

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: Mr. Mark Weber, Mr. John Grover, Ms. Vicki Burghdoff, Mr. Brian Dissette, Ms. Debra Johnson, and Ms. Mary Jo Tomasini

SETTING OF THE AGENDA

Board Chair John Grover stated the agenda stands as presented.

APPROVAL OF MINUTES

The minutes from the October 22, 2024 Board meeting were approved as presented with a voice vote by all trustees present.

PETITIONS AND COMMUNICATIONS FROM THE FLOOR

None

PRESIDENT'S REPORT

Dr. Kubatzke began his report with thanking the choir for providing a mini-holiday concert for the Board before the meeting began.

NEW BUSINESS

B-Wing Elevator Modernization at the Main Building

The B-wing elevator was installed in 1971 during the Phase 3 construction of the Main building. The elevator is beyond its 20year life expectancy, and we are experiencing longer than normal repair timelines due to the difficulty in obtaining obsolete replacement parts. We have been able to delay this modernization by using parts that were salvaged during the 2017 C-wing elevator modernization.

The College enlisted Progressive Companies to develop engineering specifications and bid documents for the modernization. The project went out for public bid on October 24th with bids being due back to the college on November 21st with three bids being received for the modernization project. Based on review of the bid proposal and post-bid interview, the low bidder, Great Lakes Elevator (Williamston, MI) is recommended for award of the project.

The project budget includes base bid, owner soft costs (architectural/engineering fees, plan reviews, insurance, electrical and an 8% contingency for the project). The project is proposed to be funded by major capital. Work is planned to be completed during the summer of 2025.

ACTION:

The College Administration recommends the Lake Michigan College Board of Trustees authorize for a total project amount of \$176,000 and a contract award amount of \$126,300 to Great Lakes Elevator for this project.

MOTION by Ms. Burghdoff with support by Mr. Dissette to authorize for a total project amount of \$176,000 and a contract award amount of \$126,300 to Great Lakes Elevator for this project.

ROLL CALL VOTE

Chair Grover asked the board secretary for a roll call vote

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

Nays: None

MOTION APPROVED

FISCAL YEAR 2023 FINANCIAL STATEMENT AUDIT

The audited Fiscal Year 2024 Annual Financial Report was included in the materials provided to the Board of Trustees and was reviewed by the Finance Committee of the Board of Trustees.

ACTION:

We recommend that the audited fiscal year 2024 Annual Financial Report be accepted by the Board of Trustees.

MOTION by Mr. Dissette with support by Mr. Weber that the audited fiscal year 2024 Annual Financial Report be accepted.

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

ARTICULATION AGREEMENTS

Office of Origin:	Records and Registration Department
Responsibility:	Registrar, Provost, Academic Deans
Original Date Adopted:	10-09-20
Dates Reviewed:	10-09-20, 2 10-21, <u>6-11-24</u>
Last Date Board Approved:	2-23-21

An articulation agreement is a formal, signed agreement between two accredited institutions that specifies the courses, credits, and program requirements needed to transfer directly/seamlessly from one institution into a related program at another institution. These agreements aim to ensure clarity regarding transfer eligibility and promote student success in pursuing advanced degrees.

~~Articulation agreements at Lake Michigan College are developed by members of Academic Affairs and maintained, reviewed, and published by the Registrar. At Lake Michigan College, articulation agreements are collaboratively developed by members of Academic Affairs and Student Affairs, including input from Deans, Department Chairs, faculty, and student affairs staff, in partnership with the counterpart institution. These collaborations ensure that both academic alignment and student support services are integrated into the agreements to facilitate a smooth transfer process for students.~~

Agreements are maintained, reviewed, and published by the Registrar's Office in consultation with the Vice President of Academic Affairs (VPAA). The agreements will be regularly reviewed every three to five years by the Articulation and Transfer Committee to ensure continued alignment with both institutions' curricula and compliance with accreditation standards.

Additionally, any modifications to curricula or institutional policies that may impact the agreement will prompt a review and necessary revisions. The agreements will be available to students and faculty, with the goal of enhancing transfer opportunities and supporting student academic progression.

References: Articulation Agreements Procedure

BOARD OF TRUSTEES TUITION WAIVER

Office of Origin:	President's Office
Responsibility:	Director, President's Office
Original Date Adopted:	x-xx
Dates Reviewed:	10-9-24 (C)
Last Date Board Approved:	x-x-xx

Members of the Board of Trustees of Lake Michigan College (the College) along with their spouse and any Internal Revenue Service (IRS) eligible dependents are eligible for the College's tuition waiver program.

The tuition waiver program provides that a waiver of tuition charges will be applied to the student account first before other financial aid, grants, or scholarships. Although tuition is waived by the College, the student is responsible for any course fees as well as textbooks and course support materials.

References:

STUDENT PER SEMESTER CREDIT HOUR LIMIT

Office of Origin: _____ Academic Affairs
Responsibility: Provost and Vice President of Academic Affairs, _____
Registrar
Date Adopted:
Last Date Reviewed: 11-08-16, 2-24-21 (C), 4-23-24
Last Date Board Approved: 3-28-17

No student may take more than 18 credit hours of coursework per semester without written approval from the appropriate Academic Dean or their designee. During an accelerated session (e.g., 5-week or 7-week session) a student ~~may not~~ is recommended to not exceed eight credit hours without written approval from the appropriate Academic Dean or their designee. Permission will only be granted to students who ~~have a 3.00 (B) cumulative GPA or higher.~~ meet the following criteria:

1. Have a cumulative GPA of 3.00 (B) or higher.
2. Provide a compelling reason for exceeding the credit limit, such as:
 - Graduating early
 - Fulfilling prerequisites for a competitive program
 - Addressing financial constraints
 - Demonstrating readiness for increased coursework through academic advisor recommendation or completion of relevant prerequisite courses.

Students seeking approval to exceed credit limits must follow the designated procedure, including submitting a written request and any supporting documentation, to the appropriate Academic Dean or their designee. Approval will be granted based on academic performance, readiness for increased workload, and extenuating circumstances.

Once approved, students are expected to maintain regular communication with their academic advisor or faculty mentor to monitor their progress and ensure successful completion of coursework. Support services, including tutoring, time management workshops, and counseling, are available to assist students in managing the increased workload effectively. Additionally, students should notify the registrar's office in writing so their account can be updated accordingly.

Lake Michigan College is committed to supporting student success and recognizes the importance of flexibility in academic planning while maintaining academic rigor and integrity.

References:

Lake Michigan College Policy

Formerly Titled: Student Per Semester Credit Hour Limit

FREEDOM OF EXPRESSION

Office of Origin:	Marketing
Responsibility:	Executive Director of Marketing, Provost and Vice President, Academic Affairs; Vice President, Student Affairs; Executive Director, Mendel Center Operations
Date Adopted:	10-24-2008
Date Reviewed:	8-05-2020
Last Date Board Approved:	8-05-2020

Freedom of thought and expression is essential to any institution of higher learning. Uncensored speech - which does not include a right to harass, injure, or silence others - is essential in an academic community. Members of the Lake Michigan College (the College) community should understand those standards of civility, consideration, and tolerance must shape our interactions with each other. Infringing upon the expression of views, ~~either by interfering with a speaker or by defacing or removing properly posted or distributed notices or materials whether by disrupting a speaker, defacing or removing properly posted or distributed physical notices or materials, defacing or tampering with external whiteboards, or through online or cyber actions such as defacing or hacking digital content~~, will not be tolerated.

The College reserves the right to control the time, place, and manner of events that occur on campus. The College does not seek to censor the expression of ideas but to maintain campus safety and order. ~~Protesters may be assigned to particular places 100 feet from an event on campus by College staff or their representative.~~ Demonstrations by members of the College community may occur on campus but must not disrupt the regular operation of the College.

In addition, the event sponsor must consult with the Executive Director, Marketing for an employee-sponsored event, the Provost, Vice President of Academic Affairs for an academic event, or the Vice President, Student Affairs for a student organization event regarding the logistical arrangements. Outside client events must consult with the Executive Director, Mendel Operations.

