CALL TO ORDER

Board Chair Joan Smith called the meeting of the Lake Michigan College Board of Trustees to order on April 15, 2025 at 5:00 p.m. Board Chair Smith opened the meeting with the Pledge of Allegiance.

ROLL CALL

Present: Ms. Debra Johnson, Ms. Joan Smith, Mr. John Grover, Ms. Vicki Burghdoff, Ms. Mary Jo Tomasini and Mr. Brian Dissette.

SETTING OF THE AGENDA

The minutes from March 18, 2025 Board meetings were approved as presented with a voice vote by all trustees present.

PETITIONS AND COMMUNICATIONS FROM THE FLOOR

None

PRESIDENT'S REPORT

Dr. Kubatzke opened his report by introducing *Charmae Sanders*, Executive Director of Title IX and the Start to Finish program. Ms. Sanders provide the Board with an overview of the Start to Finish program at LMC, highlighting the range of services offered and the students it supports. To further illustrate the program's impact, two students shared powerful testimonials about their experience with both the program and their time at LMC.

Kris Zook, Dean of Arts and Sciences, introduced four students—*Greer Armstrong, Renato Recillas, Julia Pepple,* and *Jadyn Haynes*—who recently represented LMC as part of the first-ever Michigan delegation to participate in the Model Illinois Government (MIG) legislative simulation in Springfield, Illinois. In preparation for the event, the students studied parliamentary procedure and analyzed two real bills from the Illinois legislature. They were each assigned to political parties and committees, contributing to a realistic legislative experience that brought together 161 students in leadership roles. Participants caucused to develop a docket and engaged in spirited debate and voting sessions within both the House and Senate chambers of the Illinois State Capitol. Each student shared reflections on their experience, highlighting the value and impact of participating in the simulation.

NEW BUSINESS

TARGETX RECRUITMENT CONTRACT RENEWAL

TargetX Recruitment plays a vital role in our admissions efforts by providing a centralized, customizable CRM that helps us manage prospective student outreach, application tracking, and communications. With tools for event management, automated email and text campaigns, and application pipeline visibility, TargetX enables our admissions team to engage prospective students more effectively and move them through the enrollment funnel. It supports a more personalized, data-driven approach to recruitment, which is important for reaching and converting students.

Renewing TagetX recruitment will result in a cost of $200,000.00 over a five-year period, as out lined below. The cost will be billed annually at $40,000.00 per year.

May 28, 2025 - May 27, 2026	$40,000.00
May 28, 2026 - May 27, 2027	$40,000.00
May 28, 2027 - May 27, 2028	$40,000.00
May 28, 2028 - May 27, 2029	$40,000.00
May 28, 2029 - May 27, 2030	$40,000.00

TargetX Recruitment has been in place since 2020 and integrates with Banner to efficiently manage recruitment.

ACTION:
We recommend that the Lake Michigan College Board of Trustees authorize College administration to bind a contract with Liasion in an amount not to exceed $200,000.00 between May 2025 through May 2030 for the renewal of the TargetX Recruitment contract.

MOTION by Mr. Dissette with support by Ms. Tomasini to authorize College administration to bind a contract with Liasion in an amount not to exceed $200,000.00 between May 2025 through May 2030 for the renewal of the TargetX Recruitment contract

Chair Smith asked the board secretary for a roll call vote

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

Nays: None

MOTION APPROVED

PURCHASING

Office of Origin:	Purchasing & Risk Management
Responsibility:	Manager, Purchasing & Risk Management
Date Adopted:	10-26-93
Dates Reviewed:	8-16-12, 5-2-16, 8-4-21(C), 9-25-23(C)
Last Date Approved by Board:	12-5-23

Lake Michigan College (the College) is committed to maintaining financial and business practices that assure equal opportunity to all those who provide goods and/or services to the College.

The College is an Equal Opportunity institution, as described in the Non-Discrimination policy.

The Purchasing Department (Purchasing) is responsible for conducting purchasing functions in a manner that results in the greatest benefit to the College while upholding the ethical practices of the purchasing profession. Purchasing subscribes to the National Association of Educational Buyers' (NAEB) Code of Ethics, which governs the relationships between purchasing professionals and vendors.

The College may not be financially obligated to a vendor unless an approved purchasing method is used.

EMPLOYEE RESPONSIBILITIES
It is the responsibility of employees to know and abide by this policy. If an employee is found not to be compliance, the following progressive options are available depending on the nature of the non-compliance:
1. Verbal reminder and review of the procedure with the employee
2. Verbal warning to the employee by Human Resources
3. Written warning to personnel file
4. Discipline up to and including termination

Employees are expected to conduct business according to the highest legal and ethical standards; see Conflict of Interest - Employee policy.

Employees are to avoid accepting any kind of gratuity, tips, or gifts, including merchandise, cash, services, entertainment, etc.; see the Receipt of Gifts &

Lake Michigan College Policy

Gratuities policy.

Purchases may only be made if there are adequate budgeted funds over which the purchaser has authority, or with written approval from the Executive Director, Finance or Chief Financial Officer (CFO) to exceed budget.

All contracts/agreements are to be sent to Purchasing to be maintained in the master contract file. It is the responsibility of the employee to ensure compliance with a contract/agreement.

AUTHORITY TO PURCHASE
In accordance with the Authority to Bind the College to External Agreements policy, certain purchases require Board of Trustee (the Board) approval in advance of the purchase commitment.

COMPETITIVE PRICING, QUOTE & BID REQUIREMENT THRESHOLDS
The following outlines requirements for initiating purchases:
- Less than $5,000 (less than $10,000 for Facilities and IT departments) – no requisition or comparison pricing is required, although comparison pricing is always expected to occur as a prudent purchasing standard. Purchases should be completed by direct pay (i.e., check request) or procard.
- $5,000-$24,999 ($10,000-$24,999 for Facilities and IT departments) – a requisition and minimum of 3 written quotes are required. The quotes may be solicited by Purchasing or the requestor if approved by Purchasing. The purchase will be awarded to the vendor whose quote is most advantageous, using price, quality, and other factors as considerations.
- $25,000 or more – require a requisition and competitive sealed bids solicited by Purchasing. Solicitations require advertising through appropriate media (e.g., mail, e-mail, internet, public notice in newspaper of general circulation.)

If it is neither practicable nor advantageous to solicit bids due to the unique or unquantifiable nature of the good or service (e.g., professional services), the Request for Proposal or Request for Qualifications methods may be used.

EXCEPTIONS TO THE COMPETITIVE PRICING, QUOTE & BID REQUIREMENTS
Exceptions to the competitive pricing/quote/bid requirements are:
- Advertising contracted services
- Approved sole source purchases
- Cooperative purchasing program purchases up to $100,000

Lake Michigan College Policy

- Emergencies *****
- Goods and services for resale by Mendel Center
- Library books and subscription renewals
- Mendel Center Mainstage show contracts
- Utility services

*An emergency is an occurrence that is believed to be disruptive to College operations or to create a hazard to the health or safety of persons or to property if not corrected as soon as possible. When an emergency occurs during working hours, Purchasing must be contacted for an emergency PO. If an emergency occurs after hours, purchase of emergency items may be done with the approval of the President, Chief Financial Officer, or Executive Director, Facilities. Purchasing must be notified within 2 working days of the purchase so that it can be properly documented as an emergency purchase. If an emergency purchase exceeds $100,000, the President will inform the Board at or before the next Board meeting of the purchase and the reason.

SOLE SOURCE PURCHASES

Procurement of goods and services without competition is only done under exceptional and limited circumstances. The requestor must complete a *Justification for Sole Source Procurement Request* form (Sole Source Form) prior to purchasing the good or service.

Sole source purchases may be made only if the request is made using the Sole Source Form, the request meets one or more of the criteria on the Sole Source Form, and the Sole Source Form has all required approvals.

Cost analysis must be performed by the requestor to ensure that the cost charged by the vendor is reasonable and customary by comparison the cost with:

- competitive published price lists, market indexes, etc.,
- independent market research,
- proposed prices received in response to a competitive solicitation, or
- previously proposed prices for the same or similar items.

Purchases and/or contracts requiring Board approval per the [Authority to Bind](#) policy that are awarded as a sole source must be so indicated in the materials provided to the Board.

BONDING REQUIREMENTS

Lake Michigan College Policy

Bid Bonds, Performance Bonds, and Labor/Material Bonds are required on all construction or maintenance project bids that are estimated at $100,000 or more. Bid bonds are normally required in the amount of 5% of the vendor bid. Performance and Labor/Material Bonds are normally required to be 100% of the vendor's total bid. Exceptions to this requirements must be approved by the President.

All bonds must be from bonding companies licensed to do business in Michigan. All bonds in effect are to remain in Purchasing and are the responsibility of the Purchasing Manager.

OTHER REQUIREMENTS

Agreements to Maintain Academic Equipment
Maintenance agreements may not be a prudent use of College resources, and must be approved in advance by the supervising Cabinet Member.

Alcohol
Only the following departments may purchase consumable alcohol and only for the following purposes:
- Culinary – for direct instructional purposes
- Enology & Viticulture – for direct instructional purposes
- Hospitality – for direct instructional purposes
- Mendel Center Operations – for resale business purposes
- Mendel Center Mainstage – to satisfy production rider requirements
- President's Office – Upon occasion it may be appropriate to purchase alcoholic beverages when entertaining College guests or when hosting a College-related group activity. All such occasions must be hosted by the President or the expense must be authorized in writing by the President.

