)-Plainwell, MI
- *Madeleine Rytlewski*-(Fr)-Richland, MI

### Women's Basketball

- *Shelby Grau*-(So)-Stevensville, MI
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- *Brooke McDonald*-(So)-Essexville, MI
- *Jillian McKean*-(Fr)-Buchanan, MI

- *Molly McVay*-(So)-Coloma, MI
- *Ellie Smith*-(Fr)-St. Joseph, MI
- *Daisy Thomas*- (Fr)- South Haven, MI

### **MCCAA All-Academic Team/NJCAA Academic Team**

- Women's Soccer-3.11 GPA

### **COMMUNITY IMPACT**

#### Advising & Career Services

Our Academic Advisors at the Benton Harbor Campus, *David Blumberg, Kate Attila-Hyska, and Ken Kettler*, assisted with advising with the Red Hawk Rise Program and *Kathi Szabo*, Career Development Coordinator presented to participants.

#### Diversity, Equity, and Inclusion (DEI)

- During the Colleges reduced summer schedule, the Office of Diversity, Equity, and Inclusion (DEI) joined in celebrating July as National Disability Pride Month. Information was disseminated on campus that helps to recognize and educate members of Lake Michigan College (LMC) and the wider service community on the needs, and contributions of this community.
- DEI participated in the new Student Orientation and Registration program. We staffed the table and distributed information regarding office programs and services. Students also had the opportunity to learn about and sign up for clubs sponsored by the office. (Student Success, Academic Success, Community Impact)
- *Cam Herth*, Dean of Diversity, Equity, and Inclusion led administrative efforts to organize an interviewing committee to hire a new part-time Administrative Assistant for the office. (Employee Experience, Community Impact, Student Success, Employee Experience)
- *Cam Herth*, Dean of Diversity, Equity, and Inclusion is also working closely with the Human Resources Department, to hire a part time student worker. (Academic Excellence, Community Impact, Student Success)
- *Cam Herth*, Dean of Diversity, Equity, and Inclusion attended a Community Impact meeting with Brian Joseph, Director of Marketing and Sales at Pizza Hut. (Community Impact)
- *Cam Herth*, Dean of Diversity, Equity, and Inclusion met with Willie Huck, Assistant to the President for Mission & Culture at Andrews University to further explore future collaborative multicultural education efforts between our two educational institutions.
- *Cam Herth*, Dean of Diversity, Equity, and Inclusion met with *Sarah Thomas*, *Student Life Experience Specialist*, *Charmae Sanders*, *Executive Director, Diversity, Equity, and Inclusion Programs*, *Robert Lund*, *Department Chair Visual and performing Arts* as part of an ongoing series of working meetings designed to create a comprehensive calendar of programs and events, sponsored, and supported at Lake Michigan College.

Educational Opportunity Center (EOC)

The Educational Opportunity Center (EOC) has currently served 1,161 participants so far this program year and the program year has yet to conclude! This means we have again exceeded our funded number to serve. It has been another fantastic year.

In July, the Educational Opportunity Center Director *Jessica Medina* co-presented at the National Ruffalo Noel Levitz 2024 Conference. This program year is coming to a nice ending and the staff are excited about the coming years.

### **EMPLOYEE EXPERIENCE**

Advising & Career Services

*Casey Dubina*, Director of Advising & Career Services, and *Kathi Szabo*, Career Development Coordinator, also attended the NCDA (National Career Development Association) Conference in San Diego, CA June 24 – June 28 where *Kathi Szabo*, Career Development Coordinator presented on “Finding Calm in the Chaos”. *Kathi Szabo*, Career Development Coordinator also became a Certified Career Services Provider (CCSP). This professional certification indicates demonstrated competence in essential skills needed to provide career services in any setting. It is obtained after an intensive Career Facilitator Training and we are so proud of Kathi’s hard work and dedication to career development.

Our Academic Advisors at the Benton Harbor Campus, *David Blumberg*, *Kate Attila-Hyska*, and *Ken Kettler*, assisted with advising with the Red Hawk Rise Program and *Kathi Szabo*, Career Development Coordinator presented to participants.

*Casey Dubina*, Director of Advising & Career Services, attended the Higher Education Organizations Leadership Collaborative hosted by Michigan College Access Network (MCAN) Lansing, MI to meet with other Higher Education Organization Leaders from around the state to see how we could better work together and align resources. *Casey Dubina*, Director of Advising & Career Services, attended the MI Transfer Expansion Retreat hosted by Michigan Community College Association (MCCA) at University of Detroit Mercy in Detroit, MI to talk about ways to better work with other schools on transfer best practices for students.

### **STUDENT SUCCESS**

Advising & Career Services

In June Advising worked on meeting with new Fall students and registering returning students for Fall 2024/Spring 2025/Summer 2025 classes over a total of three orientation sessions and 613 student meetings.

In the month of July, Advising worked on meeting with new Fall students and registering returning students for Fall 2024/Spring 2025/Summer 2025 classes over a total of two orientation sessions and 700 student meetings. *Casey Dubina*, Director of Advising & Career Services, also presented to our incoming group of Early Middle College Students on advising.

Campus Life

In June, *Sarah Thomas*, Student Experience Specialist, requested with IT a way to find out exactly when students are on campus and in classes. *Emily Fritz*, Data Analyst, built a comprehensive

dashboard available to anyone with access to Target X called "Course Time Schedule Dashboard." The dashboard breaks down how many students are on campus each day of the week, viewable by course time and by end time. Emily also included filters, so this data is viewable by campus and by specific building. Campus Life is now utilizing this data to inform days and times for on campus events.

Campus Life also developed a Rocky Appearance Request Form, which will be shared out to staff in August. This will help to track Rocky's activities with the College and streamline a process for requesting Rocky at events.