Guidelines for Dissent and Protest

1. The scheduling of a speaker or event known or considered to provoke public controversy requires adequate notice.
 - (a) Large Groups – any person or group whose use of an outdoor area is expected or reasonably likely to have more than one hundred people should notify the Executive Director of Facilities Management ~~at xxx-xxx-xxxx~~ at least five business days before the day of the activity and provide information related to the specific location, estimated expected number of persons, and the name and contact information of a least one person who can be contacted regarding logistics of activities, which shall include at least one person who will be physically present at the event or activity.
 - (b) Students – any student or student group may seek to reserve the use of specific

outdoor areas by contacting the Director of Campus Life at ~~xxx-xxx-xxxx~~ at least ~~one~~five business days prior to the activity.

2. Dissent is welcome at the College; disruption of College activities will not be tolerated.
3. Students, employees and guests are free to support causes by orderly means that do not disrupt College operations or activities.
4. Individual members of the College community speak only for themselves in their public expressions or demonstrations. College Marketing Services coordinates and issues all institutional responses to the media.
5. Members of the College community may distribute literature where it will not interfere with classes or any other College function. Literature may only be posted on the public bulletin board space located in each facility. Political campaign posters and other such materials are not allowed to be installed on College property.
6. Protesters may neither impede nor harass people wishing to attend an event or to see or hear a speaker.
7. ~~Protesters will be assigned to a particular place 100 feet from the event on campus by a College employee or representative. Protesting is only permitted outside of a College facility. Assigned space will be at least 100 feet from the entrance of a College building. Protesters will be assigned to designated external spaces by College staff or their representative, which will be no less than 100 feet from the event. Protesting inside buildings or other indoor spaces on campus is strictly prohibited~~
- 8.
9. Disruption, force, or threat of force is not an acceptable form of protest at the College and will not be tolerated.
10. Any individual whom the College deems to violate this policy will be considered a trespasser, and ~~the appropriate~~ law enforcement will be notified.
11. The College may, at its discretion, call upon law enforcement agencies for assistance and/or may impose its own disciplinary sanctions upon person(s) who violate this policy.
12. Camping and overnight occupation of public space on Lake Michigan College property by external individuals and/or organizations is prohibited. Property includes all LMC campuses, grounds, facilities, and property owned, operated, or controlled by the college. Camping is defined as the use of any part of the campus for living accommodation purposes, such as establishment of temporary or permanent living quarters, sleeping outdoors after normal business hours, making preparations for overnight sleeping (including the laying down of bedding for the purpose of sleeping), storing personal belongings, using any tent or similar structure for sleeping, sleeping in, on or under parked vehicles, or setting up temporary or permanent sleeping areas outdoors or in structures not designated for human occupancy. Camping does not include the use of College Property that has been designated as sleeping areas.
13. Camping may be permitted by students, faculty or staff in connection with College events which require overnight occupancy at the site of activity, if approved in advance by Campus Life and Facilities Management.

GRADE ASSIGNMENT AND GRADE POINT AVERAGE (GPA)

Office of Origin:	Academic Affairs & Student Affairs
Responsibility:	Provost and Vice President of Academic Affairs; Vice President of Student Affairs
Original Date Adopted:	X-X-XX
Dates Reviewed:	9-22-09; 5-15-18; 6-26-18-
Last Date <u>Board</u> Approved:	4-13-21 , 6-22-21

The following applies to all academic credit course offerings at Lake Michigan College (the College).

I. Final Grades

Students who have completed all course requirements as defined ~~by the instructor in~~ the syllabus will be issued a final grade based upon the scale listed below. Final grades are posted to students' official transcript of record as submitted by the instructor.

II. Incomplete ("I") Grades

An ~~"I"~~ Incomplete ("I" grade) is computed in the grade point average (GPA) as ~~an a~~ a failing grade ("E") and may affect financial aid, housing, or athletic eligibility. ~~An "I" grade can be extended at the discretion of the instructor.~~

~~All grade changes must be made within one semester of their issuance. The student and instructor must agree on a timeline for completion of the coursework for an incomplete, up to one additional semester. The instructor must submit a grade change to the grade earned at completion of the outstanding requirements. Any "I" grades not updated by the end of the following semester will be automatically changed to an "E"/failing grade.~~

An incomplete can be extended by agreement between the instructor and the student; the Registrar's Office must be notified of the extension.

III. Withdraw ("W") Grades

See the ~~Registration Policy~~ Registration Policy for information regarding Withdrawals ("W" grade). A "W" grade is not calculated in the ~~grade-GPA point average (GPA)~~ but may affect completion rate for financial aid. See financial aid policies for more information.

IV. Mid-Term Grades

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Mid-term grades do not affect the GPA and are not posted to the student's official transcript of record. Mid-term grades help faculty, staff, and students track student progress and success in each class and allow efficiency in Financial Aid processing decisions. Student accounts will be reviewed upon mid-term grade submission and the Financial Aid Office and Academic Advising staff will be notified of failing grades, withdrawals, or otherwise insufficient grades.

V. Reporting and Availability of Grades

Mid-term grades are submitted at the mid-point of each part of term. ~~Specific dates are listed in the Academic Calendar.~~ Final grades are submitted following the end of the full term. Specific dates for both are listed in the Academic Calendar.

All grades are submitted ~~via WaveLink~~ submitted online via the employee portal by the instructor of record for the class. Exceptions are made only in extreme situations such as the hospitalization or death of the instructor, in which case the Registrar may collect and enter the grades and document the exception.

Mid-term grades are available to students online via the student account upon submission by the instructor. Final grades are available to students online via the student account after they are processed by the Registrar's Office. Specific dates are listed in the Academic Calendar.

VI. ~~Grade Point Average (GPA)-~~

~~Grade point average (GPA)~~ is used to determine a student's academic standing, ~~athletics eligibility~~ eligibility, financial aid eligibility (including grants, loans, and scholarships), eligibility for graduation, dean's list and other academic awards, second-admit program entrance, and often for transfer to a four-year ~~university~~ institution for further study.

Grades for courses below 100- ~~level~~ (transitional courses) are included in the GPA but cannot be used to fulfill graduation requirements.

VII. Grade Scale and GPA Calculation

Letter grades are assigned a point value as indicated below. Cumulative GPA is calculated by multiplying the point value of each grade by the credit value of the course, adding the total number of points earned, and then dividing by the total number of credits. For information regarding how repeated courses affect the calculation of the cumulative GPA refer to the Course Repeat Policy.

<u>Grade</u>	<u>Points</u>
A+	4.00
A	4.00

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A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
E	0.00

References:

[Course Repeat Policy](#)

[Registration Policy](#)

[SAP for Financial Aid Policy](#)

[Academic Recognition Policy](#)

[Credential Completion and Graduation Policy](#)

CREDENTIAL COMPLETION AND GRADUATION POLICY GRADUATION AND COMMENCEMENT

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Office of Origin: Academic Affairs & Student Affairs
Responsibility: Provost and Vice President, Academic Affairs, Vice President of Student Affairs
Original Date Adopted: 3-28-17
Dates Reviewed: 2-23-2021, 3 10-2021 (C), [6-11-24](#)
Last Date Board Approved: 3-28-17

~~Certain requirements must be met both to complete a Lake Michigan College (LMC or College) degree or certificate and to officially graduate from a program. These requirements, as outlined below, must be satisfactorily met prior to credential conferral and will be verified for each student who applies for a degree or certificate. All requirements outlined below must be met to earn a Lake Michigan College (LMC or the College) degree or certificate. The Registrar's Office certifies program completion prior to posting degree/certificate awards.~~

Credential Completion Requirements:-

~~Lake Michigan College LMC currently offer awards~~ associate degrees, ~~advanced certificates, and certificates of achievement. Each level of credential requires the following~~The requirements for each are as follows:

1. Associate Degree

To earn an associate degree, ~~a student~~s must ~~satisfactorily complete~~pass a minimum of 60 credit hours which apply directly to the degree. ~~This~~The residency requirement for an associate degree ~~has a residency requirement of 20 credit hours earned at LMC;- i.e., a minimum of 20 credits must be conferred by LMC and cannot include credits earned through TR, CEL, AC, AP, CLEP, or credit by exam~~Transfer credit, credit for prior learning, articulated credit, advanced placement, CLEP and credit by exam do not count toward residency.