Capital Purchases
A requisition and purchase order is always required for a capital purchase or a purchase that is part of a capital project, regardless of dollar amount, to ensure proper tagging as a capital asset. See Capital Asset policy for what qualifies as a capital asset.

Cash Advances, Travelers Checks, Money Orders
The College does not offer cash advances, travelers checks, or money orders for travel or other expenses.

Lake Michigan College Policy

Charges for Non-Employees
Costs for a non-employees (e.g., a spouse when traveling on College business) are not allowable purchases unless the non-College individual is a guest of the College (e.g., taking a donor to lunch, meeting with a superintendent for breakfast.)

Flowers & Gifts
Flowers or gifts are not allowable purchases unless provided by or authorized by the President's Office or the Culture & Talent Success office. This does not include College promotional items, like lanyards, t-shirts, sunglasses, etc.

Computers, Peripherals, Software, & IT Services for College Use
All requests for technology goods and services must be approved by the IT Department prior to or upon requisitioning. Certain grant programs where equipment and software do not become College property and/or are not installed on the College network are an exception to this requirement. The grant administrator is required to authorize such purchases prior to or upon requisitioning.

Donations
Donations to other organizations using College monies or assets are prohibited unless approved by the supervising Cabinet member and CFO.

Entertainment
The College does not purchase, pay for, or reimburse an employee for entertainment unless part of a Lake Michigan College Foundation event, done as a team-building exercise for an athletic team in accordance with Athletic Department policy, academic field trips or academic recruiting, or done by the Culture & Talent Success department.

International Vendors International vendors are prohibited for use unless they accept payments via credit card.

Personal Goods or Services
The College will not purchase goods or services for employee personal use, nor will arrangements be made by Purchasing to create any buyer-seller arrangements between employees and vendors.

Pro Card, Expense Reimbursement, and Direct Paycheck Request

Lake Michigan College Policy

Purchases by procurement card, reimbursement for out-of-pocket purchases, and direct paycheck requests are for purchases for which a purchase order is not required or accepted. These purchasing/payment methods may not be used to circumvent this policy or the purchasing procedures, for services provided by an employee (which must go through payroll) and may not be used to circumvent this policy.

Publications (Printing and Graphics)

All publications (brochures, newsletters, catalogs, forms, etc.) that will be distributed outside the College must be approved by the Marketing Department to ensure consistent, high-quality publications and graphics standards.

Rentals

Facility or room rentals are not allowable purchases unless College facilities are unavailable.

Sales Tax Exemption Status

The College (other than Mendel Center Operations) is exempt from all federal, state, and local taxes. For purchases related to Mendel Center Operations, see Collection & Review of Tax Exemption Forms procedure. • Sales tax on any purchase as the College is sales tax exempt. Employees are responsible for ensuring that sales tax is not paid, which may be done by telling the vendor when ordering that the purchase is tax exempt and providing a tax exempt certificate if necessary.

Split Purchases

Splitting purchases into more than one transaction or coding a single transaction to difference org units to bypass authority levels, competitive bidding requirements, or internal controls is strictly prohibited. Coding a single transaction to multiple org units is allowed if done for legitimate business reasons.

Travel Expenses

See the Travel Expense Reimbursement procedure.

References: Authority to Bind the College to External Agreements policy
Capital Asset policy
Conflict of Interest - Employee policy
Justification for Sole Source Procurement Request form
National Association of Educational Buyers' (NAEB) Code of

Lake Michigan College Policy

Ethics
Non-Discrimination policy
Purchasing procedure
Receipt of Gifts and Gratuities policy
Travel Expense Reimbursement procedure

MOTION by Mr. Dissette with support Mr. Grover to delete the policy.

ROLL CALL VOTE

Chair Smith asked the board secretary for a roll call vote

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

Nays: None

MOTION APPROVED

ANNUAL SECURITY AND FIRE SAFETY REPORT
[replaces a procedure]

Office of Origin:	Accreditation, Strategic Projects & Quality
Responsibility:	Dean, Accreditation, Strategic Projects & Quality
Original Date Adopted:	x-x-xx
Dates Reviewed:	x-x-xx
Last Date Board Approved:	x-x-xx

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) is a federal law which requires institutions to publish an Annual Security Report (ASR) as well as submit all crime statistics to the Department of Education. Institutions with on-campus housing must also submit a Fire Safety Report (FSR) along with other items detailed below.

Lake Michigan College (LMC) will prepare an ASR and FSR that reflects LMC's current policies and procedures, and which contains, at minimum, the following information:

- Crime statistics (stats) gathered from LMC's Care and Concern reports, incident reports, and campus security reports. In cooperation with law enforcement agencies, the department of Accreditation, Strategic Projects, & Quality (ASPQ) will collect stats from these agencies covering LMC's Clery geography. All crime stats are collected and maintained from the most recent three calendar years. (See Appendix A for Clery reportable crimes and definitions.)
- Statements of policies and procedures include, but are not limited to, how students and others can report criminal actions or other emergencies occurring on campus, security and accessing campus facilities, emergency evacuation and preparedness procedures, missing student notifications, prohibited items on campus, institutional disciplinary action in cases of alleged dating violence, domestic violence, sexual assault or stalking, a statement advising the campus community where registered sex offenders may be located, etc.
- Programming of the following, but not limited to drug and alcohol abuse education, dating violence, domestic violence, sexual assault or stalking, prevention of crimes, campus security procedures and practices, etc.
- Fire Safety procedures, for on-campus housing facilities.

LMC will publish the ASR and FSR by October 1 of each year. ASPQ will release the ASR and FSR along with a statement to the LMC campus community of its availability. Paper copies will be made available upon request.

References:
> Building Access procedure [link]
> Campus Security Authority procedure [link]
> Clery Compliance Act policy [link]
> Clery Geography procedure [link]
> Crime Definitions in Appendix A following
> Daily Crime & Fire Log procedure [link]
> Title IX policy [link]

Appendix A: Crime Definitions (Federal/Clery Definitions)
Listed in alphabetical order, not Clery hierarchy order.

Aggravated Assault
An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault is usually accompanied by the use of a weapon or by means likely to produce death or great bodily harm.

Arson
Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

Burglary
The unlawful entry of a structure to commit a felony or a theft.

Dating Violence
Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- Dating Violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.

- Dating Violence does not include acts covered under the definition of Domestic Violence.

Destruction/Damage/Vandalism of Property

To willfully or maliciously destroy, damage, deface or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

Disciplinary Referrals (Referred for Disciplinary Action)

The referral of any person to any official who initiates a disciplinary action of which a record is established, and which may result in the imposition of a sanction.

Domestic Violence

A felony or misdemeanor crime of violence committed by any of the following individuals:

1. A current or former spouse or intimate partner of the victim; or
2. A person with whom the victim has a child in common; or
3. A person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner; or
4. A person similarly situated to a spouse of the victim under the domestic or family laws of the jurisdiction in which the crime of violence occurred; or
5. Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.

Drug Abuse (Law) Violations

Violations of laws prohibiting the production, distribution and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically relating to the unlawful possession, sale, use, growing, manufacturing and making of narcotic drugs. The relevant substances include opium or cocaine and their derivatives (morphine, heroine and codeine), marijuana; synthetic narcotics (Demerol and Methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

Hate Crimes

A criminal offense that manifests evidence that the victim was intentionally selected because of the perpetrator's bias against the victim. The following eight categories

are reported: Race, Religion, Sexual Orientation, Gender, Gender Identity, Ethnicity, National Origin or Disability. A hate crime is not a separate, distinct crime, but is the commission of a criminal offense which was motivated by the offender's bias. Crimes that are classified under this definition include all listed Clery Reportable Crimes plus: larceny/theft, simple assault, intimidation, destruction, vandalism and/or damage. Weapon, drug law and liquor law violations are not included in hate crime data.

Intimidation
To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct but without displaying a weapon or subjecting the victim to actual physical attack.

Larceny/Theft
The unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. Constructive possession is the condition in which a person does not have physical custody or possession but is in a position to exercise dominion or control over a thing.

Liquor Law Violations
The violation of state or local laws or ordinances prohibiting: the manufacture, sale, purchase, transportation, possession of alcoholic beverages; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to minor; using a vehicle for illegal transportation of liquor; open alcohol in a motor vehicle; consumption of alcohol in public; and other related offenses. Driving under the influence of alcohol is not included in this definition.

Motor Vehicle Theft
The theft or attempted theft of a motor vehicle. Classified as motor vehicle theft, are all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned—including joy riding.

Murder and Non-Negligent Manslaughter
The willful (non-negligent) killing of one human being by another.

Manslaughter by Negligence
The killing of another person through gross negligence.

Robbery

The taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

Sexual Assault (Sex Offenses)
Sexual assault means an offense that meets the definition of rape, fondling, incest, or statutory rape as used in the FBI's Uniform Crime Reporting system. A sex offense is any act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

- Rape: The penetration, no matter how slight, of the vagina or anus with any body part, or object; or oral penetration by a sex organ of another person without consent of the victim. This offense includes the rape of both males and females.
- Fondling: The touching of the private parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his or her age or because of his or her temporary or permanent mental incapacity.
- Incest: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape: A non-forcible sexual intercourse with a person who is under the statutory age of consent (which is 16 in the State of Michigan).

