

CALL TO ORDER

Board Chair Joan Smith called the meeting of the Lake Michigan College Board of Trustees on March 4, 2025 to order at 12 pm. Board Chair Smith opened the meeting with the Pledge of Allegiance

ROLL CALL

Present: Mr. John Grover, Ms. Joan Smith, Ms. Vicki Burghdoff, Mr. Mark Weber.

SETTING OF THE AGENDA

Board Chair Joan Smith stated the agenda stands as presented.

PETITIONS AND COMMUNICATIONS FROM THE FLOOR

None

PRESIDENT'S REPORT

None

NEW BUSINESS

Change in Academic Year 2025-2026 Tuition Rates

Lake Michigan College tuition rates currently include rates for in-district and out-of-district students, as well as a waiver fee for those students that have their tuition waived, such as senior citizens. These rates are set in accordance with the published Tuition Rates policy each year.

For academic year 2025-2026, LMC would like to eliminate the distinction between in-district and out-of-district rates in order to reduce barriers for our students state-wide, especially in light of the State of Michigan's Community College Guarantee, which provides funding for students to attend a community college at the in-district rate only. It would also improve transparency and understandability of tuition charges. To also further simplify our structure, we propose eliminating the Waiver Fee.

Accordingly, we propose simplifying LMC's rate structure to have only Domestic, International, and Direct Credit tuition rates. Those rates would be set in accordance with the existing Tuition Rates policy based on the former "In-district" rate for Domestic and the former "Direct Credit – In-district" rate for Direct Credit. (The International rate is an existing rate.)

ACTION:

We recommend that the Lake Michigan College Board of Trustees adopt the tuition rate structure as proposed above.

MOTION by Mr. Grover with support by Mr. Weber to adopt the tuition rate structure as proposed above.

ROLL CALL VOTE

Chair Smith asked the board secretary for a roll call vote

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

Nays: None

MOTION APPROVED

Welding Ventilation System Improvement Project

Lake Michigan College is committed to providing a safe and modern learning environment for students in the Welding Technology program. The existing welding lab ventilation system at the Hanson Technology Center is reaching the end of its useful life, making it increasingly difficult to maintain a safe and efficient workspace. To ensure compliance with current safety standards, enhance air quality, and improve overall functionality, the college is requesting approval for construction administration services to support the necessary reconstruction and ventilation system upgrades.

Based on the schematic design completed by PBA in June 2024, the project includes key improvements such as upgrading the welding exhaust system with 20 new fume extraction booths, installing a separate exhaust system for grinding and cutting stations, constructing an external gas storage addition for argon and argon mix tanks with new manifolds and piping, implementing an airflow monitoring system with interlocking exhaust fans for optimized ventilation, relocating electrical bus ducts in the welding and advanced manufacturing labs for improved accessibility, and enhancing lighting within the welding booths. These critical upgrades will improve safety, enhance the learning environment, and extend the lifespan of the Hanson Technology Center's welding facilities.

In compliance with the College's Purchasing policy, a Request for Proposal (RFP) for the Welding Lab upgrade was issued. The college received one response from Pearson Construction. See breakdown below:

Base Bid	\$1,354,200
RoboVent	\$475,062
Cleaning of ALL Elements	\$7,695
Total	\$1,836,957

ACTION:

The College Administration recommends that the Lake Michigan College Board of Trustees approve the FY25 Welding Ventilation System Improvement Project, awarding the contract to Pearson Construction for a total project cost of \$1,836,957.

MOTION by Ms. Burghdoff with support by Mr. Grover to approve the FY25 Welding Ventilation System Improvement Project, awarding the contract to Pearson Construction for a total project cost of \$1,836,957.