2. Advanced Certificate

To earn an Advanced Certificate, ~~a student~~s must ~~satisfactorily complete~~pass a minimum of 30 ~~1-59~~ credit hours, ~~depending on the certificate program, which apply directly to the certificate. Certificates requiring 30 credits or more have a residency requirement of 15 credit hours; i.e., a minimum of 15 credits must be conferred by LMC and cannot include credits earned through TR, CEL, AC, AP, CLEP, or credit by exam. Certificates requiring less than 30 credit hours do not have a residency requirement, nor are they eligible for Honors recognition.~~The residency requirement for an advanced

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certificate is 15 credit hours earned LMC. Transfer credit, credit for prior learning, articulated credit, advanced placement, CLEP and credit by exam do not count toward residency.

3. Certificate of Achievement

To earn a Certificate of Achievement, students must pass 1-29 credits hours which apply directly to the certificate. There is no residency requirement for a certificate of achievement.

1. All credits earned toward a credential must be at or above 100-level coursework.
- ~~2. The student must have an active admission application on file and must be considered—certificate or degree-seeking.~~
- ~~4.3.~~ All degree ~~and/or~~ certificate program requirements, including transfer credits ~~used toward program completion~~, must be completed by the last day of the semester in which the student is graduating, ~~for fall and summer graduation applicants~~. Spring applicants may finish ~~any~~ requirements during the immediately following summer term. Students who do not complete requirements ~~by the end of the immediately following summer term~~ within the appropriate timeframe must reapply for graduation. The College does not back-date degree or certificate conferrals.

Commented [BC1]: Remove this requirement

All credentials which bear academic credit ~~must be formally~~ are approved through the College's curriculum process and ~~must be~~ awarded through the graduation process ~~in accordance with this policy and~~ administered by the Registrar's Office.

Graduating ~~from a Program and Commencement~~:

A student may graduate from a program under the catalog in effect at the time of matriculation or any subsequent catalog. However, no student may graduate from a program under a catalog that is more than 5 academic years old at the time of graduation.

Students ~~who have completed, or are near completion of, their program requirements must~~ apply for graduation by the published deadline ~~in order~~ to have their degree or certificate awarded ~~conferred~~ and receive their diploma, even if they do not wish to participate in the Commencement Ceremony. This requirement applies regardless of a student's intent to participate in the commencement ceremony.

A commencement ceremony is held once per year in May. Summer and fall graduates are invited to participate in the May ceremony.

Graduating with Honors:-

Honors: 3.25-3.~~7449~~ cumulative LMC GPA

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High Honors: ~~3.75~~~~50~~-~~3.99~~~~74~~ cumulative LMC GPA

Highest Honors: ~~3.75~~-

Commented [BC2]: I believe there is a new scale for honors. Honors - 3.25-3.5, High Honors - 3.52-3.75, and Highest Honors - 3.76-4.0

Honors status as announced at the Commencement Ceremony does not include the current Spring semester, ~~as~~~~because~~ final grade processing occurs after the ceremony takes place. A final Honors status will be determined at the time of degree ~~conferral~~~~award~~.

Additional Associate Degrees and Certificates: -

A student may earn subsequent associate degrees and certificates if all requirements for the degree or certificate have been ~~successfully~~ completed, ~~and provided the following conditions are met:~~.

Additional associate degrees require a minimum of 15 additional credit hours of passing LMC coursework which applies directly to the additional degree. All other requirements outlined above also apply to the additional degree.

Additional certificates do not have any requirements beyond those outlined above.

~~1. A minimum of 15 additional credits hours of coursework which applies specifically to the additional degree.~~

~~Credential Conferral:~~Degree and Certificate Awards

~~In order to~~To maintain~~meet~~ federal reporting compliance requirements, all awards ~~conferred~~ will be posted within 30 calendar days of the end of the semester in which the student completes graduation requirements.

References:

Formerly Titled: Credential Completion & Graduation Policy

PLACEMENT TESTING

Office of Origin:	Academic Affairs
Responsibility:	Provost and Vice President of Academic Affairs
Original Date Adopted:	06-23-1987
Dates Reviewed:	12-12-2017, 1-30-2018, 3 17-2021 (C), <u>4-30-2024</u>
Last Date Board Approved:	04 24-2007, 5-30-2018

~~The purpose of placement testing at Lake Michigan College (LMC) is to ensure that students are placed in courses that will support their success. English (E), mathematics (M), and reading (R) represent basic prerequisite skills that are required for most college-level courses*. Students are assessed in these three areas using standardized test (e.g., SAT, ACT), Accuplacer or similar placement assessments, and/or Multiple Measures Assessments (MMA). Multiple measures assessments potentially include high school GPA, course history and grades, and/or LMC designed assessments. Decisions regarding what measures are appropriate, as well as minimum proficiency scores for each measure and how long each test's scores can be used, are made by English, Mathematics, and Reading faculty in collaboration with the Director of Advising, the English as a Second Language (ESL) Program Specialist, and the ~~Director of the Testing Center~~ Manager of Testing Services.~~

Guided Self-placement (GSP) is a tool used to assist new students/applicants in choosing the appropriate entry-level math and English courses that support students' best chance of being successful academic success. Upon applying to the college, students will be asked to complete a GSP Survey. The results of that survey will give/provide a recommendation for whether or not the student starting in the gateway level math and English courses or may benefit from adding corequisite support. Students wanting to place above the entry-level gateway course in Math may do so based on Standardized Test Scores (ACT, SAT, Accuplacer) or by permission of the Math Department Chair/instructor. Students involved in Direct Credit or Early College students, including Direct Credit, Dual Enrollment, and Middle College may be required to prove college readiness with ACT, SAT, Accuplacer, GPA, or other standardized test scores.

Recommendations for placement are set by the Math and English Faculty. A placement guide with those standards will be created by the appropriate Math and English Chair or Faculty representative(s) and made available to admissions, and advisors, and published on the college website.

Any standardized test scores that students have on file with a recognized testing provider (e.g., College Board, ETS, ~~and~~ Cambridge Assessment) must be submitted to the College directly from the testing provider. In most cases, test scores are valid for five years;

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however, expiration dates of some scores may vary by test type or by department (e.g. ~~nursing~~Nursing).

~~* Students who do not achieve the necessary minimum scores on English (E), Mathematics (M), and/or Reading (R) placement tests will be placed in and must pass appropriate Transitional courses before they will be able to register for courses that require an E, M, or R pre-requisite. Further detail and history of Transitional and College-level course placement can be found in the Lake Michigan College Placement Guide (see separate document).~~

Placement Test Administration

Placement tests offered at Lake Michigan College or proxy sites must be administered by trained and qualified individuals approved by the ~~Director of the Testing Center~~Manager of Testing Services. Assessments designed by LMC (e.g. Multiple Measures) must be completed at least five business days before the start of the term in which the student intends to enroll in classes.

Placement Test Retesting

Students ~~may retest in each test subject once during the first testing term.~~ desiring to take Accuplacer or the appropriate assessment to improve their math placement once per LMC term until they begin the math sequence. ~~To allow for adequate retest may only occur after a 48-hour waiting period from the time in which the test was initially taken. Same-day retesting is not permitted.~~

International Students

International students whose first language is not English ~~may be~~are required to take a standardized English for academic purposes language proficiency test as part of their I-20 application for an F-1 visa status. These tests include TOEFL iBT, IELTS, MET, and Pearson PTE. Scores from these tests must be submitted to the College directly from the testing provider. ~~The ESL Program Specialist is responsible for setting cut scores for course enrollment purposes.~~

Scores from English for academic purposes tests are not adequate for making ~~E, M, or R~~ decisions. Therefore, international students who are eligible for enrollment at the College, - must take ~~E, M, and R~~ placement testing at LMC and/or submit college readiness scores as indicated herein prior to the beginning of the term in which they wish to begin studies.

~~Student Preparation for Placement and Standardized Tests~~

~~For best score results, students should become familiar with the test format and question types prior to taking placement tests. Test preparation materials are available at no cost through the following test developer websites:~~

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- ~~ACCUPLACER~~
- ~~SAT~~
- ~~ACT~~
- ~~TOEFL iBT~~
- ~~IELTS~~
- ~~MET~~
- ~~Other review recommendations are available from the LMC Testing Center~~
Testing Services.