Simple Assault
An unlawful physical attack by one person upon another where neither the offender displays a weapon nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

Stalking
Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.

- Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person's property.
- Reasonable person means a person under similar circumstances and with similar identities to the victim.
- Substantial emotional distress means significant mental suffering or anguish

that may but does not necessarily require medical or other professional treatment or counseling.

<u>Weapon Law Violations</u>
The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons. This classification encompasses weapons offenses that are regulatory in nature.

USE OF ARTIFICIAL INTELLIGENCE IN THE WORKPLACE

Office of Origin	Information Technology
Responsibility	Chief Information Officer
Original Date Adopted	XX-XX-XX
Dates Reviewed	XX-XX-XX
Last Date Board Approved	XX-XX-XX

This policy establishes guidelines for the ethical and compliant use of Artificial Intelligence (AI) technologies by employees at Lake Michigan College (the College). It aims to enhance productivity and decision-making while mitigating risks and ensuring alignment with legal, ethical, and institutional standards.

This policy applies to all employees of the College and those working on behalf of the College, such as Edustaff. It does not cover the use of AI by students.

General Guidelines
1. There are currently no AI tools approved for use by the College other than commercially available AI search engine tools (such as ChatGPT, Perplexity, etc.) Requests for use of new tools must be submitted via the IT ticketing system, including the intended use case. The IT security team will evaluate and provide recommendations.
2. Before an AI tool is used in any "official" work capacity, the employee must complete training on its capabilities, limitations, and identifying potential risks like bias or errors.
3. Critical tasks require human review and decision-making. AI may assist but not replace human judgment.
4. Employees may not use AI tools for profiling, monitoring, or decision-making that involves personally identifiable information (PII).
5. Any AI-related errors in work products or concerns about compliance issues must be promptly reported to IT and the supervising Cabinet member for review.
6. AI tools must comply with privacy, accessibility, bias, and anti-discrimination policies and laws.
7. Employees may request clarification or raise concerns about AI usage through their supervising Cabinet member, who will provide guidance and resolution.

<u>Acceptable Uses of AI</u>
AI is currently permitted for:

- Routine administrative tasks (e.g., communication drafts, document review, synopsizing, brainstorming).
- Information retrieval and analysis to support research and decision-making.
- Predictive analytics to identify trends, risks, or opportunities.
- Accessibility enhancements like translation, transcription, and captioning.

Sensitive data usage requires approval from the supervising Cabinet member.
Private AI models must be used for tasks involving sensitive or confidential data.

<u>Prohibited Uses of AI</u>
AI must not be used for:

- Tasks involving safety risks or of significant consequence without appropriate human oversight.
- Handling confidential data without appropriate authorization.
- Decisions requiring specialized licensure (e.g., legal, mental health services) without licensed oversight.
- Fully automated changes.
- Unauthorized access to sensitive data or records.
- Independent updates to AI systems or configurations without IT oversight.

<u>Recording of Meetings Using AI</u>
AI-based meeting recordings (video, audio, transcription) must adhere to the following standards.

1. Obtain host approval and participant consent before recording.
2. Store recordings securely, restricting access to authorized personnel only.
3. Retain recordings only as necessary and delete them in compliance with the College Record Retention policy.
4. Follow legal guidelines, with periodic reviews to ensure adherence.

References: Acceptable Use policy
Institutional Data Management policy
Record Retention policy

CASH & CASH HANDLING

Office of Origin:	Finance
Responsibility:	Director of Finance
Original Date Adopted:	x-x-xx
Dates Reviewed:	x-x-xx
Last Date Board Approved:	x-x-xx

This cash handling policy governs the handling of cash and cash equivalents at Lake Michigan College (the College). Its purpose is to ensure cash is controlled and safeguarded.

Definitions and Responsibilities

Cash and Cash Equivalents
Cash includes physical currency (coins and paper money) and demand deposits (like checking accounts). Cash equivalents are items easily converted to cash or used like cash, including gift cards, prepaid debit cards, credit card receipts, and vouchers. Both individually and collectively these are referred to as "cash."

Cash Handler
An individual responsible for cash drawer and conducting cash transactions such as collecting payments, issuing receipts, and maintaining accurate transaction records. Cash handlers ensure that all cash received aligns with transaction logs and are responsible for reporting any discrepancies.

Cash Custodian
A designated individual accountable for the safekeeping, storage, and security of cash assets. Cash custodians oversee secure cash storage, control access to cash safes, and manage cash transfers between departments or to banking institutions. Custodians are responsible for documenting with Finance a process that outlines how cash assets will be managed. They should also periodically audit cash handling activities to ensure compliance with this process and policy.

Petty Cash Custodian
A specific type of cash custodian responsible for managing and distributing petty cash, ensuring that all transactions are documented, and reconciling petty cash balances regularly.

Responsibilities of Finance Department

The Director of Finance or designee will provide mandatory training for each Cash Handler and Custodian. After completing training on cash handling responsibilities, Cash Handlers and Custodians will sign this policy to acknowledge their understanding. The Finance Department will keep a signed copy, and Human Resources will place it in the individual's personnel file.

General Cash Controls

- All cash must be securely locked in a box when not in use.
- Cash must not be used for personal expenses.
- Unauthorized cash handling or any suspicion of cash theft must be reported to Finance immediately.

Cash Handling – Cash Drawer

A Cash Drawer, typically holding $300 or less, is necessary for making change in sales operations (e.g., bar sales) and is used in conjunction with a cash register or approved receipt system. Receipts should be issued for every transaction.

At the end of each sales day, the Cash Handler must reconcile the Cash Drawer:

- Unless other arrangements are made, in writing, with the Finance Department, 2 individuals must count the cash, with one being the Cash Handler.
- Both individuals must sign the count document.
- The cash amount must be reconciled with daily sales. Any difference is recorded as "Cash Short/Cash Over."
- The Cash Custodian must initial and date the reconciliation.

Cash Short/Cash Over of more than $10 must be reported in writing to the Director of Finance.

Before or on the next business day, the Cash Handler or Cash Custodian must take the reconciliation and cash from sales to the Finance Department for deposit.

If a Cash Drawer is not used regularly, it must be counted at least monthly by the Cash Custodian, with counts documented and reported to the Director of Finance.

To increase, decrease, or close a Cash Drawer, contact the Director of Finance.

Cash Handling – Petty Cash Funds

A Petty Cash Fund is a secure cash store approved by the Director of Finance for infrequent expenses of $25 or less, usually totaling $100 or less.

To set up a Petty Cash Fund, obtain a voucher from the Director of Finance. Once approved, funds will be provided to the Petty Cash Custodian within 5 business days.

The Petty Cash Custodian may request replenishment with the Director of Finance's approval by presenting a reconciliation of cash, descriptions of expenditures with supporting receipts, and the remaining cash balance.

The Petty Cash Custodian must reconcile the Petty Cash Fund monthly, comparing the cash on hand plus receipts to the beginning balance. Monthly reconciliation should be submitted to Finance for review.

To increase, decrease, or close a Petty Cash Fund, contact the Director of Finance.

Fiscal Year-End Procedures
All Petty Cash Funds must be reconciled by the Cash Supervisor at fiscal year-end, with documentation provided to the Director of Finance.

Consequences for Violations
Violations of this policy or poor cash handling protocols resulting in unaccounted cash may lead to disciplinary action, up to termination. Potential consequences include:

- **Minor Errors**: For discrepancies of less than $10, the employee should receive additional training.
- **Repeated Minor Errors**: Continued minor errors may result in a written warning and further training, documented in the employee's file.
- **Moderate Violations**: For moderate violations (e.g., improper record maintenance), consequences may include loss of cash handling privileges, suspension, and/or retraining.
- **Serious Misconduct**: Serious violations (e.g., theft, fraud, gross negligence) may result in immediate disciplinary action, including termination.

References:

Note: delete PETTY CASH AND CASH DRAWER procedure after policy is

adopted.

GRANTS & GRANT MANAGER RESPONSIBLITIES

Office of Origin: President's Office
Responsibility: Cabinet
Original Date Adopted: 10-25-22
Dates Reviewed: 10-25-22, x-x-xx
Last Date Board Approved: x-x-xx

This policy is not intended to be comprehensive or to be a substitute for other Lake Michigan College (the College) policies and procedures, for funding agency requirements, or for applicable state or federal legislation, regulations, or any other requirements that govern the grant.

Grant Manager Acknowledgment

All Grant Managers must acknowledge their understanding of the college's grant management policies and the grantor's terms. Grant Managers are responsible for ensuring compliance with both the college's policies and external requirements for grant activities, fund usage, and reporting. This acknowledgment is required before managing any grant-funded program. The signed acknowledgment should be submitted to Human Resources for the personnel file, with copies kept by the Grant Manager and supervisor.

Applying for a Grant

- The Grant Manager must complete the **Grant Planning & Proposal Request form**; this form requires certain approvals.
- All approvals must be obtained prior to submission of the grant application to the funding agency.

Spending Grant Funds Before Receiving the Grant

Prior written approval from a Cabinet member must be received before incurring any pre-award costs.

Accepting a Grant and Required Approvals

If a grant application is funded, the Grant Manager must forward the Award Documents along with approved **Grant Planning & Proposal Request form** to the Finance Department (Finance). Award Documents may include Grant Award Notice (GAN), a list of reporting requirements, and a grant agreement.

Grant Managers should note that they cannot sign contracts, proposals, or other binding documents requesting an "authorized signature" unless appropriately authorized in the [Authority to Bind College to External Agreements](#) policy.

