

CALL TO ORDER

Board Chair Joan Smith called the meeting of the Lake Michigan College Board of Trustees to order on July 7, 2025 at 10:30 a.m. Board Chair Smith opened the meeting with the Pledge of Allegiance.

ROLL CALL

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

PETITIONS AND COMMUNICATIONS FROM THE FLOOR

None

PRESIDENT'S REPORT

Dr. Kubatzke began his report by informing the Board that a president from a technical college in Utah is planning to bring a team to visit LMC in October. He also shared that the Chair Academy—originally established as a training program for department chairs and later expanded into a global leadership development initiative for administrators—is set to close. In light of this, LMC is playing a key role in encouraging the MCCA to assume leadership of the program and ensure its continuation.

Lake Michigan College (the College”)

A special meeting of the board of trustees of the College (the “Board”) was held in the Todd Center Board Room, within the boundaries of the College district, on the 7th day of July, 2025, at 10:30 o’clock in the a.m. (the “Meeting”).

The Meeting was called to order by Ms. Joan Smith, Chair.

Present: Trustees

Absent: Trustees

The following preamble and resolution were offered by Trustee _____ and supported by Trustee _____:

WHEREAS:

1. This Board intends to submit one or more propositions at a special election to be held on Tuesday, November 4, 2025.
2. On or before 4:00 p.m. on Tuesday, August 12, 2025, the Board shall certify any ballot proposition to be submitted to the voters at such election to the election coordinator or coordinators designated to conduct elections within the College district (the “Election Coordinator”).
3. This Board previously voted to approve the language of such propositions on July 17, 2025, but an additional update on the amount of funds collected in the first year is necessary.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. To effectuate an update on the funds to be collected in the first year of the proposed propositions, this Board hereby rescinds its June 17, 2025 resolution relative to propositions to be placed on the ballot for the November 4, 2025 election, and this resolution is to be relied upon for all purposes related to that election.
2. A special election of the electors of the College district be called and held on Tuesday, November 4, 2025.
3. The propositions to be voted on at the special election shall be stated on the ballots in substantially the form as set forth in Exhibit A.
4. The Election Coordinator is requested to:
 - a. Disregard the previously filed June 17, 2025 resolution related to the November 4, 2025 election.
 - b. Utilize _____, a newspaper published or of general circulation within the College district, for publication of notices in accordance with the election law requirements.

- c. Utilize ballot proposition summary information, as prepared by legal counsel, in the forms of the notices of last day of registration and election in substantially the form as set forth in Exhibit B attached hereto.
- d. Provide a proof copy of the ballots to the College and its legal counsel in sufficient time to allow the ballots to be proofread prior to printing.

5. The Secretary of this Board is hereby authorized and directed to file a copy of this resolution with the Election Coordinator and with any Election Clerk or clerks designated to conduct elections within the College district by 4:00 p.m., on Tuesday, August 12, 2025.

6. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby rescinded.

Ayes: Trustees

Nays: Trustees

Resolution declared adopted.

Secretary, Board of Trustees

The undersigned duly qualified and acting Secretary of the Board of Trustees of Lake Michigan College, hereby certifies that the foregoing constitutes a true and complete copy of a resolution adopted by the Board at the Meeting, the original of which is part of the Board's minutes. The undersigned further certifies that notice of the Meeting was given to the public pursuant to the provisions of the Open Meetings Act (Act 267, Public Acts of Michigan, 1976, as amended).

Secretary, Board of Trustees

CJI/ssw

EXHIBIT A

I. LAKE MICHIGAN COLLEGE CHARTER MILLAGE RENEWAL PROPOSITION FOR OPERATING AND GENERAL PURPOSES

This proposition is to renew a charter millage for community college operating and general purposes which will expire with the 2026 tax levy.

Shall the previously voted charter tax rate limitation on the amount of taxes imposed upon all taxable property within the community college district boundaries of Lake Michigan College, Michigan, be renewed in the amount of .6655 mill (\$0.6655 on each \$1,000 of taxable valuation) for a period of twenty (20) years, 2027 through 2046, inclusive, to provide funds to be used for operating purposes and for all purposes authorized by law; if approved, the estimated revenue the millage would raise in 2027 is approximately \$8,900,000 (this is a renewal of millage that will expire with the 2026 tax levy)?

II. LAKE MICHIGAN COLLEGE CHARTER MILLAGE RENEWAL AND REDUCTION PROPOSITION FOR CAPITAL PURPOSES

This proposition is to renew and reduce a charter millage for community college capital purposes that will expire with the 2026 levy.

Shall the previously voted charter tax rate limitation on the amount of taxes imposed upon all taxable property within the community college district boundaries of Lake Michigan College, Michigan be renewed and reduced to the amount of 0.24 mill (\$0.24 per \$1,000 of taxable valuation) for a period of ten (10) years, 2027 to 2036, inclusive, for the purpose of safety and security improvements, energy efficiency upgrades, renovation of instructional spaces, instructional technology upgrades, and other capital improvements; if approved, the estimated revenue the millage would raise in 2027 is approximately \$3,200,000 (this is a partial renewal of millage that will expire with the 2026 tax levy)?