Placement Testing Accommodations

Students, ~~Early/Middle College counselors, and/or parents~~ seeking ~~student Outreach and Support Services Coordinator~~ Wellbeing and Accessibility, for further reasonable accommodations through student engagement in the interactive Testing with accommodations requires at least three days prior notice and must be scheduled by calling ~~the Testing Center~~ Testing Services.

References: A Guide to Testing, Placement, and Mobility for Transitional Studies

Formerly Titled: Placement Testing

SALE / DISPOSAL OF ~~COLLEGE PROPERTY~~ ASSETS & TECHNOLOGY (COMPUTERS)

Office of Origin	Purchasing
Responsibility:	Manager, Purchasing & Risk Management
Original Date Adopted:	10-26-93
Dates Reviewed:	8-16-12, 6-29-20, 10-9-24 (C)
Last Date Board Approved:	6-29-20

If a Lake Michigan College (College) asset is no longer useful or damaged beyond repair, a Sale/Disposal of College Property Form must be completed and approved by the Budget manager. Additional approvals are required based on item value, as follows:

- \$1,000 to \$49,999 – CFO
- \$50,000+ – President

For assets purchased using grant funds, the sale/disposal must be handled in accordance with the grant requirements.

If a donated asset valued at more than \$500 is disposed of within 2 years of when received, IRS Form 8282 Donee Information Return must be completed.

If the asset is still usable, a notice may be put on the employee portal to see if it can be used elsewhere. If no interest is shown, it should be sold or disposed of.

Usable assets valued at \$500 - \$49,999 should be advertised for sale. Bids should be solicited for assets valued at \$5,000+. If an asset is too large to store, it may be sold in short order using only local advertising.

The area disposing of the asset will get 25% of the net proceeds if the asset is sold. Proceeds must be spent within the fiscal year sold.

Damaged asset should be recycled if at all possible instead of being thrown away. Usable asset that aren't sold or used elsewhere in the College should be donated if at all possible instead of being thrown away.

All completed/approved forms must be sent to Purchasing Manager so the fixed asset inventory records can be adjusted.

TECHNOLOGY ASSETS

Technology assets are considered computer/technology equipment or

peripheral devices, including computers, servers, hard drives, laptops, smartphones, handheld computers, peripherals, printers, scanners, compact and floppy disks, portable storage devices, backup tapes, and other technical hardware that may store information.

When technology assets have reached the end of their useful life, the IT Department must be notified. IT will then securely destroy or erase all storage media in accordance with current industry best practices to meet the Center for Internet Security methods of media sanitization. An electronic recycling area is located within the service desk area where IT will store recyclable hardware before removing all data prior to final disposal.

All electronic drives must be degaussed or overwritten with a commercially available disk cleaning program, or physically destroyed if degaussing is not possible.

To maintain data security, computer hardware will not be available for donation or resale. Instead, all such equipment will be recycled through an electronic waste facility to ensure that no sensitive data is compromised.

References: CIS Critical Security Control 3: Data Protection, CIS Sanitization Secure Disposal Standard

TUITION WAIVER – EMPLOYEES

Office of Origin: Human Resources
Responsibility: Executive Director, Human Resources
Original Date Adopted: 8-26-86
Dates Reviewed: 7-10-18, 1-5-22(C), 9-25-23(C), 10-9-24(C)
Last Date Board Approved: 12-5-23 x-x-xx

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

A waiver of tuition charges will be applied to an employee's student account first before other financial aid, grants, or scholarships. Although tuition is waived by the College for employees, the employee is responsible for a "waiver fee" and course fees, as well as textbooks and course support materials.

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

- Full-time employees are eligible for waiver of 100% of tuition (fees still apply.)
- Regularly-scheduled part-time employees are eligible for waiver of 50% of tuition (fees still apply.)
- Part-timeAdjunct faculty are eligible for tuition waiver on a prorated basis: one contact hour will be waived for each contact hour taught (fees still apply.) Eligibility begins following completion of an an part-timeadjunct faculty's class, may be accrued up to a max of 45 contact hours, and must be used within 3 years of accrual of being earned. (Fees still apply.)

With the permission of the supervisor, non-Facilities employees may take one class during the workday. For Facilities employees, see the Facilities contract for provisions.

References: Facilities Management Contract
Faculty Contract
[LMC Shared Services with Contractors & On-Campus Partners policy](#)

WAGE ADJUSTMENT BASED ON COST-OF-LIVING ADJUSTMENTS (COLA)

Office of Origin:	Human Resources
Responsibility:	Executive Director, Human Resources
Original Date Adopted:	x-x-xx
Dates Reviewed:	10-9-24 (C)
Last Date Board Approved:	x-x-xx

COLA Wage Adjustment for Non-Bargaining Unit Employees

Effective January 1 each year, Lake Michigan College (LMC) will provide a Cost-of-Living Adjustment (COLA) to the base wages of all non-bargaining unit employees. The adjustment will be based on the COLA rate published by the Social Security Administration (SSA) each October.

Bargaining Unit Employees

Employees covered by a bargaining unit should refer to their respective union agreements for details on compensation adjustments and related matters.

COLA Rate Application

The COLA will be applied to current base wages as of January 1, with the new base wage remaining in effect until December 31. The COLA increase will range from a minimum of 2% to a maximum of 4.5%, regardless of the published SSA rate.

Communication

Human Resources will communicate the COLA to impacted employees once the SSA announces the rate in mid-October.

Data Source

LMC will use the COLA published by the SSA, which is based on the Consumer Price Index for Urban Wage Earners & Clerical Workers (CPI-W). CPI-W reflects changes in the prices of goods and services paid by wage earners and clerical workers and is prepared by the U.S. Bureau of Labor Statistics (BLS). This widely recognized source ensures consistency and accuracy in reflecting changes in the cost of living.

Exceptions

Exceptions to this policy may be made at the discretion of the President.

References:

POLICIES-2nd READ

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

1. Articulation Agreements
2. Board of Trustee Tuition Waiver

3. Credit Hour Limit
4. Freedom of Expression
5. Grade Assignment and Grade Point Average (GPA)
6. Graduation and Commencement
7. Placement
8. Sale/Disposal College Property & Technology
9. Tuition Waiver – Employees
10. Wage Adjustment on Cost of Living Adjustments

ACTION:

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

MOTION by Mr. Dissette with support by Ms. Johnson 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

ACADEMIC HONESTY

Office of Origin:	Academic Affairs
Responsibility:	Provost and Vice President of Academic Affairs; Vice President of Student Affairs
Date Adopted:	10-24-06
Dates Reviewed:	10-24-06, 12-13-20, 3 17-21 (C), 4/23/24
Last Date Board Approved:	12-13-17

The principles of truth and honesty are recognized as fundamental to ~~a community of teachers and scholars~~ Lake Michigan College's academic community. Lake Michigan College (the College) expects that both faculty and students will honor these principles and in doing so protect the integrity of College grades. We expect all members, including faculty and students, to uphold these principles to protect the integrity of academic standards. Academic integrity encompasses a commitment to honesty, responsibility, and respect in all academic endeavors. This means that all academic work will be done by the student to whom it is assigned without giving or receiving unauthorized aid of any kind. Instructors will exercise care in the planning and supervision of academic work so that honest effort will be positively encouraged. Cheating and plagiarism are the two most obvious violations of academic honesty. In brief, plagiarism is borrowing ideas, words, organization, etc. from another source or person and claiming them as original. Academic dishonesty includes but is not limited to, plagiarism, cheating, falsification of data, and unauthorized collaboration. Plagiarism is defined as the use of ideas, words, organization, or any other material derived from another source without proper acknowledgment.

To promote academic integrity, faculty members will provide clear guidelines for assignments and assessments and will supervise academic work to encourage honest effort. Students are expected to complete all academic work independently, without giving or receiving unauthorized aid.

Any dishonest activity may result in failure of specific assignments or an entire course. Flagrant and/or repeated violations of academic honesty will result in disciplinary action up to and including expulsion from the College. Consequences for academic dishonesty may include failure of specific assignments or an entire course. Flagrant or repeated violations of academic honesty will result in disciplinary action, which may include expulsion from the College.

Lake Michigan College is committed to supporting students in upholding academic integrity. We provide resources and support services to help students develop the skills and knowledge necessary for honest academic work. It is our collective responsibility to foster a culture of integrity and excellence in teaching and learning.