Required Internal Reporting
Once a grant is awarded and accepted, the Grant Manager must prepare summary of the grant for inclusion in the Board of Trustees report; once approved by the Cabinet member, the grant summary should be provided to the President's Office.

Grant Manager Responsibilities
The Grant Manager is responsible for implementing and managing the grant within the approved budget, funding agency required, and applicable regulations. In addition, specifically, the Grant Manager is responsible for:
- Adhering to the terms of the grant.
- Ensuring compliance with applicable regulations, such as Office of Management & Budget Supplements and Uniform Administrative Requirements, Cost Principles, & Audit Requirements for Federal Awards
- Managing delivery of grant objectives within the approved budget.
- Meeting grant goals and objectives.
- Ensuring that grant funds are not used to supplant College funds.
- Submitting all required reports to the funding agency on time.
- Having all budget and reporting submissions to the funding agency approved in writing and in advance by the supervising Cabinet member.
- Hiring program staff in accordance with the grant.
- Ensuring time and effort reports are completed in compliance with the Grant Time & Effort Reporting policy
- Following operating requirements that are in the Grant Management procedure, including:
  -
  - Budget submissions and related revisions to Finance
  - Equipment inventory, including disposition requirements
  - Reviewing accounting and financial records
  - Reviewing indirect cost calculations
  - Reviewing and reporting of Program Changes, as needed
  - Reviewing and requesting No-Cost Extensions, as needed
  - Completing of grant close out steps
- Managing record retention of grant documents.
- Developing and maintaining procedures that standardize the operations of the grant program within College policies and operating framework.

Grant Funded Personnel
All personnel paid for with grant funds are hired for the grant period only. Employment ends when the grant ends unless the individual is hired into another position. College policies and procedures govern all activities related to personnel. Classifications and pay rates must conform to the College pay grid and job classification structure.

Reimbursement of Expenditures
Most grant agreements are on a cost-reimbursement basis; see the [Federal Grants - Payments and Cash Management](#) policy. Finance is responsible for obtaining reimbursement funds. Funding agencies requiring invoices for reimbursement must have invoices prepared by Finance and submitted to the Grant Manager for approval prior to submission to the funding agency.

The funding agency will reimburse the College for eligible expenditures only up to the amount of the grant. Costs incurred in excess of the grant agreement amount or outside the approved budget line item categories are the sole responsibility of the College, and require the approval of the Chief Financial Officer (CFO) prior to incurring.

Recordkeeping
The Grant Manager is responsible for record retention. Records must be maintained to sufficiently establish an audit trail. Records must show how the funds were used and the results the efforts produced. Records must be organized, readily obtainable, and retained according to the funding agency and the Record Retention policy, whichever is longer.

Close Out
All work on the grant must be completed by the end date of the grant period. The Grant Manager may only charge allowable costs to the grant resulting from obligations incurred during the funding period and any authorized pre-award costs.

The Grant Manager is responsible for preparing and submitting reports and certifications in a timely manner and in accordance with the grant agreement and the close out procedures included in the Grant Management procedure.

Audits and Site Visits
See [Audits, Tests, & Accreditation](#) policy.

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

Lobbying
See [Lobbying – Compliance with Federal and State Law](#) policy.

Conflict of Interest
[Conflict of Interest in Federal/State Grants - Financial Conflict](#) policy.

References:
- [Audits, Tests, & Accreditation](#) policy
- [Authority to Bind College to External Agreements](#) policy
- [Conflict of Interest in Federal/State Grants - Financial Conflict](#) policy
- [Federal Grants - Payments and Cash Management](#) policy
- [Grant Management](#) procedure
- Grant Time & Effort Reporting policy
- [Lobbying – Compliance with Federal and State Law](#) policy
- [Protection of Human Subjects in Research](#) policy
- [Record Retention](#) policy
- Office of Management & Budget (OMB) Supplements
- Uniform Administrative Requirements, Cost Principles, & Audit Requirements for Federal Awards (the "Uniform Guidance")

Forms
- Grant Planning & Proposal Request form

Appendix A: Grant Manager Acknowledgment Form

I, _____, acknowledge that I am the Grant Manager of the grant indicated below. I acknowledge that I have read and understood the policies and procedures governing the management of grants at Lake Michigan College. By signing this form, I agree to abide by those and also the following key principles:
- Compliance with Grant Terms: I understand that all grants are subject to specific terms and conditions set by the grantor. I will ensure that the grant is managed in strict compliance with these requirements.
- Proper Use of Funds: I will ensure that all funds received through the grant are used solely for the purposes outlined in the grant agreement and in

accordance with College policies and any applicable laws.

- Reporting and Documentation: I understand the importance of maintaining accurate records and providing timely reports to both the grantor and the college. I will ensure that all reporting obligations are met as required by the grant agreement.
- Time and Resource Management: I will manage the grant within the timeframe specified by the grantor, ensuring that all activities and spending align with the grant's intended goals and deadlines.
- Coordination with College Administration: I will coordinate with the appropriate departments and individuals at the college to ensure full compliance with internal grant management policies and external grantor expectations.
- Time and Effort Reporting: I will ensure Time & Effort reports are completed by everyone working on the grant within one week of the end of each pay period and that completed reports are reviewed and submitted to Finance within one week of completion.

By signing this form, I agree that I will uphold these responsibilities and manage the grant in accordance with both the college's and the grantor's requirements.

Name of Grant:

Grant Manager Name:

Grant Manager Signature:

Date:

Supervisor Name:

Supervisor Signature:

Date:

GRANT TIME & EFFORT REPORTING

Office of Origin: Finance
Responsibility: Chief Financial Officer
Original Date Adopted: x-x-xx
Dates Reviewed: x-x-xx
Last Date Board Approved: x-x-xx

This policy requires accurate tracking and reporting of time and effort (T&E) for employees of Lake Michigan College (College) working on federally funded grants. It applies to all employees whose work is funded by federal grants and is designed to comply with federal regulations (see appendices for more information).

Responsibilities

Employees must:
- Use the approved T&E report template provided by the college.
- Accurately complete T&E reports on a biweekly basis and submit to supervisor.
- Maintain supporting documentation of hours worked and tasks completed related to grant projects.

Supervisors must:
- Review and approve submitted T&E reports for accuracy and completeness within 7 calendar days of end of biweekly pay period and submit to Finance.

Compliance and Consequences:
Non-compliance with this policy may result in disciplinary action, which may include, but is not limited to, retraining, reprimand, or other measures. It is essential that all reports are truthful and reflect actual work performed.

Training and Support:
All employees involved in federally funded projects will receive training on T&E reporting procedures.

References: Appendix A; Appendix B

Appendix A: 2 CFR Part 200 Requirements for T&E Reporting

Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (2 CFR Part 200) establishes the standards for managing federal awards, including specific requirements for T&E reporting.

Key Provisions

- Accurate Documentation: Recipients must maintain accurate records of time worked by employees on federally funded projects, including hours worked and the nature of the work performed.

- Standards for T&E Reporting: Documentation must demonstrate appropriate allocation of time between federally and non-federally funded activities. T&E reports should be consistent with an organization's accounting practices.

- Types of Reporting:
  - Personnel Activity Reports (PARs): Recommended to reflect the distribution of time spent on various activities. (These are what the College calls T&E Reports.)
  - Reports should be prepared at least monthly and reviewed and approved by a supervisor or designated official. (The College elects to have these completed biweekly, on a payroll pay period basis.)
  - Reports must include signatures of both the employee and the supervising official to confirm accuracy.

- Retention of Records: Recipients must retain T&E documentation for at least 3 years after the final expenditure report is submitted.

- Auditing and Compliance: Federal awards are subject to audit; auditors will review T&E reporting to ensure compliance.

Appendix B: OMB Circular A-21 Requirements for T&E Reporting

Office of Management & Budget Circular A-21: Cost Principles for Educational Institutions (OMB Circular A-21) establishes principles for determining allowable costs for federal awards to educational institutions, including requirements related to T&E reporting.

Key Provisions:

- Allowable Costs: Salaries and wages are allowable costs to the extent that they are reasonable and allocable to the project.

- Documentation Requirements: Institutions must maintain adequate documentation to support costs charged to federal awards, including personnel costs.
- Allocation of Salaries: Costs of salaries and wages must be allocated to federal awards based on the actual work performed.
- Time Distribution: Personnel costs can only be charged to federal awards if based on the actual distribution of time worked.
- Periodic Certifications: Institutions should have a method to regularly certify the accuracy of time worked on federal projects.

HOLIDAYS, COLLEGE CLOSURES, AND LMC DAYS

Office of Origin: Human Resources; Registrar's Office
Responsibility: Executive Director of Human Resources; Registrar
Original Date Adopted: x-x-xx
Dates Reviewed: x-x-xx
Last Date Board Approved: x-x-xx

This policy relates to non-bargaining unit employees only. Bargaining unit members should refer to their respective contracts.

<u>Holidays</u>
The College will recognize the following six Holidays each year:

Holiday	Date/Day
1. Martin Luther King, Jr. Day	third Monday in January
2. Memorial Day	last Monday in May
3. Juneteenth Independence Day	June 19
4. Independence Day/Fourth of July	July 4
5. Labor Day	first Monday in September
6. Thanksgiving Day	fourth Thursday in November

The College recognizes a Holiday by closing to the public. Employees will be paid for that day if the Holiday falls on a day that the College would otherwise be open to the public (i.e., Monday-Thursday during Summer Hours, Monday-Friday for the rest of the year.)

