

CALL TO ORDER

Board Chair John Grover called the Meeting of the Lake Michigan College Board of Trustees to order at 5:04 p.m. Board Chair Grover opened the meeting with the Pledge of Allegiance.

ROLL CALL

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

SETTING OF THE AGENDA

Board Chair John Grover stated the agenda stands as presented.

APPROVAL OF MINUTES

The minutes from the August 20, 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. Flowers mentioned that we have five new faculty members. They are Lindsey Dailey, Math Lecturer; John Doudna, Biology; Katie Button-Simons, Biology; Shalico Sain, Theatre; and Jasmine Hein, Winery Technician.

Dr. Flowers discussed the uptick in news articles related to the rising need for apprenticeship programs throughout the country. Dr. Flowers gave historical information on LMC's apprenticeship program which he has been a part of for 30 years. Al Pscholka mentioned that we have a labor shortage due to low birthrates and many Baby Boomers retiring. The Berrien Talent Collaborative was developed with RESA, LMC, the Niles Chamber and the Southwest Michigan Regional Chamber to address the need. On October 1, 2024 the state is announcing at a press conference on campus that it awarded the Berrien Talent Collaborative \$500,000 to support their efforts.

NEW BUSINESS

COLLEGE-WIDE ACCESS CONTROL-PHASE 2

Phase 1 of the college-wide access control project is planned to be finalized in October. Phase 1 included re-keying all exterior doors for each building to a new system with limited key issuance and provided access control at specific employee entrances for after-hours access by employees. Phase 2 of the college-wide access control project is a critical next step in safety and security to make the campuses more secure. In Phase 2 all entrances will be updated with electronic locking, several additional card access entrances will be added to support operations, and each building will be equipped with the necessary technology to remotely lock the exterior doors in emergencies.

The Emergency Technology & Access Control sub-committee of the Emergency Management Committee has been working on testing the new lock-down functionality at the Todd Center. The Todd Center is the College's only fully control building which was set up by Western Michigan University when the building was original constructed. The new lock-down functionality is integrated with the phone system.

Soulard Technology (Holland, Michigan) has partnered with the College on all of the existing access control and is the provider of the software interface used to manage the system. They are the area supplier and installer for the reader interface used by the College. The phase 2 work will provide the necessary hardware updates, integration with existing automatic operators, new headend controllers to support additional doors, and expanded software training.

The project budget includes a 5% contingency for the project. Components for this work are readily available. Work will be coordinated with class and event schedules throughout the fall and spring of the next academic year. The project is proposed to be funded by major capital.

ACTION:

The College Administration recommends the Lake Michigan College Board of Trustees authorize College-Wide Access Control – Phase 2 project for a total project amount of \$203,150 and a contract award amount of \$193,448 to Soulard Technology for this project.

MOTION by Mr. Dissette with support by Ms. Smith to authorize the College-Wide Access Control – Phase 2 project for a total project amount of \$203,150 and a contract award amount of \$193,448 to Soulard Technology for this project.

ROLL CALL VOTE

Chair Grover asked the board secretary for a roll call vote

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

Nays: None

MOTION APPROVED

COMMUNITY COLLEGE LOCAL STRATEGIC VALUE RESOLUTION

Section 230 of PA 103 of 2023, the Fiscal Year 2024 community colleges appropriations bill contains the qualifications that must be met to receive the portion of each college's performance funding appropriation earmarked for local strategic value. The statute lists 15 separate best practices for community colleges to achieve. Institutions must satisfy 4 of 5 best practices in each of 3 different categories.

To demonstrate eligibility for this funding, Section 230 requires that each community college certifies compliance to the State Budget Office by means of a board of trustees resolution certifying that the college has met 4 of 5 best practices in each category. Further, each board resolution "shall provide specifics as to how the community college meets each best practice measure within each category."

ACTION:

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

MOTION by Mr. Dissette with support by Ms. Burghdoff to approve the following resolution, as presented, which provides specifics as to how Lake Michigan College meets the best practice measures within each category to prove its Local Strategic Value for the region it serves.

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

LAKE MICHIGAN COLLEGE AND LMC EDUCATION ASSOCIATION MEA/NEA
PROPOSED AGREEMENT

This contract represents Education Association 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 Education Association MEA/NEA for the period beginning July 1, 2024 through June 30, 2027, as presented.