References: Student Handbook

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 2025 Leadership Accelerator Program will kick off in January. In total there were 34 applicants.
- Tonight there is a Criminal Justice Career Fair.
- The Logan Center recently held a ribbon cutting ceremony on campus as they began using space at the college in September.
- Through a partnership with Michigan State University a Hoop House was opened at the South Haven Campus. Michigan State University will be conducting research at the Hoop House.

ACADEMIC EXCELLENCE

On Thursday, October 17, the Music Department presented “Wine and Roses” in the Hanson Theatre. The concert featured the Vocal Chamber Ensemble and Vox, the new jazz choir. The choirs are directed by Music lecturer **Becky Derbas-Selvidge** with piano accompaniment by adjunct instructor, **Alexandra Lee**.



On Friday, November 1, the Music Department presented a student recital in the Deckmann Studio. Students were accompanied on piano by adjunct Music instructor, **Alexandra Lee**, and Music Lecturer, **Becky Derbas-Selvidge**. The recital was coordinated by Visual and Performing Arts Administrative Assistant, **Mindy McCaffrey** and **Dr. Robert Lunn**, Director of Music and Chair of the Visual and Performing Arts Department.



Nick Brittin, full-time English Faculty, has been using Artificial Intelligence to great success this semester with his students. So far, they have created research tutors that can help students verify academically relevant sources, Socratic Tutors that use the Socratic Method to assist students develop their arguments, and they have also created personas within their Artificial Intelligence accounts to offer different perspectives on topics the students are exploring. This is just the beginning, however, and he anticipates expanding this approach in future semesters.

COMMUNITY IMPACT

During late October and November, Laura Henderson-Whiteford, Admissions Representative for the South Haven Campus, organized informational nights at several locations, including Bloomingdale High School, Hopkins High School, Glen Oaks Community College, Holland High School, Fennville High School, and Gobles High School.

On Thursday, October 10, part-time music instructor **Danny Lopez** presented a concert at Southwestern Michigan College. The concert featured a world premiere of "Aurora," for trumpet and guitar composed by **Dr. Robert Lunn**, Director of Music and Chair of the Visual and Performing Arts Department.



On Saturday, October 19, **Dr. Robert Lunn**, Director of Music and Chair of the Visual and Performing Arts Department, was the guest artist for Monday Musical at the Whitcomb Senior Living Tower in St. Joseph, Michigan. He performed for the attendees, answered questions, and talked about the joy of improvisation.



Dr. Robert Lunn

On Thursday, October 24, the Music Department collaborated with the Michigan School Vocal Music Association District 6 Middle School Honors Invitational to present a concert entitled, "Something Wicked This Way Comes." In addition to the middle school students, the concert featured the Vocal Chamber and Concert Choirs. The choirs are directed by Music Lecturer, **Becky Derbas-Selvidge** with piano accompaniment by adjunct Music instructor, **Alexandra Lee**.



On October 25th, the South Haven Campus hosted its fourth annual Trunk-or-Treat event, achieving its highest turnout yet. The event featured participation from local transportation personnel as well as the fire and police departments, making it a truly engaging community celebration.



On Saturday, November 2, the Music Department presented a Jazz Festival that featured Kim Nazarian and Jay Ashby. Nazarian is a grammy-nominated jazz performer and Ashby is a four-time Grammy-winning producer. Students from LMC, as well as from St. Joseph and Brandywine high schools, participated in clinics. The festival was organized by Music Lecturer, **Becky Derbas-Selvidge**.



On November 8 the South Haven Campus hosted the South Haven Chamber of Commerce annual Summit event:

SUMMIT 2024

Inspiring Business Leaders

SUMMIT 2024—November 8, 2024 8:00 a.m.— Noon

SUMMIT SPEAKERS: Educational & Inspirational



Jeff Koeze, 4th Generation President of Family-Owned Koeze Company

Persistence, judgment, adaptability, and, to no small degree, luck are all part of the Koeze story. Koeze Company was founded in 1910 as Koeze Produce Company, distributing butter, eggs, produce, and cheese to small stores. Today Koeze is primarily a direct-to-consumer manufacturer and retailer of nuts, chocolates and similar food gifts. Only about 12% of companies are older than 26 years, and perhaps only 5% make it to 100. Jeff will discuss how taking the 100-year plus perspective is instructive for any business leader.



Dan Jaqua, Owner & President of Jaqua Realtors

A family business established in 1975, Jaqua Realtors, has now evolved into one of the fastest growing commercial and residential real estate companies in West Michigan. Dan Jaqua, will share how current trends in the Housing Market and Real Estate Activity reveal a great deal about the local economy. He will discuss information on relocation trends to southwest Michigan and how it impacts local businesses and community development.



Scott Taber, System Administrator with MISBDC

Is your small business prepared for today's cybersecurity threats? Scott will present this essential session on protecting your business from cyber risks. Scott is a cybersecurity professional dedicated to raising awareness about everyday cyber threats and trends.

On Sunday, November 10, Lest We Forget combined forces with the Southshore Concert Band, directed by adjunct instructor **Dale Reuss**, to celebrate Veteran's Day.



On November 15, the College and the Julian Samora Research Institute (JSRI) at Michigan State University celebrated their collaboration with a ribbon-cutting ceremony at the hoop house on LMC's South Haven campus. Led by **Jeremy Burleson**, **Dr. David Krueger**, and **Charles Martin**, this partnership, supported by a grant, focuses on connecting Latino farmers with innovative agricultural technologies. The event highlighted the impactful efforts of JSRI and LMC in advancing agricultural practices and fostering community engagement.



On November 21, the College and LOGAN celebrated their impactful partnership with a ribbon-cutting event, highlighting their shared dedication to community engagement and student success. The ceremony included remarks from **Dr. Kenneth Flowers**, Matt Harrington (President & CEO of LOGAN), and Kristen Weir (Chief Program Officer of Therapy Services at LOGAN). This collaboration, spearheaded by LMC psychology professors **Dr. Mya Hernandez** and **Dr. Amy Scrima**, has fostered a long-standing relationship with the LOGAN Center.



Pictured from left: David Eisenhart, Dr. Amy Scrima, Dr. Mya Hernandez, Kristin Weir, & Al Pscholka

EMPLOYEE EXPERIENCE

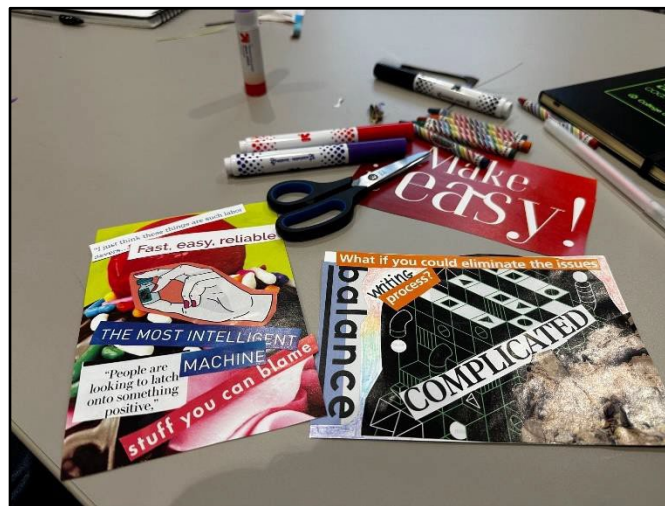
In mid-October, English Faculty **Lia McCoskey**, **Erik Mortenson**, and **Sean Newmiller** presented at the Two-Year College English Association (TYCA Midwest) conference at Schoolcraft College in Livonia, Michigan.

Lia and **Sean** presented their workshop, titled "Go with the Flow: Play, Experiment, and Risk in the Composition Classroom," an interdisciplinary research on play as a trauma-informed pedagogical practice, and showcased a variety of play-based activities that create moments of flow in the classroom that help students better connect with their college communities and their own learning. Participants from colleges across the Midwest participated in a hands-on activity and shared experiences and insights incorporating play in their classrooms.

Erik presented the paper "Finding 'Flow' in the Composition Classroom." This paper explored attempts to draw on instructor passion to increase student engagement.



Lia McCoskey and **Sean Newmiller**



Examples of reflective collages created by workshop participants.