<u>College Closures</u>
The College will close to the public ("College Closure") on the following days each year:

College Closure	Date/Day
1. Spring Break	second full week in March
2. Thanksgiving Break	Wednesday – Friday of the fourth week in November
3. Winter Break	December 23 through January 2

Additional College Closure days may be added at the President's discretion.

Employees will be paid for any day of a College Closure if it is a day that the College would otherwise be open to the public (i.e., Monday-Friday.)

Note that, on occasion, certain employees may be required to work on a College Closure day or on a Holiday that falls on a day that the College would otherwise be open; in these instances, the employee will be provided another day to observe the Holiday/College Closure (if an exempt employee) or paid according to the Employee Handbook (if a non-exempt employee.)

LMC Days
The College will close to the public for a professional development day on the third Tuesday in October and February. This is a workday for full-time employees and for part-time regularly scheduled employees that would normally work on those days, and in-person attendance is expected for those days' activities, regardless of an employee's flexible or remote work schedule.

If a full-time employee cannot attend, they must obtain the approval of their supervisor.

If a part-time regularly scheduled employee that is not normally scheduled to work on those days wishes to attend, they will be paid for their time attending LMC Day.

On-campus Partners
It is the expectation of the College that all third-party on-campus partners abide by the Holiday and College Closure schedule unless specific accommodations are made with the appropriate Cabinet member and Facilities Management. On-campus partners may operate normally on LMC Days with the understanding that the College is closed to the public.

References:
Academic Calendar Policy
Academic Calendar
Employee Handbook
Facilities Contract
Faculty Contract
Flexible Schedule and Remote Work Options Policy
Summer Hours Policy

PURCHASING – ALLOWABLE PURCHASES

Office of Origin: Purchasing & Risk Management
Responsibility: Manager, Purchasing & Risk Management
Original Date Adopted: 10-26-93
Dates Reviewed: 8-16-12, 5-2-16, 8-4-21(C), 9 25-23(C), 12-11-24
Last Date Approved by Board: 12-5-23, x-x-xx

RESPONSIBILITIES

It is the responsibility of employees of Lake Michigan College (the College) know and abide by this policy. If an employee is found not to be compliant, the following progressive options are available depending on the nature of the non-compliance:
1.   Verbal reminder and review of the procedure with the employee
2.   Verbal warning to the employee by Human Resources
3.   Written warning to personnel file
4.   Discipline up to and including termination

Employees are expected to conduct business according to the highest legal and ethical standards; see Conflict of Interest - Employee policy.

Employees are to avoid accepting any kind of gratuity, tips, or gifts, including merchandise, cash, services, entertainment, etc.; see the Receipt of Gifts & Gratuities policy.

Purchases may only be made if there are adequate budgeted funds over which the purchaser has authority, or with written approval from the Executive Director, Finance or Chief Financial Officer (CFO) to exceed budget.

All contracts/agreements are to be sent to Purchasing to be maintained in the master contract file. It is the responsibility of the employee to ensure compliance with a contract/agreement.

AUTHORITY TO PURCHASE

In accordance with the Authority to Bind the College to External Agreements policy, certain purchases require Board of Trustee (the Board) approval in advance of the purchase commitment.

Agreements to Maintain Academic Equipment

Maintenance agreements may not be a prudent use of College resources, and must be approved in advance by the supervising Cabinet Member.

Alcohol
Only the following departments may purchase consumable alcohol and only for the following purposes:
- Culinary – for direct instructional purposes
- Enology & Viticulture – for direct instructional purposes
- Hospitality – for direct instructional purposes
- Mendel Center Operations – for resale business purposes
- Mendel Center Mainstage – to satisfy production rider requirements
- President's Office – Upon occasion it may be appropriate to purchase alcoholic beverages when entertaining College guests or when hosting a College-related group activity. All such occasions must be hosted by the President or the expense must be authorized in writing by the President.

Capital Purchases
A requisition and purchase order is always required for a capital purchase or a purchase that is part of a capital project, regardless of dollar amount, to ensure proper tagging as a capital asset. See [Capital Asset](#) policy for what qualifies as a capital asset.

Cash Advances, Travelers Checks, Money Orders
The College does not offer cash advances, travelers checks, or money orders for travel or other expenses.

Charges for Non-employees
Costs for a non-employee (e.g., a spouse when traveling on College business) are not allowable purchases unless the non-College individual is a guest of the College (e.g., taking a donor to lunch, meeting with a superintendent for breakfast.)

Flowers & Gifts
Flowers or gifts are not allowable purchases unless provided by or authorized by the President's Office or the Culture & Talent Success office. This does not include College promotional items, like lanyards, t-shirts, sunglasses, etc.

Computers, Peripherals, Software, & IT Services for College Use
All requests for technology goods and services must be approved by the IT Department prior to or upon requisitioning. Certain grant/restricted programs

where equipment and software do not become College property and/or are not installed on the College network are an exception to this requirement. The grant/restricted funds administrator is required to authorize such purchases prior to or upon requisitioning.

Donations
Donations to other organizations using College monies or assets are prohibited unless approved by the supervising Cabinet member and CFO.

Entertainment
The College does not purchase, pay for, or reimburse an employee for entertainment unless part of a Lake Michigan College Foundation event, done as a team-building exercise for an athletic team in accordance with Athletic Department policy, academic field trips or academic recruiting, or done by the Culture & Talent Success department.

International Vendors International vendors are prohibited for use unless they accept payments via credit card.

Gift Cards
The use of College or grant/restricted funds to buy gift cards, prepaid cards, or similar cash equivalents for any reason (student incentives, employee recognition, fundraising, etc.) is prohibited without pre-approval in writing by the CFO.

The purchase of vouchers to be used exclusively at the Hawk's Nest Café is allowable with the approval of the supervising Cabinet member.

Grant/restricted funds include federal, state, or private grant funds or those funds with a purpose restricted by an external agreement.

Personal Goods or Services
The College will not purchase goods or services for employee personal use, nor will arrangements be made by Purchasing to create any buyer-seller arrangements between employees and vendors.

Pro Card, Expense Reimbursement, and Direct Paycheck Request
Purchases by procurement card, reimbursement for out-of-pocket purchases, and direct paycheck requests are for purchases for which a purchase order is not required or accepted. These purchasing/payment methods may not be used to

circumvent this or other policies or procedures or for services provided by an employee (which must go through payroll).

Publications (Printing and Graphics)
All publications (brochures, newsletters, catalogs, forms, etc.) that will be distributed outside the College must be approved by the Marketing Department to ensure consistent, high-quality publications and graphics standards.

Rentals
Facility or room rentals are not allowable purchases unless College facilities are unavailable.

Sales Tax Exemption Status
The College (other than Mendel Center Operations) is exempt from all federal, state, and local taxes. For purchases related to Mendel Center Operations, see Collection & Review of Tax Exemption Forms procedure. • Sales tax on any purchase as the College is sales tax exempt. Employees are responsible for ensuring that sales tax is not paid, which may be done by telling the vendor when ordering that the purchase is tax exempt and providing a tax exempt certificate if necessary.

Split Purchases
Splitting purchases into more than one transaction or coding a single transaction to different org units to bypass authority levels, competitive bidding requirements, or internal controls is strictly prohibited. Coding a single transaction to multiple org units is allowed if done for legitimate business reasons.

Travel Expenses
See the Travel Expense Reimbursement procedure.

References: Authority to Bind the College to External Agreements policy
Capital Asset policy
Conflict of Interest - Employee policy
Justification for Sole Source Procurement Request form
National Association of Educational Buyers' (NAEB) Code of Ethics
Non-Discrimination policy
Purchasing procedure
Purchasing – Required Practices policy {hyperlink needed}
Receipt of Gifts and Gratuities policy

Travel Expense Reimbursement procedure

POLICY-2nd READ
The above policy was presented to the Board of Trustees as a second read for review and/or approval.
1. Annual Security and Fire Safety
2. Artificial Intelligence Use in the Workplace
3. Cash Handling
4. Grants & Grant Manager Responsibilities
5. Grant Time & Effort Reporting
6. Holidays, College Closures LMC Day
7. Purchasing – Allowable Purchases

ACTION:
College Administration recommended that the Board of Trustees approve the policy as presented.

MOTION by Mr. Dissette with support by Mr. Grover to approve the policy as present.

ROLL CALL VOTE
Chair Smith asked the board secretary for a roll call vote

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

Nays: None

MOTION APPROVED

ACCOUNT RECONCILIATION

Office of Origin:	Finance
Responsibility:	Executive Director, Finance
Original Date Adopted:	5/13/08
Dates Reviewed:	1/15/12, 11/20/17, 1/23/18, 3/24/21(C)
Last Date Board Approved:	1/23/18

Review of Lake Michigan College's (the College) financial information will be performed on a regular and timely basis by individuals with the requisite knowledge to do so.