MOTION by Ms. Smith with support by Mr. Weber to approve the proposed contract between Lake Michigan College and the Lake Michigan College Education Association MEA/NEA for the period beginning July 1, 2024 through June 30, 2027, as presented.

ROLL CALL VOTE

Chair Grover asked the board secretary for a roll call vote

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

Nays: None

MOTION APPROVED

CREATION OF BOARD DESIGNATED FUND

BACKGROUND

As provided for in the [Financial Reserves policy](#), the Board of Trustees has the ability to designate an amount of unrestricted assets for a defined use that is to be funded by cash and/or cash equivalents. Prior to establishing a designated fund, the following components must be addressed:

- Purpose
- Calculation of Amount
- Intended Use
- Authority & Responsibility
- Monitoring & Reporting
- Replenishing

The purpose of the proposed **LMC Free Textbook Fund** is to maintain an adequate level of unrestricted cash to provide additional funding, if needed, for the one-year program that will provide textbooks for those students that qualify for the Michigan Community College Guarantee (CCG) at no charge.

Calculation of Target Amount & Intended Use

Analysis of the data available on the cost of textbooks for students covered by CCG indicate that the Foundation funding previously designated for the LMC Promise scholarship should be sufficient to cover the cost. The requested designated fund is intended to provide contingency funding should student enrollment or other factors result in a cost in excess of available Foundation funding.

The funding source for the requested designated fund is the 2024 Strategic Reserves.

Authority & Responsibility

Authority for the use of the designated fund is delegated to the President and CFO. The President is responsible for ensuring that the designated fund is maintained and used only as approved by the Board.

Monitoring & Reporting

As the amount is set in advance and not contingent on external factors, no continuous monitoring of sufficiency is required. The LMC Free Textbook Fund will be presented separately on the balance sheet that is included in the Board package.

Replenishing

Should additional funding be required, an additional request will be brought to the Board in accordance with the [Authority to Bind policy](#).

ACTION

To ensure adequate funding for the Free Textbook program, Administration recommends that the Board of Trustees design an amount of unrestricted cash as presented, to be known as the **LMC Free Textbook Fund**.

MOTION by Mr. Dissette with support by Ms. Burghdoff to designed an amount of unrestricted cash as presented, to be known as the **LMC Free Textbook Fund**.

ROLL CALL VOTE

Chair Grover asked the board secretary for a roll call vote

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

Nays: None

MOTION APPROVE

ELIMINATION OF BOARD DESIGNATED FUND

BACKGROUND

As provided for in the [Financial Reserves policy](#), the Board of Trustees has the ability to designate an amount of unrestricted assets for a defined use. In February 2022, the Board created the **LMC Promise Designated Fund** to supplement Foundation funding for the LMC Promise student scholarship program for up to 6 years. The funding was for the possibility that the Foundation could not meet demand through existing scholarships and other monies raised. The amount of the designated fund would decrease annually over 6 years, from \$825,000 in FY22 to \$125,000 for FY27.

With the Fall 2024 launch of the Michigan Community College Guarantee, which covers in-district tuition for recent Michigan high school graduates through funding provided by the State of Michigan, the LMC Promise Designated Fund is no longer necessary.

ACTION

Administration recommends that the Board of Trustees eliminate the designated fund known as the **LMC Promise Designated Fund**.

MOTION by Ms. Johnson with support by Mr. Dissette to eliminate the designated fund known as the **LMC Promise Designated Fund**.

ROLL CALL VOTE

Chair Grover asked the board secretary for a roll call vote

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

Nays: None

MOTION APPROVED

RENAMING OF THE INTERCOLLEGIATE ATHLETIC OFFICE SUITE IN HONOR OF LIZ MILLER

ACTION:

In recognition of Liz Miller's leadership and contributions to Lake Michigan College, its athletics program, and all the students she has influenced, it is recommended that the Lake Michigan College Board of Trustees authorize the College to rename the Intercollegiate Athletics Office Suite as the The Liz Miller Athletics Office Suite.

MOTION by Ms. Burghdoff with support by Mr. Dissette to authorize the College to rename the Intercollegiate Athletics Office Suite as the The Liz Miller Athletics Office Suite.