STUDENT SUCCESS

On October 24, the South Haven Campus hosted a pumpkin painting activity, giving students a fun and creative way to celebrate Halloween.



STUDENT AFFAIRS DEPARTMENT REPORTS

Al Pscholka - Vice President, Enrollment, Marketing, and Governmental Relations

Mr. Pscholka updated the Board on the following Student Affairs items:

- Our Upward Bound program reported that 50% of the participants in the program made the Honor Roll.
- The LMC Volleyball team finished their season with placing 3rd at regionals.
- Women's Cross-Country member Olivia Ippel was named All American.
- Dr. Krueger, Dean of Career and Workforce Education, has been meeting with employers in the community and created a soft skills business workshop. This has been a huge success and is now being offered monthly.

ACADEMIC EXCELLENCE

Upward Bound (UB)

- Upward Bound celebrated over half of our students being announced to the first marking period Honor Roll at Benton Harbor High School.
- October 5, 2024, Upward Bound welcomed scholars to Lake Michigan College's campus for a Saturday College Prep for lessons on the college application process and the common application.

COMMUNITY IMPACT

Upward Bound (UB)

- Upward Bound welcomed a different institution to Benton Harbor High School on every Monday in October. Detroit Mercy University, Oakland University, Grand Valley State University and Davenport University all spoke with Upward Bound students regarding their perspective schools.

STUDENT SUCCESS

Athletics

- Women's Volleyball finished 9-3 in conference play. They came in second in the Western Conference and clinched a spot in the Region XII Great Lakes District A Volleyball Championship. They finished third in the Great Lakes District A Regional Tournament with an overall record of 19-19.
- Women's Soccer finished with an overall record of 1-9 after losing a few close matches to end their season.
- Men's Soccer finished 1-5 in conference play with an overall record of 2-7. They finished in sixth place in the conference.
- Men's Cross-Country competed at the Jay Hawk Invite at Muskegon Community College on October 12. *Victor Hernandez* finished 150 out of 184 with a new personal record, with *Liam Troutner* finishing right behind him 151 out of 184 runners. On October 25 they competed at the NJCAA Region XII Cross Country Championship where the team placed 14 of 19 teams. *Liam Troutner* led the team finishing 71 out of 133, and *Victor Hernandez* finished at 83 out of 133 runners.
- Women's Cross-Country competed at the Jay Hawk Invite at Muskegon Community College on October 12. They finished in fourth place among all the Junior Colleges. Sophomore *Olivia Ippel* led the way finishing eighth, and freshman *Morgan Lowell*

finished 49 out of 156 runners. On October 25 the women competed at the NJCAA Region XII Cross Country Championship where they came in third overall as a team, which qualified them for nationals in Richmond, VA. *Olivia Ippel* led the way c in second overall, while *Noemi Arevalo* placed 12, and *Morgan Lowell* placed sixteenth. At the national tournament the Women's Cross-Country team finished thirteenth overall out of 41 schools. *Olivia Ippel* came in tenth overall making it a back-to-back All-American status.

Fall Sports Post-Season Awards

Women's Soccer:

- *Eleah Hedstrom*
 - Region XII Division II ALL-Region Team
 - 2nd Team All-MCCAA
 - Tied LMC Record of 21 Career Goals
- *Ella Dykstra*
 - 2nd Team All-MCCAA
 - MCCAA All-Freshman Team
- *Olivia Baker*
 - Honorable Mention All-MCCAA

Men's Soccer:

- *Sergio Clavijo-Fernandez*
 - Honorable Mention All-MCCAA
- *Miguel Guerra-Ruiz*
 - Honorable Mention All-MCCAA
- *Seatla Seremane*
 - Honorable Mention All-MCCAA
- *Robert Tharp*
 - Honorable Mention All-MCCAA
- *Fernando Munoz*
 - Honorable Mention All-MCCAA
- *Eduardo Zarco*
 - Honorable Mention All-MCCAA
- *Yael Vargas-Reyes*
 - Honorable Mention All-MCCAA

Volleyball:

- *Jillian Bruckner*
 - NJCAA Region XII Division II All-Region Team
 - NJCAA Region XII Great Lakes District A All-Tournament Team
 - All-MCCAA Team
 - MCCAA Western Conference First Team All-Conference
- *Kaylee McDaniel*
 - MCCAA Western Conference First Team All-Conference
- *Jessica Hand*
 - NJCAA Region XII Great Lakes District A All-Tournament Team
 - MCCAA Western Conference Honorable Mention All-Conference
- *Taylor Butler*

- MCCA Western Conference Honorable Mention All-Conference
- *Payton Miller*
 - MCCA Western Conference Honorable Mention All-Conference
- *Mackenzie Ash*
 - MCCA Western Conference Honorable Mention All-Conference
- *Sammi Jurgensen*
 - MCCA Western Conference Honorable Mention All-Conference

Women's Cross-Country:

- *Olivia Ippel*
 - All-MCCA Team-**18:55.8**
 - NJCAA Region XII All-Region Team-**18:55.8**
 - NJCAA Region XII Division II All-American (back-to-back)-**18:59.0**
- *Noemi Arevalo*
 - All-MCCA Team-**20:11.9**
- *Morgan Lowell*
 - All-MCCA Team-**20:34.5**

Campus Life

October 1, **Sarah Thomas**, Student Life Experience Specialist, and **Mel Grau**, Executive Director of Campus Life and Athletics, hosted NSLS in-person orientation. 4 students attended. This was given as an option, though most students will complete orientation online since we are an online/hybrid chapter. As of October 31, 36 of 68 new members have completed their orientation. 4 of those have completed all induction steps.

October 2, Campus Life collaborated with the Office of Diversity, Equity, and Inclusion to host a Salsa Dancing class at Deckmann Studio. There were 8 participants (5 students and 3 employees).

October 3, Campus Life collaborated with the Office of Diversity, Equity, and Inclusion to show the movie *In the Heights* in the Hawk's Nest as a part of Hispanic Heritage Month. Attendance was approximately 12 during the movie, with other students stopping by before or popping in during the movie. We provided free popcorn and followed the movie with a discussion about themes in the movie related to mental health, culture, and belonging.

October 7, Campus Life collaborated with the Clery Committee to host a Pizza Party in the Hawk's Nest with trivia about Clery with approximately 50 students attending.

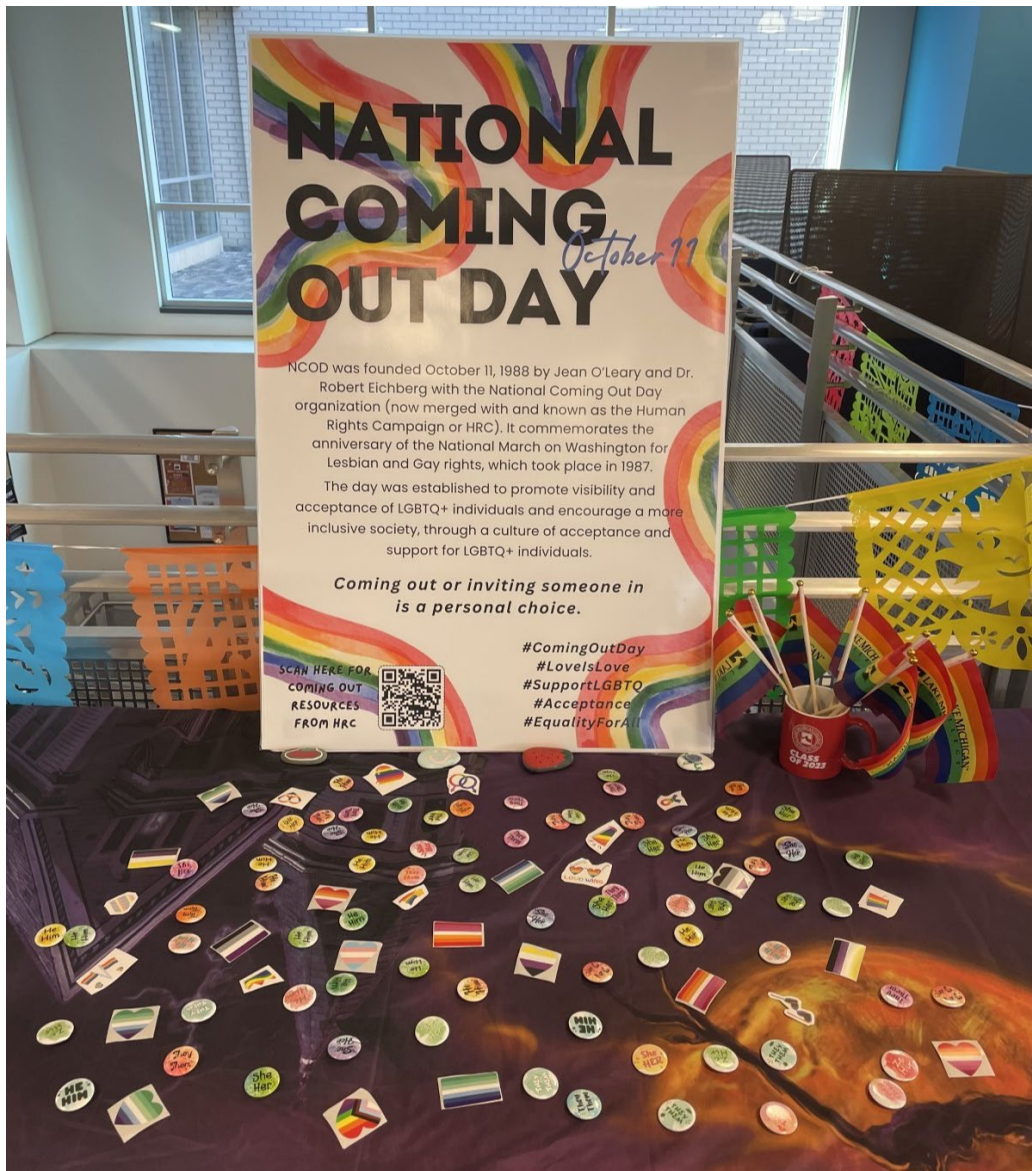
October 8, Campus Life and the Office of Diversity, Equity, and Inclusion hosted La Chula food truck on campus from 2:45-5:15pm.