~~Financial reports will be reviewed for completeness and accuracy upon receipt at the departmental and/or Budget Manager level. Financial reports include Responsibility Reports, auxiliary financial statements, capital asset reports, payroll reports, etc.~~
MOVING TO SEPARATE :BUDGET MANAGER RESPONSIBILITIES" POLICY
~~Procedures must be in place in each department and accountability assigned to ensure that such a review occurs by an individual with the requisite knowledge of departmental operations, revenues, expenses, and anticipated financial outcomes. In addition, inaccurate or incomplete information identified during the review process must be reported to the Finance Department in a timely manner.~~

Significant balance sheet accounts must be reconciled at least quarterly by Finance Department staff. Materiality, compliance risk, transaction detail volume, knowledge, and the experience of ~~personnel~~ the employee(s) should be considered in the design and implementation of account reconciliation and related review processes.

~~Employees who fail to comply with this policy may be subject to disciplinary action ranging from required training to reprimand to loss of Budget Manager role to discharge. The nature and severity of the disciplinary action will be consistent with established disciplinary procedures.~~ **MOVING TO SEPARATE :BUDGET MANAGER RESPONSIBILITIES" POLICY**

COMPENSATION PHILOSOPHY & PAY SETTING

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

Lake Michigan College (the "College") is committed to ensuring that employees receive fair compensation that attracts and retains a highly qualified, high performing workforce. The College is also committed to upholding the principle of internal equity.

This policy applies only to employees who are not covered by a union collective bargaining agreement or whose wages are not entirely funded by a grant. Pay for union employees must be administered in accordance with their respective bargaining agreements, and grant-funded employees' pay must adhere to the parameters of the grant's budget.

Position Grades

The College uses the Decision Band Method (DBM) of position grading, which is a structured approach that evaluates jobs based on the level and complexity of decision-making required, the supervisory responsibility, and the difficulty of duties performed. It categorizes positions into grades comprised of Decision Band-Grade Level-Subgrade, as follows:

1. Decision Bands, which range from A – F. The Band corresponds the degree of autonomy in the position, its scope of responsibilities, the type of decisions made, and their impact on the organization,
2. Grade Levels, which is either a 1 or a 2. A Grade Level of 2 indicates that the position supervises more than one position in the same Band, and
3. Subgrades of 1-4, which reflects the degree of difficulty of the decision-making and duty requirements of the job.

Key points of DBM are that:
- Only work content is considered.
- Factors unrelated to work are not included in the evaluation of a job and establishing its DBM grade.
- Working and labor market conditions are treated separately.

The DBM method ensures consistency, transparency, and objectivity in job evaluation by aligning roles with their actual responsibilities rather than focusing solely on traditional factors such as job titles and reporting structures.

Compensation Philosophy
The College intends to conduct a survey-based compensation study every 3-5 years; alternatively, an across-the-board pay scale "infusion" may be done if the College determines it best to delay a compensation study for the time period in which one would normally occur.

Pay ranges are established to reflect the minimum of the surveyed market rates, the median, and the maximum.

The College intends to pay employees within their assigned job grade, as appropriate, commensurate with their experience and credentials compared to the minimum required for a specific position. In no case will the College pay less than the minimum of a DBM pay range for a job. In some instances, extensive experience, unique qualification requirements, or market influence related to proven difficult-to-fill positions may result in a higher pay rate than usual.

All employees in the same DBM grade should be paid similarly. Therefore, in the interest of internal equity, others' wages and years of experience within the same DBM grade and, to a lesser degree, similar DBM grades, affect individual pay-setting decisions.

New Hire/Initial Pay Setting
The pay rate for a new hire will normally fall between the established minimum rate and the midpoint rate for the job grade. The rate of pay shown in job postings will normally reflect this same range. Where a pay rate is established within a range is dependent on the following:
- If the new hire <u>does</u> meet the job qualification requirements, their initial pay rate will normally fall between the minimum and midpoint rate of the pay range for the position's DBM grade. A new hire's rate will depend upon on their qualifications for the position's relevant skills, educational attainment, certifications, and years of experience, while ensuring equity within the department and like positions.
- If a new hire <u>does not</u> meet the job qualification requirements, their initial pay rate will normally be placed at the minimum rate of the pay range. However,

new hires with significant related skill sets may be placed between the minimum and the midpoint rate with approval by the Executive Director of Human Resources (HR) and the President.

- An initial pay rate for a new hire will rarely exceed the midpoint rate of the pay range. Pay rates above the midpoint rate are normally for those with extensive experience, unique qualifications, or for positions that have proven difficult to fill. Pay rates above the midpoint rate must be requested by the supervising Cabinet member and require approval by both the Executive Director of HR and the President.
- To ensure internal equity, a new hire's pay rate will not normally exceed the rate of an existing employee in the same or notably similar position with similar qualifications. However, significant differences in qualifications may result in a new hire pay rate which exceeds those of existing employees with similar years of experience.
- All pay related decisions for grant-funded positions are dependent on available grant funding, and all pay related decision for union employees must be administered in accordance with their respective bargaining agreements.

<u>Promotions</u>
To ensure internal equity, a promoted employee's new pay rate will not normally exceed the rate of an existing employee in the same position or, if appropriate, in the same DBM grade with similar job qualifications. However, significant differences in qualifications may result in a new pay rate which exceeds those of employees with similar years of experience.

In all of the scenarios following regarding pay related to promotions, the pay may not exceed the maximum rate of the new pay range, and the new pay is either with the noted percentage increase or to the minimum rate of the new pay range, whichever is greater.
- If an employee is promoted to the next DBM grade (e.g., C11 to C12) and meets the new position's qualification requirements, they will normally receive a 6% pay increase.
- For a promotion to a position two or more DBM grades above their current DBM grade (e.g., C11 to C14) where the employee meets the new position's qualification requirements, an employee will normally receive a 9-12% increase dependent on their qualifications and experience in relation to those required for the new position.
- Employees considered to be highly skilled/experienced relative to the job qualifications may receive a greater increase, generally not to exceed 12%.

- If a promoted employee <u>does not</u> meet the new position's job qualification requirements, their new pay rate will normally be set at the minimum rate of the new pay range. However, if the employee possesses significant skills, experience, educational attainment, certifications, etc. relevant to the new position they may receive up to a 6% pay increase for a promotion to the next grade level, or up to 10% for a promotion to a position at two or more grade levels from that of their previous position.

Position Changes to a Lower Graded Position – Voluntary & Involuntary

The pay rate for an employee <u>voluntarily</u> moving to a lower DBM grade position will be based upon the new job qualification requirements, as listed above, and will not exceed the maximum rate of their new pay grade.

The pay rate for an employee <u>involuntarily</u> moved to a lower DBM grade position (that is not based on performance) will generally remain at the employee's current pay rate, unless their current pay rate exceeds the maximum rate for the pay range of their new DBM grade. In this instance, the employee's new pay rate will be set at the maximum rate of their new pay range.

Interim / Vacancy Assistance

Employees who assume additional duties due to a vacancy will normally be paid as follows.
- Additional job duties for a vacancy within the <u>same position</u> will not normally result in a pay increase.
- Maintaining their original workload plus a <u>significant share</u> of a vacant position's workload will normally resulting in a 5% increase. If the vacant position is a higher DBM grade, the increase will normally be 5%-10%.
- Maintaining their original workload plus the <u>vacant position's workload</u> will normally result in a 5%-10% pay increase. If the vacant position is a higher DBM grade, the increase will normally be 10%.

The complexity and responsibility/decision-making applicable to the additional duties will determine the actual amount of increase.

All such pay increases are temporary until the vacancy is filled.

Project Work

Employees who assume sole responsibility for or provide a major contribution to projects or assignments of significant importance beyond scope of normal duties

may receive additional pay for those efforts in the form of a stipend.

Requests must be made by the supervising Cabinet member through the myLMC Supplemental Contract (SCON) workflow. Requests must document specific duties performed, hours of work, completion date and impact of the project or assignment. The Executive Director of HR will then determine the stipend amount based on the following criteria:
- The time and effort required, which must be outside of the employee's regular duties.
- The scope and impact of the project or assignment, which must be significant to the College.

In determining stipends, the Executive Director of HR will ensure that awards are equitable and consistent across projects and assignments of a similar scope and significance, considering the effort and responsibility involved.

Stipends may not exceed more than 1% of an employee's annual pay without approval of the President.

Supervisory Responsibilities
In the Decision Band Method (DBM), supervision of starting DBM bands is already taken into consideration in the grades. However, those positions that supervise one or more employees within the same DBM Decision Band are compensated as follows:
- Employees that supervise one employee in the same Decision Band will normally be increased by 3%.
- Employees that supervisor more than one employee in the same DBM Decision Band are placed in the next Grade Level pay range to reflect the added complexity of personnel management.

Employees that are assigned to supervise another department will have their job description revised and reviewed to determine if the addition of the department changes to position's DBM grade. If the supervision of the department does not change the DBM grade, the supervisor will normally have their pay increased by 3%.

Exceeding the Maximum Pay Rate
If a pay rate exceeds the maximum pay rate on the pay scale, no annual across-the-board pay increase will be given to the employee until their pay falls below the maximum rate. This applies to all pay rate adjustments related to the above

scenarios as well as annual across-the-board pay increases.

Wage Review – Ad Hoc
Outside of periodic compensation studies that the College will undertake to address market competitiveness, wage reviews may be conducted on an ad hoc basis in exceptional circumstances only, such as:
- Significant market wage increases in a particular job field.
- Significant organizational changes.
- Significant changes in job duties that warrant an updated job description (impacting 20% or more of effort or work time).
- Obtaining a new degree/certification designated by the College as specifically related to performance of the essential functions of a current position.