ROLL CALL VOTE

Chair Smith asked the board secretary for a roll call vote

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

Nays: None

MOTION APPROVED

POLICIES-1st READ FOR REVIEW

Lake Michigan College Policy

SECURITY CAMERAS

Office of Origin:	Facilities Managment
Responsibility:	Executive Director, Facilities Management
Date Adopted:	xx-xx-xx
Dates Reviewed:	xx-xx-xx
Last Date Board Approved:	xx-xx-xx

The College is committed to providing a safe and secure environment for students, faculty, staff, and visitors. Security cameras are an important tool in achieving this goal. However, their use must be balanced with the need to respect the privacy of individuals. The purpose of this policy is to establish guidelines for the use of security cameras on campus to enhance safety, deter criminal activity, and protect college property while respecting individual privacy rights. This policy applies to all security cameras installed on College property, including but not limited to hallways, parking lots, and public spaces.

Camera Installation and Placement

Only authorized personnel from the Information Technologies or Facilities Management may install security cameras. Cameras will be placed in high-traffic areas, entrances and exits, and locations identified as having increased visibility and accessibility needs.

Request for Camera View Access

Access to security camera views is limited to authorized personnel, including faculty and staff, who require access for operational purposes related to their roles. Individuals that believe access is required should submit a system access request form in the IT Service Desk Portal. Access requests will be reviewed by IT and shared with the security team and the individual's Cabinet member for approval. All individuals granted access to camera views will receive view only access and are expected to maintain confidentiality and use the footage solely for the purposes specified in their request and remain in compliance with the Acceptable Use Policy. Unauthorized sharing or misuse of camera footage is strictly prohibited and may result in disciplinary action.

Data Management

- **Recording:** Security cameras will record ~~continuously or~~ on motion detection, depending on the location and needs.
- **Storage Duration:** Recorded footage will be retained for a minimum of 90 days. Exceptions will be made when footage is required for an ongoing investigation or legal matter.
- **Access Control:** Access to recorded footage will be restricted to authorized personnel, including the facilities security team and IT staff, who require it for legitimate purposes.

Privacy Considerations

- **Restricted Areas:** Cameras will not be placed in areas where individuals have a reasonable expectation of privacy, such as restrooms, locker rooms, or private offices.
- **Use of Footage:** Recorded footage will only be used for legitimate security purposes, including but not limited to investigations of incidents, safety reviews, routine checks to ensure functionality, and legal compliance.
- **Live Viewing:** Live footage viewing will be restricted to situations where there is a reasonable suspicion of an incident occurring, such as in response to an alarm, reported security breach, or observed unusual activity. Live viewing should not be conducted without cause and must be directly related to the need to investigate or address a specific concern.

Flock Cameras

Flock cameras are specialized license plate recognition cameras designed to enhance campus security by monitoring vehicle access and identifying vehicles of interest.

- **Installation Locations:** Flock cameras will be strategically placed at campus entry and exit points, as well as in designated parking areas.
- **Data Collection:** Flock cameras will capture license plate information and associated metadata (e.g., date, time, location). This data is used primarily for security purposes, including incident investigations and vehicle identification.
- **Data Retention:** Data collected by Flock cameras will be retained for a minimum of 90 days unless it is part of an ongoing investigation or legal matter, in which case it may be retained longer as required.
- **Access Control:** Access to Flock camera data will be limited to authorized personnel only, including the security team and designated IT staff as required.

Request to Review Recordings

- **Internal Requests:** Requests for security camera footage should be requested through Human Resources.
- **External Requests:** All requests from sources external to the College for the release of information and results obtained through surveillance monitoring or recording must be submitted to the FOIA Coordinator for approval prior to release.
- **Confidentiality:** All requests and resulting footage will be handled with strict confidentiality. Access to footage will only be granted for the specified purpose, and any unauthorized use or sharing of footage is strictly prohibited.
- **Denial of Access:** If a request for access is denied, the requester will receive a written explanation for the denial.

Compliance with Laws

All use of security cameras will comply with applicable federal, state, and local laws, including those related to privacy and surveillance.

Reporting Concerns

Any concerns or complaints regarding the use of security cameras should be directed to the security team.

References: [Acceptable Use Policy](#), [IT Service Desk Portal](#), [Record Retention](#), [Freedom of Information Act \(FOIA\)](#)

ADJOURNMENT MOTION by Mr. Grover with support by Ms. Burghdoff to adjourn the Meeting of the Lake Michigan College Board of Trustees at 12:10 p.m.



Mark Weber
Lake Michigan College Board Secretary