ROLL CALL VOTE

Chair Grover asked the board secretary for a roll call vote

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

Nays: None

MOTION APPROVED

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-x
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 minors 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 AT

BACKGROUND CHECKS – EMPLOYMENT CANDIDATES

BACKGROUND, REFERENCE & CREDIT CHECKS

Office of Origin: Human Resources
Responsibility: Executive Director, Human Resources
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 confidential. Only Human Resources ("HR") personnel will have access to this information.

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) ~~h)~~—Relevant evidence of rehabilitation or lack thereof;
- h) ~~i)~~—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

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

COLLEGE-AFFILIATED SOCIAL MEDIA AUXILIARY ACCOUNTS POLICY

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

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 Ccollege ~~and /~~ community resources, safety, and compliance.

Orientation dates for the following year will be set by ~~November~~ October 15th 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.~~

POLICIES-2nd READ

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

1. Athletic Travel
2. College-Affiliated Social Media Auxiliary Accounts
3. New Student Orientation
4. Background Check Employment Candidate

ACTION:

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

MOTION by Mr. Dissette with support by Ms. Smith 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

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:

- Fall semester has begun and is off to a great start with students
- The passing of Instructor Shawn Hisle

ACADEMIC EXCELLENCE

On Wednesday, August 28, the College celebrated a significant milestone with the graduation of 14 recruits from its first Police Academy in 42 years. This groundbreaking program, which spanned 16 weeks and involved 615 hours of intensive training, was made possible through the collaboration of nearly 60 experts from local law enforcement agencies, prosecutor offices, and the College's Health Sciences faculty.

The curriculum covered a comprehensive array of topics essential for law enforcement, including emergency vehicle operation, firearms training, patrol operations, active shooter response, field sobriety testing, crime scene investigation, physical fitness, first aid, and an overview of the legal system.

Special recognition is due to **Brad Byerle** for his exceptional dedication and leadership in reviving the academy. This achievement not only marks a pivotal moment for LMC but also significantly contributes to the professional development of our local law enforcement community.





During Opening Days, Nursing faculty and staff hosted clinical skills review for returning nursing students. Students were able to refresh themselves on clinical skills to assure readiness in providing safe care for patients the first week of the semester.



Pictured: Level 4 Nursing students *D'Andre Smith, Janet Ramirez, Nursing Faculty Kathleen Szymanski, Lisa Perrin, Tiffany Ott, and Evelyn Wright*

As of Thursday, September 5, we are collaborating with 26 companies in our apprenticeship program, with 94 apprentices registered for Fall 2024. This highlights the strong commitment from our industry partners and the growing success of the program. We're excited about this progress and are eagerly anticipating filling the spots for the Spring 2025 semester soon!

COMMUNITY IMPACT

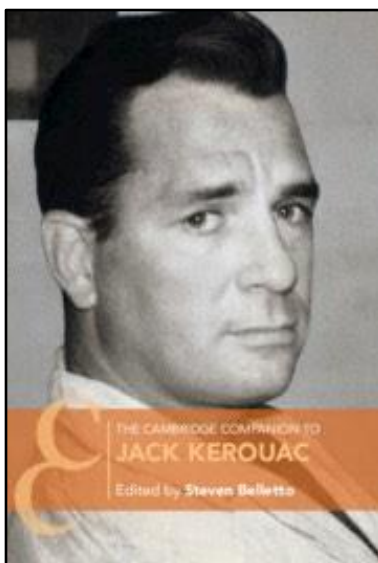
For the month of August **Laura Henderson-Whiteford**, Admissions Representative for the South Haven Campus, set up an informational table at the Pullman Farmer's Market, Covert Backpack Giveaway, Hartford Back-to-School Bash, the Craft Show in South Haven, and the Back-to-School event at South Haven High School.

August 5-8, full-time Biology faculty **Dr. Jessica Beachy** created and led a new children's summer camp, Buggin' in the Fab Lab, in collaboration with the Director of Extended Education, **Chad Dee** and his staff at the Fab Lab. **Sabrina Hinrichs**, Administrative Assistant Accreditation, Strategic Projects, Quality & Hanson Technology Center, and **Jennifer Clark**, Administrative Coordinator, Career & Workforce Education, were also both instrumental in the organization of the camp and making sure everything ran smoothly throughout the week. The camp was held for four mornings from 9 am to 12 pm each day and attended by eight kids ages 7-11. The campers created a variety of insect-themed projects in the Fab Lab including butterfly houses, 3-D bug puzzles, and insect hotels. They also visited **Dr. Beachy's** science lab classroom and conducted their own science experiments, did a scavenger hunt hike on the LMC nature trail, went bug collecting around campus, and participated in insect themed games and activities.