To initiate the review, employees must submit documentation through the GAPP form at mylmc.org; [instruction](#) can be found on the HR subsite of the Employee Portal. All submissions require approval of the supervising Cabinet member before the review will be completed by HR. HR will then follow a standard review procedure outlined above to assess the request and determine if a grade or wage change is warranted. Any wage adjustment will be made with the College's budgetary limits and financial responsibilities in mind.

Internal Equity within Job Grades
HR will periodically assess pay rates by Position and Job Grade to address internal equity and consistency. Pay rates will be evaluated in relation to the established pay range for the Position and Job Grade coupled with the gender, relevant skills, educational attainment, certifications, and years of experience of the employees in that Position and Job Grade at that time. If determined that an employee is not paid consistently with others in their Job Grade, an adjustment will be made to bring pay to within established parameter.

Effective Date of Pay Changes
All pay changes will take effect at the beginning of the next pay period following official approval of the change.

References:

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:
- LMC was well represented recently at a HLC conference with 16 employees in attendance.
- The college received notice that the PTA program was approved by the HLC.
- The MA program also received news that the program was approved by the Medical Assisting Education Review Board (MAERB). Instructor, *Nicole Lanning*, received high marks from the board.

<u>ACADEMIC EXCELLENCE</u>

In March, **Nick Brittin**, English Faculty, began using Custom GPTs with his international students. These GPTs are AI based and allow students to use ChatGPT as a type of multilingual tutor programmed to help students with the material he presents in class, such as essay structure and English grammar, in the student's first language. The GPTs, however, will decline any request to generate material for the student that could be used in drafts. **Mr. Brittin** built them with the Socratic Method in mind, and they can be programmed to utilize any number of languages. So far, he has built them in Russian, Mandarin, Chichewa, Swahili, and Ukrainian. Creation is fairly simple, and the GPT designer does not need to be fluent in the specified language. One student emailed the following to **Mr. Brittin** after using the system:

"I played with it a little bit and I am so mind-blown with how fast it responds. As a person who speaks Chichewa, I find it difficult to come up with responses to others simply because I think in English and have to translate. This is the coolest thing that has happened today. Now that I am aware that ChatGPT can do this I am wondering what it could do for someone in Malawi. I believe that it would be easier for than to learn English with ChatGPT's help."

On Sunday, February 23, the Music Department presented a Vocal Exhibition that showcased individual student performances as well as the LMC Jazz Choir, Vox. Vox is directed by Music Lecturer, **Becky Derbas-Selvidge**. Piano accompaniment for the individual student performances was provided by Part-Time Music Faculty, **Alexandra Lee**.

LMC Jazz Choir, Vox

COMMUNITY IMPACT
Significant progress continues in workforce development and apprenticeship expansion. **Jay Bauer** met with seven regional wineries to explore the development of industry-specific apprenticeships. Grotnes is launching a new Service Technician apprenticeship, and Tigmaster is establishing

Machining and Welding apprenticeships. Modineer celebrated the onboarding of two new apprentices through a newly established program. Jay also met with Pero Farms and Great Lakes Excel to discuss additional apprenticeship opportunities. In support of regional outreach, the college presented the Benton Harbor Technology Center to the Coloma/Watervliet Chamber of Commerce. Additionally, a work-based learning program in culinary medicine has been developed in partnership with Corewell Health for CTE students, with a planned launch in Fall 2025.

EMPLOYEE EXPERIENCE
From April 4–8, Lake Michigan College was represented at the 2025 Higher Learning Commission (HLC) Annual Conference in Chicago by *Melissa Emery, Dan Campbell, Dana Jenkins, Dave Krueger, Emily Fritz, Erin McGuire, John Stahl, Karla Pankratz, Ken Flowers, Kris Zook, LaToya Mason, Mel Grau, Rita Whise, Sabrina Hinrichs, Sara Skinner, and Tiffany Bohm.* Themed *"Higher Learning 2025,"* the conference focused on innovations and challenges in higher education, including generative AI, student success strategies, enrollment management, accreditation updates, and new models for credentialing. Attendees gained valuable insights and practical tools to support LMC's continued growth and mission.

STUDENT SUCCESS
On Saturday, March 22, the LMC Jazz Choir, Vox, participated in the Gold Company Vocal Jazz Invitational at Western Michigan University. The students received positive

feedback from top vocal jazz educators. The final concert truly inspired our students. Vox is directed by Music lecturer, **Becky Derbas-Selvidge**.

LMC Jazz Choir, Vox

On February 27-March 2, 2025 four students and **Dr. Tiffany Bohm**, full-time Political Science instructor, traveled to Springfield, Illinois as the first Michigan delegation to participate in the Model Illinois Government (MIG) legislative simulation. The students were *Greer Armstrong*, *Renato Recillas*, *Julia Pepple*, and *Jadyn Haynes*. Prior to attending, the students practiced parliamentary procedure and reviewed two bills from the Illinois legislature to prepare for the simulation. They were also assigned to committees and political parties to facilitate a realistic legislative session where 161 students served in congressional leadership positions, caucused to create a docket, then debated and voted on bills in both the state house and senate chambers. All legislative activities took place at the state capitol in Springfield, Illinois. Toward the end of the simulation, students campaigned for MIG leadership for the 2026 simulation.

Model Illinois Government is a collaborative effort between students and faculty from 16 colleges and universities around Illinois and Indiana to provide an in-depth, educational look at the workings of state government and politics.

STUDENT AFFAIRS DEPARTMENT REPORTS
Dr. Ken Flowers, Provost and Vice President of Academic Affairs

Dr. Flowers updated the Board on the following Student Affairs items:
- Summer enrollment is up and double compared to last year at this time. Currently Fall semester enrollment is up as well.
- Two new deans were selected for the Student Affairs division. They are Sara Skinner (Dean of Student Success and Support Services) and Mel Grau (Dean of Student Life and Engagement).

STUDENT SUCCESS
Student Support Services (SSS)

Programming: SSS continues to offer yearly programming for participants to ensure we are fulfilling our grant requirements. Below you can learn about some of our programming:
- March 17: Kimberly Sparkmon, AmeriCorp College Completion Coach, partnered with Student Life to host a scholarship workshop. Students learned about the scholarship application process, and those in attendance were entered to win a gift card.
- March 24-March 28: Stress Management Week offered students daily tips and strategies to manage academic and personal stress effectively.
- March 25: SSS collaborated with Upward Bound, Start to Finish, and the Educational Opportunity Center to host an open house for faculty and staff. Visitors were encouraged to visit all four offices and were rewarded with a full lunch. We are thankful to all who participated.
- March 26: A representative from Western Michigan University (WMU) Admissions visited campus to assist students in applying to WMU and to answer questions regarding the transfer process.

Student Success: *Toney Walker*, an outstanding participant in the SSS program, has shown strong engagement and initiative in his academic journey. He currently holds a cumulative GPA of 3.16 and is on track to complete his Associate in General Studies by May 2025. We commend Toney for his commitment and leadership among peers.

Athletics

Softball: The team is currently 10-10 overall and 4-4 in conference play, placing third in the Western Conference. Their next game is April 4 at home against Kalamazoo Valley Community College.

Baseball: The team holds an 11-6 overall record and is 1-4 in conference play, ranking fifth in the Western Conference. They face Marian University Ancilla on April 3.

Volleyball: The team has begun its spring competition season and will travel to Grand Rapids Community College on April 5 to compete against Aquinas College and Davenport University.

Men's Soccer: The team played a spring season match at Alma College on March 29

and will travel to Bethel University on April 5 to face the Bethel Pilots.

Campus Life

March 4 – Slime Lab: Hosted in the Hawk's Nest by *Lauren Andrews*, Campus Life's work-study student. This event promoted relaxation, creativity, and peer connection. 23 students participated.

March 5 – Student Senate Public Meeting: Ten individuals attended to discuss campus ideas and initiatives.

March 17 – St. Patrick's Day Scavenger Hunt: Created by *Lauren Andrews*, students used clues to find nine hidden golden coins throughout the main building. All coins were returned for uplifting prizes. Rocky made a festive appearance dressed for the occasion.

March 17 – Scholarships 101: Finding Your Pot of Gold: Presented by Kimberly Sparkmon with support from **Sarah Thomas** and *Lauren Andrews*. The workshop helped students navigate institutional scholarships and was well-attended.

March 19 – Mad Mac: March Madness Bracket Challenge: Students gathered in the Hawk's Nest for mac and cheese and basketball bracket fun. Over 40 students participated, with 22 entries in the Men's bracket and 19 in the Women's. Prizes for the top three included mini-Roku projectors, solar- powered chargers, and more.

Housing
Construction:
- Apartments 120, 122, 220, 222, 320, and 322 will be closed for renovation during Summer 2025 due to previous flooding.

Spring 2025:
- Building Closure for Undergrads: May 2, 2025
- Building Closure for Grads and Resident Assistants: May 5, 2025

Student Staff:
- 6 New Resident Assistants were hired for 2025-26 Academic Year: Caleb Damoah, Olivia Price, Emma Lewis, Ashley McKenney, Sergio Clavijo Fernández, Miguel Guerra Ruiz
- Front Desk Assistants for 2025-26 Academic Year are about to begin

Spring 2025 Programming:
- Past Programming: (20 programs) : Topics: Clery Act, Community Reuniting, Relationship Safety, Health Awareness, Communication, DEI, Food Preparation, Mental Health Awareness, Roommate Bonding, and more.
- Upcoming Programing: (10 programs): Topics: Future Focused, Stress Relief, Community Involvement, Cleaning Habits, Academic Success, and more.