EXHIBIT B

SUMMARIES OF BALLOT PROPOSITIONS TO BE INSERTED IN THE NOTICES OF LAST DAY OF REGISTRATION AND ELECTION:

- I. LAKE MICHIGAN COLLEGE
CHARTER MILLAGE RENEWAL PROPOSITION
FOR OPERATING AND GENERAL PURPOSES
\$0.6655 ON EACH \$1,000 OF TAXABLE VALUATION
FOR TWENTY (20) YEARS
- II. LAKE MICHIGAN COLLEGE
CHARTER MILLAGE RENEWAL AND REDUCTION PROPOSITION
FOR CAPITAL PURPOSES
\$0.24 ON EACH \$1,000 OF TAXABLE VALUATION
FOR TEN (10) YEARS

Full text of the ballot propositions may be obtained at the administrative offices of Lake Michigan College, 2755 E. Napier Avenue, Benton Harbor, Michigan 49022-1881, telephone: (259) 927-8600.

Action:

We recommend that the Board of Trustees authorize submission of the revised proposition at a municipal election to be held on Tuesday, November 4, 2025.

MOTION by Mr. Weber with support by Ms. Burghdoff to authorize submission of the revised proposition at a municipal election to be held on Tuesday, November 4, 2025.

Chair Smith asked the board secretary for a roll call vote

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

Nays: None

MOTION APPROVED

EMPLOYEE DISCIPLINE

Office of Origin:	Human Resources
Responsibility:	Executive Director, Human Resources
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 fostering a fair and supportive workplace environment where employee success is a priority. This policy establishes a framework that balances accountability with opportunity for improvement and outlines the approach to addressing performance concerns and conduct issues, beginning with informal discussions between supervisors and employees before advancing to more formal corrective measures. While the College typically follows a graduated process of written warnings, suspension, and termination, the specific disciplinary response will always be proportionate to the nature and impact of the infraction. This policy empowers supervisors, in collaboration with department administrators and Human Resources (HR), to implement appropriate interventions—including Performance Improvement Plans (PIP)—designed to support employee growth while protecting the College's operational integrity.

The College will normally follow a system of progressive/corrective discipline. The supervisor and employee are encouraged to informally discuss the situation and/or performance problems before formal corrective steps become necessary.

In normal circumstances, corrective steps, whether for related or unrelated infractions, will include written warning, followed by suspension with or without pay, and then termination.

Discipline will be commensurate with the seriousness of the infraction; disciplinary steps may be repeated for less serious infractions or bypassed for more serious infractions.

- The immediate supervisor, in consultation with the department administrator and HR, will determine the seriousness of the action requiring discipline and determine the appropriate level of discipline.
- In determining the seriousness of an infraction, not only will the conduct of the employee be considered but also the consequences of the conduct

- to the College and its operations.
- The supervisor and HR may administer a PIP for the employee to support improved performance. Successful completion of a PIP does not guarantee continued employment.

Note: remove from handbook and link to policy once adopted

JOB ELIMINATIONS

Office of Origin:	Human Resources
Responsibility:	Executive Director, Human Resources
Original Date Adopted:	05-20-2025
Dates Reviewed:	xx-xx-xx
Last Date Board Approved:	xx-xx-xx

Lake Michigan College (the College) is committed to ensuring transparency when managing job eliminations of full or regular part-time positions, which may occur as part of organizational restructuring, workforce reductions, or realignment of institutional priorities. These processes are handled thoughtfully to align with the College's Guiding Principles and to support impacted employees. These processes will apply to all job eliminations, unless modified by an applicable collective bargaining agreement. The College may conduct job eliminations based on any lawful criteria to determine the impacted employees, including, but not limited to, department, location, the availability of other positions at the College, documented individual performance, the skills and qualifications critical for future success, and, when appropriate in the discretion of the College, seniority.

When a job elimination occurs, the College will provide no less than four work weeks' written notice to the impacted employee before the job is eliminated or, alternatively, will provide the equivalent workdays' pay in lieu of notice. Health, dental, and vision insurance benefits will continue through the end of the month in which employment ends.

At the College's discretion, an impacted employee in good standing may be offered the option to be reassigned to a different vacant position for which they are qualified. If no reassignment is offered, an employee may participate in a voluntary severance program in exchange for signing a release and waiver agreement. In cases of reassignment, the College will provide a written job description for the new position and will offer a 90-day probationary period to determine the employee's performance within the new role. If during the 90-day probationary period either the employee or the supervisor determines the new position to be ill-suited, the employee may become eligible for a voluntary severance program as described above.

To support employees during these transitions, the College may offer resources such as counseling through the Employee Assistance Program (EAP), job search assistance, and career development support. The College also recognizes the need to support remaining employees and is committed to providing clear updates and addressing concerns to maintain morale and trust during periods of change.

Human Resources will oversee all discussions and decisions related to job eliminations to ensure compliance with College policies and legal requirements.

References:

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

Office of Origin:	Human Resources
Responsibility:	Executive Director, Human Resources
Original Date Adopted:	12-10-24
Dates Reviewed:	10-9-24 (C), x-x-xx
Last Date Board Approved:	12-10-24 x-x-xx

COLA Wage Adjustment for Non-Bargaining Unit Employees

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

Wage Adjustment for Employees Fully Funded by a Grant

All pay related decisions for employees whose positions are fully funded by a grant-are dependent on available grant funding. All grant-funded employees' pay must adhere to the parameters of the grant's budget.

Wage Adjustment for Bargaining Unit Employees

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

COLA Rate Application

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

Communication

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

Data Source

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

Exceptions

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

References:

POLICY-2nd READ

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

1. Employee Discipline
2. Job Elimination
3. Wage Adjustment Based on Cost-of-Living Adjustments

ACTION:

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

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

ROLL CALL VOTE

Chair Smith asked the board secretary for a roll call vote

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

Nays: None

MOTION APPROVED

ADJOURNMENT MOTION by Mr. Grover to adjourn the Regular Meeting of the Lake Michigan College Board of Trustees at 10:37 a.m.



Mark Weber
Lake Michigan College Board Secretary