On August 29, the South Haven Campus hosted an informational meeting for Holtec International (formerly Palisades Nuclear Plant) and their employees. The meeting provided updates on the company's current operations, future plans, and how these changes may impact the workers and the local community.

Dr. Erik Mortenson, full-time English faculty, has recently published the chapter "Making the Past Present: Kerouac and Memory" in *The Cambridge Companion to Jack Kerouac* (2024). The book, published by Cambridge University Press, provides a range of perspectives on Kerouac's work from important scholars in the field.



Lake Michigan College, in collaboration with the Southwest Michigan Regional Chamber of Commerce, is pleased to announce an upcoming "Professional and Soft Skills Bootcamp." This one-day, accelerated session will take place on Monday, September 23, from 9 am to 4 pm in the Todd Center.

The bootcamp is designed to provide participants with critical skills that enhance professionalism and interpersonal effectiveness, key attributes that employers value when considering hires and promotions. Led by experienced industry professionals, this workshop aims to equip attendees with practical tools and insights to elevate their career prospects and professional development.

We encourage board members and staff to support this initiative, which aligns with our commitment to fostering career readiness and workforce development in our community.

EMPLOYEE EXPERIENCE

On August 14, staff from the South Haven Campus and the Bertrand Innovation Center came together for a Satellite Campus Retreat. They brainstormed ideas to prepare for the

upcoming school year, focusing on improving student engagement, campus services, and academic programs. The retreat also helped build teamwork and align goals between the two campuses, setting the stage for a successful year ahead.



Pictured: ***Kam Chancellor, Keri McGarr, Julia DeGroot, Laura Henderson-Whiteford, Jeremy Burleson, Aylin Drabousky***

STUDENT SUCCESS

On August 21, the South Haven Campus hosted a Dual Enrollment Orientation, welcoming 35 students who are preparing to take college-level courses while still in high school. The event provided students and their families with important information about the dual enrollment program, including course expectations, academic support services, and the benefits of earning college credit early.

STUDENT AFFAIRS DEPARTMENT REPORTS

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

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

- An enrollment update for Fall semester was shared – headcount is up 10%, credit hours are up 11% billing hours are up 11%, and FTIACs are up 38% compared to last fall. We have 511 freshman from 101 Michigan high schools, 14 states and 12 countries.
- Kudos to the Admissions, Marketing, Advising, and the Registration team as well as all of Student Affairs.

ACADEMIC EXCELLENCE

Athletics

- Women's Volleyball is 1-5 to start the season with some tough losses. They went four matches with Division III runner ups Century College at the Rockford Invitational last weekend.
- Women's Soccer came back to campus and scrimmaged IUSB and Andrews University.
- Men's Soccer hosted two scrimmages versus Illinois Valley Community College and Black Hawk College.
- August 30 Women's Cross-Country was at the Skippers XC Showcase. The Red Hawk's finished in fourth overall, with Sophomore *Olivia Ippel* winning the race and *Noemi Arevalo* finishing in eleventh place.
- August 30 Men's Cross-Country recently attended the Skippers XC Showcase and placed thirteenth.

COMMUNITY IMPACT

Upward Bound

- Upward Bound completed their recruitment for the 2024 and 2025 school year by successfully recruiting 31 students from the Benton Harbor community. Staff members completed nine home visits to help families' complete applications and perform the interviews.
- On August 14 the Upward Bound Team contributed to the Benton Harbor Area Schools Kick Off Event by giving out Lake Michigan College school supplies and connecting future students to the resources that Upward Bound provides.
- On August 26 Upward Bound welcomed Benton Harbor High School students to their first day of school by meeting them at the door, helping them find their classes, and making phone calls home to remind families of school beginning.

STUDENT SUCCESS

Campus Life

- In August, Campus Life continued to finalize planning details for Welcome Week activities for students.
- Welcome Week Swag items arrived to be handed out to students throughout the week, including LMC Welcome cups, 3 in 1 chargers, highlighters, LMC pins, and Redhawk temporary tattoos. Planning for the fall semester events also continued and we are looking forward to the school year.