*Sarah Thomas* attended a conference at Mid-Michigan College for "High Impact Programing", hosted by the Student Life Association of Michigan Community Colleges (SLAMCC). Topics centered around student engagement, programming, budgeting, and assessment.

*Sarah Thomas* has worked with facilities to get repairs done on the "Clubs" wall on the first floor of the Hawks Nest, in preparation for updating the old student club signage. Facilities continues to work on patching chipped walls around the Hawk's Nest and have been a great help.

*Sarah Thomas* has developed a spreadsheet system to organize and track Campus Life events for the year, which includes a space to link planning for each Campus Life event. Every event will be linked to documentation of all planning details, to reduce future planning time and improve recordkeeping of the Student Life area.

*Sarah Thomas* visited Southwestern Michigan College as professional development to expand knowledge of Campus Life structure, activities, procedures, etc. at another institution.

*Sarah Thomas* met with *Mindy McAffrey* Performing Arts Coordinator, *Rob Lunn* Chair of Visual and Performing Arts and Director of Music, *Charmae Sanders* Executive Director DEI Programs, and *Cam Herth* Dean Diversity, Equity, and Inclusion to share calendars and identify areas of collaboration.

Campus Life will continue to plan and look for opportunities to collaborate, communicate, and work with other departments at the College while looking forward to the upcoming academic year.

## Housing Occupancy

### Data:

- Summer Move Outs:
  - PGA - moved out in June
  - Corewell - moved out in July
  - House of David - moved out in July
  - Whirlpool moving out August 9, 10 and 11
  - Summer Only Students - moving out August 23 and 24

- Police Academy - moving out August 23 and 24
- Fall Move-Ins:
  - Cross Country, Volleyball, Men's, and Women's Soccer moved in July 27 and 28
  - Baseball and Resident Assistants move in August 17 and 18
  - Softball moves in August 23 and 24
  - General Population moves in August 28 and 29
- Fall Numbers:
  - Mandatory Housing Orientation is August 30 at 10am in the Hanson Theater
  - 290 resident applications so far for Fall 2024.
    - Full Capacity: 194
    - Waitlist: 96
      - Paid \$250 for Top of Waitlist: 15
  - New Students: 119
  - Returners: 75

#### Additional Information:

- Construction on the New Shared Doubles: Our six person suites will be completed by August 12. Construction is complete, furniture has been delivered and will be put together this week.
- Updated Website Information: All information is updated, and the new Housing Handbook is available as a PDF.
- Marketing: Marketing will be doing a countdown to Move-In Day. New photos of the new construction will be done prior to August 28.
- Resident Assistant Fall Training & Housing Orientation: Fall Training for the Resident Assistants is ready to go, Front Desk Assistant Training is ready to go, and Housing Orientation is still under development with more resources being added in.

#### Student Well-Being & Accessibility

The focus for June and July was on planning for the upcoming Academic Year. The team engaged in a two-day staff retreat during early June to review student surveys and outcome data from the past Academic Year. After review, the team completed a SWOT (strengths, weaknesses, opportunities, and threats) analysis to inform and drive program development for the upcoming Academic Year. During mid-June, the team engaged in a second two-day staff retreat to build out a master calendar of events, programs, workshops, and presentations for AY 24-25. The remainder of June and July focused on building content, marketing materials, and finalizing budgets and ordering for next year's work.

June and July also focused on supporting various College Orientation programs. Student Well-Being & Accessibility (SWBA) staff attended all Student Orientation and Registration (SOAR) events, Early Middle College Orientations, Red Hawks Rise Orientations, Dual Enrollment Orientation, and Nursing Program Orientation. Active participation in these various orientation sessions provides a key opportunity for SWBA staff to engage with incoming students, orienting them to the critical services provided by the team.

Regarding individual services, 61 unique students received weekly individual life coaching or mental health counseling services during the month of May. The coaching topics included preparing for the upcoming school year, organizational skills, scheduling, orientating to resources, and academic/career exploration. Mental health counseling sessions focused on providing evidenced based treatment for students presenting with various mental health issues. Students who utilize life coaching and mental health counseling services throughout the summer months receive much needed support to help them persist into the upcoming Academic Year.

*As of August 13, 2024*

## **Employment Report:**

### Positions Posted or in the Hiring Process:

- Accounting Specialist
- Administrative Assistant, Dean of DEI and Executive Director of DEI Programs (Part-time)
- Administrative Assistant, Mendel Center (Part-time)
- Business Manager, Mendel Center
- College Librarian
- Coordinator, Testing and Tutoring Services (Part-time)
- Director, Clinical Education Physical Therapist Assistant Program
- Full Stack Developer
- Maintenance Technician
- Nursing Student Success and Transition Coach (Part-time Grant Funded)
- Technical Support Specialist

### New Hires:

- Faculty, Biology – Dr. John Doudna
- Faculty, Biology - Dr. Katrina Button-Simons
- Winery Technician – Jasmine Parkinson

### Interim Position:

- Charmae Sanders - Executive Director of DEI and Start to Finish
- Kae Goss – Librarian Assistant

### Position changes:

- Technical Support Specialist – Dave Steinke

### Separation:

- Lori Csintyan – Administrative Assistant, Continuing Ed, HTC, and Select Academic Programs
- Vickie Semrinec – Public Library Catalogue Assistant
- Tiara Greer- Allen – Support Specialist, Start to Finish

**ADJOURNMENT** MOTION by Ms. Johnson with support by Ms. Tomasini to adjourn the Regular Meeting of the Lake Michigan College Board of Trustees at 5:32 p.m.

Vicki M. Burghdoff

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Lake Michigan College Board Secretary