October 9, Rocky was deputized by **Officer Belden** for Clery Week. **Sarah Thomas**, Student Life Experience Specialist and **Rob Elliott-Schafnitz**, Administrative Assistant, Intercollegiate Athletics collaborated with **Rachel Heidema**, Life Coach and **Charmae Sanders**, Executive

Director, Title IX & Start to Finish through the Student Financial Stability Committee to plan and facilitate the Pantry-to-Plate event. **Mary Jo Risetter**, Nursing Faculty, also volunteered. This event promoted the food pantry with cooking demos by Rob, and meal kits students took home with them. Total student participation was approximately 20.

October 8-11, Campus Life put up a display for National Coming Out Day in the Hawk's Nest.

October 14, Campus Life's work study, *Lauren Andrews*, hosted a "Painting and Donut Worry" event to help students de-stress during midterms. 10 students participated in painting small canvases and sharing what motivates them.



October 16, Campus Life collaborated with Red Hawks Rise to host a Metacognition Workshop, "The Secret to All A's", presented by Precious Miller, Director of Basic Needs and Belonging, of the Michigan Community College Association. 23 students attended the workshop. **Lia McCoskey**, English Faculty, brought her ENGL 099A class as well.

October 23, Campus Life hosted Pumpkin Painting. *Lauren Andrews*, Campus Life's work study, ran the event and approximately 45 students participated.

October 27, Campus Life brought students to the Niles Scream Park. 26 students attended.

October 25, a student, *Renato Recillas*, built an Ofrenda in the Hawk's Nest to display through November 6, with educational information provided. The ofrenda was for Dia de Los Muertos.



October 30, Campus Life assisted the same student, *Renato Recillas*, and sponsored the Día de Los Muertos Fiesta in the Hawk's Nest. He gave a presentation explaining the culture and meaning behind the Ofrenda and invited others to share a story of a lost loved one. Students could try tamales and agua fresca, along with coloring of sugar skulls. Attendance was between 25-30 total.

Housing

Construction:

- Facilities is working on a plan to update the flooring in the bathrooms.
- Facilities is working on a plan to fix the outdoor firepit.

Break Occupancy:

- Housing is currently collecting Thanksgiving Break Occupancy.
- Winter Break Special Permissions are also being collected for international students and others for whom it is impossible to go home.

Fall Programming:

- Housing is working to host a Pantry to Plate event in Beckwith Hall.
 - Working to host the LMC Choir for Beckwith Hall's Deck the Halls event.
 - Educational Bulletin Boards around Alcohol, Drugs, and Party Safety were up for the month of October.
 - Educational Bulletin Boards around what RAs think Residents should be aware of are going up in November.
 - Continuation of Beckwith Hall programs this Fall Semester:
 - Our Alcohol & Party Safety Program: Beckwith Hall's Halloween Bash had over 60 students in attendance. Disguised as a Pre-Halloween costume-wearing Just Dance Wii game-off, spooky snacks, delicious mocktails, and jamming music, this event came with an educational surprise! While enjoying all their treats, tricks were being delivered as well. Any student who did not make their own mocktail received a hidden sticker under their cup by an RA. Any student who was handed a bag of snacks from an RA received a little note inside stating they have no idea what they just accepted, and it could have been dangerous. Most didn't realize what was happening until the announcement mid-program, where student lifted their cups and checked their snacks and realized just how easy it was for someone to possibly drug them. We've learned that live action education is the best for impact, especially regarding the safety of our residents.

As of November 7, 2024

Employment Report:

Positions Posted or in the Hiring Process:

- Accounting Specialist
- Associate Director, Financial Aid
- Campus Coordinator, South Haven
- Director, Clinical Education Physical Therapist Assistant Program
- Director, Student Support Services
- Executive Director, Facilities Management
- HR Generalist I
- Maintenance Technician I
- Nursing Student Success and Transition Coach (Part-time Grant Funded)
- Support Specialist, Start to Finish
- Utility – Benton Harbor Campus (3 part-time)

New Hires:

- Technical Support Specialist – Eric Whitelow

Position changes:

- Interim Director of Student Support Services – Dominic Sobieralski
- Enterprise Application Administrator – Josh Jose

Separation:

- Anna Wheeler – Admissions Specialist
- George Kendall– Executive Director, Mendel Center
- Jameson Higgins – Financial Aid Specialist
- Kimberly Sparkmon – Financial Aid Specialist
- Elena Rockette – Office Manager, Upward Bound

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

draft

Revenue

Tuition & Fee Revenue, Gross	\$ 6,068,894	\$ 5,805,611	\$ 199,000	3%
Scholarships & Waivers	(142,261)	(182,049)	40,000	-22%
Bad Debt	-	-	-	-
Tuition & Fee Revenue, Net	5,926,632	5,623,562	303,000	5%
Non-Credit Tuition & Fee Revenue	\$ 56,769	\$ 39,019	18,000	46%
Property Taxes, Gross	16,016,106	16,363,942	(348,000)	-2%
Collection Costs & Other Deductions	(49,905)	(63,103)	13,000	-21%
Property Tax Revenue, Net	15,966,200	16,300,839	(335,000)	-2%
Base	583,120	509,527	74,000	15%
Supplemental - MPSERS Funding	15,389	-	15,000	-
State Appropriations	598,509	509,527	89,000	17%
Grants and Contracts	22,989	24,226	(1,000)	-4%
Donations & Fundraising	22,790	254,244	(231,000)	-91%
Interest Income	352,307	318,668	34,000	11%
Other Revenue	78,919	63,003	16,000	25%
Beckwith Hall	464,787	475,286	(10,000)	-2%
Mendel Center - Operations Administration	-	-	-	-
Mendel Center - Building Costs	(186,400)	(190,957)	5,000	-3%
Mendel Center - Mendel Event Services ("CES")	6,506	4,032	2,000	50%
Mendel Center - Mainstage	(91,451)	(30,198)	(61,000)	202%
Mendel Center - Economic Club	-	54,912	(55,000)	-100%
Hawk's Nest Café	(10,310)	(18,556)	8,000	-43%
Winery Management	-	453	-	0%
Auxiliary Operations, Net	183,131	294,972	(112,000)	-38%