- In late-August, invitations for the National Society of Leadership and Success were sent out to students from the NSLS organization via email and mail.

Housing

- Construction:
 - 113, 213, and 313 are complete. The shared doubles (6 beds) are fully occupied.
- Fall Move-Ins: All move-in days were successful.
 - Beckwith Hall is at full capacity (194) with a waitlist.
 - Our first ever Housing Orientation was success!
 - Kudos to Corewell for coming and giving a presentation.
- Student Staff:
 - 6 Resident Assistants went through 1.5 weeks of training. They are doing amazing!
 - 20 Front Desk Assistants have been trained and are serving the Beckwith community already.
- Fall Programming:
 - Beckwith Hall Opening Bash - 120 attendance.
 - We have 22 other programs planned for Beckwith Hall this Fall Semester.
 - Topics: Clery Act, Alcohol & Party Safety, Community Involvement, Roommate Bonding, Title IX, Stress Management, Academic Success, and more.

Diversity, Equity, and Inclusion (DEI)

- During the College's reduced summer schedule, the Office of Diversity, Equity, and Inclusion (DEI) celebrated August as National Civility Month. Information was disseminated on campus to help recognize and educate members of the College.
- The office of Diversity, Equity, and Inclusion was fully engaged in New Student Orientation during the month of August. We staffed an information table, engaged with visiting students and families, and distributed materials regarding the office's programs and services. Students also had the opportunity to learn about and sign up for clubs sponsored by the office. Fourteen students signed up for the Student Multicultural Club during the New Student Orientation days, (Student Success, Academic Success, Community Impact).
- **Cam Herth**, Dean of the Office of Diversity, Equity, and Inclusion (DEI) organized and led interviews with three candidates—Kim Oleson, Nicholas Gunn, and Mary O'Donnell—for the position of part-time Administrative Assistant. (Employee Experience, Community Impact, Student Success, Employee Experience)
- Following the final Administrative Assistant interview for the Office of Diversity, Equity, and Inclusion, **Cam Herth** Dean of the Office of Diversity, Equity, and Inclusion (DEI), organized a reflection meeting with Human Resource Specialist **Aubry Malcolm**, Interim Executive Director of DEI Programs **Charmae Sanders**, Student Support Services Academic Advisor **Brett Closson**, and College Admissions Counselor **Immanuel Williams** to discuss the viability of the applicants for the position.
- **Cam Herth** met with **Taneika Bowman**, Office Manager of Student Support Services, and **Ben Burton**, Financial Aid Consultant to check on the status of student worker applicant

Preston Gold for the Office of Diversity, Equity, and Inclusion. I was informed that due to recent Federal Financial Aid budget cuts, the office is not eligible for a student worker.

- On August 28, I met with **Sarah Thomas**, Student Life Experience Specialist, to prepare and coordinate the Office of Diversity, Equity, and Inclusion's Heritage Month Calendar of events with Campus Life.

New Student Orientation Activity



**Eric Wignall, Director
Admissions &
Recruitment**



**Sarah Thomas
Student Life
Experience
Specialist**



**Charmae Sanders, Interim Executive
Director of DEI Programs**

Upward Bound

- Upward Bound officially graduated 41 students from their Summer Academy. These students demonstrated 41% growth in math and 24% growth in English.

As of September 5, 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)
- College Librarian
- Director, Clinical Education Physical Therapist Assistant Program
- Full Stack Developer
- HR Generalist I
- Nursing Student Success and Transition Coach (Part-time Grant Funded)
- Technical Support Specialist
- Utility – Benton Harbor Campus (2 part-time)

New Hires:

- Coordinator, Testing and Tutoring Services – Jami Roden
- Instructional Technology Specialist – Wesley Seabury

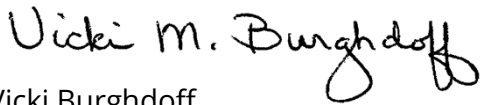
Position changes:

- HR Generalist II / Benefits – Aubry Malcom

Separation:

- Bal Barot– Faculty, Chemistry

ADJOURNMENT MOTION by Ms. Burghdoff with support by Ms. Smith to adjourn the Regular Meeting of the Lake Michigan College Board of Trustees at 5:28 p.m.



Vicki Burghdoff
Lake Michigan College Board Secretary