Summer 2025:
- (14) Total Applications received

Fall 2025:
- (204) Total Applications
- (115) Secured Spots
  - (81) Returners
  - (34) New Applicants with $250 Deposits
- (79) Spots Remaining
  - (32) New Applicants without $250
  - (5) New Applicants waiting on Background Checks
  - (52) New Applicants without $30 Application Fee

Lake Michigan College
Income Statement (Operating & Auxiliary ONLY)
February 28, 2025

	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
Revenue									
Tuition & Fee Revenue, Gross	$ 11,133,845	$ 10,626,643	$ 442,000	4%	$ 11,812,444	94%	$ 9,565,696	$ 10,562,767	91%
Scholarships & Waivers	(291,841)	(377,646)	86,000	-23%	(425,900)	69%	(609,564)	(652,750)	93%
Bad Debt	-	(368)	-	0%	(90,700)	0%	(446)	(110,001)	0%
Tuition & Fee Revenue, Net	10,842,004	10,248,629	593,000	6%	11,295,844	96%	8,955,686	9,800,015	91%
Non-Credit Tuition & Fee Revenue	$ 165,074	$ 63,990	101,000	158%	$ 354,340	47%	$ 44,379	$ 245,066	18%
Property Taxes, Gross	19,937,161	19,370,733	566,000	3%	21,250,001	94%	18,244,725	19,910,942	92%
Collection Costs & Other Deductions	(100,288)	(102,547)	2,000	-2%	(105,000)	96%	(83,601)	(89,350)	94%
Property Tax Revenue, Net	19,836,873	19,268,186	569,000	3%	21,145,001	94%	18,161,124	19,821,591	92%
Base	2,915,552	2,585,556	330,000	13%	6,423,194	45%	2,916,320	7,244,900	40%
Supplemental - MPSERS Funding	1,139,980	1,139,980	-	0%	1,207,744	94%	704,187	1,521,377	46%
State Appropriations	4,055,532	3,725,536	330,000	9%	7,630,938	53%	3,620,507	8,766,277	41%
Grants and Contracts	59,447	50,291	9,000	18%	72,292	82%	63,957	91,938	70%
Donations & Fundraising	71,898	271,190	(199,000)	-73%	352,513	20%	98,413	455,860	22%
Interest Income	713,336	637,336	76,000	12%	956,000	75%	666,536	1,015,092	66%
Other Revenue	158,447	147,190	11,000	7%	253,857	62%	151,265	259,199	58%
Beckwith Hall	813,693	818,834	(5,000)	-1%	728,467	112%	761,962	672,859	113%
Mendel Center - Conference/Event Services	12,672	(9,916)	23,000	-232%	-	-	41,207	(42,679)	-97%
Mendel Center - Mainstage	(46,204)	(70,034)	24,000	-34%	(141,858)	33%	(79,740)	(216,561)	37%
Mendel Center - Economic Club	-	-	-	-	-	-	-	(915)	0%
Mendel Center - Operations Administration	-	-	-	-	-	-	(159,197)	-	-
Mendel Center - Building Costs	(365,125)	(378,434)	13,000	-3%	(567,891)	64%	(333,655)	(498,626)	67%
Hawk's Nest Café	(28,533)	(37,581)	9,000	-24%	(56,000)	51%	(22,578)	(38,187)	59%
Winery Management	-	-	-	-	-	-	-	-	-
Auxiliary Operations, Net	386,502	322,869	64,000	20%	(37,282)	-1037%	207,998	(124,108)	-168%
TOTAL REVENUE	$ 36,289,114	$ 34,735,217	$ 1,554,000	4%	$ 42,023,503	86%	$ 31,969,865	$ 40,330,931	79%
Expenses									
Wages	$ 12,348,841	$ 12,103,962	245,000	2%	$ 18,027,577	68%	$ 11,385,997	$ 16,329,239	70%
Benefits	6,772,749	6,532,634	240,000	4%	9,115,519	74%	6,145,245	8,725,591	70%
Labor Costs	19,121,590	18,636,596	485,000	3%	27,143,095	70%	17,531,242	25,054,830	70%
Professional services	1,249,856	1,781,381	(532,000)	-30%	2,580,807	48%	1,738,946	2,545,119	68%
Travel, Communications, & Other	1,678,216	1,809,866	(132,000)	-7%	2,761,932	61%	1,776,054	2,272,559	78%
Building Costs (Non-Auxiliary)	1,930,407	2,060,007	(130,000)	-6%	3,075,062	63%	1,917,082	2,855,025	67%
Supplies & Materials	675,995	775,346	(99,000)	-13%	994,724	68%	686,487	892,113	77%
Minor Capital	98,786	13,736	85,000	619%	20,600	480%	9,208	34,153	27%
Loss (Gain) on Asset Disposal	(1,000)	-	(1,000)	-	-	-	-	3,295,822	0%
TOTAL EXPENSES	24,753,850	25,076,932	(323,000)	-1%	36,576,220	68%	23,659,019	36,949,621	64%
NET INCOME - before Depreciation, Interest & Transfers	$ 11,535,263	$ 9,658,285	$ 1,877,000	19%	$ 5,447,283	212%	$ 8,310,846	$ 3,381,310	246%
Interest Expense	275,539	-	276,000	-	-	-	287,023	442,481	65%
Depreciation	3,067,802	3,185,762	(118,000)	-4%	4,762,293	64%	3,240,800	5,290,044	61%
Transfers	-	-	-	-	-		-	393,726	0%
NET INCOME - after Depreciation, Interest & Transfers	$ 8,191,922	$ 6,472,523	$ 1,719,000	27%	$ 684,990	1196%	$ 4,783,023	$ (2,744,942)	-174%

* Board approved budget as adjusted for revisions

Lake Michigan College
Balance Sheet (General & Restricted Funds)
February 28, 2025

	2/28/25	2/28/24	Change	
Cash & Investments, Total	$ 51,599,000	49,260,000	2,339,000	5%
Less: Designated Reserves	$ (16,159,000)	$ (19,707,000)	$ 3,548,000	-18%
Cash Undesignated *	35,440,000	29,553,000	5,887,000	20%
Accounts Receivable, Net	6,545,000	5,652,000	893,000	16%
Prepaid Expenses & Other Assets	756,000	587,000	169,000	29%
Fixed Assets, Net of Depreciation	83,103,000	86,911,000	(3,808,000)	-4%
Total Assets	$ 142,003,000	$ 142,410,000	$ (407,000)	0%
Payables	$ 5,612,000	$ 6,310,000	$ (698,000)	-11%
Deferred Revenues	260,000	1,814,000	(1,554,000)	-86%
Debt	24,402,000	28,279,000	(3,877,000)	-14%
Pension Liability, Net	17,701,000	19,505,000	(1,804,000)	-9%
Total Liabilities	47,975,000	55,908,000	(7,933,000)	-14%
Net Assets	94,028,000	86,502,000	7,526,000	9%
Total Liabilities + Net Assets	$ 142,003,000	$ 142,410,000	$ (407,000)	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)
February 28, 2025

		2/28/25
Operating Activities:		
Cash Received from Property Taxes - Operational	$	19,837,000
Cash Received from Tuition		4,872,000
Cash Received from Appropriations		4,056,000
Cash Received from Grants		3,493,000
Cash Received from Interest		713,000
Cash Received from Foundation		72,000
Cash Received from Grant Admin Fees		59,000
Cash Received from Other Operations		158,000
Cash Received from (Paid for) Auxiliary Operations		399,000
Cash Paid to / on behalf of Employees		(18,627,000)
Cash Paid to Vendors		(6,398,000)
Cash Paid (Received) from Restricted Funds		-
Cash From Operations	**$**	**8,634,000**
Investing Activities:		
Cash Received from Property Taxes - Capital Millage		4,925,000
Cash Paid for Capital Assets		(2,743,000)
Cash on Hand (Used) for Capital Assets	**$**	**2,182,000**
Financing Activities:		
Paid on Debt - Principal		(818,000)
Paid on Debt - Interest		(354,000)
Cash Paid on Debt	**$**	**(1,172,000)**
Net Increase (Decrease) in Cash	**$**	**9,644,000**
Cash at beginning of year	$	41,955,000
Cash at February 28, 2025	**$**	**51,599,000**

Employment Report:

Positions Posted or in the Hiring Process:
- Administrative Assistant, Arts and Sciences
- Dean, Student Life and Engagement
- Dean, Student Success and Support Services
- Faculty, Computer Information Systems (2 openings)
- Faculty, Math
- Generalist, Admissions
- HR Generalist I
- Lecturer, Art
- Lecturer, English
- Mail Clerk Warehouse (Part-time)
- Office Manager, Upward Bound
- Web Developer

Position Change:
- Beckey Miller – Support Specialist, Start to Finish

Separations:
- Angelia Forrest – Executive Director, Financial Aid (April 24)

New Hires
- Lisa Wilber - Executive Director, Facilities Management (May 5)
- Dr. Julianne Smith - Director, Clinical Education Physical Therapist Assistant Program (May 27)

ADJOURNMENT MOTION by Mr. Dissette with support by Ms. Tomasini to adjourn the Regular Meeting of the Lake Michigan College Board of Trustees at 5:30 p.m.

Mark Weber
Lake Michigan College Board Secretary