TOTAL REVENUE**Expenses**

Wages	\$ 5,499,129	\$ 5,659,732	(161,000)	-3%
Benefits	2,438,414	2,686,697	(248,000)	-9%
Labor Costs	7,937,543	8,346,429	(409,000)	-5%
Professional services	536,301	816,886	(281,000)	-34%
Travel, Communications, & Other	857,508	924,861	(67,000)	-7%
Building Costs (Non-Auxiliary)	932,669	1,029,756	(97,000)	-9%
Supplies & Materials	398,120	428,233	(30,000)	-7%
Minor Capital	49,297	6,868	42,000	612%
Loss (Gain) on Asset Disposal	(1,000)	-	(1,000)	-

TOTAL EXPENSES**NET INCOME - before Depreciation, Interest & Transfers**

Interest Expense	139,195	-	139,000	-
Depreciation	1,611,696	1,593,041	19,000	1%
Transfers	-	-	-	-

NET INCOME - after Depreciation, Interest & Transfers

* Board approved budget as adjusted for revisions

	FY_2025 Actual YTD	FY_2025 Budget YTD	Actual Over (Under) Budget		FY25 Annual Budget *	YTD as % of Budget	FY_2024 Actual YTD	FY_2024 Total Year	Prior YTD as % of total
	\$ 6,068,894	\$ 5,805,611	\$ 199,000	3%	\$ 11,812,444	51%	\$ 5,055,088	\$ 10,562,767	48%
	(142,261)	(182,049)	40,000	-22%	(425,900)	33%	(328,134)	(652,750)	50%
	-	-	-	-	(90,700)	0%	-	(110,001)	0%
	5,926,632	5,623,562	303,000	5%	11,295,844	52%	4,726,954	9,800,015	48%
	\$ 56,769	\$ 39,019	18,000	46%	\$ 354,340	16%	\$ 30,729	\$ 245,066	13%
	16,016,106	16,363,942	(348,000)	-2%	21,250,001	75%	15,396,410	19,910,942	77%
	(49,905)	(63,103)	13,000	-21%	(105,000)	48%	(60,671)	(89,350)	68%
	15,966,200	16,300,839	(335,000)	-2%	21,145,001	76%	15,335,739	19,821,591	77%
	583,120	509,527	74,000	15%	6,423,194	9%	574,710	7,244,900	8%
	15,389	-	15,000	-	-	-	13,968	1,521,377	1%
	598,509	509,527	89,000	17%	6,423,194	9%	588,678	8,766,277	7%
	22,989	24,226	(1,000)	-4%	72,292	32%	30,810	91,938	34%
	22,790	254,244	(231,000)	-91%	352,513	6%	25,109	455,860	6%
	352,307	318,668	34,000	11%	956,000	37%	306,938	1,015,092	30%
	78,919	63,003	16,000	25%	253,857	31%	66,741	259,199	26%
	464,787	475,286	(10,000)	-2%	728,467	64%	505,852	672,859	75%
	-	-	-	-	-	-	(69,781)	-	-
	(186,400)	(190,957)	5,000	-3%	(567,891)	33%	(173,522)	(498,626)	35%
	6,506	4,032	2,000	50%	2	325296%	39,591	(42,679)	-93%
	(91,451)	(30,198)	(61,000)	202%	(141,858)	64%	13,837	(216,561)	-6%
	-	54,912	(55,000)	-100%	2	0%	(90)	(915)	10%
	(10,310)	(18,556)	8,000	-43%	(56,000)	18%	(5,943)	(38,187)	16%
	-	453	-	0%	2	0%	-	-	-
	183,131	294,972	(112,000)	-38%	(37,276)	-491%	309,944	(124,108)	-250%
	\$ 23,208,247	\$ 23,428,060	\$ (220,000)	-1%	\$ 40,815,765	57%	\$ 21,421,644	\$ 40,330,931	53%
	\$ 5,499,129	\$ 5,659,732	(161,000)	-3%	\$ 18,015,892	31%	\$ 5,192,678	\$ 16,329,239	32%
	2,438,414	2,686,697	(248,000)	-9%	8,583,062	28%	2,328,461	8,725,591	27%
	7,937,543	8,346,429	(409,000)	-5%	26,598,954	30%	7,521,139	25,054,830	30%
	536,301	816,886	(281,000)	-34%	2,580,607	21%	872,417	2,545,119	34%
	857,508	924,861	(67,000)	-7%	2,762,731	31%	904,183	2,272,559	40%
	932,669	1,029,756	(97,000)	-9%	3,075,062	30%	966,136	2,855,025	34%
	398,120	428,233	(30,000)	-7%	992,143	40%	391,269	892,113	44%
	49,297	6,868	42,000	612%	20,600	239%	3,564	34,153	10%
	(1,000)	-	(1,000)	-	-	-	-	3,295,822	0%
	10,710,437	11,553,033	(843,000)	-7%	36,030,097	30%	10,658,707	36,949,621	29%
	\$ 12,497,810	\$ 11,875,027	\$ 623,000	5%	\$ 4,785,668	261%	\$ 10,762,936	\$ 3,381,310	318%
	139,195	-	139,000	-	-	-	144,978	442,481	33%
	1,611,696	1,593,041	19,000	1%	4,778,699	34%	1,642,582	5,290,044	31%
	-	-	-	-	-	-	-	393,726	0%
	\$ 10,746,919	\$ 10,281,986	\$ 465,000	5%	\$ 6,969	154217%	\$ 8,975,376	\$ (2,744,942)	-327%

Lake Michigan College
Balance Sheet (General & Restricted Funds)
October 31, 2024

draft

	10/31/24	10/31/23	Change
Cash & Investments, Total	\$ 50,545,000	50,841,000	(296,000) -1%
Less: Designated Reserves	\$ (15,759,000)	\$ (19,707,000)	\$ 3,948,000 -20%
Cash Undesignated *	34,786,000	31,134,000	3,652,000 12%
Accounts Receivable, Net	9,129,000	3,914,000	5,215,000 133%
Prepaid Expenses & Other Assets	1,208,000	1,188,000	20,000 2%
Fixed Assets, Net of Depreciation	82,622,000	87,819,000	(5,197,000) -6%
Total Assets	\$ 143,504,000	\$ 143,762,000	\$ (258,000) 0%
Payables	\$ 5,273,000	\$ 5,507,000	\$ (234,000) -4%
Deferred Revenues	434,000	420,000	14,000 3%
Debt	24,351,000	28,204,000	(3,853,000) -14%
Pension Liability, Net	17,701,000	19,505,000	(1,804,000) -9%
Total Liabilities	47,759,000	53,636,000	(5,877,000) -11%
Net Assets	95,745,000	90,126,000	5,619,000 6%
Total Liabilities + Net Assets	\$ 143,504,000	\$ 143,762,000	\$ (258,000) 0%

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

Lake Michigan College

Statement of Cash Flows (General & Restricted Funds)

draft

10/31/24

Operating Activities:

Cash Received from Property Taxes - Operational	\$ 15,966,000
Cash Received from Tuition	(286,000)
Cash Received from Appropriations	599,000
Cash Received from Foundation, Grants & Fundraising	24,000
Cash Received from Grants	1,193,000
Cash Received from Grant Admin Fees	23,000
Cash Received from Other Operations	79,000
Cash Received from Interest	352,000
Cash Received from (Paid for) Auxiliary Operations	221,000
Cash Paid to / on behalf of Employees	(7,539,000)
Cash Paid to Vendors	(4,236,000)
Cash Paid (Received) from Restricted Funds	-
Cash From Operations	\$ 6,396,000

Investing Activities:

Cash Received from Property Taxes - Capital Millage	4,087,000
Cash Paid for Capital Assets	(806,000)
Cash on Hand (Used) for Capital Assets	\$ 3,281,000

Financing Activities:

Paid on Debt – Principal	(837,000)
Paid on Debt – Interest	(250,000)
Cash Paid on Debt	\$ (1,087,000)

Net Increase (Decrease) in Cash	\$ 8,590,000
Cash at beginning of year	\$ 41,955,000
Cash at October 31, 2024	\$ 50,545,000

ADJOURNMENT MOTION by Ms. Burghdoff with support by Ma. Tomasini to adjourn the Regular Meeting of the Lake Michigan College Board of Trustees at 5:25 p.m.

Vicki M. Burghdoff

Vicki Burghdoff
Lake Michigan College Board Secretary